

## Terms of Reference

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## Contents

	PAGE
1. Objective .....	4
2. Duties and Responsibilities .....	4
3. Accountability .....	4
4. Main Powers/Authority .....	4
5. Composition/Membership .....	4
6. Governance Structure .....	5
7. Performance Evaluation .....	5
8. Outputs .....	5
9. The Duty of the Host .....	5
10. TOR Approval and Review Date .....	5
11. Frequency of Meetings .....	5

## **1. Objective**

To enable local people (individuals, organisations and groups) to influence the planning, commissioning and delivery of health and social care services to ensure better outcomes.

## **2. Duties and Responsibilities**

- Promoting and supporting the involvement of people in the commissioning, provision and scrutiny of local health and care services.
- Obtaining the views of people about their need for and experiences of local health and care services and making these views known to those responsible for commissioning, providing, managing and scrutinising these services.
- Making reports and recommendations to those responsible for commissioning, providing, managing and scrutinising these services about how they could be improved.

## **3. Accountability**

- Accountable to the local community.
- Accountable to the Secretary of State.
- Complement the work of the Overview and Scrutiny Committees.

## **4. Main Powers/Authority**

- To request information from service providers and expect a response within a specified time scale.
- To request a response from Commissioners to reports and recommendations made by LINKs within a certain time limit.
- Service providers to allow members of LINKs to enter and view services (with the exception of children's services) in defined circumstances.
- To refer issues to the Local Authority's Health Overview and Scrutiny Committee for action and to receive a response.

## **5. Composition/Membership**

- The LINK is an open network of individuals and voluntary/ community groups that allows the membership to expand, adapt to specific requirements and responds to the needs of specific groups: e.g. engaging young people, those from minority communities, those with learning difficulties and special needs etc.
- Connect with existing groups and forums – complement the existing work of health and social care providers to engage service users and the public.
- Be aware of existing networks and groups, which could form the LINK and work with them.
- Consider the need for locality and/or issue-based subgroups.
- Develop a variety of accessible ways for people to get involved, particularly those from easy to ignore groups in term of disseminating information, involving in consultation, participation, delegation.

## **6. Governance Structure**

To be decided by the meeting.

## **7. Performance Evaluation**

To be decided once the monitoring and evaluation of the work plan is approved.

## **8. Outputs**

To be decided as part of the work plan.

## **9. The Duty of the Host**

- Collecting and analysing data.
- Communicating with others.
- Providing IT and other support.
- Holding the finances.
- Advice and support.
- Support development of priorities and work plan.
- Be accountable to the LINK.
- Be performance managed by Local Authority.

## **10. TOR Approval and Review Date**

To be decided by the membership.

## **11. Frequency of Meetings**

To be decided by the membership.