

# minutes of meeting



**Kensington & Chelsea  
Local Involvement Network**

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<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-6	<b>Ref</b>	LINK
<b>held at</b>	The Lighthouse, 111-117 Lancaster Road, London, W11 1QT	<b>held on</b>	25 <sup>th</sup> June 2009
<b>present</b>	Anthony Sykes Digby Howard Giles Dee-Shapland (Chair) Jamie Renton Margaret Cairns-Irven (Vice Chair) Mary Gardiner Robin Tuck Christine Vigars (Vice Chair)  Aisha Bryant (LINK Temporary Coordinator)		
<b>apologies</b>	Zakia Chentouf, Dahabo Guled, Abdul Towolawi, Mel Carr		

<b>Item</b>	<b>Welcome and Introductions</b>	<b>Action</b>
	The Chair welcomed those attending the meeting and apologies were noted.	
1.0	The minutes of the last meeting held on 21 May were approved.	
2.0	<b>Matters arising from the previous minutes</b> AB reported back to the group on the Open Space meeting and informed the group that due	AB to write up suggestions on

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	<p>to lack of attendance the people present decided to focus solely on mechanisms to publicise the LINK. The group discussed publicity briefly and then returned to the decision that a publicity strategy be developed. The group also decided that each person attending should bring a friend or neighbour to the next meeting.</p> <p>It was raised that the LINK needs to be clear about what its 'Offer' is; the group decided to focus on doing one project to generate a quick win that would be beneficial for the LINK. It was agreed that the focus will be the Red Tray System. A project plan is to be developed by the Vice Chair CV.</p> <p>AB advised that additional staff assistance has been sought from the Brent LINK and this member of staff would be able to support the 'red tray' project.</p> <p>AB updated the group on the situation regarding the complaint from a member of the Link. The Safeguarding Vulnerable Adults Team is arranging a case conference to which the Chair will be invited. A debate continued about Advocacy services that had closed in the Borough and are now operating from Westminster.</p> <p>It was suggested that Aisha should contact the Westminster Advocacy Service with a view to being able to make referrals in future. ADKC also has an Advocacy worker and needs are met by spot purchase.</p>	<p>publicising the LINK.</p> <p>CV to prepare a project plan.</p> <p>AB to contact Westminster Advocacy</p>
<p>3.0</p>	<p><b>Feedback from 23<sup>rd</sup> June Cancer Sub-Group Meeting</b></p> <p>AS reported to the group on the launch of the Cancer sub-group. It was very disappointing that the attendance was low despite strenuous efforts to advertise it. A representative from the Marsden Hospital Patients, Carers Action Group (PCAG) attended and will be making an approach to PCAG for a representative from the LINK to attend their meetings. Early screening information and how the LINK can work with the Hospitals and Patient Advice Liaison Services (PALS) was debated.</p> <p>The use of complementary therapies was</p>	

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	discussed. The Group also discussed the possible commissioning of research to assess the benefits of such therapies to cancer patients. The Chair thanked Anthony for all his work in delivering the sub-group.	
4.0	<p><b>Allocation of Management Group members as Sub-group heads.</b></p> <p>A discussion took place on the leaders of sub groups being members of the Management Group. It was decided that participants should be the joint leaders and in the case of the Mental Health Sub-Group AB is to ask IM to take the role as joint leader. Debate continued about the merging of the groups and the necessity to ask groups to use the Matrix system to prioritise issues.</p> <p><b>Motion was raised by Mary Gardiner:</b> ‘That sub-groups that have achieved something are to be the priorities’.</p> <p><b>Seconded by Anthony Sykes.</b> The sub groups identified in the first instance were older people, mental health, cancer and sexual health. Other subgroups could be reactivated as soon as there are enough participants</p> <p>AB gave feedback from Oliviah Nuamah, Kings Fund, on query of what powers the LINK has and what LINK can do if anyone does not respond in twenty days to their correspondence.</p> <ol style="list-style-type: none"> <li>1. Write to the CEO of the particular organisation</li> <li>2. Report the matter to the Care Quality Commission.</li> <li>3. Report the matter to the Overview and Scrutiny Committee</li> </ol>	AB to approach Ivan Moore to act as joint leader for the Mental Health sub-Group. The Leader is Robin Tuck.
5.0	<p><b>Update on progress on the Annual Report</b></p> <p>AB reported the draft Annual Report would be emailed to the group as soon as possible. Members were unhappy with the delay and that they had not had time to consider the report. In particular they asked for a financial statement from Hestia.</p>	AB to email Annual Report to the group.
6.0	<p><b>A.O.B.</b></p> <p>The Chair informed the group of the appointment of the new Co-ordinator.</p> <p>A decision was taken that the Chair is to write to Hestia regarding staffing issues and requesting two weeks handover and a neighbouring LINK</p>	

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	<p>Mentor for the new appointee.</p> <p><b>Training</b> AB to circulate training information.</p> <p>The CEI Partnership board is chaired by Jamie and therefore Digby Howard feels it is not necessary for him to attend every meeting.</p>	<p>GDS</p> <p>AB to circulate training information.</p>
	<p><b>Date and time of next meeting</b></p> <p>Date: 30 July 2009 Time: 3-5pm</p> <p>Venue: Training Room 8, London Lighthouse, 111-117 Lancaster Road Ladbroke Grove, London W11 1QT.</p>	

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