



**Kensington & Chelsea
Local Involvement Network**

Unit 25, 85 Barlby Road

London

W10 6BN

T: 0208 9686771 / 7049

M: 07967225015

www.rbkclink.org.uk

minutes of meeting

project title	Kensington & Chelsea Local Involvement Network		
meeting type	Health & Social Care Monthly Management Group Meeting		
minute no	M-5	Ref	LINK
held at	The Light House, 111 – 117 Lancaster Road, London, W11 1QT	held on	21 st May 2009
present	Anthony Sykes Abdul Towolawi Christine Vigars (Vice Chair) Digby Howard Giles Dee-Shapland (Chair) Jamie Renton Margret Cairns-Irven (Vice Chair) Mary Gardiner Robin Tuck Suresh Gupta Aisha Bryant Daniella Medici Simmone Hall (Minutes)		
		Temporary LINK Coordinator LINK Development Officer LINK Administrator	
apologies	Zakia Chentouf, Mel Carr, Dahabo Guled		

Item	Welcome & Introductions	Action
1.0	The Chair welcomed those attending the meeting and apologies were noted.	

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2.0	Minutes of the last meeting – 30th April	
	The minutes of the last meeting were approved.	
3.0	Debate on Publicity Outreach	
	<p>The Chair pointed out the low attendance at Open – Space meetings and asked what could be done to improve attendance through outreach work. Various suggestions were put forward and discussion took place around different ways of publicising the LINK with the aim to increase membership.</p> <p>The group felt that there is the need to first put in place a plan of action detailing the function of the LINK, how to get people involved, who the LINK will appeal to and how. Once in place then the group can look at how to publicise the LINK. All agreed.</p> <p><i>Action:</i> <i>The LINK Host is to revisit LINKs previous action plan, make clear what the LINK offer is: for discussion at 25th June Management Group meeting.</i></p>	Aisha
4.0	Feedback from Management Group Members – Open Day	
	<p>The Chair thanked everyone who participated in the Chelsea & Westminster NHS Open Day.</p> <p>Mary felt the event was very enjoyable. She was impressed with the people who approached K&C LINK stall wanting to make relationships. Mary feels that there is the need for K&C LINK to build relationship with other LINKs such as Wandsworth LINK and Fulham LINK for networking purposes / partnership.</p> <p>Abdul's feedback from his attendance and observation was he felt K&C LINK should look to attend similar events when they are hosted at other hospitals which will help to promote K&C LINK and create a bridge between the hospital and the community. All agreed.</p>	
5.0	Budget	
	Aisha explained that the budget for 2009 /10 is not yet complete. The budget for 2008/9 - which is	

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	<p>similar – was discussed; the group felt that the budget needs to make clear what income the LINK receives before a decision can take place around how to spend it. All agreed.</p> <p><i>Action:</i> LINK Host staff to liaise with Hestia to obtain completed budget for 2009/10. Discussion to take place with Hestia around displaying the allocated income.</p>	Aisha
6.0	Annual Report Update	
	<p>The draft Annual Report is not yet ready for Management Group approval .</p> <p><i>Actions:</i></p> <p>i) LINK Host staff to take report draft to the Contract Steering Group Meeting on 27th May, then to email highlighted comments to the Management Group members.</p> <p>ii) LINK Host staff to forward final draft to the Management Group before the annual Report absolute deadline on 30th June.</p>	<p>Aisha</p> <p>Aisha</p>
7.0	A.O.B	
7.1	<p>Launch of the Joint Strategic Needs Assessment</p> <p>The Joint Strategic Needs Assessment was attended by the Chair.</p>	
7.2	<p>Transparency – Debate if the Management Group meetings should be open to public observers.</p> <p>Aisha informed the group of a request from a member of the LINK to attend the monthly Management Group meetings. All agreed that the Management Group is ready to open its meetings to members with a section of the meetings made private for the discussion of confidential matters..</p> <p><i>Action:</i> LINK Host staff to advise LINK members of decision to open access to LINK management meetings.</p>	Simmone

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7.3	<p>Garden party in the grounds of Royal Hospital Chelsea. Aisha informed the group about an invitation the LINK received to a garden party in the grounds of Royal Hospital Chelsea.</p> <p><i>Action:</i> <i>Members without invitation wishing to attend the event should contact the LINK Host staff.</i></p>	<p>Done</p> <p>All Members</p>
7.4	<p>Letters Daniella updated the group about draft written communication to voluntary and statutory organisations that were being put together following the last open space meeting. Daniella pointed out the need for help from members to carry out the work to be done during the interim, until a replacement LINK Development Officer is recruited.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> i) <i>The LINK Host to obtain the name and address of the Chief Executive at the hospitals concerned and forward these to the Chair.</i> ii) <i>The Chair to check and sign letters concerning Elder Abuse, the Red Tray Feeding System and Mental Health.</i> iii) <i>An Action Plan format has been adopted to record the actions from LINK meetings and who is responsible for the actions. LINK Host staff to make these available at all Management Group meetings.</i> iv) <i>LINK Host staff to create a paper file at the LINK office for each member of the Management Group for documents to be distributed and letters to be signed.</i> 	<p>Simmons</p> <p>Giles done</p> <p>Aisha/Simmons</p> <p>Simmons</p>
7.5	<p>Update on Notting Hill Housing Elder Abuse Issue The Chair informed the team that the elder abuse matter was raised at the recent Overview and Scrutiny Group meeting. The Officer who is Head</p>	

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<p>7.7</p>	<p><i>Anthony Sykes on how to proceed with setting up the Cancer Sub-Group.</i></p> <p>Criminal Record Bureau (CRB) Checks Aisha distributed CRB forms to the group and asked everyone to complete and return the forms to the LINK Host staff with original forms of identification.</p> <p><i>Action: LINK Host staff to contact each member of the Management Group to make individual arrangements to collect completed forms and proof of identification.</i></p>	<p>Aisha</p>
<p>8.0</p>	<p>Date and venue of next meeting</p>	
	<p>Date: Thursday 25th June Time: 3pm – 5pm</p> <p>Venue: Training Room 8, London Light House, 111 – 117 Lancaster Road, Ladbroke Grove, London, W11 1QT</p>	