

## Terms of Reference

### Doncaster Local Involvement Network

1. Doncaster Link is a wide network of local people, groups and organisations that will work to encourage the involvement of all sections of the community in influencing the decision making process in relation to the planning, provision and operation of all local health and social care services.

#### 2. Aims

The aims of Doncaster LINK are to:-

- Promote and support the involvement of people, voluntary and community groups and organisations in the commissioning, provision and scrutiny of local health services
- Enable people to monitor and review the commissioning and provision of care services
- Obtain the views of local people about their needs for, and their experiences of local health and social care services
- Make known the views of the local people to those responsible for commissioning and providing those services

#### 3. Powers The LINK

The LINK will have powers to:-

- Request information and receive a response from health and social care commissioners and providers
- Provide reports and recommendations and request a response
- Enter and view premises where publicly funded care is being provided
- Refer issues to Overview and Scrutiny committee and to get a response

The LINK shall be an independent body responsible to its local community and ultimately to the secretary of State for Health

#### 4. Membership

- Membership shall be open to individuals or representatives of voluntary and community organisations and networks who have an interest in the commissioning, provision and quality of health and social care services in Doncaster.
- Each individual member or organisational representative shall have one vote at general meetings of the LINK.
- Admission to membership shall be by invitation or by application. Membership must be confirmed in writing

## Doncaster Local Involvement Network

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- Members of the LINK agree to be bound by these Terms of Reference or any other governing documents that the LINK may adopt and by all its policies and procedures including (but not exclusively):-

Code of Conduct

Conflict of Interest

Equal Opportunities

Complaints

Decision Making

Expenses

Grievance

Register of Interest

Criminal Records Bureau

### 5. Management

- The LINK will be managed by the Executive board that will have the power to discuss and recommend governance arrangements to the membership in general meetings
- Executive board members shall serve for a minimum of a year and a maximum of 3 years
- The Executive group shall meet not less than four times a year.
- The position of Chair, Vice- Chair and other positions on the Executive board will be appointed at the first meeting following the AGM
- If the chair is absent from any meeting the vice-chair shall chair the meetings
- The quorum of the Executive board shall be 1/3 of the members
- Voting at management committee meetings shall normally be by a show of hands. If there is a tied vote then the chair shall have the casting vote
- The Executive board will agree ongoing work and establish working groups to complete specific pieces of work.

### 6. Host Organisation

The LINK shall be serviced by a Host organisation (currently Carers Federation), which is contracted by Doncaster Metropolitan Borough Council(DMBC) to:-

- Be the financially accountable body for the LINK, in charge of it's budget and to employ staff to support the LINK's functions
- Provide support and act as a critical friend to the LINK
- Engage in all monitoring and Evaluation required
- Ensure the LINK operates in a legal and appropriate way
- Comply with all other contractual terms and conditions
- DMBC is responsible for managing the contact for the Host.

### **7. Working with Other LINKs and Development Groups**

The Doncaster LINK will work with local, regional and national LINKs. The Doncaster LINK is aware that some services operate across geographic boundaries and will form relationships with other LINKs to enable joint working.

### **8. Working with the Regulator**

The LINK will submit reports on its work to the Care Quality Commission (CQC)

### **9. AGM**

The LINK will hold an Annual General meeting each year and not more than 15 months following the previous AGM. At the AGM elections will be held for executive board members. Elected members may serve for a maximum of 3 years and may not stand again for a further year.

### **10. EGM**

An extraordinary general meeting may be called by the Executive board, at the request of to discuss an urgent matter.

### **11. Alterations to the Terms of Reference**

The Terms of Reference will be reviewed annually. Any changes must be agreed by at least two-thirds of those members present and voting at any general meeting

Terms of reference adopted on: