



June 2010

## **Medway LINK Groups / Roles**

### **Proposals for Changes to the Application and Selection Process**

#### **Introduction**

1. Appointment to the five main groups / roles of the LINK is by application and selection. The LINK groups / roles are:
  - Coordinating Team
  - Moderating Panel
  - Authorised Visitors
  - External Representatives
  - Mystery Shoppers
2. In light of experience, the LINK being well established and to ensure that the process is relevant to the work and functioning of the LINK, LINK Coordinating Team Members propose that the new process detailed in Appendix A is agreed to replace the current process.
3. For reference, the current process is detailed in Appendix B to this paper.

\*\*\*\*\* *End of Proposals for changes to the Application and Selection Process* \*\*\*\*\*

**Recommendation: That the process detailed in Appendix A to this paper be adopted for all appointments to the LINK's Groups and Roles.**

---

#### **Central Office**

KMN, Unit 24 Folkestone Enterprise Centre,  
Shearway Road, Folkestone, Kent, CT19 4RH  
Tel: 01303 297050  
E-mail: [info@kmn-ltd.co.uk](mailto: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](mailto:info@kmn-ltd.co.uk)  
Office Hours: Monday – Thursday 8.30am – 4.00pm  
(Answerphone available out of office hours)

# The Medway LINK

## LINK Application and Selection Process

### Appendix A

## Proposed Application and Selection Process

### Introduction

Appointment to one or more of the following LINK's Groups will be through application, selection by an independent selection panel, receipt of two satisfactory references and, where appropriate, CRB checks:

- Coordinating Team
- Moderating Panel
- Authorised Visitors
- External Representatives
- Mystery Shoppers.

All LINK participants will be advised of any vacancy on any of the LINK's Groups. Notice of such vacancies will be through:

- the LINK's monthly bulletin
- an individual notification
- the LINK website
- networking in their communities by current members of the Groups and LINK Development Workers / Project Workers
- where necessary, an advertisement placed in the local media.

### Role of the Host Organisation (Kent & Medway Networks)

The Host will provide all organisational and administrative support to the process. The Host may facilitate the selection event. However, the Host will **not** take part in any of the selection, evaluation or decision making processes.

### How to Apply

An expression of interest must be made to KMN by the closing date. This can be done by telephone, email, in person or letter to KMN. All expressions of interest will be acknowledged within two working days of receipt. Notification of the date of the selection event will be advised as soon as possible, if not already publicised.

### Process for Selection

The following selection process will take place as soon as possible after the closing date for applications:

- A selection event will be convened to allow all applicants to be evaluated, against a set of criteria, by an independent selection panel.

# The Medway LINK

## LINK Application and Selection Process

- The selection panel will comprise independent individuals from at least three of the following:
  - Community / voluntary sector organisation
  - Individual LINK participant
  - Local authority (independent of the Social Services Department)
  - Key Stakeholders (such as NHS, Social Services).
- The selection event will be facilitated by an independent facilitator which could be provided by the Host Organisation.
- The role of the facilitator will be to ensure that all applicants have the opportunity to display their strengths and that the process is conducted in both a fair and inclusive manner.
- The facilitator will not take part in the selection process.
- The selection event will take around half a day with lunch provided.
- The selection event will follow the following format:
  - Opening and welcome by the facilitator
  - Presentation: Introduction to the LINK
  - Presentation: Role of each LINK group
  - Open discussion by all applicants on a current topic (agreed by the panel prior to the event)
  - Question and Answer session for all applicants to ask relevant questions about the role and / or the LINK.
- Do you wish to proceed session – for all applicants to consider if they wish to continue and, if so, complete an application form, advise which LINK group(s) they prefer to be involved in and provide the names of two referees.
- Close and what happens next by facilitator.
- Once all applicants have left, the Selection Panel will remain to consider all applicants against the set criteria and based on:
  - The individual applicant's performance during the whole event
  - The information provided in the application form
  - The preferences expressed by the individual applicant.
- The Selection Panel will evaluate and score each applicant against a set of criteria.
- Based on the overall scores the Selection Panel will recommend one of the following:
  - Not to appoint and provide feedback that can be given to the applicant
  - To appoint to a LINK group / groups.
- The Selection Panel will provide all the details to the Facilitator who will ensure that the Host organisation is informed by midday the next working day.

### **Selection Criteria**

The selection criteria to be used by the independent panel will include the following (in no order of importance):

- The individual applicant's ability to identify what is important for a LINK in terms of their skills (what they can offer to the LINK)
- Influencing skills

# **The Medway LINK**

## **LINK Application and Selection Process**

- Communication skills
- Awareness of the issues around diversity and equality and an ability to be fully inclusive
- Team worker
- Approach to accountability
- Commitment
- Personal motivation
- Contribution to planning the future (for the LINK)
- Areas of special interest

### **After the Selection Event**

- All applicants will be notified, by the Host organisation, of the panel's recommendation within 5 working days of the selection event.
- Any requests for feedback will be given (especially for those applicants not selected).
- Selected candidates will receive an induction session within 4 weeks of the selection event.
- The induction will be provided by the Host organisation, with external input as required.
- Additional training will be provided as required.

### **Use of Personal Information**

#### **Data Protection**

The Department of Health is required to retain information about people who apply for public appointments and make this information available for audit purposes, if requested to do so.

If any applicant would like their personal details to be deleted from our records as soon as the selection process is complete they should write or email KMN or call 01303 297050.

# **The Medway LINK**

## **LINK Application and Selection Process**

### **Appendix B**

#### **Current Application and Selection Process (as defined in the LINK's Governance Framework)**

#### **How to apply**

A completed application form must be returned to KMN by 29 September 2008.

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 Medway LINK Project Board, a Member of the former Medway LINK Steering Group and a representative from the community / voluntary sector in Medway. The panel will be accompanied by an independent facilitator, 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.

#### **Use of your personal information**

##### **Data Protection**

The Department of Health is required to retain information about people who apply for public appointments and make this information available for audit purposes, if requested to do so.

If you would like your personal details to be deleted from our records as soon as this process is complete please write or email KMN or call 01303 297050.