

## **EAST SUSSEX LINK**

### The County's Local Involvement Network

Terms Of Reference For Core Group: 1 December 2009 – 31<sup>st</sup> March 2011

#### **Purpose**

**The Core Group will represent the public and patients in seeking the achievement and maintenance of high quality care standards in East Sussex by the National Health Service and social care services by**

- \* monitoring appropriate services
- \* developing, maintaining and updating a relevant work plan, taking into account the work of other groups in East Sussex
- \* influencing the commissioning process
- \* maintaining effective communications with statutory organisations, the voluntary and community sectors
- \* training LINK members to develop and enhance the skills required to achieve our objectives
- \* considering and responding to health and social care issues brought to the attention of the LINK
- \* continuing to work with the HOST organisation in the context of the Service Level Agreement and ESCC to establish governance, financial accountability, effective relationships, training and support mechanisms
- \* appointing representation at health and social care board/partnership levels and relevant strategy groups
- \* Working with other LINK organisations to share best practice and advance our objectives

#### **Membership**

1. There will be 16 members, made up of 10 individuals and 6 representatives from voluntary and community groups or organisations. There must be 7 members at each meeting to be a quorum.
2. Every effort should be made to make the group be as fully representative as possible.
3. Individual members will be elected from and by those who have completed a registration of interest form. There will be one representative elected on behalf of each of the 5 district and boroughs of East Sussex and 5 others. Representatives from voluntary and community groups will be elected through the Speak Up Forum.
4. A term of membership will be three years. Each member will be able to stand for a maximum of three terms.
5. There will be annual elections for a third of the places on the core group, with a different third each year.
6. Once acceptance onto the core group is made a member will represent the East Sussex LINK and not any other group or organisation to which they may be a member.
7. The Core group to elect own Chair and 2 Vice Chairs elected annually and standing for a maximum of 3 years.
8. Further core group members may be co-opted for a time limited period as other skills, added value or task and finish groups are required.
9. Members will have some authority from the working group delegated to them to take decisions and/or commitment at meetings of other bodies.
10. The core group will report back regularly to the wider East Sussex LINK, with a minimum of 4 meetings per year and an AGM.
11. All core group members should have an understanding that some action/reading/related follow-up will be required of them.
12. Only elected core group members will have voting rights.
13. Sub groups will be established as required or for identified pieces of work with their own terms of reference, agreed by the core group.

## Operation & Proceedings

1. The Core Group will meet a minimum of 10 times per year. Meetings are expected to last up to 3 hours. Extra meetings may be required and will be organised by negotiation.
2. Reward and Recognition policy – integrated.
3. The Core Group will follow DoH guidance.
5. Finance for administrative support for the Core Group will be provided by the Host organisation, in conjunction with the Service Level Agreement.
6. Agendas and Minutes of the Core Group meetings will be available within 7 working days of a meeting taking place, and will be distributed via email to all members and invited guests. Where required other formats will be available as and when requested.
7. The 'purpose' of the Core Group will be reviewed annually.