

# **ATTLEBOROUGH TASK FORCE**

## **CONSTITUTION**

### **1. Purpose**

The Attleborough Task Force will be a body of Elected Members (from Breckland, Norfolk County and Attleborough Town Councils) who can deliver tangible improvements in Attleborough, based around the issues identified at the six monthly meetings of the Attleborough Neighbourhood Forum and service delivery within the town.

### **2. Terms of Reference**

The Terms of Reference will be:

#### **(a) Attleborough Neighbourhood Forum**

- To receive and consider issues raised by the Attleborough Neighbourhood Forum.
- To determine priority areas of work and establish a delivery plan for each project (This will include identifying each lead agency and delivery partners, expected outcomes, measures of success, deadlines for completion, risks and financial implications).
- To ensure that all the priority areas of work are completed in accordance with the delivery plan.
- To feedback to the Attleborough Neighbourhood Forum, partners and the local community in accordance with the Communications Plan.

#### **(b) Service Standards**

- To monitor the performance of the key agencies against their service standards to ensure that these are delivered for the residents of Attleborough.

#### **(c) Service Provision**

- To identify gaps in service provision and to lobby partner agencies to change their service delivery mechanisms/contracts to fulfil these needs.

### **3. Boundaries**

The defined area of responsibility for the Attleborough Task Force shall be the District Council Wards within Attleborough.

### **4. Membership**

The voting membership of the Attleborough Task Force shall consist of:-

- All Breckland Councillors within Attleborough

- Breckland Councillors from the hinterland around Attleborough
- Norfolk County Councillors for Attleborough
- Two representatives from Attleborough Town Council.

If a representative from Breckland Council or Norfolk County Council ceases to be an Elected Member, then their membership of this Group terminates forthwith and they are automatically replaced by the new Member

Attleborough Town Council may replace their nominated representative by notifying the Chief Executive at Breckland Council beforehand in writing.

A Member is not entitled to represent more than one organisation on the Attleborough Task Force.

There is no provision made for substitute representatives for any organisation.

Representatives from the following agencies are requested to attend all meetings of the Forum to partake in the discussions thereon:-

- Breckland Council
- Norfolk Constabulary
- Norfolk County Council
- Norfolk Fire Service
- Norfolk Primary Care Trust.

Other agencies and organisations will be invited to attend meetings as required.

## **5. Meeting Procedures**

### **(a) Appointment of Chairman and Vice-Chairman**

The Chairman and Vice-Chairman shall be elected at the first meeting and, thereafter, on an annual basis.

In the absence of the Chairman and Vice-Chairman, another member of the Task Force shall be elected Chairman for that meeting only.

### **(b) Voting**

As far as possible, Members should seek to reach agreements by consensus rather than vote.

If a vote is required, each voting member has one vote. In the event of a tie, the Chairman has a second or casting vote.

In the event of the vote requesting a partner body to take action, this decision is a request to that body and is not binding on the organisation.

### **(c) Time and Place of Meetings**

Meetings of the Task Force will usually be held four times a year. Special meetings may be held at the request of the Chairman or four members of the Forum.

Meetings will be held at local accessible venues within Attleborough. The start time of the meetings is to be agreed amongst the membership.

These meetings are not open to the press or public, albeit a report will be given at the next subsequent meeting of the Attleborough Neighbourhood Forum on the actions being undertaken.

(d) Notices, Agendas and Minutes

Agendas will be sent out to all Members at least seven days before the meeting in accordance with the requirements of the Access to Information Act 1985.

The agenda will be agreed in advance with the Chairman for that meeting.

Minutes will be produced by an officer from Breckland Council.

(e) Quorum

There shall be a quorum for the meeting when at least one third of the total voting members are present at the meeting.

In the event of the meeting being inquorate, the meeting may still proceed with the permission of those attending but no decisions may be reached. These would need to be agreed at the next meeting of the Task Force.

(f) Members Code of Conduct

Member of the Attleborough Task Force have a general obligation:

- To promote equality by not discriminating unlawfully against any person and by treating people with respect regardless of their race, age, religion, gender, sexual orientation, disability or any expressed view
- Not to discriminate against any person/organisation
- Not to disclose any information given to them in confidence
- Not to use their position to secure any advantage or disadvantage for themselves or others.

Any member who breaches this Code of Conduct will be warned by the Chairman and may be excluded from the meeting, either temporarily or permanently.

In extreme cases, the matter may be referred to the Standards Committee for further investigation.

(g) Declarations of Interest

All Members must declare personal and prejudicial interests in any item discussed as defined in the Regulations made under the Local Government Act 2000.

(h) Officer Support

Nominated officers from Breckland Council will be responsible for administering the Forum, including:

- Production of agendas, notices, minutes, etc

- Liaison with and support to the Chairman
- Research and progress chasing
- Recording delivery against project priorities
- Production and dissemination of information and publicity.

These officers will be identified by the Chief Executive of Breckland Council.

**6. Amendments to the Constitution**

Amendments may be made to the Constitution provided that the proposed changes are listed on the agenda and a majority of the voting members present at the meeting agree.