



Medway LINK Coordinating Team

**You are invited to a meeting of the Medway LINK Coordinating Team
to be held at 12.30pm – 2.30pm on Wednesday, 7 April 2010
in the Mayors Parlour, The Brook Theatre, The Old Town Hall, Chatham, ME4 4SE
(Map attached, disabled and other public parking at rear of venue)**

A G E N D A

Opening of meeting

1. **Apologies for Absence**
2. **Declaration of interests** - members of the Coordinating Team to declare any interest arising since the last meeting and any interests relating to items on the agenda
3. **Any other business** - to identify if there are any items that need to be considered and are not on the agenda
4. **Minutes of the last meeting held on 3 March 2010** **Attachment A**
 - 4.1. **Accuracy**
 - 4.2. **Actions List** **Attachment B**
 - 4.3. **Matters arising**

Section A. Items for decision / action

5. **Medway LINK Community Engagement Strategy** – To agree the attached Community Engagement Strategy submitted by Terry Horobin **Attachment C**
6. **Medway LINK Presentation** – To agree the attached presentation submitted by Terry Horobin, which is to be used for Medway Community Healthcare (PCT Provider group) **Attachment D**
7. **Social Group ‘Objections and Response’ form** – To agree and consider using when developing LINK presentations, the attached form submitted by Terry Horobin **Attachment E**

8. **Medway LINK Core Groups** – Members to consider Coordinating Team profiles and determine number of vacancies within each core group **Attachment F - To follow**

Section B. Items for discussion

9. **Joint LINKs Access (transport) to Health Services Draft Report** **Attachment G**
Members to receive updated report and provide feedback to Project Worker where appropriate
10. **Arrangements for Annual Meeting of the LINK and to agree for submission:**
10.1 Draft Agenda **Attachment H**
10.2 LINK's Annual Report 2009 / 10 **Attachment Ia & Ib**
11. **Medway LINK / Medway Overview & Scrutiny Committee Protocol** – Members to received signed copy of Protocol and Discuss future ways of working in line with Agreed Action Plan. **Attachment J**
Attachment K – To Follow
12. **LINK's Work Programme** - Update of programme 2009 / 2010 **Attachment L**
13. **Update on LINK's Forward Work Programme**
14. **Finance** - Financial report of LINK's expenditure **Attachment M**
15. **Any other business**

Section C. Items for Information

16. **Summary of Recommendations from LINKs Regional Summit** **Attachment N**
17. **Regional Summit Covering Letter and Final Report** **Attachment O & P**
18. **January Provider Forum Newsletter** **Attachment Q**
19. **NHS Constitution Consultation on Patient Rights** **Attachment R**
20. **Feedback Report – Social Marketing Event – Terry Horobin** **Attachment S**
21. **Feedback on Medway Independence Fair – Jane Williamson** **Verbal Update**
22. **NHS Medway Operational Plan** **Verbal Update**
23. **Diversity Monitoring Report** **Attachment T**
24. **Website Reports** **Attachment U & V**
25. **Dates of next Coordinating Team meetings**
- Wednesday, 5 May 2010
 - Wednesday, 2 June 2010
 - Wednesday, 7 July 2010
 - Wednesday, 4 August 2010
 - Wednesday, 1 September 2010
 - Wednesday, 6 October 2010
 - Wednesday, 3 November 2010
 - Wednesday, 1 December 2010

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