



Coordinating Team

Terms of Reference

Introduction

1. The LINK's Coordinating Team is a group of LINK participants with a range of skills, knowledge and experience which, when combined, is used to guide the LINK effectively. The Coordinating Team is accountable to the LINK for its activities.

Proposed changes

2. The following proposals relate to:
 - 2.1. The minimum number of Coordinating Team Members present at a meeting to effect a decision
 - 2.2. Coordinating Team decision
 - 2.3. Facilitator's action

Change 1 – minimum number of Coordinating Team Members present at a meeting to effect a decision

3. Currently the Terms of Reference of the Team does not state any minimum number. However, Coordinating Team Members have agreed and adopted the following practice and propose that the following is included in the Group's Terms of Reference:

Recommendation: That the following be included in the Coordinating Team Terms of Reference "The minimum number of four Coordinating Team Members is required at a Coordinating Team meeting to carry decisions".

Change 2 – Coordinating Team decision

4. From time to time there are occasions when a decision needs to be taken as a matter of urgency and there is insufficient time to consult fully with LINK participants, either electronically or through a meeting convened for the purpose. In this event, the Coordinating Team is authorised to make such decisions. They must publicise those

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Medway LINK

LINK Decision Making Process

decisions immediately, with the reasons for such a decision needing to be made urgently and not consulting with the wider LINK participants. Publication of such decision will be through the LINK bulletin, LINK website and any other means available at the time.

5. All such decisions will be referred to the next available Community Engagement event of the LINK, for ratification.

Recommendation: That the following be included in the Coordinating Team Terms of Reference “The Coordinating Team is authorised to make decisions on behalf of the LINK in the event of any matter of urgency that cannot wait for consultation of all LINK participants. All such decisions will be published immediately, with the reasons for such a decision needing to be made urgently and not consulting with the wider LINK participants. Publication of such decision will be through the LINK bulletin, LINK website and any other means available at the time. All such decisions will be referred to the next available Community Engagement event of the LINK, for ratification”.

Change 3 – Facilitator’s action

6. From time to time there are occasions when a decision / action needs to be taken as a matter of urgency but there is no meeting of the Coordinating Team imminent. In the event of special circumstances, urgent action or decision needed, between Team meetings, the Coordinating Team has instructed the Facilitator that he / she should take such action. This is not specified in the current Terms of Reference of the Team. Coordinating Team Members propose that this is rectified by the inclusion of the following statement in the Team’s Terms of Reference:

Recommendation: That the following be included in the Coordinating Team’s Terms of Reference - “In between meetings of the Coordinating Team there may be a need for an urgent decision / action to be taken - where the decision or action cannot wait for the next meeting of the Coordinating Team. In this event, the Facilitator of the Team is authorised to make such decisions / take the required action. He / she will report to the next available meeting of the Coordinating Team on the decision / action taken and the reasons why Facilitator’s action was required”.

***** *End of proposed changes to Coordinating Team Terms of Reference* *****