**Local Authority PRU Management Committee**

**Member Appointment Process**

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| 1. Governor Support Team (GST) contacts clerk of PRU Management Committee three months before the current LA PRU Management Committee member’s term of office expires.   *Please proceed straight to Section 2 if the LA Management Committee member resigns mid-term.* | GST sends clerk standard letter.  Clerk sends letter to current LA PRU Management Committee member to request confirmation of their interest to be considered for reappointment.  LA PRU Management Committee Member returns letter to GST.  GST also sends *LA PRU Management Committee Member Appointment Form* to the clerk of the PRU Management Committee. PRU Management Committee completes Section 1 of form, noting skill set and experience required. Analysis of the annual skills audit will assist the PRU Management Committee in deciding on required experience. |
| 1. Clerk returns *LA PRU Management Committee Member Appointment Form* to GST via email. | GST completes Section 2 of form, including details supplied by the current LA PRU Management Committee member. |
| 1. GST sends form to local Members and Area Managers. | For the Gillford Centre (North PRU), these are all Members for Carlisle and Eden; for Newbridge House (South PRU), these are Members for Barrow and South Lakes; for West Cumbria Learning Centre (West PRU) these are Members for Allerdale and Copeland.  Members and Area Managers review the form, considering indication from the current LA PRU Management Committee member as to whether they wish to continue for another term of office.  If local Members are unable to identify an individual to be appointed, they may wish to contact the PRU to discuss suggestions the PRU may have.  Area Managers and Members agree LA appointee and return the form to GST stating the appointment **within 14 days.** |
| 1. GST sends form to the PRU Management Committee. | The appointment is recorded in the minutes of the next PRU Management Committee meeting.  GST record appointed LA PRU Management Committee member details on One database. |

**LA PRU Management Committee Member Appointment Form**

1. To be completed by the PRU Management Committee

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| --- | --- |
| PRU |  |
| LA PRU Management Committee member skill set / experience required |  |

*Clerk please now email form to Governor Support Team (GST) (*[*gst@cumbria.gov.uk*](mailto:gst@cumbria.gov.uk)*)*

1. To be completed by GST

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| --- | --- |
| Name of current LA PRU Management Committee member |  |
| Has the current LA PRU Management Committee member expressed interest in continuing for another term of office? |  |
| Current LA PRU Management Committee member skill set/experience |  |

*GST sends form to local Members and Area Managers*

1. To be completed by local Members and Area Managers

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| --- | --- |
| LA PRU Management Committee appointee |  |
| Appointee skill set / experience |  |
| Contact details (if appointee not known to PRU) |  |

*Area Manager please now email form to GST within 14 days (*[*gst@cumbria.gov.uk*](mailto:gst@cumbria.gov.uk)*)*