



Medway LINK – Pool of Representatives on External Bodies

1. Role of a LINK representative on an external body

The role of representing the LINK on a selected external body is to:

- a. Aid fulfilment of the LINK's role to influence local health and social care decisions
- b. Support the work of the LINK
- c. Add value to the LINK's work.

The LINK has laid down some ground rules for appointing representatives to outside organisations:

- a. LINK representation on any external body is not assumed because historically it has happened or that a request from such a body is made
- b. That a flexible approach be given to the need for the Medway LINK to be represented on any external body, ie that the LINK's representation on an external body is determined by and identified in:
 - i. The LINK's annual work programme or
 - ii. A decision by the Moderating Panel that a project or LINK activity should be undertaken as result of an issue or topic being raised (ie activity that is outside the annual work programme of the LINK).
- c. That a pool of LINK participants is identified to represent the Medway LINK on external bodies as needed
- d. That initially appointment to the pool of representatives is for a period of one year with a review that will recommend to the LINK's annual meeting in 2010 either a continuation of the process or a change to improve its effectiveness.

2. Status of a LINK Representative of External Bodies

Being a member of the Pool of Representatives on External Bodies is a voluntary unpaid position. Travel and other agreed expenses will be paid to Authorised Visitors Panel members working on behalf of the LINK, according to the LINK's Reimbursement of Expenses Policy (where travel is by private car and the driver will be reimbursed at 40 pence per mile; where the total time taken on a visit including travel time exceeds 4 hours meal costs will be paid against receipts up to £5; all claims should be submitted on the appropriate form within three months).

Central Office

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Office Hours: Monday – Friday 8.30am - 4.00pm

Local Office

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Office Hours: Monday – Thursday 8.30am – 4.00pm

(Answerphone available out of office hours)

3. Personal attributes

LINK participants selected to be a LINK representative should have:

- a. Communication skills
- b. Listening skills
- c. Negotiating skills
- d. Ability to gather and disseminate information
- e. Analytical skills
- a. Confident, objectivity and impartiality
- b. Ability to feedback in a concise manner (bullet points)
- c. Awareness of role of and committed to the LINK
- d. Able to have an overview / strategic approach
- e. Willing to be accountable and comply with the LINK's code of conduct.

That a LINK participant selected to be a LINK representative should undergo appropriate training.

That each request to a LINK participant to represent the LINK on an external body includes

- a. The name of the external group and details of the contact person
- b. The remit of that group in the context of its owning organisation
- c. The reason for LINK representation
- d. The requirements of the representative in respect of information gathering and giving and dissemination, including seeking public views and experiences as required
- e. Feedback mechanisms – timing, how and to whom, such as the initiating project or interest group, the whole LINK
- f. Possible time and effort commitment needed
- g. The need or not for a deputy representative and how that may work and who it will be.

That the authorised representatives are accountable for reporting to and taking instructions from the relevant LINK interest / project group. Representatives will be supported by the LINK's interest group through a buddying system with relevant support from KMN.

That the reporting requirements to the Medway LINK will be via their quarterly meetings from the appropriate interest group of the LINK.

4. Standards in public life

All members of the Panel are expected to observe the LINK's code of conduct and to observe the seven principles of public life (known as the Nolan Principles). These are a useful basis for understanding the role of LINK Visitors:

- **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefit for themselves, their families or their friends.

- **Integrity**
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Objectivity**
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability**
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness**
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest demands.
- **Honesty**
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership**
Holders of public office should promote and support these principles by leadership and example.

*Quoted from Centre for Excellence in Leadership
http://www.fegovernance.org/nolan_committee.html