



**Minutes of a meeting of the Kent LINK Governors' Group held on
Wednesday, 17 November 2010 from 5.00pm until 7.00pm at Maidstone Community
Support Centre, 39-48 Marsham Street, Maidstone, Kent ME14 1HH**

Present:

John Fletcher (Chairman)
John Ashelford
Mike Eddy
Mark Fittock
Cate Jackson
Roger Kendall
Sally Keverne
Stan Richardson
David Swaffer

Also present:

Cate Boland - LINK Development Worker, Kent LINK
Clive Brock - LINK Development Worker, Kent LINK
Alex Burnand - Contract Manager for Host Organisation, Kent County Council
Ray Harris, Member Priorities Panel, Kent LINK
Graham Hills, Operational Director, Kent LINK

Opening of meeting

1. **Apologies for absence** were received from Jane Cooper, John Holloway, Bose Johnson, Kath Pavely and Junetta Whorwell

2. **Declaration of interests**

There were no declarations of interest.

The Chairman welcomed Clive Brock to the meeting and he introduced himself to the group explaining his background and previous experience.

3. **Any other business**

3.1. Future meeting arrangements - It was suggested that during the Winter months future meetings should be held earlier in the day, preferably in the morning and not in the centre of Maidstone which it was thought was inaccessible and these actions were **AGREED.**

Action: Becky Alvey

4. Minutes of the last meeting held on 20 October 2010

4.1. **Accuracy** - The minutes of the meeting held on 20 October 2010 were **AGREED** as a correct record (Attachment 1), subject to the inclusion of Sally Keverne's name in the list of those present. **Action: Becky Alvey**

4.2. The Chairman thanked Roger Kendall for Chairing the last meeting.

4.3. Actions Arising

4.3.1. Minute No 5.2.2 - Equality and Diversity Strategy, Kent LINK. David Swaffer spoke to a tabled a paper setting out an action plan for implementing the LINK's strategy. However, the priorities set out in the document needed to be changed, with priority two will become priority one. This meant that the first priority was to improve contact / communications with local communities and must be the main driving point and needs to be developed as fast as possible. In addition it was suggested contacting the Diversity Officer at Kent Police. It was **AGREED** that the paper be re-drafted to reflect the discussion and the actions be costed. It was noted that £1,000 had been notionally allocated for this work **Action: Cate Boland**

4.3.2. Minute No 6.1.2 - The White Paper: 'Equity and excellence: Liberating the NHS' - It was noted that the office had produced a draft template of a letter that could be used for Governors to send a response to the White Paper to their local. Member of Parliament. This was to be circulated to Governors. **Action: Graham Hills**

4.3.3. Minute No.7.1 - LINK's Safeguarding Policy. Rebecca Barraclough to include information in the next Bulletin **Action: Becky Barraclough**

4.3.4. Minute No. 16 – Protocol for dealing with outside agencies. Action outstanding. **Action: Graham Hills**

Items for Decision / Action

5. Quarterly Review and 360 Degree Annual Review

5.1. Governors present at the meeting confirmed receipt of Attachments 2 and 3. There had been a private meeting of Governors to discuss this item, actions from which were to be debated in the public part of the next meeting.

6. Consultations

6.1. The White Paper – 'Equity and excellence: Liberating the NHS'

Copies of two new consultation documents associated with the White Paper documents had been distributed to Governors and information given to LINK Participants through the Bulletin. The consultations related to giving people more information and control and greater choice about their care. Mark Fittock **AGREED** to draft some comments for a discussion at the next meeting. **Action: Mark Fittock**

7. Report from the Priorities Panel meeting held on 10 November 2010

7.1. Attachment 4 was tabled and the Group considered a number of recommendations for action contained therein, as follows:

- 7.1.1. Minute No 2.2.1 - Need for additional panel members and consideration to be given to suitable geographical spread in the membership of the panel. Recommendation **AGREED**. **Action: Brenda O'Neill**
- 7.1.2. Minute No 2.2.3 - Notification of complaints relating to East Kent Hospitals University NHS Foundation Trust. Recommendation **AGREED**. The Group also suggested that in addition to two Panel members meeting with the Trust, the Panel should endeavour to involve other key LINK participants, perhaps a project leader or authorised visitor with an interest in that area. It was further agreed that a meeting was required as soon as possible, but no money be allocated as a project. **Action: Deborah Gibbons**
- 7.1.3. Minute No.2.2.4. - Waiting times for services provided by community nurses in East Kent. In the light of receipt of a letter from Eastern and Coastal Kent Community Health NHS Trust dated 15 November, the Group decided to defer consideration of the recommendation pending a meeting with the Trust and representatives of the Group and Priorities Panel. **Action: Graham Hills**
- 7.1.4. Minute No 5.2.1 Arrangements for wound dressings in Sittingbourne. Recommendation **AGREED**. **Action: Graham Hills**
- 7.1.5. Minute 5.3.2 - Child and Adolescent Mental Health Services. Mike Eddy volunteered to advise the Panel on the procedure for having this issue taken forward by a Select Committee of the Kent County Council **Action: Mike Eddy**

8. Report from Budget Sub Group meeting held on 12 November 2010

- 8.1. The report (Attachment 5) was tabled and the recommendations contained therein were **AGREED**. **Action: Graham Hills**
- 8.2. With regard to the employment of a Project Coordinator, the Group favoured employing an additional Project Worker, principally to work on the Eastern and Coastal Kent "Working Together" project, but also on other LINK projects and this was **AGREED**. The Group **AGREED** that a sum of £9,000 for the period to 31 March 2011 be allocated for this purpose with £5,000 of that being met from the 'Working Together' project budget and £4,000 from the Hygiene and Cleanliness in Hospitals project. **Action: Graham Hills / Heather Wells**

Items for discussion

9. Kent LINK Projects

- 9.1. Roles in relation to project groups: The Chairman asked for comments on Attachment 6, which set out the roles of individuals working on projects. It was suggested that a small group of Governors was required to oversee projects and report on the current status, budget spend to date, likely duration and provide a monthly update report on progress. It was **AGREED** to accept the paper with minor amendment and a copy issued to all Project leaders. **Action: Heather Wells**

9.2. LINK Work Programme Update: (Attachment 7) was received

10. Reports of meetings:

10.1. Reports were received from the following meetings:

10.1.1. Mental Health Workshops: Cate Boland had prepared a draft report (Attachment 8) on these workshops, which was tabled at the meeting. It was **AGREED** that this could be submitted to the forthcoming meeting of the Health Overview and Scrutiny Committee, but that further work was required before publication. **Action: Mark Fittock / Cate Boland**

10.1.2. Community Engagement Network meeting held on 4 November 2010. It was noted that the LINK had a key role to play in helping to establish this network

10.1.3. Council of Governors, East Kent Hospitals Meeting 9 November 2010: Brenda O'Neill and Graham Hills had given a presentation to the Governors. The Chairman recorded thanks to both Graham and Brenda for attending.

11. Correspondence

11.1. The following items of correspondence were received:

11.1.1. Letter dated 9 November 2010 from Mr. Paul Wickenden, Overview, Scrutiny and Localism Manager, Kent County Council inviting the LINK to submit evidence on NHS Dentistry to the Health Overview and Scrutiny Committee Meeting to be held on 7 January 2010, Attachment 9. It was **AGREED** that LINK participants be invited to comment through the Bulletin and that the LINK accept the invitation to submit evidence.

Action: Graham Hills / Mark Fittock / Roger Kendall

11.1.2. 11.2 Feedback on the LINK's Annual Report from Hamstreet Patient Participation Group (PPG), dated 1 November, Attachment 10: It was **AGREED** that an appropriate response be prepared and an invitation be issued for the chairman of the PPG to the next LINK Annual Meeting.

Action: Graham Hills / Roger Kendall

12. Any other business

None

Items for noting

13. **Diversity Information** – (Attachment 11)

14. **Kent LINK website hits** – (Attachment 12)

15. **Complaints and compliments** – insufficient time to table at this meeting

16. Date of next meeting

The following date and venue:

- Wednesday, 15 December 2010 from 10.00am to 1.00pm at the Lenham Community Centre, Groom Way, Lenham, ME17 2QT

Meeting closed at 7.00pm