

Your LINK for improving health and social care

www.thekentlink.co.uk



a LOCAL INVOLVEMENT NETWORK

May 2010

Kent LINK – Annual Meeting

Wednesday, 26 May 2010 from 10.00am to 3.00pm
Inspiration Suite, Village Hotel, Castle View, Forstal Road,
Maidstone, ME14 3AQ

Email Voting Form

To vote by email or post, please complete and sign this form and return it by 12.00noon Tuesday, 25 May 2010 to Kent and Medway Networks Ltd by email at info@kmn-ltd.co.uk or by using the FREEPOST address:

The Kent LINK
Kent & Medway Networks Ltd
FREEPOST NAT17761
Folkestone
CT19 4BR

No postage stamps are required

Please indicate your instructions by marking the 'For' or 'Against' box with an 'X'.

Note that all related documents are enclosed.

No.	Resolutions	For	Against
1	Receiving the LINK's Annual Report 2009 / 2010.		
2	Receiving the LINK's Annual Accounts 2009 / 2010.		
3	<i>All LINK Governance Arrangements, Strategies and Policies</i> 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.		
4	<i>Introduction of a Kent LINK Disciplinary Procedure</i> Recommendation: That the Kent LINK Disciplinary Procedure for LINK participants is agreed.		

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No.	Resolutions	For	Against
5	<p><i>Introduction of a Kent LINK Grievance Procedure</i></p> <p>Recommendation: That the above Kent LINK Grievance Procedure is agreed.</p>		
6	<p><i>Introduction of a Kent LINK Complaints Procedure</i></p> <p>Recommendation: That the Kent LINK Complaints Procedure is agreed.</p>		
7	<p><i>Introduction of a Non Attendance / Non Involvement Policy</i></p> <p>Recommendation: That the Kent LINK Non Attendance / Non Involvement Policy is agreed and the Terms of Reference for each LINK Group / Role are updated accordingly.</p>		
8	<p><i>Kent LINK's Decision Making Process</i></p> <p>Recommendation: That the changes to the LINK Decision Making Process, as proposed in the LINK Decision Making Process – Proposal for Change paper, are agreed.</p>		
9	<p><i>Kent LINK's Governors' Group Terms of Reference</i></p> <p>Recommendation: That the following be included in the Governors' Group Terms of Reference "The minimum number of four Governors is required at a Governors' Group meeting to carry decisions".</p>		
10	<p><i>Kent LINK's Governors' Group Terms of Reference</i></p> <p>Recommendation: That the following be included in the Governors' Group Terms of Reference – "In between meetings of the Governors' Group there may be a need for an urgent decision / action to be taken – where the decision or action cannot wait for the next meeting of the Governors' Group. In this event the Chairman of the Group is authorised to make such decisions / take the required action. He / she will report to the next available meeting of the Governors' Group on the decision / action taken and the reasons why Chairman's action was required.</p>		

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No.	Resolutions	For	Against
11	<p><i>Selection process for key LINK roles (an update to reflect current practice)</i></p> <p>Recommendation: That the process detailed in Appendix A to the paper, Kent LINK Groups / Roles – Proposals for Changes to the Application and Selection Process, be adopted for all appointments to the LINK’s Groups and Roles.</p>		
12	<p><i>LINK’s Expenses Policy</i></p> <p>Recommendation: That there is no change to be made to the:</p> <ul style="list-style-type: none"> a) 40p mileage rate b) Additional payment of 2p per mile for carrying passengers on LINK business. 		
13	<p><i>LINK’s Expenses Policy</i></p> <p>Recommendation: That, with regard to the payment of subsistence allowance, of up to £5 for LINK participants on LINK business, who are away from home / work for over 4 hours, should not be required to submit receipts to support such claims.</p>		
14	<p><i>LINK’s Expenses Policy</i></p> <p>Recommendation: That claims for the preceding financial year submitted beyond the second week of April following the end of financial year may not be payable.</p>		

Signature:

Please also PRINT name:

Date: