

# APSE Central Region 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 the Central Region of England and who are desirous of being in membership and shall be known as the 'Central Region of the Association of Public Service Excellence'.

## 2. Aims and Values

The Aims and Values of the Central Region of the Association for Public Service Excellence (herein called the 'Regional Association') 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

- i. APSE will act as a champion in promoting continuous improvement in the delivery of excellent, cost effective and efficient public services to local communities.
- ii. 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.
- iii. 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
- iv. APSE believes that all providers of local public services should be accountable to elected members as the democratic stewards and representatives of their locality.
- v. 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.
- vi. APSE will advocate the value and benefits to local economies of high quality public services to all key stakeholders and the wider public.
- vii. 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

- viii. An annual subscription shall be payable by each local authority in membership of the Regional Association, in addition to the national subscription, both of which will be collected by the National Association each year. National and Regional subscriptions are payable in advance on the 1st April each year. The financial year shall be from the 1st April to the 31st March.

- ix. Member authorities and public bodies wishing to withdraw from the Regional Association must give 12 months notice in writing.
- x. 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.
- xi. Authorities who are not members of the National Association may not participate or be members of the Regional Association.

#### **4. Meetings**

- i. The Regional Association 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. The Regional Association 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 the Regional Association 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 the Regional Association 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 the Regional Association
- iv. 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.
- 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 the Regional Association 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 the Regional Association 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. Chair and Vice Chair**

- i. The appointment of the Chair of the Regional Association 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. The Chair and Vice Chair of the Regional Association shall hold office until their respective successors are elected.
- iv. The AGM shall elect an English Chair for the National Association in accordance with section 8 (a) of the National Constitution as may from time to time be necessary.
- v. The Chair, if present at the meeting of the Regional Association, 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 the Regional Association, the ruling of the Chair or the Vice Chair or other person presiding at the meeting of the Regional Association on the conduct of the proceedings of the meeting shall be final.*
- vii. *The Chair will be paid an annual allowance which may be reviewed at the AGM. (Set at £1,000 per annum 2010)*

#### **6. Standing Orders**

- i. 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.
- ii. Standing Orders must be agreed by a two-thirds majority at the AGM and ratified by the National Executive of the National Association.

## **7. Quorum**

- i. The quorum for a meeting of the Regional Association and the Regional Annual General Meeting shall be 15% or 5 member authorities or public bodies, whichever is the greater, for the time being in membership 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 per member body on any matter that needs to be determined by 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 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 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.

## **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.

## **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.
- 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 the 31 March in that year and duly audited by the auditors.

## **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.

## **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 Central Region AGM. The number of seats available shall be in accordance with the National Constitution clause 5(c)(ii). Nomination will be taken from the newly elected Executive Committee, 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 Regional Association and its Executive and to take part in the proceedings thereof, but not to vote.

## **13. 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 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. Amendments to the regional constitution require a two-thirds majority.
- iv. No amendment or alteration to this Constitution shall come into effect until such amendment.

## **14. Payment of Expenses**

- i. Member authorities are responsible for the payments of travel, accommodation, subsistence and all and any other ancillary expenses incurred by their representatives attending Regional Association Meetings, Seminars and events.
- ii. The Central Region will reimburse representatives of the Region who are members of National Council and National Executive accommodation and travelling expenses (subsistence and ancillary) for attending those National meetings. Receipts need to be forwarded to the Regional Secretary as soon as possible after the event but at a maximum time of 4 weeks.
- iii. No member of the Regional Association shall be entitled to claim against the National Association for any expenses incurred during the course of Regional Association business unless expressly agreed in writing by the National Chair.

## **15. Production of Accounts, AGM Minutes, Standing Orders and Regional Constitution to the Annual General Meeting**

- i. The Regional AGM shall approve the audited accounts of the Regional Association
- ii. The Regional AGM shall approve the minutes of the previous Regional AGM and ratify the minutes of regional quarterly meetings.
- iii. Copies of the Regional Constitution and Regional Standing Orders shall be made available at the AGM at all other times upon request by member authorities.