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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 July 2010
at the Mayors Parlour, The Brook Theatre, The Old Town Hall, Chatham, ME4 4SE.**

Present:

DH David Harris, Facilitator
HE Hans Eigenwillig
TH Terence Horobin
SG Shirley Griffiths
RT Richard Tripp
AW Alan West
EM Edwina Morris

Also Present:

JW Jane Williamson, Development Worker, Medway LINK
SB Suzanne Brooker, Medway NHS Foundation Trust
FG Fiona Gaylor, NHS Medway

1. Apologies for Absence

Apologies for absence were received from Coordinating Team members Kamila Manik and Clare Murray and also LINK Project Worker Neville Dack.

2. Declaration of interests

RT declared that he had recently become a Governor for the Medway NHS Foundation Trust. No further declaration of interests was received.

3. Any other business

- 3.1 **NHS White Paper** - JW confirmed that the NHS White Paper would be released shortly however no confirmed date had been given. Members RT and CM and Development Worker JW was to attend the NALM conference on Thursday, 8 July 2010, whereby discussions regarding future arrangements for LINKs / Healthwatch would take place. JW informed members that David Shields, SE LINKs Manager was hosting a series of briefings for LINKs members, Hosts and Local Authorities. It was agreed that members

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SG and EM would attend the briefing for LINKs Members on Friday, 16 July 2010 in Brighton and JW would attend the Host briefing on Thursday, 22 July 2010, London.

- 3.2 **Training** – JW confirmed that the following training courses had been arranged, it would be joint training with Kent LINK members, hosted and delivered by KMN Ltd and that the appropriate LINK members would be invited:

External Representatives	Thursday, 12 August 2010	The Village Hotel, Maidstone
Authorised Visitors	Tuesday, 17 August 2010	The Village Hotel, Maidstone

- 3.3 **Kent County Show** – JW confirmed that Kent LINK had invited the Medway LINK to take part in this years Kent County Show, arrangements were in place but members of LINK core groups were needed to 'man the stand' on 16, 17 and 18 July 2010. JW thanked those members of the Coordinating Team who had already agreed to participate however further members were required in order to ensure that the stand was adequately 'manned' for the duration of the show.

4. **Draft minutes of the meeting held on 5 May 2010**

- 4.1. **Accuracy** – Members agreed that the draft minutes of the meeting held on 5 May 2010 were a true and accurate record with the exception of EM being excluded from the 'Present' List. JW apologised for this error and agreed to amend prior to loading onto the LINK website. **Action: JW**

4.2. **Actions List – Discussions regarding the action list took place and the following was agreed:**

- Those actions that were now complete to be removed from the document
- Date of Completion Column to be inserted and completion date inserted for all actions **Action: JW**
- Action List to remain as a standing agenda item, with more time and attention given to each individual action at every meeting in order that actions outstanding were addressed and explanations given if actions had not been undertaken before the completion date. **Action: All**

4.3. **Matters arising**

Members asked JW what their response should be if they were questioned what the 'LINK' has used its funding on since its inception. JW responded that the LINK Annual Report for 2008 / 2009 clearly highlighted that the LINK was in 'set up' phase and that this years report showed the projects etc that had been undertaken. Members felt that something more specific was required and perhaps a report from the Host would suffice. JW confirmed that members were entitled to see both the KMN Ltd Operational Plan which formed part of their contract with Medway Council and also the Ongoing Plan which formed part of their contract performance monitoring with Medway Council, however was unsure of what else she could provide in order to answer their question. **Action: JW**

- 4.4. **Draft minutes of the Annual Meeting held on 9 June 2010** – Members agreed that the draft minutes of the Annual General Meeting held on 9 June 2010 were a true and accurate record. Members felt that the pages within the minutes which showed the Workshop Topics and the findings pertaining to these were not clear and therefore should be included on the same page prior to loading onto the website. **Action: JW**

Section A Items for decision / action

5. **Joint Kent & Medway Transport (Access) to Health Services Final Draft Report**

Members received the above report and agreed the recommendations. Members thanked Louise Murrell for attending who confirmed that she would now ensure that the Report along with the recommendations would be sent to the relevant organisations both in Kent and Medway. Members asked for 'thank you' letters be sent to those Medway Community organisations who contributed to the report, for example 'Isle of Grain Carers'. **Action: JW**

6. **Medway LINK Quality Accounts responses**

6.1 **Kent and Medway NHS and Social Care Partnership Trust**

Agreed – JW confirmed that a response confirming receipt and thanking the LINK for contributing to the Trusts Quality Accounts had been received.

6.2 **Medway NHS Foundation Trust**

Agreed – JW confirmed that she had met with Suzanne Brooker to discuss the findings of the Quality Account and that the Trust had accepted the LINKs offer to meet with their staff responsible for producing the Account.

6.3 **The South East Coast Ambulance Service NHS Trust**

Agreed – JW confirmed that the LINKs response to the Account had highlighted some errors; the Trust had come back to the LINK and asked whether these could be amended prior to them being submitted. JW confirmed that she had agreed for this to happen as the Account was draft and that the purpose of the LINK responding was for individual Trusts to take on board the LINKs comments.

7. **Engagement between Moderating Panel and Coordinating Team proposal**

RT updated members on a meeting ND, JW and he had attended with members of the Medway LINK Moderating Panel. He explained the purpose of the meeting was to present to them the future projects that the LINK hoped they could undertake discuss and prioritise the projects they considered would benefit both the LINK and the community of Medway in accordance with the 'Criteria Scoring' method used. The Moderating Panel in turn would inform the CT of their decision and the CT would need to agree finance for each particular project. RT proposed in order to save time, the Moderating Panel met on the morning of the next CT meeting, joint lunch with CT members followed by CT meeting in the afternoon. This would ensure that any future projects / issues that the LINK undertook which had financial implications could be agreed without any time delay. Members agreed the following:

Wednesday, 4 August 2010	10.00am – 12.00 noon	Moderating Panel Meeting
	12.00noon – 12.30pm	Joint Lunch
	12.30pm – 2.30pm	Coordinating Team Meeting

Members also agreed that the above meeting should be held at the Medway Arts Centre, JW agreed to action. **Action: JW**

Section B Items for discussion

8. **LINK's Work Programme**

Members were informed that the Work Programme for 2010 – 2011 could not be completed until agreement on the projects had been sought.

9. **Finance**

9.1 **Financial report of LINK's expenditure** – Received

9.2 **Financial forecast 2010 / 11** – Outstanding

9.3 **Financial Proposal – LINK Support** – JW apologised that due to time constraints she had been unable to present the CT with a written Financial Proposal however asked them to consider whether they would agree to fund Neville Dack, Medway LINK Project Work fulltime as from 1 August 2010. She explained that it would not be possible to expedite the intended projects without further support and that the LINK also needed to use the under spend it was concurrently accruing. Members agreed to the above proposal with JW confirming that she would undertake the necessary actions. **Action: JW**

10. **Feedback from Medway LINK Annual Meeting** - Received

11. **Work Programme** – Priority Projects for 2010 / 2011 – Received – Members updated as per Item 7 above.

12. **Confidential – Discussion of Host / LDW / Project Worker / Performance**

DH confirmed that at the last Host Performance Contract Monitoring meeting Stephanie Goad had asked that a discussion as above should take place. It was agreed that it would not be appropriate for JW to take part in these discussions and so therefore she left the room. DH agreed that discussions would be documented and forwarded to Stephanie Goad as requested.

Action: DH

Section C Items for Information

13. **Joe Cannavina** – Resignation acknowledgement letter - Received

14. **Diversity Monitoring Report** - Received

15. **Website Reports – April & May 2010** - Received

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

- Wednesday, 4 August 2010
- Wednesday, 1 September 2010
- Wednesday, 6 October 2010
- Wednesday, 3 November 2010
- Wednesday, 1 December 2010