

**Notes of meeting of the Medway LINK Moderating Panel
held on Thursday, 25 June 2009 from 1.30pm – 4.00pm
at The Mayor's Parlour, Brook Theatre, Chatham, Kent ME4 4SE**

Present:

David Goddard
Naseer Ahmad
Nilu Chowdury

In Attendance:

Graham Hills, LINK Development
Jane Williamson, LINK Development
Ellie Williamson, Work Placement Scheme

1 Apologies for Absence

Apologies for absence were received from Lyn Bruce, Mary Butcher and Ian Stingmore.

2 Arrangements for facilitating meeting

It was **AGREED** that Graham Hills facilitate the meeting. Regarding future facilitation, it was **AGREED** that the panel should, when they feel appropriate, choose one of their number to facilitate their own meetings.

It was also **AGREED** that at least four panel members must be in favour of an action for it to be approved and that a quorum of the panel should constitute four panellists.

3 Declarations of Interest

It was noted that at all meetings panel members must declare any interest that they may have in relation to any items on the agenda. Kent & Medway Networks Ltd, the support organisation for the Medway LINK, shall maintain a register of panel members' interests which shall be open for members of the public to inspect. It was **AGREED** that a Declaration of Interest form would be circulated to Panel members to complete at their next meeting. This form was in the process of being approved by the Medway LINK's Coordinating Team.

ACTION: Jane Williamson

4 Panel's Terms of reference

The Panel noted their terms of reference and the changes made at the LINK's Annual meeting in relation the Coordinating Teams relationship with the Moderating Panel, with particular regard to those matters which fail to be decided by the Coordinating Team.

Central Office

KMN, Unit 24 Folkestone Enterprise Centre,
Shearway Road, Folkestone, Kent, CT19 4RH
Tel: 01303 297050
E-mail: 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
Office Hours: Monday – Thursday 8.30am – 4.00pm

It was **AGREED** that a revised terms of reference, incorporating the changes made at the Annual Meeting, be circulated to panel members.

ACTION: Brenda O'Neill

5 Methods of working

5.1 Communication needs

The Panel **AGREED** to share their contact details and that the contact list presented to them would suffice. All agreed that they were content with receiving documents via e-mail, however, any large documents that required printing could be obtained in hard copy from the Kent & Medway Networks' Folkestone office. Panel members were advised that both Medway LINK Development Workers' contact details and Kent & Medway Networks' Folkestone office contact details were contained within their information pack.

5.2 Meetings

5.2.1 Panel members **AGREED** that in the early stages they felt it necessary to meet face to face on a regular basis. The frequency of meetings was to be decided at the next meeting when it was hoped that all panel members would be in attendance.

5.2.2 Panel members **AGREED** that the Mayor's Parlour was a good location to meet and the next meeting, scheduled for Thursday, 16 July 2009 at 10.00am would be held there.

6 Evaluation process

The Panel were presented with a paper which detailed the Evaluation Criteria / Scoring System. It was **AGREED** that at the next meeting Panel members would discuss this further, particularly with regard to the examples given of possible ways of disposing of issues, e.g. referring to a Citizen Jury.

ACTION: Graham Hills

7 Interim decision making arrangements

The Panel proceeded to consider a referral (ID 001) using the decision making criteria. The referrer had called on the LINK to review the fire safety procedures and "No smoking" policies at Medway Maritime Hospital. – a copy of the referral is attached.

In arriving at their decision the Panel took into account the following factors:

- Panellists' individual scores were sufficiently high to warrant, in their opinion, urgent action being taken by the LINK.

Panellists considered a number of possible actions and **AGREED**:

- a. That a letter be sent urgently to Medway NHS Foundation Trust calling for comment on the observations made by the referrer both in respect of the allegations concerning staff reaction to the incident and the smoking issue.
- b. That in view of the seriousness of the allegations a copy of the letter be sent to the Care Quality Commission and Health and Safety Executive.
- c. That the Trust be requested to invite the LINK to the Hospital and show its representatives the procedures in place for dealing with such a fire evacuation – the LINK participant concerned also to be invited to such a meeting.

The Panel proceeded to consider a second referral (ID 002) using the decision making criteria which had been received from a Medway LINK participant. The referrer called on the LINK to review the availability of wheelchairs at the Medway Maritime Hospital. A copy of the referral is attached.

In arriving at their decision the Panel took into account the following factors:

- Panellists' individual scores were sufficiently high to warrant, in their opinion, action being taken by the LINK.
- Medway NHS Foundation Trust were currently reviewing access to and the number of wheelchairs / quality available with a small group of users, volunteers, and the portering staff with a view to improving the accessibility and the purchasing of new wheelchairs to meet the demand.

Panellists considered a number of possible actions and **AGREED**:

- a. That a letter be sent to Medway NHS Foundation Trust enquiring when the current review that was being undertaken by the Trust would be complete.

8 Date of next meeting

It was **AGREED** that the next Moderating Panel meeting would be held on Thursday, 16 July 2009 at 10.00am, The Mayor's Parlour, Brook Theatre, Chatham, Kent, ME4 4SE.