



## **Personalisation and Independent Living Working Group Terms of Reference**

### **Direction of Work**

The work of the group will support the aims and objectives of Gateshead LINK, which are to improve health and social care in Gateshead.

This will be achieved by:

- Gathering and responding to information on local needs and services.
- Identifying and promoting good practice
- Keeping the local community informed on progress

The specific direction of work of the group will be reported to, and agreed by, the LINK Steering Group.

### **Code of Conduct**

It is expected group members will adhere to the LINK Code of Conduct and agreed LINK policies.

This will include demonstrating commitment to the principle of equal opportunity regardless of race, gender, marital status, sexual preference, ethnic origin, disability or religion when undertaking Gateshead LINK activities.

### **Group remit**

The starting point for the working group was determined at a meeting of the LINK steering group in May 2010. The key issues identified are listed below:

1. To raise awareness of the 'personalisation agenda' amongst the people of Gateshead.
2. To establish a set of principles that should apply to all people and agencies involved in personalisation and independent living.

3. To research and discover what the existing policies are in Gateshead and who are the delivery agents.
4. To actively recruit those involved in personalisation and independent living, to become members of the LINK. This will help us be better informed and raise our credibility in this field.
5. To ensure LINK representation and influence on the relevant partnerships and bodies.

### **Work Priority**

The initial task for the group is to evidence a particular issue(s) as a priority and to set a work plan to address this priority, as agreed by the Steering Group.

### **Membership**

Any individual or organisation can join a Gateshead LINK Working Group. It is anticipated group members will be registered with Gateshead LINK.

### **Frequency of meetings**

The group will meet every six weeks.

### **Facilitation / Chairing of the group**

At the start of each meeting a volunteer will be asked to Chair the meeting. Training will be available to support those who would like to Chair meetings.

In the absence of a volunteer the host will facilitate the meeting.

### **Role of the Host organisation**

Members should bear in mind a key role of the Host organisation is to support the work of the group. This could include any number of activities: letter writing on behalf of the group; information gathering; researching relevant health and social care documents; planning appointments and interviews; offering guidance on research / consultation methods etc.

Host staff will be in attendance at meetings.

Where there are financial and resource implications for the work the group wishes undertake, Host staff can assist in presenting information to the Steering Group.

### **Invitations to partner organisations and officers**

Under certain circumstances the work of the group may be helped by gaining information from health and social care commissioners and service providers. Host staff can assist with this process. This may involve inviting organisations or agencies to present information to the group and facilitating discussions.

### **Delegation of responsibility**

Specific responsibility can be delegated to members to progress the work of the group. Members should only accept responsibility for pieces of work they feel they have the time and commitment to complete. Host staff will support members with their work, as appropriate. All delegated work must be approved by the Steering Group.

### **Role of Enter and View**

In time, Gateshead LINK will have a number of members who can act as LINK authorised representatives to 'Enter and View' specified health and social care services. These members will only visit at the request of the LINK.

To perform an 'Enter and View' visit members must have completed training in this topic, delivered by Gateshead LINK and have successfully gone through the CRB process.

Please be aware of this option, there may be occasions where it is appropriate for the group to utilise 'Enter and View' with Steering Group approval.

### **Timescales and work plan**

Gateshead LINK working groups will have a work plan to guide their work, agreed with the LINK Steering Group. The groups are expected to be time limited, although work objectives will be reviewed on a regular basis.

### **Membership of the LINK Steering Group**

Gateshead LINK Working Groups will have representation on Gateshead LINK Steering Group. The selected group Chair is likely to be the representative, although another group member may be nominated in their absence.