



Dear Colleague

## APSE Wales Annual General Meeting

I am writing to inform you that the next Annual General Meeting of APSE Wales will be held as follows:

**Date:** Tuesday 16<sup>th</sup> July 2019  
**Time:** 12:30 to 13:00 (at the rise of the APSE Wales Seminar commencing at 10.00 AM)  
**Venue:** Metropole Hotel, Llandrindod Wells, LD1 5DY

The agenda for the meeting is enclosed along with a venue map. Minutes of last year's AGM are available from the Secretariat. **The meeting is open to all APSE members from Wales; including councillors and officers.**

In line with the democratic nature of APSE all of the positions set out in the enclosed papers are open to all member authorities. In addition, the following positions are subject to allowances:

- APSE Wales Chair
- Environmental Services and Highways Chair
- Housing and Building Maintenance Chair
- Catering and Cleaning Chair
- Renewables and Climate Change Chair

Should your council wish to nominate a chair and secretary for any of these positions, then please confirm in writing to Rob Bailey, Principal Advisor at the APSE office **by Tuesday 9<sup>th</sup> July 2019** at the latest. [rbailey@apse.org.uk](mailto:rbailey@apse.org.uk). Also contained in the papers is the current APSE Wales constitution.

Please ensure that you confirm your attendance at the AGM either by registering online, by telephone on 0161 772 1810 or by email [aholcroft@apse.org.uk](mailto:aholcroft@apse.org.uk) by Tuesday 9<sup>th</sup> July 2018 so that the necessary arrangements can be made.

## APSE Wales Professional Practice Forum 16<sup>th</sup> July 2019

I would also like to draw your attention to the APSE Wales seminar 2019, which will also be held at the Metropole Hotel, Llandrindod Wells on Tuesday 16<sup>th</sup> July 2018 at 10:00 am. **'The Future of Direct Services in Wales: Looking at what's in store for local authority front-line services'**

Forum Programme includes:

- Chris Llewelyn – Chief Executive – WLGA
- Colin Everett – Chief Executive – Flintshire
- Matthew Wakelam -Assistant Director Street Scene – Cardiff
- Michael Roberts - Head of Streetcare – Neath Port Talbot & Chair CSS Wales
- Ian Cutforth – Capital Works Manager – Swansea
- Debra Hill-Howells - Head of Commercial and Integrated Landlord Services – Monmouthshire
- Rob Bailey – Principal Advisor - APSE

Yours sincerely

Karen Armstrong  
APSE Wales Secretary

## **APSE Wales Annual General Meeting**

Tuesday 16<sup>th</sup> July 2019, 12:30 to 13:00  
Metropole Hotel, Llandrindod Wells, LD1 5DY

1. Welcome to Llandrindod Wells
2. Apologies for absence
3. Minutes of the AGM for 2018
4. Matters arising
5. Elections
  - APSE Wales Chair
  - APSE Wales Vice-Chair
  - APSE Wales Secretary
  - Additional National Council Members (2 in addition to Chair & Secretary)
  - Prospective National Chair
  - Prospective National Secretary
  - APSE Wales Advisory Group Chair - Environmental Services and Highways
  - APSE Wales Advisory Group Secretary - Environmental Services and Highways
  - APSE Wales Advisory Group Chair - Housing and Building Maintenance
  - APSE Wales Advisory Group Secretary - Housing and Building Maintenance
  - APSE Wales Advisory Group Chair – Catering and Cleaning
  - APSE Wales Advisory Group Secretary – Catering and Cleaning
  - APSE Wales Advisory Group Chair- Renewables and Climate Change
  - APSE Wales Advisory Group Secretary – Renewables and Climate Change
  - Treasurer
  - Auditors
6. APSE Wales Financial Report
7. APSE Wales Membership Report
8. APSE Wales Advisory Group Report
9. APSE Review of the Year Report
10. Any other business
11. Dates for meetings in 2019/2020

# The Metropole Hotel

Temple Street, Llandrindod Wells, Powys, LD1 5DY

Tel: 01597 823 700 Fax: 01597 824 828

Email: [info@metropole.co.uk](mailto:info@metropole.co.uk) Web: [www.metropole.co.uk](http://www.metropole.co.uk)

## Location Map

### Metropole Hotel

Temple Street, Llandrindod Wells, LD1 5DY

Tel: 01597 823700 Fax: 01597 824828

E-mail: [info@metropole.co.uk](mailto:info@metropole.co.uk)

#### How to find us:

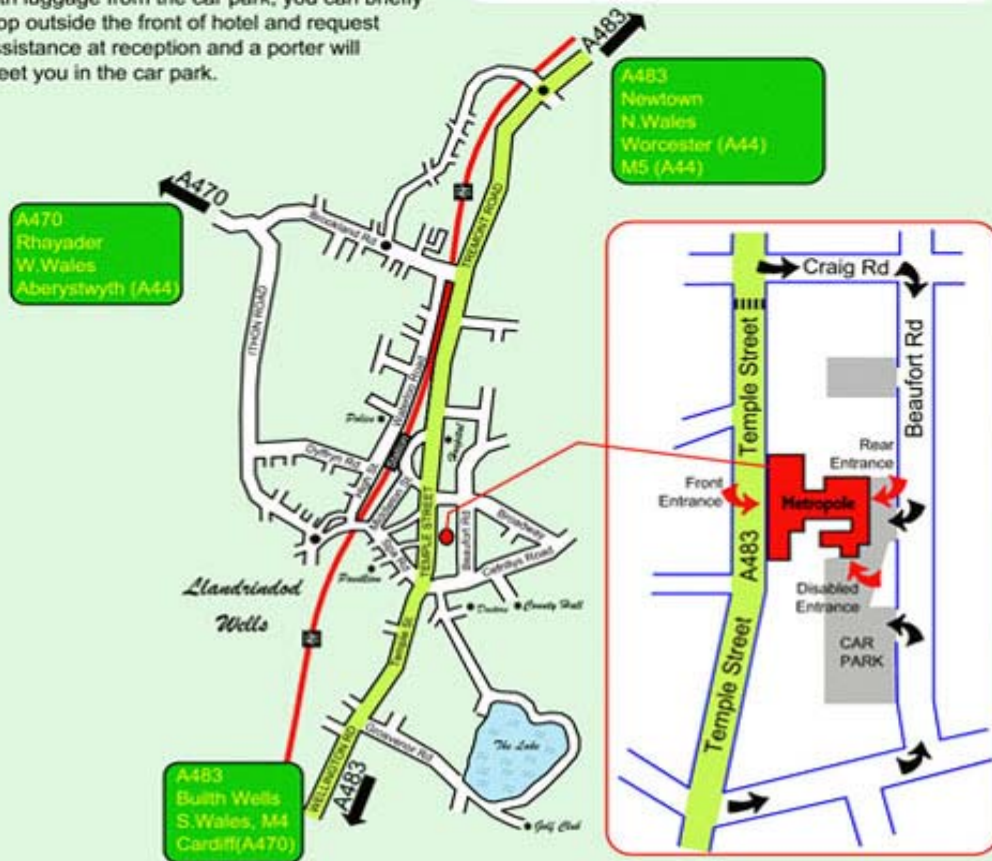
The Metropole is situated in the centre of Llandrindod Wells on the A483.

#### Llandrindod Wells by rail:

Change at Shrewsbury or Swansea for Llandrindod Wells, the station is a quarter of a mile from the hotel.

#### On arrival:

Car Parking is situated at the rear of the hotel. The main road at front of hotel has single yellow line; parking is not permitted Mon-Sat 8am-6pm. However, if you require assistance with luggage from the car park, you can briefly stop outside the front of hotel and request assistance at reception and a porter will meet you in the car park.





## **Appendix 1**

### **APSE Wales Constitution**

#### **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 (herein after called the 'National Association') in Wales and who are desirous of being in membership and shall be known as the 'Association of Public Service Excellence (APSE) Wales'.

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

The Aims and Values of APSE Wales shall be:-

##### **a. Our Mission**

The Association which consults, develops, promotes, advises and shares on best practice in the delivery and provision of efficient and accountable public services.

##### **b. Our Values**

(a) APSE will act as a champion in promoting continuous improvement in the delivery of excellent, cost effective and efficient public services to local communities.

(b) APSE believes that all local service delivery arrangements should be capable of meeting the tests of public value in terms of the support for sustaining resilient local economies; building community cohesion; improving the quality of life; demonstrating value for money; sustaining democratic networks and accountability to citizens and service users; and supporting employment, skills and training.

(c) APSE believes that in order to demonstrate public value a strong core of local services should be provided in-house so that Councils have both the capacity and expertise to deliver innovative, flexible and high quality services, and effectively manage other supply arrangements in the interests of local communities and taxpayers

(d) APSE believes that all providers of local public services should be accountable to elected members as the democratic stewards and representatives of their locality.

(e) APSE is supportive of fair employment and believes that excellent services can best be delivered through highly motivated and well trained employees who should as far as possible reflect the diverse communities which they serve.

(f) APSE will advocate the value and benefits to local economies of high quality public services to all key stakeholders and the wider public.

(g) APSE believes that public service excellence can only be achieved through improving the quality of public sector management and will provide networks and services to support this aspiration."

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

- i. An annual subscription shall be payable by each local authority in membership of the APSE Wales, in addition to the national subscription, both of which will be collected by the National Association each year. National and APSE Wales subscriptions are payable in advance on the 1st April each year. The financial year shall be from the 1st April to the 31st March.
- ii. Member authorities and public bodies wishing to withdraw from APSE Wales must give 12 months' notice in writing.

- iii. For the avoidance of doubt any member authority wishing to withdraw from the National Association must give 12 months' notice in writing to the Chief Executive of the National Association.
- iv. Authorities who are not members of the National Association may not participate or be members of APSE Wales.

#### **4. Meetings**

- i. APSE Wales shall hold an Annual General Meeting each year at least one month in advance of the date of the National Association Annual General Meeting
- ii. APSE Wales shall also meet for the transaction of ordinary business on not less than three other occasions (including APSE Wales Council meetings and 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 Wales may decide at each successive Annual General Meeting, for the year up to and including the next Annual General Meeting.
- iii. Notwithstanding (i) and (ii) above the chair of APSE Wales may require that a Special Meeting shall be held at any time on such date and 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 APSE Wales.
- iv. All meetings of APSE Wales 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.
- v. 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 Wales save with the consent of the majority of those present and voting at the meeting.
- vi. No business whatsoever shall be transacted at any Special Meeting of APSE Wales 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.

#### **5. Elections**

- i. APSE Wales will strive to ensure political balance, from parties who share its values, in its elected member appointments.
- ii. Elections to Chair, Vice Chair and other posts should reflect the membership of APSE Wales geographically and by gender.

#### **6. Chair and Vice Chair**

- i. The appointment of the Chair of APSE Wales shall be the first item of business at the Annual General Meeting in each year.
- ii. The second item of business at the Annual General Meeting shall be the election of Vice Chair.
- iii.
  - a. The Chair and Vice Chair of APSE Wales shall hold office until their respective successors are elected.
  - b. The Chair will receive an annual personal allowance during their period of office.
- iv. The AGM shall elect a Welsh Chair for the National Association in accordance with section 4 (a) of the National Constitution as may from time to time be necessary.
- v. The Chair, if present at the meeting of APSE Wales, 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 Wales, the ruling of the Chair or the Vice Chair or other person presiding at the meeting of APSE Wales on the conduct of the proceedings of the meeting shall be final.

## **7. Standing Orders**

- i. APSE Wales may make Standing Orders for the regulation of the proceedings and conduct of business of APSE Wales and of any subordinate body appointed by it for any purpose; and may vary or revoke the same.
- ii. Standing Orders must be agreed by a two-thirds majority at the AGM and ratified by the Performance, Policy and Scrutiny sub-committee of the National Association.

## **8. Quorum**

- i. The quorum for a meeting of APSE Wales and the APSE Wales Annual General Meeting shall be 15% or 5 member authorities or public bodies, whichever is the greater, for the time being in membership of APSE Wales.

## **9. Voting**

- i. Each local authority or other public body represented at a meeting of APSE Wales shall be entitled to one vote per member body on any matter that needs to be determined by the meeting.
- ii. The voting upon any motion before a meeting of APSE Wales 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 APSE Wales; 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 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 APSE Wales under the scrutiny of a Teller 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.

## **10. Secretary**

- i. The Secretary of APSE Wales shall be appointed at the Annual General Meeting in each year and shall be an Officer nominated by the local authorities or other public bodies represented by the Chair and Vice Chair respectively for the time being of APSE Wales.

## **11. Treasurer**

- i. The Treasurer of APSE Wales 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 APSE Wales.
- ii. The Treasurer of APSE Wales shall present the accounts of APSE Wales to the Annual General Meeting in each year made up to the 31 March in that year and duly audited by the auditors.
- iii. The Treasurer of APSE Wales shall present the accounts of APSE Wales to each Regional Council Meeting.

## **12. Auditors**

- i. APSE Wales 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 APSE Wales prior to their submission to the next Annual General Meeting.
- ii.

### **13. National Council**

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

### **14. APSE Wales Advisory Groups**

- i. APSE Wales shall form **four** advisory groups. These are:-

**Environmental Services and Highways**  
**Housing and Building Maintenance**  
**Catering and Cleaning**  
**Renewables and Climate Change**

- ii. (a) The **four** advisory groups will each have an elected Chair and Secretary and shall be appointed at the Annual General Meeting in each year. The Secretary shall be an Officer nominated by the local authorities or other public bodies represented by the Chair.  
(b) The Chair of each of the advisory groups will receive an annual personal allowance during their period of office.
- iii. Each member authority shall be entitled to be represented at elected member and officer level at each advisory group.
- iv. Each advisory group will hold a maximum of two meetings per annum.
- v. The Chair of each advisory group shall provide an annual report of the meetings to the Annual General Meeting in each year.
- vi. The Chair of each advisory group shall present a report of the meetings to each Regional Council Meeting.

### **15. Annual General Meeting**

The AGM will also have the following powers:

- i. To accept or otherwise annual reports from each of the advisory groups.
- ii. To accept or otherwise minutes of the previous APSE Wales AGM and ratify the minutes of APSE Wales quarterly meetings.
- iii. To consider motions submitted to the AGM one month prior to the date of the AGM.
- iv. To elect office bearers as appropriate.
- v. To receive and consider the annual accounts.
- vi. Copies of the APSE Wales Constitution and APSE Wales Standing Orders shall be made available at the AGM at all other times upon request by member authorities.

### **16. Alterations and Verifications to 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 APSE Wales.
- ii. Amendments to the APSE Wales constitution require a two-thirds majority.
- iii. No amendment or alteration to this Constitution shall come into effect until such amendment.

### **17. Payment of Expenses**

- i. APSE Wales national council representatives can claim their expenses for attending APSE's national council and its subcommittees from the APSE Wales account.
- ii. For all other expenses (excluding (i) above):



- a. Member authorities are responsible for the payments of travel, accommodation, subsistence and all and any other ancillary expenses incurred by their representatives attending APSE Wales Meetings, Seminars and events.
- b. Where it is agreed that APSE Wales meets the costs of any expenses incurred, in the conduct of APSE Wales business on behalf of APSE Wales, such decisions should be minuted and form part of the APSE Wales Accounts report as presented by the APSE Wales Treasurer to the APSE Wales Annual General Meeting.
- c. Where a member of APSE Wales intends to seek payment of expenses from APSE Wales, the member must ensure that permission to reclaim expenses from APSE Wales is provided in writing in advance of incurring any expenses.
- d. No member of APSE Wales shall be entitled to claim against the National Association for any expenses incurred during the course of APSE Wales business unless expressly agreed in writing by the National Chair.

**18. APSE Wales Council**

- i. A Council of APSE Wales, shall be formed whose duties shall be to monitor and co-ordinate the activities and finances of APSE Wales, including the organisation of the Annual General Meeting.
- ii. The membership of the Council shall be the Chair and Secretaries of each of the four advisory groups, the APSE Wales Chair, the APSE Wales Vice-Chair, the APSE Wales Secretary, the Treasurer and the Principal Advisor.
- iii. The Council 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.

**19. Meetings of APSE Wales Council**

- i. The Council of APSE Wales, shall meet twice yearly 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.