



**Kensington & Chelsea  
Local Involvement Network**

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**minutes of meeting**

<b>project title</b>	Kensington & Chelsea Local Involvement Network		
<b>meeting type</b>	Health & Social Care Monthly Management Group Meeting		
<b>minute no</b>	M-3	<b>Ref</b>	LINK
<b>held at</b>	Kensington & Chelsea Social Council, The Light House, 111 – 117 Lancaster Road, London, W11 1QT	<b>held on</b>	30 <sup>th</sup> April 2009
<b>present</b>	<p>Abdul Towolawi Digby Howard Giles Dee-Shapland (Chair) Margret Cairns-Irven (Vice Chair) Mary Gardiner Suresh Gupta Dahabo Guled Robin Tuck</p> <p>Elvis Langley Aisha Bryant Daniella Medici Simmons Hall (Minutes)</p> <p>LINK - Head of Community Engagement Temporary LINK Coordinator LINK Development Officer LINK Administrator</p>		
<b>apologies</b>	Christine Vigars, Zakia Chentouf, Jamie Renton		

<b>Item</b>	<b>Welcome &amp; Introductions</b>	<b>Action</b>
<b>1.0</b>	Giles welcomed those attending to the meeting including new member Digby Howard and LINK	

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	Host staff Aisha Bryant. All introduced themselves to the group.	
<b>2.0</b>	<b>Minutes of the last meeting – 19<sup>th</sup> March</b>	
<b>2.1</b>	<b>Amendments to minute</b>  Item 5.0 – spelling correction The group discussed and agreed that <b>Robin Tuck</b> – previously PPI member and LINK Planning Group member is also suitable for co-option onto the Management Group.  Item 7.1 ( Action ii) Daniella and Aisha have been removed from this action  Item 3.0 – spelling correction Margaret Cairns- <b>Irven</b> as Vice Chair	
<b>3.0</b>	<b>Governance of Kensington &amp; Chelsea LINK</b>	
<b>3.1</b>	<b>Criminal Record Bureau Checks (CRB)</b> The Chair pointed out that CRB check is a mandatory requirement and encouraged all members to be checked.  All members agreed to be CRB checked.  <i>Action:</i> <i>i) LINK Host to contact Hestia Human Resources department and negotiate for them carry out the process locally.</i>	<b>Simmone</b>
<b>3.2</b>	<b>Structure of the LINK</b> Giles introduced a structure that will inform the Sub-Groups and direct the flow of information to the Management Group. Discussions took place around the proposed structure and Management Group members taking the lead at Sub-Group meetings.  All agreed to work with the proposed structure.  <i>Action:</i> <i>Members to communicate their interest in the Sub-Group/s they wish to head to staff.</i>	<b>Management Group</b>
<b>3.3</b>	<b>Calendar of Future Meeting Dates</b> The Chair presented the group with a calendar of	

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	<p>meeting dates for the Management Group, Sub-Groups, and Open-Space meetings. The Chair explained that he will be attending the first round of meetings to give moral support and to act as an observer.</p> <p><b>Methodology for raising items for submission to Management Group</b></p> <p>The Chair suggested that all matters to be raised at Management Group meetings should be submitted at least seven days before the meeting. This will give enough time for any research required. All agreed.</p> <p><i>Action:</i>  <i>Members to submit matters to be raised at Management Group meetings at least seven days before the meeting.</i></p>	<p><b>Management Group</b></p>
<p>3.4</p>	<p><b>Adopting a Matrix System for Prioritising LINK Actions.</b></p> <p>The group received a handout with a choice of two matrix systems which identify priorities on how issues raised will be addressed. Discussion took place around the two systems.</p> <p><i>Action:</i>  The Chair and Deputy Chairs to meet to discuss the two matrix systems, decide on the best system to adopt and report back to the group by Thursday 7<sup>th</sup> May.</p>	<p><b>Giles, Christine &amp; Margret</b></p>
<p>3.5</p>	<p><b>Training</b></p> <p>The group was encouraged to attend all training run by the LINK Host.</p> <p>The group was given a training needs form and was asked to suggest training courses they are interested in attending.</p> <p><i>Action:</i>  <i>All members to forward their suggestions on training courses they wish to attend to the LINK Host.</i></p>	<p><b>Management Group</b></p>
<p>3.6</p>	<p><b>Assignment to Partnership Board</b></p> <p>Digby Howard fed back on the meeting he attended of the Community Equality and Inclusivity Partnership Board (CEI). He reported that he found the meeting interesting, but felt that</p>	<p><b>Management Group</b></p>

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	<p>the voice of Lesbian, Gay, Bisexual and Transgender (LGBT) people <u>needs to be included</u>.</p> <p>The Chair encouraged the group to get involved and share the responsibility of attending partnership board meetings</p> <p><i>Action:</i></p> <p>i) <i>Group members to communicate their interest in getting involved in partnership boards to the LINK Host.</i></p> <p>ii) <i>Mary Gardner to carry out mapping of partnership groups in the borough and forward information to the LINK Host.</i></p>	
<p>3.7</p>	<p><b>Electronic Communication</b></p> <p><i>3.7.1 Setting up Private Email Addresses</i></p> <p>The Chair suggested the use of private email addresses rather than members giving out their personal email addresses to the public when representing the LINK. All agreed with this suggestion.</p> <p><i>3.7.2 Adopting MSN Messenger</i></p> <p>A member of the group suggested that all group members adopt MSN Messenger as this allows for ease of communication. All agreed.</p> <p><i>Action:</i></p> <p>i) <i>LINK Host to contact Hestia to look into the setting up of private email addresses for members.</i></p> <p>ii) <i>Group members to download and use MSN messenger when communication with members of the Management Group and with the public.</i></p>	<p><b>Management Group</b></p> <p><b>Mary</b></p>
<p>3.8</p>	<p><b>New Co-optees Update</b></p> <p>Discussion took place around two proposed co-optees, Anthony Sykes and Mel Carr. The group agreed to co-opt both members through a majority vote.</p> <p><i>Action:</i></p> <p><i>The LINK Host staff to accept Anthony Sykes and</i></p>	<p><b>Simmons</b></p> <p><b>Management Group Members</b></p> <p><b>Simmons</b></p>

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<p>3.9</p>	<p><i>Mel Carr onto the Management Group.</i></p> <p><b>Proposed Sub-Groups / Working Groups</b></p> <p><i>3.9.1 Learning Disabilities Sub-Groups</i> Discussion took place around starting a Sub-Group for Learning Disabilities. <u>It was agreed further research was required before a decision could be made.</u></p> <p><i>3.9.2 Cancer Sub-Group</i> The group discussed the need for a cancer sub-group. All agreed to the formation of a Cancer sub-group as there are a lot of people suffering from cancer in Kensington &amp; Chelsea.</p> <p><i>3.9.3 Carers Working Group</i> Discussion took place around the setting up of a working group for Carers under each sub-group. There are insufficient active members for this group to develop at this stage; more work is required to make contact with Carers' groups and individuals.</p> <p>One suggestion from the group regarding getting people interested <u>in sub-groups</u> was to build on research already carried out e.g. Public Health Equality report, Sexual Health Report. All agreed.</p> <p><i>Action:</i> <i>The LiNk Host to facilitate the setting up of a new sub-group for Cancer. Sub-group head, Anthony Sykes and the Chair to take the lead in organising the first meeting.</i></p> <p><i>Action:</i> <i>All members to forward relevant reports/ information from within the borough to LiNk Host staff for information gathering purpose.</i></p>	<p></p> <p><b>Anthony / Giles</b></p> <p><b>Management Group</b></p>
<p>4.0</p>	<p><b>LiNk Annual Report – Call for Submissions</b></p> <p>The Chair explained the requirements of the LiNk Annual Report and asked that each member allocated to <u>a sub-group</u>, <u>writes</u> a brief paragraph on their allocated group.</p>	<p></p>

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	<p>Elvis explained that this is not only important for the sub-groups but also as an information dissemination tool to the wider membership.</p> <p><i>Action:</i> Each newly allocated sub-group head to submit their report to the LINK Host by Thursday 7<sup>th</sup> May.</p>	Sub-Group Heads
5.0	<b>Annual Health Check</b>	
	<p>Aisha informed the group that a formal statement was sent to the relevant bodies regarding the Annual Health Check to explain that K&amp;C LINK will not be making a commentary this year because the LINK is in its early stages of development. The LINK Host will identify any training for future Annual Health Checks.</p>	
6.0	<b>Safeguarding Adults Report</b>	
	<p>Aisha informed the group about a disclosure and request for assistance the LINK Host has received from a resident at Notting Hill Housing Trust. The matter has been reported to the Safeguarding Vulnerable Adults Team at RBKC who will investigate and feedback to the LINK.</p>	
7.0	<b>Milton Tablets not on Prescription</b>	
	<p>Discussion took place around an issue received from a member of the public relating to the availability of Milton tablets on prescription.</p> <p><i>Action:</i></p> <p>i) LINK Host to forward issue to Frankie Lynch, Director of Primary Care Trust &amp; commissioning, PCT.</p> <p>ii) The person concerned to be informed of the action taken.</p>	<p>Giles</p> <p>Giles</p>
8.0	<b>Chelsea &amp; Westminster Open Day 9<sup>th</sup> May – Call for volunteers</b>	
	<p>The Chair encouraged the group to attend the Open Day to represent and promote the LINK as well as the sub-group they will be heading.</p> <p><i>Action:</i></p> <p>i) All group members to contact the LINK Host with details of their availability and their level of commitment.</p>	<p>Management Group</p>

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	ii) <i>LINK Host to contact sub-group heads who are absent and encourage them to attend.</i>	<b>Daniella</b>
<b>9.0</b>	<b>A.O.B</b>	
<b>9.1</b>	<p><b>Wheelchair User Access</b>  Daniella reported on an issue presented to the LINK Host regarding a wheelchair user facing difficulties accessing her local GP surgery and asked how the LINK can help. Discussion took place.</p> <p><i>Action:</i></p> <p>i) <i>The Chair to write to Frankie Lynch, Director of Primary Care Trust &amp; commissioning, PCT. to ask for information on the issue.</i></p> <p>ii) <i>Management Group to obtain list of accessible GP surgeries in the borough and forward list to the LINK Host.</i></p>	<p><b>Giles</b></p> <p><b>Margaret</b></p>
<b>9.2</b>	<p><b>Flu Pandemic</b>  <i>Action:</i>  Management Group to write to the PCT Board to find out what preparation the Borough of K&amp;C has made for the flu pandemic.</p>	<b>Giles</b>
<b>10.0</b>	<b>Date and venue of next meeting</b>	
	<p>Date: Thursday 21<sup>st</sup> May 2009  Time: 3pm – 5pm</p> <p>Venue: <b>Training Room 8 (1<sup>st</sup> Floor)</b>  London Light House,  111 – 117 Lancaster Road  Ladbroke Grove,  London, W11 1QT</p>	

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