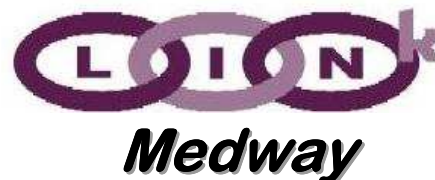


# **Local Involvement Network (LINK)**



**Medway LINK Steering Group Meeting  
Wednesday, 10 September 2008  
3.30pm – 5.30pm  
The Brook Theatre, Old Town Hall, Chatham, ME4 4SE**

**Facilitator:** Shirley Griffiths, Vice Chair

**Attendees:** Joy Birdsey  
Jenny Gibson (Independent Member)  
Edward O'Neill  
Tina Murphy  
Clare Murray  
Anne Whybrow

**Also in attendance:**

Suzanne Brooker, Medway NHS Foundation Trust  
Kim Eaglestone, Medway Primary Care Trust  
Graham Hills (Host)  
Jane Williamson (Host)

**Apologies:** David Haymes  
Toni Lancaster  
Bobbie Taiano

**Introduction**

It was reported that Maureen Luxton had tendered her resignation, although she still wished to participate in LINK activities as appropriate. Members asked that their thanks be placed on record for Maureen's contribution to the setting up of the Medway LINK.

**Minutes**

The minutes of the Steering Group's meeting held on 18 June 2008 were confirmed as a correct record.

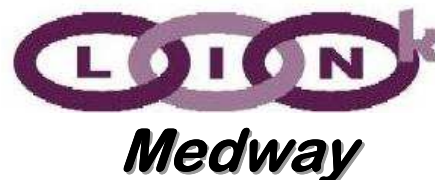
**Matters Arising**

There were no matters arising from the minutes.

**Feedback from Steering Group event held on 20 August**

It was reported that the feedback / evaluation forms had indicated that to a large extent the objects of the day had been met. This was that a shared understanding of the

# **Local Involvement Network (LINK)**



purpose of LINKs between the Steering Group and the Host had been achieved. Also, there had been agreement on how the project should be progressed. The only adverse comments had been on the suitability of the location for future events in terms of access for disabled people although the venue did meet basic requirements.

## **The way forward: discussion document**

The Group considered a paper on this subject entitled “The way forward: discussion document” and **AGREED** the following:

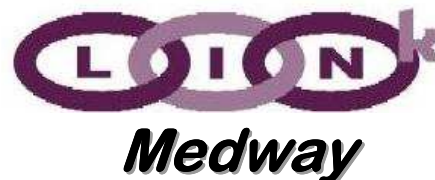
1. The Governance Core be renamed “Coordinating Team”.
2. The Coordinating Team comprise a membership of no more than thirteen members, with a term of reference and roles for individual members as identified in the paper.
3. Existing members of the Steering Group be invited to submit themselves to a skills analysis with a view to filling up to eight of the places on the Team.
4. The remaining places on the Team be advertised through the local media and selected via an interview panel comprising:
  - a. Representative from the CVS
  - b. Representative from the Community Relations Council
  - c. Representative from the Steering Group – Anne Whybrow
  - d. Kim Eaglestone, Primary Care Trust (PCT) as external assessor
5. The initial term of office for the Coordinating Team members to be 12 months, with a view, after this initial period, to a term of three years being recommended to the LINK.
6. The Draft LINK PR – Publicity / Awareness Strategy, Appendix B
7. The Draft Communication / Engagement / Information Strategy, Appendix C to the report, subject to the inclusion of:
  - a. ME / CFS Groups
  - b. Multiple Sclerosis Society
  - c. Alzheimer’s Society
  - d. Local universities
  - e. Liaise with PCT / Foundation Trust over their involvement activity
8. Website specification, Appendix D

## **Projects**

### **Fair Access to Care Services (FACS) Review**

The Steering Group received a report from its FACS project sub group and noted the information that had been received from Medway Council. It was **AGREED** that Graham Hills approach the Council with a view to discussing ways of seeking the views of those clients that had been through the review process, in order to:

# **Local Involvement Network (LINK)**



- a. get a user's perspective of the process – good and not so good aspects, and
- b. obtain information that could be used to improve processes.

## **Use of lottery money**

- a. Sponsorship of event aimed at making contact with hard to reach groups. It was **AGREED** that it would be a proper use of the lottery money award towards the set up of the Medway LINK for it to be used to support the "Building a Foundation for Effective Collaboration" event to be held on Thursday, 30 October 2008. That the LINK be promoted through the use of publicity on and within the conference bags at a cost of 250 bags at £1.35 each.
- b. The Host prepare a proposal for developing LINK publicity / exhibition material. In this context, the Group approved a draft leaflet and poster, a copy of which had been tabled.

## **Any Other Business**

Suzanne Brooker reported on:

- a. Patient Experience Quarterly Report, a copy of which is attached to these minutes
- b. Foundation Trust's AGM to be held at 6.00pm on 30 September 2008 at the Postgraduate Centre, Lecture Theatre, Medway Maritime Hospital. Suzanne extended an invitation to this event to members and invited the Group to have an exhibition stand and publicity at this event and this was **AGREED**.

Kim Eaglestone reported on:

- a. Medway PCT's AGM to be held at the Corn Exchange at 6.00pm on 29 September 2008.
- b. Impending Mental Health / Older Person's joint consultation with Medway Council to coincide with World Mental Health Day on 5 October 2008.

## **Future meeting arrangements**

It was **AGREED** that the next meeting be held at 3.30pm on Monday, 27 October 2008, venue to be determined.