

**Procedure to become an  
Authorised Enter and View Representative  
For Gloucestershire  
Local Involvement Network (LINK)**

Any member of the Gloucestershire LINK is eligible to apply to be an Authorised Representative of the Gloucestershire LINK. Information, including a Register of Interest Form, can be obtained from the Host, Gloucestershire Rural Community Council.

## **PROCEDURE**

1. Any member wishing to become Authorised Representative will complete a Registration of Interest Form and will be invited to attend a training session arranged through the Host.
2. Following the training, members wishing to proceed should complete and submit an Application Form. The signed application form will include:
  - i. Confirmation that the applicant agrees to the Gloucestershire LINK Policy and Procedures for Enter and View, and the Gloucestershire LINK Code of Conduct for members;
  - ii. Confirmation that the applicant is willing to undergo a Criminal Records Bureau check, in line with section 113A of the Police Act 2007 as part of the authorisation process;
  - iii. Confirmation of consent for information received through the Criminal Records Bureau check disclosure to be shared with relevant members of the Gloucestershire LINK Governance group and the Host organisation for the purposes of the application and approval process.
3. The application form will be considered by designated members of the Gloucestershire LINK Governance group (the Governance Group Chair together with two members of the Governance Group). They will decide whether or not the application should proceed.
4. If the application is successful, the Host organisation's 'nominated person' will process the application for a Criminal Records Bureau disclosure request.
5. Once the Criminal Records Bureau disclosure request is completed and returned to the Host, the Authorised Representative application will be returned to the Gloucestershire LINK Governance Group for final approval.
6. If the Gloucestershire LINK Governance Group approves the appointment, the member will be informed. The member will be issued with an Enter and View ID card, copies of the Gloucestershire LINK Enter and View Policy and Procedure, a copy of the Gloucestershire LINK Code of Conduct and a letter confirming their appointment as an Authorised Representative for Enter and View in accordance

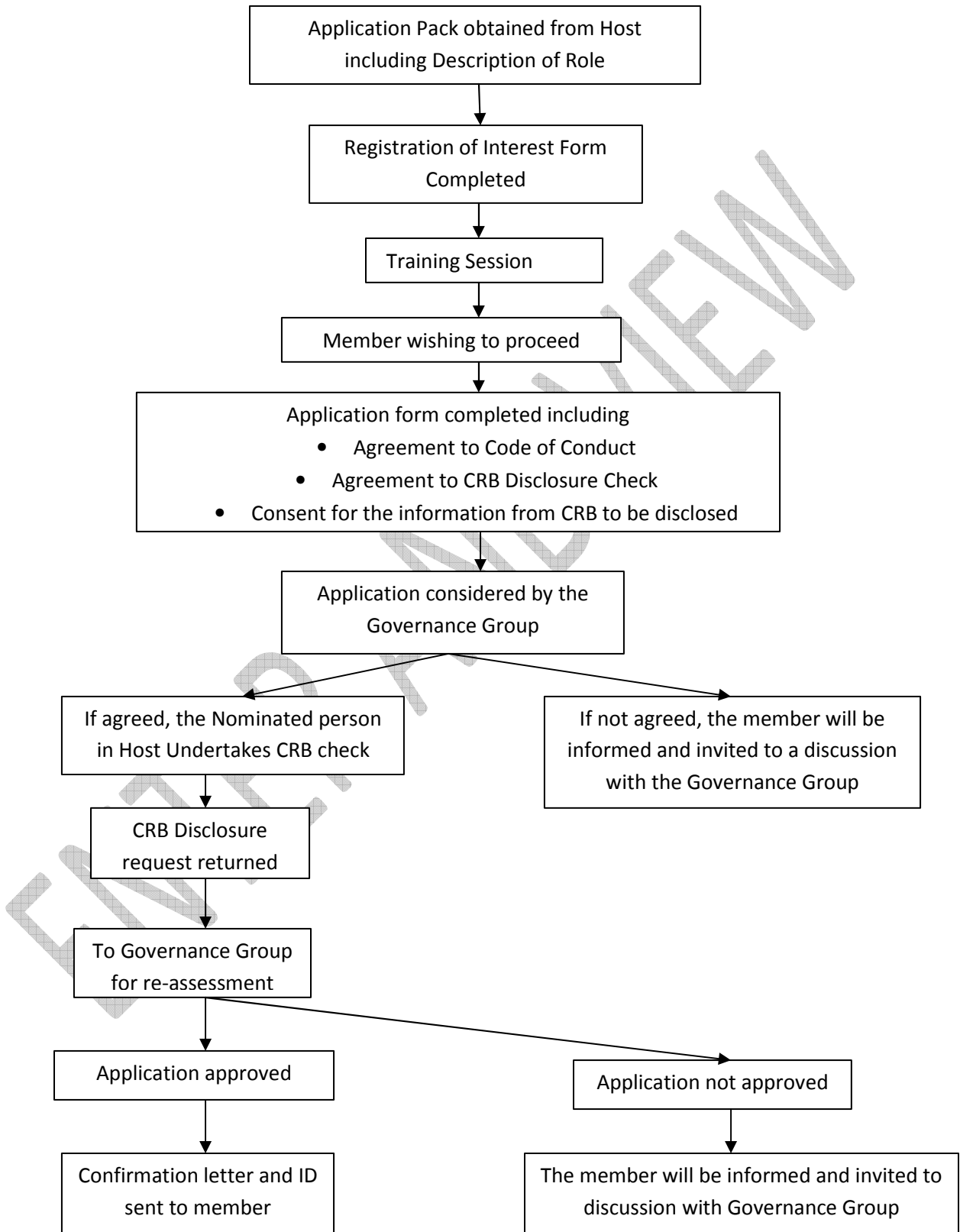
with Regulation 4 of the LINKs (Duty of Services-Providers to Allow Entry) Regulations 2008.

7. If the Gloucestershire LINK Governance Group does not approve the appointment, the member will be informed. The member will be offered the opportunity to meet with the designated members of the Gloucestershire LINK Governance Group to discuss the rationale for their decision.
8. A list of Authorised Representatives will be published on the Gloucestershire LINK website [www.gloslink.org.uk](http://www.gloslink.org.uk) and will be available on request from the Host, GRCC.

### **Review of Policy**

This policy will be reviewed regularly at a time to be determined by the LINK Stewardship Board

## Gloucestershire Local Involvement Network (LINK) Procedure for becoming an Authorised Representative to undertake “Enter and View” visits



## Gloucestershire Local Involvement Network (LINK)

### Registration of Interest to become an Authorised Enter and View Representative

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

<b>Title:</b> Mr / Mrs / Miss / Ms / Dr / Rev / Other (Circle as appropriate)
<b>First Name:</b>
<b>Surname:</b>
<b>Address:</b>
<b>Postcode:</b>
<b>Telephone Number:</b>
<b>Mobile Number:</b>
<b>Email address:</b>

**Please return the completed form to:**

Pamela Dewick  
 Gloucestershire LINK  
 Gloucestershire Rural Community Council  
 15 College Green  
 Gloucester GL1 2LZ

**Your personal details will not be shared with anyone outside of the  
 Gloucestershire LINK. All information will be held in accordance with the Data  
 Protection Act 1998.**

***Gloucestershire LINK is supported by Gloucestershire Rural Community Council***

**Application to become an Authorised Enter and View Representative.**

I wish to apply to become an Authorised Enter and View Representative with the Gloucestershire Local Involvement Network (LINK)

- I confirm that I have undertaken the recognised training to become an Authorised Enter and View Representative
- I agree to abide by the Gloucestershire LINK Policy for Enter and View, and the Gloucestershire LINK Code of Conduct for members.
- I am willing to undergo a Criminal Records Bureau check, in line with section 113A of the Police Act 2007 as part of the authorisation process.
- I consent to information received through the Criminal Records Bureau check disclosure being shared with relevant members of the Gloucestershire LINK Governance group and the Host organisation for the purposes of the application and approval process.

**Signature:** ..... **Date:** .....

**Print Name:** .....

**Address:** .....

**Postcode:** .....

**Telephone number(s):** .....

**Email Address:** .....

**Date and place of Training:** .....

**Please return the completed form to:**

Pamela Dewick, Gloucestershire LINK, Gloucestershire Rural Community Council, 15 College Green, Gloucester GL1 2LZ

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