



**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-12	Ref	LINK
held at	London Lighthouse, 111 -117 Lancaster Road, Ladbroke Grove, London, W11 1QT	held on	25 March 2010
present	<p>Christine Vigars (Chair) K&C LINK Ivan Moore K&C LINK Robin Tuck K&C LINK Patricia Gani K&C LINK Angela Spence K&C LINK/KCSC</p> <p>Mr Stephen Tucker (guest) Interim Associate Director of Non Acute Commissioning, NHS Kensington & Chelsea</p> <p>Mark Creelman (guest) Associate Director of Non Acute Commissioning, NHS Kensington & Chelsea</p> <p>Jemma Curry Community Engagement, NHS K&C</p> <p>Host: Francis Kaikumba Head of Community Engagement, Hestia</p> <p>Paula Murphy LINK Coordinator Simone Hall LINK Administrator</p>		

minutes of meeting

apologies	Mary Gardiner; Margaret Cairns- Irven , Anthony Sykes, Digby Howard, Abdul Towolawi; Zakia Chentouf
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Item	Introduction	Action
1.0	Christine welcomed all those attending the meeting.	
2.0	Agreed Minutes – 25 February 2010	
	The minutes of the last meeting were approved for accuracy.	
3.0	Matters Arising	
	Item 8 on to be carried over to the next meeting.	Suresh/Wendy/Paula
4.0	NHS K&C Presentation on their Commissioning Plan and priorities for 2010/11 from Mr Stephen Tucker & Mr Mark Creelman	
	<p>Stephen Tucker & Mark Creelman gave a presentation on NHS Kensington & Chelsea’s Commissioning Strategy Plan and priorities for 2010/11, explaining the NHS Kensington & Chelsea PCT vision, values, and goals that they want to achieve over the next five years.</p> <p>The NHS is commissioning services to meet the health needs of local residents, improve wellbeing and reduce inequalities. This will be achieved through a Commissioning Strategy five years plan.</p> <p>Finally, Stephen Tucker informed the group that the NHS intends to work in partnership with residents, clinicians, the wider borough of Kensington & Chelsea and the Third Sector.</p> <p>A copy of the plan can be obtained from the NHS website.</p> <p>Discussion</p> <p>Q. How can LINK be involved at all stages of the strategy from the beginning?</p>	

	<p>Answer: Mark Creelman – The Primary Care Trust (PCT) will be looking to consult and engage with local residents. A business plan has also been developed which will be shared with the LINK.</p> <p>Q. How can LINK as a community influence the priorities for how money is spent by the borough?</p> <p>Answer: Mark Creelman – This will partly depend on the general election and key decisions that come from the election. There are certain legal powers that have to be given to the local authority, in terms of finances, such as learning disability and substance misuse. There are more plans being developed to determine how the borough spends its money.</p> <p>Comment: A member of the group commented that in the past targets set by the NHS has caused problems.</p> <p>Answer. Stephen Tucker – the targets in question, known as clinical outcomes if achieved, are seen as health gains for people and so they are slightly different.</p> <p>Q. GP’s get financial incentives for certain things and anything they don’t get extra money for tend not to be prioritised. Is this being addressed by the NHS?</p> <p>Answer Mark Creelman – ‘Primary Care’ will fall into my directorate with effect from April 2010 and it will be part of the remit of my directorate to monitor GP’s to ensure they operate efficiently. Over the next year NHS K&C will work hard to address GP’s inefficiencies and poor practices.</p>	
5.0	<p>Authorised LINK Representative Opportunities – Quality Accounts and Scrutiny Committees</p>	
	<p>5.1. Scrutiny Committees Christine spoke of the need to identify LINK members to represent K&C LINK on the committees for Quality Accounts, the Board of the Primary Care Trust (PCT) and the Adult Social Care & Children and Families Scrutiny Committees.</p>	

minutes of meeting

	<p>A list of the authorised representatives will be displayed on the LINK website once agreed.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> - Robin will attend the PCT meetings as the LINK representative. - Christine will represent the LINK on the Health Scrutiny Committee. - Abdul will represent the LINK on the Adult Social Care Scrutiny Committee. - Zakia Chentouf to be invited as the LINK representative on the Children and Families Scrutiny Committee. <p>Action:</p> <ul style="list-style-type: none"> - LINK Host staff to put information about authorised LINK representatives on K&C LINK website once agreed. - Christine to ask Zakia Chentouf if she is interested in representing the K&C LINK on the Children and Families Scrutiny Committee. <p>5.2. Quality Accounts</p> <p>The Dep't of Health has advised the Trusts that they are required to have feedback from the LINK as part of their consultative process ahead of the Quality Accounts deadline in June. The Trusts are also expected to give copies of their accounts to the Scrutiny Committee who can then decide whether they wish to submit a comment and/or work with the LINK and submit a joint comment. LINKs also have the opportunity to request a written statement into quality accounts if necessary.</p> <p>K&C LINK has decided to focus on Chelsea & Westminster, Imperial & Central and Northwest London Imperial Trust (CNWL). The LINK will create a small sub-group for each of the Trusts in our borough and work with other relevant LINKs on more strategic Trust wide issues.</p>	<p>Simmone</p> <p>Christine</p>
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minutes of meeting

	<p>The next step will be to provide appropriate training to interested members on what quality accounts should look like.</p> <p>The following interest was received from the group: Imperial Trust representative - Anthony and Patricia Chelsea and Westminster - Christine.</p> <p>Action: LINK Host staff to find out from management group member Digby Howard if he wishes to represent the LINK on the Chelsea and Westminster QA.</p>	Paula / Simone
6.0	K&C LINK Constitution	
	<p>The K&C LINK Constitution states that it should be reviewed within a year of the launch of the LINK and should be approved by the membership and circulated with 20 days notice before the AGM.</p> <p>The group discussed a list of items in the Constitution that need to be amended and it was agreed that three members of the management group should meet to discuss the proposed amendments and report back at the next meeting.</p> <p>Action: Ivan, Robin and Margaret to look at the constitution and feedback to the team at the next meeting.</p>	Ivan / Robin / Margaret
7.0	Indemnity	
	<p>Francis Kaikumba (Head of Community Engagement, Hestia Housing & Support) informed the group that anyone associated with the K&C LINK will be covered under Hestia Indemnity.</p> <p>Francis suggested that it will be helpful for the LINK to develop a process to differentiate between someone who is a LINK member and someone who represents the LINK externally.</p> <p>The group discussed and agreed to the need to have an extra agreement in place to differentiate between people acting on behalf of the LINK and those who are LINK members.</p> <p>Action: Francis to put together a draft agreement and circulate this to the management group for feedback by April 8th.</p>	

8.0	<p>Information Updates – Host and Sub-Group updates</p>	
	<p>8.1. Contract Monitoring Information update</p> <p>Paula gave an update on information sent to “Contract Steering” as part of the funding agreement for the month of February which cover K&C LINK’s activities and performance for the period.</p> <p>K&C LINK was represented the K&C LINK at the National Institute for Health Research Patient and Public Involvement event and hosted a workshop.</p> <p>LINK will be working with young carers that fall under the K&C Carers Strategy through Family Action.</p> <p>There has been progress made with the work carried out with the ‘easy to ignore’ groups especially in relation to homelessness & rough sleepers.</p> <p>K&C was successful in its’ recent bid for ‘Dignity Champions’ funding and has secured £2,750 which will benefit the Older People’s Sub-group mainly as well as the other groups.</p> <p>8.2. Mental Health Sub-Group update</p> <p>The Mental Health Sub-Group is to concentrate on advertising to attract new members. Sub-Group members will display posters around the borough ahead of the next meeting to publicise the group.</p> <p>A mental health survey is currently underway to assess why people do/do not use day services and to find out what kind of services people would like to use if they have a ‘personal budget.’ The group is hoping to get as many people as possible to complete the survey and intend to target Hestia Mental Health event on 26th March and SMART mental health project and other relevant projects.</p> <p>8.3. Older People’s Sub-Group update</p> <p>Dignity champion training is organised for 14th April, 10am – 1pm at Chelsea Methodist Church.</p> <p>Progress is being made with the ‘Nutrition’ project at Chelsea and Westminster Hospital. A LINK member took part in the nutrition audit there in recent weeks.</p> <p>At the next meeting on May 17th there will be a presenter from the NHS on the dementia strategy.</p>	

	<p>8.4 Physical Disabilities Sub-Group feedback At the last meeting on March 9th, Mark Ward from RBKC Personal Budget User Group attended and took questions from the group on Personal Budgets.</p> <p>The Disabilities Group is looking for new priority projects to take forward in 2010, in addition to the draft research proposal to review patient satisfaction outcomes.</p> <p>The Service User Personalisation Board will next meet on Monday the 29th March; three representatives from the LINK will attend and feed back at the next meeting.</p>	
9.0	<p>K&C LINK Survey A membership survey is currently underway to assess current levels of satisfaction with the LINK, current projects and priorities for 2010/11. The e-survey has been circulated and it will be posted to all members during the week commencing 29th March. The closing date for returns is the 23rd of April. The survey is also available on the LINK website.</p>	
10	<p>Budget for 2010/11 Confirmation has been received from the Council that LINK will be allocated £143,000 for 2010/11 – the full DH allocation.</p> <p>The NHS K&C has agreed to fund the K&C LINK Training & Development programme to £8,000 and the LINK has a small carryover from last year.</p> <p>Action: LINK host staff to take a breakdown of the LINK budget for 2010/11 to the next meeting.</p>	Paula
13	<p>Date and venue of next meeting</p>	
	<p>Date: Thursday April 22nd Time: 5 – 7pm Venue: Training Room 7, London Lighthouse</p>	