

The Constitution

In January 2004, Wealden Local Strategic Partnership decided to set down clearly the roles and responsibilities of each Partner together with some basic rules about how decisions should be made. As a result, a formal constitution was adopted on 6 February 2004:

The constitution is designed to establish the purpose and objectives of the Local Strategic Partnership, its powers and authority, the roles and responsibilities of Partners and the rules governing its operation.

- 1. Name**
- 2. Description**
- 3. Aims and Objectives**
- 4. Powers**
- 5. Membership**
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1. Name

- 1.1. The Name of the Partnership shall be the Wealden Local Strategic Partnership (hereinafter referred to as the LSP).

2. Description

- 2.1. This Constitution applies to the LSP and any Sub-Groups established to undertake specific activities.
- 2.2. It shall not apply to the operation of pre-existing Partnerships nominated to undertake the delivery of the Community Strategy Action Plans.

3. Aims and Objectives

- 3.1. The aim of the LSP shall be to work with partners and stakeholders to improve the quality of life in Wealden District, in line with the visions set out in the Wealden Community Strategy.
- 3.2. The objectives of the Partnership shall be:
 - To set the overall strategic vision for Wealden and to secure partnership commitment and action to delivering the vision;
 - To bring about the strategic alignment and integration of plans, partnerships and initiatives within Wealden consistent with Partnership aims and objectives.
 - To implement and further develop the Community Strategy for Wealden to meet local needs and priorities;
 - To influence mainstream service delivery;

- To streamline strategic decision making, ensure community engagement and to provide effective monitoring to ensure partners policies and plans have desired impact.

4. Powers

- 4.1. The Partnership is an unincorporated body and as such has no legal powers. It will operate as a collaboration of agencies and function through the legal framework of the individual members.
- 4.2. Wealden District Council will act as lead partner and discharge its obligation under the Local Government Act 2000 for improved service delivery and the enhancement of democracy.

5. Membership

- 5.1. The Members of the LSP will reflect key sectors and interests in Wealden and shall reflect a balance between the Public, Private, Community and Voluntary and Faith sectors. The Partnership may from time to time review its membership in full meeting and regulate this as it sees fit.

Public Sector Membership

One (1) District Council representative

One (1) County Council representative

One (1) Local Council representative

Two (2) National Health Service representatives, one from each of the Primary Care Trusts covering the Wealden area.

One (1) Police representative

One (1) Fire and Rescue Service representative

Community, Voluntary and Faith Sector Membership

Three (3) representatives – one (1) each from the community, voluntary and faith sectors

Private Sector Membership

Two (2) nominated representatives from the Business sector

One (1) nominated representative from the Agricultural sector

Special Interest Membership

One (1) Environment Sector Representative

One (1) Learning Sector Representative

One (1) Housing Sector Representative

Co-options

The Partnership shall have the power to co-opt two (2) additional members to the partnership who shall serve for one year or until the next review date, whichever is sooner.

- 5.2. The Partnership may from time to time invite representatives from other organisations, who shall not be members of the Partnership, to attend and speak but without voting rights.

6. Roles and Responsibilities

- 6.1. All Partners will seek to act co-operatively, be open and honest, value others' contributions and learn from each other in seeking to achieve the objectives of the LSP.

- 6.2. The Partners shall be required to:

- Include relevant elements of the Community Strategy and accompanying action plan in their own business plans or equivalent.
- Take reasonable steps to ensure that their contribution is genuinely representative of their organisation and/or sector by engaging in two-way communication with their organisation/ sector and the LSP on key issues under consideration.
- So far as is practicable, attend all meetings of the partnership (up to three successive meetings may be attended by an appointed substitute; more than three successive meetings missed may result in the removal of the partner from the LSP).
- Participate in reviews of progress and in projects as required, attending meetings of any relevant Sub-Groups.
- Contribute, financially or in kind (at a rate to be agreed by the LSP and the Partner's organisation) to the costs associated with running the Partnership and implementing the Community Strategy, including the employment of a Partnership Manager.
- To appoint annually, from among their number, a Chairman.
- To appoint, from among their number, eight Theme Champions, appointments to be reviewed every three years.

- 6.3. The Chairman shall be required, in addition to his/her responsibilities as a Partner, to:

- Chair meetings of the Local Strategic Partnership
- Act as the focus for the LSP and its work in relation to the Community Strategy, represent the LSP at key events and act as media spokesperson where issues cover more than one sector or topic.
- Work closely with the Lead Partner (see 4.2 above) and the Partnership Manager to:
 - o Agree agendas and minutes for issue to Partners;
 - o Discuss reports and the direction of the LSP;
 - o Agree the workload priorities of the LSP and the Partnership Manager and to:
 - o Consider any criticisms or concerns Partners may have about the role or functioning of the LSP, bringing them forward for discussion at a meeting of the LSP if it is not possible to resolve them in any other way.

6.4. The Theme Champions, in addition to their responsibilities as a Partner, shall be required to:

- Act as the focus and lead for the relevant Theme and the work being undertaken to meet the objectives within that Theme.
- Liaise with representatives within the relevant Theme Partnership, attending meetings and encouraging wider partners to undertake projects which meet the objectives within the Community Strategy.
- Monitor, update and be accountable to the LSP for the relevant Theme Action Plan.

7. Proceedings of the Partnership

7.1. The Partnership shall review the appropriateness and balance of its membership a minimum of once in every three calendar years. The first review of the membership will take place by July 2005.

7.2. If a member of the Partnership changes to a different employer, relocates, or loses his or her honorary position or paid post, their membership of the LSP will automatically cease with immediate effect. The vacancy will be referred back to the appropriate nominating organisation/sector to fill the vacancy as soon as is reasonably practicable.

7.3. Should the LSP consider the need to terminate the membership of an individual for good and sufficient cause it may so resolve, acting by two-third majority of the members present and voting at the relevant meeting of the

LSP.

- 7.4. Except where the constitution provides otherwise, a decision of the LSP should be reached by consensus. Should consensus not be possible, a vote may be requested. Should a vote be agreed it should be resolved by a majority of half of the members plus one of those present and voting at the LSP meeting. In the case where votes are evenly split, the Chairman shall have the casting vote, even where the Chairman has not voted in the first round.
- 7.5. Any member of the LSP who is unable to attend a meeting may nominate a named substitute to represent that member for up to three consecutive meetings.
- 7.6. The LSP may resolve to remove any member of the Partnership who sends a substitute, or fails to attend altogether, for three consecutive meetings. If any member is so removed, the appropriate nominating organisation/sector shall be requested to appoint a new member.
- 7.7. Subject to service of reasonable notice to all members, the LSP may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it sees fit providing it meets not less than three times in each calendar year.
- 7.8. No business shall be transacted at a meeting of the LSP unless a quorum of members is present. A quorum shall be one third (5) of the members. As far as is practicable it is hoped that at least one member of each of the five sectors can be present.
- 7.9. The LSP may establish Sub-Groups to undertake specific projects or tasks as it sees fit. The composition, remit, powers and authority of any such subgroups shall be determined by the LSP. Such a Sub-group may include co-opted members. The work of Sub-Groups will be managed by the Partnership Manager in close co-operation with the relevant Theme Champions. The Sub-Groups will report back to the LSP through the Partnership Manager.

8. Financial Year

- 8.1. The financial year of the Partnership shall commence on 1st April in each calendar year and shall end on 31st March of the next calendar year.

9. Wider Partners

- 9.1. The Partnership shall engage with wider partners not less than one time in each calendar year, either through a Plenary Meeting or by other means.

10. Changes to the Constitution

- 10.1. This constitution may be changed by a resolution passed by a two-thirds majority of members present and voting at a meeting of the Partnership. Where practicable, the notice of the meeting must set out the terms of the changes proposed.