



**Minutes of a meeting of the Kent LINK Governors' Group held on  
Wednesday, 20 October 2010 from 10.00am until 1.00pm in the Osborne Room, Lenham  
Community Centre, Groom Way, Lenham ME17 2QT**

**Present:**

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

**Also present:**

Cate Boland, LINK Development Worker, Kent LINK  
Alex Burnand, Kent County Council, Contract Manager for Host Organisation  
Roy Coles, LINK participant  
Graham Hills, Operational Director, Kent LINK  
Dave Townsend, LINK participant  
Sharon Wilding, Purple Edge (from 12.00noon) for item 13

**Opening of meeting**

1. **Apologies for absence** were received from Jane Cooper, John Gallimore, Ray Harris, Bose Johnson, Lyn Rootes and Junetta Whorwell.
2. **Declaration of interests**  
There were no declarations of interest.
3. **Any other business**  
Protocol with other outside agencies - Cate Jackson.
4. **Minutes of the last meeting held on 15 September 2010**

4.1. **Accuracy** - The minutes were **AGREED** as a correct record (Attachment 1), subject to the inclusion of apologies for absence from Jane Cooper which had been received by email.

4.2. **Actions Arising**

4.2.1. Ref minute 14 – Kent LINK website: Sharon Wilding of Purple Edge invited to attend the meeting for agenda item 13 at 12.00noon to provide feedback.

4.2.2. Ref minute 9.2 – ‘Hygiene, Disinfection and Patient Experience in Hospitals’: John Fletcher was trying to arrange a meeting with representatives of East Kent Hospitals University NHS Foundation Trust to discuss arrangements for a new project.

<b>Items for Decision / Action</b>
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5. **Equality and Diversity Strategy, Kent LINK**

5.1. David Swaffer presented his report together with feedback from the July workshops. (Attachment 2) David explained that the Single Equality Act provided the framework for the coalition government’s Big Society strategy and indicated what the future strategy might be.

5.2. After discussion, the Group **AGREED** that:

5.2.1. The LINK adopt the strategy.

5.2.2. Establish a LINK Equality and Diversity Steering Group with David Swaffer as lead, with a view to establishing an action plan, including costing.

5.2.3. David Swaffer and Cate Boland were thanked for their invaluable work on the strategy.

5.2.4. Summary information on the strategy be shared with LINK participants through the LINK’s Bulletin. **ACTION: Cate Boland**

6. **Consultations**

6.1. **The White Paper – ‘Equity and excellence: Liberating the NHS’**

6.1.1. The Group **AGREED** the LINK’s response to the White Paper entitled ‘Equity and excellence: Liberating the NHS’ (Attachment 3).

6.1.2. With regard to follow up action it was **AGREED** that:

6.1.2.1. In view of the poor response from MPs to meet and discuss the LINK’s response, this should not be pursued and instead individual Governors should make representations to their own local MP. In this connection Graham Hills was asked to produce a draft for this purpose. **ACTION: Graham Hills**

6.1.2.2. A copy of the LINK's response be sent to Southern LINK.

**ACTION: Graham Hills**

6.2. **Older Persons Services in Kent:** The Group **AGREED** to a LINK Bulletin item to highlight the issue.  
**ACTION: Graham Hills**

6.3. **Integrating community services in Kent:** (Attachment 4) Graham Hills reported on the proposal for establishing a Kent-wide NHS Trust for community health services. The Group **AGREED** to a LINK Bulletin item to highlight the issue  
**ACTION: Graham Hills**

6.4. **Kent Adult Social Services review: of services in voluntary sector:** (Attachment 5) The Group **AGREED** to advise LINK participants about the consultation.  
**ACTION: Graham Hills**

## 7. **LINK's Safeguarding Policy**

7.1. The Group considered Attachment 6, being a LINK's safeguarding policy. It was noted that this was necessary in connection with the LINK's work with young people and, in particular its community researcher project. The Group **AGREED** to this policy. And nominated Kath Pavely and Sally Keverne to act as Lead Safeguarding Officers on behalf of the Kent LINK.

**ACTION: Rebecca Barraclough**

## 8. **Priorities Panel meeting held on 13 October 2010**

8.1. The Group received the report of the Priorities Panel meeting held on 13 October 2010, Attachment 7.  
**ACTION: Deborah Gibbons**

## 9. **Report from Budget Sub Group meeting**

9.1. The Group received the report of the Budget Sub Group meeting held on 14 October 2010, Attachment 8, and **AGREED** the recommendations contained therein.  
**ACTION: Erika Collinson**

## 10. **Appointment of External Representatives**

10.1. The Group **AGREED** to extend the period of office of the LINK's external representatives for the period to 31 March 2012.  
**ACTION: Brenda O'Neill**

## 11. **Kent County Council's Health Overview and Scrutiny Committee**

11.1. The Group considered an invitation from the Kent County Council to submit evidence as part of its review of community mental health services in the County (Attachment 9). It was **AGREED** that the write-up from LINK's recent workshop events should form the basis of a LINK's response.

**ACTION: Cate Boland / Mark Fittock**

## 12. **Programme for LINK's next Community Engagement Event**

12.1. The Group **AGREED** to the programme (Attachment 10) with some minor amendments.  
**ACTION: Cate Boland**

## Items for discussion

### 13. Marketing the Kent LINK:

- 13.1. Sharon Wilding reported on her work in helping to promote the LINK. This had included producing a new leaflet and making changes to the LINK's Bulletin and Newsletter and assisting LINK staff in publicising events and campaigns and the arrangements for distributing LINK publicity. Sharon presented proposals for refreshing the LINK's website with a view to making it more attractive and accessible and making changes to the LINK's house style, in particular moving away from the blocking of text in the Bulletin and moving away from the more formal means of communicating information.
- 13.2. In the following discussion the Group made a number of suggestions for improving the website and improving publicity, such as providing a search facility on the website and inviting the media to high profile events and using social networking sites.
- 13.3. The Group **AGREED** that all documents should be left justified for ease of reading and looked forward to receiving Sharon's more detailed proposals and costing for improving the LINK's website. **ACTION: Graham Hill**

### 14. Work Programme: update

- 14.1. The Group noted Attachment 11, which contained an update on the LINK's work programme 2010 / 11.

### 15. Reports of meetings

Reports were received from the following meetings:

- 15.1. Health Overview and Scrutiny Committee (HOSC) Agenda Planning meeting.
- 15.2. HOSC meeting, September 2010, Attachment 1.
- 15.3. Overview and Scrutiny Committee meeting, Maidstone and Tunbridge Wells Borough Councils.
- 15.4. LINK's West Kent Steering Group Meeting held on 20 September 2010, Attachments 13a, 13b and 13c.
- 15.5. Meeting of Chairs and Vice Chairs of LINKs in the South East Region on 27 September 2010.
- 15.6. South East Coast Ambulance Service NHS Trust Open Day, Attachment 14. It was noted that Roger Kendall had visited ambulance stations at Coxheath and Broadstairs. He stated that he had been impressed by the arrangements for deep cleaning ambulances. An issue was raised with Michael Townsend regarding the ambulance service's policy of relatives not being allowed to travel with the patient. Michael **AGREED** to raise this matter and report. **ACTION: Michael Townsend**
- 15.7. NHS Eastern and Coastal Kent Board Meeting held on 15 September 2010, (Attachment 17) attended by Roy Coles and John Gallimore. Roy urged Governors to facilitate feedback of his and John's report to the wider LINK and

inviting views / comments which they could convey to the Board on the various issues of concern.

**ACTION: Graham Hills**

16. **Any other business**

Cate Jackson requested that a protocol be developed for LINK Governors to follow in their dealings with outside agencies. It was **AGREED** that this matter be further investigated.

**ACTION: Graham Hills**

<b>Items for noting</b>
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17. **Diversity Information**, Attachment 15 was noted.

18. **Kent LINK website hits**, Attachment 16 was noted.

19. **Complaints and compliments** to be tabled at the next meeting.

20. **Dates of next meeting**

20.1. The following date and venue was **AGREED**:

- Wednesday, 17 November 2010 from 4.00pm to 7.00pm at the Committee Room, Town Hall, High Street, Maidstone, Kent ME14 1TF.

Meeting closed at 1.20pm.