



**Draft minutes of a meeting of the Priorities Panel held on
Thursday, 8 October 2009 from 1.30pm - 4.00pm
at the Salvation Army Centre, Maidstone, ME14 1ED**

Present:

David Dye	Angela Evennett	Lyn Gallimore	Ray Harris
Robin Ridsdill-Smith	Douglas Tutton	Junetta Whorwell	

Also present:

Alex Burnand, KCC Performance Manager of Host contract
John Cunningham, Kent LINK Governor
Brenda O'Neill, KMN Contracts Director
Cate Boland, Kent LINK Development Worker

1. Apologies for absence and facilitator for the meeting

Apologies received from Fretha Biggs, Ram Appadoo and John Forrest and agreed that Junetta Whorwell to facilitate the meeting.

2. Notes of last meeting held on 9 September 2009 - AGREED

2.1. **Matters arising – (Amendments to minutes)** ID013, East Kent has decided to spend money on carers but West Kent has not.

3. Declaration of interests - Junetta Whorwell declared an interest in the Mediation Service.

4. Progress report on actions arising from previous referrals

4.1. The tabled progress report was welcomed by the Panel who noted the progress made on items discussed at the last meeting. They **AGREED** that the progress report should be produced for each meeting. The Panel noted that a reference file of all correspondence of all referrals is available in the KMN office and will be brought to each meeting. Also noted that KMN has a brought forward system to ensure that matters are addressed if replies to enquiries are not received and to ensure all referrers are kept informed of progress on their issue.

4.2. **Case ID002** is the only one to receive a response to the Panel's enquiries to date. Names of those to be contacted were corrected and the request for information to be referred direct to: Chris Thoms and Phyllis Holt and copied to Julie Hunt (Assistant Chair of the PCT and Chair of the Stroke Forum).

4.3. **Case ID012** Question 3: Follow up to referrer and ask additional question 4 - What is the access to repair services?

4.4. Updates on all other issues are outstanding and the group **AGREED** no further actions can be taken at this time. Further responses will be circulated to the group prior to the next meeting.

Action: Graham Hills

4.5. Panel Members noted that a Memorandum of Understanding has been agreed with NHS Eastern and Coastal Kent (PCT). Discussions regarding a working protocol will be initiated with the PCT in West Kent.

5. To consider new referrals to the Panel

5.1. **ID014 Diabetes services, Maidstone** - Panel **AGREED** that this was a high priority issue that the LINK should take action on and suggested the following actions:

- Write and express concern to the PCT with a copy of the letter sent to the Care Quality Commission (CQC). Ask what services are provided for West Kent with emphasis on specialist nurses? Ask if funding has been reduced, and, if so, why?
- Write to the local chairman of the BMA, Paul Hobday at Sutton Valance placing a high priority on the issue.
- Visits to diabetic nurse clinics and ask the following questions:
 - Ask staff if service provision has changed in the last year, if yes, how?
 - Ask staff have you been promised changes which have not happened or been withdrawn?
 - Ask the views of patients and users on the service.
 - Ask local GP's what the differences are to services based in the Maidstone area.

ACTION: Graham Hills

5.2. **ID015 Call for LINK to visit Gravesend Hospital to check on access issues** - Panel **AGREED** that the LINK should take action and suggested the following actions:

- Ask Authorised Visitors to enter and view to review all disabled toilets in the hospital.
- Refer findings to the Trust.

ACTION: Graham Hills

5.3. **ID016 Restorative Justice Programme** - item tabled and Panel **AGREED** to defer the issue until the next meeting to allow time to read the interim report from Christ Church University which supports the issue. If the Panel were able to support the project it would need to go before the Governors due to the financial implications to the LINK.

ACTION: Graham Hills

6. Consultation on decision making criteria

6.1. The Panel asked to consider if they could make decisions virtually. It was **AGREED** that the Panel would benefit from continuing to meet until they were more familiar with the decision making process. Some Panel Members have concerns over the use of the matrix and scoring method. It was **AGREED** to continue using the current method and to defer further consideration of an alternative method until January 2010. Also **AGREED** that the Panel meet in the last week of November and consider then if they needed to have a 'business' meeting in January or attend a session to look at their working practices.

6.2. If a large number of issues need addressing it was **AGREED** to defer some to the following meeting to allow sufficient time to discuss.

ACTION: Graham Hills

7. Any other business

7.1. **AGREED** that during the interim period of recruiting new Governors to the LINK the Panel proposed that existing Governors resume office until the new Governors' Group is established. KMN to invite Governors to resume their role and to advise all LINK participants of the action taken and why.

ACTION: Brenda O'Neill

8. Date of next meeting:

AGREED Thursday, 26 November 2009, 1.30pm - venue TBC.