



**Draft minutes of a meeting of the Kent LINK Governors' Group held on
Wednesday, 21 July 2010 from 4.00pm until 7.00pm in the Osbourne Room, Lenham
Community Centre, Groom Way, Lenham, ME17 2QT**

Present:

John Fletcher (Chairman)
Mike Eddy
Mark Fittock
John Holloway
Roger Kendall
Cate Jackson
Bose Johnson
Kath Pavely
Stan Richardson
David Swaffer

Also present:

Cate Boland, LINK Development Worker, Kent & Medway Networks Ltd (KMN)
Alex Burnand, Kent County Council Contract Manager for Host contract
Ray Harris, Priorities Panel member
Graham Hills, Operational Director, Kent LINK, KMN
Sophie Swain, LINK Project Worker, KMN

Opening of meeting

1. **Apologies for absence** were received from Sally Keverne and John Ashelford.
2. **Declaration of interests**
There were no declarations of interest.
3. **Any other business**
 - 3.1. It was **AGREED** to add the following items to the agenda, time permitted:
 - 3.1.1. Governors' visit to Staffordshire LINK
 - 3.1.2. 360 degree performance review of Host.
4. **Minutes of the last meeting held on 16 June 2010**
 - 4.1. **Accuracy** - The minutes were **AGREED** as a correct record, Attachment 1.
 - 4.2. **Actions Arising**

- 4.2.1. Ref minute 5.6 – Bose Johnson **AGREED** to allow her name to go forward to become project leader for the cervical screening project.

Action: Sophie Swain

Items for decision / action

5. Priorities Panel meeting 14 July 2010

- 5.1. It was noted that the joint meeting between the Governors and Priorities Panel members had not been constructive and perceived problems had not been addressed.
- 5.2. Another meeting was scheduled for 11 August 2010 but it was **AGREED** that it would not be useful to have Governors present.
- 5.3. It was suggested that the Priorities Panel should meet on its own to identify what, if any improvements, need to be made to their decision making process.
- 5.4. It was **AGREED** that Governors' views about potential problems should be put to the Priorities Panel.
Action: John Fletcher
- 5.5. It was also **AGREED** that sufficient resources be set aside to enable the Priorities Panel to hire the service of a facilitator at their next meeting if that would be of assistance to them.

6. The future of LINK

- 6.1. The Group discussed the White Paper, 'Equity and excellence: Liberating the NHS' and a Department of Health paper entitled 'Planning for the future funding for the Kent LINK', Attachment 2).
- 6.2. It was agreed that a response should be prepared with a view to meeting with Kent Members of Parliament in September 2010. Draft to next meeting.

Action: Graham Hills

7. LINK's Equality and Diversity Strategy

- 7.1. David Swaffer introduced Attachment 3, being a draft LINK Equality and Diversity Strategy. It was **AGREED** that subject to alteration at the LINK's quarterly Community Engagement Event in Thanet on 29 July 2010, the policy should be enacted by the LINK forthwith.

Action: Cate Boland

8. East Kent Hospitals University NHS Foundation Trust

- 8.1. It was noted that East Kent Hospitals University NHS Foundation Trust had not included the LINK's statement in their published Quality Accounts in contravention of guidance issued by the Department of Health. It was **AGREED** that a letter be sent to the Trust drawing their attention to this omission and requesting that they rectify this by the date of the next Governors' Group meeting.

Action: Graham Hills

9. Hygiene, Disinfection and Patient Experience in Hospitals

- 9.1. It was reported that a number of NHS Trusts had not responded to the above-mentioned LINK report within the required timescale.
- 9.2. It was **AGREED** to write to the Trust to advise them of the action open to the LINK in such cases and urge them to respond without further delay. Action to be reviewed at next meeting. **Action: Graham Hills**

Items for discussion

10. **Report from Budget Sub Group meeting held on 15 July 2010**

- 10.1. The Group received a report from the Budget Sub Group, Attachment 5 and **AGREED** the actions recommended by Budget Sub Group.
- 10.2. Also under this item the Group **AGREED** that the sum of £1,500 for the purposes of the Kent County Council hiring an independent consultant to carry out a 360 degree review of the host's performance under their contract.
- 10.3. The Group urged for the LINK to carry out more projects as quickly as possible.

11. **Developing the network**

- 11.1. The Group received an update on the development of the network in the following areas:
 - 11.1.1. Mental health
 - 11.1.2. Commissioning Delivery Teams in West Kent
 - 11.1.3. Working together with NHS Eastern and Coastal Kent
 - 11.1.4. Adult Social Care
 - 11.1.5. Induction for LINK External Representatives / Authorised Visitors.
- 11.2. Governors reiterated that all such activities should have specific aims with measurable outcome.

12. **LINK Work Programme and projects**

- 12.1. The Group received an update on the work programme and projects.

Agenda items 13 -16 were not discussed due to the three hour time allocated for the meeting having expired.

Items for noting

Agenda items 18-21 were not discussed due to the three hour time allocated for the meeting having expired.

22. **Dates of upcoming meetings**

22.1 The following date and venue were **AGREED**:

22.1.1 Wednesday, 18 August 2010 from 10.00am – 1.00pm in the Chamber Room, Town Hall, High Street, Maidstone, ME14 1TF.

*****End*****

Minutes by Sophie Swain, LINK Project Worker

11 August 2010