

PEWSEY COMMUNITY AREA PARTNERSHIP (PCAP) CONSTITUTION

Introduction

The Pewsey Community Area Partnership (PCAP) is an autonomous and independent organisation covering the following parishes:

Alton, Beechingstoke, Burbage, Buttermere, Charlton and Wilsford, Chirton, Easton, Grafton, Great Bedwyn, Ham, Little Bedwyn, Manningford, Marden, Milton Lilbourne, North Newton, Patney, Pewsey, Rushall, Shalbourne, Stanton St Bernard, Upavon, Wilcot and Huish (with Oare), Woodborough, Wootton Rivers

The Partnership works with the Area Board to identify and help resolve community area issues.

Vision

To be a proactive organisation which understands the needs of the Community Area and responds effectively to desired change either through working with partners to resolve issues or by facilitating project groups to deliver the changes.

1 Objectives

The objectives of PCAP are:

- To act as the coordinating voice of the Community Area with an open connection to all people and groups living, working or providing service in the area.
- To identify initiatives within the Community Area and to facilitate the completion of projects.
- To work for the benefit of the community as a whole, for example running the Memory Café, community youth projects and community art projects.

2 Commitment

The commitments of PCAP are:

- To survey Parish Councils at an agreed frequency to identify issues. To consolidate and analyse the information in order to escalate the issue to the relevant organisation or service provider.
- To provide Parish Councils with a means of surveying the residents, businesses and other organisations or groups in their parish to enable them to better understand their requirements.
- To identify gaps and potential projects and to help set up project teams to deliver the changes.
- To provide an opportunity for Sub-Groups to escalate issues at the PCAP meetings.

3 Membership

Representatives from any organisation or individuals from the Pewsey Community Area are welcome to attend meetings but it is necessary to identify those members with voting rights.

The Pewsey Community Area Partnership membership is composed of representatives as follows:-

Core voting members:

- The Pewsey Community Area Partnership Chairman
- The Pewsey Community Area Partnership Vice Chairman
- The Chairman or a representative from each of the Sub Groups
- A representative from each of the Parish Councils within the Pewsey Community Area

Representative membership, non-voting:

- Unitary Councillors of the Pewsey Community Area*
- Community Engagement Manager for the Pewsey Area Board
- Pewsey Neighbourhood Police Team*
- NHS Wiltshire*
- Wiltshire Fire and Rescue Service*
- Canal & River Trust
- School representative*
- Housing association representative
- Pewsey Environmental Action Team (PEAT)*
- Youth and Community Service
- Youth Representative
- Wiltshire Village Halls' Association
- Farming Industry Representative
- Church representative
- Business representative
- Other invited representatives as required

An asterisk (*) indicates that it is considered essential that these members attend each meeting.

Any member of the public may attend meetings and speak but not vote.

4 Operating & Support Arrangements

The partnership will meet 4 times a year. Meetings will be scheduled at 7pm and normally last no longer than two hours.

Notification of a Pewsey Community Area Partnership meeting and relevant papers will be sent at least 5 working days before the due date.

Emergency meetings may be called by the Chairman or Vice Chairman giving a maximum of 10 days' notice.

Members will individually and collectively abide by the Principles of the Standard Board Code of Practice and the Wiltshire Compact.

Membership of the Partnership will be reviewed annually and new partners may join throughout the year with the agreement of the Partnership.

The Chairman and Vice-Chairman of the Community Area Partnership will be elected annually at the June meeting, deemed the AGM, by the voting members.

A quorum will be formed by the attendance of at least eight voting members including the Chairman and Vice Chairman.

The Partnership will make arrangements for its own administration. Additional advice and support can be provided by Wiltshire Council officers.

In the event that it becomes necessary to consider dissolving the Pewsey Community Area Partnership an Emergency General Meeting would be called giving a minimum of 15 days' notice. A minimum of more than 50% of voting members would be needed to agree the dissolution. Any residual funds may be distributed to organizations agreed at the meeting who would progress the aspirations of the Partnership, alternatively they would be returned to the Unitary Authority.

5 Communications

The Partnership will at times wish to communicate with, advise and seek to influence the work of:

- Public, private, business, voluntary, community and service organisations in the Community Area ;
- Individual partner organisations;
- Government Offices.

Details of the frequency and channels for communication are detailed in the operational Communications Plan.

6 Finance

Partnership financial affairs will be managed by the Partnership Treasurer and Partnership Coordinator and audited annually in time for the AGM in June. Statements will be issued at each meeting showing income and expenditure to date. A budgetary forecast of annual expenditure will be prepared for the March meeting.

Voting members of the Partnership may apply through the Partnership Treasurer for expenses which take them outside the Pewsey Community Area by prior agreement.

Funding may be applied for from the Area Board or other funding sources by direct application. Advisedly such applications should be made through the Partnership to attract its recommendation and support.

7 Admission of the Press & Public to Meetings

Meetings of the Pewsey Community Area Partnership shall be open to the public except to the extent that they are excluded by resolution.

Public notice of the time and place of the meeting shall be given at least five clear days before the meeting.

8 Deputations (Questions from Members of the Public)

A period of up to twenty minutes shall be set aside during each meeting in order that members of the public may ask questions or raise points for consideration by the Partnership.

Where a question from a member of the public cannot be conveniently answered at the meeting a written answer shall be sent from the Chairman as soon as possible after the meeting, or by consensus deferred to the next meeting following any necessary research.

Questions and answers shall be recorded in a special section of the minutes.

9 Minimum Operating Standards

The majority of these operating standards are embodied in this Constitution but for completeness and ease of reference the complete list of Standards is attached at Annex A (as issued by the Wiltshire Forum of Community Area Partnerships, WfCAP).

10 Constitution

The Pewsey Community Area Partnership constitution will be confirmed as being up to date and accurate at the AGM. If any areas are agreed to require amendment, the necessary changes will be agreed at the AGM and the text amended subsequently in accordance with the agreed changes.



Annex A

Minimum Operating Standards

(Issued by WfCAP)

WILTSHIRE COMMUNITY AREA PARTNERSHIPS

INTRODUCTION:

A Community Area Partnership (CAP) is an open forum for community planning and involvement. With the promotion of community engagement as a core activity the CAP draws from the widest possible range of partners and individuals within the given community area to identify key issues, seek solutions and the most appropriate means of delivering them.

Whilst it is important that Wiltshire CAPs retain their individuality the Minimum Operating Standards, set out below, will provide a basis from which to work to ensure a consistency of service.

MINIMUM OPERATING STANDARDS:

STANDARD 1: CONSTITUTION

CAPs will be properly constituted with a sense of purpose that clearly describes what the organisation is about.

The constitution will reflect the CAPs Minimum Operating Standards and be consistent with public funding requirements.

STANDARD 2: TERMS OF REFERENCE

The CAP terms of reference will include, but not necessarily be limited to, the following:

- Status and constitution arrangements
- Management, structure and responsibilities
- Eligibility and appointment for key posts within the CAP
- Clearly stated aims and objectives
- Processes and procedures for achieving and monitoring aims and objectives
- Membership
- Provision for AGM and general meetings
- Developing and maintaining the Community Area Plan
- Definition of the relationship with the local Area Board (when agreed).
- Financial Arrangements
- Dissolution

A mechanism for reviewing, updating and modifying (if necessary) the terms of reference, at least annually, will be in place.

STANDARD 3: ORGANISATION AND MANAGEMENT

The organisation and management structure defined in the terms of reference will reflect the independent, individual and autonomous nature of the CAP and be demonstrably representative of the broader community it serves.

The relationship between the CAP and the Area Board (when agreed) will be defined in the terms of reference and include a commitment to joint working to avoid duplication of effort.

CAPs will be organised in an efficient, effective and transparent manner to create an open, positive and inclusive atmosphere, which will encourage partner and community engagement.

CAPs will have appropriate procedures and personnel in place to deal responsibly with financial matters. Appropriate planning, budgeting and reporting will ensure the CAP is run on a sound financial basis and that there is transparent and proper accountability to the community and funders. Arrangements for independent non-statutory auditing of CAP accounts will be in place.

Providing sufficient resources are available CAPs will commit to working towards and achieving the key deliverables set out in the document entitled Wiltshire Council and Wiltshire's Community Area Partnerships – Grant Conditions 2009/10.

STANDARD 4: OPEN PARTICIPATION

The terms of reference shall ensure that members of the public have a transparent and welcoming way of participating in all the CAP activities that they wish to, whether through a formal membership or otherwise.

STANDARD 5: VOLUNTEERS

The time and commitment of volunteers involved in the CAP will be recognised and valued.

STANDARD 6: COMMUNITY PLAN

CAPs will develop and maintain a robust and influential community plan for the local area.

Using a range of methods the CAP will consult on the community plan priorities at least once annually. This process will be well publicised to maximise opportunities for community engagement and ensure the widest possible participation. Outcomes from the consultation process will be analysed and fed into the community plan, which will be revised and republished each three to five years.

STANDARD 7: COMMUNICATION

Communication with the wider community will use clear and concise language with a lay out that is easily understood by the intended audience.

CAPs will communicate with partner organisations to strengthen relationships, to ensure all partners understand the roles and responsibilities of each other, to share information, avoid duplication and make best use of resources.

CAPs will hold an annual meeting which will be advertised widely and open to the community.

STANDARD 8: INSURANCE

The CAP will ensure adequate insurance provision is in place for the services provided and the work being undertaken.

STANDARD 9: EQUAL OPPORTUNITIES:

A commitment is made to equal opportunities and non-discriminatory practice within all aspects of the CAPs organisation and work.

STANDARD 10: HEALTH AND SAFETY

CAPs will be aware of and comply with the requirements of health and safety legislation.

STANDARD 11: DATA PROTECTION

CAPs will comply with the requirements of the Data Protection Act 1998, particularly in regards to keeping contact databases.

To avoid the loss of important data CAPs will back up all computer files on a monthly basis. Back up information will be held securely, in a separate location to the CAP computer, by a third party, such as the Chair.

In addition to the Minimum Operating Standards CAPs will also sign up to work within the spirit of the Wiltshire Compact.

The Minimum Operating Standards will be adopted by all CAPs within Wiltshire.