

## **Proposed Oxford Strategic Partnership Membership Review Process**

### **1. Number of Members**

The Terms of Reference state “*The total number of members is to be agreed by the group – the current agreement is to fix the number at 15.*”

### **2. Identification and recruitment of future members**

#### 2.1 Membership Review Panel

It is recommended that a Membership Review Panel be set up made up of:

- Chair of the OSP (Jackie Wilderspin)
- Vice Chair of the OSP (Alison Baxter)
- Leader of the City Council (Cllr Bob Price)
- Executive Director from the City Council (Mel Barrett)
- OSP Manager (Sebastian Johnson)

#### 2.2 Reviewing Membership Requests

The Membership Review Panel will consider the following points when reviewing requests or recommendations for membership of the OSP:

- Is there space for a new member (bearing in mind 1 above)?
- Do the areas of expertise and knowledge that this person brings already exist on the Partnership?
- Can this person add value by helping to move partnership working forward (e.g. through contacts, experience, resource), with particular focus on the flagship issues (Economy; Affordable Housing; Health and Social Inclusion; Climate Change; Safer, Stronger more Cohesive City; and Quality of the Public Realm)?
- Would the person be better directed to working within a Delivery Group(s)?
- Can the person commit to attend meetings and undertake tasks?

### **3. Recommendation to the OSP**

Following review as detailed in 2 above, the Review Panel will make a recommendation to the Partnership Steering Group for agreement.

### **4. Frequency of the Membership Review Panel Meeting**

The Membership Review Panel will meet a maximum of three times in a year if required.

### **5. Review of Existing Membership**

The Membership Review Panel will review existing membership using the points in 2.2 above on an annual basis to ensure that the Partnership is fit for purpose and able to deliver the targets within the Sustainable Community Strategy.