

GREENWICH LINK EXECUTIVE COMMITTEE

Appendix 1

TERMS OF REFERENCE

1. Structure of Greenwich LINK

- 1.1 Greenwich LINK is a Local Involvement Network open to individuals, communities, voluntary groups and organisations living and working within the London borough of Greenwich using its local health and social care services.
- 1.2 The LINK will carry out its responsibilities through the Network, Executive Committee, Task Groups, Forums and Enter and View Panel.
- 1.3 Individuals and organisations belonging to the LINK will be known as the Participants.
- 1.4 Membership of the Executive Committee will be drawn from its Participants
- 1.5 Executive Committee Members can be individuals or representatives of a group or an organisation
- 1.6 Membership of the Executive Committee is open to all LINK Participants excepting those who are employees, directors or elected members of the NHS or the Greenwich Council.
- 1.7 The Executive Committee will be the decision making core of the LINK and will be accountable and answerable to the Network and its Participants.
- 1.8 The Executive Committee will be considered quorate with 25% of its members being present. Decision can only be made when there is at least 25% of its members.
- 1.9 The Executive Committee will implement the Workplan through its membership and through the involvement of authorised Participants.
- 1.10 Task Groups will be convened to progress work and report to the Executive Committee
- 1.11 Forums will be organised to ensure Participants can feed into, learn from and challenge the Workplan
- 1.12 An Enter and View Panel will organise visits to health and social care premises to observe the quality of the services and report on its findings

2. Executive Committee Responsibilities

- 2.1 Ensuring the residents and users of health and social care services in Greenwich are involved and represented and their views considered.
- 2.2 Prioritising the work of the LINK subject to available resources.
- 2.3 Communicating with people living and working and caring for relatives in Greenwich.
- 2.4 Communicating with voluntary and community organisations in Greenwich.
- 2.5 Communicating with providers of health and social care services in Greenwich.
- 2.6 To produce reports as well as support and assist community and voluntary groups and individuals to produce reports which commissioners and providers can use to improve services.
- 2.7 Approving reports produced by community and voluntary groups on behalf of the LINK.
- 2.8 Liaising as necessary with Greenwich Council with regard to its responsibilities for monitoring the Host.
- 2.9 Undertaking Enter & View activities in response to intelligence received about patient and carer, public or community concerns.
- 2.10 Acquiring information from providers.
- 2.11 Sending Reports to providers.
- 2.12 Referring issues to Healthier Communities and Older People's Scrutiny Panel.
- 2.13 Liaising with and monitoring the Host.
- 2.14 Complying with all relevant legislation.
- 2.15 The Executive Committee must take account of the views expressed by its Task Groups, Forums and Enter & View Panel.
- 2.15 The Executive Committee will have the power to remove Participants from the Network, by a resolution at a meeting, should it be deemed that they have acted inappropriately or against the best interests of the LINK or in contravention of the Equality and Diversity Policy. (GF Appendix 2 & 11)
- 2.16 To maintain confidentiality at all times.(GF Appendix 16)

3. Executive Committee Membership

- 3.1 This will be drawn from the Participants and will be achieved through a process of Nomination from individuals or organisations. (Appendix 4)
- 3.2 All nomination forms should have a proposer and a seconder. In the case of a nomination from an organisation the proposer and seconder should be from the organisation concerned.
- 3.3 Nominations should be received by the Host within the publicised timeframe.
- 3.4 There will be a maximum of 15 Executive Committee Members, not more than 50% may be representatives from Organisations.
- 3.5 Those nominated will be approved at an Annual General Meeting.
- 3.6 In the event that there are more nominations than places a vote will be held at the meeting by a secret ballot of those present.
- 3.7 The Executive Committee may co-opt additional Members at any time up to the maximum 15 places allowed. Co-options must be approved in public.
- 3.8 The Executive Committee can co-opt others in an advisory capacity to attend meetings at any time to provide relevant information.
- 3.9 A Quorum will be one third of the Executive Committee Membership or 5 Executive Committee Members whichever is the greater.
- 3.10 The Executive Committee Members will be subject to the LINK Code of Conduct (Appendix 2) and its other policies and procedures.
- 3.11 All Executive Committee Members must complete the Register of Interest form. (Appendix 6)
- 3.12 All Executive Committee Members must undergo a successful enhanced CRB Check before participating in enter and view activities
- 3.13 All Executive Committee Members must display an ID badge when on LINK business.
- 3.14 All Executive Committee Members must maintain confidentiality at all times.
- 3.15 All Executive Committee Members will receive appropriate induction, training and development. (GF Appendix 15)
- 3.16 Executive Committee members who have not attended or sent apologies over a three month period will be deemed resigned.

4. Chair and Vice-chair

- 4.1 The Executive Committee Membership will select a Chair and Vice-chair from amongst its numbers to be approved at the Annual Meeting to serve until the next Annual meeting.
- 4.2 Should there be a need to appoint a Chair or Vice-chair mid-term, this should be approved at the next meeting in public.
- 4.3 The Chair and Vice-chair may serve for a maximum of 3 consecutive years.
- 4.4 The Chair and Vice-chair will comply with the Terms of Reference for the posts. (GF Appendices 12 & 13)

5. Meetings

- 5.1 Meetings will be held, normally monthly, in public or in private if considered appropriate by a simple majority of the Executive Committee. Every other meeting will be a public meeting.
- 5.2 The agenda and papers for meetings will be published at least five working days beforehand.
- 5.3 The Host will provide all administration and support for meetings to take place and to be recorded
- 5.4 Draft minutes of meetings in public will be in the public domain within 10 working days
- 5.5 Members and Participants engaged in approved activity will be required to submit written Reports.
- 5.6 Such Reports where relevant will be circulated by the Host with the Agenda for discussion at the next meeting
- 5.7 An Annual Meeting will be held to approve the Annual Report and to appoint the Executive Committee Membership – this will usually be held in May
- 5.8 An Extraordinary Meeting of the Executive Committee may be called by 10 Participants to be held within 2 weeks of the request

6. The Workplan

- 6.1 The Executive Committee will be responsible for drawing up and approving a Workplan which will constitute the priorities that the LINK wishes to address over an agreed period of time.
- 6.2 The Executive Committee will allocate resources to allow this work to be undertaken.

- 6.3 The Workplan must be approved at a meeting of the Executive Committee but can change over time to respond to emerging or new issues.
- 6.4 The Executive Committee will set up Task Groups to progress parts of the Workplan.
- 6.5 The Executive Committee will delegate responsibility for undertaking Enter and View to its Panel.
- 6.6 The Executive Committee may authorise third parties to undertake work on its behalf; any reports should be approved by the Executive Committee before publication
- 6.7 The LINK will provide feedback to all those who have participated in any piece of work and the LINK will ensure that approved reports receive publicity through local libraries, the website and sent to relevant authorities.

7. Task Groups

- 7.1 Task Group members will be drawn from the Executive Committee and others will be co-opted as required
- 7.2 The Task Group will appoint their own Chair
- 7.3 To produce and approve Reports for ratification by the Executive Committee within the timescales agreed
- 7.4 To receive and acquire information as required and make recommendations for discussion by the Executive Committee
- 7.5 Executive Committee will provide a written specification to Task Group such that they can progress relevant sections of the workplan
- 7.6 To meet as required
- 7.7 Meetings will normally be held monthly
- 7.8 The Host will produce and circulate notes, agendas and other paperwork

8. The Greenwich LINK Forums

- 8.1 Forums will give the LINK Participants the opportunity to meet with the LINK Executive Committee.
- 8.2 Forums will provide a networking opportunity for LINK Participants and the LINK Executive Committee.
- 8.3 Forums will inform LINK Participants about the LINK's forthcoming work priorities and planned activities.

- 8.4 Forums will encourage LINK Participants to raise specific issues and contribute to the Greenwich LINK's Workplan.
- 8.5 Forums will encourage LINK Participants to discuss specific reports and activities produced and undertaken by the LINK Executive Committee.
- 8.6 Forums will encourage LINK Participants to join in workshops aimed at enhancing the engagement of the Greenwich LINK with local people and organisations.
- 8.7 The LINK Executive Committee will organise at least two LINK Forums each year.

9. The Enter and View Panel

- 9.1 Enter & View allows the LINK (under certain circumstances) to gain entry to premises providing publicly funded health and social care and to observe and assess the quality of the services provided and to obtain the views of the people using those services
- 9.2 Greenwich LINK will encourage participation in Enter and view activities through advertising and will be open to anyone from the Network who wishes to contribute to this aspect of the LINK Workplan
- 9.3 Those wishing to carry out Enter and View will have to achieve a successful enhanced Criminal Record Bureau application.
- 9.4 An Enter and View panel comprising CRB checked individuals will be put together and used to select a team that will carry out an Enter and View visit.
- 9.5 The numbers of CRB check individuals on the Enter and View panel must be no less than 4 and no more than 15 at any one time.
- 9.6 An Enter and View panel must comprise no less than 2 persons and normally no more than 4.
- 9.7 The Enter and View panel will be led by an individual nominated by the panel.
- 9.8 Those carrying out Enter and View will be subject to all LINK policies and procedures and Code of Conduct
- 9.9 Those carrying out Enter and View must receive appropriate training.
- 9.10 Team members will act in accordance with the LINK approved Workplan.
- 9.11 The Team will function in accordance with the Greenwich LINK Enter and View Policy.

- 9.13 All Enter and View activities will be in response to local community concerns or intelligence gathered or a national concern.
- 9.14 Enter & View Reports must be written by the Enter and View panel and then ratified by the Executive Committee before submission to the relevant PCT, Trust or Provider.
- 9.15 Full guidance regarding Enter and View activities, reporting and protocols are in the Procedure (Appendix 3).

10. Reimbursement

- 10.1 All Executive Committee Members and Participants undertaking approved work on behalf of the LINK will be entitled to claim reimbursement of any costs incurred subject to the agreed policy. (GF Appendix 10)