



## Attachment 1

**Draft minutes of a meeting of the Priorities Panel held on  
Thursday, 2 July 2009 from 2.00pm – 5.00pm  
at the Salvation Army Centre, Maidstone ME14 1ED**

**Present:**

Ram Appadoo  
Fretha Biggs  
David Dye  
Angela Evennett  
John Forrest  
Lyn Gallimore  
Ray Harris  
Douglas Tutton

**Also present:**

Graham Hills, Operational Director,  
Cate Boland, LINK Development Worker, Mid Kent  
Louise Murrell, LINK Development Worker, East Kent

**1 Apologies for Absence**

Apologies for absence were received from Robin Ridsdill-Smith, Junetta Whorwell.

**2 Arrangements for facilitating meeting**

It was **AGREED** that Graham Hills facilitate the meeting.

**3 Minutes**

The minutes of the meeting held on 24 June 2009 were confirmed as a correct record.

**4 Declarations of Interest**

There were no declarations of interest in relation to items on the agenda.

**5 Consultation on decision making criteria**

The Panel **AGREED** a consultation paper to go to LINK Participants setting out its proposed decision making criteria, a copy of which is attached to the minutes.

**ACTION: Graham Hills**

**6 Using the criteria**

The Panel had further discussions around elements of the decision making criteria, particularly about what constituted “structured” and “unstructured evidence”. The flip chart notes are attached.

## 7 Referrals

### New Referral ID 02 (Appx 1)

The Panel received a referral dated 11 June 2009 from a LINK Participant raising a concern at the state of Genito Urinary Medicine services in the Maidstone and Tunbridge Wells area following the resignation of a Consultant Physician responsible for this service. It was **AGREED** that Cate Boland seek further information from NHS West Kent on whether Maidstone and Tunbridge Wells NHS Trust were providing the service to the correct standard and report.

### Progress report on referral ID 01 (Appx 2)

The Panel received a copy of a letter dated 10 June 2008 from the Medway NHS Foundation Trust, setting out their response to the various concerns raised by the referrer, a copy of which is attached. The Panel felt that whilst it was reassuring that the Trust had a policy in place; the observations of the referrer on the day in question suggested that the policy may not have been followed. In conjunction with the Medway LINK the Panel advised that this matter be followed up with the Trust to seek further reassurance as to the fire safety procedures in place at this Hospital.

**ACTION: Graham Hills**

## 8 Templates

The Panel discussed the information they would require when considering a referral and the following was **AGREED**:

- Headline / Short title
- ID number – to preserve anonymity of referrer
- Nature of interest / involvement with the issues
- Is the issue currently the subject of investigation through a complaint or other inquiry?
- Whether LINK participant / LDW / Governor / member of public
- If organisation, provide name and remit of that organisation
- Date of referral
- Summary of issue
- Detailed account
- What expectation does the referrer have of the LINK, ie what does the referrer want the LINK to do / what action does it want it to take?
- What evidence does the referrer have to support the case they are putting for the LINK to take action? List evidence and sources
- Is there a timescale / deadline affecting this issue, eg closure of a unit, change of service, a particular urgency?
- Is this issue being dealt with by somebody else? If some action has already been taken by the referrer, please say what that is
- Who is affected by this issue?
- How are they affected?
- When did it arise?

**ACTION: Graham Hills**

## 9 Kent LINK current work programme

This was not available.

## **10 Any other business**

Doug Tutton reported that the decision on the future of the new Dover Hospital was expected within the next month. Doug went on to express concern at the consultation procedure adopted by the Hospitals Trust and that this issue may come to the LINK in respect of the legality of the consultation process.

## **11 Date of next meeting**

It was **AGREED** that the next meeting be held on Wednesday, 9 September at 2.30pm at Strode Park, Herne Bay.

DRAFT