

*Your LINK for improving health and social care*

[www.themedwaylink.co.uk](http://www.themedwaylink.co.uk)

June 2010



## Medway LINK Annual Meeting - 9 June 2010

### Medway LINK Governance - Proposals for Changes

#### Introduction

1. The Medway Local Involvement Network (Medway LINK) was formally launched on 7 January 2009. At that time its governance arrangements, the rules by which it operates, were agreed. The four policies agreed were:
  - Communications and Publicity Strategy
  - Community Engagement Strategy
  - Diversity and Equality Policy
  - Governance Framework
2. The LINK's first annual meeting was held on 3 June 2009. At this event a number of changes to the Governance Framework were agreed - to take account of, for example, items not already detailed.
3. All current LINK policies can be found on the 'Governance and Publications' page of the LINK's website at:  
[www.themedwaylink.org.uk/index.php?q=22](http://www.themedwaylink.org.uk/index.php?q=22)
4. As part of its governance the LINK regularly reviews its governance arrangements to ensure that they continue to be 'fit for purpose'. This activity is initiated by the Coordinating Team and presented to the Annual Meeting of the LINK for approval by LINK participants.

#### Proposals for change

5. This paper outlines the proposed changes that are presented to the LINK's second Annual Meeting to be held on Wednesday, 9 June 2010, for consideration by LINK participants.

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### **Medway LINK Governance - Proposals for Changes**

6. The areas of governance that the Coordinating Team are recommending changes are detailed in the attached papers and cover the following:
  - 6.1. Introduction of a Medway LINK Disciplinary Procedure
  - 6.2. Introduction of a Medway LINK Grievance Procedure
  - 6.3. Introduction of a Medway LINK Complaints Procedure
  - 6.4. Introduction of a Non Attendance / Non Involvement Policy
  - 6.5. Amendment to the Medway LINK's Coordinating Team's Terms of Reference
  - 6.6. Changes to the selection process for key LINK roles (an update to reflect current practice)
  - 6.7. Membership of LINK Groups
7. In addition to the above, and to bring the LINK's policies up to date, some grammatical amendments are required. The Coordinating Team seek LINK participants' agreement to undertake these updates after the Annual Meeting:

**Recommendation: That, following the LINK's second Annual Meeting on 9 June 2010, the LINK Coordinating Team Members initiate an update of the LINK's current Governance Arrangements, Strategies and Policies to ensure that they are up to date.**