



<u>Committee and Date</u> Shropshire Hills AONB Partnership 20 October 2009	<u>Item</u> 5
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MEMBERSHIP ACCORD

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Summary

This paper requests members to sign a copy of the Partnership's Membership Accord.

Background

1. The Membership Accord was introduced in 2006 and is now incorporated into the Partnership's Terms of Reference. At the time it was approved collectively by the Partnership. More in line with good practice on partnership working, it is now proposed that we ask all members to sign the Accord.

List of Background Papers

New draft Terms of Reference available at
<http://www.shropshirehillsaonb.co.uk/partnership/partnership.htm>.

Human Rights Act Appraisal

The information in this report is compatible with the Human Rights Act 1998.

Environmental Appraisal

The recommendation in this paper will contribute to the conservation of protected landscapes.

Risk Management Appraisal

Risk management has been appraised as part of the considerations of this report.

Community / Consultations Appraisal

The Membership Accord has been the subject of earlier consultations with members.

Appendix 1 Copy of Membership Accord for signing

Appendix 1 Shropshire Hills AONB Partnership Membership Accord

The AONB Partnership, through the AONB Team, undertakes to:

- keep partners informed of the work of the Partnership, and of how money is spent.
- seek to foster relationships and common understanding with partners through personal contact as well as through written communication and organised meetings.
- ensure that there is a need and clear purpose for meetings, and ensure that good organisation prevents people being inconvenienced.
- prepare for meetings with agendas and supporting information to make the best use of everyone's time, and circulate these at least a week in advance for formal meetings.
- promptly circulate appropriate and accurate minutes or notes of meetings.
- outline as clearly as possible what we hope to achieve through particular areas of work, and seek to meet the realistic expectations which others have of us.
- acknowledge the support that people give, either through their professional or personal time, or through their knowledge, skills and efforts.
- provide appropriate support, recognition and training to volunteers who work for us or on our behalf.
- make grant claims to funders according to the timescales and conditions they require.
- provide training to Partnership members appropriate to their needs and role.

The Partnership in addition undertakes to meet the following customer care quality standards:

- Staff will be courteous and helpful. Where we are unable to assist anyone making enquiries or to offer a grant, we will explain why and seek to suggest alternative sources of assistance.
- We will take account of the abilities of people we deal with, and adapt our services as reasonably practicable to allow for this.
- We will respond to telephone, letter, email or fax enquiries within ten days.
- We will assess and pay grants as quickly as possible. Any forms will be clear and as simple as possible. Grant conditions will be as simple as required.
- We will pay invoices promptly and give priority to following up enquiries from creditors.

Members of the Partnership undertake to:

- promote the conservation and enhancement of the natural beauty of the AONB and champion the vision set out in the AONB Management Plan and LEADER Strategy;
- contribute knowledge, expertise and experience to the work of the Partnership;
- support and play a full and active part in the work of the Partnership in fulfilling its roles and responsibilities as set out in the Terms of Reference;
- assist the Partnership in achieving an independent and apolitical profile in the performance of its functions;
- attend Partnership meetings whenever possible and, if no longer able to attend meetings on a regular basis, to step down from the Partnership or to seek another representative from their organisation.
- read and consider Partnership papers in advance of meetings;
- recognise the validity of other members' views and accept joint responsibility for the decisions of the Partnership once made;

Organisations belonging to the Partnership undertake in addition, to:

- keep the Partnership informed of their work relevant to the AONB.
- be prepared to adjust their activities and work with others to improve co-ordination of activity in the AONB.
- report back to their organisation on the work of the Partnership, and bring to the Partnership or AONB Team appropriate and relevant updates and information.

Signed Name Date