



**Minutes of the meeting of the Kent LINK Governors' Group
held on Thursday, 19 February 2009 from 10.30am – 12.30pm
at the Salvation Army Centre, 74 – 80 Union Street, Maidstone, Kent**

Present

John Cunningham (Facilitator)
Roger Kendall
Mo Reece
Jack Shulman
Evan Stirzaker

Also present

Ray Harris, LINK participant
Alex Burnand, Performance Manager, LINKs Host Contracts – Kent County Council
Brenda O'Neill, Kent & Medway Networks (KMN)

1. Apologies for absence

Received from Francisca Alabi, John Fletcher, Sophia Gaitanari, Sally Keverne and Graham Hills (KMN).

2. Notes of the last meeting held on 19 January 2009

Confirmed as a correct record and all actions arising were covered by items on the agenda.

3. Final arrangements for the appointment of the Kent LINK Priorities Panel

3.1 Governors noted the paper previously circulated and agreed minimal changes and the number of panel members of 7 with a quorum of 5. KMN instructed to proceed with the advertisement and recruitment to the Panel. **Action: Brenda O'Neill**

4. Proposed arrangements for the appointment of the Kent LINK Authorised Panel of Visitors

4.1 Governors noted the paper previously circulated and agreed minimal changes, particularly that LINK Visitors must have a letter of authority on every visit. KMN instructed to proceed with the advertisement and recruitment to the Panel. **Action: Brenda O'Neill**

5. Proposed arrangements for the appointment of the Kent LINK Panel of external representatives

5.1 Governors noted the paper previously circulated and agreed minimal changes, and that

the LINK needed a disciplinary / grievance procedure implemented before appointments are made to any of the panels. KMN instructed to proceed with the advertisement and recruitment to the Panel. **Action: Brenda O'Neill**

6. **Kent LINK work programme**

6.1 Project Plan for the Annual Health Check commentary – noted.

6.2 Consultation with LINK participants – nothing to report.

7. **LINKs' First National Conference, 5 February 2009**

The reports from John Fletcher and Francisca Alabi were noted.

8. **Updates from individual Governors**

8.1 **Community Engagement** – Alex Burnand reported that she had visited three of the road shows undertaken by the LINK to aid recruitment and raise the profile of the LINK. Brenda O'Neill reported that before the road shows LINK participants numbered 100 and the numbers registered now were around 400.

8.2 **Governance** - Mo Reece presented her proposals to the Group as per the previously circulated document:

- Time in meetings of the Governors was limited and a backlog of their work was building – **AGREED** that a Workshop, facilitated by KMN, should be arranged to address the backlog with Mo Reece and Sally Keverne drafting the programme. **Action: Mo Reece, Sally Keverne and Brenda O'Neill**
- To aid more work to be undertaken in meetings it was **AGREED** that the length of meetings be extended to 3 hours and this be reviewed in 3 months. Meetings will be held from 10.00am to 1.00pm. **Action: Brenda O'Neill**
- LINK Participants Training Programme previously circulated was noted.
- Review of LINK structure – **AGREED** that this should be discussed at the workshop.

8.3 **Equality and Diversity** – In the absence of Sophia Gaitanari, this item was deferred to the next meeting.

8.4 **Communications and PR** – a summary of proposed spend on publicity material was distributed at the meeting. Governors agreed to delegate responsibility for deciding what materials should be ordered to Roger Kendall, lead for finance, and John Fletcher, lead for communications and PR. All Governors to email the two nominated Governors with their views.

Action: Roger Kendall, John Fletcher and all

8.5 **Finance**

- A budget / expenditure statement had previously been circulated. Roger Kendall tabled his version of the budget – both reports noted a current under spend.
- John Cunningham reported that Alan Marsh, KCC Councillor and Cabinet Member, wished to discuss finances with him and a meeting between John Cunningham, Alan Marsh and Graham Hills was being arranged. Governors discussed the role of the Councillor and it was confirmed by Brenda O'Neill and Alex Burnand that it was not the Councillor who held the funds for the LINK but KCC, having received the money from the Department of Health. Alex Burnand

added that it was her role in KCC to monitor the contract between KCC and that this included the budget. Governors discussed whether Alan Marsh should be invited to the next Governors meeting.

8.6 **Project Management** – due to lack of time the item was deferred to the next meeting and earlier on the agenda. **Action: Brenda O’Neill**

8.7 **Performance Management** – no discussion.

8.8 **Strategic** – Jack Shulman had nothing to report.

9. **Operational Plan** – not produced.

10. **Any other business**

10.1 John Cunningham advised that there was a need to discuss a succession plan for Governors – **AGREED** to discuss at the Governors Workshop.

11. **Dates of future meetings – AGREED as follows and all to be held in the Salvation Army Centre, 74-80 Union Street, Maidstone, Kent, ME14 1ED:**

- Thursday, 19 March 2009, **10.00am to 1.00pm** – note the change of time
- Note that the times of the following meetings are yet to be agreed:**
- Thursday, 16 April 2009, 4.00pm to 6.00pm
 - Thursday, 21 May 2009, 10.30am to 12.30pm
 - Thursday, 18 June 2009, 4.00pm to 6.00pm
 - Thursday, 16 July 2009, 10.30am to 12.30pm
 - Thursday, 17 September 2009, 4.00pm to 6.00pm
 - Thursday, 15 October 2009, 10.30am to 12.30pm
 - Thursday, 19 November 2009, 4.00pm to 6.00pm
 - Thursday, 17 December 2009, 10.30am to 12.30pm