



**Draft notes of meeting of the Medway LINK Moderating Panel  
held on Thursday, 16 July 2009 from 1.30pm – 4.00pm  
at The Mayor's Parlour, Brook Theatre, Chatham, ME4 4SE**

**Present:**

Naseer Ahmad  
Mary Butcher  
Ian Stingmore

**In Attendance:**

Graham Hills, Kent & Medway Networks

**1 Apologies for Absence**

Apologies for absence were received from David Goddard.

**2 Arrangements for facilitating meeting**

It was **AGREED** that Graham Hills facilitate the meeting.

**3 Declarations of Interest**

There were no declarations of interest in relation to items on the agenda.

It was **AGREED** that the declaration of interest forms be circulated to all panel members. Those present **AGREED** to share their contact details. **ACTION: Jane Williamson**

**4 Consultation on the Panel decision making model**

The Panel **AGREED** a paper for consultation with LINK participants on the above matter, subject to the views of other panel members being sought before distribution. The consultation period be set to end on 31 August 2009. **ACTION: Graham Hills**

**5 Discussion on the application of decision making criteria**

The Panel had a discussion on the elements of the decision making criteria around the meaning of 'Structured' and 'Unstructured' evidence. A list is attached which will be added to over time.

**6 Referrals**

ID 001

The Panel received a reply from Medway NHS Foundation Trust dated 19 June 2009, a copy of which is attached to the minutes.

After discussion, the Panel **AGREED** the following actions:

**Central Office**

KMN, Unit 24 Folkestone Enterprise Centre,  
Shearway Road, Folkestone, Kent, CT19 4RH

Tel: 01303 297050

E-mail: [info@kmn-ltd.co.uk](mailto:info@kmn-ltd.co.uk)

Office Hours: Monday – Friday 8.30am - 4.00pm

**Local Office**

The Medway LINK, Avenue Business Centre,  
17 New Road Avenue, Chatham, Kent, ME4 6BA

Tel: 01634 821135

E-mail: [info@kmn-ltd.co.uk](mailto:info@kmn-ltd.co.uk)

Office Hours: Monday – Thursday 8.30am – 4.00pm

(Answerphone available out of office hours)

- That an 'Authorised' LINK visitor, together with the participant that raised the issue, visit the Medway Maritime Hospital to meet with the Health and Safety / Fire Manager and Security / Car Parking Manager to:
  - Further examine the procedure to be followed in such events and the awareness of staff / volunteers of the procedures
  - To elicit the Trust's procedure for enforcing its 'no-smoking policy'
  - The arrangements for advising the public of such emergencies, eg through a public address system
  - Ascertain how the Fire Response Team functions and its composition
  - How staff and the public are made aware of the fire evacuation procedure.

**ACTION: Graham Hills**

### ID 002

The Panel received further observations from the referrer, a copy of which is attached to the minutes. It was **AGREED** that this information be forwarded to the Medway NHS Foundation Trust.

**ACTION: Graham Hills**

## **7 Template**

The Panel **AGREED** that the following information would be required when considering an issue:

- Headline / short title
- ID number – to preserve anonymity of referrer
- Nature of interest / locus / involvement with the issue(s)
- Is the issue currently the subject of investigation through a complaint or other inquiry?
- Whether LINK participant / LINK Development Worker / Coordinating Team / member of public
- If organisation, provide name and remit of that organisation
- Date of referral
- Summary of issue (no more than 100 words)
- Detailed account
- What expectation does the person raising the issue have of the LINK, ie what does that person want the LINK to do / what action does it want it to take
- What evidence does the referrer have to support the case they are putting for the LINK to take action? List evidence and sources
- Is there a timescale / deadline affecting this issue, eg closure of a unit, change of service, a particular urgency?
- Is this issue being dealt with by somebody else? If some action has already been taken by the referrer, please say what that is
- Who is affected by this issue?
- How are they affected?
- When did it arise?

## **8 Date of next meeting**

It was **AGREED** that Panel members be canvassed on a date for the next meeting towards the end of August / beginning of September, but before 5 September 2009.