



The Role of the Pioneering Care Partnership as Host of County Durham LINK (Local Involvement Network)

The role of the Pioneering Care Partnership as the Host organisation for County Durham LINK (Local Involvement Network) is to support the LINK to do its work. The LINK will need to work in partnership with the Host to decide what work it does and when, within the resource constraints of the Host's contract with the Local Authority.

The Host will support the Management Committee and LINK members to become a strong and effective LINK and will tailor its support in the best manner possible in order to achieve this.

The job of the Host will be to:

- Help the LINK to set up – for instance, promoting the LINK to the local community and holding events to continue the promotion of the LINK.
- Encourage local groups, organisations and individuals to become members of the LINK, especially those who have not previously been involved.
- Promote the LINK to groups and organisations by attending meetings and giving presentations on the LINK.
- Work with local people and groups to set up how the LINK will operate locally and how it will decide what to do. This will include:
 - How decisions are made.
 - How people can get involved.
 - How people can have a say.
- Hold money for the LINK and be responsible for keeping records of how the money is spent.
- Keep the County Durham LINK website up to date

- Regularly let local people know what the LINK is doing and asking them for their views.
- Keep clear and precise records of what the LINK does and who is involved.
- Develop and produce policies and procedures for the LINK.
- Develop working protocols with other organisations.
- Provide advice and support to the LINK and its members.
- Make regular reports to the Local Authority about how it is supporting the LINK.
- Help the LINK to write a report every year about what has been achieved and how money has been spent.
- Organise meetings for the Management Committee and support all administrative tasks of the Committee.
- Organise member task groups as and when required.
- Organise Enter and View visits.
- Facilitate CRB checks for Enter and View representatives.
- Train and educate members as required, particularly in relation to Enter and View.
- Provide general advice to LINK members and members of the public.

Work with other strategic organisations and partnerships locally including:

- Overview and Scrutiny Committee
- NHS County Durham
- Durham County Council
- County Durham and Darlington Acute NHS Foundation Trust
- North East Ambulance Service Trust
- Tees Esk and Wear Valley NHS Foundation Trust
- Other Health and Social Care Providers

The Host will work within its own Quality guidelines and will maintain the highest professional and ethical standards at all times. Enshrined in aspects of the Host's activities will be a fundamental commitment to inclusiveness and diversity and the Host will strive to create real opportunities for full participation for everyone.