



UNITY IN OUR COMMUNITY

Constitution
Leasowe Neighbourhood
Forum 2014



1.	NAME	3
2.	AIM	3
3.	OBJECTIVES	3
4.	STRUCTURE	3
5.	PROCESS	4
6.	LOCATION AND FREQUENCY OF MEETINGS	4
7.	STRATEGY GROUP	5
7.1	ROLE	5
7.2	PURPOSE	5
7.3	REASONS FOR REFUSAL	6
7.4	ROLES	6
7.5	STRATEGIC GROUP EXECUTIVE COMMITTEE RULE	7
7.5.1	THE CHAIRPERSON	7
7.5.2	THE VICE CHAIR	7
7.5.3	THE SECRETARY	7
7.5.4	THE TREASURER	7
7.6	COMPOSITION OF THE STRATEGY GROUP	8
7.7	AFFILIATIONS, OPERATIONS AND INDEPENDENCE	8
8	CONFIDENTIALITY	9
9	CONFLICT RESOLUTION WITHIN THE STRATEGY GROUP	9
	CONSTITUTION AMENDMENTS	10
	Appendix 1	11
	Appendix 2	12



CONSTITUTION FOR: LEASOWE NEIGHBOURHOOD PLANNING FORUM TO BE KNOWN AS “UNITY IN OUR COMMUNITY”

1. Name

- 1.1. The name of the Neighbourhood Forum for Leasowe shall be: UNITY IN OUR COMMUNITY

2. Aim:

- 2.1. The primary aim of UNITY IN OUR COMMUNITY is to consult the local community within the designated area (shown in Appendix 1) for the sole purpose of producing a Neighbourhood Plan that will truly reflect the views, wishes and aspirations of those who live and work in the area.

3. Objectives:

- 3.1. To promote the economic, social, health and environmental well being of the Community within the Leasowe Neighbourhood Forum area, in order to reduce the high levels of deprivation;
- 3.2. To provide opportunities for local people to inform and influence local decision making
- 3.3. To encourage openness and transparency amongst all groups and statutory agencies.
- 3.4. To provide an opportunity for local people to influence where possible priorities and services offered by groups, statutory organisations and new businesses whilst having an input to developments in the area.
- 3.5. To improve community leadership for the benefit of the whole area
- 3.6. To improve democratic participation by local people
- 3.7. To develop an area plan that will benefit the local community.

4. Structure

- 4.1. Leasowe Neighbourhood Forum will consist of people who live, work or are elected to represent the designated area (shown in Appendix 1) who wish to engage in the process through one of the following ways:
 - 4.1.1. The Leasowe Strategy Group
 - 4.1.2. One of the Sub Groups shown on the diagram in Appendix 2
 - 4.1.3. Through active participation in the consultation process



5. Process

- 5.1. The Localism Act encourages local communities to set up a Neighbourhood Forum to lead the preparation of a Neighbourhood Plan.
- 5.2. It has been proposed to Wirral Council that UNITY IN OUR COMMUNITY will produce a Neighbourhood Plan for Leasowe, and that UNITY IN OUR COMMUNITY will formally apply to Wirral Council for designation as the Neighbourhood Forum for Leasowe.
- 5.3. A Strategy Group will ensure due diligence and accept responsibility for financial and secretarial duties; this will be known as Leasowe Strategy Group, with the lead partner being Leasowe Community Homes.
- 5.4. Leasowe Strategy Group will meet and consult with residents on all proposals related to the Neighbourhood Plan
- 5.5. Once agreed, following local referendum, the Neighbourhood Plan will form part of the statutory Development Plan for Wirral and will be a material factor in making decisions on new development within the designated area.

6. Location of meetings and frequency

- 6.1. The place of meeting for the Strategy Group of the Forum (or a subcommittee of the Strategy group) will be decided by the chairperson or any leaders of any subcommittee associated with the Strategy Group.
- 6.2. The Strategy Group will meet bi monthly, or at such frequency necessary to ensure preparation of the Plan is progressed in accordance with the approved Project Plan.



7. Strategy Group: Role Membership and Responsibilities

7.1. Role: of the Strategy group:

- 7.1.1. To oversee and manage the process, assist in the writing of and approval on behalf of the Forum, of the plan before submission.

7.2. Purpose

- 7.2.1. The purpose of the Strategy Group shall be to carry out the following tasks on behalf of the of the Forum for the purpose of the Neighbourhood Plan :
- 7.2.2. Undertake the preparation of a Neighbourhood Plan and any associated tasks
- 7.2.3. Identify sources of funding
- 7.2.4. Take responsibility for planning, budgeting and monitoring of expenditure
- 7.2.5. Liaise with relevant authorities and organisations to ensure the Plan is as comprehensive and inclusive as possible
- 7.2.6. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible
- 7.2.7. Determine the types of consultation and information gathering to be used
- 7.2.8. Be responsible for the analysis arising from such consultation and the production and distribution of the final report
- 7.2.9. To work closely with both Wirral Council, and the newly appointed Constituency team.
- 7.2.10. To keep all partners regularly informed on all relevant matters related to the Neighbourhood Plan process
- 7.2.11. To present the draft Neighbourhood Plan for consultation and submission to Wirral Council for examination and referendum
- 7.2.12. The Strategy Group shall comprise of no less than 21 members.
- 7.2.13. The quorum for a Strategy Group meeting shall be 7.
- 7.2.14. The Strategy Group may consist of LCH Board members, Councillors, managers of buildings and resources in the area, Street Representatives, community group leaders and chairpersons of those sub groups identified to help develop the plan (shown on the diagram in Appendix 2).
- 7.2.15. Membership is voluntary
- 7.2.16. Eligible for membership of the Strategy Group are people:
 - 7.2.16.1. who live in the Neighbourhood Area



- 7.2.16.2. who work in the Neighbourhood Area
- 7.2.16.3. who are elected representatives for the Neighbourhood Area
- 7.2.16.4. who own property in the Neighbourhood Area
- 7.2.16.5. who are retailers in the Neighbourhood Area
- 7.2.16.6. who represent local organisations operating in the Neighbourhood Area

- 7.2.17. New members may join by applying either verbally or in writing (including email) to roy@leasowedt.org.uk
- 7.2.18. The decision on acceptance of individual membership applications is the responsibility of the Strategy Group in accordance with this constitution.
- 7.2.19. Refusal to accept an application for membership must be given to the applicant by the Chairperson, or the Vice Chairperson, including the reason for refusal.
- 7.2.20. The Chairperson will conduct meetings and have the deciding vote in a deadlock situation

7.3. Reasons for refusal:

- 7.3.1. The person does not live or work in the designated area.
- 7.3.2. The person would bring disrepute to or disrupt the process.
- 7.3.3. Other reasons where there is agreement by the whole Strategy Group

7.4. Roles

- 7.4.1. The secretary will organise meetings, record and maintain the minutes of all meetings, making them available to all members and for public inspection; be responsible for all the correspondence appertaining to the business of the Forum and be responsible for upholding the constitution
- 7.4.2. The treasurer will keep accurate accounts of any finances which are subject to the financial procedures
- 7.4.3. The secretary will be responsible for managing the membership list
- 7.4.4. In the event of absence another officer may take the role of Chairperson.
- 7.4.5. The Strategy Group will lead the preparation of the Neighbourhood Plan, and monitor implementation after adoption
- 7.4.6. Wirral Council as the Local Planning Authority will ensure that the work of the Forum in relation to all mapping information falls within the scope of the License held by the Council from the Ordnance Survey.



7.5. Strategy Group Executive Committee roles

7.5.1. The Chairperson will:

- 7.5.1.1. be the chief presiding officer and chairperson for the Strategy Group meetings with a casting vote in any tie of votes only
- 7.5.1.2. lead the Strategy Group in all communication and business with external organisations and individuals, being its spokesperson
- 7.5.1.3. have the power to take decisions on urgent matters between meetings of the Strategy Group
- 7.5.1.4. provide leadership and motivation
- 7.5.1.5. enforce the Constitution and ensure meetings are conducted efficiently, fairly, and harmoniously.

7.5.2. The Vice Chairperson will:

- 7.5.2.1. be the Chairperson's alternate in their absence, with all the duties and responsibilities of the Chairperson during the Chairperson's absence;

7.5.3. The Secretary will:

- 7.5.3.1. prepare and issue agendas, notes and reports for the Strategy Group meetings
- 7.5.3.2. issue minutes for the Chairperson's approval prior to circulation;
- 7.5.3.3. maintain membership details and keep the appropriate officers within Wirral Council informed of progress
- 7.5.3.4. report to the Forum on all related administrative matters.

7.5.4. The Treasurer will:

- 7.5.5. maintain and report on the financial accounts and insurance requirements of the Strategy Group
- 7.5.6. report to each meeting of the Strategy Group the finance held by, or on behalf of, the Strategy Group and funds uncommitted and available for use by the Strategy Group.



7.6. Composition and meetings of the Strategy Group representatives

- 7.6.1. It may be necessary to establish subcommittees as required.
- 7.6.2. Meetings of any subcommittee may also be attended by members of the Strategy Group and any other properly constituted sub group (shown on the diagram in Appendix 2).

7.7. Affiliations, operations and independence:

- 7.7.1. The Strategy Group is a collaborative working arrangement for the proposed Leasowe Neighbourhood Forum and shall not be affiliated to any political party.
- 7.7.2. All members of the Strategy Group shall act in meetings of the Strategy Group and any subcommittee or properly constituted subgroup in the best interests of the Strategy Group, the Forum and the community of the area and shall follow the good governance guidelines set out in the attached guidance (or any updating thereof)
<http://www.goodgovernancecode.org.uk/>
- 7.7.3. The Strategy Group shall act in accordance with best practice in the preparation of neighbourhood plans and in accordance with Government guidance for such preparation and shall seek to work collaboratively with the Local Planning Authority to achieve this.
- 7.7.4. The Leasowe Strategy Group is to prepare the Neighbourhood Plan in the first place and may comment on planning applications or proposals that could reasonably be expected to impact upon the objectives of the plan either before or after the plan is produced. Where such comments are made, they shall be submitted to the Council following approval by the Chairperson of the Strategy Group.



8. Confidentiality

- 8.1. It is understood, and agreed to, that the disclosure of information on behalf of the Forum may include information that is, and must be kept, confidential. To ensure the protection of such information, and to preserve any confidentiality necessary under patent and/or trade secret laws, it is agreed that:
 - 8.1.1. The Recipient shall limit disclosure of Confidential Information to members of the Strategy Group having a need to know.
 - 8.1.2. Strategy Group members will not disclose the confidential information obtained from the discloser unless required to do so by law.
- 8.2. This Agreement imposes no obligation upon the Recipient with respect to any Confidential Information (a) that was in the Recipient's possession before receipt from the Discloser; (b) is or becomes a matter of public knowledge through no fault of the Recipient; (c) is rightfully received by the Recipient from a third party not owing a duty of confidentiality to the Discloser; (d) is disclosed without a duty of confidentiality to a third party by, or with the authorisation of, the Discloser, or is independently derived by the Recipient.

9. Conflict resolution within the Strategy Group

- 9.1. At all times, the Strategy Group will recognise the primary need to encourage community involvement in, and support for, the Neighbourhood Plan.
- 9.2. The Strategy Group recognises that the Neighbourhood Plan must be in general conformity with the Strategic Policies of the development plan produced by the Council for the local area (i.e. such as within the Core Strategy Local Plan).
- 9.3. If it proves not possible for the Strategy Group to reach agreement during any stage of preparing the Neighbourhood Plan, every effort shall be made by the membership of the Strategy Group to resolve the difference by negotiation.
- 9.4. Where this does not resolve the situation, the Strategy Group will ensure that the alternative view is included in the relevant stage of community



engagement, and the Strategy Group will adopt the position of the majority response from the community arising from that stage.

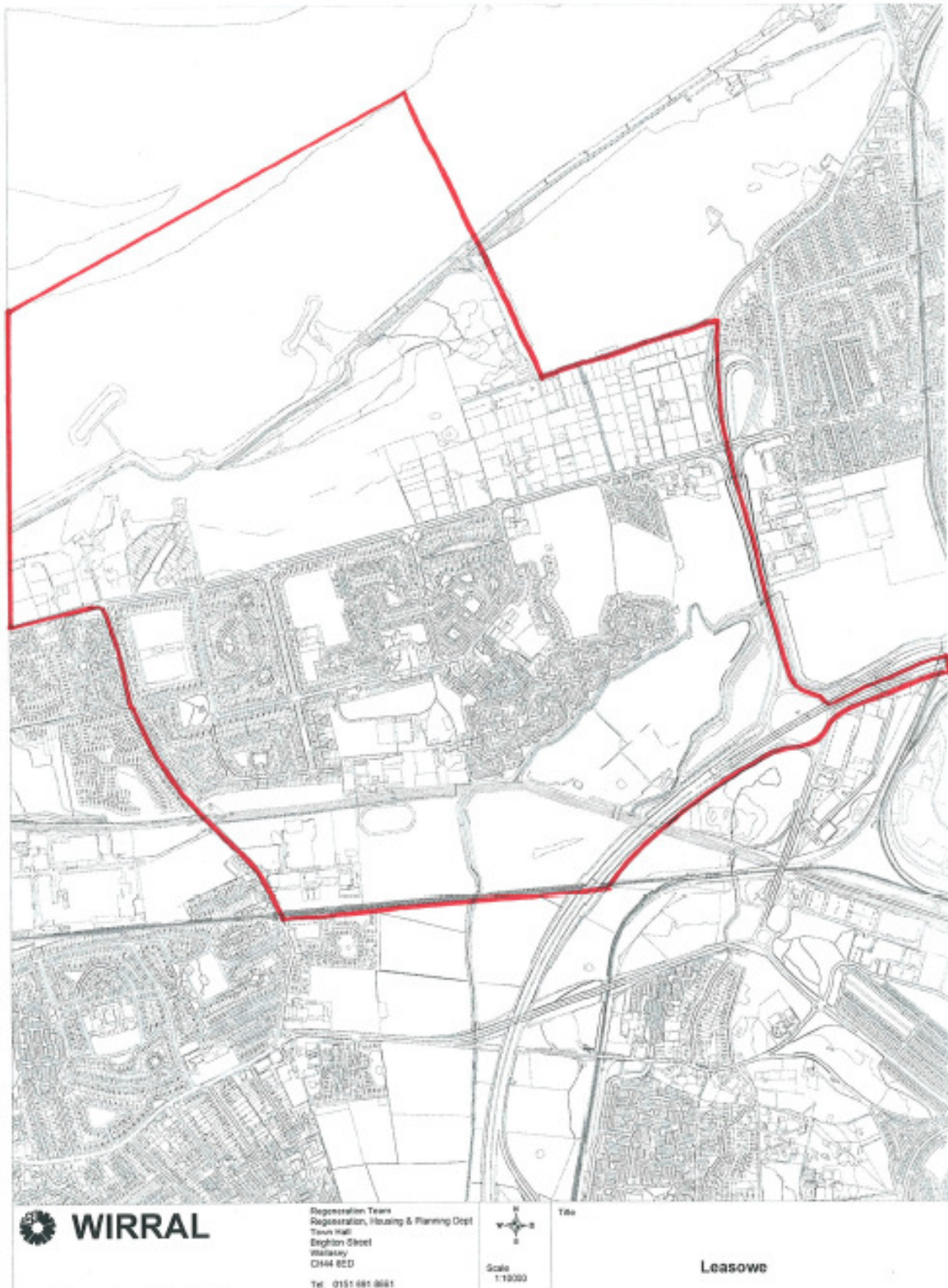
10. Constitution Amendments

- 10.1. Unless otherwise resolved, the duration of this constitution will be no more than 5 years from the date of designation.
- 10.2. To amend the constitution a Forum member may submit in writing their proposal to change the constitution to the Strategy Group
 - 10.2.1. The proposal should include the Paragraph /sub section to be amended with the appropriate words to replace or add to the existing text.
 - 10.2.2. The Strategy Group will have the deciding vote to accept or reject any changes or recommendations.
 - 10.2.3. Any amendment must be voted on and approved by at least two thirds of the Strategy Group.
 - 10.2.4. The decision to amend or reject will be posted on the Leasowe Developments Trust web site and Facebook page.

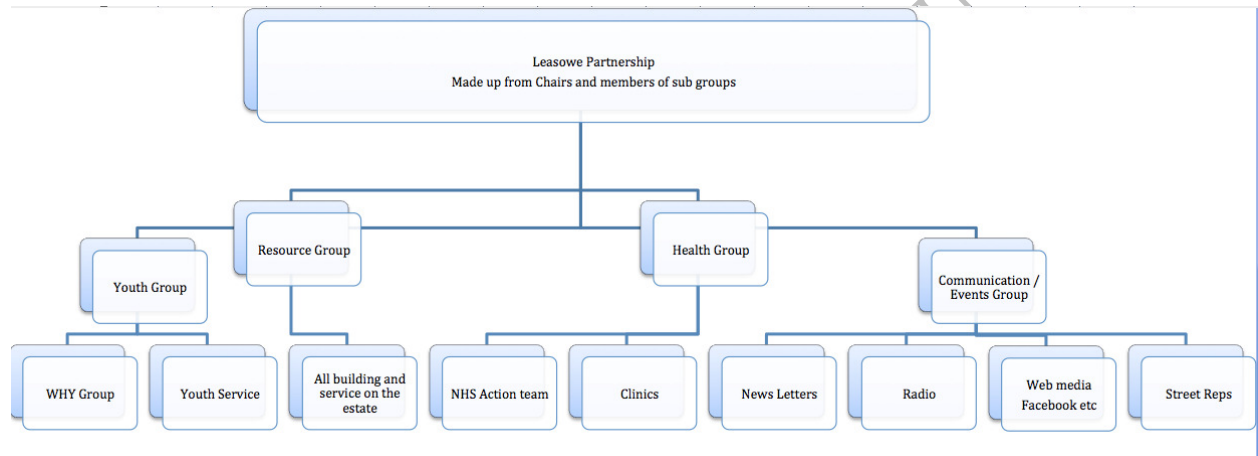
Signed:
Lead Partner Leasowe Community Homes

Date:

Appendix 1 – Area of Designation



Appendix 2 – Structure



Leasowe Neighbourhood Forum