

1 December 2008

Medway LINK Coordinating Team

You are invited to the Medway LINK Coordinating Team meeting
to be held at 2.00pm – 4.00pm on Monday, 8 December 2008
at the new Board Room, Post Graduate Centre, Medway Maritime Hospital,
Windmill Road, Gillingham, ME7 5NY
(map enclosed)

Agenda

1. Welcome, introductions and apologies
2. Minutes of previous meeting held on 19 November 2008 – **Attachment A**
3. Matters arising
4. Preparation for The Medway LINK launch:
 - a) Draft programme for LINK Launch event on Wednesday, 7 January 2009 from 1.00 - 4.00pm Queens Hall, Corn Exchange, Rochester, ME1 1LS **(Enclosed: Programme, Workshops and Purpose of the Event)**
 - b) Summary to the LINK's strategies and governance framework **(Enclosed)**
 - c) Second draft Community Engagement Strategy **(Enclosed)**
 - d) Second draft Governance framework **(Enclosed)**
 - e) Second draft Diversity and Equality Policy **(Enclosed)**
 - f) Second draft Communications and Publicity Strategy **(Enclosed)**
6. Any other business
7. Date of upcoming LINK Coordinating Team meetings – to be agreed

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