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**Minutes of a meeting of the Priorities Panel held on
Wednesday, 20 January 2010 from 2.00pm until 4.00pm
at Lenham Community Centre, Groom Way, Lenham, Maidstone, Kent ME17 2QT**

Present:

Ray Harris
Lyn Gallimore
Robin Ridsdill-Smith
Douglas Tutton
John Forrest

Also present:

John Fletcher, Chair of Governors, Kent LINK
Sophie Swain, Kent LINK Project Worker
Alex Burnand, Kent County Council
Graham Hills, KMN Operational Director, Kent LINK
Roger Kendall, Kent LINK Governor

Opening of meeting

1. **Apologies for Absence** were received from Ram Appadoo and Junetta Whorwell. It was **agreed** that the group's best wishes would be sent to Ram due to his illness.

2. **Induction session**

In David Dye's absence, this slot was used for discussion on the role of the Priorities Panel and how the LINK deals with issues and makes decisions. Structure diagrams regarding were tabled for information. The Kent LINK Governors' Group will prepare a briefing for the Panel.

Three questions were raised during the earlier Governors Group training session for consideration:

- a) Should the Priorities Panel consider all incoming work to the LINK?
- b) Is the existing criteria sufficient for establishing priorities? If not, what could be done to improve this?
- c) What is the mechanism for feedback on the outcomes of issues? If this is not satisfactory, how could this be improved?

In response:

- a) It was **agreed** that the Priorities Panel should be given visibility of all incoming work to enable them to 'prioritise' effectively in light of the LINK's existing commitments.

It was **agreed** that the meeting frequency could be altered if an item needed to be discussed urgently. It was **agreed** that Ray Harris would act as a facilitator of the group to receive templates in advance and comment on whether sufficient information was provided for the Panel to be able to consider the issue.

- b) It was **agreed** that the scoring was generally useful, but that this needs to be recorded in future to allow for accountability.
- c) It was **agreed** that there was the need to set up an effective reporting structure for the group to be able to see what the outcomes for each issue have been.

3. Minutes of the last meeting held on 26 November 2009

- 3.1. It was agreed that the minutes were an accurate representation of the meeting.
- 3.2. It was noted that items ID 023, ID 024 and ID 026 had not been issued to the group for scoring. These will be sent out in advance of the next meeting.
- 3.3. It was noted that representatives from the Care Quality Commission and the Health Overview and Scrutiny Committee had not been invited to attend today's meeting.

4. Update on actions arising from issues

The group received a verbal update on actions arising from previous referrals.

The following actions arose from the discussion:

- **ID 014 – Diabetic services, Maidstone**
Send copy of the letter to Robin Ridsdill-Smith and set up meeting as soon as possible.
- **ID 015 – Privacy and dignity at Gravesend Hospital**
Now that the authorised visitors are in place, the visit should happen as soon as possible.
- **ID 013 / ID 027 – Service provision for young carers and alleged failure of NHS West Kent to allocate funding to carers' projects**
It was noted that these two issues could be dealt with together. Send response to NHS West Kent re-addressing the issue of young carers.
- **ID 028 – Estuary View Surgery, Whitstable**
Send letter to Eastern and Coastal Kent NHS to inform them that the issue has been raised and invite response.

5. Any other business

- 5.1. **Kent LINK Bulletin** – It was noted that there was not a great deal of information in the last bulletin relating to West Kent NHS activities.
- 5.2. **LINK Annual Report** – It was **agreed** that this should be added as an item on the agenda of the next meeting as the Panel would like the opportunity to see the content in advance.

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6. Dates of upcoming Priorities Panel meetings

6.1. It was agreed that future meetings would take place on the second Wednesday of the month.

6.2. The date of the next meeting was agreed:

Wednesday, 10 February 2010, 2.00pm until 4.00pm
Salvation Army Centre, 74 – 80 Union Street, Maidstone, Kent ME14 1ED

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Minutes written by Sophie Swain, LINK Project Worker