



**Draft minutes of a meeting of the Kent LINK Governors' Group held on
Thursday, 12 November 2009 from 10.00am – 1.00pm
at the Village Hotel, Castle View, Sandling, Maidstone ME14 3AQ**

Present:

John Ashelford
Mike Eddy
John Fletcher
Cate Jackson
Roger Kendall
Sally Keverne
Stan Richardson
David Swaffer

Also present:

Alex Burnand, Kent County Council (KCC)
Graham Hills, Operational Director, Kent & Medway Networks (KMN)
Brenda O'Neill, KMN
Cate Boland, LINK Development Worker, KMN
Louise Murrell, LINK Development Worker, KMN

1. Apologies for Absence

Apologies had been received from Mark Fittock and Elayne Oxley, LINK Development Worker for West Kent, KMN.

2. Introduction

The Governors introduced themselves.

3. LINK's Support Service

KMN team introduced themselves. It was agreed to defer further induction in order to commence with issues that require attention by the Governors so items 4, 5 and 6 were deferred.

4. Role of the Governor's Group

5. Declaration of interests

6. Methods of working

7. Notes of the last meeting

7.1 Accuracy: Stuart Bain's 360 degree review report needs to be included in the notes of the last meeting - **APPROVED.**

7.2 Actions arising: No actions arose at the meeting.

Update since last meeting: Community Services Strategy (NHS ECK) has now been published. SK asked how this particular piece of work fits in with the issues being assessed by the Priorities Panel to ensure the LINK is not being over stretched. GH confirmed that all issues in future will go through the priorities panel but this piece of work came forward prior to that panel being in place.

8. Kent LINK representation on external bodies

The LINK is being asked for representation on the following bodies:

8.1 NHS Eastern and Coastal Kent (NHS ECK) Board

Request two co-opted participants on their Board. The Governors discussed the appropriateness of a Governor being the representative on this type of Board and the potential for conflict of interest. It was **AGREED** that Governors should not be on this type of Board but someone from the Pool of External Representatives to ensure LINK is represented and information is fed back to the LINK. It was **AGREED** that the terms “co-opted” or “observers” needs to be clarified with a role description from NHS ECK. The representative would have speaking rights not voting rights. It was **AGREED** to put forward representatives from the Pool of External Representatives who have already been through a selection and training process in order to be able to represent the LINK. It was **AGREED** that Governors would provide guidance on which representatives should be put forward although consideration would be given primarily to representatives who live in East Kent, based on their availability and if they are interested in taking up this position.

8.2 KCC Health & Overview Scrutiny Committee (HOSC)

Attachment 4 of the Governors papers includes a report from Roger Kendall and includes an action plan from the HOSC. It requests two representatives from LINK. The Governors discussed the appropriateness of Governors taking up these roles rather than participants from the Pool of External Representatives. The representatives on the HOSC would have no voting rights but it is still an influential position. Discussion was held around the role of the Governing body of LINK which authorises referrals to the Department of Health and consideration was given to potential conflicts of interest. It was **AGREED** that LINK participants who are not the formal representatives on the HOSC can attend as witnesses to provide expert advice and guidance on specific projects and topics. This would be in addition to having two permanently named representatives. It was **AGREED** that HOSC representatives should come from Governors group. It was proposed that Roger Kendall should continue in his current role as representative on the HOSC - **AGREED**. It was then proposed and seconded that if Mark Fittock agrees to become a Governor, he should be offered the opportunity to be the second representative as he was previously vice chair of the HOSC - **AGREED**. In the interim, Mike Eddy agreed to step in until Mark returns in December as he has experience of the HOSC and how it operates - **AGREED**. The next meeting of HOSC is on Friday, 27 November 2009 which will require a LINK witness to give evidence. KMN to canvas interested participants, collate their information and use it as part of evidence at that meeting. **ACTION: KMN**

It was **AGREED** that John Ashelford and Graham Hills would attend together to participate in discussion on specific issue around MTW. Graham Hills to ensure LINK witness is available as this must be a different to the appointed representatives. The formal response to HOSC must include the agreed distinction between role of Governors on the HOSC and the role of LINK witnesses. **ACTION: GH**

8.3 Patient Experience Groups

GH confirmed that each trust has a legal duty to engage patients in service development and that LINK must be cautious about trusts using LINK to 'tick that box'. Trusts have begun to submit requesting LINK representatives on their Patient Experience Groups. To date recruit External Representatives have been put forward to fill these vacancies. It was **AGREED** that this continue for Patient Experience Groups. Graham Hills confirmed that Terms of Reference were being made available for each group so that a decision can be made on the most appropriate groups to have LINK representatives assigned to them. It is necessary for further recruitment of external representatives.

ACTION: GH

8.4 Citizen Panels

Graham Hills updated Governors that three External Representatives have been allocated to the Citizens Panel. A report will be submitted to Governors on the work undertaken.

8.5 Appointment Panel

Brenda O'Neill reported that NHS ECK is appointing an Assistant Director for Citizen Engagement and that LINK has been asked to participate in the focus group element of the interviews; four External Representatives are being involved.

8.6 Kent and Medway NHS and Social Care Partnership Trust

An email has been received from this Trust requesting Governor representation on their Governance once they achieve Foundation Trust status in order to formalise the relationship between them and the LINK. It was **AGREED** to consider this further following confirmation of details and the situation and a letter to be sent seeking clarification of situation. **ACTION: BON / GH**

9. Kent LINK Groups

9.1 Priorities Panel

9.2 Consider referrals from Panel

Two issues have been referred to the Governors from the Priorities Panel, the first is about Restorative Justice in Prisons and the second is about Diabetic Services. It was **AGREED** to continue with actions agreed by previous Chair of LINK. It was **AGREED** to defer decision on Restorative Justice's proposal so that further time could be taken for Governors to read papers relating to the Restorative Justice proposal.

9.3 Authorised visitors

A nomination was required from Governors for one Governor to sign authorisation letters to enable authorised visitors to carry out their duties. It was that John Fletcher should undertake this action and it was seconded by Roger Kendall. **AGREED.**

10. Report from Governors Group Budget Sub Committee

The budget report was tabled for information and if Governors have questions they are referred to Roger Kendall. A budget meeting takes place before each Governors meeting and in future papers will be circulated prior to the Governors meeting. John Fletcher, Roger Kendall and Sally Keeverne are members of the sub committee.

11. LINKs work programme

Update of work programme

The updated work programme was tabled for Governors information.

12. Referrals

LINK response to Big Care Debate

The LINK hosted workshops at their quarterly event in Shepway. Feedback produced from the workshops is ready for submitting to Government and was tabled at this meeting. It was **AGREED** to submit with a statement that says the LINK hosted the event and that the comments are from those who participated in that event.

13. Report of HOSC meeting

Report from Roger Kendall

A report was tabled for information and to raise awareness of the HOSC report and the report to be circulated to the Priorities Panel. **ACTION: KMN**

14. Any other business

Email from Robin Kenworthy

A copy of an email sent to KMN was tabled for discussion. Brenda O'Neill confirmed that under normal circumstances papers are circulated seven days in advance and the date publicised widely via LINK website and bulletin.

The HOSC has already been discussed at this meeting and clarification given to roles ie representatives and witnesses. It was confirmed that LINK participants had not yet been given an opportunity to comment on GP out of hours' issues and PCT's contractual negotiations. **ACTION: BON / GH Contact PCT**

LINK has in its work programme to seek to get LINK involved in all commissioning as well as Practice Based Commissioning. LINK participants attended HOSC and contributed to discussion about the Dover Hospital issue. It was confirmed that there was not time to discuss the HOSC work programme in detail at the HOSC meeting although LINK participants were present. **ACTION:** HOSC work programme to be circulated to Priorities Panel. **ACTION:** BON to write response to Robin Kenworthy. **ACTION:** Agenda item for next Governors meeting to select chair if selection panel does not make a recommendation following the next selection day. It was discussed that it should be down to the committee to select chair and not selection panel.

15. Dates of upcoming Governors

It was **AGREED** that the training of Governors should wait until the full complement is in place in January. Governors **AGREED** to meet on Thursday, 17 December, at the Salvation Army Centre, 10.00am until 1.00pm. Future dates and venues will be agreed at the December meeting.