

8 STONE COMMUNITY HUB LIAISON GROUP

PURPOSE

- 8.1 The Council has a number of interactions with the Stone Community Hub (the Hub) as follows:
- a. **As a public authority** seeking to support organisations within the town providing services to vulnerable residents.
 - b. **As a provider of grants** to the organisation, either in the form of “cash” grants or subsidised use of the Frank Jordan Centre, where the Council has a due diligence responsibility to ensure that those grants are being used properly and effectively.
 - c. **As the Hub’s landlord** at the Frank Jordan Centre.
- 8.2 The Hub is an important provider of services to vulnerable people in Stone. The purpose of the Liaison Group is to enable the Council to work closely with the Hub in order to achieve 8.1a and 8.1b above.
- 8.3 The Liaison Group has no role in respect of 8.1c above, which is the responsibility of the Town Clerk at an operational level and the General Purposes Committee at a policy level.

MEMBERSHIP AND APPOINTMENT

- 8.4 The Council’s representation on the Liaison Group shall consist of three members, drawn from the membership of the Town Council. These Councillor members shall be appointed by the General Purposes Committee at its meeting each May, and may be changed by that Committee at any time.
- 8.5 In addition to the above, the Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Liaison Group if not directly appointed in their own right.
- 8.6 The Town Clerk, or their representative, may attend the Liaison Group as an advisor but would not be part of the Group.
- 8.7 The Hub’s representatives would be as determined by the Hub.

CHAIRMAN AND VICE CHAIRMAN

- 8.8 There shall be no formal Chairman or Vice-Chairman of the Group, except as determined by the Group itself to facilitate the management of meetings.

- 8.9 The Council shall appoint one of its representatives as Group Coordinator for the purpose of reporting back to meetings of the General Purposes Committee.

QUORUM

- 8.10 As the Liaison Group has no decision making powers, there is no requirement for quoracy.

INVOLVEMENT OF COUNCILLORS WHO ARE NOT MEMBERS OF THE GROUP

- 8.11 Any member of the Council who is not a member of the Liaison Group may attend a meeting if agreed in advance with the appointed Group Coordinator.
- 8.12 Any Councillor who has a question or issue related to items within the remit of the Liaison Group should raise these in the first instance with the Liaison Group Coordinator. Where appropriate, the question/issue will be raised at the next Liaison Group meeting, and the Councillor raising the issue may be invited to attend.
- 8.13 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Liaison Group or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 8.14 Meetings will not be open to the public.

FREQUENCY OF MEETINGS

- 8.15 The time, location and frequency of meetings will be agreed between the Hub and the Council's appointed Group Coordinator.

AGENDA AND PROCEEDINGS

- 8.16 The calling of meetings, booking of venues, preparation of agendas and minutes etc. will not be undertaken by the Town Council's staff. Attendance of Town Council staff at the Liaison Group will be on an exceptional basis, if their knowledge and/or expertise may be required to inform the group's discussions.
- 8.17 There is no requirement for either a formal agenda or minutes, but if the Liaison Group wishes to prepare these it will be a matter for the Group's members. Liaison Group minutes will not form part of the official minutes of the Council.
- 8.18 The provisions of the Council's Standing Orders for Business shall not apply to meetings of the Liaison Group.

REPORTING

- 8.19 The Liaison Group has no power to make decisions on behalf of the Council.
- 8.20 At each scheduled meeting of the General Purposes Committee, the Council appointed Liaison Group Coordinator will be expected to report on the work of the Group, and to present any policy recommendations to the Committee. Such recommendations will not be considered by the Committee without a full written report or detailed minutes circulated with the General Purposes Committee agenda and setting out the nature of the recommendations and their implications for the Council.
- 8.21 Whilst the Liaison Group should not normally be considering Council operational issues, in the exceptional circumstances that the Group needed to consider such issues, these should be reported to the Town Clerk for resolution, rather than the General Purposes Committee.

FUNCTIONS

- 8.22 To support the Hub, as an important provider of services to vulnerable residents within the town.
- 8.23 To undertake due diligence, on behalf of the Council, to ensure that public funds provided by the Council to support the operation of the Hub are being used properly and effectively.
- 8.24 To advise the General Purposes Committee on its policies relating to the Hub.

RELATIONSHIP WITH OTHER COUNCIL BODIES

- 8.25 The Liaison Group has no authority to make decisions on behalf of the Council. Any policy recommendations from the Liaison Group would be made to the General Purposes Committee, which would have responsibility to ensure appropriate coordination with other Council bodies.