

Liskeard & Looe/Cornwall Gateway Community Area Partnership

Town & Parish Council Representatives 2023/24

Community Area Partnerships have been established for 12 geographical areas across Cornwall, defined by parish boundaries. They will replace the Community Networks at the end of May 2023. The inaugural meeting of the Liskeard & Looe/Cornwall Gateway Community Area Partnership is scheduled for 6th June 2023.

The Community Area Partnership will include a named representative of each Town & Parish Council* within the boundaries of the Partnership area.

We are asking each Town & Parish Council to inform us of their named representative for the forthcoming year. **We would be grateful if you could return this form by 31st May 2023.**

Town & Parish Councils may nominate a substitute councillor to attend, where their named representative is unable to attend. In these circumstances, please advise us of the proposed substitution as soon as possible before the meeting, so we can advise the Chair.

The “roles and responsibilities of Partnership members” will be included in the Terms of Reference, which will be circulated with the inaugural meeting agenda. The draft role profile is at Appendix A. A briefing about the Partnerships is also attached for ease of reference.

We will send Community Area Partnership papers and correspondence to the Clerk and your named representative, unless you advise otherwise.

Your named representative on the Community Area Partnership for 2023/24

Name of Town/Parish Council: <i>(*Includes City/Town/Parish/Community Council or Parish Meeting)</i>	Please insert
Named Representative	Please insert
Named Representative's email address	Please insert
I declare that I have read the privacy notice (Appendix 2) and that the named representative is happy to be contacted about business relating to the Partnerships via the email address above	YES/NO
Form completed by	Please insert name/title

If you have any queries, please contact us. Thank you.

Please return this form to Lisa Grigg and Catherine Thomson c/o localism@cornwall.gov.uk

Appendix 1

Roles & Responsibilities of Community Area Partnership Members

- (i) To follow the “Code of Conduct for Members and Co-opted Members” (as agreed by the Cornwall Council Standards Committee). All Cornwall Councillors and Town & Parish Councillors are expected to follow this Code as part of their general obligation as councillors.
- (ii) To attend Partnership meetings on a regular basis and actively participate at those meetings in progressing its Community Priority Action Plan and other functions in line with the Vision. The overall Vision is “Bringing local organisations and people together to tackle the issues that matter to communities so that everyone can start, live and age well.”
- (iii) To act in the best interests of the Partnership as a whole
- (iv) To communicate the agreed view of the Partnership in discussions with partners. Town & Parish Council representatives and any co-opted members are asked to report back to their council/parent organisation on Partnership meetings.
- (v) To take account of views of other stakeholders and be mindful of different views and requirements
- (vi) To participate in Partnership Working Groups, where they are interested in the subject and their other commitments allow them to do so.
- (vii) To represent the Partnership in meetings with other bodies and partner organisations, where they are happy to accept any nomination to do so.

Community Area Partnership: Named Representatives - Privacy Notice

Who will control my data? The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro, TR1 3AY. Data Protection Registration Number: Z1745294.

There's something I don't understand If you need help in understanding or completing this form, please contact the Localism Team on telephone number 0300 1234 100 or by emailing localism@cornwall.gov.uk

How we will use the information about you The information you provide on this form will be used to ensure we know who your representative is on the Community Area Partnership, and to help ensure that we can liaise with you and them about the Partnership, including through the provision of meeting papers and other relevant information.

Why do you need my information? In order to carry out the tasks listed above, we need your representative's name and email address. Without them, we will not be able to provide this service.

Who else will we share your information with: We will not share this information outside the Localism team, except with your specific permission. Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of the UK. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice. We will not share this information outside of Cornwall Council, except where we are legally obliged to share information e.g. to aid in the prevention and/or the detection of crime or under a court order. However, whenever your consent to share information is required, we will always ask you.

How long will you keep this information for? 1 year after the end of the current financial year

What are my data rights?

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in a commonly used electronic format if you wish
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process it
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer, Cornwall Council, New County Hall, Truro, TR1 3AY

Telephone: 01872 326424; Email: dpo@cornwall.gov.uk

I don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right at localism@cornwall.gov.uk. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office: Telephone: 0303 123 1113; Website: <https://ico.org.uk/make-a-complaint/>