



# Co-operative Councils

Innovation Network

# Constitution



**People-centred councils  
driving social innovation  
putting people first**

**1. Name**

The Cooperative Councils' Innovation Network (CCIN)

**2. Purpose**

The Cooperative Councils' Innovation Network is a non-party-political active hub for cooperative policy development, innovation and advocacy which is:

- Action-focused: a vehicle for helping councils translate cooperative policy and principles into practice
- Membership-based: funded by modest membership subscriptions from its member councils
- Open to all UK councils: members share the belief that working cooperatively with communities holds the key to tackling today's challenges
- Part of the local government family: the network is a Special Interest Group registered with the Local Government Association where we work to promote innovation in local government

The objects of the CCIN are set out in the CCIN's Strategic Action Plan (as updated from time to time).

**3. Membership of the CCIN**

There are three forms of membership of the CCIN, members of the network are set out in Annex 1 to this Constitution

**3.1 Local council (Full) Membership – open to:**

- (a) unitary, county, district and borough councils in England, Northern Ireland, Scotland and Wales where the majority group (or groups)<sup>i</sup> choose to be members of the CCIN
- (b) combined authorities
- (c) Police and Crime Commissioners

**3.2 Associate membership – open to:**

- (a) Town and Parish Councils in England, Northern Ireland, Scotland and Wales
- (b) Groups of elected representatives engaged in local councils (Unitary, County, District and Borough) in England, Northern Ireland, Scotland and Wales:

- (i) Minority administrations of local councils where opposition parties block membership and the administration, therefore, joins as a political group
- (ii) Opposition groups that will seek to become a Full Member if they take control of their local authority
- (c) Other elected authorities:
  - (i) The devolved administrations of the United Kingdom of Great Britain and Northern Ireland
  - (ii) Local and regional government within Europe and beyond

### 3.3 Affiliate membership – open to:

non-governmental organisations and corporations wishing to show their support and engage in the processes of developing innovative Cooperative Councils. The values and principles of Affiliate Members align with the Network's, and they are supportive in the development of cooperative policy, practice and can demonstrate they deliver a positive social impact to local communities.

### 3.4 Accountable Body – to deal with the CCIN's financial, legal and procurement interests.

Oldham Council

## 4. Full (Local Council) Membership

### 4.1 Admission of new members

#### (a) Eligibility

Membership of the CCIN is open to any Local Council who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in clause 4.3.

#### (b) Admission procedure

The Executive and Oversight Committee (EOC):

- (i) May require applications for membership to be made in any reasonable way that they decide.
- (ii) Shall, if they approve and ratify (at a general meeting of the EOC) an application for membership, notify the applicant of their decision within 21 days.
- (iii) May refuse an application for membership if they believe that it is in the best interests of the CCIN for them to do so.

- (iv) Shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal.
- (v) Shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

#### 4.2 Transfer of Full Membership

Full Membership of the CCIN cannot be transferred.

#### 4.3 Duty of Full Members

It is the duty of each member of the CCIN to exercise his or her powers as a member of the CCIN in accordance with the CCIN Code of Conduct and in the way he or she decides in good faith would be most likely to further the purposes of the CCIN.

#### 4.4 Termination of Full membership

- (a) Full Membership of the CCIN comes to an end if:
  - (i) there is a change in the ruling political group<sup>ii</sup> (or groups) of the local council and the member sends a notice of resignation, within six weeks of a change of overall political control, to EOC; or
  - (ii) any sum of money owed by the member to the CCIN is not paid in full within six months of its falling due; or
  - (iii) the EOC decide that it is in the best interests of the CCIN that the member in question should be removed from membership and pass a resolution to that effect.
- (b) Before the EOC take any decision to remove someone from Full Membership of the CCIN they must:
  - (i) inform the member of the reasons why it is proposed to remove him, her or it from membership;
  - (ii) give the member at least 21 clear days' notice in which to make representations to the EOC as to why he, she or it should not be removed from membership;
  - (iii) at a duly constituted meeting of the EOC, consider whether or not the member should be removed from membership;
  - (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and
  - (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

#### 4.5 Membership fees

The CCIN may require members to pay reasonable Full Membership fees to the CCIN.

### 5. Associate Membership

#### 5.1 Admission of new Associate Members

##### (a) Eligibility

Associate Membership of the CCIN is open to

- (i) Town and Parish Councils in England, Northern Ireland, Scotland and Wales
- (ii) Groups of elected representatives engaged in local councils (Unitary, County, District and Borough) in England, Northern Ireland, Scotland and Wales:
  - (a) Minority administrations of local councils where opposition parties block membership and the administration, therefore, joins as a political group
  - (b) Opposition groups that will seek to become a Full Member if they take control of their local authority

who are interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become an Associate Member and acceptance of the duty of Associate Members set out in clause 5.3.

##### (b) Admission procedure

The Executive and Oversight Committee (EOC):

- (i) May require applications for membership to be made in any reasonable way that they decide.
- (ii) Shall, if they approve and ratify (at a general meeting of the EOC) an application for membership, notify the applicant of their decision within 21 days.
- (iii) May refuse an application for membership if they believe that it is in the best interests of the CCIN for them to do so.
- (iv) Shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal.
- (v) Shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

#### 5.2 Transfer of Associate Membership

Associate Membership of the CCIN cannot be transferred.

### 5.3 Duty of Associate Members

It is the duty of each member of the CCIN to exercise his or her powers as a member of the CCIN in accordance with the CCIN Code of Conduct and in the way he or she decides in good faith would be most likely to further the purposes of the CCIN.

### 5.4 Termination of Associate Membership

- (a) Associate Membership of the CCIN comes to an end if:
  - (i) any sum of money owed by the member to the CCIN is not paid in full within six months of its falling due; or
  - (ii) the EOC decide that it is in the best interests of the CCIN that the member in question should be removed from Associate membership and pass a resolution to that effect.
- (b) Before the EOC take any decision to remove someone from membership of the CCIN they must:
  - (i) inform the member of the reasons why it is proposed to remove him, her or it from membership;
  - (ii) give the member at least 21 clear days' notice in which to make representations to the EOC as to why he, she or it should not be removed from membership;
  - (iii) at a duly constituted meeting of the EOC, consider whether or not the member should be removed from membership;
  - (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and
  - (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

### 5.5 Membership fees

The CCIN may require members to pay reasonable Associate Membership fees to the CCIN.

## 6. Affiliate Membership

### 6.1 Admission of new Affiliate members

#### (a) Eligibility

Affiliate Membership of the CCIN is open to any non-governmental organisations and corporations who is interested in furthering its purposes, and who, by applying for Affiliate membership, has indicated his, her or its agreement to become a member and acceptance of the duty of Affiliate Members set out in clause 6.3

(b) Admission procedure

The Executive and Oversight Committee (EOC):

- (i) May require applications for membership to be made in any reasonable way that they decide.
- (ii) Shall, if they approve and ratify (at a general meeting of the EOC) an application for membership, notify the applicant of their decision within 21 days.
- (iii) May refuse an application for membership if they believe that it is in the best interests of the CCIN for them to do so.
- (iv) Shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal.
- (v) Shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

6.2 Transfer of Affiliate Membership

Affiliate Membership of the CCIN cannot be transferred.

6.3 Duty of Affiliate Members

It is the duty of each member of the CCIN to exercise his or her powers as a member of the CCIN in accordance with their Organisation's Code of Conduct and in the way he or she decides in good faith would be most likely to further the purposes of the CCIN.

6.4 Termination of Affiliate membership

Affiliate Membership of the CCIN comes to an end if:

- (i) any sum of money owed by the member to the CCIN is not paid in full within six months of its falling due; or
  - (ii) the EOC decide that it is in the best interests of the CCIN that the member in question should be removed from membership and pass a resolution to that effect.
- (b) Before the EOC take any decision to remove someone from Affiliate Membership of the CCIN they must:
- (i) inform the member of the reasons why it is proposed to remove him, her or it from membership;
  - (ii) give the member at least 21 clear days' notice in which to make representations to the EOC as to why he, she or it should not be removed from membership;

- (iii) at a duly constituted meeting of the EOC, consider whether or not the member should be removed from membership;
- (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and
- (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

## 6.5 Membership fees

The CCIN may require members to pay reasonable Affiliate Membership fees to the CCIN.

## 7. Operating Structure of the CCIN

7.1 The business of the CCIN will be conducted by the **Executive Oversight Committee** (EOC) and the **Values and Principles Board** (V&P) as set out in the Anexes to the Constitution.

## 8. General Meetings of CCIN

8.1 There must be an annual general meeting (AGM) of the members of the CCIN to be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts.

8.2 The general business should cover: Budget Report, Review of the Year, any Elections, any Funding Rounds.

## 9. Executive Oversight Committee

9.1 EOC consists of:

- (a) a minimum of 6 and a maximum of 8 Representatives from the CCIN's Full Membership
- (b) 1 Representative from the Accountable Body<sup>1</sup>
- (c) 1 Representative of the Associate Membership
- (d) 1 Representative of the Affiliate Membership
- (e) 1 Representative of the Values and Principles Board (non-voting)

The purpose of the EOC is set out in Annex 2 to this Constitution

9.2 Chairs, Vice-Chairs, terms of appointment, voting, quorum and attendance at EOC

- (a) The Chair
  - (i) must be an elected Leader or Mayor from a Full Member Council.

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<sup>1</sup> The Accountable Body oversees the CCIN's budget, legal structure and procurement requirements.



- (ii) will serve a maximum of 3 consecutive terms of office, with each term of office totalling 2 years.
- (b) Representatives for Full Members on the EOC are for Leaders and Portfolio Holders<sup>iii</sup>, though this may be varied at the absolute discretion of the Chair of EOC.
- (c) The Vice-Chair
  - (i) must be an elected Portfolio Holder from a Full Member Council.
  - (ii) will have a maximum of 3 consecutive terms of office, with each term of office totalling 2 years.
- (d) There is no limit to the terms of office for other members of the EOC.
- (e) Appointments are personal:
  - (i) voting responsibility cannot be delegated and no proxy voting is permitted; and
  - (ii) cannot be passed to a successor (for example, through change of portfolio, change of political control, or loss of seat).
- (f) If the Chair is unable to attend a meeting the Vice Chair will conduct the business as set out in the meeting agenda. If neither the Chair nor Vice Chair are able to attend a meeting, the meeting will be automatically rearranged.
- (g) Members of the EOC will seek to reach a consensus on any issue presented to it; decisions of the members of the EOC may be taken at a general meeting.
- (h) Should it be necessary to determine an issue by way of a vote, then voting will be conducted on the basis of a show of hands and motions carried by way of simple majority.
- (i) Members of EOC are entitled to bring such council officer support to meetings as is reasonably required. Any individual attending in support is unable to vote on any item of business.
- (j) If a Member of EOC misses three or more consecutive meetings without valid reason (as approved by EOC), that Member will cease to be a Representative on the EOC and a replacement Representative will be sought from the eligible Full Member Council, Affiliate Membership, or Associate Membership (as appropriate) by way of election.
- (k) The cost of travel and attendance at meetings is to be met by the member organisation.
- (l) The quorum for the EOC is 5 Representatives.

### 9.3 Elections to EOC

- (a) Full Member Representatives (up to 8 Representatives)
  - (i) Nominations for Full Member Representatives:
    - (A) are sought from Leaders and Portfolio Holders at Full Member Councils

- (B) must have (and provide evidence of) their Full Member Council Leaders approval for nomination (whether self-nominated or nominated by political group).
  - (C) Chair and Vice Chair roles are self-nominated; an election will be held if more than one nomination is received
- (ii) The electorate for Full Member Representatives is the Leaders of each of the Full Member Councils or their nominated representative (such nominations to be made in writing and sent to the Accountable Body).
- (b) Associate Member Representative (1 Representative)
  - (i) Nominations for Associate Member Representatives
    - (A) are sought from Leaders, Chairs, or Group Leaders of Associate Members;
    - (B) must have (and provide evidence of) their Associate Members Leaders approval for nomination (whether self-nominated or nominated by political group).
  - (ii) The electorate for Associate Member Representatives: the Leader, Chair, Group Leader of the Associate Member or their nominated representative, (such nominations to be made in writing and sent to the Accountable Body).
- (c) Affiliate Member Representative (1 Representative)
  - (i) Nominations for Affiliate Representatives are sought from Affiliate Members and any candidate Representative (whether or not self-nominating) must have the approval of the Affiliate Organisation.
  - (ii) The electorate for Affiliate Members Representatives: the nominated Lead representatives of each Affiliate organisation, (such nominations to be made in writing and sent to the Accountable Body).

## **10. General meetings of the EOC**

### **10.1 Types of general meeting**

General meetings of the members of the CCIN (EOC or V&P) may be held at any time.

All general meetings must be held in accordance with the following provisions.

### **10.2 Calling general meetings**

- (a) The EOC:
  - (i) must call the annual general meeting of the members of the EOC in accordance with clause 10.1, and identify it as such in the notice of the meeting; and
  - (ii) may call any other general meeting of the members of the EOC at any time.
- (b) The EOC must, within 21 days, call a general meeting of the members of the EOC if:

- (i) they receive a request to do so from at least 25% of the Full Members of the CCIN; and
  - (ii) the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the members making the request.
- (c) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.
- (d) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.
- (e) Any general meeting called by the EOC at the request of the members of the CCIN must be held within 28 days from the date on which it is called.
- (f) If the EOC fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.
- (g) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.

#### 10.3 Notice of general meetings

- (a) The EOC, or, as the case may be, the relevant members of the CCIN, must give at least 10 clear days notice of any general meeting to all of the members.
- (b) The notice of any general meeting must:
  - (i) state the time and date of the meeting;
  - (ii) give the address at which the meeting is to take place;
  - (iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and
  - (iv) if a proposal to alter the constitution of the CCIN is to be considered at the meeting, include the text of the proposed alteration;
  - (v) include, with the notice for the AGM, the annual statement of accounts.
- (c) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CCIN.

#### 10.4 Quorum at general meetings

- (a) No business may be transacted at any general meeting of the members of the EOC unless a quorum is present when the meeting starts.
- (b) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.

- (c) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must be notified to the CCIN's members at least seven clear days before the date on which it will resume.
- (d) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.
- (e) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the EOC but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

#### 10.5 Adjournment of meetings

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

### 11. Values and Principles Board

#### 11.1 V&P consists of

- (a) 5 Full Member Representatives
- (b) 5 Associate Member Representatives
- (c) 3 Affiliate Member Representatives
- (d) 5 Cooperative sector Representatives
- (e) 1 Trade Union Representative

The purpose of the V&P is set out in Annex 3 to this Constitution.

#### 11.2 Chairs, Vice-Chairs, terms of appointment, voting, quorum and attendance at V&P

- (a) The Chair
  - (i) May only be from a Full Member Council. must be an elected Portfolio Holder from a Full Member Council
  - (ii) will have a maximum of 3 consecutive terms of office, with each term of office totalling 2 years.
- (b) Vice Chairs
  - (i) Three Vice Chairs will be appointed to V&P:
    - (A) one from a Full Member Council,
    - (B) one from an Associate Member

- (C) one from an Affiliate Member.
  - (ii) will have a maximum of 3 consecutive terms of office, with each term of office totalling 2 years.
- (c) There is no limit to the terms of office for other members of the V&P.
- (d) If a Representative leaves their respective organisation, a replacement Representative will be sought from the eligible Full Member Council, Affiliate Membership, or Associate Membership (as appropriate) by way of election.
- (e) Appointments are personal:
  - (i) voting responsibility cannot be delegated and no proxy voting is permitted; and
  - (ii) cannot be passed to a successor (for example, through change of portfolio, change of political control, or loss of seat).
- (f) Members of V&P are entitled to bring such support to meetings as is reasonably required. Any individual attending in support is unable to vote on any item of business.
- (g) If a Member of V&P misses three or more consecutive meetings without valid reason (as approved by V&P), that Member will cease to be a Representative on the V&P and a replacement Representative will be sought from the eligible Full Member Council, Affiliate Membership, or Associate Membership (as appropriate) by way of election.
- (h) Members of the V&P will seek to reach a consensus on any issue presented to it; decisions of the members of the V&P may be taken at a general meeting.
- (i) Should it be necessary to determine an issue by way of a vote, then voting will be conducted on the basis of a show of hands and motions carried by way of simple majority.
- (j) Cost of travel and attendance at meetings is to be met by member organisation.
- (k) The quorum for the V&P is 9.

### 11.3 Elections to V&P

- (a) Full Member Representatives (5 Representatives)
  - (i) Nominations for Full Member Representatives:
    - (A) are sought from Leaders, Portfolio Holders and Cooperative leads at Full Member Councils
    - (B) must have (and provide evidence of) their Leaders/Mayors approval for nomination (whether self-nominated or nominated by political group).
    - (C) Vice Chair roles are self-nominated; an election will be held if more than one nomination is received and is subject to formal ratification by the EOC.

- (ii) The electorate for Full Member Representatives is the Leaders of each of the Full Member Councils or their nominated representative (such nominations to be made in writing and sent to the Accountable Body).
- (b) Associate Member Representatives (5 Representatives)
  - (i) Nominations for Associate Member Representatives
    - (A) are sought from Leaders, Chairs, or Group Leaders of Associate Members;
    - (B) must have (and provide evidence of) their Associate Members Leaders approval for nomination (whether self-nominated or nominated by apolitical group).
    - (C) Vice Chair roles are self-nominated; an election will be held if more than one nomination is received and is subject to formal ratification by the EOC.
  - (ii) The electorate for Associate Member Representatives: the Leader, Chair, Group Leader of the Associate Member or their nominated representative, (such nominations to be made in writing and sent to the Accountable Body).

#### 11.4 Affiliate Member Representatives (3 Representatives)

- (i) Nominations for Affiliate Representatives
  - (A) are sought from Affiliate Members and any candidate Representative (whether or not self-nominating) must have the approval of the Affiliate Organisation.
  - (B) Vice Chair roles are self-nominated; an election will be held if more than one nomination is received and is subject to formal ratification by the EOC.
- (ii) The electorate for Affiliate Members Representatives: the nominated Lead representatives of each Affiliate organisation, (such nominations to be made in writing and sent to the Accountable Body).

#### 11.5 Cooperative Sector Representatives (5 Representatives) as nominated in writing to the Accountable Body by:

- (a) Cooperatives UK (1 Representative)
- (b) The Cooperative News (1 Representative)
- (c) The Cooperative Party (1 Representative)
- (d) The Cooperative Heritage Trust (1 Representative)
- (e) Worker Co-op Sector (1 Representative)

#### 11.6 Trade Union Representatives (1 Representative) as nominated in writing to the Accountable Body.

## **12. General meetings of the V&P**

12.1 All general meetings of the V&P must be held in accordance with the following provisions.

### **12.2 Calling general meetings**

- (a) The V&P may call any other general meeting of the members of the V&P at any time.
- (b) The V&P must, within 21 days, call a general meeting of the members of the V&P if:
  - (i) they receive a request to do so from at least 25% of the members of the CCIN; and
  - (ii) the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.
- (c) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.
- (d) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.
- (e) Any general meeting called by the V&P at the request of the members of the CCIN must be held within 28 days from the date on which it is called.
- (f) If the V&P fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.
- (g) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.

### **12.3 Notice of general meetings**

- (a) The V&P, or, as the case may be, the relevant members of the CCIN, must give at least 10 clear days notice of any general meeting to all of the members.
- (b) The notice of any general meeting must:
  - (i) state the time and date of the meeting;
  - (ii) give the address at which the meeting is to take place;
  - (iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and
- (c) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CCIN.

### **12.4 Quorum at general meetings**

- (a) No business may be transacted at any general meeting of the members of the V&P unless a quorum is present when the meeting starts.

- (b) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.
- (c) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must be notified to the CCIN's members at least seven clear days before the date on which it will resume.
- (d) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.
- (e) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the EOC but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

#### 12.5 Adjournment of meetings

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

### 13. Conflicts of interest and conflicts of loyalty

#### 13.1 A Member Representative must:

- (a) Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CCIN or in any transaction or arrangement entered into by the CCIN which has not previously been declared.
- (b) Absent himself or herself from any discussions of the EOC or V&P in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CCIN and any personal interest (including but not limited to any financial interest).

#### 13.2 Any Representative absents himself or herself from any discussions in accordance with clause 13.1 must not vote or be counted as part of the quorum in any decision of the EOC or V&P as appropriate on the matter.



## Annex 1

Members as of 2 September 2024

### CCIN Full Members



47 Councils → 12.1m citizens → £19.8bn budget



### CCIN Associate Members





## **Annex 2**

### **Purpose of the Executive Oversight Committee (EOC)**

The purpose / terms of reference of the EOC is to:

- (a) Drive forward Cooperative Policy Development on behalf of network members.
- (b) Oversee the day-to-day running of the Network.
- (c) Set the budget framework on a 5 year cycle
- (d) Make key decisions on Network priorities, for example, setting the scope of Policy Labs and Policy Prototypes.
- (e) Determine if projects should be supported or not, based on the V&P's recommendations, or return an proposed project to V&P for further consideration.
- (f) Oversee the development, review, approval and implementation of the CCIN's strategic direction.
- (g) Raise the CCIN's profile, developing our influence and strengthening our policy impact.
- (h) Oversee the Network budget, allocating spend and signing off the CCIN's annual accounts.
- (i) Ensure that the Values and Principles Board is resourced and supported to carry out its functions.
- (j) Manage the Network's reputation, giving consideration to issues, including Member behaviour, which may impact on the reputation of the CCIN.
- (k) The terms of reference for the EOC will be reviewed every 2 years by a sub-group of the EOC and make recommendations to EOC.

### Annex 3

Purpose / terms of reference of the Values and Principles Board (V&P).

The V&P reports to the EOC who have direct elected accountability for the running of the Network. The V&P are responsible for ensuring that the Network maintains its cooperative values and principles.

The Values and Principles Board will have overall responsibility for Values and Principles oversight within the Cooperative Councils' Innovation Network. It is tasked with:

- (i) Making any necessary changes to the Values and Principles Statement arising out of changes made by the International Cooperative Alliance for ratification at the Annual General Meeting.
- (ii) Proposing other changes to the Values and Principles Statement or these Terms of Reference as it sees fit to the Annual General Meeting for approval.
- (iii) Scrutinising the activity of the Executive Oversight Committee to ensure that the Values and Principles statements are being upheld.
- (iv) Reviewing all membership applications and making recommendations for membership to the Executive Oversight Committee.
- (v) Maintaining coherence of the work and approach of Cooperative Councils Innovation Network and its members from the perspective of the Values and Principles Statement.
- (vi) Building and maintaining links between the Cooperative Councils' Innovation Network, the wider Cooperative movement and unions.
- (vii) Seeking and facilitating active debate about what our values and principles look like in practice using insights gained from the work of the Cooperative Councils' Innovation Network and its membership.
- (viii) Raising concerns with the Cooperative Councils' Innovation Network Executive Oversight Committee, if and when they arise, about any activities being developed under the Cooperative Councils' Innovation Network banner if it is considered that they might bring into question the agreed Values and Principles Statement.
  - (A) Before any matter is brought to the attention of the Executive Oversight Committee the V&P Board should ensure that the matter is not one that should be investigated elsewhere.
  - (B) The CCIN is not an Appeals process for investigating local decisions. Only matters that directly relate to the work of the Network should be considered for investigation, and this should involve two or three members of the V&P Board.
- (ix) Raising concerns with the Cooperative Councils' Innovation Network Executive Oversight Committee, if and when they arise, about any activity being undertaken by a member that could be deemed to be in contravention of the agreed Values and Principles Statement and might damage the integrity or reputation of the Cooperative Councils' Innovation Network.

- (A) Before any matter is brought to the attention of the Executive Oversight Committee the V&P Board should ensure that the matter is not one that should be investigated elsewhere.
- (B) The CCIN is not an Appeals process for investigating local decisions. Only matters that directly relate to the work of the Network should be considered for investigation, and this should involve two or three members of the V&P Board.

The terms of reference for the V&P will be reviewed every 2 years by a sub-group of EOC and V&P and make recommendations to EOC.

The Values & Principles Board have oversight of projects and makes recommendations to the EOC.

The Values & Principles Board will meet at least twice a year:

- (i) It will hold a formal meeting during Cooperative Congress.
- (ii) Throughout the rest of the year it will convene as and when necessary either online or physical meeting to undertake its work as agreed by the Chair and Vice-Chairs.

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- <sup>i</sup> As defined in the Local Government (Committees and Political Groups) Regulations 1990
  - <sup>ii</sup> As defined in the Local Government (Committees and Political Groups) Regulations 1990
  - <sup>iii</sup> As defined in Part 1A Local Government Act 2000