



June 2010

a LOCAL INVOLVEMENT NETWORK

The Medway LINK

Non Attendance / Non Involvement Policy

Introduction

1. This policy applies to all key roles within the Medway LINK – Coordinating Team, Moderating Panel, Authorised Visitors and External Representatives.
2. This policy needs to be included in the LINK's Governance Framework and form part of the Terms of Reference for the individual Teams / Panels / Members.

LINK Coordinating Team and Moderating Panel Members

3. All Coordinating Team and Moderating Panel Members are required to advise their Team / Panel if they are unable to attend a particular meeting. This is done by contacting the KMN office - by telephone or email, in advance of the event.
4. If a LINK Coordinating Team Member or a LINK Moderating Panel Member does not attend three consecutive meetings without explanation the matter will be referred to the Facilitator / Chairman of the Team / Panel for consideration of the facts. In turn he / she shall advise the Team / Panel whether the individual concerned shall cease to hold office

Authorised Visitors and Mystery Shoppers

5. If for any reason an Authorised Visitor or Mystery Shopper is unable to attend an applicable visit / meeting / activity / event they should, in the first instance, contact the LINK Project Worker or LINK Development Worker so that a replacement can be sought or alternatively apologies given to the organisation.
6. If an Authorised Visitor / Mystery Shopper does not attend three consecutive applicable visits / meetings / activities / events without explanation to the above, the matter will be referred to the Facilitator of the Coordinating Team for consideration of the facts. In turn he / she will advise the relevant LINK Group and / or external organisation that the LINK participant concerned will cease to represent the Medway LINK accordingly.

Central Office

KMN, Unit 24 Folkestone Enterprise Centre,
Shearway Road, Folkestone, Kent, CT19 4RH
Tel: 01303 297050
E-mail: info@kmn-ltd.co.uk
Office Hours: Monday – Friday 8.30am - 4.00pm

Local Office

The Medway LINK, Avenue Business Centre,
17 New Road Avenue, Chatham, Kent, ME4 6BA
Tel: 01634 821135
E-mail: info@kmn-ltd.co.uk
Office Hours: Monday – Thursday 8.30am – 4.00pm

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(Answerphone available out of office hours)

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External Representatives

7. One of the members of the LINK's Coordinating Team has the role of Coordinator for the Medway LINK's External Representatives. One of their roles is to manage, coordinate and facilitate the activities surrounding the LINK's representation on external groups.
8. If for any reason a LINK External Representative is unable to attend an applicable meeting / activity / event they should, in the first instance, contact the LINK's Administrator who, in turn will advise the LINK External Representative Coordinator and LINK Development Worker. The External Representative Coordinator will find a replacement or alternatively give apologies to the relevant organisation.
9. If an External Representative does not attend three consecutive applicable meetings / visits / events without explanation to the above, the matter will be referred to the External Representative Coordinator for consideration of the facts. In turn he / she will advise the relevant LINK Group and / or external organisation that the LINK participant concerned will cease to represent the Medway LINK accordingly.

***** *End of Non Attendance / Non Involvement Policy* *****

Recommendation: That the above non attendance / non involvement policy is agreed and the Terms of Reference for each LINK Group / Role are updated accordingly.