



**Kensington & Chelsea  
Local Involvement Network**

Unit 25, Shaftesbury Centre

85 Barlby Road

London, W10 6BN

**T:** 020 8968 7049 / 6771

**M:** 07967 225015

[www.rbkclink.org](http://www.rbkclink.org)

**minutes of meeting**

<b>project title</b>	Kensington & Chelsea Local Involvement Network		
<b>meeting type</b>	Health & Social Care Management Group Meeting		
<b>minute no</b>	M-11	<b>Ref</b>	LINK
<b>held at</b>	London Lighthouse, 111 -117 Lancaster Road, Ladbroke Grove, London, W11 1QT	<b>held on</b>	25 February 2010
<b>present</b>	<p>Christine Vigars (Chair)          Anthony Sykes          Suresh Gupta          Robin Tuck          Digby Howard          Margaret Cairns-Irven          Zakia Chentouf          Patricia Gani</p> <p>Mimi (Observer)                      LINK member          Ivan Moore (observer)              LINK member          Angela Spence (guest)              KCSC</p> <p>Host:          Paula Murphy                          LINK Coordinator          Simone Hall                            LINK Administrator          Wendy Murphy                        LINK Development Officer</p>		
<b>apologies</b>	Mary Gardiner		

# minutes of meeting

Item	Introduction	Action
1.0	Christine welcomed all those attending the meeting.	
2.0	<b>Agreed Minutes – 21<sup>st</sup> January 2010</b>	
	The minutes of the last meeting were approved for accuracy.	
3.0	<b>Presentation on Quality Accounts:</b>	
	This was postponed as the speaker was unable to attend	
4.0	<b>Matters Arising</b>	
	<p>The joint-working protocol (LINK/Scrutiny Committee) was approved at the Health Scrutiny Committee. It was also discussed at the joint meeting of all Scrutiny Committees. A further invitation has been extended from the Children’s PP Reference Group to attend the meeting in March.</p> <p><b>North West London Commissioning Plan:</b></p> <p>Paula advised the Group that the C.E. of NWL Commissioning Partnership had changed; there is now someone from NHS London in to steer the pathway to implementation. Mark Palin has been promoted and the Public Patient Reference Group appears to be on hold as we have not heard of any further developments.</p> <p>The Group raised concerns about the major changes being brought in and the likely loss of A&amp;E facilities. There is a lack of knowledge about how many acute hospital facilities may be retained. The LINK wants the NWLCP Group to give more detail about changes and of what further plans for consultation there are.</p> <p><b>Action:</b> The LINK Host to write a letter to NWLCP to follow up on the response to the points raised by the Group and to request further information about plans for public consultation. Letter to go to:</p> <ul style="list-style-type: none"> <li>• Mark Palin</li> <li>• New CEO of NWLCP</li> <li>• Patricia Wright CEO NHS K&amp;C</li> <li>• K&amp;C Councillor Buckmaster</li> </ul>	<p>All</p> <p>Paula</p>

**minutes of meeting**

	<p><b>LINK Training Plan</b>          Blogging training has been well attended, with a number of LINK members involved.</p> <p>Margaret and Ivan have attended the Charing training.</p> <p>Other training Dates:</p> <p>4<sup>th</sup> March - Authorised LINK Representative Induction training at the Lighthouse with Mary Gardiner facilitating priorities for NHS K&amp;C and RBKC and Francis Kaikumba (Hestia) on Authorised LINK reps.</p> <p>Enter &amp; View – full day in partnership with Brent and H&amp;F LINKs:</p> <ul style="list-style-type: none"> <li>• 29<sup>th</sup> March – Kensington Town Hall</li> <li>• 15<sup>th</sup> April – Shepherds Bush Library</li> </ul> <p><b>Co-option of member to Management Group:</b></p> <p>Patricia Gani was proposed by Suresh and seconded by Margaret Cairns-Irven and approved unanimously.</p> <p>All Co-opted Members will need to go for election at the AGM with 28 days notice for nominations and 28 days for ballot by post. The AGM will now be held in June to accommodate timescales of co-option nomination and election procedures.</p> <p>The AGM date was agreed as– June 15<sup>th</sup> 4 – 6pm. Venue to be confirmed but likely to be Small Hall at Kensington Town Hall. The Host to check wheelchair and scooter access.</p>	<p>All</p> <p>All</p> <p>Host Team</p>
6.0	<b>Communications Plan</b>	

**minutes of meeting**

	<p>Wendy outlined the revised LINK Communications Plan and asked for comments. The Group felt the Plan did not sufficiently reflect current engagement, and how the LINK could engage with VCO organisations and groups not already represented, particularly with LGBT and BME groups.</p> <p>Wendy commented on the Cancer Sub-Group breast screening project which was specifically engaging with BME communities and that this work could be an opportunity to bring in a wider BME audience and work with other BME partners. The Group recognised that to be representative more LINK members needed to have greater active involvement. There was some concern that the LINK could not take on too many projects with the current level of active membership and that other Forums should take work forward where appropriate with LINK support.</p> <p>The VOFs were considered as a method to reach more VCOs and create joint working opportunities, but the Host felt opportunities to encourage membership from the VCO community through representation at VOFs has been limited and more support from KCSC was needed to actively promote the LINK to its members.</p> <p><b>Action</b> – the Host to liaise with Angela to create opportunities for greater LINK representation at the VOFs and to request KCSC to pass on their membership contact database as agreed.</p> <p>Wendy also invited further comments and amendments on the Comms Plan.</p> <p><b>Action:</b> the Management Group to send comments to Wendy in the next two weeks.</p>	<p><b>Paula/Wendy/KCSC</b></p> <p><b>Management group</b></p>
<p><b>7.0</b></p>	<p><b>Monthly updates</b></p>	
	<p>Paula gave an update on the Mental Health and Older People’s sub-groups, including the Dignity Champions progress. Two LINK members are currently looking at focus group projects for easy to ignore groups in K&amp;C. Mimi explained that there was a target of 50 people identified to take part in the mental health sub group research. Through the dignity champions programme it is hoped we could then offer training to LINK members and volunteers            Cancer update: Wendy and Anthony gave an overview of progress to date re the breast screening project.</p>	

**minutes of meeting**

	<p>Disability update was postponed until the next meeting. Christine reported on the Earls Court steering Group and Robin on S Charles and there was some discussion around whether the LINK should be involved in looking at the impact of the Polyclinics and GP migration. The Group were updated on the VCO partnership bid for running services at St Charles and the Well Being Agenda focusing on building bridges between adult social care and acute services. There will be a KCSC Open-Space meeting on Friday 12<sup>th</sup>. March.</p> <p><b>Co-ordinator's Report:</b> Paula outlined the report given to RBKC which had already been circulated to members.</p>	
<b>8.0</b>	<b>Budget 2010/11</b>	
	<p>RBKC will now give 100% of LINK funding to the LINK. The proposed Hestia Budget is £143k; this is an increase on last year. Written confirmation has not yet been received. The LINK budget is likely to be £15k. The Host are looking for other external sources of funding to support capacity building and Host staff.</p> <p>Other comments on identifying corporate sponsorship were discussed; the Group agreed the business community could be researched for funding opportunities for sponsoring training and LINK events.</p> <p><b>Action:</b> Suresh to liaise with Wendy/Paula to identify and develop corporate sponsorship opportunities.</p>	<b>Suresh/Wendy/Paula</b>
<b>6.0</b>	<b>Date and venue of the next meeting</b>	
	<p><b>Date:</b> 25<sup>th</sup> March <b>Time:</b> 5-7pm <b>Venue:</b> The Lighthouse</p>	