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**Draft minutes of a meeting of the Kent LINK Governors' Group held on
Wednesday, 17 March 2010 from 4.00pm to 7.15pm
at the Osbourne Room, Lenham Community Centre, Groom Way, Lenham, ME17 2QT**

Present:

John Ashelford
Mark Fittock
John Fletcher
John Holloway
Cate Jackson
Roger Kendall
Sally Keverne
Kath Pavely
David Swaffer

Also present:

Cate Boland, LINK Development Worker
Graham Hills, Operational Director, Kent LINK

Opening of meeting

1. Apologies for Absence

Apologies were received from Francisca Alabi, Mike Eddy, Bose Johnson and Stan Richardson.

2. Declaration of interests

There were no declarations of interest.

3. Minutes of the last meeting held on 17 February 2010

3.1. **Accuracy** - The minutes were **agreed** as a correct record.

3.2. Actions arising:

- i. Ref item 4.2.2 of the last minutes – Youth Engagement Strategy. Sally Keverne reported that some progress had been made on this and she hoped to be in a position to report more fully at the next meeting. **ACTION: Sally Keverne**
- ii. Ref item 4.2.3 of the last minutes – LINK representation on external groups. It was noted that a detailed response had been received from NHS Eastern and Coastal Kent and a reply was awaited from NHS West Kent. A meeting with NHS

West Kent and the Chairman and Vice Chairman was planned to discuss working arrangements between the Primary Care Trust (PCT) and the LINK, similar to the discussions that has already taken place in the East of the County.

ACTION: John Fletcher and Roger Kendall

- iii. Ref item 12.2 of the last minutes – End of Life Care. It was **agreed** that this potential project be put on hold until further notification from John Ashelford.

ACTION: Sophie Swain to notify Priorities Panel

- iv. Ref item 17.2 of the last minutes. It was noted that the East Kent Hospitals University NHS Foundation Trust had decided not to invite lay representation onto their Clinical Medical Board; therefore no further action had been taken on Maureen Moore's cooption to the Group. However, it was **agreed** that Mrs Moore should be invited to take part in the next selection event.

ACTION: Brenda O'Neill

Items for decision / action

4. Strategic direction of the Kent LINK 2010 / 11

The Group considered Attachment 2, which set out proposals from a Governors' Sub Group to be put to the Annual Meeting of the LINK. The proposals were **agreed** subject to further details being included on how the strategy was to be implemented.

ACTION: Brenda O'Neill and Graham Hills

5. Future working arrangements with NHS Eastern and Coastal Kent

5.1. The Group received Attachment 3, being notes of a meeting with representatives of NHS Eastern and Coastal Kent and supporting papers.

5.2. It was **agreed** that in accordance with the LINK's 'rules of engagement' with external organisations, the LINK should proceed to work with the PCT on the five areas of work listed in the attachment and make arrangements to invoice the PCT in the sum of £50,000 as a contribution towards these areas of work, to be spent by 31 March 2011. In addition, the following individuals meet as soon as practicable with the PCT to finalise the working arrangements on the various pieces of work: Roy Coles, Mike Eddy, John Gallimore, Roger Kendall and Sally Keeverne. **ACTION: Graham Hills**

6. LINK Review of Stroke Services in Kent and Medway

It was noted that the information requested was not yet available. **ACTION: Graham Hills**

7. Budget Sub Committee

7.1. The Group received Attachment 5 being notes of a meeting of the Budget Sub Committee of 10 March 2010. The Group **agreed** to receive the report and adopt the recommendations contained therein. In addition, all LINK Governors, Priority Panel members, Authorised Visitors and LINK External Representatives on outside organisations be advised that they can claim expenses for attendance at LINK Quarterly Events and the LINK's Annual Meeting. **ACTION: Graham Hills**

7.2. It was also **agreed** that the last sentence of page 2 of the minutes of the Budget Sub Group be amended as follows: 'With regard to the other aspects of the claim, these activities had not been approved by the LINK in accordance with its expenses policy'.

ACTION: Graham Hills

7.3. It was further **agreed** that there should be an opportunity at the Annual Meeting of the LINK for LINK participants to review the existing LINK's policy on expenses for the forthcoming year.

8. Hospital car parking charges consultation

8.1. The Group received Attachments 6 and 7 being the LINK's response to the Government's consultation on this subject. It was noted that this had been submitted and receipt acknowledged.

8.2. The Group commended Neville Dack, the LINK's Project Worker for his excellent work on this subject, both at the quarterly event and in producing the report.

9. Staffordshire LINK

It was **agreed** that Kath Pavely and Sally Keverne be nominated to sit on the Staffordshire LINK's appointment panel to select members to their Governance Group with that LINK paying expenses.

ACTION: Graham Hills

Items for discussion

10. Formation of the Eastern and Coastal Kent Community Services NHS Trust

It was **agreed** that Roger Kendall, as Vice Chairman, Sally Keverne and David Swaffer, together with Graham Hills, should enter into further discussions with representatives of the new Trust to discuss how the LINK may be able to help with the public consultation around the formation of the new Trust and to establish future ways of working with the new Trust when it is formed.

ACTION: Graham Hills

11. Arrangements for Annual Meeting of the LINK on Wednesday, 26 May 2010

11.1. The Group considered Attachment 8 setting out suggested arrangements for the LINK's Annual Meeting. The following actions were **agreed**:

- i. An additional purpose for the meeting shall be to provide an opportunity for LINK participants to raise and debate issues through a facilitated 'question time' with a selected panel comprising LINK Governors, Priorities Panel members, Authorised Visitors and External Representatives
- ii. In respect of the question time, this take place after lunch and before the close of the meeting
- iii. Subject to the above inclusion, the draft agenda be approved

- iv. The question time session be promoted and questions be invited prior to and on arrival at the meeting and during the morning session questions forms can be submitted and sorted into categories to be put to the panel
- v. A raconteur be found to manage the question time session
- vi. The budget for the meeting be approved in the sum of £2,000
- vii. The timing of the event being 10.00am to 3.00pm
- viii. A Governor facilitate the meeting – different one for morning and afternoon sessions
- ix. There should be no particular theme for the meeting
- x. If there is space, relevant displays that would be of interest to LINK participants, should be sought.

11.2. The Group **agreed** the proposed format and arrangements for compiling the Annual Report of the LINK as set out in Attachment 9. In addition it was **agreed** that Roger Kendall and Kath Pavely liaise with KMN over the production of the report.

ACTION: Roger Kendall and Kath Pavely

12. Report from Priorities Panel meeting held on 10 March 2010

12.1. The Group received the report from the Priorities Panel, Attachment 10.

12.2. The Group **agreed** that the term of office for members of the Priorities Panel, Authorised Visitors and External Representative be extended until 30 September 2010.

ACTION: Graham Hills

13. LINK representation on external bodies

13.1. The Group received the report from the LINK's representatives on NHS Eastern and Coastal Kent, Attachment 11.

13.2. The following actions were agreed:

- i. Include summary report for future Bulletins.
ACTION: John Gallimore and Roy Coles
- ii. Send John Gallimore and Roy Coles Bulletin timetable. **ACTION: Janine Judd**
- iii. Set up a meeting of external representatives facilitated by the Chairman of the Governors' Group.
ACTION: John Fletcher / Graham Hills
- iv. Children's, families and education restructuring. It was **agreed** that further information be sought with regard to the LINK securing representation within the new structure.
ACTION: Graham Hills

14. LINK Work Programme

14.1. The Group received reports on projects as follows:

- i. Hospital hygiene and cleanliness project

- ii. Access (transport) to Health Services Attachment 13a – c. The Group felt strongly that clear aims and objective and outcomes should be set for this and all LINK projects and if issues need addressing the report should clearly identify those to be tasked with taking action. **ACTION: Louise Murrell**
- iii. Review of Day Centres for Older People, West Kent Interim Report, Attachment 14. It was **agreed** in connection with this item that the project be extended to include East Kent, subject to the project meeting the following aims and objectives:
- The purpose of this project is to review from a user and prospective user's perspective day centre services provided by Age Concern with a view to aiding the future planning of such service provision
 - It will do so using techniques that have already been used in West Kent, namely, gaining existing users' views through focus groups; prospective users' views through the use of mystery shoppers and a survey of those eligible to use day centres, but who have chosen not to take up these services
 - The findings of the study will be used to influence the strategic commissioning of older persons day services and there will be feedback from the Strategic Commissioning Board on how it has acted upon the findings of the study. These in turn will be reported back to all those who have participated in the study
 - The final report will also be published, with copies to Kent County Council's Health Overview and Scrutiny Committee
 - East Kent Adult Social Services making a contribution towards the cost of this project in the sum of £1,500. **ACTION: Graham Hills / Sophie Swain**

15. Issues arising from Governors' Training Event

Allocation of Governors to roles. Governors were invited to contact the Chairman if they wished to fulfil any additional roles within the Group or were not happy with their current allocated role.

16. Any other business

- 16.1. Venue for October Quarterly Event. It was **agreed** that Ashford should be the location for the October LINK Quarterly Event. **ACTION: Cate Boland**
- 16.2. Ray Harris said that he had been disappointed at the lack of discussion over the LINK Strategy document although it was pointed out that there had been considerable discussion in drawing this up and which had involved several Governors.
- 16.3. It was **agreed** that the July Quarterly Event shall be held on 14 July 2010
ACTION: Louise Murrell
- 16.4. County Show. It was noted that there would not be a combined NHS approach to exhibiting at this year's County Show.

Items for noting

17. Various

17.1. The following items were noted:

- i. Quarterly Performance Review, Attachment 16. It was **agreed** that the template supplied by Alex Burnand be posted on LINK website **ACTION: Janine Judd**
- ii. LINK Summit - to receive official report from this event, Attachment 17a, 17b
- iii. LINK's Quarterly Event, Tonbridge, questions and answers session, Attachment 18
- iv. Diversity information, Attachment 19
- v. Kent LINK website hits, Attachment 20
- vi. Compliments / Complaints – Tabled.

18. Date of next Governors' Group meeting

It was **agreed** that the next meeting be held from 10.00am – 1.00pm on Wednesday, 21 April 2010 – venue to be confirmed.

Confidential Items

19. Governance documentation in draft

The following items were not taken in view of the late hour:

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|-----------------------------|-----------------|
| i. Grievance Procedure | (Attachment 21) |
| ii. Complaints Procedure | (Attachment 22) |
| iii. Disciplinary Procedure | (Attachment 23) |

*****End*****