

*Your LINK for improving health and social care*

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a LOCAL INVOLVEMENT NETWORK

May 2010

## **Kent LINK Annual Meeting 26 May 2010**

### **Kent LINK Governance - Proposals for changes**

#### **Introduction**

1. The Kent Local Involvement Network (Kent LINK) was formally launched on 3 December 2008. At that time its governance arrangements, the rules by which it operates, were agreed. The four policies agreed were:
  - Communications and Publicity Strategy
  - Community Engagement Strategy
  - Diversity and Equality Policy
  - Governance Framework
2. The LINK's first Annual Meeting was held on 28 May 2009. At this event a number of changes to the Governance Framework were agreed - to take account of, for example, items not already detailed.
3. All current LINK policies can be found on the 'Governance and Publications' page of the LINK's website at: <http://thekentlink.org.uk/index.php?q=22>
4. As part of its governance, the LINK regularly reviews its governance arrangements to ensure that they continue to be "fit for purpose". This activity is initiated by the Governors' Group and presented to the Annual Meeting of the LINK for approval by LINK participants.

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## Kent LINK Governance - Proposals for changes

### Proposals for change

5. This paper outlines the proposed changes that are presented to the LINK's second Annual Meeting to be held on 26 May 2010, for consideration by LINK participants.
  
6. The areas of governance that the Governors are recommending changes are detailed in the attached papers and cover the following:
  - 6.1. Introduction of a Kent LINK Disciplinary Procedure
  - 6.2. Introduction of a Kent LINK Grievance Procedure
  - 6.3. Introduction of a Kent LINK Complaints Procedure
  - 6.4. Introduction of a Non Attendance / Non Involvement Policy
  - 6.5. Amendment to the Kent LINK's Decision Making Process
  - 6.6. Amendment to the Kent LINK's Governors' Group Terms of Reference
  - 6.7. Changes to the selection process for key LINK roles (an update to reflect current practice)
  - 6.8. Reimbursement of LINK Participant Expenses.
  
7. In addition to the above, and to bring the LINK's policies up to date, some grammatical amendments are required. The Governors' Group seek LINK participants' agreement to undertake these updates after the Annual Meeting:

**7.1. Recommendation: That, following the LINK's second Annual Meeting on 26 May 2010, the LINK Governors initiate an update of the LINK's current Governance Arrangements, Strategies and Policies to ensure that they are up to date.**