

Your LINK for improving health and social care

www.themedwaylink.co.uk

June 2010



a LOCAL INVOLVEMENT NETWORK

Medway LINK - Annual Meeting

Wednesday, 9 June 2010 from 10.00am to 2.30pm
Queens Hall, Corn Exchange, Rochester, ME1 1LS

Email Voting Form

To vote by email or post, please complete and sign this form and return it by 12.00noon Tuesday, 8 June 2010 to Kent and Medway Networks Ltd by email at info@kmn-ltd.co.uk or by using the FREEPOST address:

The Medway LINK
Kent & Medway Networks Ltd
FREEPOST NAT17761
Folkestone
CT19 4BR

No postage stamps are required

Please indicate your instructions by marking the 'For' or 'Against' box with an 'X'.

Note: All related documents are enclosed.

No	Recommendations	For	Against
1	Minutes of the last Annual Meeting held on 3 June 2009 be approved		
2	Receiving the LINK's Annual Report 2009 / 2010		
3	Receiving the LINK's Annual Accounts 2009 / 2010		
4	All LINK Governance Arrangements, Strategies and Policies 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		

Central Office

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(Answerphone available out of office hours)

5	Introduction of a Medway LINK Disciplinary Procedure Recommendation: That the above Disciplinary Procedure for LINK participants is agreed.		
6	Introduction of a Medway LINK Grievance Procedure Recommendation: That the above Grievance Procedure is agreed.		
7	Introduction of a Medway LINK Complaints Procedure Recommendation: That the above Complaints Procedure is agreed.		
8	Introduction of a Medway LINK 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.		
9	Medway LINK's Decision Making Process Recommendation: That the following be included in the Coordinating Team Terms of Reference "The minimum number of four Coordinating Team Members is required at a Coordinating Team meeting to carry decisions".		
10	Medway LINK's Coordinating Team Terms of Reference Recommendation: That the following be included in the Coordinating Team Terms of Reference "The Coordinating Team is authorised to make decisions on behalf of the LINK in the event of any matter of urgency that cannot wait for consultation of all LINK participants. All such decisions will be published immediately, with the reasons for such a decision needing to be made urgently and not consulting with the wider LINK participants. Publication of such decision will be through the LINK bulletin, LINK website and any other means available at the time. All such decisions will be referred to the next available Community Engagement event of the LINK, for ratification".		

11	<p>Medway LINK's Coordinating Team Terms of Reference Recommendation: That the following be included in the Coordinating Team's Terms of Reference - "In between meetings of the Coordinating Team there may be a need for an urgent decision / action to be taken - where the decision or action cannot wait for the next meeting of the Coordinating Team. In this event, the Facilitator of the Team is authorised to make such decisions / take the required action. He / she will report to the next available meeting of the Coordinating Team on the decision / action taken and the reasons why Facilitator's action was required".</p>		
12	<p>Medway LINK's Selection Process for key LINK roles (an update to reflect current practice) Recommendation: That the process detailed in Appendix A to this paper be adopted for all appointments to the LINK's Groups and Roles.</p>		
13	<p>Medway LINK – Membership of LINK Groups Recommendation: That the above change be included in the LINK governance arrangements to allow for Coordinating Team Members to be a LINK Authorised Visitor, a LINK Mystery Shopper and / or a LINK External Representative at the same time. Membership of the Coordinating Team and the Moderating Panel at the same time is not permissible.</p>		

Signature:

Please also PRINT name:

Date: