

*Your LINK for improving health and social care*

[www.themedwaylink.co.uk](http://www.themedwaylink.co.uk)



**Medway LINK Coordinating Team Meeting  
Wednesday, 6 May 2009  
10.30am – 12.30pm  
Mayors Parlour, Brook Theatre, Chatham**

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**Attendees:**

Jenny Gibson  
Shirley Griffiths, Facilitator  
Edward O'Neill  
Clare Murray  
Nazma Hoque

**In Attendance:**

Suzanne Brooker, Medway NHS Foundation Trust  
Nilu Chowdhury, LINK Moderating Panel  
Lyn Hinkley, LINK Mystery Shopper  
Amanda Kenney, NHS Medway  
Delores Lee, LINK Authorised Visitor  
Graham Hills, Kent & Medway Networks, LINK Development Worker  
Jane Williamson, Kent & Medway Networks, LINK Development Worker

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**1. Welcome and Apologies**

Apologies for absence were received from Joy Birdsey, Toni Lancaster and Tina Murphy.

**2. Minutes of last meeting**

The minutes of the Coordinating Team's meeting held on 1 April 2008 were **AGREED** as a correct record.

**3. Matters Arising**

There were no matters arising from the minutes of the previous meeting.

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*(Answerphone available out of office hours)*

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**4. Progress Report from LINK Development Workers, to include:**

- a) **Recruitment Update** – It was noted that there were 300 hundred registered LINK participants.
- b) **Annual Health Check Commentary** – It was noted that the LINK's commentary had now been lodged with the relevant NHS Trusts and had been posted on the LINK's website.
- c) **Appointment of moderating panel members, authorised visitors and LINK representatives on outside organisations** - It was reported that two selection panels had been held and appointments made subject to suitable references, and, in the case of authorised visitors, CRB checks.
- d) **Work Programme Development**  
There ensued a discussion about the LINK's draft work programme to be approved at the LINK's Annual Meeting, which included:
- A review of advisory services contracted by Medway Council following their 'Fair Access to Care Services' review.
  - Transport to health and social care services
  - Follow up of issues arising from the Annual Health Check
- c) **Publicity**  
Jane Williamson made a number of suggestions for developing the LINK's communications / publicity strategy, which included the use of a six week targeted radio campaign, newspaper branding, developing a new LINK leaflet and 'Medway Matters' articles. Graham Hills to arrange regular press conferences.
- 5. Programme for first Quarterly Engagement Event / Arrangements for LINK Annual General Meeting**  
The Team **AGREED** arrangements for the LINK's first quarterly event / annual meeting to be held on 3 June. Speaker topics to include:
- Tackling the 'Giants of ill-health in Medway
  - Developments in GP services in Medway
  - The personalisation agenda in social care in Medway – to include a carer's perspective.
- 6. Financial Report**  
A report of the LINK's expenditure for the period to 30 April 2009 was tabled, together with proposal for dealing with the LINK's under spend. The Team **AGREED** in principle with the proposals for dealing with the under spend.
- 7. Parkinson Disease Stakeholders Event**  
The Team received a report from Jenny Gibson of the above event held on 29 January 2009.

- 8. NALM Conference**  
The Team received a report from Gill Purnell and Sheikh Naseer on their attendance at the National Association of LINK Members (NALM) held on 2 April.
- 9. Process for deciding who should attend future Conferences / Events**  
The Team **AGREED** that every attempt should be made to ensure fair representation from LINK Participants and Team members at such events. With regard to LINK representation on outside organisations, it was noted that LINK participants would be asked at the Annual Meeting to agree a process. In this context Jane Williamson **AGREED** to contact relevant NHS Trusts and Medway Council in order to ascertain which of their commissioning and service development groups the LINK should be represented on in order that LINK participants' activities can result in appropriate service change.
- 10. Any other business**  
Graham Hills tabled a letter from Sara Warner, Head of Engagement, NHS South East Coast in which she introduced herself and the work of her Authority.
- 11. Date of Next Coordinating Team Meeting**  
Wednesday, 1 July April 2009 – 10.30am to 12.30pm  
The Mayors Parlour, Brook Theatre, Chatham.