

MEDWAY LOCAL INVOLVEMENT NETWORK (LINK)

Supported by Kent & Medway Networks

LINK BULLETIN

Issue 1 - 4 July 2008

1. Welcome

Kent & Medway Networks (KMN) are delighted to have been awarded the contract for the Host Organisation and look forward to working closely with the LINK Members and Participants in the Medway area. We are pleased to introduce the Medway Local Involvement Network (LINK) Bulletin for the Members / Participants of the LINK.

Full contact details for KMN are as follows:

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KMN personnel are directly contactable as follows:

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Janine Judd	01303 297050

The KMN office is open from 8.30am – 4.00pm Monday to Friday each week. A voicemail system is available for use should the telephone line be engaged on another call or for messages out of office hours.

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2. Work plan for setting up a Medway LINK

The sub groups of the Steering Group are continuing to focus on their particular topic.

Governance – this sub group met on 2 July and discussed the contents of the LINK's Governance Framework. KMN is now working on providing a draft of the areas identified as a priority with a view to them being discussed at the next Governance sub group meeting. Future dates for this sub group are as follows:

Date	Time	Venue
Wednesday, 6 August 2008	3.30pm – 5.30pm	to be advised (TBA)

Other Medway LINK sub groups – KMN are currently gathering information on the other LINK sub groups and will update all Steering Group members in the next Bulletin.

3. LINK project: “Fair Access to Services” in Medway

At their meeting on 18 June the LINK Steering Group agreed that they should focus on a specific short term project. This is alongside the work of the sub groups and replaces, for the months of July and August, the activity of the Steering Group. The aims, activities and outcomes of the project are attached along with a document from Medway Council giving further details about the national proposal “Fair Access to care services” (FACS) and the implementation of the scheme in Medway. The next two meetings to focus on this project will be held on the following dates (these replace the Steering Group meetings set for July and August):

Date	Time	Venue
Wednesday, 9 July 2008	3.30pm – 5.30pm	Room 5, Gun Wharf, Chatham
Wednesday, 13 August 2008	3.30pm – 5.30pm	Room 7, Gun Wharf, Chatham

All Members of the Steering Group are invited to participate in this project and attend the above meetings. As the meetings are to focus on the project there will be no requirement for external stakeholders to attend, but they are welcome to do so if they wish. There will be no agenda for these meetings.

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3. LINK Members' Expenses

As you are aware, the LINK Governance sub group are in the process of drafting the LINK's Governance Framework for agreement by the LINK Steering Group. This will include details on what expenses can be claimed and reimbursed from the LINK budget. In the meantime, travel expenses on behalf of the LINK can be claimed and a copy of the expense claim form to be used by LINK Members is attached. Please ensure that receipts for car parking, bus/train fares etc are attached when you submit any travel expenses form. Car mileage is payable at 40p per mile and a passenger rate of 2p per mile.

Please note that, at this stage, only expenses incurred after 1 July 2008 should be submitted to KMN on the form provided. KMN is currently negotiating arrangements for repayment of expenses incurred prior to 1 July 2008 and will advise you of the process as soon as we can.

Also attached is a copy of a BACs form which should be completed and returned to KMN for payment(s) to be made direct to your bank account.
