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Eastern and Coastal Kent

29 September 2009

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Tel: 01227 7950
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Email:

Dear Brenda

Invitation for LINK representation within NHS Eastern and Coastal Kent

Please find attached letter of invitation for LINK representation, addressed to the LINK Governors, on the NHS Eastern and Coastal Kent Board.

Should you wish to discuss this further, please don't hesitate to contact me.

Kind regards

Yours sincerely

pp Lorraine Denoris
Director of Citizen Engagement and Communications

cc Graham Hills - Kent LINK

Ann Sutton - Chief Executive, NHS ECK
Colin Tomson - Chairman

enc





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Dear LINK Governor

Re: Invitation for LINK representation within NHS Eastern and Coastal Kent

NHS Eastern and Coastal Kent continues to recognise the benefit of effective joint working with the LINK and welcomes the opportunity to work closely with the LINK to support its remit set out in the statute through the Local Government and Public Involvement in Health Act 2007.

To support this remit the LINK will be provided with two co-opted places on NHS Eastern and Coastal Kent Board, which will be support the 'Memorandum of Understanding' between NHS Eastern and Coastal Kent and Kent LINK.

We would also like to extend this invite to the LINK to consider how they would like to contribute to Board sub-committees and groups and how we can best facilitate this process.

As a starting point I would like to share with you our Committee Structure, which details our three main committees and sub-committees/groups that report ultimately to the Board through this structure. I hope this will help in considering if you would like to have additional representation on any of committees or groups for LINK members.

We would like also the opportunity to work with you to provide a 'Support Pack' to LINK members who may choose to attend our committees and groups outlined in the Committee Structure. This would include:

- Terms of reference for each committee/group
- Role description/expectations to ensure clarity from both the LINK and NHS Eastern and Coastal Kent
- A flow chart to show clearly how the LINK role acts as a conduit for the wider network and how the role is able to exert influence within NHS Eastern and Coastal Kent
- Role specification to support indentifying appropriate LINK participants
- Code of conduct

continued



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- A copy of the Nolan Principles
- Induction programme to provide additional information on previous work undertaken by the committee or group
- Invitation to attend our staff induction and a
- Named buddy/mentor to provide support to LINK members.

I hope that this will provide a great opportunity to continue a mutually beneficial working relationship and supports not only your internal appointment process of representatives on external committees, but will support the LINK to fulfil its role of improving health and social care services for the people of Kent.

Yours sincerely



Lorraine Denoris
Director of Citizen Engagement and Communications

enc



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