

# Denbighshire's Local Service Board

## Constitution

This is the Constitution of Denbighshire's Local Service Board. The Constitution is designed to establish the purpose and objectives of Denbighshire's Local Service Board, its powers and authority, the roles and responsibilities of Partners and the rules governing its operation.

### 1

#### **Name**

The name of the **Board** shall be Denbighshire's Local Service Board (which will be referred to in this Constitution as the **Board**).

### 2

#### **Description**

2.1. This Constitution applies to the **Board** and any Project Groups established to undertake specific activities.

2.2. It shall not apply to the operation of pre-existing Partnerships; Health Social Care and Wellbeing Partnership, Children and Young People's Strategic Partnership, Local Safeguarding Children Board, Community Safety Partnership and Community Consortium for Education and Training.

### 3

#### **Aims and Objectives**

3.1. The aim of the **Board** shall be to improve the quality of life in Denbighshire, in line with the County's Vision (and to develop Denbighshire's Community Strategy and Local Delivery Agreements. The Board will add value by ensuring that organisations work together to achieve agreed shared outcomes.

3.2. The objectives of the **Board** shall be:

- To support the overall strategic vision for Denbighshire and secure partnership commitment and action to delivering the vision;
- To develop Denbighshire's Community Strategy by April 2009
- To identify and agree the Board's Local Delivery Agreements by April 2009
- To identify short, medium and long term priorities for the County which are reflected in the strategies and plans of the supporting thematic partnerships
- To ensure the strategic alignment and integration of plans, partnerships and initiatives within Denbighshire consistent with **Board's** aims and objectives
- To monitor progress against the achievement of the Vision and the **Board's** priorities by identifying a set of key performance measures and receiving regular exception reports from supporting partnerships
- To identify and pursue collaborative projects which will result in improved service delivery and greater efficiency and ensure linkage with the North Wales Regional Partnership Board.
- To ensure external funding opportunities are utilised to promote and impact upon Denbighshire's priorities

3.3. The **Board's** work will be supported by multi-agency Project Groups which will progress the collaborative projects which have been identified. Project Groups should support the implementation of the Vision and ensure service delivery issues are effectively represented.

## 4

### **Powers**

4.1. The **Board** is an unincorporated body and as such has no legal powers. It will operate as a collaboration of agencies and function through the legal framework of the individual members and its other partnerships, policies and actions.

4.2. Denbighshire County Council will act as lead partner. Through the **Board** it will seek to discharge its obligation under the Local Government Act 2000 for promoting or improving the economic, social and environmental well-being of the County and contributing to the achievement of sustainable development.

## 5

### **Membership**

5.1. The **Board** is Denbighshire's primary partnership and this is reflected in its membership. Members of the **Board** are from the most senior level of the organisations which they represent. The **Board** may from time to time review its membership in full meeting and regulate this as it sees fit.

Denbighshire County Council - Leader  
Denbighshire County Council - Chief Executive

North Wales Police – Basic Command Unit Commander  
North Wales Fire and Rescue Service – Executive Group representative  
Denbighshire Local Health Board – Chair  
Denbighshire Local Health Board – Chief Executive  
Denbighshire Voluntary Services Council - Chair  
Health Social Care and Wellbeing Partnership - Vice Chair  
Children and Young People’s Framework – Chair  
Local Safeguarding Children Board - Chair  
Community Safety Partnership - Joint Chair  
Community Consortium for Education and Training – Chair  
Economic Growth Partnership – Chair – when established  
Welsh Assembly Government representative

5.2. Papers. The Constitution, Agenda and Minutes of the Board will be published bilingually on the Council’s and other organisation’s websites. Meetings will be conducted in English and background papers for the meeting will be produced in English only.

5.3. Substitutions. If a member is unable to attend a meeting they may not generally appoint a substitute unless in special circumstances agreed by the Chair.

This person must be a member of the appropriate partnership/organisation, for example the Vice Chair of a partnership. To agree the substitution the member is required to:

- Contact the secretariat to record apologies for the meeting and to notify the office of the name and position of the substitute; (the secretariat then to gain the approval of the Chair).

- Ensure the substitute receives the appropriate agenda, reports and associated paperwork for the meeting.
- Ensure s/he is given the necessary briefing.

5.4. The appropriate directors or Chief Officers of Denbighshire County Council and partner organisations will also be in attendance as appropriate

5.5. The **Board** shall review the appropriateness and balance of its membership a minimum of once in every three calendar years. The first review of membership will take place by September 2009.

5.6. Any member of the **Board** may resign by giving not less than one month's notice in writing to the Secretary.

5.7. If a member of the **Board** moves from the honorary position or paid post which has resulted in their membership of the **Board**, their membership of the **Board** will automatically cease with immediate effect. The vacancy will be referred to the **Board** to be filled as soon as it is reasonably practical.

5.8. Should the **Board** consider the need to terminate the membership of an individual for good and sufficient cause they may resolve, acting by a two-third majority of the members present and voting at a meeting of the **Board**, to remove that member from the **Board**. The member shall have the right to be heard. Any vacancy arising from termination will be referred to the **Board** to be filled.

## 6

### **Responsibility of Individual Members of the **Board****

6.1. All Partners will seek to act co-operatively, be open and honest, value others' contributions and learn from each other in seeking to achieve the objectives of the **Board**.

6.2. The Partners shall endeavour to:

- Include relevant elements of the Community Vision in their own strategies, business plans or equivalent.
- Take reasonable steps to ensure that their contribution is genuinely representative of their partnership/organisation by engaging in two-way communication with their organisation/ sector and the **Board** on key issues under consideration.
- So far as is practicable, attend all meetings of the partnership.
- Participate in reviews of progress and in projects as required, attending meetings of any relevant Sub-Groups.
- Contribute, financially or in kind (at a rate to be agreed by the **Board**) to the costs associated with running the Partnership and implementing the Community Vision
- To appoint annually, from among their number, a Chairperson and Vice Chairperson
- Denbighshire County Council will provide the secretariat for the **Board**.

6.3. The Chairperson shall be required, in addition to his/her responsibilities as a Partner, to:

- Chair meetings of the **Board**
- Act as the focus for the **Board** and its work in relation to the Community Vision, represent the **Board** at key events and act as media spokesperson where issues cover more than one sector or topic.
- Work closely with the Lead Partner (see 4.2 above) and the secretariat to:

- ✚ Agree agendas and minutes for issue to Partners;
- ✚ Discuss reports and the direction of the **Board** ;
- ✚ Agree the workload priorities of the **Board**;

- ✚ Consider any criticisms or concerns Partners may have about the role or functioning of the **Board**, bringing them forward for discussion at a meeting of the **Board** if it is not possible to resolve them in any other way.
- ✚ Prepare and deliver electronic briefings for AMs and MPs

## 7

### **Proceedings of the Board**

7.1 Except where the Constitution provides otherwise a decision of the **Board** should be reached by consensus. Should consensus not be possible a vote may be requested. Should a vote be held, the question shall be decided by a majority of those present and voting at the **Board** meeting.

7.2 Any member of the **Board** who is unable to attend a meeting may nominate a named substitute to represent the member of the **Board** which selected, elected or nominated him or her. The substitute may speak and vote on behalf of that member of the **Board**. If a substitute is used more than three times in a year the member sending the substitute shall automatically cease to be a member. If any member is so removed the sector selecting, electing or nominating that member shall appoint a new member to the **Board** who shall hold membership until the next review period.

7.3 The **Board** may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it sees fit providing it meets at least once a quarter. The meetings will not be held in public.

7.4 Notice of the date, time and place of **Board** meetings, meeting agenda and papers shall be sent to members as soon as is reasonably practicable.

7.5 No business shall be transacted at a meeting of the **Board** unless a quorum of members is present. A quorum shall be half of the members of the **Board**. If a quorum is not present within thirty minutes of the scheduled starting time of the meeting it shall be adjourned to such a date, time and place as may be determined.

7.6 Notice of the date, time and place of the resumed meeting shall be sent to members as soon as is reasonably practicable.

7.7 The **Board** may establish multi-agency Project Groups as it sees fit providing that all acts and proceedings of any such group shall be promptly reported back to the **Board**. The composition, remit, powers and authority of any group shall be determined by the **Board** at the meeting approving the establishment of the group. Such a group may include co-opted members.

## 8

### Financial Year

The financial year of the **Board** shall commence on 1st April in each calendar year and shall end on 31st March of the next calendar year.

## 9

### Officers of the **Board**

8.1 The Chief Executive of Denbighshire County Council will be the Secretary to the **Board** with responsible for its administration. The Secretary will also ensure the **Board's** decisions in relation to Denbighshire County Council are carried out and that all decisions made by the **Board** are communicated to member bodies and agencies.

## 10

### **Denbighshire County Conference**

The **Board** shall hold a County-wide Conference to engage with wider partners not less than once in each calendar year.

## 11

### **Changes to the Constitution**

This constitution may be changed by a resolution passed by a two thirds majority of members present and voting at a meeting of the **Board**. The notice of the meeting must set out the terms of the changes proposed.

## 12

### **Dissolution**

If the **Board** decides it is necessary or advisable to dissolve the **Board** it may do so by calling a meeting of the **Board** for which twenty one days notice shall be given. The **Board** shall be dissolved if the proposal is confirmed by a two thirds majority of those present.