

Derby City Partnership

Draft Constitution – 2 February 2007

1 Name

- 1.1 Derby City Partnership

2 Definitions

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| 2.1 | DCP | Derby City Partnership, an unincorporated body |
| | LSP | The Local Strategic Partnership |
| | The Board | Derby City Partnership Board |
| | 'Cities' | The five strategic arms of Derby City Partnership, each with its own terms of reference |
| | The 'City' Executive | The main group of each 'city' |

3 Role

- 3.1 Derby City Partnership is a body that works to create a safe, healthy, prosperous and sustainable future for the people of Derby through shared vision and leadership.

4 Purpose of Derby City Partnership

- 4.1 To deliver the 2020 Vision of making Derby a city for all ages.
- 4.2 To agree a strategy to achieve the vision for the city, provide leadership in achieving the vision and communicate it simply.
- 4.3 To monitor and evaluate the performance of DCP against the vision and strategic priorities.
- 4.4 To identify, manage and monitor funding programmes through the Local Area Agreement as the delivery mechanism for elements of the 2020 Vision.
- 4.5 To be the Local Strategic Partnership, delivering the National Strategy for Neighbourhood Renewal in Derby.
- 4.6 To be a publicly 'visible', independent public/private/voluntary and community sector based partnership.
- 4.7 To add value and inspire change through positive partnership working.

5 Functions and Responsibilities

- 5.1 To promote DCP's key strategic objective, to make Derby a city for all ages
- 5.2 To work to the following strategic areas:
- To build a brighter future for children and young people
 - To create a prosperous, vibrant, inclusive and sustainable economy
 - To build stronger and safer communities
 - To create a lively and energetic cultural life
 - To improve health by working together
- 5.3 To ensure the realisation of the vision by the Board working with five strategic arms or 'cities' – City for Children and Young People, City Growth, City for Stronger and Safer Communities, Cultural City and Healthy City.
- 5.4 To respond at appropriate times to the many and changing agendas for which DCP is responsible by establishing short-term task groups and longer term sub groups. To review this structure on an annual basis.
- 5.5 To ensure public visibility for DCP and its achievements. This will include 'badging' specific initiatives or activities as supported by DCP but not running them.
- 5.6 To be accountable to DCP members' own organisations, the DCP membership and Derby City Council, as the accountable financial body.
- 5.7 To ensure that all 'city' Executives and sub groups have fair and appropriate representation where possible from the three sectors represented at the Board.
- 5.8 To promote community involvement in the work of DCP.
- 5.9 To ensure that regeneration and neighbourhood work are integral to the work of all parts of DCP.

6 Membership of Derby City Partnership

- 6.1 The membership of DCP will be made up of any organisation or individual, working or living in Derby, who belongs to a DCP group. The DCP office will hold a register of all members.
- 6.2 Membership of DCP will be without charge and all members will be invited to attend the Annual Review called by the Board.

7 Functions and Responsibilities of DCP Board

- 7.1 To act as the strategic body for Derby City Partnership.

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- 7.2 To agree the vision for the city and identify what that vision means.
- 7.3 To develop the high level outcomes / priorities for the 2020 Vision strategy document and require 'cities' to produce their own strategy which will give the detail for this.
- 7.4 To receive reports from all 'City' Executives as well as its own task groups or sub groups, on achievements made and monitoring and evaluation of their work.
- 7.5 To receive progress reports from Management Group on implementation of the strategy by the 'cities', noting overall high level achievements and areas for Board consideration / input.
- 7.6 To act corporately, and members individually, as ambassadors for Derby, representing Derby City Partnership / Derby in the city, regionally, nationally and, if appropriate, internationally.
- 7.7 To work with the Derby City Partnership State of the City Forum on twice yearly 'state of the city' discussions, the detail of which will then be taken further by the Board.
- 7.8 To develop internal strategies and plans, which are necessary for the effective operation of the partnership.
- 7.9 To ensure coherence of the many strategies, plans and initiatives across the city.
- 7.10 To commission research where necessary.
- 7.11 To identify and delegate adoption of new issues on the horizon.

8 Membership of Derby City Partnership Board

8.1 Membership of the Board will comprise:

- Four public sector representatives
- Four private sector representatives
- Four voluntary and community sector representatives

Public sector representation

8.2 The four public sector representatives will comprise the Leader of the Council as of right, and one member from each of the following: police, health and education.

Private sector representation

8.3 Any nominations to the private sector seats will be advertised by the DCP Board. The vacancy will be advertised widely throughout the private sector and a shortlist of applicant organisations drawn up for a panel from the Board to consider and interview. The panel will comprise the Chair and Vice Chairs with the Derby City Partnership Director.

Voluntary and community sector representation

8.4 The four voluntary and community sector representatives will comprise one member from each of the following: Derby CVS, Derby Community Network, Derby Millennium Network and the Forum of Faiths for Derby. Any nominations to the voluntary and community sector seats in future will be through Derby Community Network.

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- 8.5 In addition to the 12 representatives from the three sectors, Chairs of the Management Group, Strategic Marketing Group and of the 'city' Executives will become members of the Board while they hold the office of Chair.
- 8.6 Current Board members will meet in sectors to suggest possible representation from their sector. Criteria will be offered to each sector to support them with the selection process.
- 8.7 Criteria will be based on the fitness of each Board member and their organisation to plan for, influence and lead on the long-term future of Derby.
- 8.8 Nominees will put forward brief details outlining how they meet the criteria for Board membership.
- 8.9 Proposals for Board representatives will be considered by an appointments panel, which will reflect all three sectors but will not involve nominees.
- 8.10 The recommended term of office for Board members will be two years, with a different approach for each sector based on its circumstances.
- 8.11 At the end of the two-year term of office, existing Board members will be able to stand again if they and their organisation or network so wish.
- 8.12 No organisation may have more than one seat on the Board except Derby Community Network.
- 8.13 Any nominating organisation or sector will have the right at any time to remove a nominee and make a replacement nomination for the remainder of the period subject to approval of the Board.
- 8.14 If a Board member leaves their organisation, their replacement will be given the opportunity to take that place. If they do not then the usual selection process will apply.
- 8.15 Board members may not send substitutes to attend Board meetings in their absence.

Chairs of Management Group and of the 'city' Executives

- 8.16 The Strategic Management Group and 'city' Executives will nominate their own chair and the Board will be asked to ratify this nomination.
- 8.17 Chairs of the 'Cities' may represent any sector or organisation.

Advisors to the Board

- 8.18 The DCP Director will act as principal advisor to the Board.
- 8.19 One representative from Government Office for the East Midlands will be invited to act as advisor to the Board.
- 8.20 Advisors will not have voting rights.

Other nominees

- 8.21 The Board may invite anyone to attend a Board meeting whose special knowledge would be of assistance. These attendees will not have voting rights.

Resignations

- 8.22 Board members who wish to resign should notify the DCP Director. The relevant organisation or sector will be invited to nominate another member.

Responsibilities of members of the Board

- 8.23 Board members will be involved in at least one group or activity of DCP in addition to the Board and will use their position as a Board member to enhance co-ordination and communication across DCP.
- 8.24 Board members will act as ambassadors / advocates for Derby and Derby City Partnership and represent the partnership at external events where possible as requested by the DCP Chair or Director.

9 Appointment of Chair and Vice Chair of the Board

- 9.1 Members of the Board will elect a Chair once every two years. Election of Vice Chairs will take place at the same time, with Vice Chairs representing sectors not represented by the Chair.
- 9.2 In the absence of the chair, one of the vice chairs will lead the meeting. If neither the chair nor either of the vice chairs is present, the voting members of the Board will elect a chair for the meeting.
- 9.3 The chair of the Board will meet regularly with the vice chairs of the Board, chair of Management Group and the DCP Director to discuss priorities and achievements and plan the Board agenda.

10 Board meetings

Frequency of meetings

- 10.1 The Board will hold four meetings a year. Dates, times and venues will be set at the beginning of each year and will fit in with the performance management framework cycle. Where possible the dates, times and venues will reflect the needs and constraints of all members.

Agendas

- 10.2 Members of the Board may put items on the agenda if they give notice in writing to the DCP Director at least three weeks before the date of the meeting.
- 10.3 The DCP Director will send out agendas at least five clear working days before the date of the meeting.

Voting

- 10.4 All issues will be decided by a majority of the voting members of the Board present and voting. If there is an equality of votes, the chair of the meeting will have a second or casting vote.
- 10.5 Voting will be by a show of hands and will only be recorded if requested.

Quorum

- 10.6 The Board may take decisions provided that at least 6 voting members are present.

Attendance at meetings

- 10.7 If a Board member misses three consecutive meetings, without significant reason, the Board will ask their organisation or sector to nominate another representative.

Observers at meetings

- 10.8 The public may be in attendance as observers at Board meetings but will have no voting rights.
- 10.9 Observers will be asked to leave if confidential items are to be discussed.

Urgent decisions

- 10.10 Where an urgent decision is needed between meetings, the chair, vice chairs and chair of Management Group in consultation or the chair and three other Board members. may take that decision
- 10.11 Urgent decisions taken between meetings will be reported to the next meeting of the Board.

11 Declarations of Interest

- 11.1 When they first join, members of DCP groups should declare their financial and personal interests to Derby City Partnership so those interests can be recorded in the register maintained by the DCP office.
- 11.2 At the beginning of each meeting, members will declare their financial or personal interests and will then be able to participate in the business of the meeting in accordance with the DCP guidelines.

12 Confidentiality

- 12.1 Members will take all reasonable steps to maintain the confidentiality of any information of a personal nature, or relating to the financial or business affairs of other persons, or which is commercially sensitive, that comes into their possession or knowledge arising out of their membership of any of DCP's groups.
- 12.2 Any item of business to be discussed at any DCP meeting covered by Paragraph 11.1 will be labelled "confidential" and any members of the public will be asked to leave. The only people remaining would be members and advisors of the group and anyone invited by the chair to remain to deal with that specific item.

13 Annual General Meeting

- 13.1 The Board will call an Annual General Meeting each year to report to the membership the achievements of Derby City Partnership and the allocation of its resources.

14 Special General Meetings

- 14.1 The chair of the Board may call a Special General Meeting at 21 days' notice if this is deemed to be necessary.

15 Resolution of Conflict and Complaints

- 15.1 In the event of conflict or complaints about any group or actions of DCP, the procedure laid down by the Board should be used.

16 Resources

Staffing

- 16.1 The DCP Central Resource will support and advise the Board and DCP groups. The work of the team will be directed and overseen by the Chair and Vice Chairs of the Board with the Chair of Management Group.

Financial contributions

- 16.2 Finances to support the annual budgeted cost of the DCP office and the operation of DCP will be provided by members of the Board. Contributions will be made as agreed in the Annual Business Plan adopted by the Board each year.

17 Changes to the Constitution

- 17.1 This Constitution may be varied or changed at a Special General Meeting called for that purpose. All Board members will receive 21 days' notice in writing of any proposed change.

18 Dissolution

- 18.1 In the case of the dissolution or winding up of Derby City Partnership, all remaining assets will be returned to the contributing partner organisations on a pro-rata basis after the payment of debts.