

## STEERING GROUP CONSTITUTION

### 1.1 Name

- a. The group's name is Local 6 Community Plan Steering Group; hereafter referred to as the steering group.

### 2.1 Area

- a. The Community Plan will include residents and businesses based in the follow areas, Bupton, Clyffe Pypard, Bushton, Barton and Thickthorn & Preston (which fall into a neighbouring Parish).

### Glossary

'Community' = includes all residents and businesses within the areas (2.1) stated above

### 3.1 Purpose

The purpose of the steering group is to direct and coordinate the creation and production of a community plan, including an action plan that,

- a. **Seeks to understand issues** identified by an individual, group or the community in terms of:
  - a. their relative importance to and impact on the community (and general well being of residents now and in the future)
  - b. how the issue has come about – what causes the issue
  - c. what has been tried in terms of past solutions and the results, if any.
- b. **Enable community members to contribute** to a wider discussion on identified issues - the causes, effects and potential solutions
- c. **Reflects the combined view** of the community as a whole
- d. **Informs local and regional agencies** about the needs of community and the services needed now and in the future
- e. **Informs local policy development** which reflect the community's view

- f. **Establishes a proven method for wide-scale engagement and consultation** with all ages and within all areas of the community
- g. **Improve community integration** and cooperation through discussion groups and forum's focussed on problem identification and/or potential solutions (consulting with all ages and with future generations in mind)
- h. **Acts as a catalyst for focussed improvements** - has considered what has gone before, where improvements need to be made and how to take action (what and when with whom and how with improvement measures), including any further research.

#### **4.1 Carrying out the purpose**

A. In order to carry out the purpose, the steering group will have the power to:

- a. develop a strategy, budget and programme for delivering the Community Led Plan
- b. coordinate community consultation activities
- c. use evidence from the consultation to prioritise and plan future actions that will benefit the community
- d. oversee the drafting and the finalising of the Community Led Plan
- e. work with external agencies and other interested parties to develop a wider and deeper understanding of the issues and how to resolve them.
- f. work with partners identified in the action plan to:
  - a. coordinate the implementation of actions specified in the Community Led Plan
  - b. take responsibility for monitoring and reviewing progress

#### **5.1 Membership**

- A. The steering group will include between 3 and 5 members from the community to be elected by attendees at the first public meeting or co-opted thereafter.
- B. No more than 2 members will have a formal connection to the Parish/Town Council. If overall membership falls below 5 people,

this will reduce to 1 member with formal connection to the Parish Council

## **6.1 Responsible persons**

A. At the first meeting, the steering group will elect the following persons whose responsibilities will be defined in writing:

- a. Chairperson (rolling position) Ed Rudler
- b. Secretary TBA
- c. Treasurer (Managed by group)
- d. Publicity Officer – Anna Radley
- e. Members

B. Ways of working

Each member undertakes to complete the assigned tasks within the timescale agreed. However in the event that this is not possible, the member shall notify the chairperson of the possible delay as soon as possible, so that the task can be either

- a. reallocated
- b. additional resources allocated to meet the deadline.
- c. Rescheduled

## **Use of email**

Although face to face discussion/decision making is desirable, on some occasions and in order to meet deadlines, email may be used as an alternative method of sharing and communication between steering group members. Should this arise, members are asked to access emails regularly and to read and respond as directed. However, in the event that the task cannot be completed, the recipient will notify the sender with any objections or reasons without delay.

## **7.1 Meetings**

- a. The steering group shall meet as necessary to meet the timetable for completion of each stage.
- b. Members may act by majority decision. At least 50% +1 member must be present at the meeting to be able to take decisions.
- c. Minutes shall be kept for every meeting.
- d. If members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

- e. Members may make additional rules to help run the steering group. These rules must not conflict with this constitution or the law.
- f. Each member agrees to notify the Chairperson of non attendance to a scheduled meeting as soon as possible so they can ensure a quorum is still possible.

## **8.1 Finance**

- a. Money and property must only be used for the purpose of the steering group's purposes.
- b. Members must keep accounts. Accounts can be seen by anybody on request.
- c. Members cannot receive any money or property from the steering group, except to refund reasonable out of pocket expenses.
- d. Money must be held in the steering group's bank account or other nominated account such as the Village Hall account. Cheque requests are made by the Chairperson in writing following agreement in accordance with section 7.1(b) and budgetary controls. All cheques must be signed by 2 members of this account but must not include the beneficiary.
- e. Authorisation for expenditure must be agreed by the group before commitment of expenditure (except initial one-off start-up expenditure)
- f. All claims will be accompanied by a receipt (VAT receipt where it applies) or paid invoice.

## **9.1 Appointment of working groups**

- a. The steering group may appoint working groups to undertake any activities that contribute to its purpose.
- b. Working groups will be bound by the terms of reference set out to them by the steering group.
- c. Working groups do not have the power to authorise expenditure on behalf of the steering group.

## **10.1 General**

- a. Changes to the constitution – can be made at meetings as specified in section 7 of this constitution.
- b. Winding up – any property or money remaining after payment of debts must be given to a registered charity.

### **11.1 Setting up the steering group**

This constitution was adopted on the date and by the people whose signatures appear below. They are the first members of the steering group.

**Signed**

**Print name**

**Date of Signature**