



**ATTACHMENT A**

**Draft minutes of a meeting of the Medway LINK  
held on Thursday, 10 December 2009 1.00pm – 3.00pm  
Conference Room, The Brook Theatre, The Old Town Hall, Chatham, ME4 4SE**

**Present:**

DH - David Harris – Facilitator	JG - Joe Cannavina (Giuseppe)	HE - Hans Eigenwillig
TH - Terence Horobin	KM - Kamila Manik	SG - Shirley Griffiths
CM - Clare Murray	RT- Richard Tripp	

**Also present:**

JW - Jane Williamson	- Development Worker, Medway LINK
GH - Graham Hills	- Development Worker, Medway LINK
ND - Neville Dack	- Project Worker, Medway LINK
BN - Brenda O'Neill	- Contract Management, Kent & Medway Networks Ltd
AK - Amanda Kenney	- Public Engagement – NHS Medway
FG - Fiona Gaylor	- Public Engagement – NHS Medway

1. **Apologies for Absence** were received from Edwina Morris - Coordinating Team, Kaz Macklin – Medway Council, Suzanne Brooker - Medway NHS Foundation Trust.

**Part 1 – Facilitated by Brenda O'Neill**

BN opened Part 1 of the meeting allowing all present to introduce themselves and their roles. The purpose of Part 1 of the meeting was to provide new members the opportunity of learning more about their roles, however it was agreed that due to the length of the business agenda, this would take place on another occasion. It was agreed that the meeting scheduled for 3 February 2010 would commence at 9.30am, finish at 2.30pm and would be in two sessions – am – training, pm – business meeting.

**Action: Brenda O'Neill**

BN informed members that a joint Kent LINK and Medway LINK Summit was to be held in February 2010. All stakeholders were to be invited and the purpose of the event was to highlight the remit of both LINKs and form stronger relationships between the LINK and commissioners / providers.

[Secretary Note: Immediately following the meeting notice was received of a regional summit being hosted by STHA on 11 February 2010 in Guildford. With this having similar objectives to that being held in Kent and Medway, plans for such an event in Kent and Medway are on hold.]

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Members were each given a file which contained the Medway LINK's Terms of Reference along with the various Medway LINK strategies. KM requested that she personally look and comment on the Medway LINK Diversity Strategy. Members agreed and with this mind it was also agreed that each individual member should peruse the strategy that pertained to their appointed roles and comment where they felt necessary. FG requested a copy of the file in order that NHS Medway was aware of the LINKs Terms of Reference / Strategies. JW agreed to forward.

**Action 1: All Members / Jane Williamson**

AK advised that NHS Medway had also produced a Diversity Strategy that may be of interest to the LINK. She confirmed that Marge Harris was the person KM should liaise with. JW advised that Medway NHS Foundation Trust has recently appointed Melanie Lees, Diversity Manager, who was responsible for producing the Trust's Diversity Policy. JW agreed to forward contact details of both Diversity Manager's to KM.

**Action 2 : Jane Williamson**

JW confirmed that she would liaise with AK regarding setting a date for Coordinating Team Members / NHS Medway Staff Structure Induction Day.

**Action 3: Jane Williamson**

Part 1 of the meeting closed with BN listing the items to be included in the forthcoming training session.

<b>Part 2 – Facilitated by David Harris</b>
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It was agreed that the business meeting should commence with item 11. Any Other Business. Discussions regarding the length of agenda and distribution of papers took place. Members agreed the following:

- Agenda should be set at a realistic level to ensure that there was sufficient time at each meeting to discuss each item.
- Agenda and all additional meeting papers (where possible) should be distributed prior to the meeting to ensure that Coordinating Team members had adequate time to read / comment.
- Agenda items should be either marked A) Item for Decision, B) Item for Discussion or C) For information only, thus enabling Facilitator to prioritise agenda items.
- 'Matters Arising' should be a standing agenda item.
- Members should be allowed the opportunity to contribute to future agendas.
- Action Points on any minutes should be numbered.
- Minutes should state initials rather than full name.

**11. Any Other Business**

**a) NHS Medway Commission for Quality and Innovation (CQUIN) Target**

AK presented to members information pertaining to the above explaining that NHS Medway was currently considering reviewing the following:

- Delayed discharges
- Outpatient appointment cancellations
- Smoking
- Patient involvement
- Pathway and prevention

They would like to work with LINKs in order to establish if there were any other areas from any patient surveys that LINKs would like to suggest for a CQUIN. Suggestions for inclusions needed to be easily measurable. It was noted that all Medway LINK participants should be given the opportunity of putting forward suggestions. In order that participants would easily be able to understand CQUIN targets, AK agreed to forward a short paragraph to JW which would be included within the Medway LINK bulletin and website.

Following the above members discussed how best they could work with NHS Medway in the future. It was agreed that all correspondence from the LINK should be sent direct to AK for relevant distribution. This would enable AK to track and monitor any LINK request and ensure that responses were sent within the appropriate timescales. It was also agreed that AK should draft a 'Ways of Working' protocol between NHS Medway and Medway LINK which would be put to members for their consideration.

**Action 4: Amanda Kenney / Jane Williamson**

b) **Draft Protocol – Medway Council Overview & Scrutiny Committees (OSC's) / Medway LINK**

JW presented to members a draft protocol between the above on how referrals from the LINK should be submitted to the OSC's. She explained that the protocol had been drafted and a series of Workshops held between the parties and members now needed to agree the protocol before it being finally submitted to the OSC's in January for formal sign off. Members agreed that any comments / amendments / inclusions should be submitted to JW by 16 December 2009 latest and no response would be mean no further comment.

**Action 5: Jane Williamson**

2. **To confirm as a correct record the minutes of previous meeting held Wednesday, 27 October 2009**

Members agreed the minutes of meeting held Wednesday, 27 October 2009 with the exception of the incorrect name which should read 'Gaylor' – Noted.

**Action 6: Jane Williamson**

3. **Medway LINK Groups**

3.1 **Moderating Panel – Restorative Justice in Prisons.**

After discussion members agreed that this was a request for funding for further research and therefore did not fall within the LINK remit. GH agreed to inform the appropriate parties.

## **Action 7: Graham Hills**

### **3.2 To note the list of LINK 'Authorised' Visitors**

Noted - It was questioned why a Coordinating Team member was recorded has also being an 'Authorised' visitor. GH explained that certain team members had dual roles such as this and that in order for other team members to have the same opportunity the Medway LINK Governance needed amending.

## **4. LINK's Work Programme**

### **4.1 Update of Programme 2009 / 2010**

Members received a full update on all Work Programme items including the progress being made on the joint Kent and Medway LINKs Project – Hygiene & Cleanliness within Kent Hospitals.

### **4.2 Appointment of Project Worker**

GH formally introduced ND, explaining his role and responsibilities.

### **4.3 Annual Health Check – to consider proposals from Greenwich and Christchurch at Canterbury Universities**

Members were updated on the above with GH confirming this would be a joint commission with Kent LINK, with any costs incurred being proportionate. GH confirmed that the Kent LINK was to discuss the proposals further at their meeting scheduled 17 December 2009. CM agreed to attend the meeting to represent the Medway LINK requesting that any documents pertaining to the meeting be sent to her in hard copy format.

## **Action 8: Jane Williamson**

### **4.4 Breakthrough to real change in local healthcare: application to create Health Innovation Clusters, including LINKs**

Members formally agreed in principal, GH to take forward.

## **Action 9: Graham Hills**

## **5. Developing the Network**

### **5.1 To discuss the process of placing and supporting LINK participants on commission and provider groups of NHS and Social Care Organisations**

GH confirmed that members needed to agree a formal process for the above.

### **5.2 Report from meeting of the Primary Care Trust's PCPI Group on 9 December 2009**

GH asked for team member's agreement explaining that this was a real opportunity to get LINK participants influencing commissioning of services within NHS Medway.

## **6. Referrals**

### **6.1 LINK response to 'Big Care Debate' – Noted**

## **7. Finance**

**7.1 Financial report of LINK's expenditure to the end of November 2009** – Noted

### **7.2 To consider reconstituting the Budget Sub Group**

It was agreed that members RT and SM should form the Budget Sub Group

**8. Report from the County Show July 2009** - Noted

**9. Diversity Monitoring Report** - Noted

**10. Website Report** - Noted

**12. Arrangements for future meetings of the Medway LINK Coordinating Team meetings**

The following meeting arrangements were agreed:

- Wednesday, 13 January 2010
- Wednesday, 3 February 2010 - 9.30am start with lunch and 2.30pm finish – Joint induction / meeting
- Wednesday, 3 March 2010
- Wednesday, 7 April 2010
- Wednesday, 5 May 2010
- Wednesday, 2 June 2010
- Wednesday, 7 July 2010
- Wednesday, 4 August 2010
- Wednesday, 1 September 2010
- Wednesday, 6 October 2010
- Wednesday, 3 November 2010
- Wednesday, 1 December 2010

**MEETING CLOSED**