



Burnley Action Partnership and Burnley Community Network Protocol

1. Introduction

Burnley Action Partnership is Burnley's Local Strategic Partnership. The partnership was formed in 2002 to bring together representatives of the voluntary, community and faith sector, the public sector and of the private sector to develop a joint vision for the future of Burnley and to work together to achieve that vision.

Burnley Community Network was formed in 2002. The network has incorporated pre-existing voluntary sector networks and membership is open to all voluntary, community and faith groups and organisations in Burnley.

BCN forms an integral part of BAP and is involved in and committed to the ongoing development of BAP. BCN however also has its own specific remit and membership.

This document sets out the responsibilities and expectations of BAP and BCN in relation to each other. It is intended that this will form a model for defining the relationship of other members of BAP to the strategic partnership.

2. BCN representation on BAP

The BAP Constitution, Appendix I, sets out the agreed representation of BCN and other sectors which can only be changed by agreement of the whole partnership.

The structure of BAP is attached at Appendix II

BCN has a clear process for electing representatives to attend BAP meetings based on representation of six identified sectors – see Appendix III.

BCN is committed to continuing to extend its membership and to be as inclusive as possible.

The chair of BCN's Management Committee is a member of the BAP Co-ordination group and representatives of BCN are members of all the BAP subgroups. Representatives of BCN will be invited to be part of any task groups that are established.

3. Information Sharing

The following procedures and deadlines apply to the distribution of papers (agreed by Coordination Group June 2003)

- i) A deadline of 7 working days will be adhered to for the submission of papers for BAP, the Co-ordinating Group and for all the Sub Group meetings. Agenda items to be agreed with the Chair at least 10 days before the meeting. Late submissions to be subject to the Chair's agreement with agreed late papers then circulated as soon as possible.
- ii) All reports of more than 4 pages to include a summary front sheet.
- iii) All meeting dates of SubGroups to be given to the BAP Manager who will circulate a schedule to all Members.
- iv) The BAP Manager will circulate the membership of all the Sub Groups with contact numbers and email addresses.
- v) The Chairs of all Groups to be included in circulation of all other Groups for agenda and minutes so that Chairs can be aware of items relevant to their own Group.

BCN will hold a pre-meeting of their BAP representatives before the main BAP meetings to allow their representatives to discuss the agenda items. The BAP manager will attend these meetings to provide any necessary explanation or clarification.

Papers for and minutes of BAP and all subgroup meetings will also be posted on the BAP website to which members of BAP and of its subgroups will have access. Links will be maintained between the BAP and BCN websites to ensure that information is shared.

After every BAP and Coordination group meeting draft minutes will be circulated within a week and approved minutes will be posted on the BAP website. The BCN representative will provide a feedback sheet highlighting salient points to the BCN management committee.

4. Consultation

As a partner in BAP and through representation on subgroups and the coordination group BCN will be involved in any decisions that are made about consultation with the wider community, about how that should be undertaken and about BCN's role in undertaking any consultation.

As a partner BCN will be consulted about the development of BAP-owned strategies such as the Community Plan and Community Cohesion Strategy and will use its networks to support involvement and participation in the development and implementation of these strategies.

5. Code of Conduct

The way in which BAP will operate including the frequency, format and time of meetings is set out in the constitution APP I. This also sets out the expectation that members should attend meetings on a regular basis.

A meeting code of conduct for the Coordination Group was agreed in August 2003, App IV

6. Agenda Setting

An agenda request form is available on the website for use by all members and subgroup members –AppV

Full BAP and Coordination Group meeting agendas and reports will be posted on the website working 5 days in advance of the meeting provided they have been submitted to the BAP manager or administrator at least 7 days in advance of the meeting.

7. Monitoring and Evaluation

A review of partnership working will form a part of BAP's Performance Management Framework and will be undertaken formally at least once every 3 years. The first formal review took place in March 2004. Review outcomes will form part of BAP's Improvement Plan which will be monitored by the Coordination Group with progress reported to BAP on a six monthly basis. As a member of BAP and with representatives on the subgroups and task groups BCN will be a part of this monitoring and evaluation process.

Progress on delivery of BAP priorities will also be monitored through the PMF with specific monitoring and delivery responsibilities delegated to subgroups as described in the PMF Improvement Plan 2004/5.

8. Mediation

BAP operates on the principle of consensus and will aim to resolve any disputes in an amicable manner.

In the event that this is not possible BAP and BCN will seek outside help in the form of Government Office to overcome any dispute.

9. BCN representatives

BCN and BAP will work together to provide suitable induction for all new members.

BCN will provide induction packs about BAP and BCN for its representatives.

BCN will provide training and support for its representatives to allow them to participate fully in BAP. Dedicated support will be provided using empowerment fund resources.

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Version 2 May 2005**

BCN representatives will use a standard proforma developed by BCN to report back from meetings to other BCN members, APP VI

The BAP members handbook will be issued to BCN representatives on the partnership and is available on the BAP website.

Training requirements for BCN members will be included as part of the ongoing development of the BAP skills and development plan for members and related training provision will be made available to BCN representatives.

10. Protocol Review

This protocol will be reviewed annually from the date of approval (May 2004)

APPENDIX I CONSTITUTION



Constitution - version Sept 04

1. Mission

To create and maintain a long term vision for Burnley that is endorsed by a consensus of the whole community and as individual organisations and collectively to work energetically to achieve that vision.

2. Aims and Objectives –

- 2.1 Burnley's Local Strategic Partnership (to be known as Burnley Action Partnership) will be a partnership of statutory agencies, voluntary, community and faith sectors, Burnley Borough Council, Lancashire County Council and business organisations and will provide an overarching local strategic framework to promote the well-being of the citizens of Burnley.
- 2.2 It will act as a single co-ordinating multi-sector partnership for Burnley, within which, more specific local partnerships can operate.
- 2.3 It will exercise a broad strategic oversight across service providers and other partnerships in Burnley to ensure that their activities are compatible and mutually supportive.
- 2.4 It will be inclusive through the diversity of its membership and will

operate in an open and accountable manner.

2.5 It will develop a clear public profile, independent of the identities of any of its partners.

2.6 It will adopt clear and measurable targets and ensure, as far as possible, that its actions and that of its partners lead to and enhance a cohesive and sustainable community.

3. Functions and Responsibilities

3.1 The partnership will be responsible for

- the development and implementation of the Community Plan
- the implementation of the Neighbourhood Renewal Strategy
- the development and implementation of the Community Cohesion Strategy and overseeing the implementation of the Burnley's Task Force recommendations
- linking other specific strategies and plans, such as the Crime and Disorder Strategy and the Health Improvement and Modernisation Plan to ensure maximum benefit for Burnley.

3.2 The Partnership will co-ordinate other partnerships and partners.

4. Membership

4.1 Membership will be open to individuals appointed, nominated, or authorised by approved partners. It is for the approved partners to determine the period of their nomination.

4.2 Partners can nominate a substitute to attend meetings in the absence of their representative. Substitutes will have full voting rights. To avoid confusion any substitutions must be notified to the secretariat in writing in advance of the meeting.

4.3 Partners can change their nominee subject to formal notice to the Secretary of the Partnership.

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Version 2 May 2005**

4.4 The Partnership will draw its membership from the public sector, private sector and the voluntary, community and faith sector. The current membership is as follows:-

Public Sector		
Health	2	
Police	1	
Fire & Rescue	1	
Education		
<i>Learning and Skills Council</i>	1	
 <i>Burnley College</i>	1	
<i>Headteachers –secondary</i>		
& primary	1	
Burnley Borough Council	3	
Chief Executive, Burnley Borough Council	1	
Lancs County Council	3	
vacant		1
Community Safety Partnership	1	
Probation Service	1	
Connexions	1	
Parish Councils	1	(19)

Voluntary, community and faith sectors -

voluntary community and faith representatives nominated by Burnley Community Network as follows:-

community groups	3	
voluntary groups	3	
faith groups	3	
development agencies	3	
youth groups		3
other friends	3	
others	1	(19)

Private sector

Burnley Enterprise Trust	1	
Burnley Football Club	1	
Burnley Trade Unions	1	
East Lancs Chamber of Commerce	1	
East Lancs Landlords Association	1	
Initiative Burnley	4	

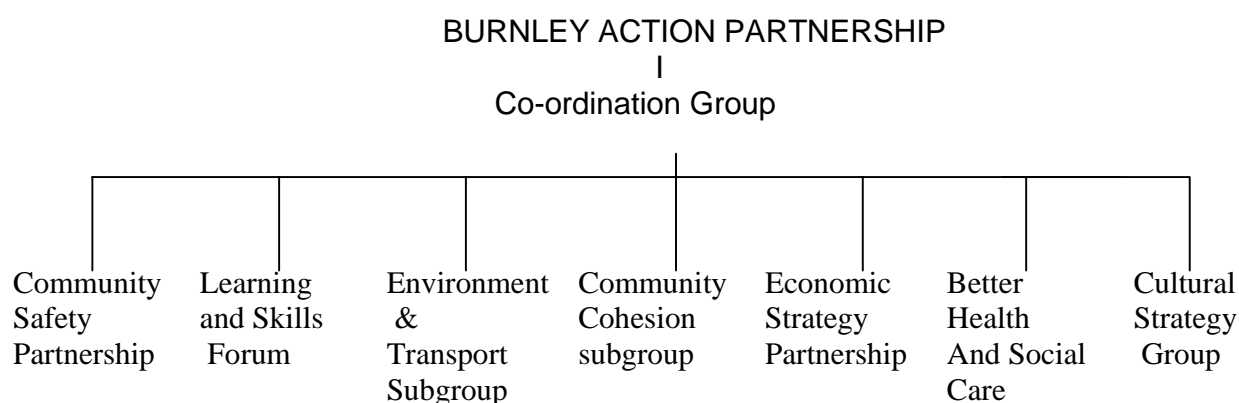
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Version 2 May 2005**

	Registered Social Landlords	1	
	Employers Forum	1	
	vacancy		1
(12)			
Ex-Officio			
	Member of Parliament	1	
	Youth Council	2	
	TOTAL		53

4.5 BAP will be supported by support officers as set out at paragraph 11.2. Observers may attend meetings with the explicit approval of BAP members.

5. Structure

5.1 The Partnership will deliver its aims, objectives, functions and responsibilities through the following structure. The seven sub-groups reflect the priorities identified by Burnley Action Partnership and will report to the Co-ordination Group. This structure will be reviewed regularly and may change over time by a decision of BAP members.



6. Co-ordination Group

6.1 A Co-ordination Group will be appointed – its role will be to co-ordinate the work of the Partnership and provide the necessary leadership to enable it to achieve its Mission and Objectives. It will

- co-ordinate and plan the work of the Partnership
- oversee the work of the Partnership
- oversee programmes and timetables – particularly in relation to the Community Plan and the Neighbourhood Renewal Strategy
- take any emergency action or urgent decisions on behalf of the Partnership

6.2

The co-ordination group will have the following membership drawn from the Partnership

- The Chair and Vice Chairs of Burnley Action Partnership
- The Chair of each of the SubGroups (whose organisation should be a member of BAP)
- The Chief Executive of Burnley Borough Council
- The Leader of Burnley Borough Council and
- an Elected Member from Lancashire County Council (if not already on the Co-ordination group)
- the chair of Burnley Community Network

At least two members from each sector will be represented on the Co-ordination Group. If any sector is under-represented members may be co-opted or alternative ways of ensuring the input from that sector will be investigated.

Young people will not be expected to represent the youth sector at CG but members will ensure that youth issues are considered by CG

6.3 The Chair and Vice-Chairs of the Partnership will be the Chair and Vice-Chairs of the Co-ordination Group

6.4 In addition informal single issue Task and Finish Groups or Working Groups may be set up by BAP or Coordination Group to address specific issues or tasks.

6.5 Coordination group terms of reference are attached as Appendix I

7. Meetings

- 7.1 Annual meeting - the Annual meeting of the Partnership will be held in June or July of each year for the purpose of appointing the Chair and Vice Chairs and transacting any other relevant business.
- 7.2 Chair and Vice Chairs – The Partnership shall appoint a Chair and two joint Vice Chairs from amongst its membership. The three appointments will be representative of the public sector, private sector and community/voluntary/faith sector and the term of office shall be for three years, subject to the appointees remaining eligible representatives of the Partnership.
- 7.3 Where there is more than one person nominated for any position of Chair and/or Vice Chair the voting shall be made by a closed ballot of those voting members present on a first past the post basis.
- 7.4 The Chair, or in his/her absence, one of the Vice Chairs, by agreement, substituting for the Chair, shall:
- be an ambassador for the Partnership and a spokesperson for it with the media;
 - uphold and promote the Partnership's interests within the community;
 - conduct the meetings of the Partnership in such a way as to ensure that its business can be carried out effectively and in the interests of the community;
 - have an up-to-date awareness of the issues affecting the residents of Burnley;
 - take part in consultations or events as necessary;
 - liaise with other members of the Partnership as appropriate
- 7.5 Schedule of meetings – the Partnership shall meet no less than four times a year on such days and times to be agreed.

**BAP:BCN Protocol
Version 2 May 2005**

- 7.6 Special/urgent meetings – a special meeting of the Partnership may be called at the request of the Chair or at the request of not less than 10 members of the Partnership.
- 7.7 Members of both the Burnley Action Partnership and its Co-ordination Group are expected to attend all meetings. Non-attendance at three or more meetings, without apology communicated to the Chair, and accepted, may result in a Member losing their position in the Partnership or Co-ordination Group.
- 7.8 The Co-ordination Group will meet as required. In the first year it is anticipated that the Co-ordination Group will meet every six weeks.
- 7.9 Three weeks written notice, of Partnership meetings will be given, written papers will be circulated at least one week prior to meetings.

8. Voting

- 8.1 The decisions will be made by consensus, in the event of a disagreement it will be for the Chair to seek to resolve the differences and if the differences cannot be resolved a vote will be taken. Voting shall be by a show of hands and by a simple majority of nominated partners present at the meeting.
- 8.2 If there are equal numbers of votes for and against the Chair will have a casting vote.
- 8.3 Nothing in this constitution overrides the right of individual partners to make decisions on their own services/businesses and the use of their own resources.

9. Quorum

- 9.1 No business shall be transacted unless the following minimum number of members are present at the meeting:-

BAP - 17 members (with at least one representative from each sector being present)

Co-ordination Group - 4 members representing at least two of the sectors

10. Declarations of Interests

Any member who has either a direct or indirect pecuniary interest in any matter must disclose that fact orally at the meeting and take no part in the consideration, discussion or voting in respect of that business.

11. Appointment of officers

11.1 Burnley Borough Council shall act as Secretary for the purposes of co-ordinating advice to the Partnership and arranging for the servicing of meetings for the first year. This will then be reviewed.

11.2 Other officers and representatives from other agencies shall support BAP and the co-ordination group as deemed appropriate by the partners.

11.3 Funding support arrangements for BAP will be for the partners to agree amongst themselves taking into account allowances from any funding schemes which may be payable.

12. Changes to the constitution

12.1 The constitution of BAP may be varied or changed at either the Annual General Meeting or at a Special General Meeting of BAP by a majority of two thirds of those present.

Appendix I to the Constitution Coordination Group Terms Of Reference

Remit

The role of Coordination Group will be to coordinate the work of the Partnership and provide the necessary leadership to enable it to achieve its Mission and Objectives.

It will:

- oversee and lead the work of the Partnership
- co-ordinate and plan the work of the Partnership
- oversee the implementation of the Performance Management Framework Improvement Plan and agree any minor amendments to it and will monitor performance across the subgroups
- oversee and co-ordinate programmes and timetables – particularly in relation to the Community Plan and the Neighbourhood Renewal Strategy
- make recommendations to the full partnership on priorities for the expenditure of Neighbourhood Renewal Funding and receive monitoring reports on NRF expenditure
- take any emergency action or urgent decisions on behalf of the Partnership (subject to any action taken being reported to the full partnership)
- ensure key issues are reported to the full partnership

**BAP:BCN Protocol
Version 2 May 2005**

- promote the image of the Partnership and approve appropriate marketing strategies
- take a leading role and ensure the effective implementation of partnership working with regional, sub-regional and other external agencies
- lobby for and promote Burnley and secure inward investment and external resources

Membership

The co-ordination group will have the following membership drawn from the Partnership

- The Chair and Vice Chairs of Burnley Action Partnership
- The Chair of each of the SubGroups (whose organisation should be a member of BAP)
- The Chief Executive of Burnley Borough Council
- The Leader of Burnley Borough Council and
- an Elected Member from Lancashire County Council (if not already on the Co-ordination group)
- the chair of Burnley Community Network

At least two members from each sector will be represented on the Co-ordination Group. If any sector is under-represented members may be co-opted or alternative ways of ensuring the input from that sector will be investigated.

Young people will not be expected to represent the youth sector at CG but members will ensure that youth issues are considered by CG

Responsibility of members

- Members will undertake to attend meetings of the subgroup on a regular basis and in line with the requirements of the Partnership.
- Members may in exceptional circumstances nominate a substitute
- Members have a responsibility to report back the priorities and expectations of the Coordination Group to their own organisations and subgroups
- Members will participate in Coordination Group meetings and share information and experience
- Members will declare any financial interest they have in the outcome of discussions regarding the funding of projects.

**BAP:BCN Protocol
Version 2 May 2005**

- Officers and representatives of other organisations may be invited to attend and take part in meetings of the subgroup but are not eligible to take part in any vote or other form of decision-making.

Decision Making

- Where possible the Coordination Group will make decisions by consensus, if this is not possible, decisions will be agreed by simple majority
- The Chair will have a casting vote

Operation of Meetings

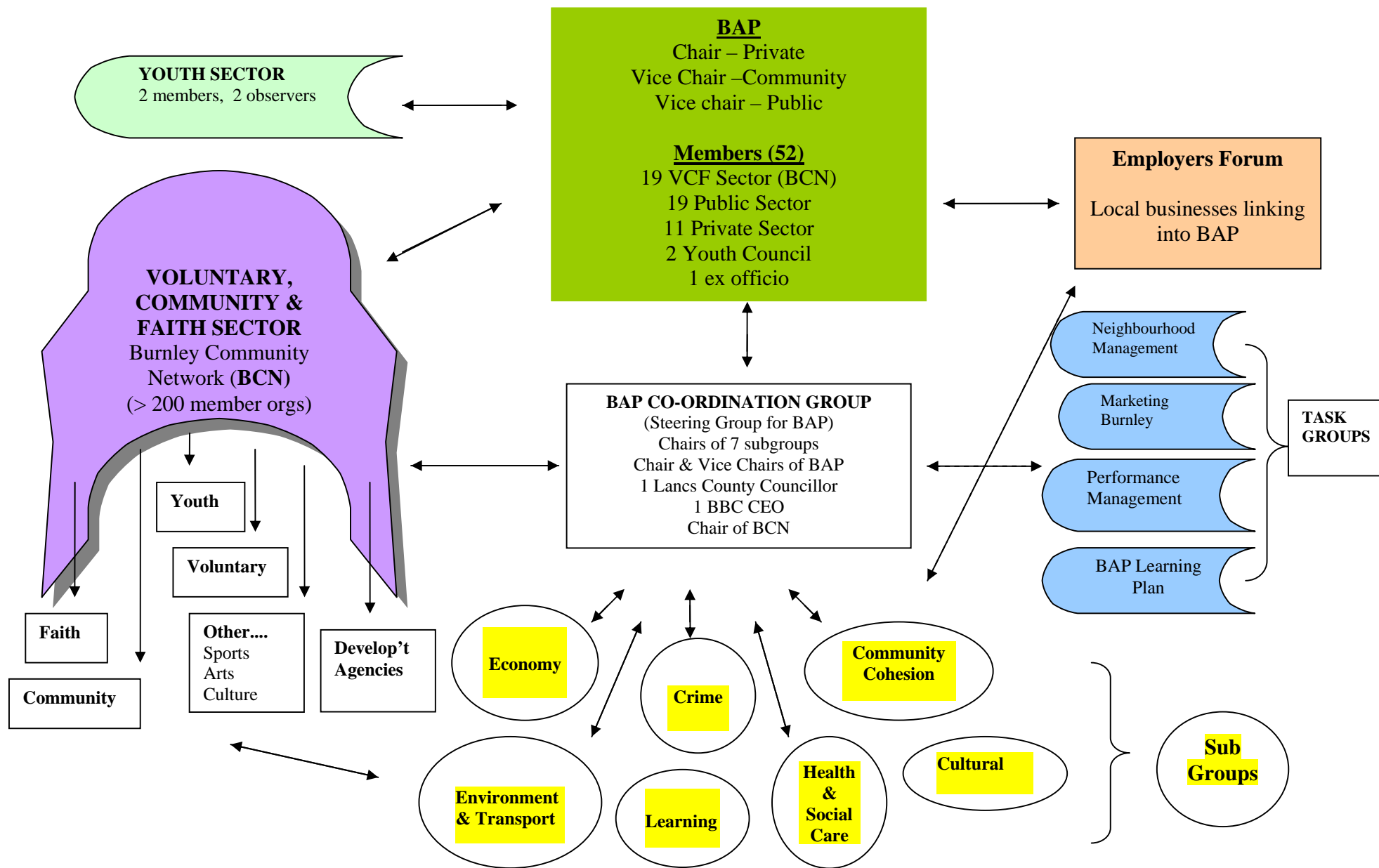
- Meetings generally take place on the second Monday of each month – dates will be agreed in advance and circulated by the BAP administrator. Any variance from this schedule will be notified to members well in advance of meeting dates.
- Meetings will start at 9.30am and finish by 11.00am unless a longer meeting has been previously agreed.
- Members should ensure that they are available for the duration of the meeting.
- Mobile phones should be switched off throughout the meeting and Members should advise their staff that they are not to be interrupted during the meeting.

(There are sometimes extenuating circumstances where non conformity with the above rules is necessary but advance notice of such circumstances should be notified to and discussed with the Chair so that agenda items can be properly managed and discussed.)

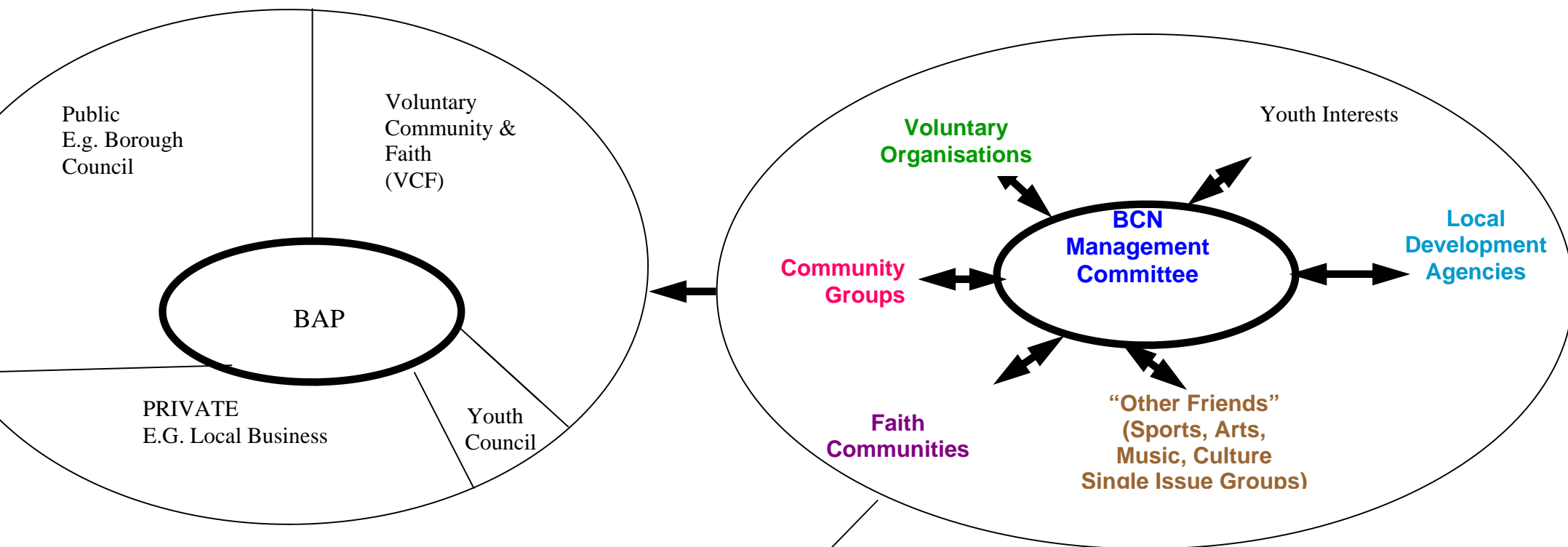
- Meetings will be supported and facilitated by the BAP manager and administrator

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Version 2 May 2005**

BAP ORGANISATION CHART



BCN/BAP Electoral Process



Election to the Management Committee is on the basis of 3 representatives from each sector. BCN representatives on BAP are also elected on the same 3 from each sector basis.

APPENDIX IV Coordination Group code of Conduct

The following meeting conduct requirement for Coordination Group was agreed in August 2003

Conduct of Meetings

- Meetings take place on the second Monday of each month – dates circulated by Imelda Grady (Burnley BC)
- Meetings will start at 9am and finish by 11am unless a longer meeting has been previously agreed.
- Members should ensure that they are available for the whole of the meeting. If members have unavoidably to leave before 11 they should discuss this with the chair prior to the meeting so that agenda items can be properly managed and discussed.
- For the duration of the meeting mobiles should be switched off.
- Members should advise their staff that they are not to be interrupted except in extreme circumstances.

APPENDIX V AGENDA ITEM REQUEST



AGENDA ITEM

To be reported to(BAP, Coordinating, subgroup)

Subject

To be presented by

Summary of issues

Action Required (eg decision, recommendation, none)

To be referred to (eg other subgroups)

Addresses Community Plan priority 1,2,3 or 4

Other reason for agenda item

APPENDIX VI

Burnley Community Network—BCN representatives feedback

Meeting.....
Partnership.....
Time/Date.....
Venue.....

Key Issues (bulletpoint)

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Summary of main points raised (bulletpoint)

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Implications for BCN.....
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Follow-up required.....
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Agenda item(s) to be raised for next meeting (bulletpoint)

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