



## **Engagement and Communications Terms of Reference for the Lincolnshire Waste Partnership**

The Engagement and Communications team will ensure, through a process of consultation, dialogue, and partnership-working, the successful development and delivery of the communications, engagement and education elements of the Lincolnshire Joint Municipal Waste Management Strategy (JMWMS).

### **Membership**

1. The Communications team will be made up of:
  - Lincolnshire Waste Partnership Programme Delivery Manager
  - Communications, engagement and education officer representatives from Lincolnshire County Council
  - Communications officer representatives from Districts
  - Specialist support as and when required

Support will be provided by officers from Lincolnshire County Council and Districts.

2. Officers from the Waste Officer Working Group will attend as and when required.

### **Meetings**

1. Meetings of the Communications teams will take place every 2 months with the locations of the meetings being rotated around the County.
2. The Chairman of the group will be the Lincolnshire Waste Partnership Programme Delivery Manager.
3. The team will meet privately in closed session.
4. Action notes of any meeting will be taken and distributed subsequent to the meeting by the officer that has hosted the meeting.
5. All officers shall use best endeavours to attend the meeting or send a nominated representative.

6. If a decision is made at a meeting that one officer could not attend or send a representative, then these will need to be accepted by the rest of the partnership.

**Purpose**

The purpose of the group is to:

- Oversee / manage the campaign calendar, though some decisions will need to go to LWP for approval;
- Establish 'guiding principals' for the communications officers so all clear on key messages, framework in which they can operate independently whilst also in line with each other and within the approved structure/ mechanisms.
- Determine engagement and communications priorities;
- Develop and oversee the Communications plan for delivery of the Strategy;
- Facilitate the partnership working of Councils and other organisations to deliver the projects required from the Strategy;
- Champion the delivery of the projects communicating any variations and progress to their respective Councils;
- Receive information and reports from the project teams;
- Co-ordination of recommendations to each authority for decisions to be made;