



The Coventry Partnership Constitution – DRAFT

Date: 15th July 2009 – Approved by the Coventry Partnership

This is the Constitution of the Coventry Partnership, a Local Strategic Partnership accredited by Government.

1	Name	The name of the Partnership shall be The Coventry Partnership (hereafter referred in this Constitution as the Partnership).
2	<i>Vision and Objectives</i>	<p>The Sustainable Community Strategy – Coventry – The Next Twenty Years (2008 – 2028) sets out a strategy to deliver our vision for Coventry to be:</p> <p><i>“A growing, accessible city where people choose to live, work and be educated and where businesses choose to invest.”</i></p> <p>The objectives of the Partnership shall be:</p> <ul style="list-style-type: none"> • To set the overall strategic vision for the City of Coventry through the Sustainable Community Strategy and to secure partnership commitment and action to delivering that vision • To work with partners to develop, implement and monitor both the Sustainable Community Strategy and the Local Area Agreement. • To deliver the Sustainable Community Strategy and Local Area Agreement to meet local needs and priorities and narrow the gap between the most disadvantaged communities and the rest of the city • To bring about the strategic alignment and integration of plans, partnerships and initiatives within Coventry. • Provide a platform for consultation and networking across sectors at a senior level.
3	Powers	The Partnership shall have the power to act as necessary for the purpose of achieving what the Partnership jointly agrees it wishes to achieve, in line with government accreditation guidance for local strategic partnerships.

4	Membership	<p>The make-up of the Partnership will reflect key groups and interests in Coventry in the community, voluntary, private and public sectors. It will reflect the diversity of life in the City. The Partnership will review its membership regularly in full meeting and regulate as it sees fit.</p> <p>4.1. Thematic Groups</p> <ul style="list-style-type: none"> • The Leaders of the Sustainable Community Strategy thematic groups and partnerships will be members of the Partnership. <p>4.2. <i>Community Sector</i></p> <ul style="list-style-type: none"> • There will be five people from the community sector on the Partnership. • The Community Empowerment Network will be responsible for the selection of five Partnership members from the community sector. <p>4.3. <i>Councillors</i></p> <ul style="list-style-type: none"> • There will be six Coventry City Councillors on the Partnership, one of whom will be the Leader of the Council. <p>4.4. <i>Voluntary sector</i></p> <ul style="list-style-type: none"> • There will be a total of five voluntary sector members on the Partnership. • The Director of Voluntary Action Coventry will be one of the voluntary sector members of the Partnership. • The other four voluntary sector members of the Partnership will be nominated through Voluntary Action Coventry. <p>4.5. <i>Public/Statutory Organisations & Key Services</i></p> <ul style="list-style-type: none"> • There will be 11 members of the Partnership from the public/statutory sector and key service providers. • The Chief Executive of Coventry City Council will be a member of the Partnership. • The Chief Executive of NHS Coventry will be a member of the Partnership and will provide a link into the area of
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		<p>Health in the City.</p> <ul style="list-style-type: none"> • A senior representative from Coventry and Warwickshire Partnership Trust. • A senior Police Officer will be a member of the LSP. The City Council and Police representatives will ensure that the Coventry Crime and Disorder Reduction Partnership are linked to the LSP. • The Operational Commander from the West Midlands Fire Service. • The District Manager from West Midlands Probation. • A senior Executive from the Local Learning and Skills Council will be a member of the Partnership. • The District Manager of Job Centre Plus will be a member of the Partnership and link into the City's Jobs Strategy Group and other employment-related partnerships. • Registered Social Landlords will select a person to be a member of the Partnerships and link into the Coventry Housing Advisory Partnership and other housing partnerships. • Coventry University and the University of Warwick will each nominate a top level executive/academic from their staff to be a member of the Partnership. <p><i>4.6. Private Sector</i></p> <ul style="list-style-type: none"> • There will be five private sector members on the Partnership. • One of the five private sector members of the Partnership will be a senior executive from the Coventry and Warwickshire Chamber of Commerce. • There will be four other members from the private sector to be selected with the assistance of the Business Group. <p><i>4.7. Others Selected For Their Particular Contribution</i></p> <ul style="list-style-type: none"> • The Partnership will need the flexibility to be able to co-opt additional members that are necessary to ensure that
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		<p>it is genuinely inclusive and can successfully deliver its objectives. These may change over time. The co-opted members will be selected by the Partnership and will have the same status as the other LSP members.</p> <p>4.8. <i>Observers</i></p> <ul style="list-style-type: none"> • Other organisations may be requested to send observer representatives. This will include the Government Office for the West Midlands and Advantage West Midlands. • The Partnership may from time to time invite people to attend and speak at meetings who will not have voting rights.
5	Responsibility of Individual Members of the Partnership	<p>5.1. All members will seek to act co-operatively, be open and honest, value others contribution and learn from each other in seeking to achieve the objectives of the Partnership.</p> <p>5.2. All members are responsible for taking reasonable steps to ensure that their contribution is genuinely representative of their organisation and/or sector that they are from. Members must engage in two-way communications with their organisations and/or sector on key issues being considered by the Partnership so that they can express the views and interests of their organisation and/or sector. Members must report back to their organisation and/or sector on key decisions taken by the Partnership. In this way the Partnership will ensure that all the major partnerships, organisations, groups and sectors are engaged in the business of the Partnership.</p> <p>5.3. Members will undertake to bring to any criticisms or concerns they might have about the value, role and functioning of the Partnership to the Partnership for discussion, to provide the Partnership the opportunity to address them.</p>
6	Proceedings of the Partnership	<p>6.1. The Partnership shall review the appropriateness and balance of its membership a minimum of once in every three calendar years.</p> <p>6.2. Any member of the Partnership may resign by giving not less than one month's notice in writing to the Secretary.</p> <p>6.3. If a member of the Partnership changes to a different</p>

		<p>employer, moves to a different geographical neighbourhood or outside the City of Coventry, loses his or her honorary position or paid post their membership of the Partnership will automatically cease with immediate effect. The vacancy will be referred to the Partnership to be filled as soon as it is reasonably practical.</p> <p>6.4. Should the Partnership 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 Partnership, to expel that member from the Partnership. The member shall have the right to be heard. Any vacancy arising from termination will be referred to the Partnership to be filled.</p> <p>6.5 Except where the constitution provides otherwise a decision of the Partnership should be reached by consensus. Should consensus not be possible a vote may be requested. Should a vote be agreed it should be resolved by a majority of those present and voting at the Partnership meeting.</p> <p>6.6 Any member of the Partnership who is unable to attend a meeting may nominate a named substitute to represent the member of the Partnership which selected, elected or nominated him or her. The substitute may speak and vote on behalf of that member of the Partnership. If a substitute representative 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 Partnership who shall hold membership until the next review period.</p> <p>6.7. The Partnership may resolve to remove any member of the Partnership who fails to attend for three consecutive meetings by a majority of those present and voting at a Partnership meeting. If any member is so removed the sector selecting, electing or nominating that member shall appoint a new member to the Partnership who shall hold membership until the next review period.</p> <p>6.8. The Partnership may meet together for the dispatch</p>
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		<p>of business, adjourn and otherwise regulate its meetings as it sees fit providing it meets at least once a quarter. The meetings will be held in public unless there is an issue of commercial confidentiality, to be determined by the Chair and Secretary of the Partnership.</p> <p>6.9. Notice of the date, time and place of Partnership meetings, meeting agenda and papers shall be sent to members as soon as is reasonably practicable.</p> <p>6.10. No business shall be transacted at a meeting of the Partnership unless a quorum of members is present. A quorum shall be half of the members of the Partnership. 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.</p> <p>6.11. Notice of the date, time and place of the resumed meeting shall be sent to members as soon as is reasonably practicable.</p> <p>6.12. The Partnership may establish subcommittees and working groups as it sees fit providing that all acts and proceedings of any such subcommittee or group shall be promptly reported back to the Partnership. The composition, remit, powers and authority of any subcommittee or group shall be determined by the Partnership at the meeting approving the establishment of the subcommittee or group. Such a subcommittee may include co-opted members.</p>
7	Financial Year	<p>7.1. The financial year of the Partnership shall commence on 1st April in each calendar year and shall end on 31st March of the next calendar year.</p>
8	Officers of the Partnership	<p>8.1. The First Chair of the Partnership will be the Leader of the City Council unless the Partnership decides otherwise. The Partnership will appoint a Vice-Chair. The Chair and Vice-Chair will be confirmed or elected each year by the Partnership.</p> <p>8.2. The Chair of the partnership will rotate between the Voluntary, Public and Private Sectors.</p> <p>8.3. The Assistant Chief Executive of the City Council will be the Secretary to the Partnership and will be responsible for the employment of staff, surveying the</p>

		Partnership and carrying out the Partnership's decisions.
9	City Conference	9.1. The Partnership shall regularly hold a City Conference as a means of communicating with and engaging a very wide range of organisations, groups and individuals from Coventry about its work.
10	Changes to the Constitution	10.1. This constitution may be changed by a resolution passed by a two thirds majority of members present and voting at a meeting of the Partnership. The notice of the meeting must set out the terms of the changes proposed.
11	Dissolution	11.1. If the Partnership decides it is necessary or advisable to dissolve the Partnership it may do so by calling a meeting of the Partnership for which twenty one days notice shall be given. The Partnership shall be dissolved if the proposal is confirmed by a two thirds majority of those present and voting at the meeting subject to the Partnership's agreement about any outstanding obligations, liabilities and assets.
12	Operational Arrangements	12.1. The Partnership will be supported by the Coventry Local Public Service Board who will work on behalf of the Partnership to oversee the use of public expenditure in the city, manage the delivery of the Local Area Agreement and promote greater efficiency through joint working.
13	Coventry Partnership Manager	13.1. The Secretary will employ a <i>Coventry Partnership Manager</i> and Secretariat to assist the Partnership in achieving its objectives.
14	Principles of working	14.1. Member organisations of the partnership will ensure that all joint activities and partnership working will endeavour to ensure value for money services and improved quality of life for all. 14.2. Partners will work together and promote the social, economic and environmental sustainability of the City.
15	Financial Contributions	15.1. Members of the Partnership will make financial contributions in accordance with their means to meet the cost of operations. The Secretary will present an annual statement of income and expenditure to the Partnership.

16	Other Groups	<p>16.1. The Partnership will oversee the work of the eight Theme Groups (whose key role is to deliver the Coventry Sustainable Community Strategy priorities and targets) and any other groups appointed to carry out specific tasks as required.</p> <p>16.2 The Partnership shall ensure that all its work is monitored and evaluated and will oversee the work of the Progress, Impact and Evaluation Group whose role is to advise and assist in this work.</p> <p>16.3 The Partnership will ensure that its objectives and work are effectively communicated through the Communications Group whose role is to advise and assist in this work.</p>
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Established: September 2002
 Date: 15th July, 2009
 (Changes approved by the Coventry Partnership)
 Review Date: May 2010