



Medway LINK Coordinating Team

**Draft minutes of a meeting of the Medway LINK Coordinating Team
held at 12.30pm until 2.30pm on Wednesday, 7 April 2010
at the Mayors Parlour, The Brook Theatre, The Old Town Hall, Chatham, ME4 4SE**

Present:

DH David Harris, Facilitator
HE Hans Eigenwillig
CM Clare Murray
TH Terence Horobin
SG Shirley Griffiths
RT Richard Tripp
EM Edwina Morris
KM Kamila Manik

Also Present:

JK Julie Keith, Medway Council Overview & Scrutiny Committee
JW Jane Williamson, Development Worker, Medway LINK
ND Neville Dack, Project Worker, Medway LINK

1. Apologies for Absence

Apologies for absence were received from Coordinating Team member, Joe Cannavina.

2. Declaration of interests

Facilitator David Harris declared that he had recently taken employment with Imperial College Healthcare Trust in the role of HR Adviser.

3. Any other business

None received.

4. Minutes of the last meeting held on 7 April 2010

4.1. Accuracy - AGREED as a true and accurate record.

4.2. Actions List - JW confirmed that with the exception of those ongoing items and the items detailed below all were complete:

Central Office

KMN, Unit 24 Folkestone Enterprise Centre,
Shearway Road, Folkestone, Kent, CT19 4RH
Tel: 01303 297050
E-mail: info@kmn-ltd.co.uk
Office Hours: Monday – Friday 8.30am - 4.00pm

Local Office

The Medway LINK, Avenue Business Centre,
17 New Road Avenue, Chatham, Kent, ME4 6BA
Tel: 01634 821135
E-mail: info@kmn-ltd.co.uk
Office Hours: Monday – Thursday 8.30am – 4.00pm

(Answerphone available out of office hours)

- i. Item 10: JW to compile Financial Outcome for 2009 / 2010 and Financial Forecast for 2010 / 2011
- ii. Item 21: Joint LINKs Stroke Report – JW to pursue Executive Summary from Graham Hills.

4.3. Matters arising - None received.

- At this point of the meeting DH **AGREED** with members that due to the length and nature of the business of the agenda the order would be amended with agenda items 11, 8 and 10 taking precedence.

11. Medway LINK / Medway Overview & Scrutiny Committee Protocol

DH explained to members that the purpose of JK attending the meeting was to give a brief overview of Medway Council and its Overview and Scrutiny Committees. This was following a meeting attended by DH and JW with JK and Terry Hemmings to complete the action plan culminating from the agreed Working Protocol. Members received and agreed the Action Plan.

Members welcomed and introduced themselves to JK. JK explained that the Council was made up of 55 councillors, 33 of which were Conservative. A total of 10 councillors formed the cabinet with Rodney Chambers as Chairman. A Councillors term of office was 4 years and the cabinet met quarterly.

JK explained that Medway Council was unique in that it had two Overview & Scrutiny Committees, one which concentrated on health and adult social care services the other children's services. The OSC for health and adult social care meet quarterly with every third meeting having a specialist topic e.g. 'Carers'.

JK confirmed that both OSC's very much looked forward to working with the Medway LINK and that she and her colleague Rosie Gunstone looked forward giving a more details presentation of the Council at the LINKs Induction event.

8. Medway LINK Core Groups

DH presented members with 'Medway LINK – Panel Members' papers explaining that it had been compiled to highlight the vacancies that currently existed within the core groups to aid the Selection Panel at the forthcoming Selection Event. He confirmed that the following vacancies existed:

Coordinating Team Vacancies

| | |
|-------------------------|-------------------------------|
| Communications and PR | (Terry Horobin existing role) |
| Community Engagement | (Another to assist Edwina) |
| Information Management | Gatherer |
| Information Management | Health Related |
| Information Management | Social Care Related |
| 2 x Moderating Panel | |
| 5 x Authorised Visitors | |

6 x Mystery Shoppers

?x External Representative (numbers cannot be determined until number of outside bodies requiring representation are known)

Members **AGREED** the above, JW **AGREED** to inform Selection Panel. **ACTION 1: JW**

Members discussed their own individual portfolios and the following was **AGREED**:

- i. Terry Horobin:
To step down from his current role in Communication and PR and take up role of External Representative Coordinator
- ii. Clare Murray:
To step down from her current role in Finance and take up role of Information Management, Social Care
- iii. Kamila Manik:
To continue with her role in Equality and Diversity but step down from being an Authorised Visitor
- iv. Shirley Griffiths:
To step down from her role as Liaison with Moderating Panel and take up role of Community Engagement to assist Edwina Morris.

Member RT, HE and DH confirmed that they were happy to continue with their current portfolios. It was **AGREED** that another Moderating Panel Liaison person was not required as both Development Worker and Project Worker attended the meetings and could feedback to the Coordinating Team. JW agreed to undertake the necessary work to enable the above changes. **ACTION 2: JW**

CM confirmed that though she has changed roles within the CT she would still continue to work with KM in updating the Equality and Diversity Strategy. RT confirmed that he was content with undertaking Finance on his own.

10. Arrangements for Annual General Meeting of the LINK and to agree for submission:

10.1 Draft Agenda

Members **AGREED** the draft agenda. Members **AGREED** that the AGM should take place on Wednesday, 9 June 2010, 10.00am – 3.30pm at either the King Charles Hotel in Gillingham or Corn Exchange, Rochester. Members **AGREED** that the day should be in two sessions, am session for the AGM, pm session Community Engagement event based on services in Medway for Carers.

Members stressed the importance of advertising the event far and wide to ensure maximum attendance. They also felt that the Community Engagement event should have carers speaking, giving their experiences of being a carer as well as professionals with the caring service.

It was **AGREED** that all members of the Medway LINK core groups should be invited to give a presentation on their particular groups and the work they had been involved in throughout the year. **ACTION 3: JW**

Members discussed whether they should use an outside facilitator for the day or Brenda O'Neill from KMN as previous. Members **AGREED** the latter. **ACTION 4: JW**

10.2 **LINK's Annual Report 2009 / 10**

Following discussions members **AGREED** the content of the Annual Report. CT members **AGREED** to write a report for inclusion within the Annual Report pertaining to their portfolio eg, RT – Finance Report as highlighted in the guidance.

ACTION 5: JW / RT / DH / EM / ND

5. **Medway LINK Community Engagement Strategy**

TH presented members with the Community Engagement Strategy. Following discussion members **AGREED** in principle to the document however felt that more definition of the LINK was required. Members **AGREED** to feedback comments for inclusion in the final draft to TH by 21 April 2010 latest.

ACTION 6: All CT Members

6. **Medway LINK Presentation**

TH presented members with the Medway LINK presentation he intended to use when presenting to Medway Community Healthcare (PCT provider Group). Following discussion members **AGREED** to feedback comments for inclusion in the final draft to TH by 21 April 2010 latest.

ACTION 7: All CT Members

7. **Social Group 'Objections and Response' form**

Members received with TH confirming the purpose of the document and its future use.

9. **Joint LINKs Access (transport) to Health SVS Draft Report**

Noted.

12. **LINK's Work Programme**

Noted

13. **Update on LINK's Forward Work Programme**

RT confirmed that the above was still work in progress however **AGREED** to have a draft available for member's perusal by 21 April 2010.

ACTION 8: RT

14. **Finance**

Noted

15. **Summary of Recommendations from LINKs Regional Summit**

Received

16. **Regional Summit Covering Letter and Final Report**

Received

17. **January Provider Forum Newsletter**

Received

18. NHS Constitution Consultation on Patient Rights

Received

19. Feedback Report – Social Marketing Event

Not given

20. Feedback on Medway Independence Fair

Not given

21. NHS Medway Operational Plan

Noted

22. Diversity Monitoring Report

Noted

23. Website Reports

Noted

24. Dates of next Coordinating Team meetings

The next meeting of the Medway Coordinating Team will be held on Wednesday, 5 May 2010 from 12.30pm to 2.30pm, Mayor's Parlour, The Brook Theatre, The Old Town Hall, Chatham, ME4 4SE.

DRAFT