



**Draft minutes of a meeting of the Kent LINK Governors' Group held on
Thursday, 12 November 2009 from 10.00am – 1.00pm
at the Village Hotel, Castle View, Sandling, Maidstone ME14 3AQ**

Present:

John Ashelford
Roger Kendall

Mike Eddy
Sally Keverne

John Fletcher
Stan Richardson

Cate Jackson
David Swaffer

Also present:

Graham Hills, Operational Director, Kent & Medway Networks (KMN)
Brenda O'Neill, Governance Lead and Contracts Director, KMN
Cate Boland, LINK Development Worker, KMN
Louise Murrell, LINK Development Worker, KMN
Alex Burnand, Kent County Council (KCC)

1. **Apologies for Absence** - received from Elayne Oxley, LINK Development Worker for West Kent, KMN.

2. **Welcome and Introduction**

2.1. All present agreed that Brenda O'Neill should facilitate this first meeting of the Governors. Brenda O'Neill welcomed all outlining that the first part of the meeting was an introductory session and the second would be to discuss the Group's business.

2.2. All Governors introduced themselves, followed by KMN's support team and Alex Burnand explaining her role in performance managing the contract held between KMN and KCC.

2.3. Due to the amount of business to be discussed it was **AGREED** that any further induction would be undertaken at a later date. It was **AGREED** that the items on the agenda, LINK's Support Service, Role of the Governors' Group, Declaration of Interests and Methods of Working be deferred.

3. **Notes of the last meeting held on 17 September 2009**

3.1. **Accuracy** - **AGREED** that Stuart Gibbons had attended the meeting to outline the progress being made on the 360 degree review of Kent & Medway Networks and that this should be included in the notes of the last meeting. **ACTION: Brenda O'Neill**

3.2. **Actions arising** - There were no actions arising but an update on one item was provided. The NHS Eastern and Coastal Kent had published their Community Services Strategy. Graham Hills confirmed that the LINK now had a process in place for all

issues brought to the LINK or requests for LINK activity to go through the LINK's Priorities Panel. This activity had been undertaken before that process and the Panel had been in place.

4. Kent LINK representation on external bodies

4.1. It was noted that the LINK was being asked for a LINK representative on a wide range and number of groups / committees by many of the NHS / Social Care organisations and it was necessary for the Governors Group to agree a way forward on each.

4.2. **NHS Eastern and Coastal Kent Board (PCT)** - The Board had agreed the co-option of two LINK participants. Governors discussed the appropriateness of a Governor being the representative on this type of Board and the potential for a conflict of interest. It was **AGREED** that Governors should not be on this type of Board but someone from the Pool of External Representatives to ensure that the LINK is represented and information is fed back to the LINK. It was **AGREED** that the terms "co-opted" or "observers" need to be clarified with a role description from the PCT. The representative would have speaking rights but not voting rights. It was **AGREED** to put forward representatives from the Pool of External Representatives who have already been through a selection and training process in order to be able to represent the LINK. It was **AGREED** that Governors would provide guidance on which representatives should be put forward although consideration would be given primarily to representatives who live in East Kent, based on their availability and if they are interested in taking up this position. **ACTION: Graham Hills**

4.3. KCC Health & Overview Scrutiny Committee (HOSC)

4.3.1. The HOSC had agreed that two representatives from the Kent LINK should be invited to sit on their committee. Governors discussed the appropriateness of Governors taking up these roles rather than participants from the Pool of External Representatives. The LINK representatives on the HOSC would have no voting rights but it was felt to be an influential position. Discussion was held around the role of the LINK's Governing Group which authorises referrals to the Department of Health and the HOSC and consideration was given to potential conflicts of interest.

4.3.2. It was **AGREED** that LINK representatives on the HOSC should come from Governors Group. It was **AGREED** that Roger Kendall should continue in his current role as representative on the HOSC. It was **AGREED** that, when he returned to the country and in light of his previous involvement and experience on the HOSC, Mark Fittock be asked to be the second LINK representative, provided he accepts the role of LINK Governor. It was **AGREED** that, in the interim, Mike Eddy should attend the next HOSC meeting to be held on 27 November 2009.

4.3.3. It was **AGREED** that LINK participants who are not the formal representatives on the HOSC can attend as witnesses to provide expert advice and guidance on specific projects and topics. This would be in addition to having two permanently named representatives.

4.3.4. At the next HOSC meeting the LINK has been asked to give evidence on the service redesign by Maidstone and Tunbridge Wells Trust. It was **AGREED** that evidence would be collected and collated from LINK participants and that John Ashelford would present that evidence. Graham Hills will attend to participate in discussion on specific issue around the Trust. **ACTION: Graham Hills**

4.3.5. It was **AGREED** that the formal response to the HOSC's invitation to the LINK to be represented on the Committee must include the agreed distinction between the role of the LINK Representative (ie LINK Governors) on the HOSC and the role of LINK witnesses. **ACTION: Graham Hills**

4.4. **Patient Experience Groups** - Graham Hills confirmed that each NHS Trust and Primary Care Trust has a legal duty to engage patients in service development and that the LINK must be cautious about Trusts using the LINK to 'tick that box'. Trusts have begun to submit requests for LINK representatives on their Patient Experience Groups. To date appointed LINK External Representatives have been put forward to fill these vacancies. It was **AGREED** that this continue for the Patient Experience Groups. Stan Richardson questioned if there was a data protection issue. Graham Hills confirmed that Terms of Reference were being made available for each Group so that a decision can be made on the most appropriate Groups to have LINK representatives assigned to. It was noted that there was a need to recruit more LINK external representatives. **ACTION: Graham Hills**

4.5. **Citizen Panel, NHS Eastern and Coastal Kent** - Graham Hills updated Governors that three LINK External Representatives have been allocated to this Citizens Panel which recently assisted in priority setting for the PCT. A report will be submitted to the Governors on the work undertaken. **ACTION: Graham Hills**

4.6. **Appointment Panel, Assistant Director, NHS Eastern and Coastal Kent** - Brenda O'Neill reported that this PCT is appointing an Assistant Director for Citizen Engagement and that the LINK has been asked to participate in the focus group element of the interviews. It was noted that four External Representatives had agreed to be involved.

4.7. **Kent and Medway NHS and Social Care Partnership Trust** - A very recent request by email has been received from this Trust requesting Trust Governor representation once they achieve Foundation Trust status and in order to formalise the relationship between the Trust and the LINK. It was **AGREED** to consider this further following confirmation of details and a letter to be sent seeking clarification of situation. **ACTION: Graham Hills**

5. Kent LINK Groups

5.1. **Priorities Panel** – the draft minutes of the last meeting of the Panel had been distributed to Governors and it was noted that the Panel had made two referrals to the Governors Group.

5.1.1. **Referral from Priorities Panel - Restorative Justice in Prisons** - It was **AGREED** to defer a decision on the proposal so that further time could be taken for Governors to read and consider the papers. **ACTION: Graham Hills**

5.1.2. **Referral from Priorities Panel - Diabetic Services** - It was **AGREED** to continue with actions agreed by previous Chair of Governors. **ACTION: Graham Hills**

5.2. **Authorised visitors** - The process undertaken to select and authorise LINK Visitors was outlined and it was **AGREED** that John Fletcher be the nominated LINK participant to undertake the authorisation of the Visitors (proposed by Stan Richardson and seconded by Roger Kendall). **ACTION: Brenda O'Neill**

6. **Report from Governors Group Budget Sub Committee** - The budget report was tabled for information and Roger Kendall agreed to take any questions from Governors. It was noted that John Fletcher, Roger Kendall and Sally Keeverne are members of the sub committee and that they planned to meet before each Governors' Group meeting and, in future, a report will be circulated prior to the Governors meeting.

7. **LINK's Work Programme** - A consolidated Work Programme was tabled for the Governors' information. It was noted that the LINK Work Programme included all LINK projects that had been agreed at the LINK's annual meeting and the issues / topics that had been received and referred to the LINK's Priorities Panel.

8. **Referrals - LINK response to Big Care Debate** - It was noted that the LINK had hosted workshops at their quarterly Community Engagement Event recently held in Shepway. Feedback produced from the workshops had been collated and was tabled. It was **AGREED** that the report should be submitted to the Department of Health with a statement indicating that the LINK hosted the debate and that the comments were from those who participated in that event, and were not necessarily the views of the Kent LINK.

9. **Report of meeting of Health Overview and Scrutiny Committee - Report from Roger Kendall** - The report had been distributed to Governors and it was noted that it included a draft of the Committee's Forward Work Programme for 2009-10. It was **AGREED** that the HOSC Work Programme should be provided to the Priorities Panel. **ACTION: Brenda O'Neill**

10. **Any other business - Email from Robin Kenworthy**

10.1. A copy of an email sent to KMN was tabled for discussion. Governors noted the issues raised by Mr Kenworthy. One was about the date and papers for this Governors meeting and Brenda O'Neill confirmed that, under normal circumstances, papers for the Governors meeting are circulated seven days in advance and the date publicised widely via the LINK website and bulletin.

10.2. A further issue related to the GP out of hours' service and it was noted that the LINK had not yet been given an opportunity to comment. It was **AGREED** that the PCT be asked to advise the LINK. **ACTION: Graham Hills**

10.3. The LINK has an item in its work programme to seek to get the LINK involved in all commissioning as well as Practice Based Commissioning. LINK participants attended HOSC and contributed to discussions about the Dover Hospital issue. It was confirmed that there was not time to discuss the HOSC work programme in detail at the HOSC meeting although LINK participants were present.

10.4. Governors **AGREED** that they should discuss and agree a Chair of the Group at their next meeting and that this should be for the Group to decide and not the Selection Panel. **ACTION: Brenda O'Neill**

10.5. It was **AGREED** that Brenda O'Neill reply to Mr Kenworthy's email on behalf of the Governors. **ACTION: Brenda O'Neill**

11. **Dates of upcoming Governors' meetings** - It was **AGREED** that the training of Governors should wait until the full complement is in place in January 2010. Governors **AGREED** to meet on Thursday, 17 December, at the Salvation Army Centre, 10.00am until 1.00pm. Future dates and venues will be agreed at the December meeting.

*****End*****