

HOST CORE RESPONSIBILITIES	Evidence
Financial management	<p><i>Quarterly budget reports to LINK Steering Group</i> <i>re: expenditure against activity</i> <i>Annual audit of accounts</i></p>
Recruiting and supporting members	<p><i>Maintaining membership database</i> <i>Quarterly reports to LINK Steering Group on membership statistics</i></p>
Support development of LINK Work Plan	<p><i>Gather evidence to support LINK members</i> <i>identification of local priorities</i> <i>Quarterly progress reports to LINK Steering Group on progress against workplan</i></p>
Facilitate the establishment of the LINK and provide ongoing advice and support	<p><i>LINK Governance Structure developed and agreed</i> <i>LINK goes 'live'</i> <i>LINK Policies and Procedures established and reviewed annually</i> <i>Explain and signpost relevant national guidance to LINK members</i> <i>Liaise with NHS National Centre for Involvement, Social Care Institute for Excellence and others</i> <i>Facilitate and service all LINK Task Groups and Steering Group meetings</i> <i>Ensure clear lines of communication established between Steering Group and Task Groups</i></p>
Employ and manage LINK staff	<p><i>Staff recruited and take up post</i> <i>Line management responsibilities established</i> <i>Regular staff supervision provided by Line Managers</i></p>
LINK communication and marketing	<p><i>Promotional material developed and regularly distributed</i> <i>Communication and Marketing Strategy developed that demonstrates range of mechanisms and materials to be used to engage local people in LINK activity</i> <i>LINK website established and maintained</i> <i>All relevant Health and Social Care publications and information distributed to LINK members</i> <i>Organise and plan LINK events as required</i></p>
Produce LINK Annual Report	<p><i>Annual Report completed by LINK and submitted to Dept of Health</i></p>

HOST CORE RESPONSIBILITIES	Evidence
Community engagement and involvement	<p><i>Community engagement methods developed that reflect diverse needs of various communities in Gateshead</i></p> <p><i>Link staff attend variety of events in local communities</i> <i>LINK staff undertake outreach work in local communities</i></p> <p><i>LINK staff maintain database of emerging Health and Social Care issues at a local level and regularly report to Steering Group</i></p>
Develop effective working relationships with Health and Social Care agencies, commissioners of services, GSP, PCT, LAA partners, other LINKs	<p><i>Protocols developed and agreed between partners and the LINK</i></p> <p><i>LINK representation on appropriate boards, networks and partnerships</i></p>
Monitor protocol and LINK relationship with Health and Social Care OSCs	<p><i>Positive working relationship established with OSCs</i></p>
Develop LINK Training Plan	<p><i>Training Needs Analysis carried out with LINK Reps and members</i></p> <p><i>Appropriate and relevant training programmes developed and organised</i></p> <p><i>LINK visitors CRB checked and training programme developed around enter and view protocols</i></p>