

28 January 2009

Medway LINK Coordinating Team

You are invited to the Medway LINK Coordinating Team meeting to be held at 2.00pm – 4.00pm on Wednesday, 4 February 2009 at the Mayor's Parlour, The Brook Theatre, Old Town Hall, Chatham, ME4 4SE (map enclosed)

Agenda

1. To agree a Facilitator for the meeting
2. Apologies and introductions and to receive letter from David Haymes **(Graham Hills)**
(Attached 1)
3. Minutes of the last meeting held on 8 December 2008 **(Attached 2)**
4. Community engagement and to approve programme for 2009 / 10 **(Jane Williamson)**
(Attached 3)
5. Governance issues **(Brenda O'Neill)**
 - 5.1 To note a process for filling vacancies on the LINK Coordinating Team, as per the LINK's Governance Framework
 - 5.2 To note a process for appointing a Facilitator to the Group, as per the LINK's Governance Framework
 - 5.3 To agree a process for appointing the LINK's Moderating Panel **(Attached 4)**
 - 5.4 To agree a process for appointing a panel of authorised visitors for the Medway LINK **(Attached 5)**
 - 5.5 To agree a process for appointing LINK representatives on external bodies **(Attached 6)**

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Local Office Page 1 of 2
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- 5.6 Relationship with Medway Council's Overview and Scrutiny Committee structure
(To Follow)
- 5.7 Medway LINK Launch Interim Report
(Brenda O'Neill)
(Attached 7)
- 6. Work Programme
(Graham Hills)
 - 6.1 To approve draft work programme actions, including the setting up of project groups
(Attached 8)
 - 6.2 Update on Health Check project
 - 6.3 Update on Children and Families project
 - 6.4 Recruitment of new LINK Participants
- 7. Publicity update
(Jane Williamson)
- 8. Finance: to note LINK's income and expenditure for the period to 31 December 2008
(Jane Williamson)
(Attached 9 & 10)
- 9. Performance review of Host contract – arrangements for 360 degree review
(Brenda O'Neill)
- 10. Reports from Team members on their attendance at meetings of statutory and other stakeholders
(All Coordinating Team Members)
- 11. Medway Learning Disability Partnership Board
(Shirley Griffiths)
- 12. Date of next meeting