

minutes of meeting



**Kensington & Chelsea
Local Involvement Network**

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project title	Kensington & Chelsea Local Involvement Network		
meeting type	Health & Social Care Management Group Meeting		
minute no	M-14	Ref	LINK
held at	London Lighthouse, 111 - 117 Lancaster Road, Ladbroke Grove, London, W11 1QT	held on	20 th May 2010
present	Abdul Towolawi K&C LINK Angela Spence K&C LINK/KCSC Christine Vigars (Chair) K&C LINK Patricia Gani K&C LINK Robin Tuck K&C LINK Host: Paula Murphy LINK Coordinator Simmone Hall LINK Administrator		
apologies	Anthony Sykes; Margaret Cairns-Irven; Suresh Gupta; Digby Howard		

Item	Introduction	Action
1.0	Christine welcomed all those attending the meeting.	
2.0	Agreed Minutes – 22nd April 2010	
	The minutes of the last meeting were approved for accuracy.	

3.0	Matters Arising	
	<p>3.1 Budget 2010/11 Paula went through the K&C LINK proposed budget for 2009/10 and 2010/11, looking at the actual spent for 2009/10 and projected spent for 2010/11. There is the need to agree on the work plan and projects for each sub-group before the breakdown of the proposed budget for 2010/11 can be finalised.</p> <p>All agreed the budget breakdown.</p> <p>3.2 Sub-Group Meetings The group that felt there is the need to locate reasonably priced accessible venues in the north and the south of the borough for sub-group meetings. Meetings are to be booked six months in advance once the sub-group work plans are finalised.</p> <p>Action: LINK Host staff to book sub-group meetings for the next six months.</p> <p>3.3 K&C LINK Training Plan The PCT has signed off on funding allocated to LINK training. The first seventy percent of the budget available to LINK as of the end of May 2010.</p> <p>The group was reminded about the training needs that were previously identified and asked for their agreement for LINK to start to organise training course. In addition to the training needs identified, the group agreed for the following additions:</p> <ul style="list-style-type: none"> • Seminar on 'How the Local Authority Works' • Presentation and Public Speaking Skills • Training on 'Chairing Meeting Effectively' to be repeated • 'LINK Representative training' to be repeated - July / August <p>Action:</p> <ul style="list-style-type: none"> ▪ LINK Host staff to organise the above mentioned training courses and advertise to LINK members. ▪ LINK Host staff to include training evaluation forms feedback on the agenda for management group meetings. 	<p>Simmone</p> <p>Simmone</p> <p>Simmone</p>
4.0	LINK Coordinator's Report	
	<p>Paula gave an update on LINK's achievements / work for the period from 19th April to 19th May 2010.</p> <p>Quality Accounts - Response has been submitted to CNWLMHT</p>	

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	<p>and being drafted for Imperial, Chelsea & Westminster, the Brompton and the Marsden hospital trusts.</p> <p>NHS Kensington & Chelsea Training & Development Plan has been agreed. Support sought on ensuring the 'Access to GP' questionnaire was relevant for commissioners. 'Request for LINK support' template drafted in partnership</p> <p>North West London Commissioning Partnership (NWLCP) – LINK Host staff will be meeting with six Chairs of NWL LINKs to look at the community engagement plans for 'Healthcare for London'</p> <p>Joint working:</p> <ul style="list-style-type: none"> - Meeting with Joint Health OSC Chairs and H&F Coordinator to discuss joint-working - Meeting with Executive Director, RBKC Adult Social Care - Meeting with CLCH to explore joint-working - Meeting with other mental health organisations in the borough to look at World Mental health Day celebrations - Meeting with NHS K&C to look at LINK representation on the Quality Safety & Engagement (QSE) working group <p>Personalisation - The quality and consistency of information available on personal budgets was flagged as an issue to RBKC</p> <p>Christine asked for volunteers to represent K&C LINK on the QSE Working Groups which meets quarterly. Abdul to think about the position and inform LINK Host staff.</p> <p>Action: LINK Host staff to confirm the time of the QSE Working Group to Abdul.</p>	<p>Abdul</p> <p>Paula</p>
5.0	LINK Representative for Central North West London Radio Interview	
	<p>Chelsea and Westminster Radio station has invited K&C LINK to do an interview on our work.</p> <p>Paula asked for a member of the group to volunteer for the radio interview. Group member wishing to volunteer to give an interview promoting the LINK should inform LINK Host staff.</p>	
6.0	Staffing – LINK Development Officer	
	Paula informed the group that the LINK Development Officer part-time position is now vacant. The post will be filled	

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	<p>temporary for six weeks from June 2nd. The position will be advertised in the Guardian newspaper at the end of May.</p> <p>The group discussed about sourcing additional funding to cover an extra day for the LINK Development Officer position and felt that this could be included in future bid proposals as part of 'Human Resources' when LINK is bidding for funds for future projects.</p> <p>Action:</p> <ul style="list-style-type: none"> ▪ LINK Host staff to circulate LINK Development Officer Job Description to all Management Group members and to advertise the position in May e-bulletin. ▪ LINK Host staff to consider including funding for additional staff hours when making bid proposals for future LINK projects. 	<p>Simmone / Paula</p> <p>Paula</p>
7.0	AGM	
	<p>5.1 Process for elections The election voting papers will be sent out on 25th May. The deadline for receiving votes is Wednesday 23rd June. All votes will be counted on 23rd June.</p> <p>5.2 AGM Agenda An updated agenda was given to the group. The group agreed to accept invitation from the Kings Fund to attend the AGM and to give a presentation on 'the Current Health Priorities'.</p> <p>Action:</p> <ul style="list-style-type: none"> • LINK Host staff to confirm attendance with the Kings Fund. • LINK Host staff to invite the current Mayor of Kensington & Chelsea to the LINK AGM. <p>5.3 Paper on Constitution Changes The agreed changes made to the K&C LINK Constitution were finalised by the group. The revised constitution will be covered as part of LINK AGM programme on June 24.</p>	<p>Simmone</p>
7.0	Annual Report	
	<p>Paula informed the group that the deadline for submissions to the K&C LINK Annual Report is June 18th 2010. The requirements of the report were outlined and management group members were invited to contribute to the report. Management group members can contribute by:</p> <ul style="list-style-type: none"> - Writing welcome notes and summary - Feedback / update on involvement in sub-groups 	

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	<p>and the benefit as a LINK member.</p> <p>Action:</p> <ul style="list-style-type: none"> ▪ Circulate an electronic copy of the annual report template to each sub-group head. ▪ Patricia to update the group on 'Personalisation' ▪ Christine to write welcome notes and summary 	
8.0	Forward Planning	
	<p>8.1 K&C Sub-Group Priorities for 2010/11 The group discussed the sub-group priorities for 2010/11. The sub-group priorities will form the basis of the work plan for next year and will be presented to the AGM on June 24th as the LINK work priorities for 2010/10.</p> <p>Other priorities: 8.1.1 Re-organisation of Health Care for London NHS plans - They will be carryout consultation in January 2010 and they will be meeting late June to show case their ideas as part of a pre-consultation. Further information will be shared with the group when this is available.</p> <p>Any member of the group interested in representing the LINK should inform LINK Host staff.</p> <p>8.1.2 Young people_project The information from the Young Carers photo project and young peoples video project will be feedback to the NHS Primary Care Trust to see where can match to.</p> <p>The group is in agreement with the content of the work plan.</p>	All
9.0	A.O.B	
	<p>9.1 Physical Disability Sub-Group project Plan LINK Host staff to circulate the Physical Disability project plan by email to the management group. Management group members to feedback their comments to LINK Host staff. Once agreed will go forward into work plan.</p>	Simmons
10.0	Date and venue of next meeting	
	<p>Date: Thursday, 22nd July Time: 5 – 7pm Venue: Training Room 7, London Lighthouse</p>	