



Your voice on local health and social care

Oxfordshire LINK
Bourton House
18 Thorney Leys Park
Witney
Oxon
OX28 4GE
Tel: 0300 111 0102

LINK (Local Involvement Network) Stewardship Group

LINKs is an exciting new initiative enabling everyone to have a say in how health & social care services are planned & developed

Elections are taking place during February 2009 to form a group of volunteers to help run the LINK in Oxfordshire.

The function of the Stewardship Group will be to steer the work of the LINK and to support and enable groups and individuals to carry out the work of the LINK. If you are interested you will receive training and support along the way.

To nominate yourself, please complete and return the enclosed Nomination Form for election. Completed forms can be returned by post to:

Oxfordshire LINK,
Bourton House,
18 Thorney Leys Park,
Witney, Oxon OX28 4GE.

Alternatively you may respond via e-mail at OxfordshireLink@makesachange.org.uk

Any applications must reach us **by noon on Friday 30th January 2009**.

Yours sincerely,

Adrian Chant

Locality Manager
Oxfordshire LINKs



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Telephone: 0300 111 0102

Email: OxfordshireLink@makesachange.org.uk

**Self-Nomination Form
For Election of Stewardship Group
Oxfordshire Local Involvement Network
(LINK)**

NOTE: Anyone who has registered an interest in the LINK may be nominated as a member of the Stewardship Group (with the exceptions noted below). If you have not already registered your interest, you may do so via the website registration page or by downloading a LINKs leaflet from the website and returning it with this nomination form.

(Please complete in capital letters)

1. First Name _____

2. Surname _____

3. Address _____

4. Postcode _____

5. Contact telephone number _____

6. Email address _____

7. Using no more than 150 words please describe what and how YOU can contribute to the Stewardship Group. Please also describe how you think LINKs can make a change for your community. Please use the reverse of this sheet or a continuation sheet as necessary.

This statement will be publicised as your pre-election statement. If you need assistance with compiling this statement please contact Help and Care or the Oxfordshire LINK office.

Please return this form via email to OxfordshireLink@makesachange.org.uk or by post to Oxfordshire LINK, Bourton House, 18 Thorney Leys Park, Witney, Oxon OX28 4GE

I have read the information provided and undertake to agree to the terms and conditions of the Code of Conduct document for the Stewardship Group.

I confirm that I am not:

- a member of the Board of :
 - a Primary Care Trust
 - another NHS Trust
 - an NHS Foundation Trust
- A member of the Local Authority Executive
- A local Councillor who is a member of an Overview and Scrutiny Committee whose remit includes Health or Social Care

Signature.....

Date.....



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EQUAL OPPORTUNITIES POLICY

We are committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation and religious background. We will seek to ensure that no applicant is disadvantaged by conditions or requirements which cannot be justified.

In order to help us monitor the effectiveness of our Equal Opportunities Policy (and for no other reason) you are asked to provide the information requested below. This information is confidential and does not form part of your application. This slip will be separated from your application upon receipt and the information will not be taken into account when making any appointment.

APPLICATION FOR MEMBERSHIP OF STEWARDSHIP GROUP

Please tick as appropriate.

1. MALE FEMALE

2. How would you describe your ethnic origin?

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> WHITE | <input type="checkbox"/> BLACK CARIBBEAN | <input type="checkbox"/> CHINESE |
| <input type="checkbox"/> INDIAN | <input type="checkbox"/> BLACK AFRICAN | <input type="checkbox"/> PAKISTANI |
| <input type="checkbox"/> BANGLADESHI | <input type="checkbox"/> BLACK OTHER | <input type="checkbox"/> ANY OTHER GROUP
(Please specify below) |

3. Do you have a disability?

- Yes No

4. What age group do you belong to?

- Under 25 25 - 35 36 - 50 51 - 65 Over 65

5. What is your marital status?

- Married Single Other

Thank you for your assistance



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FREQUENTLY ASKED QUESTIONS for election of Oxfordshire LINK Stewardship Group

1. What will the Stewardship Group do?

The function of the LINK Stewardship Group will be to steer the work of the LINK and to support and enable the groups and individuals to carry out the work of the LINK through:

- Ensuring key local stakeholders are represented and their views considered
- Allocating resources for the work of the LINK, recognising that there are limited resources within the LINK and that it cannot take on all the work that is required
- Communicating with the wider community
- Planning work and allocating resources to support that work
- Supporting groups to undertake work and take up issues as necessary
- Supporting groups to produce credible reports which commissioners and providers can use to improve services
- Approving reports produced by groups on behalf of the LINK

Members of the Group will be asked to sign up to the seven Nolan Principles of Public Life.

2. How many people will be on the Stewardship Group?

- Each LINK will have a Group of approximately 10 people. It is hoped that the make up of the Group would be as diverse as possible and would represent different parts of the community. However, the election process is a democratic one which means people have a choice to apply and a choice who to vote for. Once in place, the first Group will look at how it will be representing the LINK and may make changes to improve the process. In addition, the following bodies will each be invited to send one representative as an observer/information representative (with no voting rights):
 - Primary Care Trust
 - Adult Social Care
 - Health and Social Care Overview and Scrutiny Committees
 - NHS Trusts

3. Who is eligible to be a member of the Group?

- Anyone over 16 who has registered an interest in the LINK is eligible to be a member of the Stewardship Group, unless that person is:
 - A member of the Board of

- a Primary Care Trust
- an NHS Trust
- an NHS Foundation Trust
- A member of the local Authority Executive
- A local Councillor who is a member of an Overview and Scrutiny Committee whose remit includes Health or Social Care

4. How much time will participants be expected to put in to the role?

- As volunteers, participants would be expected to commit up to a maximum of 10 hours per month to the role.

5. How long is the position for?

- Participants are asked to make an initial commitment of six months.

6. Will expenses be paid?

- For the first two months of the life of the Stewardship Group, Help & Care will pay any reasonable expenses. However, the LINK is responsible for its own budget and the Stewardship Group will need to establish a policy for paying expenses. LINKs have a finite budget based on a relative needs assessment for each LINK area. The majority of the money should be spent on the work of the LINK but it is recognised that some expenses will need to be paid.

7. Will training and support be provided?

- It is expected that the Stewardship Group will be established by the end of February 2009. The Group will receive training on various issues such as Decision Making, Governance, Working as a Team, the NHS and how it works. Some training may be 'classroom' based (but very informal), some may be web-based and some may be on a one-to-one basis.

8. Where can further information on LINKs be found?

- There is a great deal of information about LINKs available from the NHS Centre for Involvement at www.nhscentreforinvolvement.nhs.uk or on the Host website www.makesachange.org.uk or by phoning Help & Care on 0300 111 0102 and asking to speak to one of the LINK Development Officers.

9. What skills and experience are required?

- Participants do not need special skills, knowledge or experience to be involved on the Group. Commitment and enthusiasm to make the LINK vision work is desirable!

10. Is there support available to help complete the application?

- Yes. Help & Care can provide support via an email to contact@makesachange.org.uk but do not forget there is a deadline to get

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applications back to the LINKs office **by noon on Friday 30th January 2009.**

11. What sort of thing should applicants write about in their election statement?

- Everyone who applies to be a part of the Stewardship Group will be asked to write a short piece about themselves. This will be sent out to the wider LINK. It is entirely up to applicants what they write but they only have 150 words and they will need to let people know what they can bring to the role and how they see themselves contributing to the development and success of the LINK.

12. How many meetings will participants have to attend and where will they be?

- This is yet to be decided but it is likely that the Group will wish to meet up on a regular basis, at least until it is established and people have got to know each other. The Group will decide how often it will meet, where and when but some work may be done via the website and by email. The Group can be as flexible as it chooses. It is acknowledged that not everyone uses email and Help & Care will endeavour to provide the support participants may need to communicate with the Stewardship Group.

13. Who will be voting?

- Anyone who has registered their interest in LINKs (through Help & Care) will have a chance to vote for the people they wish to see on the Stewardship Group.

14. When will applicants know if they have been elected?

- Voting starts on the **4 February** and ends at noon on the **26 February** therefore applicants will be informed as soon as possible but hopefully by close of day on the **27 February.**

15. What happens next?

- Once applicants know they have been elected, Help & Care will be in contact and provide details about the induction process and training. There will be a meeting for all people on the Group to get to know each other and have a chance to ask questions.

16. If applicants are not elected can they be involved in other ways?

- Yes, LINKs are all about getting involved in whatever way suits you. There may be opportunities to get involved in working parties, theme groups for specific topics, in research, in community engagement, gathering feedback from networks and local people or in a myriad of other ways. Help & Care, as the host organisation, welcomes any ideas and suggestions from anyone wishing to contribute to the success of LINKs.