

**CONSTITUTION OF THE
ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE
NORTHERN IRELAND REGION
2011**

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 'Association') in the area of Northern Ireland and who are desirous of being in membership and shall be known as the 'APSE, Northern Ireland'.

2. Aims and Values

The Aims and Values of the Association for Public Service Excellence, Northern Ireland (hereafter called APSE, Northern Ireland) 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 publicly 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 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

- i. An annual area subscription shall be payable by each authority in membership of APSE Northern Ireland, in addition to the national subscription, both of which will be collected by the National Association each year. National and area 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 Northern Ireland, 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 the APSE, Northern Ireland except by the express permission of the Northern Ireland Chair & Secretary.

4. Functions

The functions of the APSE, Northern Ireland 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 APSE Northern Ireland in the promotion of the future well being of direct frontline services, their employees, and the communities who are served by them.
- iv. To monitor present legislation and any changes proposed thereto, to understand the implications, representing members and lobbying government and other bodies as appropriate.

CONDUCT OF BUSINESS

5. National Council & Policy, Performance and Scrutiny Committee

- i. The Chair and the Secretary of APSE Northern Ireland shall represent the area on the National Council of the National Association & Policy, Performance and Scrutiny Committee as appropriate.
- ii. Additional representatives to National Council shall be elected biennially at the APSE Northern Ireland AGM. The number of seats available shall be in accordance with the National Constitution clause 5(b)(ii). Nomination will be taken from the newly elected Executive Committee, and as far as possible, reflect the balance of Member/Officer split.
- iii. APSE Northern Ireland will pay for all approved expenses incurred by the Northern Ireland Chair and Northern Ireland Secretary in relation to the business of the National Council and National Executive.
- iv. No other expenses are payable to office bearers without the express permission of the Northern Ireland Chair and Secretary.

- v. The National Chair, Secretary and Chief Executive (or his/her staff nominee) shall be entitled to attend meetings of APSE Northern Ireland and its Executive and to take part in the proceedings thereof, but not to vote.

6. Meetings

- i. APSE Northern Ireland 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 Northern Ireland 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 area Association 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 Northern Ireland Chair, Secretary and Principal Advisor shall be held at appropriate dates in the year to review and progress the Association's work across Northern Ireland.
- iv. Notwithstanding (i) and (ii) above the chair of APSE Northern Ireland 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 area Association.
- v. All meetings of APSE Northern Ireland 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 the area Association 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 the area 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

7. Northern Ireland Chair

- i. The appointment of the Chair of APSE Northern Ireland shall be the first item of business at the Annual General Meeting in any given election year.
- i (a) The appointment of the Vice Chair of APSE Northern Ireland shall be the second item of business at the Annual General Meeting in any given election year.
- ii. The Northern Ireland Chair and Vice Chair shall be elected members for a period of two years.
- ii (a) The Chair of APSE Northern Ireland will receive an annual allowance during their period of office.
- ii (b) The position of Chair and Vice Chair shall rotate between the political parties.
- iii. If the situation arises that the Northern Ireland Chair has to retire from office before the end of their term, then the Chairs host council shall retain the option for the position in the first instance.
- iv. The Northern Ireland Chair shall not be eligible for re-election in the term following retiral from office.
- v. Any extension to the term of office requires the agreement of the AGM.
- vi. The Chair and Vice Chair of APSE Northern Ireland shall hold office until their respective successors are elected.
- vii. The Chair, if present at the meeting of the area Association, shall preside thereat. In the absence of the Chair, the Vice Chair shall preside. If neither are present a person appointed by the meeting shall preside.

- viii. Subject as otherwise provided in this Constitution with regard to voting at meetings of APSE Northern Ireland, the ruling of the Chair or other person presiding at the meeting of APSE Northern Ireland on the conduct of the proceedings of the meeting shall be final.

8. The Northern Ireland Secretary

- i. The Secretary of the APSE Northern Ireland shall be an officer elected for a period of two years.
- ii. Any extension to the term of office requires the agreement of the AGM.

9. Quorum

The quorum for all the meetings of APSE Northern Ireland, shall be one third plus one of the member organisations entitled to attend.

10. AGM & Finance

The AGM will also have the following powers:

- i. To consider motions submitted to the AGM twenty-one days prior to the date of the AGM.
- ii. To elect office bearers as appropriate.
- iii. To receive and consider the annual accounts.

11. Amendments to the Constitution

All members of APSE Northern Ireland, must be notified, in writing, at least three 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 subject to a quorum.

12. Office Bearers

The Chair, Vice Chair or Secretary of any of the Association's designated Northern Ireland bodies can be removed by a vote of no confidence, which is supported by a formal meeting of the areas

membership (subject to a quorum) and subject to the approval of the Association's National Council. A motion calling for this course of action must be sent in writing to the APSE Northern Ireland Secretary at least fourteen days in advance of this meeting. Thereafter, replacements will be identified from those present and ratified at the next Northern Ireland Annual General meeting.

13. Secretariat

The Secretariat function shall consist of the post of Principal Advisor and appropriate support staff for the function, as agreed through the Association's structure.