



**Kent LINK Working Groups**  
**(eg Governors, Priorities Panel, Authorised Visitors, external**  
**Representatives)**

**Review of Application and Selection Process**

**Introduction**

1. The application and selection process for the LINK's various working groups is defined in the Appendix 1 of the LINK's Governance Framework – Kent LINK Governing Group Information Pack. The relevant extract of this process is attached, for information, at Annex A.
2. In practice some of the steps in the process have not been followed. For example, all applicants for the role of Governor attended a selection event. All applicants attended a half day structured session where the panel observed their behaviours and contributions and, at the end of the day, recommended individuals for a specific role. The composition of the selection panel remained the same. The same process has been used for the selection of applicants to three other LINK groups:
  - a. Priorities Panel
  - b. Authorised Visitors
  - c. LINK representatives on external groups
3. Based on experience of the selection of Members of all LINK Groups, including the Governors, there is a need to review the process of application and selection to the groups. Attached at Annex B is a proposal for a revised process for the above roles and appointment of Governors.

**Conclusion / recommendation**

4. It is recommended that the attached process should be adopted for the future appointment of Participants to LINK Working Groups.
5. If Governors agree with the above recommendation the proposal will be published to all LINK participants for their agreement. This will be done via the LINK website and the monthly LINK Bulletin and be available for consultation for a period of 12 weeks.

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10 June 2009

Extract from Appendix 1 of the LINK's Governance Framework

***“Application and Selection Process***

***How to apply***

*A completed application form must be returned to KMN by ...*

*An electronic version can be emailed to KMN at [info@kmn-ltd.co.uk](mailto:info@kmn-ltd.co.uk)*

*Large print version of this information pack and the application form are available on request.*

***Process for Selection***

*A selection process will be established*

- Each application will be evaluated on the basis of the applicant meeting the role criteria. A short list of candidates will be produced. This will happen in the week commencing .... (after the closing date for applications and subject to the panel's availability)*
- A panel will then interview short-listed candidates – in week commencing .... (subject to the panel's availability)*
- The selection panel (for short-listing and interviews) will comprise a Member of the Kent LINK Project Bard, a Member of the former Kent LINK Steering Group and a representative from the community / voluntary sector in Kent. The panel will be accompanied by Jessie Cunnett, an independent consultant, who will provide advice and independent assessment of the process*
- All applicants will be notified of the panel's decision by ....*
- Selected candidates will receive an induction session in the week commencing ..... This will be provided by KMN with external input as required*
- Selected candidates will meet for the first time in week commencing ....*
- Additional training will be provided as required*
- KMN will provide all organisational and administrative support to the process*
- KMN will not take part in any of the selection, interview or decision making processes.”*

--- End of extract ---

**Appointment of LINK Participants  
to LINK Working Groups**  
(eg Governors, Priorities Panel, Authorised Visitors, external Representatives)

**Introduction**

1. All appointments to a LINK group will be subject to the following:
  - 1.1. A completed application form
  - 1.2. Attendance at an information / selection event
  - 1.3. Receipt of satisfactory references
  - 1.4. In the case of Authorised Visitors – a satisfactory CRB and POVA check.

**Notification of a vacancy on a LINK group**

2. All vacancies on any LINK group will be notified through:
  - 2.1. The monthly LINK bulletin
  - 2.2. The LINK website
  - 2.3. Advertisements in the local press (in exceptional circumstances)

**Expression of interest**

3. Any participant interested in the vacancy can express an interest by notifying KMN by:
  - 3.1. Telephone
  - 3.2. Email
  - 3.3. Responding on the web site
4. Participant's details, such as name, contact details and particular interest (especially if more than one vacancy is being filled) will be needed and KMN will log these.

**Information / selection event**

5. All participants expressing an interest in a vacancy will be invited to attend an open information event, the purpose of which is to:
  - 5.1. provide the participants with more details about the vacancies, such as the roles, responsibility, person specification, level of commitment, eg in time and effort
  - 5.2. encourage participants who have expressed an interest to apply

- 5.3. provide participants time to complete an application form
- 5.4. select successful applicants, the decision based on the completed application form and the participant's performance throughout the event - such a decision would also be subject to receipt of satisfactory references.
6. Every effort will be made to arrange the Information events over a range of days and times - to enable as many participants as possible to attend.
7. The programme for an information event is attached at Annex C.

### **Selection Panel**

8. The Selection Panel will comprise:
  - 10.1 A Member of the Kent LINK Project Board
  - 10.2 A Member of the former Kent LINK Steering Group
  - 10.3 A representative from the community / voluntary sector in Kent.
9. The panel will be facilitated by an independent facilitator which could be the Lead Governance Governor, who will provide advice and independent assessment of the process.
10. KMN will provide the Selection Panel with a written briefing and a full list of participants who have expressed an interest in the vacancies.
11. The selection panel will use a scoring method to evaluate all applicants.
12. All applicants will be notified of the panel's decision within 2 working days of the information / selection event.
13. Selected candidates will receive an induction session as soon as practically possible after the information / selection event. This will be provided by KMN with external input as required.
14. Additional training will be provided as appropriate.
15. KMN will provide all organisational and administrative support to this process.
16. KMN will not take part in any of the selection, interview or decision making processes.

## Kent LINK Working Groups Information / Selection Event

*Date and time*  
*Venue*

### Draft Programme

#### Morning session

- |   |                             |
|---|-----------------------------|
| 1. Welcome and Housekeeping                           | <b>Facilitator</b>          |
| 2. "30 second commercial"                             | <b>All applicants</b>       |
| 3. Introduction to the Kent LINK                      | <b>Facilitator</b>          |
| 4. Top 10 Priorities for the Kent LINK                | <b>All applicants</b>       |
| 5. Role of the Kent LINK Group(s)                     | <b>All applicants</b>       |
| 6. Confirmation of the role of the Kent LINK Group(s) | <b>Facilitator</b>          |
| 7. Question and answer session                        | <b>Panel and applicants</b> |

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Lunch

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#### Afternoon session

- |  |                       |
|--|-----------------------|
| 8. Completion of individual application forms                            | <b>All applicants</b> |
| 9. Questions for written response (to be included in application form):  | <b>All applicants</b> |
| a. What would be the one thing that you would like to bring to the LINK? |                       |
| b. What would be the one thing that you would like to get from the LINK? |                       |
| 10. Close and advice on what happens next                                | <b>Facilitator</b>    |