

Constitution of the Association for Public Service Excellence
APSE Northern
Adopted on 25 06 2026

1. Constitution and Title

The association shall consist of local authorities and other public bodies who are bona fide members of the Association for Public Service Excellence (the 'Association') within APSE Northern and who are desirous of being in membership and shall be known as APSE Northern

2. Aims and Values

The Aims and Values of APSE Northern are those of the Association.

3. Annual Subscriptions

- i. An annual subscription shall be payable by each local authority in membership of APSE Northern in addition to the national subscription, both of which will be collected by the Association each year. All subscriptions are payable in advance on the 1 April each year. The financial year shall be from the 1 April to the 31 March.
- ii. Member authorities and public bodies wishing to withdraw from APSE Northern must give 12 months' notice in writing.
- iii. For the avoidance of doubt any member authority wishing to withdraw from the Association must also give 12 months' notice in writing to the Chief Executive of the Association.
- iv. Authorities who are not members of the Association may not participate or be members of APSE Northern except by express permission of the APSE Northern Chair and Secretary.

4. Functions

The functions of APSE Northern shall be: -

- i. To promote the public provision of high-quality local services and to support authorities in their efforts to deliver continuous improvement, and to oppose any unreasonable restrictions in achieving such aims.
- ii. To co-ordinate the activities of direct frontline services to exchange information and experience, and to make recommendations to such bodies, with a view to identifying and disseminating Best Practice.

- iii. To work in partnership with any organisation, which shares the aims and philosophies of the Association, and APSE Northern in the promotion of the future well-being of direct frontline services, and their workforce, and the communities served by them.
- iv. To monitor, present legislation and any changes proposed thereto, to understand the implications, representing members and advocating on their behalf to government and other bodies and agencies as appropriate.
- v. To act in accordance with the Standing Orders and Financial Regulations made by the National Council of the Association.
- vi. To act in accordance with any direction issued to it by the Association's National Council.

5. National Council & Policy Performance and Scrutiny Committee

- i. The Chair and the Secretary of APSE Northern or other persons appointed by them shall represent APSE Northern on the National Council of the Association and Policy Performance and Scrutiny Committee.
- ii. Additional representatives to National Council shall be elected biennially at the APSE Northern AGM. The number of seats available shall be in accordance with the National Constitution clause 5(c)(i). Nomination will be taken from the newly elected Executive Committee/membership in APSE Southern, and as far as possible, reflect the balance of Member/Officer split.
- iii. The National Chair, Secretary and Chief Executive (or their staff nominee) shall be entitled to attend meetings of APSE Northern and its Executive Committee and to take part in the proceedings thereof, but not to vote.

6. Meetings

- i. APSE Northern shall hold an Annual General Meeting each year at least one month in advance of the date of the Association Annual General Meeting.
- ii. APSE Northern shall also meet for the transaction of ordinary business on not less than three other occasions (in addition to the AGM) each

year as near as may be on a quarterly basis, but otherwise on such dates and such times and at such venues as APSE Northern may decide at each successive Annual General Meeting based upon an agreed calendar of events by the secretariat, for the year up to and including the next Annual General Meeting.

- iii. A formal business meeting of the secretariat comprising of the APSE Northern Chair, Secretary and Lead Advisor, as nominated by the Chief Executive, shall be held at appropriate dates in the year to review and progress the Association's work in APSE Southern.
- iv. Notwithstanding (i) above the chair of APSE Northern may require that a Special Meeting shall be held at any time on such date and such time and venue as they may decide, for the transaction of urgent business, which in their opinion cannot properly be deferred until the next ordinary meeting of APSE Southern.
- v. All meetings of APSE Northern shall be convened by the Secretary giving not less than fourteen days' notice thereof in writing or in the case of a Special Meeting not less than seven days' notice in writing, stating the date, time and venue of the meeting and the business proposed to be transacted.
- vi. No business other than that set out in the Agenda for the meeting shall be transacted at the Annual General Meeting or any ordinary meeting of APSE Northern save with the consent of the majority of those present and voting at the meeting.
- vii. No business whatsoever shall be transacted at any Special Meeting of APSE Northern convened in accordance with (iii) above other than that set out in the Agenda for the meeting, save insofar as it may be necessary to appoint a person to preside at the meeting.

7. Chair and Vice Chair

- i. The appointment of the Chair of APSE Northern shall be the first item of business at the Annual General Meeting in any given election year.
- ii. The second item of business at the Annual General Meeting shall be the election of Vice Chair in any given election year.
- iii. (a) The Chair and Vice Chair of APSE Northern shall hold office for a period of two years until their respective successors are elected.

(b) APSE Northern will strive to ensure political balance, from parties who share its values, in its elected member appointments.

[(c) The Chair and Vice Chair of APSE Northern shall work to a role profile as agreed by APSE Northern Executive Committee.

[(d) The APSE Northern Chair will receive an annual personal allowance and reasonable expenses during their period of office.

e. The APSE Northern Vice Chair will receive an annual personal allowance and reasonable expenses during their period of office.

- iv. The APSE Northern Chair shall not be eligible for re-election in the term following retirement from office unless otherwise agreed by the AGM.
- v. The Chair, if present at the meeting of APSE Northern, shall preside thereat. In the absence of the Chair the Vice Chair, if present, shall preside. In the absence of both of the Chair and the Vice Chair a person appointed by the meeting shall preside.
- vi. Subject as otherwise provided in this Constitution with regard to voting at meetings of APSE Northern, the ruling of the Chair or the Vice Chair or other person presiding at the meeting on the conduct of the proceedings of the meeting shall be final.

8. Quorum

The quorum for all the meetings of APSE Northern, shall be one third plus one of the members entitled to attend.

9. The Financial Advisor

- i. The Financial Advisor shall be elected for a period of two years.
- ii. Any extension to the term of office requires the agreement of the AGM.

10. The Secretary

- i. The Secretary of APSE Northern, shall be elected for a period of two years.
- ii. Any extension to the term of office requires the agreement of the AGM.

11. The APSE Northern Executive Committee

- i. An Executive Committee of APSE Northern, shall be formed whose duties shall be to monitor and co-ordinate the activities and finances of APSE Northern including the organisation of the Annual General Meeting.
- ii. The membership of the APSE Northern Executive Committee shall be the:-
 - APSE Northern Chair
 - APSE Northern Vice Chair
 - APSE Northern Secretary
 - APSE Northern Financial Advisor and
 - Such other member council representatives as shall from time to time be agreed by the APSE Northern Chair, Vice Chair and Secretary.
- iii. The APSE Northern Executive Committee shall have the authority to second such expertise as is required and accordingly shall be empowered to co-opt any such representatives in a non-voting capacity.

12. Meetings of the APSE Northern Executive Committee

The Executive Committee shall meet every four months or more often if required. Meetings will normally be called by notice in writing not less than fourteen days before the date of the meeting and the notice shall include the agenda of items to be discussed.

13. Working Groups, Events and Other Forums

- i. APSE Northern shall have the power to form working groups, forums, events and roundtables to support APSE Northern members.
- ii. Any such work falling under 13 (i) above will be reported to the APSE Northern Annual General Meeting.

14. Finance

- i. The Secretariat function shall be jointly financed by the Association and APSE Northern on a formally agreed basis.
- ii. It is the responsibility of the Secretariat, subject to the final approval of the Financial Advisor, to ensure any VAT returns are submitted accurately and on time if applicable to APSE Southern.
- iii. A finance report with appropriate reconciliation of the APSE Northern Account must be presented to the AGM and lodged with the National Association for their records.

16. Annual General Meeting

The AGM will also have the following powers:

- i. To accept or otherwise annual reports from its work programme
- ii. To consider motions submitted to the AGM twenty-one days prior to the date of the AGM.
- iii. To elect office bearers as appropriate.
- i. To receive and consider the annual accounts and finance report.

17. Amendments to the Constitution

All Members of APSE Northern, must be notified, in writing, at least four weeks prior to the AGM of any amendments to the constitution. Amendments may be made with the consent of a two-thirds majority of the authorities in attendance at the AGM. No such amendments shall take effect until approved by the National Council of the Association.

18. Office Bearers

The Chair or Secretary of any of the Association's designated APSE Northern bodies can be removed by a vote of no confidence which is supported by two-thirds of those present at the appropriate meeting. A motion calling for this course of action must be sent in writing to the APSE Northern Secretary at least fourteen days in advance of this meeting. Thereafter, replacements will be identified from those present and ratified at the next APSE Northern Annual General meeting.

19. Secretariat

The Secretariat function shall consist of the post of the nominated Lead Advisor and appropriate support staff for the function, as agreed through the Association's structure.