

BRADFORD COMMUNITY LEGAL ADVICE SERVICE PARTNERSHIP

PARTNERSHIP BOARD

CONSTITUTION¹

1. PARTNERSHIP

- 1.1 The Bradford Community Legal Advice Service Partnership ('the Partnership') is open to all those organisations concerned with the provision of advice services within the Bradford Metropolitan District. The Partnership Board ('the Board') comprises representatives of those organisations whose primary purpose is to guide the Partnership in fulfilling the aims and objectives of the Partnership.

2. AIMS AND OBJECTIVES

- 2.1 The overall aims and objectives of the Partnership are to:
- 2.1.1 Develop the Community Legal Service ('the CLS') for the benefit of the people of the Bradford Metropolitan District.
 - 2.1.2 Work together to ensure the CLS provides a network of quality providers of advice services based on a clear understanding of local needs, supported by a co-ordinated funding strategy.
- 2.2 The Partnership Board will:
- 2.2.1 Work in the best interests of the Partnership as a whole, but without prejudice to the independence of individual practitioners or organisations involved in the Partnership.
 - 2.2.2 Consult with and seek accurately to represent the views of advice services funding bodies, providers and users and keep them informed of progress on the development of the CLS within the District.
 - 2.2.3 Make recommendations, when invited by a funding body to do so, as to priorities for the funding of advice services within the District to the appropriate funding body.

¹ Constitution as amended by special resolution of the Board on 6 March, 4 September 2002, 21 April 2004 and 12 July 2006.

2.2.4 Identify appropriate resources to enable the achievement of the aims and objectives of the Partnership within an agreed timescale.

3. MEMBERSHIP OF THE BOARD

3.1 The Partnership Board shall comprise the following members:

3.1.1 Three members and one senior officer appointed by the City of Bradford Metropolitan District Council.

3.1.2 Three members appointed by the Advice Centres Support Group.

3.1.3 Two members appointed by the Bradford Law Society and/or Keighley Law Society as may be agreed between those bodies.

3.1.4 Two members appointed by the National Health Service Trusts operating wholly or partially within the District.

3.1.5 One voting co-opted member.

3.2 The Partnership Board shall be entitled to co-opt further members to the Board on such terms and for such period as the Board may, in its discretion, determine where the Board considers this may facilitate the achievement of its aims and objectives.

3.3 A member shall remain in membership of the Partnership Board unless and until:

3.3.1 S/he gives notice of her/his resignation to the Secretary.

3.3.2 The appointing body gives notice to the Secretary terminating the appointment.

3.3.3 S/he, or her/his nominee under Clause 4.5 below, fails, without good reason and having sent an apology in advance, to attend three consecutive meetings of the Partnership Board.

4. MEETINGS OF THE BOARD

4.1 The Board will appoint a Secretary for the efficient and effective conduct of its business.

4.2 Meetings of the Partnership Board will be called by the Secretary as may be agreed by the Board or at the request of the Chair or of any 3 members of the Board. The Secretary will give not less than 5 clear working days notice of any meeting.

- 4.3 The quorum for business to be conducted at meetings of the Board shall be 4 members and shall include at least 2 from the Advice Centres Support Group.
- 4.4 The Board shall appoint a Chair and Deputy Chair to hold office for 12 months ending on 31 December.
- 4.5 A member may nominate another person to attend a meeting in her/his place. The member must give notice to the Secretary providing details of the person nominated prior to the start of the meeting for this purpose.
- 4.6 The Board may allow persons who are not members of the Board to attend as observer, but may exclude such persons where the Board considers the business to be transacted is private.
- 4.7 A member of the Board shall, at the start of any meeting, make known any personal interest that s/he has either directly or indirectly in any matter on the agenda for the meeting. Where the interest is clear and substantial the member shall withdraw from the meeting whilst the matter is under consideration.

5. DECISIONS OF THE BOARD

- 5.1 The Board will seek to reach a consensus in reaching decisions on matters before it, but questions may be put to the vote in which case they shall be decided by a simple majority of those present and voting.
- 5.2 Each member of the Partnership Board (or her/his nominee) shall be entitled to one vote, save that the Chair (or the person acting in that capacity) shall, where there is an equality of votes cast, have a casting vote.

6. WORKING GROUPS

- 6.1 The Board may establish working groups, to facilitate the achievement of its aims and objectives.
- 6.2 The remit of working groups will be determined at the discretion of the Board and may comprise such persons appointed on such terms as the Board may determine.

7. REVIEW AND AMENDMENT OF THE CONSTITUTION

- 7.1 The Board will review the operation of this Constitution as circumstances may require and, in any event, at the expiry of 12

months of its adoption.

- 7.2 This Constitution may be subject to amendment by the Board at a meeting where proper notice of the amendment is set out in the agenda for the meeting and the amendment carries the support of two-thirds of the members present and voting.