



Your voice on local health and social care

## **Isle of Wight LINK proposed Financial Expenditure, Monitoring, Accounting & Reporting**

### **The annual LINK budget and priorities for spending**

The government has published how much communities will receive to run their LINK for the next three years. Hosts have identified a budget for core support costs for the LINK. LINKs need to decide how this money will be allocated to best engage local people and groups and reach 'the unheard'.

Using the agreed "Decision making process", the IW Stewardship Group will agree what pieces of work the LINK will carry out and will allocate resources from the LINK activities budget to resource those pieces of work.

The expenditure of the LINK budget will be monitored by the governance group on a monthly basis.

The governance group will take responsibility for approving / declining expenses (though individuals on the governance group will not authorise their own expenses).

### **Expenses**

Expenses are to be agreed in advance where possible. Where not possible, expenses may be paid retrospectively but payment may not be approved and individuals should consider this before agreeing to participate in work generating expenses that will require retrospective approval.

The governance group will approve / decline expenses.

Out of pocket expenses will be reimbursed to Stewardship Group members and to other LINK participants who have been entrusted with work by the Stewardship Group (e.g. as members of Task And Finish Groups). Expenses will be reimbursed in accordance with the procedure laid out in the agreed document "Guidance to LINK participants on the reimbursement of expenses".

Out of pocket expenses for meetings with the NHS Trust and the Isle of Wight Council should be paid by these public bodies.

### **Annual reports, accounts and performance**

Directions about LINKs stipulate that LINKs must produce an annual report about their activities and how money has been spent by the LINK. Annual reports provide a formal mechanism for LINKs to be accountable to the Secretary of State. However,

LINKs are unlikely to be able to demonstrate a commitment to openness and clarity if they rely only on an annual report as a way of communicating with local people.

The website is a source of information for local people about LINK activities and priorities but the IW LINK will find other creative and innovative ways of communicating with (and listening to) people and groups that do not usually access information in traditional ways.

## **Annual Reports**

The Directions about annual reports require the following matters to be covered:

- name, address and contact details for the LINK;
- name, address and contact details for the Host organisation
- names of individuals who were either authorised representatives of the LINK or were involved in making relevant decisions;
- the amounts of any money received by the Host from the Local Authority to support LINK activities during the year;
- the LINK activities that have been carried out;
- how the views of people involved in LINK activities have been made known to commissioners, providers, managers and scrutineers of care services;
- the impact of LINK activities;
- how many requests for information were made by the LINK to commissioners and providers (including independent providers), what those requests concerned and who the requests were made to;
- whether or not responses were received and whether these were within 20 working days of receipt of the request;
- how many referrals were made to OSCs, the matters concerned, whether receipt of referrals was within 20 working days, whether the OSC kept the LINK informed about any actions in relation to referrals and what actions OSCs took in respect of the referrals;
- how many reports or recommendations were made to commissioners, what those concerned , whether they responded to within 20 working days with an explanation of actions to be taken or why actions were not taken;
- what actions were actually taken as a result of the reports or recommendations; and
- which premises authorised representatives entered and viewed and how many times those premises were entered and viewed.