

Gloucestershire Local Involvement Network (LINK) Governance Working Group Terms of Reference

MISSION

The Gloucestershire LINK will help influence, improve or change the way local health & social care services are planned and delivered

Aim of the group

- Continued development, monitoring and updating of Governance arrangements

Objectives of the group

- To work on governance issues that ensure clarity, accountability and allow the Gloucestershire LINK to operate in an efficient and effective manner
- To review Governance Framework and existing policies at least annually
- To handle complaints effectively
- To respond to requests from the LINK Stewardship Board

Frequency of the meetings:

- Meetings to be held on the third Thursday of the month
- Additional meetings will be held as necessary

Time of meetings:

- The time of meetings to be agreed by the Governance group members

Location of meetings:

- Gloucestershire Rural Community Council and other appropriate venues as requested by the members of the Governance group

Membership:

- The Governance group will consist of a maximum of 8 members of the Gloucestershire LINK Stewardship Board
- The Governance group will include the Chair and Vice Chair as members
- A minimum of the Chair or Vice Chair plus two members constitutes a quorum

Method of Operation:

- The Governance group will report to the LINK Stewardship Board
- The Governance group will be chaired by Chair of the LINK. In the absence of the Chair, the group will be chaired by the Vice Chair
- The Host organisation (GRCC) will provide members of the Governance group with the meeting agenda, notes of the previous meeting and any relevant information at least 5 working days prior to the meeting