

**Your LINK for improving health and social care**

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14 May 2009

**DRAFT**

**Attachment 1**

**Minutes of the Meeting of the Kent LINK Governors' Group  
held on Thursday, 16 April 2009 from 10.00am – 1.00pm at  
The Salvation Army Centre, 74 - 80 Union Street, Maidstone, Kent, ME14 1ED**

**Present**

Francisca Alabi  
John Cunningham (Facilitator)  
John Fletcher  
Roger Kendall  
Sally Keverne  
Evan Stirzaker

**Also present**

Cate Boland, KMN (LINK Development Worker)  
Alex Burnand, Performance Manager, LINKs Host Contract, Kent County Council  
Ray Harris, LINK participant  
Graham Hills, Kent & Medway Networks (KMN)  
Brenda O'Neill, KMN

**1. Apologies for Absence**

Apologies for absence were received from Sophia Gaitanari, Mo Reece and Jack Shulman.

**2. Minutes**

The minutes of the Governors' Group meeting held on 19 March 2009 were confirmed as a correct record.

**3. Project Management**

This process is to be developed outside of the Governors' meetings. It was **AGREED** that Evan Stirzaker meet with the Host's Development Workers to refine the project management protocol.

**4. LINK Quarterly Event - 6 April 2009**

Feedback from this well attended event had been very positive. Suggestions for improving the arrangements for future events were:

- Speaker timings to be made more explicit
- More time for questions
- Later starting time to allow attendees to benefit from off peak travel fares
- Agenda to go over into the afternoon to allow more time for topic items

- Consideration to be given to paying participants' expenses for such events
- A need for more Governors to attend future such events
- A need for feedback forms
- LINK participants to be identified separately from other attendees

Cate Boland presented her ideas for the next Quarterly Event to be held on the Isle of Sheppey in July – suggested dates were: 27, 28 or 29 July. It was **AGREED** that the budget for the Sheppey event be increased by 50% from £2,000 to £3,000 to experiment with the provision of crèche facilities for those attending the event. Cate Boland to liaise with Francisca Alabi and Sally Keverne regarding arrangements for this event.

Future dates for Quarterly Events **AGREED** as follows:

- Shepway: week commencing 26 October 2009
- Tonbridge / Tunbridge Wells: week commencing 25 January 2010

and for the LINK's Annual Meeting, as follows:

- Maidstone: 27 May 2010

## 5. LINK Annual Meeting

Governors discussed arrangements for the LINK's Annual Meeting to be held on 28 May 2009. It was **AGREED** that:

- the meeting be scheduled for two hours followed by a buffet lunch.
- in the absence of an appointed Priorities Panel, an interim work plan be formulated to put to the meeting. It was generally felt that this will enable the LINK to make a start on priority issues. The definition of priority topics needs to be clarified to ensure the LINK is working towards endorsed topics and not individual agendas. The Group would also like clarification as to their relationship with the Priorities Panel.

## 6. Healthcare Commission Annual Health Check

The LINK's commentary on the Annual Health Check 2008 / 2009 was tabled. The Group **AGREED** that the LINK's third party commentary be submitted to the relevant NHS Trusts, with a copy to the Care Quality Commission, on behalf of the LINK. Problems were associated with this piece of work which will result in the questionnaire being revised and simplified and additional planning being required towards next year's commentary.

## 7. KCC Health Overview and Scrutiny Committee (HOSC)

John Fletcher reported on his and Graham Hills' attendance at the HOSC meeting held on 20 March 2009. He reported it as a positive experience and an opportunity for the LINK to raise issues. Guidelines from the National Centre of Involvement were distributed to confirm the role / relationship of HOSCs and LINKs.

## 8. Governors' Workshop

It was **AGREED** that the next Governors' Workshop be held on 1 May 2009 at the Village Hotel, Maidstone, to, amongst other things, discuss changes that might be required to the LINK's Governance to put to the LINK's Annual Meeting to be held on 28 May 2009. The first part of the workshop to be held for Governors only between 10.00am - 11.00am and to include representatives of the Host between 11.00am - 3.00pm. There was to be no external facilitation of the workshop with John Cunningham chairing the sessions.

## **8. Updates from Individual Governors and Confirmation of Deputy Leads**

Confirmation of deputy leads was not discussed.

### **8.1 Community engagement**

Sally Keverne reported as follows:

- National Association of LINK Members (NALM) conference had been very informative.
- Together with John Cunningham, she had met with Peter Gilroy, Chief Executive of the Kent County Council (KCC) and Alan Marsh, Cabinet Member, KCC on 20 March 2009. There had been a wide ranging discussion about the LINK's relationship with the KCC's Healthwatch scheme and how the LINK might be enabled to work more closely with the KCC in this and other areas. Various suggestions were made which included a LINK presence in Kent's Gateways to provide a single point of access for the public to the LINK and Healthwatch and through the KCC's call centre and a single telephone number supported 24 hours a day. It was **AGREED** that the Host investigate the implications for the LINK.
- LINK to take an active role in the Gateway programme in Kent
- Kent County Show - Will work with Cate Boland on structure

### **8.2 Governance**

There was nothing to report.

### **8.3 Equality and Diversity**

There was nothing to report.

### **8.4 Communications and PR**

John Fletcher reported a concern, raised at the last meeting of the HOSC, at the lack of LINK publicity in places like GP Surgeries. Cate Boland reported that publicity material was to be delivered to all surgeries over the next three months. Display boards need to be reviewed to increase their impact.

### **8.5 Finance**

A finance report was tabled. It was **AGREED** that a working group be established comprising Roger Kendall and John Cunningham to advise the Governors' Group on how it should advise the LINK on the use of its significant under spend.

### **8.6 Project Management**

There was nothing to report, other than the action described in Minute No. 2 above.

### **8.7 Strategic**

There was nothing to report.

## **9. Any other business**

There was no other business.

## **10. Date of next meeting**

It was **AGREED** that the next meeting of the Governors' Group be held between 10.00am - 1.00pm on Thursday, 21 May 2009.