

DRAFT



**Minutes of the meeting of the Kent LINK Governors' Group
held on Thursday, 18 December 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
Roger Kendall
Sally Keverne
Mo Reece
Jack Shulman
Evan Stirzaker

Also present

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

1. Apologies for absence

Apologies for absence were received from Sophia Gaitanari.

Under this item members **AGREED** to receive papers for Governors' Group meetings via email and that if hard copies were required then members would inform KMN accordingly.

2. Minutes

The minutes of the former Kent LINK Governance Hub meeting held on 20 November 2008 were confirmed as a correct record.

3. LINK Launch Event

The Group reviewed feedback from the LINK launch event held on Wednesday 3 December 2008, as follows:

- a. Report of the Launch dated 16 December 2008
- b. Feedback Form – summary of 54 completed forms
- c. Feedback comments – containing 21 comments
- d. Analysis of attendees work and home addresses
- e. Feedback Analysis

The Group felt that the event had been a success, as evidenced by positive feedback from 98% of those completing feedback forms. However, it was felt that lessons could be learnt when the LINK organised such future events:

- a. More opportunities for question and answers and debate / participation before proceeding to vote
- b. Exhibition / display material provided in separate location from meeting room

- c. More space between tables when using cabaret style layout for such events to aid access / mobility for disabled attendees
- d. Need to plan for possibility of meeting ending early
- e. Have afternoon tea break / refreshment facilities outside of meeting room so as to reduce disruption / noise for those still working
- f. Ensure that objectives of future such event is made clear to all attendees so as to avoid people arriving with different expectations.

The Group **AGREED** action arising from the launch event, as follows:

Moderating Panel

- a. Taking into account the views expressed at the launch event in this regard (copy attached to the signed minutes) the Moderating Panel shall comprise LINK participants (but not Governors of the LINK) – positions shall be advertised widely in the media
- b. Appointment to be by selection using process adopted for appointment of Governors
- c. Panel shall comprise no more than 12 members
- d. Initial appointment shall be for one year; thereafter half of such appointments shall be for three years and the remainder for four years
- e. A working group of Governors shall consider the following matters:
 - i. What panel is to be called
 - ii. Terms of reference
 - iii. Role of panel members
 - iv. Person specification
 - v. Selection criteria
- f. The working Group shall comprise:
 - i. John Fletcher
 - ii. Sally Keverne
 - iii. Mo Reece
 - iv. Evan Stirzaker
- g. The Working Group shall have delegated authority to instruct KMN to act on their report subject to this being circulated to all Governors prior to action being taken and their being given an opportunity to raise questions and to have these answered to their satisfaction.

Authorised Panel of Visitors

- a. Taking into account the views expressed at the launch event (copy attached to the signed minutes) a working Group of Governors shall consider the following matters:
 - How many authorised visitors will be needed?
 - What qualities will authorised visitors need?
 - For how long should they be appointed (ie term of office)?
 - What support will they need?
 - How often should the recruitment programme be run?
 - To whom will the authorised visitors be accountable:
 - o The LINK project group concerned?
 - o The specific interest group to which that project relates?
 - o The geographic LINK group in which the premises being visited are situated?
 - o The LINK as a whole

- b. The working Group shall comprise:
 - Francisca Alabi
 - John Cunningham
 - John Fletcher
 - Roger Kendall
- c. The Working Group shall have delegated authority to instruct KMN to act on their report subject to this being circulated to all Governors prior to action being taken and their being given an opportunity to raise questions and to have these answered to their satisfaction.

Panel of External Representatives

- a. Taking into account the views expressed at the launch event (copy attached to the signed minutes) a working Group of Governors shall consider the following matters:
 - i. How should the LINK determine:
 - I. what external bodies are important to its work
 - II. whether the LINK should be represented on such a body
 - ii. What qualities will LINK representatives need?
 - iii. For how long should they be appointed (ie term of office)?
 - iv. What support will they need?
 - v. How often should the recruitment programme be run?
 - vi. To whom will the representatives be accountable?
 - vii. The LINK project group concerned
 - viii. The specific interest group to which that project relates
 - ix. The geographic LINK group in which the premises being visited are situated
 - x. The LINK as a whole
- b. The working Group shall comprise:
 - Francisca Alabi
 - John Cunningham
 - Sophia Gaitanari
 - Sally Keverne
- c. The Working Group shall have delegated authority to instruct KMN to act on their report subject to this being circulated to all Governors prior to action being taken and their being given an opportunity to raise questions and to have these answered to their satisfaction.

4. Draft Work Programme

The Group received a draft work plan (a copy of which is attached to the published version of the minutes) which incorporated the legacy from Patient and Public Involvement Forums and suggestions from LINK participants, including those expressed by attendees at the LINK launch event held on 3 December 2008. It was **AGREED** that LINK participants' views be sought on which projects should be included in the work programme for the period to May 2009.

5. Draft LINK Business Plan

It was **AGREED** that this item be deferred to a future meeting.

6. Operational Plan

A copy of KMN's operational plan was tabled and it was **AGREED** that consideration of this be deferred to a future meeting.

7. LINK Budget

A copy of the LINK's expenditure for the period to 30 November 2008 was tabled, a copy of which is attached to the published minutes.

8. Any other business

a. Status of Governors' Group meetings

It was **AGREED** that meetings of the Governors' Group should be open to the public unless matters of a confidential nature were to be discussed.

b. Training for participants

It was **AGREED** that a training programme for the period to 31 March 2009 be drawn up.

c. Expenses payable to participants

Two claims for reimbursement of expenses had been received from participants attending the LINK's launch. This was not payable other than for reasons of financial hardship. It was **AGREED** that the following members look into these claims and advise the Group accordingly:

- John Cunningham
- Roger Kendall

d. Equality Impact Assessments

In connection with the previous issue it was suggested that this and other LINK policies should be the subject of an Equality Impact Assessment and training offered in this if considered appropriate. It was **AGREED** that the following members look into this and advise the Group accordingly:

Sally Keverne

- Mo Reece
- Evan Stirzaker

9. Arrangements for future meetings

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

1. 10.00am - Thursday, 22 January 2009
2. 4.00pm - Thursday, 19 February 2009
3. 10.00am - Thursday, 19 March 2009