

# Item 6



c/o Strategy & Regeneration  
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**Our Ref:** R6/4/2  
**Your Ref:**

**This matter is being dealt with by: Alan Charlton**

**Date: 17<sup>th</sup> May 2004**

Dear Partner

## **Nomination of Alternates**

At the Partnership's Board Meeting on 28<sup>th</sup> April 2004 it was agreed to amend the Board's Memorandum of Administration and Procedures to permit the nomination of 'Alternates' to attend as a substitute for a Board Member. Each organisation with Board member representation will be permitted to nominate one named Alternate. An exception to this has been made for Community Network representatives, geographical area nominees (5 places), will be permitted two named Alternates

Accordingly, from the July 2004 Board Meeting the attendance of Alternates will be permitted provided that the agreed procedure for the notification of the attendance of an Alternate is followed. Attached for your information is a note on the use of Alternates and a nomination form.

I should be pleased if you could on behalf of your organisation/ sector complete the attached proforma and return this to the LSP Team at the above address by Friday 25<sup>th</sup> June 2004.

If you have any questions concerning this request or wish to discuss the matter further, then please contact Alan Charlton (LSP Co-ordinator) at the above address.

Yours sincerely,

**LSP Team**

## **PARTNERSHIP BOARD MEMORANDUM OF ADMINISTRATION AND PROCEDURES (AMENDED MAY 2004)**

### **3.4.1 ALTERNATES AT MEETINGS**

- 3.4.2 Board Members fulfil their roles as individuals appointed by their organisations to act in the best interests of the Partnership. All organisations that are represented at Board level are permitted to nominate a named Alternate as a substitute to attend a Board Meeting in the absence of the nominated Board Members and to act for them at Board Meetings.
- 3.4.3 The Community Empowerment Network (geographical area nominees) will be permitted to nominate two named Alternates.
- 3.4.4 Board Members unable to attend a Board meeting must notify the LSP Team in advance of the meeting their apologies and to confirm that the named Alternate will be attending.
- 3.4.5 Attendance at Board Meetings will be monitored by the LSP Team to ensure that the use of Alternates remains the exception rather than the rule.
- 3.4.3 As meetings of the Board are held in public, observers from partner organisations can attend meetings, as can any other member of the public, but cannot speak or vote. (See also Section 4.7 on advisers.)