

**Partnership Committee**

---

**Date:** 10 December 2020

**Purpose of the Report:** Committee guidelines for Co-opted Members.

**Contact Officer:** Vivien Cannon, Head of Cultural and Economic Services

---

<b>Corporate Objective/s</b>	<b>Vibrancy and Vitality of Town and Town Centre</b> - To continue to support a vibrant town through partnership working and initiatives including management of the street market, support for local businesses, town and community promotions and town centre enhancements.	
<b>Implications:</b>		
<b>Financial</b>		
<b>Human Resources</b>		
<b>Operational/Service delivery</b>		
<b>Procedural/Legal</b>	Yes	Review Co-opted member dedicated agenda item
<b>Risk/Health and Safety</b>		

**1. RECOMMENDATION/S**

Should members be minded, the proposal is:

**1.1 To endorse Committee guidelines for Co-opted Members.**

**2. INFORMATION**

2.1 At its meeting on 03/09/20, in keeping with its terms of reference, Committee co-opted a third community/voluntary organisation to sit around the table, (Ref. 60/LLP) and join in with agenda item discussions. Committee has the potential to increase its membership through co-option to engage a wide perspective and input to the Committee's discussions.

2.2 Committee currently has a regular agenda item which invites co-opted members to provide a general update about their organisation's activities. As the number of co-opted members increase and not all will be business representatives, the proposal is to replace the agenda item titled Business Update with the renamed title, Co-opted Members update.

- 2.3 The increase in membership will require careful time management of the agenda to avoid discussion becoming unwieldy. Committee may wish to consider how best to manage this agenda item.
- 2.4 In discussion with the Committee Chair and Deputy Chair, officers have been tasked to draft some guidance to help co-opted members contribute to Committee's work. Committee will of course be able to review how well the guidance works and make amendments if needed.
- 2.5 Given that the Community Forum undertakes activity to benefit Committee's understanding of issues, the standing item, Forum updates, is proposed to remain as it is.
- 2.6 The Town Council's officer contacted existing co-opted members in mid-November to advise of the intent to propose the removal of the agenda item and offer some guidance. Due to time constraints, the below was not circulated to these members before being published with the agenda.

#### **Guidance for Co-opted Members when joining Leighton-Linslade Partnership Committee**

Committee operates within its shared Terms of Reference which incorporates the statements as set out below:

1. To support engagement with local stakeholders the Town Joint Committee can co-opt members from local representative groups, as appropriate up to a maximum of 15. Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights. Co-opted members can be removed from the Town Joint Committee. Decision making around removals can either be taken by the whole Town Joint committee or by joint agreement of the Chair and Vice Chair, depending on each Town Joint Committee's preference.
2. The list of Co-opted Members should be reviewed annually, by the Town Joint Committee.
  - a) Should there be an issue a Co-opted Member wish to bring to the attention of Committee, pre-meeting approaches may be made to the Chair or Vice Chair for consideration and inclusion in a future agenda.
  - b) Co-opted Members will be invited to submit a short-written update report for publication along with the agenda papers. If agreed, a verbal delivery may be accepted. Co-opted Members will be allocated 5 minutes each to present their reports or verbal updates. They may respond to questions about their report at the meeting.
  - c) If no requests or report is submitted, Committee will assume there is no item for discussion, and allocation of time will be removed from the agenda.
  - d) From time to time, a Co-opted member may be approached by the Committee to lead discussion or exploration of an issue. In which case dedicated agenda time may be granted.
  - e) From time to time, Committee may provide agenda space for general introductions and annual updates for Co-opted Members.

#### **4. CONCLUSION**

- 4.1 Committee may opt not to formally set any guidance, yet it may be of some assistance to Co-opted Members to receive assistance on how to productively engage with Committee in order to bring to its attention issues or opportunities relevant to Committee's work remit.

**End**