

Shropshire Hills AONB Partnership

Procedures of the Partnership

(Draft at August 2018 developed by AONB Partnership Management Board)

1. All parties recognise that the Partnership is likely to be most effective if its recommendations can be reached by consensus rather than by confrontation but, if it is necessary to regulate any debate, then the Chair shall have the power to order that the Council Procedure Rules set out in Part 4 of the Constitution of Shropshire Council shall apply. Consensus will be taken as the majority of the members present and the Chair will have the casting vote where needed.
2. The Partnership may institute sub-committees and working groups. Non-Partnership members may be invited to participate in these working groups. The Partnership has for many years had a sub-committee called the Management Board providing oversight of the AONB Team's work. It is now proposed that this sub-committee's name is changed to the Strategy & Performance Committee to better reflect its terms of reference, which are in the attached document.
3. The Partnership may participate in other groups as it deems appropriate.

Frequency of Meetings

4. The Partnership will normally meet three times per year. A site-based meeting or tour will normally be held annually. The Chair of the Partnership may call additional meetings or cancel pre-arranged meetings if it is felt that there is either urgent business which needs to be discussed or there is insufficient business to justify a meeting being held.
5. The Strategy & Performance Committee of the Partnership will normally meet quarterly, with additional meetings being called (or cancelled) as necessary by the Chair.
6. Additional working groups will meet as necessary.

Chair and Vice Chairs

7. The Partnership will elect its own Chair on a triennial basis, or as necessary. The Chair will be a non-local authority member. The Chair will not serve for more than two consecutive terms (i.e. six years maximum). Both Vice Chair posts will be elected triennially by the Partnership, or as necessary. One Vice Chair post will be an elected member of Shropshire Council and the other Vice Chair post will be open to any Partnership member. Nominations will be invited in advance of the meeting at which the elections take place.
8. The Chair and Vice Chairs of the Partnership will also be the Chair and Vice Chairs of the Strategy & Performance Committee.
9. In the event of the Chair or Vice Chairs not being present at a meeting of the Partnership, a chair for the meeting will be elected by the Partnership members present.
10. The expectations of Chair and Vice Chair roles are set out in Role Descriptions and Person Specifications, which will be reviewed as necessary by the Partnership.

Local Authority Officers

11. Local authority officers attending Partnership meetings do not have the right to vote on issues being decided by the Partnership.

Declaration of interests

12. Members of the Partnership and any of its sub-groups shall declare an interest in a meeting where a matter to be discussed may affect:
 - their own wellbeing or financial position, or
 - the wellbeing or financial position of a family member or close associate, or
 - the financial position of an employer/business of the member, their family member or close associate, or
 - the financial position of a charitable body, association or other group with which they are closely associated.
13. Councillor Members of the Partnership shall, when acting as a member of the Partnership, comply with the code of conduct of their local authority.
14. Non-Councillor Members of the Partnership shall, when acting as a member of the Partnership, comply with the code of conduct of Shropshire Council.

Membership, Applications & Nominations

15. The Partnership will operate an application process for the individual member seats and Parish/Town Council seats, and where necessary for non-statutory or voluntary organisations. The process will be transparent and non-discriminatory.
16. Appointment of applicants to seats will be made by the full Partnership, based on the following criteria:

Individual and Parish/Town Council members

- Resident in the AONB or a nearby town or in the surrounding countryside;
- Proven commitment to AONB purposes and relevant areas of interest;
- Ability to make a valuable contribution to the Partnership.

Non-statutory and voluntary bodies

- Support for AONB purposes and a clear synergy with the remit of the AONB;
- A significant material or operational interest within the AONB;
- Representative with ability to make a valuable contribution to the Partnership.

17. Statutory and non-statutory bodies on the Partnership will appoint a named representative to attend as their member, and may identify a named 'deputy' who will also receive papers and may attend meetings in place of the representative without prior arrangement. A representative other than the named member or deputy may attend a meeting in their place by agreement with the Chair.
18. The Partnership will undertake a triennial review of its membership.
19. In the event of conduct or alleged conduct of a member which is not consistent with the Partnership's Terms of Reference, every effort will be made to resolve the issue by informal negotiation. The Partnership as a body may however in last resort resolve to withdraw membership in a serious case after due consideration, or, in the case of an organisation member, resolve to ask the organisation to provide a different representative.