

3 August 2010



**Draft minutes of a meeting of the Kent LINK Priorities Panel held on
9 June 2010 between 2.00pm and 4.00pm at Lenham Community Centre,
Groom Way, Lenham, Maidstone ME17 2QT**

Present:

Doug Tutton
Ray Harris
David Dye (Chair)
Junetta Whorwell
Robin Ridsdill-Smith

Also present:

Alex Burnand, Kent County Council
Sophie Swain, Kent LINK Project Worker
Bose Johnson, NHS West Kent
Mark Fittock, Kent LINK Governor

Opening of meeting

1. Apologies for Absence

Apologies were received from Cate Jackson (Kent LINK Governor) and Lyn Gallimore (Vice Chair).

2. Declaration of interests

There were no declarations of interests.

3. Minutes of the last meeting on 12 May 2010

3.1 Accuracy

The minutes from the last meeting were checked for accuracy and approved.

3.2 Actions arising

- 4.1.1 Minute 4.2.5 – Chris Bostock (LINK Development Worker for West Kent) is setting up a project group to co-ordinate the next stages of the LINK stroke project and would welcome involvement from those with an interest.
- 4.1.2 Minute 4.2.1 – Ray Harris had not received a letter to confirm his appointment to the Priorities Panel until September whilst others had. The process for re-selection will be confirmed at the next meeting.

Items for decision / action

4. To consider existing referrals to the Panel

4.1 ID 036 – Feedback on Cervical Screening

4.1.1 The issue had been scored previously and Bose Johnson (NHS West Kent) was invited to attend the meeting in order to clarify the aims of the project and provide further information on points which the Panel felt were relevant. The breast cancer element which was included in the initial proposal was removed to focus solely on cervical screening to make it easily manageable.

4.1.2 The group were informed:

- NHS West Kent carried out a health equity audit which identified that take up for cervical screening is not uniform across West Kent and women aged 25 - 29 were not attending screening, especially in and around Dartford and Maidstone. As this does not fit the deprivation profile of West Kent and the Primary Care Trust (PCT) had identified access in these areas to be adequate, it was felt that there must be something else preventing women of this age group in these areas from attending screening
- The LINK is asked to use its connections with the local population / community to convene a series of focus groups involving young women in these areas, some who may have attended screening and others who may not, to find out what the barriers to attending might be and to provide qualitative data to support the quantitative data from the health equity audit.

4.1.3 The Panel requested further information as to what background those women who are not accessing the screening came from. This information is not available to the PCT as it is the Primary Care Agency who manages the screening programme.

4.1.4 Following further discussion, the Panel were reminded of their previous scores for this issue and the need for them to make a recommendation to the Governors as to whether or not the LINK should undertake work on this subject. Therefore the recommendations were as follows:

- Develop the methodology for the project further
- Once this has been established, review the project to establish whether LINK has capacity to undertake the work and if LINK's involvement could add value before giving it approval.

4.2 ID 037 – Disabled Parking at William Harvey

The group scored the issue as follows – 13, 11, 19, giving a mean score of 14.

- 4.2.1 During the discussion it was not felt that there was an issue with the number of disabled parking spaces at the hospital as there are 52 out of a total of 377 making 13.8%, which meets national guidelines. It was noted that users with a blue badge visiting Maidstone and Tunbridge Wells NHS Trust can park in standard spaces without having to pay.
- 4.2.2 The Panel appreciated the points of the issue raised and agreed that parking at most NHS sites is a serious problem. However, it was felt that given the intractable nature of the problem, government policy and the ongoing work of the Trusts, LINK would be unlikely to be able to make any significant difference.
- 4.2.3 The Panel was informed that an independent consultant had been brought in by East Kent Hospitals University NHS Foundation Trust to look at parking at the hospitals and how the situation could be improved for all users of the hospital. It was not thought that the issue which had been raised was being addressed by this work however the Panel recommended maintaining a watching brief on the outcomes of this work.

Items for discussion

5. Issues arising and not on a template

This item refers to new issues coming into the LINK, which the Panel were given sight of. Each item will be brought to the Panel for consideration at a later date.

6. Formal invitations to participants raising issues with LINK to attend Priorities Panel

- 6.1 Priorities Panel meetings are held in public, but at present the individual raising the issue is not formally invited to attend the meeting. The group discussed the possibility of a referrer being invited to attend the meeting on an ad hoc basis if after the Panel had initially considered the issue there were any outstanding questions were raised, but this could delay a decision being made on the issue.
- 6.2 At present the Panel saw no reason for the rules to be changed on this issue, but recommended that this be reviewed in future if necessary.

7. Any Other Business

- 7.1 The group were informed that attendees at the Annual Meeting did not approve changes to decision making process so this will need to go back to the Governors for further consideration. The original decision making framework will be used in the interim.
- 7.2 LINK Cleanliness, Disinfection and Patient Experience Report – the Panel were particularly interested in the response from East Kent Hospitals University NHS Foundation Trust.

- 7.3** The group were informed that John Forrest had resigned from his post as a member of the Priorities Panel due to work commitments. The group also asked for regards to be passed on to Lyn Gallimore.
- 7.4** There is a project on the LINK work programme investigating training and supervision of domiciliary care workers to commence in due course. Information on a contract training review workshop at Kent County Council shortly was provided in connection with this.

Items for noting

8. Summary of issues taken to the Priorities Panel to date

The Panel had requested sight of the outcomes of the issues considered to date. Information was provided for the Panel's reference.

9. Summary of issues not taken to the Priorities Panel for consideration

Some issues do not need to be brought to the Panel for consideration, such as issues which relate to a complaint or which are obviously outside LINK's remit. Information was provided on these for the Panel's reference.

10. Date of the next Priorities Panel meeting

The next meeting will take place on 14 July 2010 at the Salvation Army Centre, 74 - 80 Union Street, Maidstone ME14 1ED from 2.00pm until 4.00pm.

Minutes produced by Sophie Swain, Kent LINK Project Worker
June 2010