



Draft Terms of Reference for York LINK Statutory Stakeholder Group

Introduction

The purpose of York LINK statutory Stakeholder Group is to provide a mechanism to facilitate involvement in the LINK for individuals from organisations whose responsibilities compromise their membership of the LINK.

Mission Statement

To work together to improve health and social care services within the boundaries of the City of York Council

Aims

- To work in partnership with representatives from health and social care providers providing and commissioning services in York.
- To complement existing statutory engagement mechanisms.
- To develop processes to ensure that effective and ongoing two way communication routes are established between the LINK Steering Group and providers/commissioners of health and social care and health services across York.
- To develop mechanisms for engaging with and exchanging information with existing user/carer groups facilitated by statutory health and social care providers.

Objectives

- To contribute to the development and implementation of the work plan for York LINK
- To facilitate a Forum in which to channel discussion and action on LINK process and operational issues.
- To feed the user voice into the development of commissioning and the modernisation of services.
- To provide information for the LINK on quality assurance for the provision of services.
- To sign post and feed back to and from voluntary organisations

Membership

The Group members will include:

- Two representatives from York LINK Steering Group
- Two representatives from City of York Council Health OSC
- Two representatives from City of York Council Social services
- Two representatives from York Hospital NHS Foundation Trust
- Two representatives from NHS North Yorkshire & York
- Two representatives from York Health Group
- One representative from YAS

When a representative cannot attend a nominated deputy should attend instead. Representatives from organisations can also be co-opted to attend to present information or provide expert advice.

Chair

The Chair of York LINK will chair all meetings. In the absence of the Chair a Deputy Chair will be elected prior to commencement of business.

Quorum

For Statutory Stakeholder meetings to be quorate at least seven representatives (or their nominated deputies) must attend

Frequency of meetings

The Statutory Stakeholder Group will meet at least quarterly

Urgent matters arising between meetings

Any urgent matters arising between meetings will be handled by at least two nominated members.

Confidentiality

Every reasonable effort should be made to ensure confidentiality to allow a free flow of discussions between representatives.

Secretarial support and administration

Administration and secretarial support for all meetings will be provided by the York LINK office.

Review of Terms of Reference

These terms of Reference will be reviewed annually or sooner if required in light of national or local policy changes.