

Your LINK for improving health and social care

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a LOCAL INVOLVEMENT NETWORK

MINUTES OF THE MEDWAY LOCAL INVOLVEMENT NETWORK ANNUAL GENERAL MEETING

Held on: Wednesday, 3 June 2009 – 10.30am – 12.00noon

**At : The Queens Hall, The Corn Exchange, Northgate,
Rochester, Kent ME1 1LS**

Present:	Shirley Griffiths	- Medway LINK Coordinating Team
	Clare Murray	- Medway LINK Coordinating Team
	Tina Murphy	- Medway LINK Coordinating Team
	Jenny Gibson	- Medway LINK Coordinating Team
In Attendance:	Graham Hills	– Medway LINK Development Worker
	Jane Williamson	– Medway LINK Development Worker
	Brenda O’Neill	- Facilitator, Kent & Medway Networks Ltd
Apologies:	B. Marshall-Andrews QC	- MP
	Cllr H. Doe	- Medway Council
	S. Goad	- Medway Council
	Cllr R. Chambers	- Medway Council
	Cllr V. Goulden	- Medway Council
	Cllr T. Murray	- Medway Council
	Cllr D. Royle	- The Mayor of Medway
	A. Horne	- CE Medway NHS Foundation Trust
	N. Davies	- CE Medway Council
	P. Thanki	- Medway Hindu Community Centre
	K. Clear	- Chair Kent Wide Down Syndrome Group
	S. Whitehead	- Medway LINK Participant
	L. Bruce	- Medway LINK Moderating Panel
	N. Bailey	- Medway LINK Authorised Visitor
	F. Bambridge	- Medway LINK Authorised Visitor
	E. O’Neill	- Medway LINK Coordinating Team
	D. Prescott	- Medway LINK Participant
	R. Robson	- Medway LINK Participant
	D. Morgan	- Medway LINK Participant
	M. Lyons	- Medway LINK Participant

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1. Introductions, Welcome and Apologies

Brenda O'Neill, Facilitator, opened the meeting by requesting that members of the Medway LINK Coordinating Team and Medway LINK Development Workers introduce themselves. She explained that due to the number of apologies received and time constraints a list was available for attendees perusal, however had been requested to read out the following which had been received from Cllr T. Murray when giving her apologies:

"Please give my apologies for the meeting. I am unable to attend because I will be at work. I regard the LINK as a very important way to evaluate the effectiveness of the health service and am grateful to all of the volunteers who take part so please pass on my thanks to them and good wishes for the year ahead".

Brenda O'Neill explained that the following items to be presented were to be agreed by those Medway LINK participants present via a voting process. If a show of more than 26 votes were received for any proposal then it would be carried. It was also explained that all Medway LINK participants had received all documents and those not present were given the opportunity to vote via proxy. Those proxy votes would also be taken into consideration when calculating the number of votes received. It was confirmed that a total of three Proxy Voting Forms had been received and were available for perusal.

It was confirmed that two independent attendees had agreed to count votes.

2. Medway LINK Annual Report 2008 - 2009

Shirley Griffiths, Facilitator for the Medway LINK Coordinating Team presented the draft Annual Report to those Medway LINK participants. She informed attendees of various events and projects that the Medway LINK had been involved in during the past year confirming that the 'Black is Beautiful', South East Asian Women's Day and Eastern European Women's day that had been done with the Medway Ethnic Minority Forum had all been very successful.

Brenda O'Neill presented the Statement of Accounts within the Annual Report confirming that up to 31 March 2009 the total underspend for the Medway LINK equated to £31,638.33. It was proposed that the underspend be carried forward to year 2009 – 2010 and that the majority should be used to fund LINK projects.

Medway LINK participants were asked to vote for the Annual Report and Accounts. A total of 32 votes including those received by proxy were counted, therefore as a majority was received both were carried forward.

A participant asked why nobody had been asked whether they disagreed with the Annual Report and Accounts. Brenda O'Neill then asked did anyone not agree, only one participant did not agree.

3. Medway LINK Governance Framework Proposals for Changes

Clare Murray, member of the Medway LINK Coordinating Team confirmed that the Medway LINK Governance Framework – Proposals for Changes were included within the Agenda and papers distributed to all participants. She asked for all participants to vote on the following proposals:

1. **LINK Annual Meetings – Proposal:** That the procedures outlined in paragraphs 1 to 11 of Attachment 1, in respect of LINK Annual Meetings, are included in the LINK's Governance Framework.
Majority Vote Counted - Agreed
2. **LINK Special Meetings – Proposal:** That the procedures in paragraphs 1 to 3 of Attachment 2, in respect of LINK Special Meetings, are included in the LINK's Governance Framework.
Majority Vote Counted - Agreed
3. **LINK Governance Arrangements – Proposal:** That the procedures outlined in paragraphs 1 to 2 of Attachment 3, in respect of changes to the LINK's governance arrangements, are included in the LINK's Governance Framework.
Majority Vote Counted – Agreed
4. **LINK Coordinating Team – Proposal:** That the proposed changes outlined in paragraphs 1 to 8 of Attachment 4, in respect of the LINK Coordinating Team, are made to the LINK's Governance Framework.
Majority Vote Counted – Agreed
5. **Appointing Individuals to represent the LINK – Proposal:** That the policy outlined in paragraphs 2 to 4 of Attachment 5, in respect of representation of the LINK on external bodies, is included in the LINK's Governance Framework.
Majority Vote Counted – Agreed

4. Medway LINK Annual Programme 2009 - 2010

Graham Hills explained that contained within the Agenda papers were the proposed projects for the following year which the participants needed to agree via the voting method. This did not exclude other participants bringing forward any other issues / projects for the Medway LINK's Moderating Panel consideration.

1. **10.6 Review of the area's health and social care commissioning plans – Proposal:** It is recommended that the Host be instructed to commence discussions with NHS and social care commissioners in the area with a view to proposals being drawn up for future LINK involvement in these arrangements.
Majority Vote Counted – Agreed
2. **10.8 Annual Health Check – Proposal –** It is recommended that the LINK Development Workers liaise with LINK participants to review relevant aspects of the

commentary and where appropriate to recommend action by the LINK's Moderating Panel.

10.9 Annual Health Check – Proposal – It is recommended that the Host be instructed to commence work with the community and voluntary sector on arrangements for the next Care Quality Commission's Health Check to enable the LINK to make a commentary for the Annual Health Check.

Majority Vote Counted – Agreed

Participants asked whether Social Care could be included within the LINKs above work with Graham Hills confirming that it would. He explained that this year's commentary had highlighted some issues surrounding social care and these were included and will be carried through.

3. **10.11 Access (transport) to health services – Proposal** – It is recommended that the LINK Development Workers make contact with LINK participants who are concerned with transport issues in relation to accessing the area's health facilities, with a view to identifying the main points of concern, liaising with the appropriate authorities over these concerns and submitting proposals for any possible action that may be taken by the LINK.

Majority Vote Counted – Agreed

4. **10.13 Fair Access to Care Services – Proposal** - It is recommended that the LINK carry out a 'Mystery shopping' exercise to review the functioning of these and other similar advisory type services commissioned by Medway Council.

Majority Vote Counted – Agreed

5. **10.16 Community Engagement Events Programme – Proposal** – It is recommended that the following programme of events be agreed.

Majority Vote Not received – Not Agreed

It was asked that as the Community Engagement Events Programme for year 2009 – 2010 had not been agreed what would be the next steps. It was confirmed that the Programme would be redrafted for participant's consideration and agreement.

5. Date of Next Annual General Meeting

It was agreed that the next Medway LINK Annual General Meeting would be held on Wednesday, 2 June 2010 venue to be confirmed.

The meeting closed with Brenda O'Neill thanking all those present for attending and also for participants voting on the above in order that the LINK may move forward and continue its work in health and social care.

CLOSE OF MEETING: 12.00 NOON