

To receive draft Terms of Reference for Membership and consider any actions

1. Introduction

This document establishes a structured approach for managing membership to Town Council Committees, Sub Committees, Joint Committees, Working Groups and Outside Partnerships ensuring fairness, transparency and balanced representation.

2. Committee Membership

- The maximum number of members for each committee/sub-committee will be determined based on governance needs, operational efficiencies and, if applicable, constitutions.
- Membership numbers are confirmed and detailed in the Town Council's Terms of Reference – Committee and Sub Committees;
- Planning and Licensing, Policy and Finance and the Services Committees are a composition of sixteen Members therefore appointments are not required, all Members will be summoned to the scheduled meetings of Saltash Town Council during the fiscal year.
- Membership should reflect a balance of Town Councillors;
- The Town Council recognises that a stable membership of the Personnel Committee is desirable and as such membership of the Committee should be seen as a long-term commitment with all members of this Committee to undertake employment law training within 6 months provided by the Council subject to course availability.
- Working Groups have no membership limitations as they are informal advisory bodies rather than decision-making committees with strict voting rights;
- Outside Partnerships are normally managed by external organisations therefore, the Town Council will appoint representatives as requested, unless specified otherwise.

3. Selection Process

In accordance with Standing Orders, the Town Council will appoint or reaffirm members to all Town Council Committees, Sub Committees, Joint Committees, Working Groups and Outside Partnerships at the Annual Meeting of Saltash Town Council, held each May.

Should a seat become vacant during the fiscal year due to a resignation, it will be filled accordingly at the following Full Council meeting.

If over-subscription occurs:

- A discussion between Members would take place initially;
- If a consensus cannot be reached, names of those who wish to form the membership to be placed into a hat and pulled out accordingly.

4. Appeal / Review

- Unsuccessful Members will not be able to appeal the decision;
- The Terms of Reference on membership will be reviewed annually to maintain fairness and transparency.