



**Kent LINK External Representatives
Meeting Report**

Name of LINK Representative	Roy Coles and John Gallimore
Name of External Organisation	Eastern and Coastal Kent Primary Care Trust
Name of External Group	Board Meeting
Name of lead contact of External Group	Colin Tomson, Chairman
Date of Meeting	18 May, 2011
Venue of Meeting	New Village Hall, St Mary's Bay
Summary of Meeting (If appropriate attach papers)	<p>The following reports were tabled for assurance:</p> <ol style="list-style-type: none"> 1. Primary Care Trust (PCT) Transition Programme Report: this report provides assurance of progress to meet key national and local milestones for whole system transition, and confirms additional information and milestones from transition partners ie those trusts that are clustered with NHS Eastern and Coastal 2. To receive the Board Performance Report. This assured the Board that the deliveries of the standards and indicators of the 2010 / 2011 operational plan are being met. Key achievements are: continuing to reduce levels of MRSA and C. difficile, with the exception of Darenth Valley where they exceeded the average for South East Coast; remedial action will be put in place; access to primary care; cancer diagnosis to treatment times including outpatient referrals and four week smoking quitters; patient experience; quality stroke care 3. To receive the report of the Chief Executive which included the progress on the development of the Kent and Medway PCT cluster, Bank Holiday planning, HealthWatch Pathfinder bid, assurance of the PCTs on-going involvement in significant national and local consultation processes, local commissioner briefing for Shepway and the ceiling of documents ensuring that the

PCT is compliant with its standing orders

4. To receive the Human Resources Report. The management cost exercise has been achieved showing a reduction in staffing from 444.60 fte in April 2010 to 379.96 fte at 1 April 2011. Staff absence rate is lower than the regional target for 2014
5. To receive workforce implications of the Annual Operating Plans. Consideration is being given to the development of the role of strategic workforce planning and education commissioning to ensure a sustainable supply of critical health staff through the proposed health reforms
6. Personal Health Budget Update. There are three PCTs in the South East which are taking part in the national pilot. Current feedback is very positive as to the effectiveness of the personal health budget and this now needs embedding in its planning.

The following reports and items were tabled for decision:

1. To give delegated authority to the audit committee to approve the annual report and accounts to the year ending 31 March 2011. Agreed
2. Revise terms of reference for commissioning strategy committee. Approved
3. Cluster Board arrangements. Approved
4. Public Health transition paper. This updated the Board on the current proposals for the transition of the public health staff from NHS to Kent County Council.

The following committee reports for assurance were tabled:

1. Commissioning Strategy Report: The committee is responsible for ensuring that strategic commissioning decisions are made that improve the health and well being of the population, and that the delivery is within the financial limits specified. It provides the governance for the development of the emergent GP Commissioning Consortia, and highlights the risks within this
2. Patient Safety and Quality Care Committee
3. Finance Committee Report: the surplus was in line with national requirements
4. Audit Committee Report
5. Staff consultation committee
6. Remuneration committee minutes.

	<p>Transition Arrangements</p> <p>This was the final meeting of NHS Eastern and Coastal Kent which is now clustered with other PCTs in the South East. Currently there is no representative from LINK on the new PCT cluster.</p> <p>A complete record of the reports and minutes can be viewed at</p> <p>www.easternandcoastalkent.nhs.uk/about-us/the-board/board-meetings-and-papers/</p>
<p>Recommendations / Actions eg</p> <ul style="list-style-type: none"> • Items for LINK bulletin • Items for individual interest group • Issue to Priorities Panel / Governors' Group 	<p>The LINK needs to continue its watching brief on the developments with regard to the Ofsted / CQC report.</p> <p>The LINK should investigate the possibility of having an external representative on each of the emerging GP consortia and on the PCT consortia group during the transition.</p>
Date of Next Meeting	

For office use only

Recommendations / Actions

<i>For Office Use Only</i>	<i>Recommendation / Action</i>	<i>Date of Action Taken</i>	<i>Who By</i>
Name			
Date			