



ATTACHMENT 6

Process for obtaining feedback and supporting LINK Participants who represent the LINK

The LINK's Governance arrangements provide for two levels of representation:

- Group 1 - those "higher level" activities, for example, representation on:
 - Health Overview and Scrutiny Committee
 - NHS Trust Boards
- Group 2 - LINK representatives on topic / geographical groups, eg. groups concerned with commissioning cancer services or a group reviewing pharmacy services in a town / village

It is proposed that the feedback / reporting arrangements for the above groups should be:

1. Reports should be completed on the attached template within two weeks of the event / meeting.
2. Group 1 reports should be reported to the next or subsequent meeting of the Governors Group for their consideration.
3. Group 2 reports should be reported back to the relevant part of the LINK network, eg using the above examples, those LINK participants within the network with an interest in cancer services or those within a local geography that may be concerned about a review of pharmacy services in their town or village.
4. Group 2 reports should also be submitted to the Governors Group for information.
5. Group 2 activities should be overseen by a Governor or other person nominated by the Governors Group to assist in the coordination of such activities.

Report form template

Meeting / event title:	
Date:	
Attended by:	
Summary	
Recommended action by the LINK (if any):	
Feedback from network to representative (if any):	
Date of next meeting:	
Signature:	
Date:	