

**DRAFT**



**Minutes of the Inaugural Meeting of the Kent LINK Governance Hub  
held on Monday, 13 October 2008 from 5.30pm – 7.00pm  
at the Holiday Inn (Rochester), Maidstone Road, Chatham, Kent ME5 9SF**

**Present**

Francisca Alabi  
John Cunningham  
John Fletcher  
Sophia Gaitanari  
Roger Kendall  
Sally Keverne  
Mo Reece  
Jack Shulman  
Evan Stirzaker

**Also present**

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

**1. Welcome and Introductions**

Brenda O'Neill opened the meeting and facilitated discussion on the first three items.

**2. Terms of Reference**

The Hub received its terms of reference, a copy of which was circulated with the agenda as Appendix A. The following points were noted from the subsequent discussion:

- a. **Legal status of the LINK** - Members were advised that the LINK was a legal entity established by Act of Parliament. It was envisaged that the participants to the LINK would form the overarching decision making body that would take form through an Inaugural Meeting, an Annual Meeting and through other Community Events held throughout the county. The LINK governance framework would set out in detail how that process should operate and would deal with issues such as quorums for voting purposes.
- b. **Liabilities** - Members were advised that KMN had been required by the Kent County Council to hold insurances to cover:
  - Professional Indemnity Insurance of £5m
  - Employers' Liability of £10m.
  - In addition, it carried Public Liability Insurance of £10m.

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- c. **Legal status of the Governance Hub** - As above, the Governance framework would include the status of the Hub and draft policies of the LINK, which would need to be approved by the LINK at a meeting in public and published. Brenda O'Neill advised members that the Government's transitional arrangements for the LINK had been extended until the end of the year, a duty that had been placed on the Kent County Council which had approved, through its project group, the arrangements that were being put in place to establish the LINK in Kent.
- d. **Whether meetings of the Hub should be in public** - It was not thought that there was a requirement that the Hub meet in public.

Arising from the above discussion, it was **AGREED** that advice be sought from the Department of Health and the National Centre for Involvement on the above questions and any other related questions members may have.

### 3. Members' Roles

- a. **Roles and responsibilities** - The Hub **AGREED** the roles and responsibilities of members as set out in Appendix B, a copy of which had been attached to the agenda papers.
- b. **Recommended roles for members** - The Hub endorsed the roles of individual members. It was emphasised that this did not mean that these members would have to perform the "doing" aspects of the role, but would work with the Host and take a lead within the Hub in these areas. It would be possible for lead members to work with other Hub members on these activities.

It was **AGREED** that the Host should undertake a training needs analysis and offer appropriate training if required.

At this stage of the meeting John Cunningham took over the role of facilitator.

### 4. Discussion around priorities for the Hub

The following actions were **AGREED**:

- a. A bulletin / press release be issued about the Hub and its role, particularly for the benefit of those who have expressed an interest in the LINK.
- b. Regular updates be provided for interested parties.
- c. At a future meeting consideration be given to another name for the Hub that may be more understandable to the lay members of the public.
- d. Develop key draft policy documents in preparation for the launch of the LINK in December, which would include:
  - i. The Governance Framework

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- ii. Communications Strategy
  - iii. Equality and Diversity Policy
  - iv. PR Strategy
  - v. LINK Work Programme
  - vi. Development of a Business Plan, which would include the use of resources.
- e. Expenses policy to be discussed at next meeting.

### **5. Arrangements for future meetings**

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

1. 10.00am Thursday, 20 November 2008
2. 10.00am Thursday, 18 December 2008
3. 10.00am Thursday, 22 January 2008

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

### **6. Any other business**

Members were advised of an invitation for the LINK to attend the Annual Conference of the National Centre for Involvement to be held on 25 November 2008 at the International Convention Centre, Birmingham.