



**Draft minutes of a meeting of the Priorities Panel held on
Thursday, 8 October 2009 from 1.30pm until 4.00pm at the
Salvation Army Centre, 74-80 Union Street, Maidstone, Kent ME14 1ED**

Present:

David Dye
Junetta Whorwell
Angela Evennett
Lyn Gallimore
Ray Harris
Robin Ridsdill-Smith
Douglas Tutton

Also present:

Alex Burnand, Kent County Council (KCC), Performance Manager
John Cunningham, Kent LINK Governor
Brenda O'Neill, Kent & Medway Networks (KMN), Contracts Director
Cate Boland, KMN, Kent LINK Development Worker

1. Apologies for absence and facilitator for the meeting

Apologies received from Fretha Biggs, Ram Appadoo and John Forrest and it was **AGREED** that Junetta Whorwell will facilitate the meeting.

2. Notes of last meeting held on 9 September 2009

2.1 The notes of the last meeting were **AGREED** as a correct record.

2.2 Matters **arising** (amendments to minutes) ID013, East Kent has decided to spend money on carers but West Kent has not.

3. Declaration of interests

Junetta Whorwell declared an interest in the Mediation service.

4. Progress report on actions arising from previous referrals

A reference file of all correspondence of all referrals is available from the office. Memorandum of articles has been established with East Kent PCT and yet to be confirmed with West Kent PCT to establish protocol for response to letters. KMN has a brought forward system to ensure matters are addressed if correspondence is not received from enquiry.

ID 002 is the only response received to date. Amend names on referral Julie Hunt, Phyllis Holt, Chris Thom. Redirect referral with amended names to ensure they are received by correct parties.

ID 012 Question 3: Follow up to referrer and ask additional question 4 – ‘What is the access to repair services?’

Updates on all other issues are outstanding and the group **AGREED** no further actions can be taken at this time. Further responses will be circulated to the group prior to the next meeting.

ACTION: Graham Hills

5. To consider new referrals to the Panel

5.1 ID 014: *Diabetes services, Maidstone*

Group **AGREED** the LINK should take action. Suggested actions:

- i. Write and express concern to PCT and send a copy of the letter to CQC
- ii. Write to local chairman BMA, Paul Hobday at Sutton Valance placing a high priority on the issue.
 - Q1. What services are provided for West Kent with emphasis on specialist nurses?
 - Q2. If funding has been reduced, why?
- iii. Visits to diabetic nurse clinics
 - Q1. Ask staff if service provision has changed in the last year, if yes how?
 - Q2. Ask the staff if they have been promised changes which have not happened or been withdrawn?
 - Q3. Ask the views of patients and users perspective
 - Q4. Ask GP's what are the differences to services based in the Maidstone area?

ACTION: Graham Hills

5.2 ID 015: *LINK to visit Gravesend Hospital to check on access issues*

Group **AGREED** the LINK should take action. Suggested actions:

- i. Ask Authorised Visitors to enter and view
- ii. Review all disabled toilets in the hospital
- iii. Refer finding to the hospital trust.

ACTION: Graham Hills

5.3 ID 016: *Restorative justice in prisons programme*

Group **AGREED** to defer the issue until the next meeting to allow time to read the interim report from Christ Church University which supports the issue. If

the Panel were able to support the project it would need to go before the Governors due to the financial implications to the LINK.

6. Consultation on decision making criteria

Group asked to consider if they could make decisions virtually. It was **AGREED** that the group would benefit from continuing to meet until they were more familiar with the process. Some members of the panel have concerns over using the matrix method to score the issues.

It was **AGREED** to continue using the current method and to defer further consideration of an alternative method until January 2010 and to use the current matrix in the meantime. The Group are to consider a workshop at the November meeting after the business meeting to define working method. If a large number of issues need addressing it was **AGREED** to defer some to the following meeting to allow sufficient time to discuss

ACTION: Graham Hills

7. Any other business

It was **AGREED** that during the interim period of recruiting new Governors to the LINK, the Panel recommended that existing Governors resume office to oversee the work of the Panel until new Governance is established; KMN to write to all participants.

ACTION: Brenda O'Neil

8. Date of next meeting:

It was **AGREED** that the next meeting of the Priorities Panel should be held on Thursday, 26 November 2009 at 1.30pm – venue TBC.