



**Minutes of a meeting of the Kent LINK Governors' Group held on
Wednesday, 18 August 2010 from 10.00am until 1.00pm in the Town Hall, High Street,
Maidstone, ME14 1TF**

Present:

John Fletcher (Chairman)
Mike Eddy
Mark Fittock
John Holloway
Roger Kendall
Cate Jackson
Bose Johnson
Sally Keverne
Kath Pavely
Stan Richardson
David Swaffer

Also present:

Alex Burnand, Kent County Council Contract Manager for Host contract
Ray Harris, Priorities Panel member
Graham Hills, Operational Director, Kent LINK, Kent & Medway Networks Ltd (KMN)
Louise Murrell, LINK Development Worker, KMN

Opening of meeting

1. **Apologies for absence** were received from John Ashelford.
2. **Declaration of interests**
 - 2.1. Mike Eddy and Mark Fittock declared an interest in agenda item 6.2 being former members of the Kent County Council that took the decision to refer to the Secretary of State the issues surrounding the future of the children's and maternity services at Maidstone Hospital.
 - 2.2. The Group's thanks to John Fletcher, David Swaffer, Cate Boland and Kent and Medway Network's staff were recorded for their work in making the last Quarterly Event in Margate such a success.

Action: John Fletcher, David Swaffer, Cate Boland and KMN staff to note

3. Any other business

There were no items of any other business.

4. Minutes of the last meeting held on 21 July 2010

4.1. **Accuracy** - The minutes were **AGREED** as a correct record, Attachment 1.

4.2. Actions Arising

- 4.2.1. Ref minute 8.1 - Quality Accounts, East Kent Hospitals University NHS Foundation Trust. Action outstanding. **Action: Graham Hills**
- 4.2.2. Ref minute 9.2 - Hygiene, Disinfection and Patient Experience in Hospitals. Action outstanding. **Action: Graham Hills**
- 4.2.3. Ref minute 10.2 - 360degree performance review. Alex Burnand reported that arrangements for the next review were being actioned.

Items for decision / action

5. Developing the network

5.1. The Group discussed Attachment 2 which set out arrangements for the LINK to develop its network in order to inform the commissioning process in West Kent. It was **AGREED** that the Chairman should arrange to meet Julia Ross of that Trust in order to gain greater clarity over LINK representation on their Commissioning Delivery Teams. **Action: John Fletcher**

5.2. With regard to Attachment 3, which concerned the LINK's work programme with NHS Eastern and Coastal Kent, it was **AGREED** to defer discussion of this item and the joint Chairman of the project, Roy Coles and John Gallimore be invited to present this item to a future meeting of the Group. **Action: Brenda O'Neill**

6. Consultations

6.1. The Group discussed Attachment 4 which addressed possible approaches for the LINK to enable LINK participants to be informed about and to respond to the White Paper, 'Equity and excellence: Liberating the NHS'. Various suggestions were put forward. That there should be:

- Four public meetings across the County
- Email consultations
- Involve and work with the KCC
- Involve District Councils and MPs
- Provide 'easy to read' material
- Invite the LINK's marketing contractor, Purple Edge, to devise a programme of involvement.

6.2. In concluding the discussion, the Group **AGREED** that a small working group be established to develop these ideas and to devise a scheme that would enable as many LINK participants' views to be obtained to inform a collective LINK response.

The working group to comprise John Fletcher, Mike Eddy, Mark Fittock, John Holloway, Roger Kendall, Stan Richardson, Sharon Wilding and Graham Hills work with Purple Edge and KMN.

Action: Graham Hills

6.3. The Group received Attachment 5 concerning children and maternity services at Maidstone. It was **AGREED** that the LINK should use its Bulletin and website to promote the public meeting to be held on 9 September.

Action: Graham Hills

6.4. The Group received a briefing paper prepared by the Kent County Council setting out proposals affecting the future of older person's provision in Kent County Council, Attachment 6. It was **AGREED** that the above mentioned working group be asked to consider the best way to consult with LINK participants.

Action: Graham Hills

6.5. Consideration was given to an invitation for the LINK to consult on the proposed new name of the Community NHS Trust in East Kent. The name proposed was 'Eastern and Coastal Kent Community Health NHS Trust'. It was noted that discussions were underway that could lead to the merger of the East and West Kent Community Trusts and that a new name would be needed for that Trust. In the light of this information, it was **AGREED** that the Trust be thanked but decline at this time to put the question to LINK participants.

Action: Graham Hills

6.6. Under this item the Group endorsed on behalf of the LINK a memorandum of understanding entitled 'Working together – involving local people in healthcare', which set out some ground rules for the LINK's future working relationship with the new Eastern and Coastal Kent Community Health NHS Trust.

Action: Graham Hills

7. Day Care Centres for Older People in East Kent

7.1. The Group for **APPROVED** for publication and submission to the Kent County Council's Adult Social Services the LINK report entitled 'Day Care Centres for Older People in East Kent', agenda Attachment 7, subject to the following amendment:

7.1.1. In view of the poor response rate in the West of the Council, conclusions made on the basis of those figures be deleted.

7.1.2. Delete statistics that relate to West Kent.

Action: Sophie Swain

8. Priorities Panel

8.1. The report from the Priorities Panel meeting held on 11 August was received, agenda Attachment 8.

8.2. Consideration was then given to the recommendation at paragraph 4.3.1 of the report that a LINK project be undertaken to look at outpatient journeys through secondary care from booking of appointments, correspondence, access, timing of clinics, waiting times, cancellations and rebooking of appointments across Kent. After discussion it was **AGREED** that that a project lead and project group be established to define the specific aims and objectives of the project and budget that may be required.

8.3. Accountability from the project group to be to the Governors' Group and members of the Priorities Panel should be kept informed of progress.

Action: Heather Wells / John Fletcher

9. **Publicity and recruitment of LINK Participants**

9.1. Kath Pavely presented her report, agenda Attachment 9 and answered Governors' questions. A display of material produced by Purple Edge, the marketing company currently working for the Kent LINK.

9.2. The report was received and the approach being recommended was **APPROVED**.
Action: Kath Pavely / Graham Hills

10. **Report from Budget Sub Group**

10.1. The report of the Budget Sub Group meeting held on 12 August 2010 was received, Attachment 10.

10.2. The Group noted receipt of a proposal by Greenwich University to train LINK Participants as community researchers to carry our LINK projects, agenda Attachment 11.

11. **Report from Selection Event**

It was **AGREED** that the report be received, Attachment 12.

Items for discussion

12. **LINK work programme and projects**

Kent LINK Youth Project – an update on this project was called for to be presented to the next meeting.
Action: Sally Keverne

13. **Feedback from Community Event**

Attachment 13 was noted.

14. **Trust response to LINK Access Audit, Darent Valley Hospital**

Attachment 14 noted.

15. **Chairman's leave**

It was agreed that in the absence of the Chairman of the Group, the Vice Chairman, shall assume the role of chairman and carry out those duties.

Items for noting

Agenda items 17-19 were taken as read.

22. **Dates of upcoming meetings**

The following date and venue were **AGREED**:

Wednesday, 15 September 2010 from 4.00pm – 7.00pm in the Training Room, Maidstone Community Support Centre, 39-48 Marsham Street, Maidstone, ME14 1HH

Minutes drafted by Graham Hills, Operational Director, KMN