

Governance Framework

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Mission Statement

Lewisham Local Involvement Network (Lewisham LINK) is an inclusive network that will enable people and organisations in Lewisham to have a say and influence the planning, commissioning and delivery of health and social care services to improve the health and well being of patients, public and service users.

1 Lewisham Local Involvement Network Values

- Equality & Diversity
- Inclusion
- Public engagement & participation
- Transparency
- Accountability
- Effectively representing the voices of patients, service users and residents of Lewisham

2 Structure of the LINK

Participation

The network is open to individuals and community and voluntary groups interested in the health and social care of the people of the London Borough of Lewisham.

- 2.1 The LINK is an open network of individuals and voluntary/ community groups that allows it to expand, adapt to specific requirements and respond to the needs of specific groups: e.g. engaging young people, those from minority communities, those with learning difficulties and special needs.
- 2.2 The LINK will connect with existing groups and forums and complement the existing work of health and social care providers in engaging service users, patients and the public.
- 2.3 The LINK will be aware of existing networks and groups, which could inform the LINK and work with them.
- 2.4 The LINK will consider the need for issue-based task groups.
- 2.5 The LINK will develop a variety of accessible ways for people to get involved, particularly those from previously ignored groups, in terms of disseminating information, involvement in consultation and participation.

LINK Executive Committee

The LINK Executive Committee will replace the Transition Executive Committee within 12 months of July 08. The function of the LINK Executive Committee will be to steer the work of the LINK and to support and enable groups and individuals to carry out the work of the LINK through:

- 2.6 Ensuring key local stakeholders are represented and their views considered.
- 2.7 Prioritise resources for the work of the LINK, recognising that there are limited resources within the LINK and that it cannot take on all the work that is required.
- 2.8 Communicating with the wider community, planning work and allocating resources to support that work supporting community and voluntary groups to undertake work and take up issues as necessary.

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- 2.9 Supporting community and voluntary groups to produce credible reports which commissioners and providers can use to improve services.
- 2.10 Approving reports produced by community and voluntary groups on behalf of the LINK.
- 2.11 Liaising as necessary with London Borough of Lewisham as the monitoring organisation and Parkwood Healthcare as the Host organisation.

LINK Executive Committee will be asked to commit their time to carry out work / attend LINK Executive meetings and / or other meetings as required.

Membership of the LINK Executive Committee

- 2.12 The Executive Committee will have 16 members from July 2009.

Elected members: Nine members will be elected by the local community/participants by postal ballot. Three members (one third of the elected committee) who gain the least votes will be required to resign to ensure that enough places are open for contest.

Designated places: In order to improve the diversity of representation across the different aspects of health and social care and our population in Lewisham, 7 designated places will be offered to organisations which the elected members decide are most likely to contribute to achieving that goal. The allocation of designated places will be reviewed each year by the executive committee.

Organisations with a designated place will nominate an appropriate representative to be on the Executive Committee.

All members must attend committee meetings or send valid apologies. Members who do not attend three consecutive committee meetings and fail to give adequate apologies and explanation will forfeit their place on the committee.

Election of the Chair / Vice Chair

- 2.13 The Chair and Vice Chair will be elected by the LINK Executive Committee.

Functioning of the LINK Executive Committee

- 2.14 Meetings of the LINK Executive Committee will be in public; however closed items on the agenda will not be open to the public. Meetings will be held at least bi monthly.
- 2.14.1 Documents will be sent out as soon as possible to the executive committee. Executive Committee documents will be sent out at least one week prior to an executive meeting being held. Documents including minutes of meetings will be placed in the public domain once approved by the executive committee.
- 2.14.2 Quorum: a minimum of a third of the members must be present for the meeting to be able to make decisions.
- 2.15 The LINK Executive Committee can establish sub committees such as finance and governance at their discretion.
- 2.16 The LINK Executive Committee can establish Task Groups made up of LINK participants to carry out the LINKs work on specific topics.
- 2.17 Each task groups must report back to the LINK Executive Committee.
- 2.18 Each task group should have a 'Terms of Reference' and membership that are agreed with the LINK Executive Committee.

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- 2.19 Each task group must have a work plan that is agreed with the LINK Executive Committee.
- 2.20 Task groups must conform to the code of conduct of the LINK. (Appendix 1)
- 2.21 Task groups can be convened to consider issues as they arise and these can become longer term if required.
- 2.22 LINK executive committee members must abide by the code of conduct which is based on 'The Seven Principles of Public Life'. (Appendix 2)
- 2.23 The LINK Executive Committee, together with the Host Organisation, will coordinate what level of support to give each task group in terms of organising meetings, taking minutes, supporting work projects etc.

3 Work of the LINK

The work of the LINK will be coordinated through the Executive Committee and Task Groups.

The Work Plan to be produced by the Executive Committee will allocate resources to allow this work to be undertaken.

There are statutory powers the LINK has which will underpin its work:-

- 3.1 Question commissioners and providers and receive a response within 20 working days.
- 3.2 Conducts enter and view visits as per the agreed procedure (Appendix 3).
- 3.3 Praise good practice and write reports to commissioners and service providers.
- 3.4 Refer issues to Overview and Scrutiny Committees and get a response within statutory time limits.
- 3.5 An Extraordinary General Meeting (EGM) will be convened where the request for a meeting is supported by at least ten participants. The subject of the extraordinary general meeting must be LINKs related. The EGM must be held within three weeks' of the request being lodged with the host.
- 3.6 Annual General Meeting – AGM will be held once a year, and will be open to the public. An AGM must have at least 10 members of the community present. A quorum of the executive committee must also be present. Failing that, a new AGM must be convened giving three weeks notice.

The LINK will refer to other organisations to do pieces of work on the LINK's behalf but would need to approve any report before publication. 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 and are placed on the LINK website.

4 Relationships with Statutory Agencies

The Executive Committee will develop relationships with statutory sector commissioners and providers of health and social care services.

5 Registering an Interest

When speaking or voting LINK executive committee members should declare any personal or professional interest which may be relevant.

6 Complaints

Deal with complaints as per Lewisham LINK's complaints policy (Appendix 4)

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