



The Kent LINK

Non Attendance / Non Involvement Policy

Introduction

1. This policy applies to all key roles within the Kent LINK – Governors' Group, Priorities Panel, Authorised Visitors and External Representatives.
2. This policy needs to be included in the LINK's Governance Framework and form part of the Terms of Reference for the individual groups / members.

LINK Governors and Priorities Panel Members

3. All Governors and Priorities Panel members are required to advise their group / panel if they are unable to attend a particular meeting. This is done by contacting the KMN office - by telephone or email, in advance of the event.
4. If a LINK Governor or a LINK Priorities Panel member does not attend three consecutive meetings without explanation the matter will be referred to the Chairman of the group / panel for consideration of the facts. In turn he / she shall advise the group whether the individual concerned shall cease to hold office

Authorised Visitors and External Representatives

5. If for any reason a Visitor or Representative is unable to attend an applicable meeting / activity / event they should, in the first instance, contact the Chairman of the relevant LINK group or relevant LINK Development Worker so that a replacement can be sought or alternatively apologies given to the organisation.
6. If a Visitor / Representative does not attend three consecutive applicable meetings / visits / events without explanation to the above, the matter will be referred to the Chairman of the Governors' Group for consideration of the facts. In turn he / she will advise the relevant LINK group and / or external organisation that the LINK participant concerned will cease to represent the Kent LINK accordingly.

***** *End of Non Attendance / Non Involvement Policy* *****

Recommendation: That the above non attendance / non involvement policy is agreed and the Terms of Reference for each LINK Group / Role are updated accordingly.

From the Kent LINK Governors' Group
14 May 2010