



**Draft minutes of a meeting of the Kent LINK Governors' Group held on
Thursday 18 June 2009 from 10.00am – 1.00pm
at the Salvation Army Centre, Maidstone, ME14 1ED**

Present:

John Cunningham (Chair)
Roger Kendall
Sophia Gaitanari
Francisca Alabi

Also present:

Graham Hills, Operational Director
Louise Murrell, LINK Development Worker
Ray Harris, LINK Participant

1 Apologies for Absence

John Fletcher, Sally Keverne, Jack Shulman, Mo Reece. Graham confirmed that Mo Reece had written to confirm she is standing down from the Governors' Group and it was AGREED that a letter of thanks be drafted and sent to her.

ACTION: Graham Hills

2 Minutes of the last meeting held on 21 May 2009

2.1 Agreed.

2.2 Matters Arising: Publicity of the LINK is ongoing with the distribution of leaflets and posters to GPs starting soon. A weekly report is being completed by the LINK Development Workers which will record their engagement activity. LINK bulletins are now being published four weekly.

3 Declaration of Interest

It was AGREED to implement the LINK's rules for declaring interests in accordance with Section 6 of the LINK's Governance Framework. It was AGREED that all Governors complete declaration of interest forms and standing item to be placed on all future agendas.

ACTION: Brenda O'Neill

4 LINK Annual Meeting 28 May 2009

It was AGREED that KMN should proceed on work programme actions as detailed in the work programme approved at the LINK Annual Meeting on 28 May 2009. In addition, KMN to take action to develop NHS Eastern and Coastal Kent's proposals for the Kent LINK to become a key organisation in helping the people of East Kent to influence the commissioning process. These actions included:

- The LINK contributing to the Trust's Annual Meeting in September, including a competition to help identify a voluntary sector organisation that had

contributed most to health and social care during the year

- Sharing information on hard to reach groups
- The LINK helping to develop and becoming part of a Citizen Jury to help refresh the Trust's Strategic Commissioning Plan
- Cooperating and helping with LINK projects, particularly around the LINK project on patients' access to services, i. transport to NHS services, etc

Work is to commence on developing Project Groups and work associated with the above. **ACTION: Graham Hills**

5 Kent LINK Groups Update

The Priorities Panel is now in place and participants have undertaken a training / induction workshop. They have agreed to meet on 24 June and 2 July 2009. Early meetings of this panel will discuss and decide how the panel will operate. Initially the meetings will be in person to ensure all can participate fully. Once the structure and way of working is agreed it is anticipated the panel will meet every 2 to 3 months to moderate decisions and ensure the criteria they are using is being operated consistently.

Members of the authorised visitors' panel have been selected, subject to references which are currently being taken up. It is necessary for those participants to undergo advanced CRB and POVA (Protection of Vulnerable Adults) checks before formal authorisation can be given for individuals to carry out visits on behalf of the LINK. A training package will be arranged for the panel of visitors to include a series of orientation visits and an induction. It is anticipated that the visitors will be able to commence their roles in September.

6 Arrangements for LINK Stands at County Show

The Kent County Show will be taking place on Friday 17, Saturday 18 and Sunday 19 July 2009 at the County Showground, Detling, Maidstone. The outline budget was tabled for the event and AGREED at £1600, plus £3,000 for additional marketing material and £50 as a prize for the free draw.

In preparation for the event, the following tasks will need to be completed:

- Seek quotes for promotional bookmarks
 - Contact John Cunningham regarding his availability on Friday afternoon and most of Sunday to man the LINK stand
 - Contact Francisca Alabi regarding her availability on Saturday to help man the LINK stand
 - Contact Ray Harris regarding his availability on Sunday to help man the LINK stand
 - Invite other LINK participants to help man the Kent LINK stands
 - Circulate rota for county show to facilitate car sharing.
 - Investigate options for vouchers for prize draw instead of cash, for example for Kent farm foods / food box.
- ACTION: Cate Boland**

7 LINK Governor vacancy

It was AGREED that no formal action to be taken to replace Evan Stirzaker and Mo Reece because recruitment and reselection of the entire Governors' Group will take place in October. Brenda O'Neill is to initiate the process for advertising and selecting members of the Governors' Group in accordance with the Selection Process in July.

ACTION: Brenda O'Neill

8 Outstanding governance issues / policies

8.1 Kent LINK Groups

The Group received a paper outlining proposed changes to the selection process for appointing LINKs' Groups and Panels. It was AGREED that at the expression of interest stage participants should be invited to an induction event instead of being sent the large volume of information they currently receive which it is felt is putting people off. Further discussion required around the composition of the selection panel.

ACTION: John Cunningham

8.2 LINK Procurement Policy

It was AGREED that a policy should be drafted and discussed at the next Governors' meeting. Roger Kendall will draft a procurement policy and email to all the Governors.

ACTION: Roger Kendall

8.3 Code of conduct, complaints policy, grievance / disciplinary procedures

It was AGREED that a small working group should be formed to consider these policies and procedures.

ACTION: Sophia Gaitanari, John Fletcher, John Cunningham

8.4 Working agreements

It was noted that working agreements between the LINK and stakeholder organisations were still outstanding. These agreements should set out rules of etiquette for example for how to deal with media enquiries and help ensure communications flow between the LINK and the organisation.

ACTION: Graham Hills

8.5 Any more that Governors think is outstanding

Governors are to consider the need for additional LINK policies.

ACTION: All Governors

9 LINK participants – diversity report

The report was accepted. Graham Hills to look at the detail required on the diversity form and why it is needed; website activity report to follow.

ACTION: Graham Hills

10 Updates from individual Governors and confirmation of deputy leads

Finance: A paper setting out the LINK's expenditure to date was tabled. It was AGREED to set up a group to actively monitor future budget spend to ensure it is allocated for the coming months and monitor under spend. It was AGREED that the group should be made up of John Cunningham, Roger Kendall, Sophia Gaitanari, John Fletcher Sally Keverne, the principle budget holders and Graham Hills and Jane Williamson of KMN.

Brenda O'Neill will notify Sophia and Roger of performance management meetings with KCC and KMN.

ACTION: Graham Hills, Brenda O'Neill

11 Any other business

11.1 John Cunningham stated he was pleased to see a LINK stand at the newly formed Old People's Forum in West Kent.

11.2 John Cunningham requested a meeting be set up with NHS West Kent to discuss how they work with the LINK. Graham confirmed that meetings were already taking place.

11.3 It was AGREED that a quorum of 4 Governors is required at Governors meetings to carry decisions and incorporate in Governors' Group Term of reference.

ACTION: Brenda O'Neill

11.4 John Cunningham requested a training programme be published for Governors and members of the panels. Brenda O'Neill to instigate training needs analysis and develop programme of training and Graham Hills to forward newspaper article to John Cunningham in which he is quoted in relation to some work the Borough Council is carrying out on mental health services.

ACTION: Brenda O'Neill, Graham Hills

11.5 It was AGREED that Roger Kendall represent the LINK at a workshop on long term conditions on 30 July 2009 at Ashford International Hotel.

11.6 Ray Harris asked how many organisations were participant organisations. Graham replied 68 but confirmed that each counts as one vote although organisations may have individual participants within them.

11.7 Ray Harris volunteered to man a stand at the County Show on Sunday, 19 July 2009

ACTION: Cate Boland

12 Date of next meeting

It was AGREED that the next Governors' Group meeting be held on Thursday, 23 July 2009 at the Salvation Army Centre, 74-80 Union Street, Maidstone from 10.00am until 1.00pm.