



**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-21	<b>Ref</b>	LINK
<b>held at</b>	London Lighthouse, 111 - 117 Lancaster Road, Ladbroke Grove, London, W11 1QT	<b>held on</b>	28 July 2011
<b>present</b>	<p>Abdul Towolawi (Vice Chair) Christine Vigars (Chair) Dahabo Guled Gaenor Holland-Williams Isis Amlak Margaret Cairns-Irven (Vice Chair) Patricia Gani Reneta Charles Rita Contreras-Cruz Suresh Gupta Tera Younger Lev Pedro</p> <p style="text-align: right;">K&amp;C LINK/KCSC</p> <p><b>Guest:</b> Naami Padi Trevor Begg</p> <p style="text-align: right;">K&amp;C LINK JSNA Representative Hillingdon LINK Chair</p> <p><b>Host:</b> Paula Murphy Simmons Hall Juliet Hammond</p> <p style="text-align: right;">LINK Coordinator LINK Administrator LINK Development Officer</p>		
<b>apologies</b>	Annie Redmile, Robin Tuck		

# minutes of meeting

Item	Introduction	Action
1.0	Christine welcomed all those attending the meeting.	
2.0	<b>Agreed Minutes – 25<sup>th</sup> May 2011</b>	
	<p><b>Amendments</b></p> <p>The minutes of the last meeting were approved for accuracy.</p>	
3.0	<b>K&amp;C Forum for Older Residents Workplan – 2011-12</b>	
	Paula went through project plan for the K&C Older Residents forum for 2011 - 12. Both K&C LINK and NHS Cares have had input in the work plan.	
4.0	<b>Updates:</b>	
	<p><b>4.1 Access to GPs</b> The completed Access to GP project will be forwarded to INWL NHS Community Engagement team for feedback and will also be forwarded to the borough GP Commissioner.</p> <p><b>4.2 Homelessness</b> The report was flagged today at a meeting with Adult Social Care this morning. A reminder will be sent to the commissioner if necessary</p> <p><b>4.3 Domestic Violence</b> The author presented the report on domestic violence to the borough forum and will work with them on engaging service users on the DV strategy.</p> <p><b>4.3 Outreach</b> The LINK did some work at the Golborne Street fair on July 10<sup>th</sup> and also at sheltered housing.</p> <p>Christine Vigars had a meeting with Cllr Feilding-Mellen about the localism agenda. One suggestion made was to identify members by ward then email those members to suggest having a meeting with individual councillors. The group suggest that Health and Social Care should be a local issue included on the localism agenda.</p> <p><b>Action</b> – follow-up on whether Annie Redmile had put publicity advert on her website.</p>	<p><b>Paula Murphy</b></p> <p><b>Paula Murphy</b></p> <p><b>Paula Murphy</b></p> <p><b>LINK/RBKC</b></p> <p><b>Simmone</b></p>

	<p><u>Representative of Voluntary Organisation Forum (VOF)</u> Volunteers are needed to attend the main VOF and the 'Children and Young People's' VOF.</p> <p><b>Action:</b> – LINK Host staff to find out from Reneta Charles is she will be able to represent the LINK at the Children and Young People's VOF.</p> <p>- Circulate the meeting dates of the Main VOF to Robin Tuck.</p> <p><u>Local HealthWatch Pathfinder Application Outcome</u> LINK received a letter to say that their application was successful but there are no funds available.</p> <p>Christine said that whilst there is no cash available, the intention is to see whether they can free up resources related to training and other things. This is been linked to the development of the Health &amp; Wellbeing Board also.</p>	<p><b>Paula / Simone</b></p> <p><b>Paula / Simone</b></p> <p><b>Paula</b></p>
<p><b>5.0</b></p>	<p><b>K&amp;C LINK AGM:</b></p>	
	<p><b>5.1 Programme</b> The group went through the programme for the AGM to check for progress and for outstanding actions.</p> <p><b>Action :</b></p> <ul style="list-style-type: none"> <li>- LINK Host staff to look to contact the Mayor via her secretary.</li> <li>- To follow up with Gale Stirling regarding a representative from the Care Quality Commission.</li> </ul> <p><b>5.2 Annual Report 2010/11</b> The group congratulated Paula Murphy, LINK Coordinator for her efforts in putting together the Annual Report.</p> <p><b>5.3 Financial Accounts</b> Paula went through the LINK financial account summary that is included in the Annual Report. She reported that the LINK carry forward into 2011-12 financial year is a total of £15,607 of which approx £8,000 is ring-fenced for set projects (external funding) such as Cancer Screening, Dignity Champions projects.</p> <p><b>5.4. Proposed Changes to K&amp;C LINK Constitution.</b> The group discussed and agreed on the proposed changes to the constitution in order to increase the number of elected members from 10 to 15 members. In addition there is the power to co-opt up to 8 members,</p>	<p><b>Simone</b></p> <p><b>Paula</b></p>

	<p>giving a total of between 15 and 23 members. The motion was proposed by Patricia Gani, seconded by Margaret Cairns-Irven. All group members in attendance were in favour, none against.</p>	
<p><b>6.0</b></p>	<p><b>Guest Speakers:</b></p>	
	<p><b>6.1 Naami Padi - K&amp;C LINK Joint Strategic Needs Assessments (JSNA) Representative. On the Joint Strategic Needs Assessment (JSNA)</b></p> <p>Naami Padi thanked the group for nominating her as JSNA representative for the K&amp;C LINK. One of the aims of the JSNA, she explained is to direct, deliver and oversee the development and delivery of the Westminster, Hammersmith &amp; Fulham and Kensington &amp; Chelsea Joint Strategic Needs Assessment (JSNA).</p> <p>Naami Padi passed on feedback from the last meeting held on July 14<sup>th</sup>, 2011 and informed the group that as part of the next steps for the JSNA, the public health intelligence team are developing a simple template to allow the interested parties to formally request that their work are included in the JSNA.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- LINK Host staff to obtain and circulate the template that is being developed by the public health intelligence team to LINK sub-group members when it becomes available.</li> <li>- All LINK Management Group members are to familiarise themselves with the JSNA website.</li> </ul> <p><b>6.2 Trevor Begg (Hillingdon LINK Chair) on North West London NHS.</b></p> <p>Trevor Begg gave an update on how the North West London NHS currently works.</p> <p>Trevor Begg explained the layout of the cluster boards, the level of accountability across the cluster board and gave a brief overview of the new commissioning structure</p> <p>K&amp;C LINK is part of the sub inner cluster (K&amp;C, Westminster and Hammersmith &amp; Fulham) which reports into a cluster board. There are a total of three sub-clusters consisting of eight Primary Care Trusts which all reports into the Cluster Board. Anne Rainesberry is the legally accountable officer for all eight PCT and she also deputy Chief Executive of NHS London.</p> <p>Trevor Begg informed the group that as part of the Clinical Strategy and the Delivery Support programme NHS North</p>	<p><b>Paula / Simone</b></p> <p><b>All</b></p>

	<p>West London will set up programme boards on proposed areas of service reconfiguration. There will be two / three representatives on each board. A meeting is schedule for September, 6<sup>th</sup> 2011 for anyone interested in taking part.</p> <p>Finally, Trevor explained that as representative across eight LINks on the Cluster Board, anyone who wishes to raise an issue to the Cluster Board, can do so through himself.</p> <p><b>Action</b> - LINK Host staff to circulate details of September 6<sup>th</sup> meeting.</p>	<p><b>All</b></p> <p><b>Paula / Simone</b></p>
<p><b>7.0</b></p>	<p><b>Sub-group Project Plans:</b></p>	
	<p><b>7.1 Access to Pharmacy Project Plan</b></p> <p>This project will look to determine the accessibility of pharmacies in Kensington &amp; Chelsea and Hammersmith &amp; Fulham and their ability to provide an effective service to disabled and older people.</p> <p>The assessment will be carried out in September and written version completed in October with the aim to forward completed report to the Primary Care Trust in November 2011.</p> <p>The group discussed and assessed the project plan using the 'Decision Matrix Tool'. The project plan was approved with minor amendments to questions raised by the groups:</p> <p>Action:</p> <ul style="list-style-type: none"> <li>- LINK Host staff to circulate list of pharmacy in Kensington &amp; Chelsea to the team.</li> <li>- LINK Host staff to look at who the project will influence and report back to the group.</li> <li>- Make amendment to the use of 'PCT and Commissioner (they are the same body).</li> </ul> <p><b>7.2 Hospital Discharge</b></p> <p>The project will look to examine the experience of patients waiting to be discharged from hospital and also their experience after they have being discharged. The LINK is looking to train LINK volunteers to assess the discharge process. The Council and The Royal Marsden Hospital may join in the project.</p> <p>The group assessed the project proposal using the 'Decision Matrix' tool. It was decided that more work needs to be done on the project. The following suggestions were taken:</p> <ul style="list-style-type: none"> <li>- To look to increase the size of the project by</li> </ul>	<p><b>Ijeoma / Simone</b></p>

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	<p>working jointly with Imperial College Health Care Trust.</p> <ul style="list-style-type: none"> <li>- To skip the first stage of the project and join in on the second stage of the project working jointly with other organisations.</li> <li>- Look to re- write the aim of the project.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- LINK Host staff to carryout further work on the project plan taking on board suggestions made and to circulate for approval for September meeting</li> <li>- LINK Host staff to meet with Adult Social Care to address issues raised.</li> </ul> <p><b>7.3 Service User Led Standards</b>  This project plan was also approved and the group are currently planning engagement to identify priorities for the questionnaire.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- LINK Host staff to circulate questionnaire to management group members when completed.</li> </ul> <p><b>7.4 Substance Misuse</b>  This project from the Mental Health group extends the work done with domestic violence to substance misuse.</p> <p>The group assessed the project proposal using the 'Decision Matrix' tool. The project proposal was agreed pending the following changes:</p> <ul style="list-style-type: none"> <li>- To look to include issues on Somali group e.g Khet</li> <li>- To look to increase the sample size and population.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- LINK Host staff to take Hestia Indemnity policy to the next meeting.</li> </ul>	<p><b>Chris</b></p> <p><b>Chris</b></p> <p><b>Juliet / Simone</b></p> <p><b>Juliet / Paula</b> <b>Juliet /Paula</b></p> <p><b>Simone</b></p>
<p><b>10.0</b></p>	<p><b>Date and venue of next meeting</b></p>	
	<p><b>Date:</b> Thursday, September 29, 2011  <b>Time:</b> 5 – 7pm  <b>Venue:</b> London Lighthouse, 111- 117 Lancaster Road, Ladbroke Grove, London, W11 1QT</p>	<p><b>All</b></p>