



June 2010

**Draft Minutes of the second Annual Meeting of the Kent LINK held on
Wednesday, 26 May 2010 from 10.00am until 3.00pm at the Village Hotel,
Castle View, Forstal Road, Maidstone, Kent ME14 3AQ**

Present

67 people attended the meeting, including 46 LINK participants, members of the LINK's Governors' Group, the LINK Priorities Panel, LINK External Representatives and LINK Authorised Visitors. In attendance were Dave Shields, LINK Programme Lead Department of Health (South East), representatives of various statutory health and social care organisations in Kent and staff of the LINK's support organisation, Kent & Medway Networks Ltd (KMN).

1. Introduction, Welcome and Apologies

- 1.1. All present were welcomed by John Fletcher, Chairman of the LINK Governors' Group. Apologies received were noted.
- 1.2. It was noted that, in line with the LINK's governance arrangements, for any resolution to be carried a total of 30 votes for the resolution were required (ie two thirds of the number of the 46 participants in attendance).

2. Approval of the minutes of the Annual Meeting of the Kent LINK held on 28 May 2009

In response to a question Graham Hills, Operational Director, KMN, advised that the 'Openness of Foundation Trusts' LINK project would be commencing soon.

Recommendation / vote decision

That the minutes from the Kent LINK's first Annual Meeting be accepted

Votes in favour (including proxy / postal votes): 30 Against: 0 **CARRIED**

3. Kent LINK Annual Report 2009 / 2010, including the LINK's Annual Accounts 2009 / 2010 and presentations on examples of the LINK's work

- 3.1. John Fletcher presented the LINK's second Annual Report highlighting the range of projects completed and underway and the need for more volunteers to help carry out the work.

- 3.2. Roger Kendall, Lead Governor for Finance, presented the LINK's Annual Accounts. In answer to a query over the figures presented in the draft annual report and those displayed on the screen the attendees were advised that the correct figures were those in the draft annual report.
- 3.3. Roger Kendall advised that there was a Budget Sub Group (of the Governors' Group) that regularly reviewed the LINK's expenditure and discussed the under-spend, identifying funds for employment of additional support staff, more appropriate allocation of expenditure to LINK projects, establishment of LINK Access Points (giving it a presence around the county) and increasing work on the LINK projects.
- 3.4. John Fletcher introduced David Morris and Robin Kenworthy who gave short presentations on two of the LINK's projects.
- 3.5. **Hygiene, Disinfection and Patient Experience in Hospitals**
 - 3.5.1. David Morris, LINK participant, outlined the objectives of this joint project (Kent LINK and Medway LINK), how it had been undertaken and provided a summary of the project's recommendations. David answered questions on items such as the methodology used, reliability of counts and scope of swabbing. Those present were advised that the LINK's project report was formally released at the meeting - available with a summary on each table.
- 3.6. **Access (Transport) to Health Services**
 - 3.6.1. Robin Kenworthy, LINK participant, provided an insight to this project (carried out jointly with the Medway LINK) and advised that the final report would be published in June. Robin answered questions about the scope of the project and the inclusion of disability groups.

Recommendation / vote decision

That the LINK Annual Report 2009 / 2010 be agreed

Votes in favour (including proxy / postal votes): 35 Against: 1 **CARRIED**

That the LINK's Annual Accounts 2009 / 2010 be agreed

Votes in favour (including proxy / postal votes): 42 Against: 0 **CARRIED**

4. Kent LINK Governance Framework: Proposals for changes

- 4.1. Mark Fittock, Lead Governor for Governance introduced the proposals for changes to the LINK's Governance Arrangements.
- 4.2. Initiation of an update of the LINK's current Governance Arrangements, Strategies and Policies to ensure that they are up to date.

- 4.2.1. After all other changes were introduced Mark Fittock advised that all LINK governance, policies and procedures had been written for the set up of the LINK and proposed that Governors initiate a full review so that they can be brought up to date.

Recommendation / vote decision

That the Governors initiate an update of the LINK's current Governance Arrangements, Strategies and Policies to ensure that they are up to date

Votes in favour (including proxy / postal votes): 43 Against: 0 **CARRIED**

4.3. Disciplinary Procedure for LINK Participants

- 4.3.1. Mark Fittock explained that it was good practice for the LINK to have disciplinary, grievance and complaints procedures and that the presented proposals followed Advisory, Conciliation and Arbitration Service (ACAS) principles. Following discussion on the proposed disciplinary procedure, especially with regard to the consequences of disciplinary action the vote was taken.

Recommendation / vote decision

That the Disciplinary Procedure for LINK participants is agreed

Votes in favour (including proxy / postal votes): 45 Against: 1 **CARRIED**

4.4. Grievance Procedure

- 4.4.1. Following discussion on the powers being granted to the Chairman of the Governors' Group and clarification on the process the vote was taken.

4

Recommendation / vote decision

That the Grievance Procedure is agreed

Votes in favour (including proxy / postal votes): 38 Against: 5 **CARRIED**

4.5. Complaints Procedure

4.5.1. Following discussion on the impartiality of the Chairman of Governors, the role of the host organisation and the need for an independent third party and a tightening up of the wording in the policy it was **AGREED** that the Complaints Procedure be referred back to the Governors' Group.

ACTION: John Fletcher

4.6. Non Attendance / Non Involvement Policy

4.6.1. Mark Fittock outlined the reasons for the LINK having such a policy.

Recommendation / vote decision

That the Non Attendance / Non Involvement Policy is agreed and the Terms of Reference for each LINK Group / Role are updated accordingly

Votes in favour (including proxy / postal votes): 34 Against: 0 **CARRIED**

4.7. LINK Decision Making Process – Proposal for change

4.7.1. Mark Fittock highlighted the proposals from the Priorities Panel and Governors' Group. The change would allow for the Panel to:

- Reject an issue where it considered the LINK was unlikely to make an impact
- Consider the extent to which the LINK pursuing a particular issue fit into the LINK strategy

4.7.2. Concerns were raised about the LINK rejecting issues that it felt it could not impact on. It was **AGREED** that the proposed change needed further clarification be referred back to the Governors Group.

ACTION: John Fletcher

4.8. Governors' Group - Terms of Reference

4.8.1. Mark Fittock presented the need for:

- The Governors' Group to have a quorum at a Group meeting for any decisions to be made
- In exceptional circumstances, the Chairman to take action when there was no time to wait for agreement from all Governors.

4.8.2. Having presented the need for it was agreed that no discussion was necessary regarding the terms of reference.

Recommendation / vote decision

That the following be included in the Governors' Group Terms of Reference 'The minimum number of four Governors is required at a Governors' Group meeting to carry decisions'

Votes in favour (including proxy / postal votes): 44 Against: 0 **CARRIED**

Recommendation / vote decision

That the following be included in the Governors' Group Terms of Reference – 'In between meetings of the Governors' Group there may be a need for an urgent decision / action to be taken - where the decision or action cannot wait for the next meeting of the Governors' Group. In this event, the Chairman of the Group is authorised to make such decisions / take the required action. He / she will report to the next available meeting of the Governors' Group on the decision / action taken and the reasons why Chairman's action was required'

Votes in favour (including proxy / postal votes): 33 Against: 5 **CARRIED**

4.9. Kent LINK Groups / Roles – Proposals for changes to the Application and Selection Process

4.9.1. Mark Fittock explained that the change was needed to bring the process in to line with the practice used for current selection to the LINK's core groups. Discussion was held about the selection criteria and reassurance given that it would not exclude any sector of the community, especially those without internet access.

Recommendation / vote decision

That the process detailed in Appendix A to the proposal paper be adopted for all appointments to the LINK's Groups and Roles

Votes in favour (including proxy / postal votes): 32 Against: 3 **CARRIED**

4.10. Reimbursement of LINK Participant Expenses

4.10.1. Several proposals were included in this item and a vote taken on each.

Recommendation / vote decision

That there is no change to be made to the

a) 40p mileage rate

b) Additional payment of 2p per mile for carrying passengers on LINK business

Votes in favour (including proxy / postal votes): 36 Against: 3 **CARRIED**

Recommendation / vote decision

That the LINK's Expenses Policy is clarified to ensure that all individuals approved by the Governors' Group to represent the LINK on external organisations shall be eligible for reimbursement of their expenses and not just those on the Panel of External Representatives

No vote taken on this item

Recommendation / vote decision

That, with regard to the payment of subsistence allowance of up to £5 for LINK participants on LINK business, who are away from home / work for over four hours, should not be required to submit receipts to support such claims

Votes in favour (including proxy / postal votes): 28 Against: 2 **CARRIED**

Recommendation / vote decision

That claims for the preceding financial year submitted beyond the second week of April following the end of the financial year may not be payable

Votes in favour (including proxy / postal votes): 27 Against: 3 **CARRIED**

5. Strategic Direction for the Kent LINK 2010 / 2011, including the LINK's Annual Work Programme

5.1. Mike Eddy, Lead Governor for LINK Strategy, explained that reducing health inequalities in Kent was going to be the LINK's strategic direction for this year. Participants were then invited to make suggestions for areas to focus on under the headings of health, social care and other and these would be collated and presented after lunch.

6. Date of next Annual Meeting

- 6.1. John Fletcher advised that the next annual meeting of the LINK would be held in the week commencing 23 May 2011.
- 6.2. In closing the Annual Meeting John Fletcher invited all to partake in the buffet lunch and return for the afternoon Question and Answer session where members of the LINK's core groups would be available to directly answer questions.

End

Brenda O'Neill
Kent & Medway Networks Ltd
May / June 2010