



ATTACHMENT A

Medway LINK Coordinating Team Meeting

Wednesday, 27 October 2009

2.00pm – 4.00pm

Cavalier Suite, King Charles Hotel, Brompton Road, Gillingham, Kent, ME7 5QT.

Attendees: Shirley Griffiths
Edward O'Neill
Clare Murray

In Attendance: Suzanne Brooker, Medway NHS Foundation Trust
Fiona Gayle, NHS Medway
Janet Lloyd, Kent & Medway NHS Social Care Partnership Trust
Kaz Macklin, Medway Council
Graham Hills, Kent & Medway Networks, LINK Development Worker
Jane Williamson, Kent & Medway Networks, LINK Development Worker

1. Welcome and Apologies

Apologies for absence were received from Amanda Kenney, NHS Medway.

2. Minutes of last meeting

The minutes of the Coordinating Team's meeting held on Wednesday, 2 September 2009 were **AGREED** as a correct record.

3. Minutes of Moderating Panel's Meeting held on Thursday, 1 October 2009

Members noted the minutes of the Moderating Panel's meeting held on 1 October 2009. Graham Hills explained that Attachment B was a summary of the issues that the Moderating Panel were currently working on but a full brief of each individual issue could be obtained from the Host central administration office should any member of the Team wish to see them. He also explained at what stage each issue was at and further action that needed taking. Regarding issue 010 Graham Hills requested a copy of Medway NHS Foundation Trust Discharge Procedures, Suzanne Brooker agreed to forward a copy.

ACTION

Regarding issue 009 Janet Lloyd explained that the Kent & Medway NHS Social Care Partnership Trust currently run an Expert Patient Programme for those patients suffering chronic conditions, wish may be of interest to those participants currently looking for

various support networks throughout Kent. Jane Williamson agreed to ascertain further information on this Programme and report back to participants via the Medway LINK Bulletin.

ACTION

Clare Murray informed the Team that there was a current CAHMS Consultation being undertaken that she felt Medway LINK participants should contribute to. Both Graham Hills and Jane Williamson confirmed that they were not aware of such a consultation. Fiona Gayle agreed to investigate and provide feedback.

ACTION

Clare Murray referred to a discussion that had taken place at a recent Medway Council Overview & Scrutiny Committee meeting regarding the closure of the Child Development Centre, The Sanderson Unit at Medway Maritime Hospital. She stressed this had affected some 10,000 children and urged the LINK to seek further information from Martin Riley from NHS Medway.

ACTION

At this point of the meeting, though not an agenda item, Janet Lloyd confirmed that she would be seeking a Trust Non Executive Director to attend future Coordinating Team meetings. This person would act as the liaison between the LINK and Trust.

ACTION

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

a) Arrangements for Coordinating Team Selection Event – Graham Hills updated the Team on the recent selection event that took place on Monday, 5 September 2009. He confirmed that another advertising campaign would take place with a view to recruiting more members to the Moderating Panel.

b) Recruitment Update – It was noted that there were now to date, 392 registered LINK participants of whom 320 were individuals and 72 organisations.

c) Work Programme Development

There ensued a discussion about the LINK's work programme, which included:

Item No. 2 - Confirmation that it would be a joint project with the Kent LINK

Item No. 3 – Confirmation from Kaz Macklin that a meeting between the company commissioned to provide the questionnaires and Medway Council was to take place on 5 November 2009.

Item No. 4 – Confirmation that the Care Quality Commission wanted to provide feedback to LINK participants on the Commentary submitted. Graham Hills confirmed that a meeting would be arranged and all those participants who had contributed to the Commentary would be invited.

d) Training Programme for LINK Visitors – Jane Williamson confirmed that the second 'Enter & View' Training for Medway LINK Authorised Visitors was held on 23 September 2009 and 30 September 2009. It was noted that no Authorised Visitors would not become fully authorised until they had undergone the training.

- e) **Publicity**
Jane Williamson gave an update on publicity opportunities sourced and used on behalf of the LINK. Members received a copy of the article regarding the Mystery Shopping project recently placed in the Strategic Health Authority Bulletin.
- f) **Community Engagement** – It was agreed that the next Community Engagement Event would take place in February and would concentrate on services available in Medway for young people.
5. **Financial Report**
A report of the LINK's expenditure for the period to 30 September 2009 was tabled.
6. **Diversity Monitoring Report**
Noted – Nothing further added.
7. **Website Report**
Noted – Nothing further added.
8. **Proposal to Sponsor Health Action Charity Organisation Conference Update**
Jane Williamson confirmed that the £500 donated by the LINK to support the above had been used by HACO to purchase 'Conference Bags' which displayed the Medway LINK logo and contact details.
9. **Performance Review of Host – 24 September 2009**
Members noted the Medway LINK Progress Report July 2009 – September 2009, prepared by the Host and submitted to Medway Council, which formed part of their Performance Review held on 24 September 2009.
10. **Patient, Community & Public Involvement Group at NHS Medway and the Medway LINK**
Members were informed that a meeting was to be held between the Host officers and members of the current NHS Medway Patient, Community & Public Involvement Group on 9 December 2009. The purpose of the meeting was to discuss the options contained within Attachment J.
11. **Date of Next Coordinating Team Meeting**
Due to selection of new member to the Coordinating Team and date for their next meeting could not be set.