

**Medway LINK Steering Group Meeting**  
**Monday, 27 October 2008**  
**3.30pm – 5.30pm**  
**The Brook Theatre, Old Town Hall, Chatham, ME4 4SE**

**Facilitator:** Graham Hills (Host Organisation)

**Attendees:** Joy Birdsey  
Jenny Gibson  
Shirley Griffiths  
David Haymes  
Toni Lancaster  
Tina Murphy  
Clare Murray  
Bobbie Taiano  
Anne Whybrow

**Also in attendance:**  
Suzanne Brooker, Medway NHS Foundation Trust

**Apologies:**  
Edward O'Neill  
Jane Williamson (Host Organisation)  
Kim Eaglestone, Medway Primary Care Trust

**1. Introduction**

It was **AGREED** that the Host enquire into the welfare of James Dada, Nazma Hoque, Nicola Morris, Sue Holmes and Pauline Yau whose continued involvement in the work of the Steering Group was warmly welcomed.

**2. Minutes**

Subject to the deletion of Anne Whybrow's name at Page 2, Para 4c, the minutes of the Steering Group's meeting held on 10 September 2008 were confirmed as a correct record.

**3. Matters Arising**

In connection with a partner participation event organised by Medway NHS Foundation Trust held on 18 July 2008, Clare Murray expressed concern at the lack of feedback to participants and stressed the importance of the "feedback loop". Suzanne Brooker promised some action in this regard.

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#### 4. Progress Report from LINK Development Workers

The following points arose from the report:

##### Item 2. Recruiting participants

It was **AGREED** that in the LINK participants form under “specific conditions” examples be given of “dementia” and “mental illness”.

##### Item 3 Web site

The Group received copies of different colour presentations of the Home page of the LINK’s website. From these, it was **AGREED** that the background colour should be blue with purple for the Medway LINK logo. Also, text should, where possible, be in black and there should be an accessibility option for those that require magnification.

Subject to the above actions being taken, the Development Worker’s Report was received.

#### 5. Development of the LINK

##### a. Appointment of Coordinating Team

It was noted that at the closing date, despite some level of interest, there had been no applications for the five additional members. In view of this, it was **AGREED** that no further time should be lost on establishing the LINK and that existing members of the Steering Group should become the new Coordinating Team. A decision should be made at the next meeting with regard to assigning roles to individual members. It was also noted that the procedure for appointing the Coordinating Team would be the subject of review by the LINK at its launch on the 7 January 2009.

##### b. LINK launch

It was **AGREED** that the launch of the LINK take place at an event to be held between 2.00pm to 4.00pm on Wednesday, 7 January 2009. Members were asked to bring to the next meeting their ideas for making a successful launch. The Host was also asked to look into the possibility of the lottery money being used toward funding the launch.

#### 6. Projects

##### a. The Group considered proposals from Medway Council:

- i. For the LINK to lead on consulting with the community about the proposed transformation of Adult Social Care
- ii. Mystery shopping of advisory services
- iii. Membership of commissioning forums
- iv. Consultation with stakeholders regarding the personalisation agenda

The Group **AGREED** that the Host reply in positive terms to Medway Council and enter into discussions over the practicalities of embarking on these projects.

##### b. To consider a proposal from the Healthcare Commission.

The Group **AGREED** that the Host accept the proposal of the Commission to work with selected voluntary organisations in preparation for next year’s health check process. In this connection the Host is to contact VOICE with a view to starting the process of selecting appropriate voluntary sector organisations to become partners in this process.

##### c. Fair Access to Services Review

Action outstanding. It was **AGREED** to pursue with Medway Council.

d. Use of lottery money proposals

It was noted that Medway Human Rights & Equality Council were proposing in outline two separate events involving women and older people at a total cost of £2,000. Members were interested to hear further details, but expressed the view that such events should be cross cultural.

**7. Representation on outside bodies**

a. Medway NHS Foundation Trust's Anaesthetic Governance Group

It was **AGREED** that Joy Birdsey represent the Group on the Trust's Anaesthetic Governance Group. Members were reminded that the issues of representation on outside bodies would be addressed in the LINK Governance Framework which would be approved at the launch in January 2009.

b. People with Learning Disability Partnership Board

It was **AGREED** that Shirley Griffiths represent the Group on this Board.

It was further **AGREED** that all such appointments could only be considered as interim until such time as the LINK had adopted a process for managing such appointments.

**8. Future meeting arrangements**

It was **AGREED** that future meetings concentrate on what is required for the launch and that meetings be held as follows:

- 2.30pm to 4.30pm - Wednesday, 19 November 2008
- 2.00pm to 4.00pm - Monday, 8 December 2008
- 2.00pm to 4.00pm - Wednesday, 7 January 2009 - launch

**9. Any Other Business**

a. Overview and Scrutiny Committee

It was **AGREED** that an invitation be extended to the Chair of the OSC to a future meeting of the Coordinating Team.

b. Notice Board Medway Maritime Hospital

Suzanne Brooker was asked to help facilitate the handover of the former PPI Forum Notice Board to the LINK and this was **AGREED**.