



**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-9	Ref	LINK
held at	London Lighthouse, 111 -117 Lancaster Road, Ladbroke Grove, London, W11 1QT	held on	26 th November 2009
present	<p>Giles Dee-Shapland Christine Vigers (Acting Chair) Margaret Cairns-Irven (Vice Chair) Anthony Sykes Abdul Towolawi Digby Howard Mary Gardiner Robin Tuck</p> <p>Patrick Ryan Chief Executive, Hestia Housing & Support Francis Kaikumba Head of Community Engagement, Hestia Housing & Support</p> <p>Paula Murphy LINK Coordinator Simmone Hall LINK Administrator Wendy Phillips LINK Development Officer</p>		
apologies	Suresh Gupta		

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Item	Welcome & Introductions	Action
1.0	Christine welcomed those attending the meeting including Patrick Ryan, Chief Executive, from Hestia Housing & Support.	
2.0	Agreed Minutes – 22nd October 2009	
	<p>Amendments Section 5 of the minutes of October 22nd are to be amended to include:</p> <p>“A member of the group commented that it was not right that Hestia as host should depose the Chair”.</p> <p>The minutes of the last meeting were then approved.</p>	
2.0	Ratified Decisions from the Last Meeting – 22nd October	
	Ratification was received from the group following the above amendment of the minutes.	
3.0	Findings from Management Group Review:	
	<p>Paula went through the draft Management Group Review. Discussion took place around the findings and recommendations and timescales for the plan of action was agreed. Please refer to page 4 of the attached Management Review for details of the plan of action.</p> <p>3.1 - Governance</p> <p>3.1.1 – ‘Task & Finish’ Groups Discussion took place around the setting up of specific ‘task and finish’ groups. The aim of the groups would be to look at current issues in the Health and Social Care sector and to try to respond to the gaps in the delivery of services/programmes. The group agreed to convert the work of the current sub-groups into task and finish work. Each sub-group lead is required to produce two - three tasks that they feel can be achieved by March 2010.</p> <p>It was agreed to establish a specific group to look at Quality Accounts/CQC issues. The group will consist of a small group of members who will be prepared to review draft accounts issued by the Health and Social Care providers in the borough. Members of the LINK who have an interest in this area and would like to be part of the group are invited to</p>	

	<p>get involved.</p> <p>Actions:</p> <ul style="list-style-type: none"> i. K&C LINK members who are interested in being part of the K&C LINK 'Quality Accounts' Group should get in touch with the LINK host staff. ii. All sub-group leads to produce two - three project plans with the K&C LINK Host that should be achievable by March 2010. <p><i>Host / LINK Relationship with input from Mr Patrick Ryan Hestia, CEO.</i></p> <p><i>3.1.2 - Input from Mr Patrick Ryan Hestia, CEO.</i> Patrick Ryan was asked to provide clarification on how Hestia Housing & Support supports the K&C LINK.</p> <p>Patrick Ryan explained that there are two key focuses in terms of values and competencies that drives Hestia as an organisation. The first is wanting to deliver services to whomever and whenever. The second is services which enable Hestia to - in terms of their vision and mission – carry out high quality services and to reach the most marginalised and most vulnerable individuals. The LINK provides an opportunity to do so on a significant scale in terms of its statutory role and its capacity to influence the design and delivery of Health and Social Care Services.</p> <p>Discussion:</p> <p>Q. Why is Hestia investing so much in the LINK? Is there a conflict with Hestia as the Host being the employers and the LINK Management Group having responsibility as the line manager?</p> <p>Comments: Francis Kaikumba - The way the LINK model was conceptualised was that the Host plays a facilitation role. As a Host, Hestia's role is to enable and, make sure that LINK related activities take place. The Hosts role is also to be transparent to the LINK and make the LINK aware of all decisions and how the budget is being spent.</p> <p>Q. Will there be funding for research projects? If not, how can funding be applied for?</p>	<p>All Members</p> <p>Giles/Robin, Margaret, Christine & Anthony/Host</p>
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4.0	<p>Comments Francis Kaikumba - It is the management committee who decides how and where the money from the LINK budget is to be spent.</p> <p>Discussion took place around the LINK / Host relationship, and the management of staff and the LINK budget. As the review found differing opinions on desired independence, the group felt that clarification is needed in writing about the role of the LINK Management Group and Hestia as Host, particularly around the management of staff and the management of the K&C LINK budget.</p> <p>3.1.3 - Local Accountability The group also felt that the K&C LINK need to think about its local accountability in addressing the agenda of the borough and the role the LINK is expected to play with the local commissioners. It is felt that the K&C LINK can strengthen itself by playing a role in review of Quality Accounts and the Care Quality Commission (CQC) and by working closely with health care providers and social care providers such as the foundation trust.</p> <p>Actions:</p> <ul style="list-style-type: none"> i. LINK Host staff to take a copy of the K&C LINK budget to the next meeting on December 16th. ii. LINK Host staff to provide clarification in writing about the Management Group/Host responsibilities. <p>External Relations:</p> <p>4.1 - Establishing a ‘Statutory Sector Liaison Group’ Paula asked the group to consider a proposal to establish a Statutory Liaison Group with interested statutory partners from RBKC, Social Care services and the NHS Kensington & Chelsea. This would enable the LINK to develop a better working relationship with local statutory partners and could result in more participatory working and more effective information sharing.</p> <p>Discussion took place and it was decided not to develop a liaison group at present.</p> <p>4.2 - The Host relationship – Joint working protocol The group was asked to consider a proposal from the Health Scrutiny Committee to develop a joint working protocol</p>	<p>Paula / Simone</p> <p>Paula/Francis</p>
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	<p>between the LINK and the Scrutiny Committees. This would help to guide the K&C LINK working relationship with RBKC, NHS Kensington & Chelsea, the Trust and Scrutiny Committee.</p> <p>Action: agreed the LINK would consider the proposed draft. Host to organise for discussion at the January meeting.</p> <p>4.3 - LINK Representation at Strategic Meetings Discussion took place around the LINK being represented at strategic meetings in the borough. The group decided that the best way forward is to obtain information around the committee and partnership board meetings that are held in the borough then decide where LINK can add value. The need for LINK members to clearly identify themselves as being a representative and to act strategically was also discussed.</p> <p>Action: LINK Host staff to put together a list of all the committee board meetings that are held in the borough with details of current/potential LINK representation.</p> <p>LINK Host staff to organise 'authorised LINK representatives' training.</p>	<p>Paula</p> <p>Wendy</p> <p>Paula</p>
5.0	Training & Development	
	<p>The committee has requested for a formal training programme to be set up for all members. The Management Group felt that it was the fault of the host organisation that this has not been in place to date.</p> <p>Training & Development Plan Paula informed the group that she has and will be meeting with the Community Engagement Team from the NHS, RBKC and with the K&C Social Council, other LINKs to explore possibilities for partnership working for training & development and to formulate a plan and she recommends a recognition programme for 2010 also. Any LINK member interested in taking responsibility for the training & development plan should get in touch with the LINK Host staff.</p> <p>Action: LINK Host staff to put together a draft training and development plan for the LINK to include management Group and LINK members by December 2010.</p>	<p>Paula</p>
6.0	K&C LINK Chair	

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	Giles Dee-Shapland resigned as Chair with immediate effect. Christine Vigars will take up the position as Chair until the K&C LINK Annual General Meeting in March/April 2010, when the LINK Management Group will re-select to the position.	
6.0	Role Description of the LINK Chair	
	<p>Paula asked the group to feedback on the Role Description for the Chair.</p> <p>Action – It was agreed that the following additions should be made to the Person Specification:</p> <ul style="list-style-type: none"> i. Working knowledge and experience of the statutory and the voluntary sector at a senior level in the borough ii. Experience of dealing with the media. 	Paula
7.0	Date and venue of next meeting	
	<p>Date: December 16th</p> <p>Time: 5pm – 6pm</p> <p>Venue: Training Room 7, The Lighthouse, 111 -117 Lancaster Road, London, W11 1QT</p>	