

## Consultation Process for the Local Involvement Network (LINKs)

Consultation event	Date	Name of organisation/Council function in attendance	Outcomes
Stakeholder meeting	14/12/07	Harrow Mencap Royal National Orthopaedic Hospital(RNOH) Cross Roads Age Concern PCT Chair of PPIF PCT North West London Hospital Trust(NWLHT) Chair of Central North West London(CNWLH) PPIF Harrow Council, Adult & Housing Service	Clarity regarding staff skills, capacity of staff support, on going training needs. Clarity regarding the skills of volunteers. Importance of accountability. Governance arrangements. Importance of establishing a level playing field. Importance of ensuring LINKs reflects our diverse communities. Development of a communications strategy. Development of effective working relationships with statutory bodies.
Meeting with PCT Patient and Public Involvement Forum(PPFI)	18/12/07	Members of the PPFI and community	Raised awareness of LINKs and Q&A
Meeting with the Royal National Orthopaedic (RNOH) Hospital PPFI	15/1/08	Members of the PPFI and community	Raised awareness of LINKs and Q&A
Workshop with all PPFI (RNOH,PCT,NWLHT,CNWLH)	16/1/08	Members of the PPFI's	Procurement process Check with other local authorities of procurement arrangements. Evaluation panel should consist of officers from procurement, finance, legal, policy and partnerships, rep's from voluntary and community sector, and Councillors. 10k from Government to be spent of procurement processes and transitional stage Conduct residents panel survey to help with mapping awareness and involvement 10% of the award money will go toward management costs Draft spec to be produced and sent to the group by 21/1/08 Meeting to be arranged to decide what happens in the interim period (PPFI ending and Host in place).
Meeting LINKs officer working group	17/1/08	PCT, Scrutiny, Social Care Complaints, PCT Complaints, Procurement, Legal	Shared outcomes of PPFI meeting which took place on 16/1/08 Tender advert out week beginning 1 Feb 08 Legal advice given about procurement which will be part B not part A
NWLHT PPFI	22/1/08	Members and community	Presentation to raise awareness
Workshop with the PPFI and the Voluntary and Community Sector	22/1/08	All PPFI's ,PCT, Harrow Mencap, Age Concern Harrow, Harrow Association for Voluntary Services, Faith Group, Adult and Social Services	Preference of what LINK could look like; maximum of 20 people on the steering group, working group should be service related/themed, steering group elected from organisations/interviews, CRB checks mapping exercise conducted in first instance-clear picture of Harrow Need to liaise with and outreach

			<p>communities</p> <p>Large public meetings once or twice a year</p> <p>Service groups will arise through needs</p> <p>Capacity of voluntary groups some have money some do not</p> <p>LINK needs to add value creating a common vision</p> <p>Host needs to have a LOCAL OFFICE</p> <p>Collate data influence HSP/LAA</p> <p>The specification should state; that the Host looks for extra funding, exit strategy after 3 years.</p> <p>Advisory group to oversee the Host</p>
Transitional LINKs meeting	12/2/08	<p>Harrow Mencap</p> <p>Royal National Orthopaedic Hospital(RNOH)</p> <p>Cross Roads</p> <p>Age Concern</p> <p>PCT</p> <p>POP</p> <p>Chair of PPIF PCT</p> <p>North West London Hospital Trust(NWLHT)</p> <p>Chair of Central North West London(CNWLH) PPIF</p> <p>Harrow Council, Adult &amp; Housing Service</p>	<p>Transitional meetings to take place once a month for two hours until Host in place.</p> <p>Terms of reference should be established.</p> <p>Mapping exercise to be conducted and past onto Host.</p>
PCT PPFI AGM	3/3/08	PPFI members and community	Awareness of LINKs/update and Q&A