



Procedure for Joint Working between County Durham LINK and Darlington LINK

May 2009

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1. Durham LINK or Darlington LINK receive a request from a LINK member, a local organisation/group, commissioner or provider of services for involvement/consultation on an issue which has cross boundary implications.
2. The LINK receiving the request must send it to the host at the other LINK and both parties should liaise following their own protocols and procedures around involvement and consultation.
3. If both LINKs agree that they want to take the matter forward, then both shall discuss the best way in which to do this ie whether a small meeting should be arranged, a working group formed, research undertaken or an event booked.
4. Both LINKs will work together to organise and facilitate any meetings, groups and events. All letters and reports are to be agreed and signed off by both LINKs (by the Chair in the case of County Durham LINK and the Host or Chair in the case of Darlington LINK) before being shared with other parties. All letters/reports produced should display both LINK's logos.
5. Each LINK will identify a contact person within the commissioners and stakeholders for cross boundary issues. This lead person must be agreed by both Hosts.
6. In the event of "enter and view" taking place as a result of the joint working, then both LINKs agree to carry out joint visits by those who are fully authorised to undertake these.

7. All final reports will be submitted to the commissioner or provider of the service in question once agreed by both LINKs. Every effort will be made to agree positive and constructive ways forward in the event of a critical outcome.
8. If there is no agreement as to the final content of the report by the two LINKs, then each shall produce their own separate reports.
9. Any final joint recommendations/reports can be used by both LINKs in their annual report and can be displayed publicly or on either LINK's websites.