



**Draft minutes of a meeting of the Kent LINK Governors' Group held on
Wednesday, 17 February 2010, 10.00am – 1.00pm
at the Hornbeam Room, the Singleton Environment Centre,
Wesley School Road, Singleton, Ashford, Kent**

Present:

John Ashelford
Mike Eddy
Mark Fittock
John Fletcher
John Holloway
Bose Johnson
Cate Jackson
Roger Kendall
Sally Keverne
Stan Richardson
David Swaffer

Also present:

Sarah Warner, Assistant Director Citizen Engagement, NHS Eastern and Coastal Kent Primary Care Trust (attended for item 10 on the agenda - in these minutes item 5)
Alex Burnand, Kent County Council (KCC) Host Performance Manager
Brenda O'Neill, Director, Kent & Medway Networks (KMN)
Graham Hills, Director, KMN
Sophie Swain, Project Worker, KMN
Elayne Oxley, LINK Development Worker, KMN

Opening of meeting

1. **Apologies for Absence** were received from Ray Harris and Kath Pavely.
2. **Declaration of interests**
 - 2.1. Roger Kendall declared an interest in agenda item 10 as a member of the Health Matters Reference Group and John Ashelford in agenda item 13 as Chief Executive of Hospice in the Weald.
3. **Any other business**
 - 3.1. The following items of any other business were agreed to be added and discussed at item 18 on the agenda:

- 3.1.1. Arrangements for co-opting individuals to the Group
- 3.1.2. Update on the Performance Review of Kent & Medway Networks (KMN)
- 3.1.3. Report on the meeting of the Health Overview and Scrutiny Committee meeting of 8 February
- 3.1.4. Training opportunities offered by East Sussex Local Involvement Network.

4. Minutes of the last meeting held on Tuesday 26 January 2010

- 4.1. **Accuracy** – The minutes were **agreed** subject to Minute 6 to be amended to record the fact that the 360 degree review of KMN had been concluded and that the Governors were now to advise on what staffing resources the LINK will require in the forthcoming year. A meeting between Governors and KMN was required to resolve this as matter urgency. Subject to this change being made, the minutes were **agreed** as a correct record. **ACTION: Brenda O'Neill**
- 4.2. **Actions arising**
 - 4.2.1. Minute 6 - Youth Engagement Strategy. It was **agreed** that Sally Keverne give further consideration to the recommendations contained in her paper on this subject with a view to further discussion at the next meeting. **ACTION: Sally Keverne**
 - 4.2.2. Minute 7- Harder to reach / Seldom Heard. Action outstanding. **ACTION: Cate Boland**
 - 4.2.3. Minute 8 - LINK representation on external groups. It was noted that the LINK's Development Workers were currently compiling a list of relevant commissioning and provider groups upon which the LINK may be represented. It was **agreed** that this matter be expedited. **ACTION: LINK Development Workers**

Note: Agenda items were then taken out of order

Items for decision / action

- 5. **NHS Eastern and Coastal Kent's Health Matters Reference Group and the LINK** (agenda item 10)
 - 5.1. Sara Warner introduced Attachment 6 and tabled a letter dated 16 February 2010 (**copy attached**), which set out possible areas for joint working between the Primary Care Trust and the LINK.
 - 5.2. During the subsequent discussion the following points were noted:
 - 5.2.1. Whilst the proposal seemed to have merit many Governors were new to the Group and had not been privy to much of the PCT's / LINK's prior thinking
 - 5.2.2. In entering into such a partnership the LINK would have to be careful to maintain its independence
 - 5.2.3. Receiving money of the order of £50,000 would require some clear accountancy rules
 - 5.2.4. There would be a need to treat other commissioning bodies in the same way as NHS Eastern and Coastal Kent

5.2.5. The proposals would need to have as an aim that of avoiding a duplication of resources.

5.3. It was **agreed** that a sub-group of Governors be established with a view to entering into further negotiations with NHS Eastern and Coastal Kent to establish some clear ground rules for the LINK entering into such future working arrangements with the Trust and with future NHS and social care commissioning organisations. John Fletcher, Roger Kendall, Mike Eddy, Mark Fittock, Sally Keverne to represent the LINK in these negotiations and to report back to the Governors' Group meeting to be held on 17 March.

ACTION: John Fletcher

LINK Review of Stroke Services in Kent and Medway (agenda item 5)

5.4. The Group considered the LINK's report and during the discussion the following points were noted:

5.4.1. The Health Overview and Scrutiny's Committee's recent review of these services had concentrated on prevention and emergency care following a stroke, whereas the LINK report had highlighted shortcomings in after-care. It was thought that there were some quick wins if the report's recommendations could be implemented

5.4.2. The findings of the National Audit Commission in East Kent had highlighted delays in scans not being performed within three hours of onset

5.4.3. Telemedicine was being introduced in East Kent.

5.5. It was **agreed** that further clarification of the recommendations concerning the shortage of speech therapists and details of the numbers of patients undergoing thrombolysis be obtained and submitted to the next meeting for consideration.

ACTION: Elayne Oxley

5.6. Elayne Oxley was thanked for her work on this project.

6. Community Engagement Event, 25 February 2010 (agenda item 6)

6.1. The Group **agreed** the report, Attachment 3, which was to be submitted to this event on behalf of the Governors' Group.

ACTION: John Fletcher

7. Budget Sub Committee (agenda item 7)

7.1. The report of the Budget Sub Group was received, Attachment 4, and recommendations contained therein were **agreed**.

ACTION: Graham Hills

8. Hospital car parking charges consultation (agenda item 8)

8.1. The Group received Attachment 5, being a collection of responses from LINK Participants to the Department of Health's consultation on this subject. It was noted that an extension to the time limit for receipt of responses had been awarded to the LINK to allow for LINK participants' views at the Community Engagement Event on 25 February to be taken into account.

ACTION: Graham Hills

9. Future Governors' meetings (agenda item)

- 9.1. It was **agreed** that, for a trial period, Governors' Group meetings should alternate between a morning and late afternoon start in order to accommodate those members of the Governors' Group in employment. The next meeting will be held in the Maidstone area between 4.00pm and 7.00pm. **ACTION: Graham Hills**

10. Meeting with Eastern and Coastal Kent Community Services NHS Trust on 5 March

- 10.1. It was **agreed** that Cate Jackson, Sally Keverne and David Swaffer represent the LINK / Voluntary Sector briefing to be held on 5 March 2010 and to report back to the Group on the consultation of Eastern and Coastal Kent Community Services NHS Trust's application to become an NHS Trust. The meeting would also address the suggestion that the LINK should be an independent broker to receive comments from members of the public regarding the consultation.

Items for discussion

11. LINKs and the Commissioning of Health and Social Care: Report of Study Day

- 11.1. Mike Eddy presented his report of his attendance at this Study Day, Attachment 7. The following points were noted during the discussion of his report:
- 11.1.1. The event was useful in seeing how other LINKs work.
 - 11.1.2. The Kent LINK needed to define its key objectives which could be revised after the first year
 - 11.1.3. The Kent LINK should have a vision statement, such as improving health and social care services and particular themes, with forward planning.
- 11.2. There were questions, such as:
- 11.2.1. What should the LINK be doing in terms of addressing the Government's own agenda, such as the Total Place policy?
 - 11.2.2. To what extent is the LINK going to define its role? There were certain actions the LINK could take where the issue was not about health and / or social care but if someone needed to use those services because of another public sector issue. An example was provided of someone breaking their hip from a fall that could that have been avoided if pavements had been improved. The result in this case is a huge expense to the NHS. Other aspects, such as planning the local environment, public education in areas such as over-exposure to sunlight resulting in skin cancer and other issues
 - 11.2.3. Where is the LINK's focus? The LINK needs vision and strategy statements, explaining why it is doing what it is
 - 11.2.4. Future funding of LINKs was on the hidden agenda. What is going to happen next year when funding will be very tight? How does the LINK get out there and get itself known more?
 - 11.2.5. It was **agreed** that, to help with the LINK's future planning, it should see the plans of key public sector organisations, such as KCC. Alex Burnand offered to send KCC's plans to the LINK **ACTION: Alex Burnand**
 - 11.2.6. There may be a need to look also at the Strategic Health Authority and how they operate within the region

11.2.7. There should be more frequent meetings between different LINKs to clarify their roles and to avoid duplication of effort. It was noted that there were differences between the LINKs and how they work. Each LINK has to prioritise differently because of the differences in population between LINKs

11.2.8. In considering issues presented to it the Kent LINK's Priorities Panel needs to know what the LINK's overall policy.

11.3. After further discussion it was **agreed** to establish a small group of Governors to consider and advise the Governors' Group on a Kent LINK strategy for the forthcoming year, a 24 month and five year period. The following Governors agreed to assist in this work - Mike Eddy (lead Strategic Governor), John Ashelford, Cate Jackson, Mark Fittock and Sally Keverne. **ACTION: Mike Eddy**

12. End of Life Care

12.1. John Ashelford led the discussion on this item which was concerned with the LINK's relationship with the Hospice movement in Kent and Medway. The following points arose from the ensuing discussion:

12.1.1. Lord Darzi had singled out End of Life Care as one of the strands to put in strategic plans

12.1.2. There is very little in Kent's health plans for end of life care. It is probably no better today than five years ago. It is dependent on hospices and voluntary care at present

12.1.3. 60% of people die in acute hospitals at the end of their life. What is disturbing is a recent report which showed that 50% of people that die in the first four days in an acute hospital were not expected to die

12.1.4. Many PCTs have red lights on their end of life care services. It is therefore appropriate for the LINK to look at what is not being provided in the area of end of life care

12.1.5. More information is needed on numbers of people requiring end of life care in Kent. The expenditure on end of life care services is lowest in the South East, which has the lowest number of dedicated end of life care beds. It is only the voluntary sector that provides quality care to bring the numbers up

12.1.6. The LINK should be involved in end of life care particularly around the inequalities in funding across the country.

12.2. After further discussion, it was **agreed** to refer this matter to the Priorities Panel for consideration of what action the LINK could take particularly with regard to improving the voluntary sector's involvement in improving the commissioning of end of life care services. **ACTION: Sophie Swain**

13. Issues arising from the Priorities Panel meeting held on 10 February

13.1. The Group received the Priorities Panel report, Attachment 8, and **agreed** the following:

13.1.1. The recommendations in respect of ID 026 - Inadequate mental health provision to support rough sleepers and homeless people. This agreement was subject to the issue also being referred to the Kent County

Council's Health Overview and Scrutiny Committee with a view to the establishment of a Select Committee with District Councils

ACTION: Graham Hills

13.1.2. The recommendation in respect of ID 031 - West Kent NHS Transforming Community Services proposal

ACTION: Graham Hills

13.1.3. To refer back to the Priorities Panel issue ID 032 - A User's Perspective of Day Care Centres in East Kent, so that the objectives of the proposed project could be defined more clearly.

ACTION: Graham Hills

14. LINK Work Programme and projects

14.1. The update on the LINK's work programme, Attachment 9, was received.

15. LINK Summit

15.1. It was noted that Mark Fittock and Jane Williamson had attended this event and feedback was discussed as part of item 12 above.

16. Issues arising from Governors' Training Event

16.1. It was **agreed** that this item be deferred for consideration at the next meeting. At the next Meeting Governors would need to address roles of governors, particularly the need for additional roles to be identified and assigned, such as for information management and liaison with the Care Quality Commission in relation to health and social care. Also Governors will consider current Governor Lead Roles and their definitions, especially at the possibility of splitting the community engagement and partnerships role.

ACTION: Graham Hills

17. Any Other Business:

17.1. **Health Overview and Scrutiny Committee (HOSC), 8 February 2010**
Mark Fittock and Roger Kendall had attended this meeting which had discussed:

17.1.1. The siting of the new community hospital in Dover. The HOSC had supported the development of the central Dover site

17.1.2. Emergency Care Pathways

17.1.3. There was to be an update at their next meeting on their review of dentistry and governors were invited to submit their comments to Roger Kendall

17.1.4. The HOSC was further considering maternity and children's services between Maidstone and Tunbridge Wells.

17.2. Cooption to the Governors' Group

John Fletcher proposed the cooption of Maureen Moore to the Governors' Group in view of her expertise in the areas of acute hospitals and this was **agreed** for the period to the next Governors selection event. It was further **agreed** that some guidelines be drawn up on cooption to be considered at the annual meeting of the LINK.

ACTION: Brenda O'Neill

17.3. Performance review of the Host

Alex Burnand reported that the first phase of the contract, to set up the Kent LINK, had now been completed. For the next phase, supporting the Kent LINK, a new

performance management template had been agreed with the Governors' Group Chairman and Vice Chairman. An update of this will be presented to the next meeting of the Governors. A separate Action Plan had also been agreed. Both reporting templates will use the red, amber and green traffic light system.

ACTION: Brenda O'Neill

17.4. Training opportunity for the LINK - East Sussex LINK on Equality and Diversity Course

Sophie Swain advised that there were limited spaces available and it would be talking about engaging with gypsies and travellers. Any Governor interested in attending should contact KMN office.

ACTION: All Governors

Items for noting

The following items were noted:

18. **Briefing note to Priorities Panel, Attachment 11**
19. **Letter in support of East Kent Community Trust, Attachment 12**
20. **Diversity information, Attachment 13**
21. **Kent LINK website hits, Attachment 14**
22. **Compliments / Complaints – tabled**
23. **Dates of upcoming meetings:**
 - Wednesday, 17 March 2010
 - Wednesday, 21 April 2010
 - Wednesday, 19 May 2010
 - Wednesday, 16 June 2010
 - Wednesday, 21 July 2010
 - Wednesday, 18 August 2010
 - Wednesday, 15 September 2010
 - Wednesday, 20 October 2010
 - Wednesday, November 2010
 - Wednesday, 15 December 2010