

DRAFT



**Minutes of the meeting of the Kent LINK Governance Hub
held on Thursday, 20 November 2008 from 10.00am – 12.00noon
at the Salvation Army Centre, 74 – 80 Union Street, Maidstone, Kent, ME14 1ED**

Present

Francisca Alabi
John Cunningham (Facilitator)
John Fletcher
Sophia Gaitanari
Roger Kendall
Sally Keverne
Jack Shulman

Also present

Graham Hills, Kent & Medway Networks (KMN)
Brenda O'Neill, KMN
Jane Williamson, KMN

1. Apologies for Absence

Apologies for absence were received from Mo Reece and Evan Stirzaker.

2. Minutes

The minutes of the Hub held on 13 October 2008 were confirmed as a correct record.

3. Draft Governance Framework

In addition to a number of drafting amendments and the correction of typographical errors which were noted by Brenda O'Neill, the following actions were **AGREED**:

Section 1 – Introduction

- i. Delete reference to "LINK members" as no such role was envisaged under the Kent LINK model.
- ii. Rename "Governance Hub" to "Governors' Group".

Section 2 – Responsibilities, Powers, Roles and Duties

- i. Publishing its annual report was only one of a number of ways that the Kent LINK was to be held publicly accountable.
- ii. Reword sentence regarding "amounts spent on 'non-networked' activity".
- iii. Define role of LINK Group.
- iv. Explain 'mystery shopping'.
- v. Clarify wording with regard to insurance cover.

Section 3 – Structure of the Kent LINK

- i. Review after the launch the wording to describe the collective responsibility of the Governors' Group.

Section 4 – Decision Making and Priority Setting

- i. KMN were commended for the decision making model, which incorporated a role for a newly introduced concept, the Kent LINK Moderating Panel. Its purpose would be to deal with issues that arose between meetings of the LINK.

Section 5 – Code of Conduct

- i. Provide footnote to explain who / what is Nolan.

Sections 7 – Finances of the Kent LINK

- i. Governors received an additional paper on this section which had been tabled.

Section 8 – Reimbursement of Expenses

- i. Invitees to the launch event be advised that expenses would not be reimbursed.

Subject to the above changes, and other drafting changes suggested by John Fletcher, being incorporated, it was **AGREED** that the Draft Governance Framework, as amended, be submitted, for approval, to LINK participants at the launch event on 3 December 2008.

4. Draft Community Engagement Strategy

Costings for this strategy were tabled. It was **AGREED** that the Draft Community Engagement Strategy be submitted for approval by LINK participants at the launch event on 3 December for approval.

5. Draft Diversity and Equality Policy

It was **AGREED** that the Draft Diversity and Equality Policy be submitted for approval by LINK participants at the launch event on 3 December.

6. Draft Communications and Publicity Strategy

It was **AGREED** that the Draft Communications and Publicity Strategy be submitted for approval by LINK participants at the launch event on 3 December.

7. Draft Work Programme

It was noted that participants, at the launch, would be given the opportunity to help prioritise issues for inclusion in their first work programme for the period to the Annual Meeting in May 2009.

8. Draft LINK Business Plan

It was **AGREED** that discussion be deferred on the LINK's business plan to a future meeting.

9. LINK Launch Event

It was **AGREED** that Governors should have the opportunity to introduce themselves to the LINK and relevant Governors introduce the draft strategies / policies. Graham Hills to provide such members with a script. If County Councillor Marsh were unable to close the meeting this task to be carried out by John Cunningham to give thanks to participants and others in attendance.

10. Operational Plan, Set Up LINK Phase

It was **AGREED** that discussion be deferred on the Operational Plan to a future meeting.

11. LINK Budget

The meeting received a statement on the LINK budget and expenditure to date.

12. Any Other Business

There was no other business.

13. Arrangements for Future Meetings

The following dates and times for future meetings were **AGREED**:

1. 10.00am Thursday, 18 December 2008
2. 10.00am Thursday, 22 January 2009
3. 4.00pm Thursday, 19 February 2009
4. 10.00am Thursday, 19 March 2009

It was also **AGREED** that venues should be sought in the Maidstone area.