

22 December 2011



**Minutes of a meeting of the Kent LINK Governors' Group held on  
Wednesday, 21 December 2011 from 10.00am – 1.00pm  
Osborne Room, Lenham Community Centre, Groom Way, Lenham ME17 2QT**

**Present – Kent LINK Governors:**

John Ashelford  
Mike Dowden  
Mark Fittock  
Cate Jackson  
Roger Kendall – Vice Chairman  
Sally Keverne  
Stan Richardson  
Veronika Segall Jones  
Junetta Whorwell

**In attendance:**

Tish Gailey, Health Policy Manager, Kent County Council (KCC)

Brenda O'Neill – Contracts Director, Kent & Medway Networks (KMN)  
Heather Wells – LINK Lead Project Development Worker, KMN  
Steph Moir – LINK Groups' Support Worker, KMN – minute taker  
Rebecca Barraclough – LINK Project Development Worker (Youth), KMN

**In attendance:**

Ray Harris – Kent LINK participant  
Robin Kenworthy – Kent LINK participant

**Opening of meeting**

1. **Apologies for absence** were received from Kent LINK Governors John Fletcher, Cate Jackson, Mike Eddy, Bose Johnson and David Swaffer and Kent LINK Priorities Panel Chairperson Lyn Gallimore, External Representative Co-ordinator John Gallimore and Alex Burnand, Contracts Manager, Kent County Council.

2. **Declarations of interest** – there were no declarations of interest.
3. **Any other business** – none.
4. **Minutes of the last meeting held on Wednesday 19 October 2011**
  - 4.1. **Accuracy** – the minutes were accepted for accuracy with correction noted below
    - 4.1.1. Amendment to item 4.2.10 to replace ‘intends’ with ‘is considering’.
  - 4.2. **Matters Arising**

<b>Items for decision / action</b>
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## 5. LINK Projects

### 5.1. The Care of the Older People in Hospitals Project

- 5.1.1. Veronika Segall Jones updated the group and confirmed that there were seven meetings scheduled prior to May 2012 when they would formally sign off the project. These meetings would include the representation of Care Quality Commission on 8 February 2012 to advise on how the project should be framed and taken forward. Governors were asked to send any questions they would like proposed to Care Quality Commission as soon as possible to Veronika Segall Jones. **Action: All Governors**
- 5.1.2. John Ashelford confirmed he would attend the meeting on Wednesday, 8 February 2012 to work with the project group for media and public relation support.
- 5.1.3. It was requested that the project plan be sent to the Governors’ Group for information and media purposes. **Action: Veronika Segall Jones and Clive Brock**
- 5.1.4. Veronika Segall Jones confirmed that announced hospital visits would be held in March 2012 by Kent LINK Authorised Visitors.

### 5.2. Hygiene, Disinfection and Patient Experience in Hospitals

- 5.2.1. It was suggested the wording of item 8.3 in the report be improved prior to publication.
- 5.2.2. The Hygiene, Disinfection and Patient Experience in Hospitals report was **AGREED** by Governors subject to amendment.
- 5.2.3. Brenda O’Neill confirmed that the final report would be sent to all Trusts and Commissioners requesting a response to the recommendations in the report and the action they intend taking.
- 5.2.4. Roger Kendall thanked John Fletcher and Mark Fittock for their presentation on the report at the Kent LINK community engagement event on 14 December 2011 at The Swanley Banqueting.
- 5.2.5. Junetta Whorwell complimented the report and the presentation from Peter Orsman, Assistant Director Infection Prevention and Control, Dartford and Gravesham NHS Trust at the Community Engagement Event.

## 6. Other LINK Activity

### 6.1. LINK PR and Publicity Update

6.1.1. John Ashelford presented the Kent LINK media log to the group. It was requested this document was distributed to the group.

**Action: Steph Moir**

6.1.2. It was confirmed that 7,000 copies of the Kent LINK newsletter were distributed county wide. Veronika Segall Jones commended the new promotional Kent LINK pen.

6.1.3. Robin Kenworthy advised that details of reduced services from GPs were available on the West Kent PCT website. It was recommended the link be provided to all Governors and Priorities Panel members.

**Action: Steph Moir**

## 7. HealthWatch

7.1. Roger Kendall updated the Governors' Group that the health and social bill was still going through the Lords. A large number of Lords had raised concern that it was difficult to see how Local HealthWatch would be independent if funded by the Local Authority.

7.2. It was confirmed that LINK was due to finish in October 2012 when Local HealthWatch will commence.

7.3. It was confirmed that Clinical Commissioning Groups (CCG) within Kent are becoming firm and that they would have responsibility for all the services which could be delivered in a local setting. The CCG's would be responsible in conjunction with the Primary Care Trust for one year only, thereafter they would be independent to commission most of the services.

7.4. Tish Gailey reported that the strategic phase in development of Kent's Local HealthWatch was generally complete and added that the Development Group would become an Implementation Group with specific Task and Finish Groups to address specific areas such as LINK legacy and living issues. Kent County Council is also establishing a Steering Group that will oversee progress and provide strategic direction.

7.5. It was requested that the Vision for Kent Local HealthWatch be distributed to the Kent LINK Governors' Group and the Core Script be provided to John Ashelford and Cate Jackson.

**Action: Steph Moir**

7.6. Tish Gailey advised on events that will be held in January 2012 to consult wider on how Kent's Local HealthWatch is being developed and inviting involvement from a wider range of voluntary and commercial organisations. The events will be publicised on the Chamber of Commerce websites.

## 8. Budget Sub Group Minutes from 5 December 2011 Meeting

8.1. Roger Kendall presented the Kent LINK Budget Sub Group minutes. It was confirmed that project funds were fully committed until July 2012.

- 8.2. Brenda O'Neill confirmed that a meeting was scheduled to meet with the University of Greenwich to discuss the contract funds in early 2012.
- 8.3. It was confirmed that the Kent LINK have met their budget quota for four quarterly events for the financial year and the next event would be scheduled for the Annual General Meeting in May 2012.
- 8.4. Mark Fittock requested an additional £1,000 for the Mental Health Budget to organise events. It was confirmed this would be on the Budget Sub Group meeting agenda in January 2012.
- 8.5. Heather Wells advised that an update on all LINK projects would be available at the January 2012 Governors' Group meeting.

### Items for discussion

#### 9. **South East Coast Ambulance NHS Foundation Trust**

Robin Kenworthy provided a verbal update to the Governors' Group and took questions.

#### 10. **Reports of meetings with Recommendations for the LINK**

The reports were noted.

#### 11. **Any Other Business**

- 11.1. Brenda O'Neill suggested the Governors' Group and Priorities Panel members meet to discuss an exit strategy for the Kent LINK. This would be arranged for 18 January 2012. **Action: Steph Moir**
- 11.2. Ray Harris questioned how many responses have been received from the recent Supervision and Training of Care Staff project advert. Heather Wells was unable to comment on final figures and would have an accurate number at the 18 January 2012 meeting. **Action: Heather Wells**
- 11.3. Governors expressed appreciation to Kent & Medway Networks for their continued support and congratulated them on the staff's excellent professional manner and organisational skills.

### Items for information / noting

#### 12. **Young People's Experience and Views of Health Services in Kent**

The report was noted. Mike Dowden commended the report.

#### 13. **Community Engagement Event, 14 December 2011**

Brenda O'Neill confirmed that the Community Engagement event was very successful.

#### 14. **Attendance at Gateways**

Heather Wells advised that an update concerning Gateways would be discussed at the 18 January 2012 meeting. **Action: Heather Wells**

15. **Update on Health Overview and Scrutiny Committee Meeting, 25 November 2011** - noted.
16. **Reports of meetings** - reports noted.
17. **Diversity Information** - noted.
18. **Complaints and compliments** - tabled.
19. **Date of next meeting - AGREED:**

**Wednesday, 18 January 2012 from 10.00am until 1.00pm,**  
The Upstairs Room, Salvation Army Centre, 74-80 Union Street,  
Maidstone, ME14 1ED

*\*\*\*end of draft minutes\*\*\**

*Steph Moir  
LINK Groups' Support Worker  
December 2011*