

Your LINK for improving health and social care

www.thekentlink.co.uk



Attachment 3

Kent LINK Annual Report 1 April 2008 to 31 March 2009

Outline Contents

General comments:

- ❖ *needs to be a document that is easy to read, can be used for marketing the LINK, contains all required information and maybe more (to act as a publicity tool)*
- ❖ *consider getting it produced professionally by printers, especially the front cover – design and production*
- ❖ *production*

Brenda O'Neill, KMN, 8 April 2009

Outline Contents

1. **Summary** (would be better for the marketing tool and more likely to be read; should be a stand-alone document too)
2. **Background** to the Kent LINK
3. **Role, powers, structure** of the Kent LINK – strategic aims of the Kent LINK
4. **Transitional arrangements**, to include:
 - 4.1. from KCC
 - 4.2. appointment of the Host
 - 4.3. Project Board
 - 4.4. Transitional steering group
 - 4.5. others?
5. **Launch** (December 2008)
6. **The Kent LINK in operation:**
 - 6.1. covering health and social care

6.2. Outline structure / decision making process

6.3. Governors Group, include

- Terms of reference
- Process for appointment
- Names of Governors and roles

6.4. Priorities Panel

- Terms of Reference
- Process for appointment
- Names of Panel members

6.5. Panel of Authorised Visitors, include

- Terms of reference
- Process for appointment
- Name of nominated authorising participant (Facilitator)
- Names of authorised visitors

6.6. LINK representatives on outside bodies

- Terms of reference
- Process for appointment
- Names of participants who are external representatives

7. **Funding for the LINK**, include

7.1. allocation to KCC

7.2. total contract value, KMN expenditure

7.3. budget and expenditure report for LINK element (below the line amount)

8. **LINK projects**, include

8.1. their impact

8.2. Annual Healthcheck

8.3. GP in Sittingbourne

8.4. community engagement

8.5. communications and publicity, include

- promotions, PR, advertising, roadshows
- methods for obtaining views of the wider participants
- LINK website
- Community engagement events
- LDW work

- 8.6. governance
- 8.7. equality and diversity
- 8.8. project management
- 8.9. strategic
- 8.10. requests for information to providers and commissioners and outcome
- 8.11. referrals to OSCs and outcome
- 8.12. reports / recommendations to providers / commissioners and outcome
- 8.13. visits, if any and outcomes
- 8.14. others
- 8.15. others
- 8.16. others

9. Performance management

10. **Next steps** (annual work programme for two years, including strategic overview items, detail for 2009 and outline for rest?)

11. **Contact details for the LINK**

12. **Contact details for KMN**

13. **Feedback opportunity**

14. **Others?**

15. **Copies to:**

- 15.1. Secretary of State for Health
- 15.2. Kent County Council
- 15.3. KCC HOSC
- 15.4. Care Quality Commission
- 15.5. All PCTs and NHS Trusts in Kent and in Medway
- 15.6. Strategic Health Authority
- 15.7. LINK website
- 15.8. others?