

Essex and Southend LINK Terms of Reference for Locality, Theme and Issue Groups – vff

- Make it Happen
- To produce an annual work plan determining activities and priorities for the Group and to agree spending on LINK activities and work priorities which must be in accordance with the agreed annual work plan and with funds allocated to the Group
- Workplans are living documents and may be updated and agreed at any public meeting of the Group
- To have an agenda that is published no later than five working days before meetings which should include details of any decisions that are intended to be taken and any supporting documentation
- To be responsible for the publishing of minutes, decisions taken and reasons for those decisions including costs and benefits within ten working days; published means published on Essex and Southend Website, and in emails or letters to registered participants; weekly e-bulletins will list all agendas and minutes for groups published since the last e-bulletin and provide hyperlinks to them on the website
- To use 'Enter and View' resources as part of a balanced work programme as per the Enter and View policy
- All Chairs and Vice Chairs to be directly elected. The Chair and Vice Chair will stand for 1 year and shall be eligible for re-election.
- Nominations, including self-nominations, for the Chair and Vice Chair shall be submitted 10 working days before elections. Any interest that might impact on decision making or reflect a conflict of interest must be declared within the nominations
- All Groups must report to the Essex and Southend LINK Countywide public meetings on their activities and work plan and any progress on these and include financial budgets/spends, the use of the Enter and View resources, any local consultation and decisions that have been made.

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