

Your LINK for improving health and social care

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Kent LINK Priorities Panel

Wednesday, 24 June 2009 2.00pm – 5.00pm
Salvation Army Centre, 74 – 80 Union Street, Maidstone, ME14 1ED

(map over page)

Agenda

1. **Introductions / getting to know each other**
2. **To decide on arrangements for facilitating meeting**
3. **Declaration of interests**
4. **Priorities** - *to agree agenda and decide order of items to be discussed*
5. **Any other business not on the agenda** – *and when it should be discussed*
6. **Panel's Terms of Reference** - *to note the Panel's remit* **Attachment 1**
7. **Decision-making and priority setting process** **Attachment 2**
 - 7.1. **Appendix 6 in Governance Framework** - *to note*
8. **Methods of working** - *to discuss how the panel will work together and as individual members:*
 - 8.1. **Communication needs** - *electronic, post, meet / sharing contact information*
 - 8.2. **Meetings** - *purpose / need, frequency, venue*
 - 8.3. **Structure of panel** - *chairperson, any particular roles*
 - 8.4. **Relationships** - *such as with the Governors' Group, KMN, other groups, wider participants, external bodies*
9. **Evaluation process**
 - 9.1. **Process to be adopted** (*if an evaluation / scoring one, then next item is relevant*)
 - 9.2. **Evaluation criteria** - *to discuss those items that are important for the Kent LINK and recommend any changes to those in the decision-making and priority setting process*
 - 9.3. **Definitions** - *eg what is meant by a topic or issue, what is meant by a project?*
 - 9.4. **Weighting to apply to individual criteria** - *to agree*
 - 9.5. **Possible outcomes** - *list possible actions, outcomes, recommendations*
 - 9.6. **Types of evidence** - *structured / unstructured*

9.7. Consultation on decision making process with LINK participants

9.8. Risk assessments on panel decisions

10. Templates - project / issue / others

Attachment 3 to follow

11. Interim decision making arrangements:

11.1. Urgent issues brought to the LINK where patient / public safety is involved

11.2. Other issues brought to the LINK in the interim period until conclusion of consultation

12. Date of next meeting - 2 July 2009

