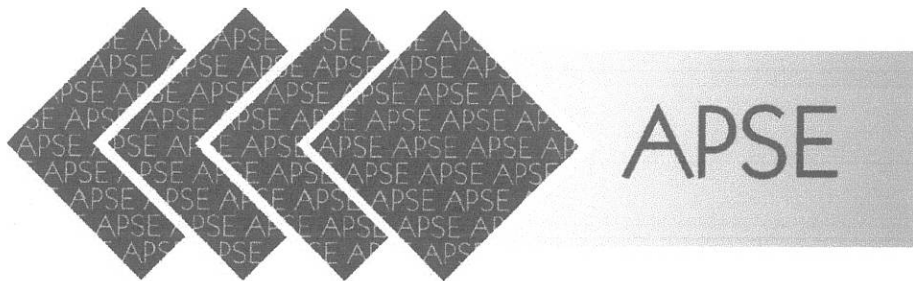


Association for Public Service Excellence.

Northern Region.

Executive Committee – Members Handbook

2003 - 2004



Association for Public Service Excellence

**Joe Youmans
Northern Region Support Consultant**

September 2003



Welcome

I should like to take this opportunity to extend a personal welcome to the Executive Committee of APSE Northern Region.

The information enclosed in this Handbook has been prepared to assist you in your role as Executive Committee Member and in your contribution to the Executive during your term of office.

This is a working document that will be added to and updated during the course of the year and you will probably find it useful to bring to each meeting of the Executive Committee.

I look forward to working with you in the forthcoming period, to progress the work of the Regional Association and to promote the effective delivery of front line public services in the modern world.

**Councillor John Kerr Brown.
Bi-Annual Chair,
Northern Region,
Association for Public Service Excellence.**

September 2003

ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE NORTHERN REGION

CONSTITUTION

1. Constitution and Title

The Association shall consist of such local authorities and other public bodies as may be in membership of the Association for Public Service Excellence (herein after called the 'National Association') in the Northern Region of England and desirous of being in membership and shall be known as the 'Association for Public Service Excellence – Northern England'.

2. Aims And Values

The Aims and Values of the Association for Public Service Excellence – Northern Region (hereinafter called the 'Regional Association') shall be :-

a. Our Mission

"The Association which consults, develops, promotes and advises on best practice in the delivery of public services."

b. Our Values

Best Value will ensure that public services will reflect the needs of local communities and deliver quality cost effective services. The Association aims to be a catalyst in continuously improving public services and promoting best practice.

The Association recognises the role that direct services provide in the Social, Economic and Environmental well-being of an area and consider that when all options are weighed up through proper cost benefit analysis then direct services are the Best Value option for delivering services. Public services should be ultimately, democratically accountable via the ballot box.

Highly motivated staff delivers the highest quality services. Only a high level of commitment to involve employees in setting those standards will ensure they are delivered.

The best services require the best level of investment and training in high quality employees.

The best councils are those who deliver the best services. High quality and the best practices can only be achieved by a real partnership between the local council, its employees and the community they serve.

3. Annual Subscription

An annual subscription shall be payable by each local authority or public body in membership of the Regional Association, in advance, on 1 April in each year; and shall be such amount as may from time to time be determined by the Regional Association payable, on demand, to the Regional Association, together with the subscription determined by and payable in respect of membership of the National Association.

4. Meetings

- (i) The Regional Association shall hold an Annual General Meeting each year on a date not later than twenty eight days prior to the date of the holding of the Annual General Meeting of the National Association; and shall also meet for the transaction of ordinary business on not less than three other occasions in each year as near as may be on a quarterly basis, but otherwise on such dates and at such times and at such venues as the Regional Association may decide at each successive Annual General Meeting, for the year up to and including the next Annual General Meeting.
- (ii) Notwithstanding (i) above
 - a. The Chair of the Regional Association may require that a Special Meeting shall be held at any time on such date and at such time and venue as he or she may decide, for the transaction of urgent business, which in his or her opinion cannot properly be deferred until the next ordinary meeting of the Regional Association.
 - b. The Regional Executive may by resolution also require that a Special Meeting of the Regional Association shall be held, on such date and at such time and venue; and for the transaction of such business, as shall be specified in the resolution.
- (iii) All meetings of the Regional Association 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.
- (iv) 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 the Regional Association save with the consent of the majority of those present and voting at the meeting.
- (v) No business whatsoever shall be transacted at any Special Meeting of the Regional Association convened in accordance with (ii) 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.

5. Bi-Annual Chair and Vice Chair

- (i) The appointment and reconfirming of the Bi-Annual Chair of the Regional Association shall be the first item of business at the Annual General Meeting in each year.
- (ii) The Bi-Annual Chair of the Regional Association shall be the person elected to the office of Bi-Annual Vice Chair of the Regional Association at the last preceding Annual General Meeting.
- (iii) The second item of business at the Annual General Meeting shall be the election of Bi- Annual Vice Chair, who shall, subject to his or her continuing membership of or employment by the representative local authority or other public body, be the Bi-Annual Chair Elect for the succeeding year.
- (iv) The Bi-Annual Chair and Vice Chair of the Regional Association shall hold office until their successors respectively are appointed and elected at the next succeeding Annual General Meeting.
- (v) The Bi-Annual Chair, if present at the meeting of the Regional Association, shall preside thereat. In the absence of the Bi-Annual Chair the Bi-Annual Vice Chair, if present, shall preside. In the absence both of the Bi-Annual Chair and the Bi-Annual 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 the Regional Association, the ruling of the Bi-Annual Chair or the Bi-Annual Vice Chair or other person presiding at a meeting of the Regional Association on the conduct of the proceedings of the meeting shall be final.
- (vii) The Bi-Annual Chair shall receive an Honorarium, the amount of which shall be set at the Northern Region AGM.

6. Standing Orders

The Regional Association may make Standing Orders for the regulation of the proceedings and conduct of business of the Regional Association and of any subordinate body appointed by it for any purpose; and may vary or revoke the same.

7. Quorum

A quorum for a meeting of the Regional Association shall be 10 members for the time being of the Regional Association.

8. Voting

- (i) Each local authority or other public body represented at a meeting of the Regional Association shall be entitled to one vote on any matter failing to be decided at the meeting.
- (ii) The voting upon any motion before a meeting of the Regional Association shall be decided by a majority of those present and voting thereon as declared at the meeting by the Chair or other person presiding thereat.
- (iii) The Chair or other person presiding at a meeting of the Regional Association; and also upon the requisition of any member present, may require that a card vote be taken, for which purpose each and every local authority or other public body represented at the meeting and entitled to vote thereat shall be issued prior to the commencement of such meeting, with a card bearing the name of that local authority or public body, with which the representatives thereof may indicate as required, whether that same local authority or public body is voting 'For' or 'Against' a motion, or 'abstains' from voting.
- (iv) The counting of the votes recorded in a card vote shall be undertaken by the Secretary of the Regional Association under the scrutiny of a person or persons appointed by the meeting for the purpose and the result thereof shall be reported to the Chair or other person presiding who shall immediately declare the same to the meeting.
- (v) In the event of a tied vote, the Chair or other person presiding shall have a second or casting vote.

9. Secretary and Secretary Elect

- (i) The Secretary and Secretary Elect of the Regional Association shall be appointed at the Annual General Meeting in each year and shall be Officers nominated by the local authorities or other public bodies represented by the Chair and Vice Chair respectively for the time being of the Regional Association.
- (ii) The Secretary shall receive an Honorary, the amount of which shall be set at the Northern Region AGM.

10. Treasurer

- (i) The Treasurer of the Regional Association shall be appointed by the Chair at the Annual General Meeting in each year or as soon as possible thereafter and shall be an Officer of the local authority or

other public body represented by the Chair for the time being of the Regional Association.

- (ii) The Treasurer of the Regional Association shall present the accounts of the Regional Association to the Annual General Meeting in each year made up to 31 March in that year and duly audited by the auditors.
- (iii) The Treasurer of the Regional Association shall present the accounts of the Regional Association to each Regional Council Meeting.
- (iv) The Treasurer shall receive an Honorarium, the amount of which shall be set at the Northern Region AGM.

11. Auditors

- (i) The Regional Association shall at its Annual General Meeting in each year appoint two auditors, one of whom shall be an elected member and one an officer representative of local authorities or other public bodies other than that of any other office holder under this Constitution; and who shall be required to audit the accounts of the Regional Association prior to their submission to the next Annual General Meeting.
- (ii) The Auditor shall receive a fee, the amount of which shall be set at the Northern Region AGM.

12. National Council

- (i) The Chair and the Secretary of the Regional Association (or other persons appointed by them) shall represent the Regional Association on the National Council of the National Association
- (ii) Additional representatives to National Council shall be elected annually at the Northern Region AGM. The number of seats available shall be in accordance with National Constitution clause 5(b)(ii). Nominations will be taken from the newly elected Executive Committee, and as far as possible, reflect the balance of Member/Officer split.
- (iii) The Chair and Secretary of the National Council shall be entitled to attend meetings of the Regional Association and of its Regional Council and to take part in the proceedings thereof, but not to vote.

13. Regional Executive

- (i) The Regional Association at its Annual General Meeting in each year shall appoint a Regional Executive which shall be empowered to consider and make recommendations concerning any matter of business coming before a meeting of the Regional Association.

- (ii) The Regional Executive shall consist of :-
 - (a) The Chair, the Vice Chair and the immediate past Chair of the Regional Association ex officio;
 - (b) The Secretary, the Secretary Elect and the immediate past Secretary of the Regional Association ex officio;
 - (c) Six elected members and six officers nominated by and representative of at least six different Authorities or other public bodies in membership of the Regional Association. The six members and six officers to be appointed to serve for two years. Three such members and three such officers to retire annually.
 - (d) Substitutes shall be permitted as long as they are nominated and notified in writing, to the Secretary, in advance, from the appropriate Authority, and preserve the Member/Officer mix referred to in clauses 13(ii)(a-c).
- (iii) The Chair and Vice Chair of the Regional Association ex officio shall be Chair and Vice Chair respectively of the Regional Executive.
- (iv) The Chair if present at any meeting of the Regional Executive shall preside thereat. In the absence of the Chair, the Vice Chair, if present, shall preside. In the absence of both the Chair and the Vice Chair a Member appointed by the meeting shall preside.
- (v) The Secretary and Secretary Elect of the Regional Association ex officio shall be the Secretary and Secretary Elect respectively of the Regional Executive.
- (vi) Meetings of the Regional Executive shall be held as and when required and shall be convened by the Secretary of the Regional Association by giving not less than fourteen days notice in writing of the date, time and venue of the meeting and of the business to be transacted.
- (vii) The Regional Executive shall be empowered to invite any person who, at its absolute discretion it may determine, to attend and to address any meeting, who shall have no voting rights, but shall not have power to co-opt to the Membership of the Regional Executive without the consent of the Regional Association.
- (viii) A quorum for a meeting of the Regional Executive shall be one quarter of the number of the individual Members thereof.
- (ix) Minutes shall be kept of the proceedings of all meetings of the Regional Executive which shall be submitted to the next following meeting of the Regional Association for approval or otherwise as the Regional Association shall decide.

- (x) Voting in the Regional Executive shall be decided upon a show of hands by a majority of those present and voting.
- (xi) In the event of a tied vote, the Chair or other person presiding shall have a second or casting vote.
- (xii) Any vacancies on Regional Executive shall be filled by the appropriate Local Authority, ensuring that the Member/Officer mix referred to in clauses 13(ii)(a-c) is maintained.
- (xiii) Members shall be appointed from Regional Executive to serve on any sub-committee of Regional Executive. A Seminar Working Party shall be formed to deal with matters relating to the organisation of the Region's Annual Seminar.
- (xiv) Membership of the Seminar Working Party shall consist of the Chair, the Secretary, plus four members elected by the Regional Executive.
- (xv) The Chair of the Seminar Working Party shall be elected by the members of the Seminar Working Party.

14. Alteration and Verification of the Constitution

- (i) This Constitution may be altered or amended at any Annual General Meeting of the Association after one month's notice in writing of such proposed alteration or amendment has been given to every Member for the time being of the Regional Association.
- (ii) Notice of any amendments to any proposed alteration or amendment to this Constitution of which notice has been given under paragraph (i) above shall be sent in writing to the Regional Secretary not less than twenty-one clear days before the date of the Annual General Meeting and shall be set out in the Agenda for the Meeting.
- (iii) No amendment or alteration to this Constitution shall come into effect until such amendment or alteration is approved by the National Association.

15. Northern Region

In this Constitution the 'Northern Region' shall be such area of England as may be so defined by the National Council.

AUGUST 1997 Amended June 2003 Subject to ratification by the Secretariate

Amended MARCH 1999

Amended May 2002.