

Your LINK for improving health and social care

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**Draft minutes of a meeting of the Kent LINK Priorities Panel held on
10 March 2010 between 3.00pm and 5.00pm
at The Salvation Army, 74 – 80 Union Street, Maidstone, ME14 1ED**

Present:

David Dye, Chair
Robin Ridsdill-Smith
Ray Harris
Lynn Gallimore, Vice Chair
Doug Tutton
Junetta Whorwell

Also present:

Hazel Brain, LINK participant / Authorised Visitor
Sophie Swain, Kent LINK Project Worker
Alex Burnand, Kent County Council
Tish Galey, Kent County Council
Cate Jackson, Kent LINK Governors Group

Opening of meeting

1. **Apologies for Absence** were received from John Forrest.
2. **Declaration of interests**
There were no declarations of interest.
3. **Minutes of the last meeting on 10 February 2010**
 - 3.1 **Accuracy**
The minutes from the last meeting were checked for accuracy and approved.
 - 3.2 **Actions arising**
 - 4.2.1 **Item 2, page 1** – a query was raised as to whether clarity regarding length of office had been established with the Kent LINK Governors. This is to be discussed at the next Governors Group meeting on 17 March.
 - 4.2.2 **Item 8, page 3** – It was confirmed that the Priorities Panel Quarterly Report for the Community Engagement Event had been signed off by the Chair electronically prior event.

Items for decision / action

4. To consider existing referrals to the Panel

4.1 ID 033 Bedside Entertainment at Darent Valley Hospital

It was **AGREED** that this did not constitute a health or social care issue and therefore that the LINK would not take any action.

4.2 ID 034 Medication in Care Homes for Older People

The Panel recommended that no action be taken immediately, but that a letter should be sent to the PCTs in July (two months after the deadline for the Department of Health's recommendations in May) to establish how these have been implemented.

5. To consider new referrals to the Panel

5.1 ID 035: Inadequate provision for young people with Autistic Spectrum Disorder (ASD) from the Children and Adolescent Mental Health Services (CAMHS) in Kent

Clarification was sought as to whether LINK deals with issues affecting people under 18 years of age. It was confirmed that restrictions apply only to the Enter and View powers and not to issues being brought to the LINK. It was felt that further information on this issue was required in order for the Panel to be able to score appropriately and that the issue was around CAMHS failing to provide an adequate service across the board not just to children and young people with an ASD.

The Panel recommended that the National Service Framework for CAMHS be consulted to establish how services in Kent perform against these guidelines. The Panel also felt it would be useful to know from the PCTs why the Pathway Project at Canterbury Christ Church University has been commissioned and how they plan to implement its recommendations into future service improvements. It was **AGREED** that this issue be deferred to the next meeting for consideration in order for the additional information to be established in the meantime.

Items for discussion

6. Report of meeting between Chairman and Vice Chairman of the Panel and Chairman

of the LINK's Governors held on 26 February 2010

6.1 Process for dealing with issues

It was **AGREED** that some issues would require initial actions taken such as writing a letter or making a phone call to establish further information prior to the issue coming to the Panel for consideration. The task of contributing to a template could be attributed to individuals with a particular interest or through the use of a Panel member reviewing templates in advance. Ray Harris has been involved with this. The process of establishing this flow of information was **AGREED** as an item for the next agenda.

6.2 Proposed changes to the decision making process

Concern was raised that rejecting an issue on the grounds of the LINK being unlikely to be able to make an impact may lead to an issue not being taken on even if it may have some value to do so. Another point raised was that at present there is little discussion taking place as to how scores are arrived at, questioning the value of the scoring process. Participants need to feel that an issue has been considered fully, however, and the Panel was reminded that the scoring process is there to aid discussion and debate and ensure that members of the Panel actively engage with issues, looking at every element of the issue they are being asked to consider.

The scoring process also applies accountability to the LINK and provides an audit trail through recording what scores each issue receives. It was felt that where there are scores which divide the group these do need to be discussed in more detail and that individual members of the Panel's consistency of scoring should also be taken account of, because some score consistently high, some consistently low. The Governors Group has recommended the addition of another category to the scoring system to enable an issue to be scored against how it fits in with key LINK strategy.

6.3 Relationship between Governors and Priorities Panel

Further discussion took place as to the relationship between the Priorities Panel and the Governors' Group. The Priorities Panel makes a decision as to whether an issue is taken on by the LINK assuming that little or no resource is required. Where there is an issue which does require additional resource, a recommendation is made to the Governors. Not all issues which are approved by the Priorities Panel become a project and there is a great deal of low level activity happening. The Panel felt that their role was to get answers to questions, develop understanding of the issues and identify how work can be undertaken.

It was **AGREED** that the changes and recommendations be taken to the AGM for consideration. Subject to changes being made, it was **AGREED** that scoring could be reviewed on a regular basis (eg three monthly) to ensure that it continues to be fit for purpose.

7. Summary of issues not taken to Priorities Panel for consideration

A list has been set up to enable the Panel to see issues which have not been taken to them for consideration which will be circulated in advance of every meeting. This includes ongoing issues which have come in but are not yet ready for consideration so that these are monitored even if they are not brought to that meeting. Some issues do not need to be dealt with in a template, but need to be recorded. This will include complaints which will not be taken forward or issues resolved without having had to come to the Panel.

It was **AGREED** that initials of the person who is dealing with an issue should be added to the list and contact details provided so that contact can be made with the relevant person between meetings with further information if required.

8. Any other business

8.1 Maidstone and Tunbridge Wells Stroke Board Meeting

Robin Ridsdill-Smith provided a review of the recent meeting he had attended. It had been highlighted that aftercare is weaker in South West Kent) than the rest of Kent. A review of stroke services will be carried out by CQC review in next two months. Telemedicine is operating in East Kent to diagnose stroke. There have been two bidders to operate this service in West Kent and may integrate with East Kent.

8.2 Information management

Clarification was sought as to how a two-way flow of information for external meetings is managed and how this is fed back to the LINK. The host organisation KMN is responsible for receiving this information and for feeding back through the network. The LINK is early on in this process and this will be developed further over the next 12 months.

8.3 Priorities Panel Report for the Quarterly Event

It was requested that this come to the group in advance to enable each member to have sight of it before it is signed off by the Chair.

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| Items for noting |
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9. Date of the next Priorities Panel meeting

The next meeting of the Priorities Panel will be held on Wednesday, 14 April 2010 from 2.00pm until 4.00pm at Salvation Army, 74-80 Union Street, Maidstone ME14 1ED.