Exmouth Town Council
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LOCAL COUNCIL AWARD SCHEME WORKING PARTY

Purpose: The Local Council Award Scheme (LCAS) has been designed to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

Membership: The Working Party will be made up of no less than five Exmouth Town Councillors, preferably one from each ward, with an option to co-opt non-voting members of the public (with relevant experience).

Quorum: Three members

Power: N/A

Delegated Authority: No

1. Terms

1.1. The Council's Standing Orders apply to all meetings of the Working Party.

1.2. The Working Party shall be appointed on an annual basis at the Annual Meeting of the Town Council.

1.3. The first order of business of the first meeting of the Working Party after its annual appointment will be to elect a Chairman.

1.4. The Chairman and Vice Chairman of the Council shall be Ex-officio, non-voting members of the Working Party.

1.5. The Working Party will meet twice a year. Additional meetings will be arranged as required.

1.6. Meetings shall not be open to the public unless the Committee feels it appropriate to include the press and public for specific items.

1.7. Members of the Working Party will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

1.8. Notice of meetings and minutes will be published in accordance with the Council's Standing Orders.

1.9. Members of the Working Party must be familiar with Exmouth's Town Council's current Climate Plan. The Climate Plan should be referenced as part of any decision-making process.

2. Responsibilities

2.1. To regularly review and monitor the criteria of the Local Council Award Scheme in order to ensure that the Town Council continues to meet the requirements of its existing Foundation Award status; and through a process of continuous improvement is working towards Quality Award and/or Quality Gold Award status.

Reaffirmed by Exmouth Town Council on 13th May 2024.

Reaffirmed 18th May 2026
Review date: May 2027