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**Minutes of a meeting of the Kent LINK Governors held on
Tuesday, 26 January 2010, 10.00am – 1.00pm
at the Salvation Army Centre, 74-80 Union Street, Maidstone, ME14 1ED**

Present:

John Fletcher
Mark Fittock
Mike Eddy
John Ashelford
John Holloway
Ray Harris
Stan Richardson
David Swaffer

Also present:

Brenda O'Neill, Director, Kent & Medway Networks
Graham Hills, Director, Kent & Medway Networks
Sophie Swain, Project Worker, Kent & Medway Networks
Louise Murrell, LINK Development Worker, Kent & Medway Networks

Opening of meeting

1. Apologies for Absence

Received from Governors Sally Keverne, Bose Johnson, Cate Jackson, Roger Kendall and Francisca Alabi and from Alex Burnand of Kent County Council (KCC).

2. Declaration of interests

Sophie Swain declared an interest in item 11 under project finance on the agenda and absented herself during this item.

3. Any other business

There was no further business raised.

4. Minutes of the last meeting held on 17 December 2009

- 4.1. It was **agreed** that item 11 should read: "Ray Harris withdrew from the meeting at this point".
- 4.2. Subject to the above change being made, the minutes were **agreed** as a correct record.

5. Actions arising

- 5.1. Ref item 2.2 of the last minutes – a letter of thanks had been sent to John Cunningham.
- 5.2. Ref item 5.1 of the last minutes – Governors need to further consideration of Mike Eddy's on 'Introduction to Commissioning'. **ACTION: Governors**
- 5.3. Ref item 6.2.3 of the last minute: It was **agreed** that a comprehensive list of opportunities for LINK representatives would be too long and that it is more appropriate to develop a list of the most important opportunities for the Governors to prioritise. **ACTION: Graham Hills**
- 5.4. Ref item 7.1 of the last minutes: Kent and Medway LINKs were already working collaboratively on projects. The process for Governors and Coordinating Team to meet bi-annually needs to be developed. This could happen just before or after the AGMs. **ACTION: Graham Hills**
- 5.5. Ref item 7.3.2 of the last minutes: at date had been set for meeting the universities in February to look at proposals and make a decision.
- 5.6. Ref item 8 of the last minutes – the Health Overview and Scrutiny Committee (HOSC) enquiry into dental services did not take place but was deferred to the February HOSC meeting. Mike Eddy will be attending this meeting as Mark Fittock's substitute. Additionally, it was **agreed** that Doug Tutton (LINK Participant) would be invited to the HOSC meeting to present information on the Dover Hospital project. **ACTION: Graham Hills**
- 5.7. Ref item 12.3 of the last minutes – the February Quarterly Event is being advertised and it is necessary for Governors to discuss and agree their roles for the day. **ACTION: Governors**

Items for decision / action

6. Kent LINK Youth Engagement Strategy

(Attachment 2)

It was **agreed** that this strategy was needed because young people were difficult to engage, consult and keep motivated to stay involved with the LINK. It was **agreed** that a more focussed approach was required in engaging and involving different parts of the community especially those who are deemed harder to reach.

It was **agreed** that a decision on the way forward should wait until KMN's 360 review is concluded. It was noted the 360 degree review of KMN had been concluded and that the Governors were now to advise on what staffing resources the LINK will require in the forthcoming year. A meeting between Governors and KMN was required to resolve this as matter urgency. **ACTION: Brenda O'Neill**

It was further **agreed** that Sally Keverne be asked to look at alternative options for funding a support worker and potential for joint working with other organisations.

ACTION: Sally Keverne

7. Harder to reach / Seldom Heard

(Attachment 3)

To date, LINK Development Workers have reached a wide variety of groups through personal contact, bulletins, mail shots, community based work and attending meetings. It was agreed that a more focussed approach needs to be taken with priority given to certain groups to ensure more direct and effective engagement and involvement takes place. It was agreed that the Governors, LINK participants with an interest in equality and diversity, stakeholder organisations and KMN staff should meet to discuss this separately. The purpose of the workshop would be to identify areas for the LINK to focus on, to result in a strategy and an action plan to take forward. It was agreed that David Swaffer and Francisca Alabi should lead on this workshop.

ACTION: Brenda O'Neill, David Swaffer, Francisca Alabi

8. LINK representation on external groups

It was **agreed** that NHS Eastern and Coastal Kent, West Kent PCT, Acute Trusts and Ambulance Trusts should be asked to invite LINK representative onto Commissioning Groups. LINK then to identify associated costs and advertise opportunities to LINK participants.

ACTION: Graham Hills

It was also **agreed** that a mechanism should be put in place for these representatives to feed back to the LINK and that feeding back is a requirement of the participant's role as a representative.

ACTION: Graham Hills

- 8.1. **NHS Eastern & Coastal Kent – Medicine Commissioning Group (Attachments 4 & 4a)** It was **agreed** that a LINK representative should be part of this group.
- 8.2. **NHS Eastern & Coastal Kent – Gynaecology Service Improvement (Attachments 5, 5a, 5b, 5c)** It was **agreed** that a LINK representative should be part of this group.
- 8.3. **KCC Health & Overview Committee meeting 5 February 2010 (Attachment 6)** Please refer to point 4.2.6 of these minutes.
- 8.4. **South East Coast Ambulance Trust** It was **agreed** that Robin Kenworthy be the LINK representative for this Trust.

9. Kent LINK Access Points

KCC Gateways were being explored as an option but there is not a Gateway in each town. It was **agreed** that three locations be identified, trialled and reviewed after four months.

ACTION: Graham Hills

10. Future Governors Meetings

It was **agreed** that the timings of future meetings needs to be reviewed in order to accommodate all Governors and the need for meetings to be held in public. It was **agreed** that those Governors who work during the day would be approached and asked for suggested timings that would convenient for them. It was **agreed** that alternate venues would be used, the Salvation Army Hall in Maidstone and the Community Centre in Lenham. **ACTION: Graham Hills**

11. Seminar, Local Involvement Networks and Local Authorities (Attachment 7)

Jane Williamson and Brenda O'Neill are attending. Governors asked to contact Brenda O'Neill if they are interested in attending. It was **agreed** that it would be mutually beneficial for Kent and Medway LINKs so discussions to be held with Medway LINK.

ACTION: Governors and Brenda O'Neill

Items for discussion

12. Budget Sub Group and Finance Report to 31 December 2009

It was noted that there was an anticipated under spend at 31 March 2010 and actions were being taken to address this. It was **agreed** that investigations should be made into sponsorship options and guidance given on how to take this forward.

ACTION: Budget Sub Committee

It was **agreed** to continue with the employment of the project workers as they are adding value to the work of the LINKs. There is an opportunity to liaise with Medway LINK regarding sharing a part time project worker. **ACTION: Graham Hills**

The recommendations contained in the Budget Sub Group's report were **agreed**.

13. Outcome of Governors' Training session held on 20 January 2010

A summary of the event was tabled and **noted**.

14. Priorities Panel

It was **noted** that the process for prioritising issues submitted to the LINK needs to be reviewed to ensure it is the appropriate process for the panel. It was **agreed** that issues be brought to Sophie Swain, Project Worker, to carry out an initial filter and deal with some of the issues in collaboration with colleagues, to research further and take appropriate issues to the Priorities Panel. It was **agreed** that the Governors send a briefing note to the Priorities Panel outlining their expectations.

ACTION: Graham Hills

15. LINK Work Programme (Attachment 8)

The work programme was **noted**.

16. Community Engagement Events

It was **agreed** that Kent LINK should participate in the County Show in July 2010. It was **noted** that Governors are encouraged to attend the event in Tonbridge on 25 February 2010. It was **agreed** that the theme for the July community event should be around making contact with seldom heard groups.

17. Quality Accounts

It was **noted** that this ties in with work being carried out with the Universities in Canterbury Greenwich.

18. Any Other Business

None.

Items for noting

19. Transforming Community Services - Noted

20. Total Place project - Noted

21. Hygiene and Cleanliness Project – It was **noted** that a letter had been received from West Kent PCT and **agreed** a response should be sent. **ACTION: Graham Hills**

22. Diversity information – to be emailed out to Governors. **ACTION: Brenda O'Neill**

23. Kent LINK website hits – It was **noted** that there were 400 hits for Kent and 200 hits for Medway in January 2010.

24. Compliments/Complaints – It was **noted** that two files were available to Governors which held information on compliments and complaints.

25. Dates of upcoming Governor's meetings

Wednesday 17 February 2010, venue tbc

Wednesday 17 March 2010, venue tbc

Wednesday 21 April 2010, venue tbc

Wednesday 19 May 2010, venue tbc

Wednesday 16 June 2010, venue tbc

Wednesday 21 July 2010, venue tbc

Wednesday 18 August 2010, venue tbc

Wednesday 15 September 2010, venue tbc

Wednesday 20 October 2010, venue tbc

Wednesday 17 November 2010, venue tbc

Wednesday 15 December 2010, venue tbc