

Your LINK for improving health and social care

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DRAFT

Attachment 1

**Minutes of the meeting of the Kent LINK Governors' Group
held on Thursday, 19 March 2009 from 10.00am – 12.30pm
at the Salvation Army Centre, 74 – 80 Union Street, Maidstone, Kent, ME14 1ED**

Present

John Cunningham (Facilitator)
John Fletcher
Sophia Gaitanari
Roger Kendall
Sally Keverne
Mo Reece
Jack Shulman
Evan Stirzaker

Also present

Alex Burnand, Performance Manager, LINKs Host Contracts, Kent County Council
Ray Harris, LINK participant
Graham Hills, Kent & Medway Networks (KMN)
Jim Reece, Personal Assistant to Mo Reece

1. Apologies for absence

Received from Francisca Alabi and Brenda O'Neill, KMN

2. Minutes

The minutes of the Governors' Group meeting held on 19 February were confirmed as a correct record subject to the following corrections being made:

- Minute 8.2. Delete "Starting time of 10.00am for meetings" and insert "Meetings will be held from 10.00am to 1.00pm"
- Minute 8.3. Delete "No discussion"; insert "In the absence of Sophia Gaitanari, this item was deferred to the next meeting".

3. Arrangements for LINK Quarterly Event, Gravesend on 6 April 2009

Governors received a draft programme for the LINK's quarterly event on 6 April, a copy of which is attached to the published minutes, and **AGREED** the format for the day, which comprised formal business of the LINK in the morning and an open community event in the afternoon. Further actions were **AGREED**, as follows:

- a) John Fletcher, Roger Kendall and Sally Keverne to work with KMN in producing the Governor's report to be presented at the event and they would also be available to answer any questions that may arise.

- b) An adjustment should be made to the timings of the programme to reduce the amount of time for the Governors' report from 45 minutes to 15 minutes so as to allow more time for topic speakers and discussion
- c) The topics for discussion in the morning and themed exhibitions in the afternoon should, amongst others, be around those issues most raised by LINK participants:
 - a. Access to NHS dentistry
 - b. Availability and quality of mental health services
 - c. Transport to and from hospital and cost of parking at hospitals and, if time permits,
 - d. Care of the elderly both in hospital and when they return home.

4. Project Management

The document circulated to Governors had been an older version of Evan Stirzaker's paper on this subject. It was therefore **AGREED** that the revised paper be circulated to Governors and comments be invited by 2 April.

5. Governors' Workshop

Governors received a report on progress on outstanding actions from the Kent LINK Governors' Workshop held on 2 March. Arising from this, it was **AGREED** that the LINK, at its next Quarterly Event, be recommended to appoint the Facilitator of the Governors' Group as the 'nominated person' required to satisfy themselves as to the suitability of a person to act as an 'authorised visitor' of the LINK.

6. Kent LINK work programme

Governors discussed arrangements for the LINK formulating its first work programme. Broadly, two options were discussed with arguments being advanced for and against:

Option 1 – Waiting for the Priorities Panel to be in place before any projects could commence, which was in accordance with the governance arrangements, but would mean the LINK probably not being able to advance any issues for at least two months.

Option 2 – Formulating an interim work programme from issues identified by LINK participants and using the Quarterly event to ratify or otherwise amend.

7. LINK's first annual report

It was **AGREED** that John Cunningham should lead on the arrangements for compiling the LINK's first Annual Report which has to be produced before 30 June 2009. Copies of the appropriate guidance to be circulated to Governors.

8. Updates from individual Governors

8.1 Community Engagement

Sally Keverne presented her report:

- a. There was to be a meeting on Monday, 23 March with Peter Gilroy, Chief Executive of Kent County Council to discuss the LINK and Healthwatch
- b. Recruitment: This currently stood at 443 registered participants
- c. Activity to date: The LINK was being promoted at:

- Westwood Cross Shopping, Margate for a week commencing 16 March 2009
 - The Priory Shopping Centre, Dartford for the week commencing 23 March 2009.
- d. Programme of future community engagement events. Governors received an update and **AGREED** that the Annual Meeting of the LINK be held on Thursday, 28 May 2009.

8.2 Governance

Mo Reece introduced the following two draft policies:

- a. Standards of Conduct Policy and Procedures
- b. Process for appointing 'authorised visitors'

It was **AGREED** Governors submit comments on these drafts by 2 April and that Mo Reece prepare final drafts for approval at the next meeting.

8.3 Equality and Diversity

It was reported that the process of seeking diversity information from participants was shortly to commence and thereafter regular reports would be submitted to the Governors' Group to enable them to monitor how representative the LINK is of the community of Kent.

8.4 Communications and PR

It was reported that posters in various sizes had been received and their distribution was underway through the LINK stakeholder groups, both statutory and voluntary.

8.5 Finance

A financial report for the period to 11 March 2009 was tabled. It was noted that it was anticipated that the LINK would be in an under spend position at the 31 March and it was **AGREED** a sub-group of Governors be set up for the purpose of investigating possible uses of the under spend in order to be in a position to advise the LINK at its first quarterly meeting. The sub-group to comprise:

- John Cunningham
- Roger Kendall
- Sally Keverne

8.6 Project Management

It was noted that the first performance meeting between the Kent County Council and Kent & Medway Network Ltd was due to be held on 1 April and Sophia Gaitanari would represent the Governors at this meeting.

8.7 Strategic

Jack Shulman had nothing to report.

9. Operational Plan

Questions were invited on a report which had been circulated on progress in setting up the Kent LINK and it was **AGREED** that these be submitted by 2 April.

10. Any other business

It was noted that John Fletcher and Graham Hills were to appear before the Kent County Council's Health Overview and Scrutiny Committee on 20 March, to present a report as part of that committee's investigation into the NHS in Kent's adherence with the 'hygiene

code'. The LINK's report had been compiled from legacy documentation derived from the former Patient and Public Involvement Forums.

11. Dates of future meetings

It was **AGREED** that future meetings of the Group be held between 10.00am and 1.00pm on the following dates:

- Thursday, 16 April 2009
- Thursday, 21 May 2009
- Thursday, 18 June 2009,
- Thursday, 16 July 2009
- Thursday, 17 September 2009
- Thursday, 15 October 2009
- Thursday, 19 November 2009
- Thursday, 17 December 2009