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**KENT & MEDWAY NETWORKS LTD**  
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## KMN Information Management

At the Staff Away Day on 8 March 2010 the following was agreed as a way of reducing the daily volume of emails received by Community Workers and Directors. All named as the 'Lead' agreed to take responsibility for receiving emailed information from the named source and to advise anyone else in KMN as appropriate. Such advice will not be in the form of simply forwarding the email.

This process and named individual responsibilities will be monitored and formally reviewed by Brenda O'Neill in three months (beginning of June 2010). If there are any other sources not identified, then Brenda (or Graham Hills and Jane Williamson in her absence) will agree who is responsible in that area and Janine Judd will update the list.

In the event of any problems please speak direct with your line manager.

<i><b>INFORMATION PROVIDER</b></i>	<i><b>LEAD</b></i>	<i><b>ALSO INVOLVED</b></i>
<b>ARMA (Arthritis and Musculoskeletal Alliance)</b>	<b>LDW – Louise</b>	
<b>Attend</b>	<b>LDW – Chris</b>	
<b>AVMA (Action for Victims of Medical Accidents)</b>	<b>Graham</b>	
<b>Community Care Magazine</b>	<b>LDW – Chris</b>	
<b>CQC (Care Quality Commission)</b>	<b>PW – Sophie</b>	
<b>Dartford and Gravesham NHS Trust</b>	<b>LDW – Chris</b>	
<b>Department of Health</b>	<b>Graham Brenda</b>	
<b>DH South East Regional Office (eg Dave Shields &amp; Co)</b>	<b>Brenda Graham</b>	
<b>East Kent Hospitals University NHS Trust</b>	<b>LDW – Louise</b>	
<b>Gleanings</b>	<b>LDW – Louise</b>	
<b>HSJ (Health Service Journal)</b>	<b>PW – Sophie</b>	
<b>KCC Adult Social Services</b>	<b>LDW –Cate</b>	
<b>KCC Children's Services</b>	<b>LDW – Cate</b>	

<b>KCC OSC (Overview and Scrutiny Committee)</b>	<b>Graham</b>	
<b>Kent and Medway NHS and Social Care Partnership Trust</b>	<b>LDW – Cate</b>	
<b>KentCAN</b>	<b>PW – Neville</b>	
<b>Maidstone and Tunbridge Wells NHS Trust</b>	<b>LDW – Cate</b>	
<b>Medway Council</b>	<b>Jane</b>	
<b>Medway CVS</b>	<b>PW – Neville</b>	
<b>Medway NHS Foundation Trust</b>	<b>Jane</b>	
<b>Medway OSC</b>	<b>Jane</b>	
<b>NALM (National Association of LINK Members)</b>	<b>Jane</b>	
<b>NAS (National Autistic Society)</b>	<b>LDW – Cate</b>	
<b>NHS Eastern and Coastal Kent (PCT)</b>	<b>LDW – Louise</b>	
<b>NHS Medway (PCT)</b>	<b>Jane</b>	
<b>NHS South East Coast Strategic Health Authority</b>	<b>Graham Jane</b>	
<b>NHS West Kent (PCT)</b>	<b>LDW – Chris</b>	
<b>NICE</b>	<b>Louise</b>	
<b>Patient View</b>	<b>Graham</b>	
<b>PCC (Primary Care Commissioning)</b>	<b>LDW – Louise</b>	
<b>Picker Institute</b>	<b>Graham</b>	
<b>RAISE (Regional Action and Involvement South East)</b>	<b>LDW – Cate</b>	
<b>South East Coast Ambulance Service NHS Trust</b>	<b>LDW – Louise</b>	
<b>Strategic Health Authority</b>	<b>Graham Jane</b>	

**Key:**

**'LEAD'** and **'ALSO INVOLVED'** columns:

- LDW** = LINK Development Worker
- PW** = Project Worker
- O** = Office team
- D** = Director
- GG** = Governors Group / Coordinating Team
- PP** = Priorities Panel / Moderating Panel

Brenda O'Neill, KMN Director  
10 March 2010