

Medway LINK Coordinating Team Meeting
Monday, 8 December 2008
2.00pm – 4.00pm
New Board Room, Post Graduate Centre, Medway Maritime Hospital,
Windmill Road, Gillingham, ME7 5NY

Attendees: Joy Birdsey
Jenny Gibson
Shirley Griffiths
David Haymes (Facilitator)
Toni Lancaster
Tina Murphy
Edward O'Neill

Also in attendance:

Suzanne Brooker, Medway NHS Foundation Trust
Graham Hills, Kent and Medway Networks
Genette Laws, Medway Council
Brenda O'Neill, Kent and Medway Networks
Jane Williamson, Kent and Medway Networks

Apologies:

Kim Eaglestone, Clare Murray and Anne Whybrow

1. Introduction

It was **AGREED** that in future “Any other business” items should be notified to the Facilitator prior to the commencement of the meeting.

2. Minutes

Subject to the correction of the spelling of Bobbie Taiano's name and that of Charles Osaghae and rewording minute no.4i to “A report on the LINK's budgetary position was tabled”, the minutes of the Coordinating Team's meeting held on 8 December 2008 were confirmed as a correct record.

3. Matters Arising

There were no matters arising from the minutes of the previous meeting.

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

4. Preparation for the Medway LINK launch

The Team **AGREED**, subject to the following amendments and actions being taken, that the following documents be presented to the LINK at its intended launch to be held on 7 January 2009.

a. Draft programme for LINK launch, including purpose of event and workshops

Team members to receive appropriate briefings.

b. Summary to the LINK's strategies and governance framework

c. Second draft Community Engagement Strategy

- i. Page 3 - amend sentence to read: "It is those individuals, community groups or voluntary organisations that join as 'participants'".
- ii. Page 3 - under the list of things a LINK participant will be able to do, include: "An organisation could facilitate a discussion".
- iii. Page 7 - Under community engagement events include "Gillingham / Rainham".
- iv. Page 8 - it was decided not to set a target for reaching black and minority ethnic groups since the strategy aimed at participants in the LINK reflecting the demography of Medway.

d. Second Governance framework

- i. Page 5 - Section 1.2 amend sentence to read "Equality, good communication and inclusiveness are key to the operation of the LINK".
- ii. Page 13 - the roles of Coordinating Team members were confirmed. Graham Hills to contact Clare Murray and Anne Whybrow to inform them of their prescribed roles. It was emphasised that assuming these roles did not mean that the member concerned had to perform these functions or that it excluded other members taking an interest in a topic in that area. Instead it meant the member concerned was expected to take a lead in the area concerned and would work with the "host" on these matters.
- iii. Page 15 - it was confirmed that there would be a protocol for the LINK to discharge its "enter and view function" and that providers of services likely to be affected would be consulted on such arrangements. Graham Hills to provide Genette Laws with guidance issued to Patient and Public Involvement Forums and that from the Centre for Involvement in respect of visiting rights.

e. Second draft Diversity and Equality Policy

- i. Page 3 - delete reference to "Kent" inset "Medway".

f. Second draft Communications and Publicity Strategy

5. Any other business

a. Learning disability group

Shirley Griffiths had requested Host to make contact with a person who was interested in setting up a learning disability support group. It was **AGREED** that Graham Hills pursue this matter and report on the advice given.

6. Future meeting arrangements

It was **AGREED** that for the next year Coordinating Team meetings take place on the first Wednesday of the month between 2.00pm and 4.00pm. The first meeting under these new arrangements of the Coordinating Team would be held on Wednesday, 4 February 2009.