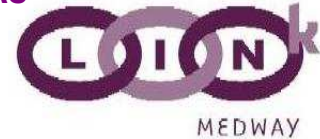


# MEDWAY LOCAL INVOLVEMENT NETWORK (LINK)

Supported by Kent & Medway Networks

## LINK BULLETIN

Issue 4 - 22 August 2008



### 1. Medway and Host Introductory Event - 20 August 2008

Thank you to all who attended and contributed to the event on Wednesday. We have had some very positive feedback from attendees on what was an enjoyable and productive day - thanks to all those who contributed to helping us all develop a shared understanding of what a LINK is and what now needs to be done to get a Medway LINK up and running as quickly as possible.

A record of the discussions as noted on the flipcharts is attached (together with a copy of the information pack for those who were unable to attend).

One of the key tasks identified from the day was that of moving forward to develop the critical role of the LINK "Core". Steering Group Members will recall that this model was one put forward as part of the Early Adopter Project and which has subsequently been endorsed by the Steering Group.

It was suggested at Wednesday's event that the "Core" would be a small strategic / co-ordinating group made up of a balanced membership, including individuals from voluntary / independent / community sector, with appropriate skills that would ensure the integrity and credibility of the LINK. This was identified as a similar role to that of Trustees of a Charity or a School Governor.

Establishment of a core group achieves the separation of the LINK governance roles from engagement activities. Although the core group would be responsible, together with the Host, for ensuring that engagement structures / processes are put in place the core would not participate directly in engagement activities. The core's roles would include:

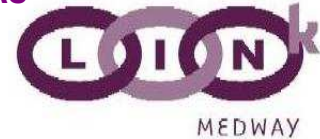
- Strategic overseeing / planning the development of the LINK
- Developing the LINK's governance arrangements
- Ensuring that the LINK's governance arrangements are consulted upon and agreed by the Medway community
- Ensuring that the rules of governance are complied with in respect of all LINK activities
- Ensuring that the LINK's communications / public relations (PR) with partners and media are effective
- Ensuring that the LINK work programme reflects the needs of the community of Medway
- Monitoring progress of the LINK work programme, as previously approved by public of Medway
- Project Management - managing projects
- Setting up engagement structures, eg the network of networks, programme of community events
- Finance – overseeing LINK expenditure and financial reporting

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- o Ensuring standards of equality, fairness and diversity in relation to all LINK activities are achieved
- o Operating in open and transparent way
- o Being accountable to the LINK (through its engagement mechanisms)
- o Contributing to the performance management of the Host (KMN)
- o Ensuring that the information needs of the LINK are met

The skills identified for members of the Core were:

- o Good communication / people skills
- o Finance background
- o Project management
- o Organisational
- o Facilitation
- o PR / Media
- o Community engagement / development
- o Equality and Diversity

We would welcome members' views on the above model, roles and skills and particularly on how such a group could be selected. Your view on the name for such a group would also be welcome. Suggestions on the day included coordinating team, management group and core group. Views are requested by **Wednesday, 27 August 2008**. Please e-mail your comments to [info@kmn-ltd.co.uk](mailto:info@kmn-ltd.co.uk) or if you wish to discuss this further contact Graham Hills (07817536877) or Brenda O'Neill (07814520796).

Once your comments have been received we will start to develop a terms of reference for the Core Group, role descriptions / specifications and criteria / skills.

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## 2. Office Accommodation

We are pleased to announce that we have secured office premises in the Medway area. The office is situated at Fort Pitt House in New Road, Rochester and was the former offices of the Medway Housing Society. We intend to take up occupancy on Monday, 8 September 2008 after some minor redecoration.

The office will accommodate your LINK Development Worker(s) as well as having a 'hot desk' facility for LINK Members / Participants. The office is served by a main reception, has parking for visitors and also a meeting room which KMN / the Medway LINK can hire.

Once the equipment and communication system have been installed we intend opening for business straightaway. Contact details – telephone numbers and the office address - will be distributed as soon as possible. In the meantime please continue to communicate via our Folkestone office.

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*KMN, Unit 24 Folkestone Enterprise Centre,  
Shearway Road, Folkestone, Kent, CT19 4RH*

*Tel: 01303 297050*

*Office Hours: Monday - Friday 8.30am - 4.00pm (Answerphone available out of office hours)*

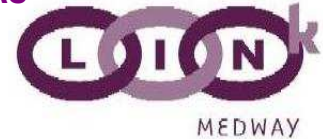
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# MEDWAY LOCAL INVOLVEMENT NETWORK (LINK)

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### 3. Fair Access to Care Services (FACS) Review

The Project Group met officers of Medway Council on the 20 August and the notes of that meeting are attached. Papers that were tabled at that meeting are attached for those members that were unable to attend.

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### 4. Expenses

This is a final reminder. The cut off date for claiming for any expenses for the period 1 April 2007 to 30 June 2008 is 29 August 2008. Please note that claims received after this date may not be able to be reimbursed.

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### 5. Appointment of Staff

Interviews for the Administrator's post took place on the 21 August and you will be notified of the outcome of this process as soon as we can. With regard to your LINK Development Worker (28 hours per week), it has been agreed that Jane Williamson, our former Operational Director for Surrey and Graham Hills who held a similar role in Kent, will job share this position with effect from 1 September. Both will work out of the Rochester office and their working days will be notified in due course. This arrangement will be reviewed in March 2009.

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### 6. Contact Information

For most Steering Group Members we hold your email and telephone contact details. For those who do not have access to the internet we have your postal addresses. From time to time it will be necessary to post hard copies of documents out to you so for those who have not provided their postal address yet could you please let us know the details as soon as possible.