



DRAFT

**Minutes of the meeting of the Kent LINK Governors' Group
held on Thursday 22 January 2009 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
Roger Kendall
Mo Reece
Jack Shulman
Evan Stirzaker

Also present

Ray Harris, LINK Participant
Graham Hills, Kent & Medway Networks (KMN)
Brenda O'Neill, KMN

1. Apologies for absence - received from Sophia Gaitanari and Sally Keverne. Mr Harris was welcomed to the meeting.

2. Minutes - The minutes of the last meeting of the Kent LINK Governors' Group held on 18 December 2008 were confirmed as a correct record and all actions arising were covered by items on the agenda.

3. Priorities Panel

3.1 John Fletcher introduced the Kent LINK Priorities Panel – 22 January 2009 paper (previously circulated) explaining that this was one component of a whole set of processes that interact with each other. The Group discussed the paper and amendments were agreed. Paper, as amended, to be distributed to Governors. **Action: Brenda O'Neill**

3.2 Graham Hills outlined that the next stage was to publicise for members of the Panel, through advertising, issue of a press release, use of the web site and the LINK bulletin. **Action: Graham Hills**

3.3 The Group agreed:

- To convene a selection panel of five, the same as the process that appointed the Governors **Action: Brenda O'Neill**
- Mo Reece to facilitate the panel
- John Fletcher to be the other Governor present
- Three external independent representatives of the public

- The selection panel to make a decision on who should be appointed to the Priorities Panel
- Selection Panel's decision to be ratified by the Governors Group.

Updates from individual Governors and confirmation of deputy leads

4.1 Community Engagement - in Sally Keverne's absence Graham Hills reported that:

- The LINK Development Workers had met with various local groups, including the Gypsy Council
- A programme of community engagement events for the coming year had been drawn up and would be presented to the next meeting of the Governors' Group
Action: Graham Hills
- There was a need to involve other Governors, Sally Keverne, John Fletcher and Francisca Alabi, as community engagement involved communications, PR and equality and diversity
- The community road shows had been affected by a burglary in the TV studios / offices over the Christmas / New Year period. All dates were being re-scheduled and will be publicised and advised the Group.
Action: Graham Hills

4.2 Governance - Mo Reece advised that:

- the LINK was unlikely to need to undertake Equality Impact Assessments discussed at the last meeting but that the LINK and Governors had a general duty, as per "The Duty to Promote Disability Equality - Statutory Code of Practice" (see also attached extract):

'General duty

The requirement on public authorities, when carrying out their functions, to have due regard to the need to: promote equality of opportunity between disabled persons and other persons; eliminate discrimination that is unlawful under the Act; eliminate harassment of disabled persons that is related to their disabilities; promote positive attitudes towards disabled persons; encourage participation by disabled persons in public life and to take steps to take account of disabled persons' disabilities even where that involves treating disabled persons more favourably than other persons.'

- In addition: "Making the duty work: A guide to the Disability Equality Duty for disabled people and their organisations" states:
'Voluntary and private sector organisations are also subject to the general duty where they are delivering services commissioned by public authorities'
- the Governors needed to be proactive in this area and not reactive so could develop a monitoring tool to ensure that the LINK was complying with the general duty, ie recording where diversity had been taken into account when making decisions.

4.3 Equality and Diversity - As a result of the previous discussion **Francisca Alabi** will review the LINK's Diversity and Equality Policy.

4.4 Communications and PR – John Fletcher advised that publicity material for the LINK was urgently needed and it was agreed that he would attend the KMN team meeting with John Cunningham on Monday 26 January in the KMN office. Governors noted that the first road show was due to start on the same Monday and last for the week in the Victoria Place Shopping Mall in Tunbridge Wells.

4.5 Finance – Roger Kendall introduced the:

- ***Budget statement that had been previously circulated*** - Governors noted the under-spend that was a result of the LINK not starting until August, formally launched in December. A plan for the use of these funds would be prepared, particularly for the end of the financial year, including those projects that will be planned with other voluntary / community groups
- ***Reimbursement of Participants expenses form and proposal*** – Governors agreed that, to aid making a decision on what LINK activity was deemed eligible for reimbursement of expenses, a template should be drawn up and presented to the next Governors meeting
- ***Kent LINK Governor expenses claim form and proposal*** – Governors agreed to the payment of a Governors Allowance – to enable Governors to claim up to £10 per month to cover expenditure incurred on items such as telephone calls, paper and printer cartridges and noted that receipts for such expenditure were not necessary
- As a result of the above agreements the LINK's governance framework will need to be reviewed and should include revenue budget control, procurement and audit.

Action Mo Reece

4.6 Project Management – Evan Stirzaker presented the paper which, as it had not been circulated in full, would be re-presented to the next Governors meeting – the full paper should be circulated to all Governors who, in the meantime, could comment to Evan

Action: Brenda O'Neill and all Governors

4.7 Performance Management – Brenda O'Neill advised that KMN had met with Alex Burnand, KCC's Performance Manager, and agreed key performance indicators for KCC to monitor KMN's performance against their contract with KCC.

4.8 Strategic – Jack Shulman had nothing to report.

5. Authorised Panel of Visitors and Panel of External Representatives

It was **AGREED** that the paper on the LINK's Priorities Panel should be used as a basis for after the meeting. In the meantime the following were noted:

- KMN was holding at least six requests for the LINK to nominate a representative on an external body, including:
 - the KCC Health Overview and Scrutiny Committee (HOSC) agenda planning meeting – agreed that LINK should be represented as an observer
 - KCC HOSC meetings on 6 February and 20 March – LINK invited to represent the public's views on the NHS Trusts' approach to cleanliness. Governors agreed that a LINK representative should attend on 6 February to advise on the LINK project whereby the LINK was engaging with local voluntary organisations to seek views on health care standards for input to the Healthcare Commission's annual health check this year. Also agreed that a LINK representative will attend the meeting on 20 March to present some evidence.
- Governors were advised of the legal relationship between the HOSC and the LINK with the LINK having the statutory role of referring matters to the HOSC which could impact upon the status of the LINK's representative – observer with speaking rights rather than voting rights

- A small group of Governors should meet to discuss the arrangements for presenting to the HOSC meeting in March comprising of John Fletcher and John Cunningham

Action: Graham Hills

John Cunningham declared that he is the Tunbridge Wells Borough Council Councillor on the KCC HOSC.

Action: Brenda O'Neill to note in the LINK Participant's Register of Interests

6. **LINK Work Programme** - time did not permit any discussion on the programme but Governors agreed that the LINK's work programme needed to be balanced between health and social care

Action: Graham Hills

7. **Operational Plan** - Governors noted KMN's update on the operational plan previously circulated.

8. **Kent County Council Overview and Scrutiny – LINK representation** - discussed under item 5 above.

9. **Any other business**

9.1 Ray Harris, LINK participant, commented that the Governance documents were still stating that they were draft – this will be corrected.

9.2 Ray Harris asked what the quorum for a meeting of the Governors was. It was **AGREED** that this was something that needed to be inserted in the Governance documentation; one third attendance was deemed to be necessary for the proper discharge of business.

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

- Thursday, 19 February 2009 4pm to 6.00pm - **AGREED** that, as many of the Governors could not attend at the previously agreed time, the meeting should be **rescheduled to 10.30am to 12.30pm** (with the exception of 19 March because the venue can only accommodate until 12.00pm).
- Thursday, 19 March 2009, 10.30am to 12.00pm
- 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