

Your LINK for improving health and social care

www.themedwaylink.co.uk

23 February 2010



a LOCAL INVOLVEMENT NETWORK

Medway LINK Coordinating Team

**You are invited to a meeting of the Medway LINK Coordinating Team
to be held at 1.00pm – 3.00pm on Wednesday, 3 March 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 13 January 2010** **Attachment A**
 - 4.1. **Accuracy**
 - 4.2. **Actions List** **Attachment B – To follow**
 - 4.3. **Matters arising**

Section A. Items for decision / action

5. **Information Sharing** – to agree method of disseminating information relating to health / social care / regional / LINKs News.
6. **Attendance at future Coordinating Team Meeting** – to agree stakeholder / other invitees to future Coordinating Team meetings.
7. **Medway LINK Project Worker** – to agree to attached proposal. **Attachment C**

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 Page 1 of 3
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)

8. Attendance at forthcoming Events

8.1 **Kent & Medway Suicide Prevention Strategy Consultation Event** – to appoint a representative to attend this event which is planned to take place on 19 March 2010, Holiday Inn Rochester, Kent, 9.30am – 12.45pm. **Attachment D**

8.2 **Medway Council Independence Fair** – to appoint a representative to attend this event which is planned to take place on 17 March 2010, King Charles Hotel, Brompton, Gillingham, two sessions 10.00am – 1.00pm and 1.30pm – 5.00pm. **Attachment E**

9. **Joint LINKs Stroke Report (Final Draft)** **Attachment F**
Members to receive Stroke Project report and consider recommendations with a view to forwarding these to NHS Medway.

10. **Joint LINKs Access (Transport) to Health Services Draft Report** **Attachment G**
Members to receive updated report and provide feedback to Project Worker where appropriate.

Section B. Items for discussion

11. **LINK's Work Programme** - Update of programme 2009 / 2010 **Attachment H**

12. **Finance** - Financial report of LINK's expenditure **Attachment I**

13. **NHS Medway 'The Medway Response to Storm Scenario' Report** **Attachment J1 & J2**

14. **Medway Council – KMN Ltd Contract Performance Management Template**
Members to receive update on Contract Performance Management meeting held 1 March 2010. (Secretary Note: The attached template is subject to discussion at the meeting on 1 March 2010 and therefore may be amended) **Attachment K**

15. **Any other business**

Section C. Items for Information

16. **Diversity Monitoring Report** **Attachment L**

17. **Website Reports** **Attachment M1 & M2**

18. **Dates of next Coordinating Team meetings**

- Wednesday, 7 April 2010
- 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

Mayors Parlour, Brook Theatre, Old Town Hall, Chatham, ME4 4SE

