



Medway LINK Coordinating Team Meeting

Wednesday, 2 September 2009

10.30am – 12.30pm

Mayors Parlour, The Brook Theatre, Old Town Hall, Chatham, Kent ME4 4SE

Attendees: Shirley Griffiths
Jenny Gibson
Edward O'Neill
Clare Murray

In Attendance: Suzanne Brooker, Medway NHS Foundation Trust
Fiona Gayle, NHS Medway
Kaz Macklin, Medway Council
Graham Hills, Kent & Medway Networks, LINK Development Worker
Jane Williamson, Kent & Medway Networks, LINK Development Worker

1. Welcome and Apologies

Apologies for absence were received from Amanda Kenney, NHS Medway

2. Minutes of last meeting

The minutes of the Coordinating Team's meeting held on 1 July 2008 were **AGREED** as a correct record.

3. Minutes of Moderating Panel's Meeting held on 16 July 2009

Members noted the minutes of the Moderating Panel's meeting held on 16 July 2009. Graham Hills explained to members that the draft Consultation Paper – 'How the LINK Makes Decisions' was to be sent to all participants via the Medway LINK bulletin for comment. He confirmed that once agreed the procedure for referring issues would be direct to Suzanne Brooker for Medway NHS Foundation Trust and Amanda Kenney for NHS Medway and they would disseminate accordingly.

4. Progress Report from LINK Development Workers, to include:

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Local Office Page 1 of 3
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- a) **Arrangements for Coordinating Team Selection Event** – Jane Williamson confirmed that the next selection event was to be held on Monday, 5 September 2009 at the King Charles Hotel, Gillingham. She confirmed that so far they had received a reasonable response to the advert and were now in the process of setting up an independent selection panel. Both Suzanne Brooker and Kaz Macklin who were present at the meeting were asked to consider whether they would sit on the panel.
- b) **Recruitment Update** – It was noted that there were now to date 384 registered LINK participants of whom 202 were male and 144 female.
- c) **Work Programme Development**
There ensued a discussion about the LINK's work programme, which included:
- A review of advisory services contracted by Medway Council following their 'Fair Access to Care Services' review. Kaz Macklin confirmed that at present the Council were sourcing quotations from local organisations for the training. Training arrangements would be in place by end September 2009 and then it was the intention of the Council to hold an informal lunch to meet appointed 'Mystery Shoppers'.
 - Transport to health and social care services – Joint project with Kent LINK
 - Annual Health Check – Put on hold until further information was received from the Care Quality Commission on how LINKs should contribute to this.
 - LINK Representation on NHS Medway Care Strategy Strategic Change Programme.
- d) **Training Programme for LINK Visitors** – Jane Williamson confirmed that the first 'Enter & View' Training for Medway LINK Authorised Visitors was to be held on 30 July 2009 and 3 August 2009 at the Village Hotel, Maidstone. She confirmed that the training had been very well received from both Kent and Medway Visitors and it was the host's intention to hold a second more in depth session on 23 September 2009 and 30 September 2009. It was noted that no Authorised Visitors would not become fully authorised until they had undergone the training.
- e) **Publicity**
Jane Williamson gave an update on publicity opportunities sourced and used on behalf of the LINK. Graham Hills confirmed that a lunch meeting with the local press was still outstanding.
- f) **Community Engagement** – Jane Williamson confirmed that the LINK had been approached by Marion Dinwoodie, CE – NHS Medway who wanted to provide the LINK with an update on the Trusts future plans. All agreed that this opportunity should be opened up to all LINK participants and should form the basis for the LINKs next Community Engagement event. Venues were discussed and it was agreed that Jane Williamson would organise, time, date and venue for the above. It was agreed that this event should be combined with the next Coordinating Team meeting.

It was also confirmed that NHS Medway had invited the Medway LINK to take part in their second round of promotional visits to Medway Healthy Living Centres. The invitation had been accepted and arrangements in place for the Medway LINK to be present at all 4 events as well as taking part in the full one day promotional event at the Pentagon Centre, Chatham.

5. Financial Report

A report of the LINK's expenditure for the period to 30 August 2009 was tabled. Discussions took place regarding the Coordinating Team forming a Budget Committee whose purpose was to ensure that the LINKs budget was on track and also possible uses for the under spend. It was agreed that Shirley Griffiths and Edward O'Neill would form the committee and Jane Williamson would arrange a date / venue for their first meeting.

6. Diversity Monitoring Report

Noted – Graham Hills informed the Team that at present they had not been successful in signing up participants from the younger population or BME groups however this was something that the Development Workers would be concentrating on in the very near future.

7. Website Report

Noted – Nothing further added.

8. Proposal to Sponsor Health Action Charity Organisation Conference

The Team **AGREED** that the sum of £500 should be contributed to the conference on behalf of the LINK. Jane Williamson agreed to pursue what this would purchase.

9. Representation on External Bodies

Carried over for discussion at the next meeting.

10. Performance Review of Host – 24 September 2009

It was noted that the next Performance Review of the host was to be held on 24 September 2009 with Medway Council and that Shirley Griffiths would be in attendance and give provide feedback to the Team at the next meeting.

11. Date of Next Coordinating Team Meeting

Tuesday, 27 October 2000 – 2.00 – 4.00pm
The Cavalier Suite, King Charles Hotel, Brompton Road, Gillingham.