



## **Cumbria Local Involvement Network**

**DRAFT  
Summary of Operations  
And  
Terms of Reference  
(September 2008)**

## **Draft Terms of Reference Cumbria Local Involvement Network (LINK) Governing Body**

### **Background**

A 12-week period of public Consultation on the structure and terms of reference of the Cumbria LINK began on 3<sup>rd</sup> July. The responses to this consultation will inform a full review of the Cumbria LINK after one year of operations. The terms of reference set out below have been established to allow the Cumbria LINK to undertake its statutory duties outlined in the purpose below.

### **Area**

The geographic area covered by the Cumbria LINK is that of the County Boundary of Cumbria. It is recognised that joint working arrangements will need to be developed with other Local Involvement Networks with respect to services provided in Cumbria by University Hospitals of Morecambe Bay, the North West Ambulance Service NHS Trust and providers of specialist services out of county.

### **The purpose of the Cumbria LINK**

The purpose of a Local Involvement Network set out under section 221(2) Local Government and Public Involvement in Health Act 2008 and is described below:

- Promoting and supporting the involvement of people in the commissioning, provision and scrutiny of Local Care Services (Health Care and Social Care)
- Enabling people to monitor and review the commissioning and provision of Local Care Services relating to: the standard of provision; whether and how Local Care Services could be improved; and whether and how Local Care Services ought to be improved.
- Obtaining the views of people about their needs for, and their experiences of, Local Care Services.
- Making such views known and making reports and recommendations about how Local Care Services could or ought to be improved to people responsible for commissioning, providing, managing or scrutinising Local Care Services

### **The Purpose of the Cumbria LINK Governing Body**

- Guide the work of the Cumbria LINK through the principles of openness and transparency
- Finalise work priorities and develop work plans based on those identified at public meetings and through communications with existing networks and the wider population and communities of Cumbria.
- Provide Governance to the Cumbria LINK including dealing with member grievance issues
- Be responsible for reporting on Cumbria LINK activity to wider Cumbria LINK network, the population of Cumbria, Local Authority and Department of Health

- Be responsible for ensuring that the LINK operates within its budget
- Ensure that the Cumbria LINK meets its statutory duties outlined above
- Actively contribute to the development the Cumbria LINK, being open to new ways of working and give full consideration to the responses to consultations and oversee implementation as necessary.

### **Accountability**

The Governing Body is accountable to the wider Membership of the Cumbria LINK. On behalf of the wider Cumbria LINK Membership it will account for it's activities to the Public, Department of Health and Local Authority.

### **Membership**

A maximum of twelve Members will be appointed initially via a recruitment and selection process in the first year to make decisions on behalf of the Cumbria LINK and guide and direct its work. In consultation with key stakeholders it was agreed that the skills of the members of the Governing Body were of paramount importance. This process will be reviewed in 12 months.

Members of the Governing Body may co-opt additional individuals to fill skill gaps or areas of specialist knowledge as required.

### **Partners**

Representatives from the NHS Trusts, Adult Social Care and the Scrutiny committees for Health Overview and Adult Social Care will have a seat on the Governing Body but will have no voting rights.

- North Cumbria University Hospitals NHS Trust
- Cumbria Partnership NHS Foundation Trust
- North West Regional Ambulance Service NHS Trust
- University Hospitals of Morecambe Bay NHS Trust
- NHS Cumbria
- Cumbria County Council Adult Social Care
- Cumbria County Council Health and Wellbeing Overview and Scrutiny Committee
- Cumbria County Council Adult Social Care Scrutiny Committee

### **Meetings**

The Governing Body will meet every two months, i.e.: meetings to be held in September, November, January, March, May, and July. All Governing Body Meetings will be held in public.

The Governing Body will also hold a minimum of 2 Open Public meetings each year, the purpose of which are to engage with the public on issues of concern, report back on Cumbria LINK activity and to identify issues for future Cumbria LINK Work Plan.

### **Quorum**

The minimum number of Governing Body Members required to make a valid decision will be one half of the Membership. Where this number results in a half number the amount will be rounded up to the next whole number.

Decisions will be made by consensus

### **Structure of the Cumbria LINK**

The Structure of the Cumbria LINK is currently out to public consultation the findings of which will inform the first review of the Cumbria LINK in September 2009. Membership of the Cumbria LINK will be open to all. All Members of the Cumbria LINK can expect to receive regular information about Cumbria LINK activity including notification about open meetings and events. Members who wish to have a more active role in the work of the Cumbria LINK can become Cumbria LINK Participants through the working groups established by the Governing Body. The Cumbria LINK will be guided and directed by the Governing Body whose members have been appointed through a selection process for an initial term of one year.

### **Task and Complete Groups**

The Governing Body can set up Task and Complete Groups to undertake specific work plan items. The work plan item will determine the purpose and membership of these groups and the Governing Body will provide a specific project brief for each group that it establishes together with a deadline for completion of the task.

Individual Task and Complete groups will cease on completion of final reports on their activity and findings.

A member of the LINK Governing Body will be nominated to lead each of the Task and Complete Groups.

Task and Complete Groups may meet as frequently as the project demands.

### **Cumbria LINK Visiting Team**

The Cumbria LINK may, in certain circumstances, enter health and social care premises to observe and assess the nature and quality of services and obtain the views of the people using those services. In carrying out visits, the Cumbria LINK may be able to validate the evidence that they have already collected from local service users, patients, their carers and families, which can subsequently inform recommendations and be fed back to relevant organisations.

The Governing Body will agree a process to appoint individuals to the Visiting Team but all Members of the LINK visiting team are required to undergo CRB checks and specific training and will be provided with ID badge and letter of authorisation.

Cumbria CVS will act as the authorising organisation for Cumbria LINK Participants involved with enter and view duties.

### **Cumbria LINK Representatives**

The Governing Body has the authority to select individuals to represent the Cumbria LINK at specified meetings. Members of the Governing Body are not excluded from this role. The Governing Body will need to agree a process to appoint individuals to the Representative Team.

To maintain existing relationships and communications, former members of the LINK Transitional Steering Group who previously fulfilled representative roles will be invited to act as Cumbria LINK representatives for a period of three months, which will be reviewed in January 09

Cumbria LINK representatives would be required to attend designated meetings throughout Cumbria, be able to represent the views of the Cumbria LINK and prepare written reports to the Cumbria LINK within agreed timescales.

**Others**

The Governing Body may establish other Groups as required to allow comprehensive discussion around specific issues.

The terms of reference of any other groups will be developed and made public as required.

## **Cumbria Local Involvement Network (LINK) Meeting Schedule and Support Arrangements**

The Cumbria LINK Governing Body will meet every two months, these meetings will be held in public

Proposed dates and Venues for the next 3 meetings are:

Monday 22nd September 2008	Penrith (CREA)
Wednesday 22 October 2008 official launch	Penrith (CREA)
Wednesday 29 October 2007	TBA

Meetings will be 3-hour duration

Additional meetings may be held when necessary to address specific issues.

The Governing body will arrive at decisions by consensus.

Standing Items on the agenda will include:

- Declaration of conflicts of interest
- Reports from LINK representatives
- Reports from Task and Complete Groups
- Work Plan
- Annual Reports and other reports
- Progress against recommendations from previous reports.
- Sharing Work Plans with strategic partners
- Referring reports or issues to other bodies.
- Open Forum for Members of the Public

All reports should be submitted in writing to the LINK Support team at least three weeks before the LINK Governing Body meeting.

All LINK Members should agree to adhere to the Code of Conduct document and sign the agreement form

The Cumbria LINK will host 2 Public events each year to discuss issues of concern and inform on health and social care developments. The events will be open to all LINK's participants and the wider public.

The Governing Body will agree a work plan that reflects the views of the public and takes into consideration feedback from Public Meetings, web site and contacts via the Host Organisation.

Work Plans will have clear outcomes and target dates and tasks will be allocated to a Task and Complete Group and/or the Authorised Visiting Team.

## LINK Support Arrangements

The key responsibilities for the host organisation, Cumbria CVS, are outlined below:

- Cumbria CVS acts as a hub for all communication to and from the LINK
- Provide support to the 'Governing Body' at meetings and public events
- Provide financial administration to the Cumbria LINK including annual financial accounts
- A resource for the LINK e.g. projects, research
- Arrange for payment of out of pocket expenses for Cumbria LINK Members
- Arrange for any training of Cumbria LINK Members
- Prepare regular bulletins to Cumbria LINK participants
- Provide relevant information to support the work of the Cumbria LINK
- Gather and hold information on relevant groups, networks and organisations
- Provides a variety of ways for people to have their say including outreach and interactive web site
- Provide publicity and promotion for the Cumbria LINK
- Identify potential members of Task and Complete Groups
- Assist in the development of Task and Complete Groups