

Appendix 3 of Governance Framework

Kent LINK Governing Group Roles and Responsibilities

Role	Responsibility	Required experience / skills and / or interest
<i>Facilitator</i>	<ul style="list-style-type: none"> To provide leadership and direction for the Governing Group, enabling the Group to carry out its roles effectively for the good of the organisation To help the Group set long term plans for the future of the organisation To ensure meetings are run well, including participation from all involved, time-keeping, decision making and team work To work with the Host and the other members of the Group to ensure that the decisions of the Group are acted upon 	<ul style="list-style-type: none"> Ability to think and plan ahead, balancing needs and constraints A good understanding of what the organisation is about Good at running meetings and getting everyone to contribute Good at summarising discussions and getting people to make decisions Ability to handle conflict

Role	Responsibility	Required experience / skills and / or interest
Finance	<ul style="list-style-type: none"> • To take the lead within the Group in financial matters affecting the LINK, including statutory obligations • To assist in the establishment of LINK budget management arrangements – income and expenditure, decision making and reporting to the wider population as well as the core membership of the LINK 	<ul style="list-style-type: none"> • Confident and at ease in dealing with figures / financial matters • Financial accounting • Budgeting • Financial management
Project management	<ul style="list-style-type: none"> • To take the lead within the Group in managing projects • To help in organising priorities, identifying who will do what and when • To assess risks and present possible solutions 	<ul style="list-style-type: none"> • An analytical / methodical approach to work / projects • Project management • Team working • Priority setting • Risk management
Community engagement and partnerships	<ul style="list-style-type: none"> • To take the lead within the Group in relationship management and networking • To provide expertise / knowledge of different methods of engaging people and communities • To provide experience of working with people / groups who traditionally have been hard to reach and / or are disadvantaged 	<ul style="list-style-type: none"> • Worked in community environment – voluntarily or professionally • Good networker • Good communicator • High level of commitment to the value of patient / carer / user / public / community involvement in local decision making • Experience of working with people / groups who are considered disadvantaged and / or hard to reach

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Performance management	<ul style="list-style-type: none"> • To take the lead within the Group in managing and reporting on contracts and performance • To help in identification of outcomes for the LINK and methods of monitoring and reporting progress 	<ul style="list-style-type: none"> • An analytical / methodical approach to work / projects • Managing projects / work streams • Contract management • Performance management
Communications / PR and media	<ul style="list-style-type: none"> • To take the lead within the Group in promoting the LINK and encouraging involvement of more people from a diverse cross section of the population • To provide input on how best to capture the interest of the media and stakeholders for positive reporting 	<ul style="list-style-type: none"> • Good communicator • Experience of public relations • Experience of working with the media – pre-existing relationships with local journalists / reporters would be beneficial
Strategic	<ul style="list-style-type: none"> • To ensure that the LINK is developed strategically, without detailed attention to minutiae 	<ul style="list-style-type: none"> • Ability to think and plan ahead, balancing needs and constraints • A good understanding of what the organisation is about

Role	Responsibility	Required experience / skills and / or interest
Legislation / policy / governance	<ul style="list-style-type: none"> • To take the lead within the Group in all governance / legislation matters affecting the LINK • To be fully conversant with the legal requirements surrounding the LINK • To be conversant with the overall direction of involving more people and communities in the decisions surrounding their local health and social care • To guide on policy and governance for the LINK 	<ul style="list-style-type: none"> • An awareness of the Government's agenda for placing the patient at the heart of the NHS and involving a wide cross section of people in the decision making processes for local health and social care services • An awareness of the powers of LINKs and the statutory framework • Experience of working in the public sector, whether in paid employment or a volunteer • An appreciation of the standards in public life
Equality and diversity	<ul style="list-style-type: none"> • To ensure that the LINK and the Governing Group adopt and pursue the principles of ensuring that Kent's diversity is covered • To ensure that equal opportunities are given to all in Kent 	<ul style="list-style-type: none"> • Knowledge of the diversity of the county of Kent and the different issues and approaches to enabling the involvement of all • Knowledge and expertise in equal opportunities • Commitment to enforcing the equality and diversity policy of the LINK