



Policy and Procedure for Selecting County Durham LINK Representatives for Groups/Meetings/Committees

November 2008

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1. Request for representative to attend a meeting/group/committee received by the Host Team.
2. Host team to check whether there is already someone attending this meeting from the Management Committee/LINK Membership.
3. Request is presented at the next Management Committee if non urgent together with information from 2 above.
4. If request is urgent, then it will be presented to the Chair and two Vice Chairs of the Management Committee together with information from 2 above.
5. Request is examined to decide whether it is a valid request and that County Durham LINK Management Committee members want to proceed.
6. If the request is turned down, then the Host will write to the person who has made the request for representation advising them of the LINK's decision and the reason for this.
7. If the request is agreed, then the Host will write to the person who made the request to advise them that the Management Committee have agreed to their request. They will also be advised of the process that will be undertaken to find a suitable LINK representative and will be asked to provide a brief person specification.
8. The request will be advertised to all LINK members (both individuals and organisations) who reside/have shown an interest in the relevant district/area and they will be asked if

they want to express an interest in representing the LINK on the meeting/group/committee.

9. An application form (see attached) will be sent to those LINK members who have expressed an interest, along with a copy of this procedure, brief person specification - with a deadline for completion.
10. Application forms that are received within the deadline and adhere to word counts will be sent to all members of the Standards Committee.
11. The Standards Committee will agree three members to look at the application forms and will make a final decision as to who is best placed to represent the LINK.
12. The successful LINK member will be notified by the Host.
13. The person requesting the representative will be advised by the Host who that will be and arrangements will be made for the LINK member to attend the next meeting.
14. Unsuccessful LINK members will be notified by the Host.
15. The Host will update the list of meeting/group/committee representation.