

ROEHAMPTON PARTNERSHIP

CONSTITUTION AND RULES FOR CONDUCTING BUSINESS

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1. AIMS AND OBJECTIVES

1.1 The Roehampton Partnership (called 'the Partnership' in the paragraphs which follow) is a formally constituted partnership comprising members of the private, public, voluntary and community sectors. The Partnership is established and supported by Wandsworth Borough Council. The purpose of the Partnership is to engage key stakeholders in the community in advising the Council on the development and delivery of regeneration and other development programmes aimed at making Roehampton a better place to live and work.

1.2 Specifically, the Partnership's objectives are to:

- a. Provide a forum for consultation to support and enable the long-term regeneration of Roehampton, using the collective skills and experience of its membership and by reflecting local needs and priorities.
- b. Provide strategic advice to organisations/agencies which are engaged in the planning, development and delivery of activities to support social, economic and infrastructure development in Roehampton.
- c. Support consultation with and engagement of residents and other local stakeholders on the development and delivery of regeneration activities, and ensure that issues emerging from consultation and engagement inform the Partnership's advisory role.

2. STANDARDS AND ETHICS

2.1 The Partnership commits its member representatives to the following principles in all its dealings:

- a. **Selflessness:** Take decisions purely in the public interest – not to get financial or other benefits for you, your family or friends.
- b. **Integrity:** Don't put yourself under any financial or other obligation to any person or organisation that might influence you in performing your official duties.
- c. **Objectivity:** Make choices on merit when appointing staff, awarding contracts or recommending anyone for rewards and benefits.
- d. **Accountability:** Remember you are accountable to the public and be prepared to have your decisions and actions scrutinised.
- e. **Openness:** You should be as open as possible about all your decisions and actions. You should give reasons for your decisions and only ever keep information back if the public interest clearly demands that you do.
- f. **Honesty:** You must declare any private interests relating to your public duties and take steps to resolving conflicts that protect the public interest.
- g. **Leadership:** Promote and support these principles by leadership and example.

3. PARTNERSHIP STRUCTURE

3.1 Membership of the Partnership consists of key public agencies in the Borough and representation from the voluntary, community and private sectors. The Partnership is intended to be an effective strategic body and it is proposed that its size should generally not exceed 21 members.

3.2 The Partnership shall comprise of representatives appointed by public agencies, voluntary/community groups and local businesses (the 'partnership organisations') as follows:-

3.3 Public sector:

3.3.1 3 Roehampton and Putney Heath Ward Councillors

3.3.2 1 Cabinet Member

3.3.3 1 West Putney Ward Councillor

3.3.4 1 West Wandsworth Locality Commissioning Group (NHS)

3.3.5 1 Police/Safer Neighbourhood Team.

3.4 Voluntary and community sector:

3.4.1 3 Roehampton residents selected from the accredited residents' associations that attend the Western Area Housing Panel, one of which will be representative of a sheltered housing residents' association

3.4.2 2 Voluntary/community sector or faith groups

3.4.3 1 Roehampton Trust

3.4.4 1 Roehampton Forum

3.4.5 1 Roehampton University

3.4.6 1 Roehampton Students' Union member

3.4.7 1 West Wandsworth Patient Consultative Group

3.4.8 1 Representative of local young people (18-25).

3.5 Business sector:

3.5.1 3 local business representatives.

4. **TERMS OF MEMBERSHIP**

4.1 Membership of the Partnership shall be reviewed at least every three years, as part of a regular review process. Members of the Partnership are expected to remain members for a minimum of one year. It should be noted that all members of the Partnership have an equal standing and that no one organisation can assume dominance. All decisions made will be made as a Partnership.

4.2 Persons attending as representatives of the partnership organisations shall be employees of, or members of, the partnership organisation concerned. The roles of members are outlined in more detail in the Appendix.

4.3 When an individual member leaves the partner organisation that they represent, the partnership organisation shall appoint a new person to replace them.

5. **NEW MEMBER ORGANISATIONS**

5.1 New member organisations of the Partnership must be proposed from at least two existing members of the Partnership who should state the case for the organisation

being proposed. At least one of the proposers should be a Wandsworth Borough Councillor. A vote will then be taken by all members – their decision as to whether a new partner organisation is suitable for membership or not is final.

6. SUSPENSION OF MEMBERSHIP

- 6.1 In the event of the Partnership concluding that any partner organisation and/or their individual representative has acted or done anything contrary to this Constitution and/or prejudicial to the interests of the Partnership, it may suspend or terminate that partner organisation and/or their individual representative from their position on the Partnership by a majority vote of members at a Partnership meeting.

7. PARTNERSHIP MEETINGS

- 7.1 Meetings of the Partnership shall normally be held quarterly, although more frequent meetings may be held if necessary (e.g. if requested by the Chairman or called for by five or more members). Meetings will be held in the evening to allow for voluntary and community organisations to attend. All members will be expected to make every effort to attend these meetings. In the event of a member not being able to attend a meeting, the member should in advance of the meeting send a written apology to the Partnership Secretary. When a member is unable to attend they will be able to send an alternate of similar standing in their organisation on giving the Partnership Secretary at least 5 working days' notice.
- 7.2 Partnership organisations and their individual representatives shall be expected to give of their time without charge.
- 7.3 All Partnership meetings shall be open to the press and public. At the Chairman's discretion members of the public may be invited to contribute their views. Any confidential items will be dealt with at the end of the meeting when the press and public have been excluded.
- 7.4 Meetings will be held in the Roehampton area.

8. QUORUM

- 8.1 No business shall be transacted at a meeting of the Partnership unless at least five members are present, including a member of Wandsworth Borough Council.

9. VOTING

- 9.1 All matters arising for formal decision shall be decided by a majority of votes unless the Chairman establishes unanimous agreement. Each Partnership representative shall have one vote. In the event of an equality of votes, the Chairman of the meeting shall be entitled to a second and casting vote. Where requested by a member, voting may be by secret ballot.

10. AGENDA DISPATCH

- 10.1 Items for the agenda are the responsibility of the Chairman of the Partnership. Any member wishing to submit an item for the agenda must do so in writing, if possible, to the Partnership Secretary not less than four weeks before the meeting date. Acceptance of items requested after this date will be subject to the Chairman's agreement. Agendas and associated documentation will normally be dispatched to members at least seven days prior to the meeting date to allow sufficient time for members to read and absorb material before the meeting.

11. CONDUCT AT MEETINGS

- 11.1 All meetings of the Partnership shall be open to the press and public as observers only. The Partnership may resolve to exclude the press and public from any part of the meeting if they believe that information of a confidential nature may be disclosed.
- 11.2 The meetings will generally be chaired by the Chairman of the Partnership (or the Deputy Chairman in his or her absence), who will introduce the items on the agenda and will facilitate discussion. Where a degree of expertise is required, the appropriate member (or an external body or individual) will be called upon to expand on issues and talk through the paper offered for discussion. The Chairman must approve any such adviser (other than a Partnership member) invited to the meeting.
- 11.3 It is important that every member of the Partnership has an equal right to make a comment and to contribute to the discussions. Every item should be discussed openly and in a professional manner before a decision is made. It will be the responsibility of the Chairman to ensure that every member is given opportunity for this to occur within the meetings.
- 11.4 The Chairman's ruling with respect to the conduct of discussion and business at meetings shall be final.

12. DISCLOSABLE PECUNIARY INTERESTS

- 12.1 All members must disclose any pecuniary interests in relation to any item on a meeting agenda and not vote, but may speak, if:
- a. they, their spouse, partner, business interests, or family and friends would gain or lose financially by the decision;
 - b. their personal interest in the matter creates a real danger of bias by putting their own feelings above partnership interests.
- 12.2 Further, by their nature, decisions of a partnership body may have the effect of benefiting or disbenefiting the organisation that employs or nominates its members, e.g. when decisions are made on bids, projects, funding allocations, etc. that will become available to partnership member organisations. It is not practicable to declare such interests (which will be obvious) or prohibit participation in votes or decisions in such cases (formal votes are in any event rarely taken at partnerships). However, all members will be expected to adhere to the Principles of Public Office, and in contributing to partnership decisions, pledge themselves to take a decision reflecting their best assessment of the option(s) which maximise overall benefits to the Partnership in achieving its objectives, rather than merely seeking to assess benefits or disbenefits to their own particular employing/nominating organisation alone.

13. SECRETARY

- 13.1 The Secretary of the Partnership shall be the Chief Executive of Wandsworth Council. The Secretary shall be responsible for despatching agendas and papers to all partnership member organisations and all of their representatives on the Partnership and such other persons or categories of persons and organisations as shall be agreed upon by the Partnership, and for agreeing those items that are urgent and/or confidential.
- 13.2 The Secretary shall be responsible for taking the minutes of each meeting and maintaining a copy of each agenda, supporting papers and the minutes of each and every meeting of the Partnership.

14. **CHAIRMAN AND DEPUTY CHAIRMAN**

14.1 The Chairman of the Partnership will be a Cabinet Member of Wandsworth Council in order to provide direct representation and clear communication of Roehampton matters in Cabinet.

14.2 A Deputy Chairman will be appointed. The term of appointment is one year. Candidates for Deputy Chairman will be proposed and seconded by Partnership members. Should there be more than one proposal, a vote will be taken by the Partnership members. The same individual may be proposed and appointed as Deputy Chairman for any number of consecutive terms. The election of the Deputy Chairman will be held annually at the first meeting of the Partnership after the Annual Meeting of Wandsworth Council.

14.3 The Deputy Chairman will assume the Chairman's responsibilities in meetings when the Chairman is unable to attend, or as otherwise requested by the Chairman.

15. **PROFESSIONAL ADVICE**

15.1 Officers from the Council may be in attendance at meetings of the Partnership to give advice and information if appropriate and provided officers have no actual or potential conflict of interest. The Chief Executive and Director of Administration of Wandsworth Borough Council or his representative shall act as the Co-ordinator of all professional advice to the Partnership.

16. **ACCOUNTABILITY AND OPENNESS**

16.1 These are fundamental to the workings of the Partnership and the issues which are discussed. Decisions made at the meetings should also be transparent and made easily available to both the business and wider communities. The minutes of the meetings will also be sent to all the named stakeholders of the Partnership.

17. **ACCOUNTABLE BODY**

17.1 Wandsworth Council is the accountable body. All accounts must be in a manner prescribed by the Director of Finance. This may also include the requirement to comply with Wandsworth Council's management directives, e.g. the Code of Practice for the Procurement of Works, Supplies and Services.

18. **WHISTLEBLOWING**

18.1 All members of the Partnership are required to comply with the Whistleblowing policy and procedures of the organisation that they are representing.

19. **DISPUTE RESOLUTION**

19.1 It is acknowledged that, at times, conflicting views and opinions might be expressed. In principle, the Partnership should aim to achieve consensus by focusing on clear, objective data, through full and open discussion and with respect for the views of all members.

19.2 Differences of opinion leading to conflict should be resolved in their early stages to avoid a detrimental impact on the working of the Partnership. For this reason, it is suggested that in the first instance, the issues in question should be discussed with the Chairman. Should the issue not be resolved at this stage, the item should be put on the agenda for discussion within a meeting of the Partnership and a vote taken where appropriate.

20. **REVIEW OF THE PARTNERSHIP**

- 20.1 As the accountable body for the Partnership, Wandsworth Borough Council will regularly review the purpose and effectiveness of the Partnership. The review will consider the continuing need for the Partnership, its membership, and whether the Partnership is achieving the objectives set out in section 1 of this Constitution. These reviews will take place at least every three years, from June 2016. To undertake this review a sub-committee led by a Councillor of 5 partnership members will be formed. All members of the Partnership may submit their views for consideration. The sub-committee will report its findings to the next Partnership meeting.
- 20.2 All recommendations arising from the review process must be considered by the Partnership and confirmed or amended by majority vote.
- 20.3 The review findings will then be reported to the Council Committee with oversight of regeneration in Roehampton.
- 20.4 In the event that the review process establishes that the Partnership is no longer required, the Partnership will be dissolved.

21. **ALTERATIONS TO THE CONSTITUTION**

- 21.1 Alterations to this Constitution may be made in response to recommendations from the review process. Any changes to this Constitution, as recommended by the review, will require the approval of the duly authorised Committee of the Council.

Appendix: Roles within the Partnership

1. ROLE OF MEMBERS

1.1 The role of the Partnership organisations and their individual representatives is to:

- a. Promote the objectives of the Partnership;
- b. Participate fully in discussions in meetings, and in an advisory role to other members in matters relating to either the organisation they are representing, or in the specific subject area of which they have knowledge;
- c. Help to identify resources to implement regeneration activities in Roehampton;
- d. Add value to, contribute to and advise the Partnership;
- e. Act in a business-like manner;
- f. Act fairly and impartially and not to use their position as a member of the Partnership for party political purposes;
- g. Act openly and in cases where a partner may have any conflict of interest on an issue to be discussed by the Partnership, to declare that interest at the start of consideration of that particular issue;
- h. Recognise and respect the intellectual property rights of partner organisations and the Partnership.

2. ROLE OF CHAIRMAN AND DEPUTY CHAIRMAN

2.1 The Chairman and the Deputy Chairman's role is one of facilitation in order to support open and frank discussions. This will encourage all the members to have an equal voice and will empower all sectors to become more actively involved. It is important therefore, that the Chairman and the Deputy Chairman are both briefed by Officers prior to the meetings of the Partnership, to enable them to facilitate the discussions fully.

3. ROLE OF WANDSWORTH COUNCIL

3.1 Wandsworth Council will:-

- a. Act as the secretariat for the Partnership, including organising, facilitating, servicing and advising at the Partnership meetings;
- b. Provide the Partnership with regular updates of regeneration plans, activities and achievements in Roehampton;
- c. Help good communication with and between partners, businesses and users;
- d. Bid for appropriate resources to help implement planned regeneration activities in Roehampton;
- e. Encourage others to fund projects for the benefit of Roehampton;
- f. Allocate funds from time to time for schemes that help to deliver regeneration in Roehampton;

- g. Act as the Accountable Body for the Partnership, ensuring accountability and probity and that no part of the Council's funding is used to support any political party or to publish any material which, in whole or part, appears to be designed to affect public support for a political party;
- h. Undertake regular reviews of the Partnership's purpose, role and effectiveness as a strategic advisory body for regeneration in Roehampton.