



**Draft minutes of a meeting of the Kent LINK Governors' Group held on  
Wednesday, 21 April 2010 from 10.00am until 2.00pm  
on Floor 1, Block A, Ashford International House, Dover Place, Ashford**

**Present:**

Mike Eddy  
Mark Fittock  
John Fletcher (Chairman)  
Cate Jackson  
Roger Kendall  
Sally Keverne  
Stan Richardson  
David Swaffer

**Also present:**

Ray Harris  
Helen Lee, Ashford International Chinese Association  
Graham Hills, Operational Director, Kent LINK

**Opening of meeting**

**1. Apologies for Absence**

- 1.1. Apologies were received from John Ashelford, John Holloway, Bose Johnson and Kath Pavely.
- 1.2. Arising out of this item, the Group **AGREED** to recommend an amendment to the LINK's Governance Framework with regard to non attendance of a Governor at meetings of the Group. The process recommended being that if a Governor does not attend three consecutive meetings without explanation the matter be referred to the Chairman of the Group for consideration of the facts and in turn he / she shall advise the Group whether the Governor concerned shall cease to hold office. **ACTION: Brenda O'Neill**

**2. Declaration of interests**

Mike Eddy declared an interest in respect of the marketing proposal at agenda item 6 in so far as he was acquainted with personnel associated with Politics Europe Ltd and it was noted that he had not taken part in the discussion on their bid.

**3. Any other business**

None were raised.

#### 4. Minutes of the last meeting held on 17 March 2010

4.1. **Accuracy** - The minutes were **AGREED** as a correct record, subject to the addition to the list of those also in attendance the names of Alex Burnand, Roy Coles, John Gallimore and Ray Harris. **ACTION: Becky Alvey**

#### 4.2. Actions arising:

- i. Ref item 4.2.2 of the last minutes – Youth Engagement Strategy. Action outstanding. **ACTION: Sally Keverne / Louise Murrell**
- ii. Ref item 6 of the last minutes – LINK Review of Stroke Services in Kent and Medway. It was **agreed** that a project group be established to review the LINK's Stroke report and the recommendations contained therein. **ACTION: Chris Bostock**
- iii. Ref item 7.1 of the last minutes – Budget Sub Group. Action outstanding. **ACTION: Graham Hills**
- iv. Ref item 7.3 of the last meeting – Annual meeting. **ACTION: Brenda O'Neill**
- v. Ref item 9 of the last minutes – Staffordshire LINK. It was agreed that this matter be progressed. **ACTION: Graham Hills**
- vi. Ref item 13.2.iii of the last minutes – Meeting with external representatives. Action outstanding. **ACTION: Graham Hills**
- vii. Ref item 13.2.iv of the last minutes – children's, families and education restructuring. Action outstanding and to include contacting Paul Wickenden, Kent County Council. **ACTION: Graham Hills**

<b>Items for decision / action</b>
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#### 5. Kent LINK Annual Report 2009 / 10

5.1. The Group considered the first draft of the report and various suggestions were made for amendment, as follows:

- i. Improve diagram of LINK structure at page 1
- ii. Finance section to be explicit about how much of the LINK budget is spent on LINK activity and how much on overheads
- iii. Incorporate remaining articles from LINK participants.

5.2. It was **AGREED** that 5.2 Roger Kendall, Mark Fittock and Kath Pavely liaise with KMN over the production of the report prior to the Annual Meeting and be authorised to sign off the report on behalf of the Governors' Group. Dave Shields to be sent a copy of the draft report before publication. **ACTION: Brenda O'Neill**

## 6. Budget Sub Group

The Group received Attachment 2, being notes of a meeting of the Budget Sub Group held on 8 April 2010. The Group **AGREED** to receive the report and adopt the recommendations contained therein. **ACTION: Graham Hills**

## 7. Strategic direction of the Kent LINK 2010 / 11

7.1. The Group considered Attachment 3 which set out proposals for LINK participants to consider at their Annual Meeting in May and **AGREED** amendments and actions as follows:

- i. Paragraph 4a be amended to read 'Increasing the number and diversity of participants involved in LINK activities' **ACTION: Graham Hills**
- ii. Development of LINK's relationship with Adult Social Care Services:
- iii. Involve Cate Jackson with future meetings **ACTION: Graham Hills**
- iv. Set up meeting with Director of Social Services and Chair and Vice Chair of the Group **ACTION: Graham Hills**
- v. Seek LINK representation on Overview and Scrutiny Committees concerned with services for Children and Families **ACTION: Graham Hills**
- vi. Cate Jackson to attend future meetings of the Overview and Scrutiny Committees concerned with services for Children and Families, supported by Mark Fittock. **ACTION: Cate Jackson / Mark Fittock**

7.2. In respect of the LINK preparing for the implementation of the Single Equality Act and encouraging the LINK to become more diverse, all Governors and Alex Burnand be sent an invite to the upcoming LINK's Equality and Diversity Workshops. **ACTION: Cate Boland**

7.3. In respect of the LINK's process for finding LINK participants to represent it on various external organisations:

- i. Clear guidance be drawn up for reporting protocols, including briefing of representatives, providing a reporting template for external representatives and how they feedback to the wider LINK. Such a draft be circulated to current LINK representatives for comment, prior to approval by the Governors' Group. Also to seek their views on their experiences as a LINK representative to date **ACTION: Graham Hills**
- ii. A further selection event be held to appoint to the vacancies that exist on the Governors' Group, Priorities Panel, Authorised Representatives and pool of External Representatives **ACTION: Graham Hills**
- iii. LINK Development Workers be invited to future Governors' Group meetings with a special slot on the agenda for this purpose and not to attend to take the minutes. **ACTION: Graham Hills**

7.4. Regarding opportunities to get involved with commissioning activities of NHS West Kent:

- i. LINK Participant, Dennis Smith, be approached to see if he is willing to attend meetings of NHS West Kent's Board meetings on behalf of the LINK for which his expenses will be paid **ACTION: Chris Bostock**
- ii. LINK Participants be sought to represent the LINK on their five Commissioning Delivery Teams **ACTION: Chris Bostock**
- iii. John Ashelford be approached to provide a lead for the LINK Participants and to facilitate liaison between the LINK and NHS West, particularly at the three monthly meetings with the Chairman and Julia Ross of the Trust **ACTION: Graham Hills**
- iv. In respect of the invitation from NHS Eastern and Coastal Kent Community Services, Attachment 4, to co-opt a LINK representative to their Community Services Board, Cate Jackson and Nicki North's names be put forward **ACTION: Graham Hills**
- v. John Fletcher and Sally Keverne represent the LINK at the commissioning workshop on Thursday, 27 May 2010 in Reading **ACTION: Graham Hills**
- vi. In respect of the invitation for the LINK to have representation on the Transport for Health Working Group, Attachments 5, 5a and 5b, representation should / could come from those participants involved in the LINK's Access (Transport) to Health Services project. **ACTION: Louise Murrell**

8. **Hygiene and cleanliness in Kent and Medway Hospitals**

- 8.1. It was **AGREED** that the draft report be sent to the Hospitals concerned and the LINK's Authorised Visitors for their comment prior to publication. Once approved, at the next Governors' meeting, copies to be circulated to the Health Overview and Scrutiny Committee, Care Quality Commission and local Members of Parliament.

9. **Report from Priorities Panel meeting**

The Group considered a referral (Attachment 6 and 6a) from the Priorities Panel to adjudicate on the question of whether the issue concerned came within the remit of the LINK. It related to the poor take up of cervical screening amongst certain groups. After discussion, it was **AGREED** that a partnership with the NHS on issues such as this was relevant to the work of the LINK and within the remit of the LINK. In addition, it was suggested that if the LINK is to take up this issue it should cover all Kent. Need to interact with women's groups and black and minority ethnic groups. **ACTION: Graham Hills**

10. **Response to Patient Transport consultation**

Item deferred to next meeting. Robin Kenworthy to be thanked for submitting his report and be invited to the next meeting to enable him to present this to Governors.

**ACTION: Louise Murrell**

## Items for discussion

### 11. Reports from meetings

- 11.1. Health Overview and Scrutiny Committee, Attachment 8. It was **AGREED** that LINK participants, through the Bulletin and website and targeted specifically at participants with an interest in dental services, be invited to comment on whether they have noticed an improvement in dental services since investment had taken place in these services in East and West Kent. Similar action was endorsed in relation to investment in community hospitals  
**ACTION: Graham Hills**
- 11.2. Meeting with NHS West Kent on 16 April was reported on by John Fletcher resulting in invitations for the LINK to be represented on five Commissioning Delivery Teams, as above at 7.4.(ii)
- 11.3. Social marketing workshop held on 23 March 2010. Item deferred to next meeting when Kath Pavely may be available  
**ACTION: Graham Hills**
- 11.4. Report from LINK Summit. It was **AGREED** that item be deferred to next meeting  
**ACTION: Graham Hills**
- 11.5. Report of NHS Eastern and Coastal Kent's March Board meeting, Attachment 9. It was **AGREED** that the report be received and an item to be placed in next LINK Bulletin.  
**ACTION: Graham Hills**

### 12. Kent Miners Festival 2010

The Group considered an invitation for the LINK to participate in this year's Miner's Festival over the August Bank Holiday. It was **AGREED** that LINK participants, through the Bulletin and website, be invited to help man the LINK's stand at this event. Subject to this happening, the LINK takes part in this event.  
**ACTION: Louise Murrell**

## Items for noting

### 13. Various

- 13.1. The following items were noted:
- i. Diversity information, Attachment 10
  - ii. Pre election guidance Attachment 11
  - iii. Kent LINK website hits, Attachment 12
  - iv. Compliments / Complaints – Tabled.

### 14. Date of next Governors' Group meeting

It was **AGREED** that the next meeting be held from 4.00pm until 7.00pm on Wednesday, 19 May 2010 at the Training Room, Maidstone Community Support Centre, 39 - 48 Marsham Street, Maidstone ME14 1HH.

## Confidential Items

### 15. Governance documentation in draft

It was **AGREED** that three Governors be identified to sign off the following procedures following items were not discussed:

- i. Grievance Procedure (Attachment 13)
- ii. Complaints Procedure (Attachment 14)
- iii. Disciplinary Procedure (Attachment 15)

### 16. Continuance of Host contract

Graham Hills left the room whilst this item was being considered. Subject to the funding, it was **AGREED** that the two year extension (from 1 April 2011 – 31 March 2013) as stated in the original contract be confirmed.

End.