

**Draft minutes of a meeting of the Priorities Panel held on
Wednesday, 24 June 2009 from 2.00pm – 5.00pm
at the Salvation Army Centre, 74 – 90 Union Street, Maidstone ME14 1ED**

Present:

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

Also present:

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

1 Apologies for Absence

Apologies for absence were received from Junetta Whorwell.

2 Arrangements for facilitating meeting

It was **AGREED** that Graham Hills facilitate the meeting. Regarding future facilitation, it was **AGREED** that the panel should, when they feel appropriate, choose one of their number to facilitate their own meetings.

It was also **AGREED** that at least four panel members must be in favour of an action for it to be approved and that a quorum of the panel should constitute five panellists.

3 Declarations of Interest

It was noted that at all meetings panel members must declare any interest that they may have in relation to any agenda items. Kent & Medway Networks Ltd, the support organisation for the Kent LINK, shall maintain a register of panel members' interests which shall be open for members of the public to inspect.

ACTION: Brenda O'Neill

4 Priorities

The Panel **AGREED** the order of the agenda.

5 Any other business

Panel members gave notice of a number of additional items to the agenda, which were to be taken at the end of the meeting.

6 Panel's Terms of reference

The Panel noted their terms of reference and the changes made at the LINK's Annual meeting in relation the Governors' Group's relationship with the Priorities Panel, with particular regard to those matters which fall to be decided by the Governors' Group.

It was **AGREED** that a revised terms of reference, incorporating the changes made at the Annual Meeting, be circulated to panel members.

ACTION: Brenda O'Neill

7 Decision-making and priority setting process

The Panel noted Appendix 6 of the LINK's Governance Framework and noted the LINK structure and where the Priorities Panel fitted in.

8 Methods of working

8.1 Communication needs

8.1.1 The Panel **AGREED** to share their contact details. Junetta Whorwell to be contacted for permission and then a full list will be circulated.

ACTION: Brenda O'Neill

Panel members were agreeable to being contacted by email or telephone and post, in the case of Ray Harris.

8.2 Meetings

8.2.1 For meetings in Maidstone the Salvation Army Hall was considered suitable, but Panel members were not averse to moving around the County. David Dye offered to host the September meeting at Strode Park, Whitstable, subject to availability.

ACTION: David Dye

8.3 Structure of panel

8.3.1 See action under Minute No 2.

8.4 Relationships

8.4.1 See action under Minute No 6.

9 Evaluation process

The Panel discussed the criteria that were to form the basis for considering a referral issue to the LINK for action. Draft consultation paper to be discussed at the next meeting.

ACTION: Graham Hills

10 Templates

To be developed.

11 Interim decision making arrangements

The Panel proceeded to consider a referral using the decision making criteria which had been introduced at the Workshop held on 8 June. The case was referenced ID 01. The referrer called on the LINK to review the fire safety procedures and "No smoking" policies at Medway Maritime Hospital – a full summary of referral is attached.

In arriving at their decision the Panel took into account the following factors:

- Panellists' individual scores were sufficiently high to warrant, in their opinion, urgent action being taken by the LINK
- Medway LINK was to consider the same case on the 25 June and some joint action could be possible.

Panellists considered a number of possible actions and **AGREED**:

- a. A letter to be sent urgently to Medway NHS Foundation Trust calling for comment on the observations made by the referrer both in respect of the allegations concerning staff reaction to the incident and the smoking issue
- b. In view of the seriousness of the allegations a copy of the letter be sent to the Care Quality Commission and Health and Safety Executive
- c. The Trust to be requested to invite the LINK to the Hospital and show its representatives the procedures in place to deal with such a fire evacuation – the LINK participant concerned also to be invited to such a meeting.

12 Any other business

The following items of additional business were considered:

12.1 LINK work programme – Panel to be briefed at next meeting

ACTION: Graham Hills

12.2 Privacy and dignity improvements – Provide breakdown of how £1.8m is being spent in Kent and Medway

ACTION: Graham Hills

12.3 Mid-Staffordshire NHS Foundation Trust Inquiry – Panel to be briefed

ACTION: Graham Hills

12.4 Panel members requested that they receive regular updates on the LINK's financial position so that they can use that information as part of their decision making criteria and not put forward unrealistic proposals

ACTION: Jane Williamson

12.5 Circulate information about claimable expenses especially allowable expenses for such things as telephone charges, printing. Panellist were advised to contact the office if they require hard copies of documents

ACTION: Brenda O'Neill

12.6 Doug Tutton briefed the Panel on concerns over the development of the new Dover Hospital, particularly around consultation with the local community, which, it had been acknowledged, had been flawed. It was on this latter point that this issue may be brought to the LINK.

13 Date of next meeting

It was **AGREED** that the next Governors' Group meeting be held on Thursday, 2 July 2009 at the Salvation Army Centre, 74 - 80 Union Street, Maidstone from 2.00pm until 5.00pm and Wednesday 9 September 2009 from 2.00pm until 5.00pm at Strode Park – to be confirmed.