



**Kensington & Chelsea
Local Involvement Network**

Unit 25, Shaftesbury Centre

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minutes of meeting

project title	Kensington & Chelsea Local Involvement Network		
meeting type	Health & Social Care Management Group Meeting		
minute no	M-13	Ref	LINK
held at	London Lighthouse, 111 - 117 Lancaster Road, Ladbroke Grove, London, W11 1QT	held on	22 April 2010
present	Christine Vigars (Chair) Robin Tuck Patricia Gani Mary Gardiner Margaret Cairns-Irven Abdul Towolawi Suresh Gupta Digby Howard Host: Paula Murphy LINK Coordinator Simmone Hall LINK Administrator		
apologies	Anthony Sykes; Zakia Chentouf		

Item	Introduction	Action

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1.0	Christine welcomed all those attending the meeting.	
2.0	Agreed Minutes – 25th March 2010	
	<p>Amendments Suresh Gupta gave his apologies for the 25th March meeting.</p> <p>The minutes of the last meeting were subsequently approved for accuracy.</p>	
3.0	Revised Forms	
	<p>3.1 Application for Nomination forms All co-opted Management Group members were asked to complete the revised nomination form and forward to LINK Host staff.</p> <p>All agreed to the content of the revised form and to completing it.</p> <p>3.2 Activity Record forms The group was asked to comment on the revised Activity Record form and reminded of the need to complete this whenever they attend meetings /events as a representative of K&C LINK.</p> <p>3.3 Indemnity Agreement The group went through and agreed to the content of the Hestia Indemnity agreement which covers the LINK representatives when acting on-behalf of the LINK. All Management Group members to sign a copy of the agreement and pass to LINK Host staff</p>	<p>All</p> <p>All</p> <p>All</p>
4.0	Annual General Meeting (AGM) and Review of the year	
	<p>4.1 AGM Planning K&C LINK Annual General Meeting (AGM) will take place on Thursday June 24th from 4pm -7pm at Essex Unitarian Church, 112 Palace Gardens Terrace, Notting Hill Gate, London, W8 4RT</p> <p>Input was received from the group to finalise the programme for the day.</p> <p>Action: LINK Host staff to amend the programme and circulate.</p> <p>4.2 K&C LINK Sub-Groups Priority Setting for 2010/11 Paula Murphy gave an update of the priorities that K&C LINK pursued in 2009/10 and the priorities for future projects set for 2010/11.</p>	<p>Simmone</p> <p>Simmone</p>

	<p>Disability – Research project on Access to GP/Patient Satisfaction. The questionnaire will be agreed at the next meeting on May 6th.</p> <p>Mental Health Sub-Group –identified Older People’s Mental Health as a research area and is looking to conduct peer research on the CNWL ward around the patient experience.</p> <p>Older People’s Sub-Group – Work continues around the Dignity Champions project. Two training courses were held in April and another is booked for May 5th.</p> <p>Cancer Sub-Group – Joint working proposal was sent to the Marsden for additional funding to support the Black and Minority Ethnic communities (BME) early take up of cancer screening engagement work. The LINK is awaiting feedback from the PCT.</p> <p>Action: LINK Host staff to update the proposed priorities before the next management group meeting.</p>	<p>Paula / Simone</p>
<p>5.0</p>	<p>K&C LINK Constitutional Review</p>	
	<p>The following amendments to the K&C LINK Constitution was discussed and approved by the group ahead of the LINK Annual General on June 24th:</p> <p>5.1 Frequency of Meetings To change the frequency of meetings from every month to every 2 months and not less than 6 a year.</p> <p>Constitution 4.1 to read: The Health and Social Care Management Group will meet no less than bi-monthly and 6 times a year</p> <p>5.2 Quorum for votes at the Health and Social Care Management Group. To change the quorum from 6 people to 50% of the membership</p> <p>Constitution 4.4 to read: “A quorum of 50% of the membership of the Health and Social Care Management Group must be present for votes to be made. In the event of less than 50% of members being present all votes will be delayed until the next meeting.”</p> <p>5.3 Co-option of members To widen the terms for co-option onto the Health and Social</p>	

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	<p>Care Management Group to allow for people with wider interests and relevant skills in health and social care and community engagement to serve.</p> <p>Constitution 5.5 to read: Up to 8 additional Health and Social Care Management Group members with relevant interests and skills in health and social care and community engagement can be co-opted onto the group.</p> <p>5.4 Balance of membership between voluntary organisations and individuals To change the balance of elected members from 5 organisations and 5 individuals to 4 organisations and 6 individuals</p> <p>Constitution 5.11 to read At least 4 of the elected members of the Health and Social Care Management Group must be voluntary sector representatives and at least 6 must be interested individuals or represent non-profit making organisations.</p> <p>The Group is recommending these changes to the membership and will be putting them to the Annual General Meeting on June 24th when they need to be passed by two thirds of those present.</p> <p>Action:</p> <ul style="list-style-type: none"> • Cancel Management Group meeting booked for June 24th and August 19th • Change the date of July 15th Physical Disability meeting. 	<p>Simmone</p> <p>Simmone</p>
<p>6.0</p>	<p>Budget 2010/11 and Revised Training Plan</p>	
	<p>Paula went through the K&C LINK budget for 2010/11 and gave a breakdown of the suggested amount available in each component and a projection on how each amount will be spent.</p> <p>Action LINK host staff to provide a more detailed breakdown of the budget to include expected costs once projects are agreed.</p>	
<p>7.0</p>	<p>Enter & View Policy</p>	
	<p>The group was asked to comment on a draft policy put together to cover enter and view and to feedback their comments to the LINK Host staff.</p> <p>Action</p>	<p>All</p>

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	<p>LINK Host staff to post information about LINK authorised enter & view representatives on K&C LINK website once they have completed their training.</p>	Simmone
8.0	Updates	
	<p>8.1 Coordinator's Update Paula gave an update on LINK's achievements / work from March to April 2010.</p> <p>As of the end of March K&C LINK membership now stands at 500, including 38 organisations.</p> <p>The K&C LINK reading group continues to meet on the second Monday of each month to provide user feedback on the drafting of Council documents. Positive feedback was received from the council on the contribution of the group.</p> <p>LINK is currently working with young carers on health/social issues of relevance to them e.g. respite. This project aims to raise awareness of the concerns of young carers in the borough and map to the Carers Strategy.</p>	
9	AOB	
	<p>9.1 June 24th Management Group Meeting It was agreed to cancel the management group meeting previously booked for June 24th to accommodate the LINK Annual General Meeting.</p> <p>9.2 The Presence of Speakers at Management Group meetings The group discussed the attendance of presenters at management group meetings. It was agreed to discuss LINK business at management group meetings only and to organise public seminars between July and October to which external speakers will be invited.</p>	
10	Date and venue of next meeting	
	<p>Date: Thursday 20th May Time: 5 – 7pm Venue: Ian McKellen Hall, London Lighthouse</p>	