



Date of meeting	22 nd September 2008
Title of paper	Wandsworth LINK Sub Group Structure
Agenda item no	
Paper number	B4
Action required	For Decision: to agree the proposed structure, purpose and membership of the four Sub Groups
Paper prepared by	The Chairs' Group made up of the IE Chair – Stefan Kuchar and the two Vice Chairs – Alison Buick and Suzanna Kawalek.

Note of meeting of Wandsworth LINK Chair, Stefan Kuchar and two Vice Chairs Alison Buick and Suzanna Kawalek at 10 am on 15 September 2008 at the Wandsworth Voluntary Sector Development Agency (WVSDA). The meeting was also attended by Val Moore on behalf of the Host to act as a resource, take notes and carryout follow up action.

The Chair began by asking the V.Chairs what issues they wanted to cover. These included:

- Setting up Sub Groups
- Following up existing work of PPI Forums
- Communication and publicity
- Quick wins
- IE papers brought forward from previous meetings
- Independent Living
- Public meetings and elections in Dec/Jan
- Getting on PCT radar (no mention of LINK at their AGM last week)
- Training and development workshop

The Chair suggested the meeting look at the sub group structure first as he thought other issues would fit into or arise out of that discussion.

As a result of the discussion it was agreed that a paper would go to the IE meeting on 22 September from the Chair and Vice Chairs. The draft paper was circulated to the Chairs' Group by Tuesday 16 September for comments and amendments and despatch to the IE by close of play on Wednesday 17 September.

The Interim Executive Paper B4 follows:

Wandsworth LINK Sub Group Structure.

The Chair, Stefan Kuchar and two Vice Chairs Alison Buick and Suzanna Kawalek met on 15 August and Val Moore attended the meeting on behalf of the Host. The meeting discussed the difficulty of the entire IE having time for adequate discussion and decision making in respect of all the different areas and issues of interest to LINK.

It was agreed that a Sub Group structure would be the most effective way forward and that the IE should be asked to approve this structure at its meeting on 22 September 2008. It was noted that a newly elected full Executive in January could change any aspect of this structure but there was time to demonstrate if this structure could work.

Chairs' Group

The LINK structure would consist of the Interim Executive (full Executive Committee from January 2009) and alongside there would be a Chairs' Grup consisting of the Chair and two Vice Chairs who would meet from time to

consider the strategic direction of the IE and any particularly complex or urgent matters. It is proposed that any two of the four members of the Chairs' Group could also decide on emergency issues in between IE meetings. Any decision taken by the Chairs' Group would be reported to the following IE meeting.

Sub Groups (see diagram on separate sheet)

Under the IE there would be four Sub Groups:

- Resources and Governance Group
- Communication and Participation Group
- Primary Health and Social Care Group
- Secondary Health and Social Care Group

It was recognised that dividing social care into terms of "primary" and "secondary" would be difficult as there are many points at which people connect with social care services at varying levels of provision and need. However the importance of keeping health and social care together was considered an overriding priority – to divide them would undermine the purpose of LINK.

It was noted that the IE or any of the four Groups might establish further sub groups to follow up specific aspects of their work and that these might be ad hoc groups with a defined task or on going groups.

Frequency of meetings

It was envisaged that while the IE will continue to meet monthly for the rest of 2008, it might be more efficient in 2009 if the full Executive met every two months and the Sub Groups met at least once in between times.

Administrative support

The Host will be asked to provide administrative support to each of the Sub Groups and Jason Edgington in his role of CEO of the Host will decide the most suitable person. This might be the LINK Executive Assistant Simonne Reid or another member of the Host staff team or a MAC consultant, bearing in mind skills needed, availability and cost. Administrative support will include organising dates, venue and refreshments for meetings; providing background resource material and arranging liaison with other groups and individuals who can make a contribution to the Group. The administrative support person will take a note of the meeting and undertake follow up action on behalf of the Sub Group and support the Chair with reporting back to the Executive.

Membership

It was proposed that the four sub groups be chaired by the Chair (Stefan Kuchar), the two Vice Chairs (Alison Buick and Suzanna Kawelek) and the Treasurer (Barbara Willerton). It is envisaged that each member of the IE will

be a member of at least one Sub Group and that the members of the Resources & Governance Sub Group may also wish to be members of one of the other special interest Groups.

The Chairs' Group proposed which IE members should go into each Group based on their limited knowledge of members' interests and expertise. It was hoped that IE members would accept the suggested allocation to Groups, however if anyone felt strongly that they should be part of a different Group, they were asked to notify Stefan Kuchar or Jason Edgington in advance of the IE meeting on 22 September.

Each Group can call upon the Host for a very wide range of specialist advice and expertise and other non IE people, as individuals or organisations, to provide information and advice and participate in the work of the Group. Information and advice could also be requested from statutory commissioners and providers.

It was noted that the IE might wish to carry out a skills audit in order to see if all required skills were present within each Group so that attempts could be made to fill the gaps.

Terms of reference and membership of the Groups

The following is a brief description of the areas of responsibility for each Sub Group and the proposed membership.

1. Resources & Governance Group

Membership:

Barbara Willerton (Chair and also member Primary Health & Social Care Group)

Del Hosain (also member of Secondary Health & Social Care Group)

Kurt Schwarz (also member of Secondary Health & Social Care Group)

Outline terms of reference:

- Responsible for financial and funding matters
- Responsible for budgetary control and in particular reporting on the Disbursement Budget
- Concerned with formal relations with the Host and funders ie the Council and the PCT
- Responsible for liaison with Host on use of in house staff and consultancy services
- Oversight of expenses claims
- Oversight for conduct and governance matters including declaration of interests and monitoring and audit matters;
- Responsible for proposing and implementing membership and election procedures
- Oversight of use of IT and data protection matters

- Oversight of LINK reporting to Secretary of state and other regulators as laid down by statute for LINKs and in line with best practice for public bodies.

Relevant IE papers:

Resources

Governance Policy papers – Declaration of Interest, Attendance at meetings, Standing Orders and Recognition & Reward

Expenses claim policy and form

2. Communications & Participation Group

Membership:

Stefan Kuchar (Chair)

Caroline Furnival

Marisca Ribeiro

Louise Shellard

Outline terms of reference

- Creating and sustaining two way communication between LINK and voluntary networks,
- Creating and sustaining two way communication with statutory commissioners and providers of services,
- Reviewing communication between Council and service users
- Establishing methods for collecting and representing the views of Wandsworth residents on all aspects of health and social care services,
- Marketing and publicity for LINK membership
- Promotion and publicity for LINK activities
- Keeping in touch with other LINKs nationally.

Relevant IE papers:

LINKs Nationally and Locally – role and coverage

Communication & Participation

Mapping voluntary sector activity in health and social care in Wandsworth.

3. Primary Health & Social Care Group

Membership:

Alison Buick (Chair)

Coleen Bowen

Mike Grahn

Catherine Kennington

Irene Storer

Barbara Willerton

Outline terms of reference:

- Responsible for monitoring and assessing policy and procedures in respect of commissioning, charging, contracting and quality assurance of primary care services, including GPs, domiciliary care, health clinics,

rehab and re-enablement services, sheltered housing and residential care, OT and adaptations, etc.,

- Consider inter disciplinary relationships across health and social care
- Follow up of work of PCT PPI Forum in respect of primary care
- Ensuring LINK representation on relevant committees, working parties, consultations in primary care,
- Keeping LINK and in particular IE up to date on national and local trends and developments
- organising and supporting visiting and inspection procedures,
- recommending action as a result of inspections

Relevant IE papers:

Health and Social Care in Wandsworth –population, institutions and issues
LINKs Nationally and Locally – role and coverage

4. Secondary Health & Social Care Group

Membership:

Suzanna Kawalek (Chair)
Del Hosain
Esther Persaud
Kurt Schwarz
Peter Whitby (in hospital)

Outline terms of reference:

- Responsible for monitoring and assessing policy and procedures in respect of commissioning, charging, contracting and quality assurance of secondary care services including hospitals.
- Consider inter disciplinary relationships across health and social care
- Responsible for monitoring and assessing policy and procedures in respect of specialist tertiary care provided in the Borough
- Follow up of work of St. George's PPI Forum
- Follow up of work of Mental Health PPI Forum
- Follow up of work of PCT PPI Forum in respect of secondary care
- Taking special interest in mobility and transport
- Ensuring LINK representation on relevant committees, working parties, consultations in this area,
- Keeping LINK and in particular IE up to date on national and local trends and developments
- organising and supporting visiting and inspection procedures,
- recommending action as a result of inspections

Relevant IE papers:

LINKs Nationally and Locally – role and coverage
Health and Social Care in Wandsworth –population, institutions and issues

Val Moore
17 September 2008

