



Attachment A

**Medway LINK Coordinating Team Meeting
Wednesday, 4 February 2009
2.00pm – 4.00pm
Mayor's Parlour, The Brook Theatre, Old Town Hall,
Chatham, ME4 4SE**

Attendees: Joy Birdsey
Jenny Gibson
Shirley Griffiths
Edward O'Neill

In Attendance: Suzanne Brooker, Medway NHS Foundation Trust
Graham Hills, Kent & Medway Networks, LINK Development Worker
Brenda O'Neill, Kent & Medway Networks
Jane Williamson, Kent & Medway Networks, LINK Development Worker

1. To agree a Facilitator for the Meeting

It was **AGREED** that member Shirley Griffiths would facilitate the meeting.

2. Apologies and introductions and to receive letter from David Haymes

Apologies for absences were received from Kim Eaglestone, Barry Clout, Clare Murray and Martin Featherstone.

Members received a letter from David Haymes confirming his resignation from the Medway LINK with immediate effect. It was **AGREED** that a letter of acknowledgement and thanks should be sent to him on behalf of the Medway LINK. It was also **AGREED** that a letter of thanks should be sent to David Elks, former member of the Steering Group along with an invite to future Coordinating Team Meetings.

Action: G. Hills

3. Minutes of last meeting held on 8 December 2008

The minutes of the Coordinating Team's meeting held on 8 December 2008 were **AGREED** as a correct record with no matters arising.

4. Community Engagement and to approve programme for 2009 / 2010

Members approved the draft 'Meeting, Training and Community Engagement Events Programme 2009' which was presented to them. It was noted and **AGREED** that the Medway LINK should be represented at Grain Fete, Rochester Dickens Festival and Cossington Park Event and that Development Workers would make enquiries as to booking a place for each of these events.

Action: J. Williamson

Members were informed of the following Community Engagement Events being organised and hosted by Medway Ethnic Minority Forum and the Medway LINK:

'Black is Beautiful' – An event to celebrate women of colour
4.00pm – 7.00pm Saturday, 28 February 2009
The Sunlight Centre, Richmond Road, Gillingham

Eastern European Women's Day
3.00pm – 6.00pm Saturday, 7 March 2009
Christchurch, Luton Road, Chatham, Kent

'Be Yourself' – Event for South East Asian Women
2.30pm – 5.30pm Saturday, 21 March 2009
New Brompton College, Marlborough Road, Gillingham

It was agreed that Shirley Griffiths, Joy Birdsey and Jenny Gibson would assist the Development Workers in promoting the Medway LINK at all three events.

Jane Williamson updated the Team on the Community Engagement Event in the Hempstead Valley Shopping Centre, confirming that the date had now changed and the Medway LINK stand would be in the centre from Monday 16 March – Friday 20 March. As the stand needed to be manned at all times the Coordinating Team agreed that Project Money could be used to fund manpower.

Jane Williamson confirmed that she was still waiting confirmation from the Pentagon Centre on both prices and dates for which the Medway LINK could have a Community Engagement stand.

All members present agreed to assist in manning the stand and it was agreed that once dates had been finalised a rota system would be drawn up to ensure that both events were covered adequately.

Discussions took place regarding the Medway LINK Participants Quarterly Events and Annual General Meeting. The following was **AGREED**:

1st LINKs Participants Quarterly Event

Venue: Corn Exchange, Rochester
Time: 1.00pm – 4.00pm
Proposed Dates: 30 / 31 March, 6 / 8 April 2009

2nd LINKs Participants Quarterly Event / Coordinating Team Meeting

Venue: To be confirmed but within the Gillingham / Rainham Area
Time: 10.00am – 1.00pm
Confirmed Date: Wednesday, 1 July 2009

It was decided that the Coordinating Team meeting should follow this event and will be held at the same venue from 2.00pm – 4.00pm.

3rd LINKs Participants Quarterly Event / Coordinating Team Meeting

Venue: To be confirmed but within the Chatham Area
Time: 10.00am – 1.00pm
Confirmed Date: Wednesday, 7 October 2009

It was decided that the Coordinating Team meeting should follow this event and will be held at the same venue from 2.00pm – 4.00pm.

LINKs Annual General Meeting

Venue: Corn Exchange, Rochester
Time: 2.00pm – 4.00pm
Proposed Dates: 13 / 14 / 18 / 19 / 20 May 2009

Development Workers agreed to source venues within the chosen areas that were accessible by public transport, provided refreshments and were fully DDA Compliant.

Members were informed that the Medway LINK were now members of the Medway CVS, their February Newsletter had been issued which highlighted future Training Events that were open to members. It was agreed that the Newsletter would be distributed to all members and any training events they wished to attend would be arranged by Development Workers.

Action: Jane Williamson

5. Governance Issues

5.1 To note a process for filling vacancies on the LINK Coordinating Team, as per the LINK's Governance Framework.

Members were informed that correspondence had been sent to those former members of the Steering Group seeking their involvement in the Coordinating Team. Jane Williamson confirmed that she had received responses from Nazma Hoque who had agreed to undertake the role of Project Management alongside Toni Lancaster and James Dada who was unable to contribute at present due to ill health. It was agreed further correspondence should be sent to those who had not responded requesting they do so within the time frame stipulated otherwise it would be presumed they no longer wished to become involved.

Action: Jane Williamson

It was **AGREED** that the vacancies that existed within the Coordinating Team would be put out to advert to existing LINK participants, local media and KMN database.

Action: Jane Williamson

5.2 To note a process for appointing a Facilitator to the Group, as per the LINK's Governance Framework

It was decided that Shirley Griffiths would facilitate the meeting. It was **AGREED** that the facilitator's role and other vacancies within the Coordinating Team will be advertised.

Action: Jane Williamson

5.3 To agree a process for appointing the LINK's Moderating Panel

The Coordinating Team were presented with a proposal for establishing a Medway LINK Moderating Panel made up of the following three components:

1. The role of the Moderating Panel
2. Moderating Panel will comprise nine members
3. Person Specification for the role of a Moderating Panel Member

All three components were **AGREED** and it was **AGREED** that the Host should now go to advert as above.

Action: Jane Williamson / Graham Hills

5.4 To agree a process for appointing a panel of authorised visitors for the Medway LINK

The Coordinating Team were presented with a proposal for establishing a Medway LINK Panel of Authorised Visitors. All elements of the proposal were **AGREED** subject to the following:

No. 9 Include the wording 'before undertaking a visit or review and participate in ongoing training'.

No. 10 Remove and include within Visiting Protocol document to follow.

No. 11 Agreed however flow chart showing reporting mechanisms needed to be implemented.

Action: Brenda O'Neill

5.5 To agree a process for appointing LINK representatives on external bodies

The Coordinating Team were presented with a proposal for establishing a Medway LINK panel of Representatives on external bodies. All components were **AGREED** with the exception of No. 8 which is to be removed and included within a Protocol to follow.

Action: Brenda O'Neill

5.6 Relationship with Medway Council's Overview and Scrutiny Committee Structure

Graham Hills updated the Coordinating Team of correspondence received from

the Medway Overview and Scrutiny Committee (OSC) requesting the Medway LINK to report to them on LINKs Progress. Due to the nature of the contents of the Medway OSC letter, it was **AGREED** that the draft letter presented to the Coordinating Team in response to the above would be sent to Stephanie Goad. It was also agreed that Graham Hills would attend the next meeting.

Action: Graham Hills

5.7 Medway LINK Launch Interim Report

The Coordinating Team were presented with an Interim Report culminating the Medway LINK Launch. Brenda O'Neill informed members that feedback from attendees had been very positive and participation had increased by 41 following the event. It was **AGREED** that photos taken during the event would be sent to members of the Coordinating Team.

Action: Jane Williamson

6. Work Programme

At the LINK Launch invitees were presented with an initial draft Medway LINK Work Programme, they were invited to prioritise issues and taking these into account the following projects were identified for the first work programme and were presented to the Coordinating Team for their agreement:

- Ambulance / Transport Services
- General Health and Wellbeing
- Hospital Services
- Primary Care
- Social Care in the Community
- Social Care in Residential Settings
- User Groups

Members **AGREED** to all recommendations within the report.

Graham Hills also updated members on the Annual Healthcare Check Medway LINK commentary and **AGREED** to put forward a project proposal to the Team for agreement.

Action: Graham Hills

7. Publicity Update

Jane Williamson updated the Team on recent publicity confirming that contact cards were now available and that the approved Medway LINK publicity article was going to be sent to all voluntary / community organisations requesting publication within their newsletters etc.

8. Finance

The Coordinating Team received both Medway LINK Income and Medway LINK

Expenditure reports up to 27 January 2009.

9. Performance Review of Host Contract – arrangements for 360 degree review

Brenda O'Neill updated the Team on Performance Review of Host Contract confirming that Performance Indicators had been set and that a Performance Review meeting was in the process of being arranged with Medway Council.

10. Reports from Team Members on their attendance at meetings of statutory and other stakeholders

Edward O'Neill and Shirley Griffiths reported on the Medway Overview and Scrutiny Annual Healthcare Check Committee that they had been involved in. It was **AGREED** that in future only one LINK representative was required and this was to be Shirley Griffiths.

Jenny Gibson reported on a recent Parkinson Disease Conference she had attended confirming that a full report would follow.

Action: Jenny Gibson

Joy Birdsey reported on the Patient Experience Feeding Programme currently being undertaken by the Medway NHS Trust. The programme was to involve volunteers feeding patients. Joy Birdsey expressed concerns regarding volunteers being able to undertake such tasks with Suzanne Brooker confirming that any volunteer would undergo a full training exercise prior to taking part.

11. Medway Learning Disability Partnership Board

Shirley Griffiths reported on the above confirming that she felt that the Board were not being as open and transparent as they should be.

12. Date of Next Meeting

Wednesday, 4 March 2009 – 2.00pm – 4.00pm

The Mayor's Parlour, The Brook Theatre, Old Town Hall, Chatham, ME4 4SE

13. Any Other Business

Suzanne Brooker, Medway NHS Trust informed the Team that the Trust was looking for lay representatives to sit on their Infection Control Committee. It was **AGREED** that when recruiting participants to the Panel of Authorised Representatives on External Bodies, this project would be borne in mind.