

## **APSE Southern Annual General Meeting 25 June 2026**

### **Motion 1: Constitutional Amendment, Adoption of Financial Standing Orders, and Adoption of AGM Elections Standing Orders**

This APSE Southern AGM notes that in the last three years APSE has adopted an organisation wide compliance and assurance approach to all of its operating platforms, systems and governance. To further advance this approach it is recommended that all APSE Areas/Regions adopt a standard template constitution and a standard set of Financial Standing Orders.

This APSE Southern Annual General Meeting therefore agrees to revoke all previous versions of its Constitution, Financial Standing Orders, and all other processes and to replace the same with the following

- **Appendix A** APSE Southern Constitution as of the 25 June 2026
- **Appendix B** APSE Southern Financial Standing Orders as of the 25 June 2026

*Proposed by Cllr Jacqui Burnett and Seconded by Cllr Simon Letts*

## Appendix A

### **Constitution of the Association for Public Service Excellence APSE Southern 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 Southern and who are desirous of being in membership and shall be known as APSE Southern

#### **2. Aims and Values**

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

#### **3. Annual Subscriptions**

- i. An annual subscription shall be payable by each local authority in membership of APSE Southern 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 Southern 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 the Association may not participate or be members of APSE Southern except by express permission of the APSE Southern Chair and Secretary.

#### **4. Functions**

The functions of APSE Southern 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 Southern 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 Southern or other persons appointed by them shall represent APSE Southern 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 Southern 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 Southern and its Executive Committee and to take part in the proceedings thereof, but not to vote.

## **6. Meetings**

- i. APSE Southern 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 Southern 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 Southern 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 Southern 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 Southern 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 Southern 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 Southern 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 Southern 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 Southern 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 Southern shall hold office for a period of two years until their respective successors are elected.  
  
(b) APSE Southern 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 Southern shall work to a role profile as agreed by APSE Southern Executive Committee.  
  
[(d) The APSE Southern Chair will receive an annual personal allowance and reasonable expenses during their period of office.  
  
e. The APSE Southern Vice Chair will receive an annual personal allowance and reasonable expenses during their period of office.
- iv. The APSE Southern 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 Southern, 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 Southern, 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 Southern, 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 Southern, 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 Southern Executive Committee**

- i. An Executive Committee of APSE Southern, shall be formed whose duties shall be to monitor and co-ordinate the activities and finances of APSE Southern including the organisation of the Annual General Meeting.
- ii. The membership of the APSE Southern Executive Committee shall be the:-
  - APSE Southern Chair
  - APSE Southern Vice Chair
  - APSE Southern Secretary
  - APSE Southern Financial Advisor and
  - Such other member council representatives as shall from time to time be agreed by the APSE Southern Chair, Vice Chair and Secretary.
- iii. The APSE Southern 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 Southern 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 Southern shall have the power to form working groups, forums, events and roundtables to support APSE Southern members.
- ii. Any such work falling under 13 (i) above will be reported to the APSE Southern Annual General Meeting.

#### **14. Finance**

- i. The Secretariat function shall be jointly financed by the Association and APSE Southern 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 Southern 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 Southern, 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 Southern 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 Southern Secretary at least fourteen days in advance of this meeting. Thereafter, replacements will be

identified from those present and ratified at the next APSE Southern 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.

## **Appendix B**

### **APSE Southern Financial standing orders**

**Adopted 25 June 2026**

#### **Accountancy Period**

1. The period for the annual accounts of APSE Southern shall be from the 1 April to 31 March each year.

#### **Accountability**

2. The financial standing orders of APSE Southern set out a clear definition of roles and responsibilities for the APSE Southern Chair, Secretary and Financial Advisor
3. An annual budget will be prepared for the approval of the Executive committee and endorsement by the Annual General Meeting (AGM) for the ensuing year by the Financial Advisor and the lead Principal Officer nominated by the APSE Chief Executive.
4. A financial report, including an annual statement of accounts to include income, expenditure, and to also include a statement of reconciliation of bank funds, which will be reviewed by the nominated Financial Advisor, shall be presented for approval to the AGM.
5. APSE Southern will present a copy of the agreed financial report and bank reconciliation to the National Association for their records within 7 working days of the APSE Southern AGM.
6. APSE Southern delegates day to day administration of the APSE Southern Accounts to APSE's national office which for the time being is registered at 3<sup>rd</sup> Floor, Trafford House, Chester Road, Manchester M32 0RS.
7. APSE National Office shall provide to APSE Southern reports of income, expenditure and all other transactions relating to the APSE Southern bank account which is held with The Co-operative Bank and shall assist in the preparation, and review, of an annual statement of accounts, and any audits as may be from time to time be requested by the Chair, Secretary, and Financial Advisor or by any quorate meeting of APSE Southern as set out in the APSE Southern constitution.

## **Management of the accounts**

8. Payments made from the APSE Southern account of more than £2500 will require the written consent of at least two of the three post holders of Chair, Secretary and Financial Advisor.
9. Payments below £2500 will be authorised in association with the APSE Southern Chair and signed by the nominated Principal Officer with responsibility for APSE Southern and authorised in line with national office procedures (as determined by the APSE national office) but such items of expenditure shall be reported in the Annual Financial Report and form part of the items referred to in 4 above.
10. No payments shall be made to any relative, friend or acquaintance or any member of the APSE Southern executive or member of APSE staff without express authorisation in writing from the APSE Southern Chair and Secretary. If any such payments are made these should be cited in a separate notation within the annual accounts to be presented to the AGM.
11. All transactions in relation to the operation of the APSE Southern accounts should follow the principles outlined in APSE's national financial procedures and should secure best value paying due regard to securing quotes and tenders where necessary.

## **Payment of honoraria and fees**

12. The following honoraria fee(s) shall be paid on an annual basis to the following post holders:-
  - APSE Southern Chair - £500 per annum and a total not exceeding £1000 for the two-year term of office.
  - APSE Vice Chair - £250 per annum and a total not exceeding £500 for the two-year term of office.

## **Payment of expenses and allowances**

13. Member representatives entitled to the payment of travel and expenses to serve on APSE's National Council or nominated subcommittees is set out in the APSE Southern Constitution.
14. Whilst those office holders set out in the National Constitution should ordinarily have any expenses incurred on APSE Southern business met by their own local authority, where a representative, as set out in the constitution, is

unable to secure recovery of expenses, subject to prior authorisation by two of the three post holders of Chair, Secretary and Financial Advisor APSE Southern will meet reasonable travel costs and expenses.

15. Where travel costs are to be incurred this will generally include standard class public transport, unless a best value case can be made, or in exceptional circumstances to meet specific and agreed needs of the individual, and should also consider the most sustainable mode of transport.
16. Insurance for car use will be the responsibility of the claimants, and no payments will be made for any additional insurance premiums or other costs howsoever incurred including parking fines or similar.
17. No payments will be made for un-receipted or unauthorised expenditure as set out in these financial standing orders unless exceptional circumstances prevail which must be agreed two of the three post holders of Chair, Secretary and Financial Advisor.
18. Any disputes arising from the operation of these standing orders will be the subject of a review meeting to be convened by the nominated Principal officer for APSE Southern. In the event of an on-going dispute this shall be the subject of a further review meeting to be convened by the APSE Chief Executive or his or her nominated officer of APSE and an independent non-APSE Southern member of APSE's national council.

**Ends**