



# LINK Representative Agreement

This document explains what is expected from a LINK representative and what representatives can expect from the LINK in return. It was produced using feedback from current LINK representatives.

Please find enclosed a copy of **LINK's Volunteer Policy**. The document sets out what you can expect from the LINK team by way of support and what LINK expects of you as a volunteer (in this case as a representative).

In addition to this, you have identified some other areas of support and information which you would like from the LINK team, which are addressed in this document.

## Contact details

Your LINK Team Contact is Johanne or Alison. You can contact them on 0191 200 1429, or at [Johanne.mears@voda.org.uk](mailto:Johanne.mears@voda.org.uk) / [Alison.chalmers@voda.org.uk](mailto:Alison.chalmers@voda.org.uk) .

A full list of partnership board contacts can be found at the end of this document.

## Role of LINK Team

LINK has requested that Boards send papers and agendas to LINK representatives 10 days before the meeting. If you have not received them in this time frame please contact the LINK team who will chase this up on your behalf.

LINK will provide networking, support and development opportunities for all LINK reps. This includes being invited to the LINK Board quarterly to update the Board on your activities. If you have a particular development need you would like to discuss with the team please get in touch.

LINK will provide you with

- Information on LINK powers
- Information on LINK functions, structure, purpose and membership
- Monthly LINK activity reports
- A briefing paper for every meeting you attend, drawing your attention to issues that might be of specific relevance to the meeting you are attending.

You can claim travel expenses for meetings that you attend as a LINK representative. If you need a new claim form please contact the LINK Team.

The LINK Team will regularly upload your meeting reports to the website for the wider LINK membership to access. If there are occasions when you have important news to share with the membership, or perhaps want wider feedback, please contact the LINK team to discuss placing an article in the Stronger Voice newsletter, a membership mailing or a membership meeting.

## Role of LINK Representative

LINK expects representatives to adhere to the Nolan Principles (attached document). Being a representative involves speaking on behalf of over 200 LINK members, to whom you are accountable and must feedback to.

LINK expects representatives to submit written reports for every meeting you attend on behalf of LINK. We will provide a reporting template to give you an idea of the information we would like to receive. We expect representatives to send these reports to the LINK Team within 7 to 10 days of attending a meeting.

Once you have sent in your reports they will be formatted by the LINK team and returned to you for your approval and records. This will usually be done by email, but please let the team know if you would prefer hard copies.

The final agreed report will be uploaded on to the LINK website in order for the wider membership to see what took place at meetings and how they are being represented.

As a LINK representative it is your responsibility to feedback to the wider LINK membership from meetings that you attend. This will give the LINK membership the opportunity to find out what is going on in various areas of health and social care and will give them the opportunity to feed in any issues or comments or information they have that might be useful to you or that board.

I agree to the act in accordance with the LINK Representative Agreement. I understand that if I fail to represent LINK appropriately I will be removed as a representative.

Signed .....

Date .....

If you feel that you need additional support in order to carry out your duties as a LINK representative please do not hesitate to contact the LINK Team. We will be happy to meet with you to discuss your individual needs.

**As a LINK representative you have agreed to the details set out in this document. If the LINK Team or membership feels that you are not carrying out your duties appropriately or in line with this agreement you will be asked to step down as a LINK representative.**

## Contact Details

Board	Contact	Email	Phone
Physical Disability Partnership Board	Fiona Robson	<a href="mailto:Fiona.robson@northtyneside.gov.uk">Fiona.robson@northtyneside.gov.uk</a>	0191 643 7944
Learning Disability Partnership Board	Cait Foley	<a href="mailto:cait.foley@northtyneside.gov.uk">cait.foley@northtyneside.gov.uk</a>	0191 643 7924
Mental Health Partnership Board	Denise Pickersgill/Catherine Robinson	<a href="mailto:denise.pickersgill@northoftyne.nhs.uk">denise.pickersgill@northoftyne.nhs.uk</a> <a href="mailto:catherine.robinson@ntw.nhs.uk">catherine.robinson@ntw.nhs.uk</a>	0191 2172608 0191 223 2238
Older People's Partnership Board	Susan Meins/Joy Hermeston	<a href="mailto:Susan.meins@northtyneside.gov.uk">Susan.meins@northtyneside.gov.uk</a> <a href="mailto:Joy.hermeston@northtyneside.gov.uk">Joy.hermeston@northtyneside.gov.uk</a>	0191 643 7940 0191 200 6177
North East Ambulance Service LINK Forum	Sahdia Hassen/Mark Cotton	<a href="mailto:Sahdia.hassen@neas.nhs.uk">Sahdia.hassen@neas.nhs.uk</a> <a href="mailto:Mark.Cotton@neas.nhs.uk">Mark.Cotton@neas.nhs.uk</a>	0191 430 2007 0191 430 2006
VONNE Health and Social Care Forum	Jo Whaley	<a href="mailto:jo.whaley@vonne.org.uk">jo.whaley@vonne.org.uk</a>	0191 233 2000
Equality, Diversity and Human Rights Group	Lucy Hall/Layla McMullen	<a href="mailto:lucy.hall@newcastle-pct.nhs.uk">lucy.hall@newcastle-pct.nhs.uk</a> <a href="mailto:Layla.McMullen@newcastle-pct.nhs.uk">Layla.McMullen@newcastle-pct.nhs.uk</a>	0191 293 1162 01912931184
Health and Wellbeing Partnership Board	Gary Petitjean	<a href="mailto:Gary.petitjean@northtyneside.gov.uk">Gary.petitjean@northtyneside.gov.uk</a>	0191 643 5317
Long Term Conditions Group	Sam Harrison	<a href="mailto:sam.harrison@northoftyne.nhs.uk">sam.harrison@northoftyne.nhs.uk</a>	0191 217 2746

## North Tyneside LINK – Meetings Report

<b>Date</b>	<b>Present</b>
<b>Meeting</b>	

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**What outcomes, decisions made, follow up etc needs to be reported back to the wider LINK, LINK Team or Board?** (can you please forward copies of any minutes or papers that were given at the meeting)

**Are there any decisions that the LINK Team, Board, or member focus group, need to make or consider as a response to the meeting?**

**Can you list specific decisions taken that you were able to have an input to...**

**Please list any instances where you felt that you were not heard or treated unequally...**

**Please give brief details of any 'successes' that could be publicised to the wider network.**

**Date, Time and venue of next meeting(s)**