

**Your LINK for improving health and social care**

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



## Medway LINK Moderating Panel

### Introduction

The Moderating Panel is a group of LINK participants with a range of skills, knowledge and experience, which, when combined, will assist the LINK in making decisions and prioritising actions. It will do so using decision making, priority setting, criteria adopted by the LINK.

### Role of the LINK Moderating Panel

The main role of this panel will be to make decisions and prioritise actions when a topic or issue is raised with the LINK.

The LINK will have an annual work programme, as agreed by LINK participants at its annual meeting. However, much of this may cover more strategic actions that the LINK proposes to take. There will be other areas of interest, topics or issues that arise at any time and it will be necessary to have a process by which the LINK can decide on what to do with such matters. A decision making and priority setting process will form part of this to ensure that relevant, appropriate and sound decisions are made and that all LINK participants are made aware of such decisions.

### Status of Moderating Panel Appointees

Being a member of the Moderating Panel is a voluntary unpaid position. Travel and other agreed expenses will be paid to Moderating 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).

The term of office for a member of the Moderating Panel will initially be for a period of 12 months. Thereafter, half the membership will be appointed for two years and the other half for three years. Those members appointed for the initial twelve months will be eligible to stand for a further period of office.

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#### **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

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*(Answerphone available out of office hours)*

## **Commitment**

Membership of the Moderating Panel will involve being available to be consulted as and when necessary but as general guide the following level of commitment is anticipated:

- Activity - ie being consulted may account for 6 hours a week of your time
- Meetings - 3 or 4 times a year
- Training - twice a year for whole or half day.

More time may be required in the initial stage of the setting up of the Moderating Panel.

## **Personal Attributes / Competencies**

That the person appointed for the role of a Moderating Panel member should have:

- An interest in local health and social care services
- Knowledge of health and / or social care services / issues particularly in the Medway area
- A commitment to the LINK, demonstrated in an understanding of its role and time and ability to take an active part in the LINK's decision-making process
- An analytical person, quick to understand the issue, able to research any additional background information, form a considered view and ultimately make a decision according to a set of criteria and aid in agreeing priorities for the LINK
- Take responsibility and be accountable as an individual and as part of the team (Moderating Panel)
- In addition to forming their own view, the successful candidate will need to be able to work within a small team of potentially disparate members and even if they do not agree to the panel's decision then will be loyal to it
- Awareness and commitment to the LINK's principles on diversity and equality
- Responsible person
- Patience
- Common sense
- Be willing to undertake required training
- Unbiased, objective, authority, need to be balanced in decisions between health and social care
- Need to be able to prioritise
- Non-discriminatory, awareness

The membership of the panel should be as representative of the demography of Medway as possible but with the proviso that the most suitable candidates are selected.

## 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 Panel members:

- **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](http://www.fegovernance.org/nolan_committee.html)