



Date of meeting	Monday 16 th February 2009
Title of paper	Wandsworth LINK Sub Group Structure
Agenda item no	9
Paper number	B3
Action required	For Decision: to agree the existing structure or recommended proposal.
Paper prepared by	HOST/Jeremy Ambache

Existing sub group structure

Under the IE there were 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 over riding 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 would 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.

Terms of reference and membership of the Groups

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

1. Resources & Governance 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

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

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

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.

Proposed sub group structure

I do not think the structure of 5 sub groups (including the chair's group) is fit for purpose for us as an organisation – nor do we have the time and resources to go to so many meetings! The current 5 are: the chair's group, resources and governance, communications and participation, primary health and social care, secondary health and social care. I think it has not been possible for all sub groups getting up and fully functional (including the one that I have been a part of). A further problem is that Social Care is in the remit of 2 or the sub groups - and so it is very unclear which takes a lead on which Social Care issues!

My suggestion is that we simplify the groups to just 3 sub groups, we each would sit on one sub group so there would be 4 of us on each group - but all can attend other groups if we so wish. And that we allow 2-3 non-exec LINK members to be co-opted to each of the sub groups (but provided they come regularly and share in taking our work forward)

The structure that I propose which I think is more fit for 'our purposes' are:

The Executive – (the role is overall responsibility for policy, budget, overall actions and 'delivery of our agreed priorities' etc)

And the 3 Sub Groups – (The role of all 3 sub groups is to develop and propose policy and plans to the Exec and to take forward agreed policy and actions)

a) Developing our Organisation.

(This would cover finance, governance, communication (includes newsletter and web site), participation, membership development, organisational key links etc)

b) Primary Care, Mental Health and Social Care

(This to cover – developing user, carer, patient agenda for these service areas)

c) Secondary and Tertiary Health Care (Hospitals)

(this to covers – developing user, carer, patient agenda for these services)

Jeremy Ambache