



Involving Local People in  
Health and Social Care

## **Gateshead LINK**

### **LINK Member Training Policy**

#### **Introduction**

Gateshead LINK is keen to support its Membership to be effective in their work and members will be encouraged to attend training that will support them. It is entirely the choice of the individual whether to attend training or not.

There will be occasions when training is considered necessary by the Steering Group, or Statutory Legislation, to enable Members to be effective representatives. This training will be mandatory for those members who wish to be involved e.g. 'Enter and View'.

The LINK Host will keep members regularly informed regarding training availability, whether planned by the LINK itself or made available through other organisations.

Members are expected to keep the Host informed of events they feel will be useful to the LINK. It is part of the Host's responsibility to make appropriate bookings in accordance with agreed policy and to maintain records of events attended.

All attendance must be agreed by the LINK Steering Group prior to arrangements being made, both to ensure all members have equal opportunity to improve their skills and knowledge and to maximise the effectiveness of LINK budget.

Please note, if Members do not discuss event attendance with the Host to ensure the event can be approved by the Steering Group, it will not be possible to reimburse fees or expenses.

Members have agreed to complete a 'Report Back Form' after attending each event, so the LINK and the Host are kept informed of any LINK action that may be required.

### **LINK Core Training elements**

The Host, on behalf of the LINK, will organise core training elements on a rotational basis, for Link Members. Not all training elements will be appropriate, or required, by all LINK members. The elements will include:

- 'Enter and View' training
- Equality and Diversity Training
- Chairing a meeting – useful skills
- Presentation and public speaking skills
- Communication Skills

The core training elements may be developed as additional training needs are identified.

### **Orientation**

#### ***New Members***

All new members who wish to attend meetings will receive an introduction to Gateshead LINK. This will include general information about the LINK and specific information about the current LINK work plan and opportunities for involvement.

They will also receive a copy of the LINK Information Pack and be given the opportunity to 'buddy up' with another member to help them settle into the LINK.

#### ***New Representatives***

Members who are newly selected to represent Gateshead LINK at external events/meetings will receive a copy of the Representatives Handbook and will sign the statement committing themselves to act in accordance with agreed LINK policies. The Host will ensure Link Representatives receive appropriate support to fulfil their role.

### **Meetings, conferences, seminars and consultation events**

Members can be authorised to attend various events on behalf of the LINK, relevant to the LINK work plan and with the prior agreement of the Steering Group.

Where possible, costs will be met in advance by the Host organisation and out-of-pocket expenses will be re-imbursed, as listed within the Representatives Handbook.

Where events have been paid for in advance and members are unable to attend, it is expected the member will advise the LINK Host, where possible in good time, so the place can be offered to another LINK member.

**Agreed March 2009**