



Medway LINK Coordinating Team

**Draft minutes of a meeting of the Medway LINK Coordinating Team
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**

Present:

DH – David Harris – Facilitator

TH – Terence Horobin

EM – Edwina Morris

HE – Hans Eigenwillig

SG – Shirley Griffiths

CM – Clare Murray

RT – Richard Tripp

Also Present:

JW – Jane Williamson - Development Worker, Medway LINK

ND – Neville Dack - Project Worker, Medway LINK

EB – Emma Burns - Public Engagement – NHS Medway

SB – Suzanne Brooker - Head of Patient Experience – Medway NHS Foundation Trust

Opening of meeting

- 1. Apologies for Absence** – Apologies for absence were received from Joe Cannavina – Coordinating Team, Kamila Manik – Coordinating Team and Amanda Kenney – NHS Medway.
- 2. Declaration of interests** – None received.
- 3. Any other business**

3.1 Future Dates of Moderating Panel Meetings

SG asked whether future dates had been set for Moderating Panel meetings. JW explained that due to lack of attendance at previous meetings and lack of current issues the Moderating Panel had decided that for the very near future they would discuss and evaluate issues remotely. Face to face meetings would resume when a convenient date for all could attend and there were issues that required discussion / evaluation. It was noted that the Selection Event scheduled for 8 April 2010 may assist in recruiting new members to the panel.

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3.2 Medway Health and Well Being Strategy Consultation Event

SG informed the Team that NHS Medway would be holding the above event on 31 March 2010 of which would require LINK representation. HE agreed to attend on behalf of the LINK and feedback to the Team accordingly.

Action 1 – J. Williamson

3.3 Kent and Medway LINK Hygiene and Cleanliness in Hospitals Project

CM asked for an update on the above. ND informed the Team that the project was still going ahead however the bad weather and noro virus had meant that some visits had been cancelled and rescheduled. He confirmed that visits had taken place at the Medway Maritime Hospital and that the Dickens Ward had undergone testing as an issue around cleanliness of this ward had been brought to the attention of the Project leads.

3.4 Fire Safety Representative

Following the issue of fire safety at the Medway Maritime Hospital which the Moderating Panel had agreed to investigate, SB presented to the Team a response from Medway NHS Foundation Trust. The response confirmed that the Trust did not carry out drills in the main hospital, but have carried out a review of policy and procedures with the Fire Authority and have regular training sessions for all staff. The Trust is satisfied that their policy / procedures are sound and effective and in the event of a fire alarm being triggered, there is a 24 / 7 response team on site and the fire brigade are called if necessary.

4. Minutes of the last meeting held on 13 January 2010

4.1. Accuracy – Members agreed the minutes of meeting held 13 January 2010 as a true and accurate record with the exception of SB's title which should read 'Head of Patient Experience'.

4.2. Actions List – Members received a copy of the action list. It was agreed that JW would revisit this document to combine various actions and provide clearer definition on each subject.

Action 2: - J. Williamson

4.3. Matters arising

4.3.1 LINK Summit

JW updated members on the LINK Summit event she had attended in Guildford on 11 February 2010 confirming that she would forward to all members, a copy of the full report culminating from the event.

4.3.2 Promotional Board – Medway Maritime Hospital

It brought to the Team's attention that the LINK information board at the Medway Maritime Hospital needed updating.

Action 3: - J. Williamson

Section A. Items for decision / action

5. Information Sharing

Members agreed that information from outside sources such as NALM, NHS etc should be shared amongst the Team. It was suggested that the Medway LINK website should contain a

private folder where such information could be stored and accessed by members only. JW confirmed that this suggestion had been investigated however was not feasible due to the amount of work it would incur for administration staff. Due to the sheer amount of information received it was also not feasible for all Team members to be included within the e-mail distribution list. It was agreed that 'Information Collating / Sharing' should be a designated portfolio for a Coordinating Team member and the Selection Event would assist in recruiting such a person.

It was also discussed that there has been occasions where stakeholders have not forwarded relevant information direct to the LINK. EB confirmed that she would ensure that any information pertaining to consultations / events / service changes etc within NHS Medway would be forwarded to the LINK personally by her. JW agreed to liaise with other stakeholders, to seek the same agreement. **Action 4: - E. Burns / J. Williamson**

6. Attendance at future Coordinating Team Meeting

TH proposed that there should be occasions when Coordinating Team meetings were for members only. After discussion members agreed to this proposal in principle however it was decided that the Agenda / Meeting papers distribution / invite list should remain as is.

7. Medway LINK Project Worker Proposal

Members were presented with the above proposal and after discussion agreed that the Medway LINK should fund 50% of the joint Medway / Kent Project Worker (Neville Dack) salary, thus enabling his contract of employment to be extended until March 2011. Members also agreed that the Medway office should be closed and that 'Local Access Points' should be secured and used to maintain a local presence.

8. Attendance at forthcoming Events

8.1 Kent & Medway Suicide Prevention Strategy Consultation Event – EM was appointed by the Team as Medway LINK representative to attend the above event which is to take place on 19 March 2010, Holiday Inn Rochester, Kent, 9.30am – 12.45pm. EM agreed to feed back to members at the next meeting.

8.2 Medway Council Independence Fair – EM and RT were appointed as Medway LINK representatives to attend this event with JW which is to take place on 17 March 2010, King Charles Hotel, Brompton, Gillingham. RT agreed to attend and assist JW during the morning session and EM for the afternoon session.

9. Joint LINKs Stroke Report (Final Draft)

Members received the above Stroke Project report however felt that they could not consider the recommendations contained therein as further clarification was required. Members asked that an Executive Summary which included actions points be drawn up which would give further clarification and aid their decision. **Action 5: - J. Williamson**

10. Joint LINKs Access (Transport) to Health Services Draft Report

Members received the above report and agreed that any comment they had at this stage, would be given direct to ND.

Section B. Items for discussion

11. LINK's Work Programme

Members agreed that the LINK's Work Programme was now out of date and that they needed to look to review future work. RT confirmed that he was in the process of working a strategic plan for the LINK at its future, he had spoken with Mike Eddy, Kent LINK Governor covering the same portfolio and that he would be liaising with members CM and JG prior to finalising the document.

Action 6: - J. Williamson

12. Finance

Members agreed that the Budget Sub Committee needed to look at the LINK's financial situation with a view to producing a 'Forecast / Under spend' report for the forthcoming financial year.

Action 7: - R. Tripp, C. Murray, J. Williamson, D. Harris

13. NHS Medway 'The Medway Response to Storm Scenario' Report

Members received the above report which was produced as a result of a NHS Medway event whereby all stakeholders were asked to consider how the Trust could manage their financial down turn they would be facing. Members agreed that the report confirmed the view that the LINK and relevant stakeholders should meet and discuss how they would work together in the future.

13. Medway Council – KMN Ltd Contract Performance Management Template

Members received the newly designed Medway Council / KMN Ltd Contract Performance Management Template. No comments received except for members agreeing that the 'traffic light' system adopted clearly showed how the Host was performing.

Section C. Items for Information

16. **Diversity Monitoring Report** - Noted

17. **Website Reports** - Noted

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

- Wednesday, 7 April 2010