

SUGGESTED PROCESS FOR IDENTIFYING A NATIONAL ISSUE

CREATING A TEAM TO INVESTIGATE AND REPORT ON THE ISSUE

A permanent team of three people (LAF members) are responsible for the England Access Forum administrative duties. They will only be expected to undertake tasks, if the Regional LAFs identify an issue, which they believe is potentially a national issue.

The duties of the EAF administrative team, upon notification from a Regional chair of a potential national issue, are:

1. Email all LAFs of the issue ask whether they agree that the issue is of national importance. If it is an issue that only affects a number of LAFs such as coastal access it would be just the coastal LAFs who would be contacted.
2. Analyse the results of the responses
3. If the majority response was negative, meaning the subject was not of national importance, the result would be communicated to all LAFs and the subject would be closed.
4. If the majority response indicated the subject was of national importance the result would be communicated back to the LAFs and:
 - a. The LAFs would be asked to put forward a candidate to lead the project team.
 - b. The candidates would provide a document on why they should lead the project
 - c. The LAFs would vote to select the project leader
 - d. The LAFs would be asked to put forward a candidate to be included in the team
 - e. The project leader would select the team
5. The project team would be responsible for producing the project proposal for the work to be undertaken. This would be sent to the LAFs Regional Chairs.
6. The Regional Chairs would seek the views of the LAF Chairs on the proposal and put forward any recommendations for alterations
7. On completion of the project the final report displaying the recommendations would be presented to the Regional chairs meeting to discuss and identify the way forward.