



Date of meeting	26 August 2008
Title of paper	Governance Policies for the Interim Executive
Agenda item no	5 with Minutes of July meeting
Papers numbers	C, D, E and F
Context	<p>Revised papers as discussed at July meeting relating to:</p> <ul style="list-style-type: none"> C Declaration of Interests D Attendance at Meetings E Standing Orders F Recognition and Reward <p>(See also Item 7 paper on Expenses claim policy and forms)</p>
Paper prepared by	WCA and MAC
Action required	Approval

Governance Policies for the Wandsworth LINK Interim Executive as revised at the meeting on 14 July 2008

Paper C

Declaration of interests

All members of the Interim Executive are required to declare any conflict of interest that arises in the course of LINK business. Wandsworth Care Alliance (the Host) will keep a Register of Members Interests to avoid any danger of Interim Executive members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Members should register all relevant interests and should declare any relevant interest when dealing with or discussing a matter to which it is pertinent. Relevant interests may include both financial and non-financial interests. The test of relevance is whether the interest might reasonably be thought by the public to affect the way in which the Interim Executive member discharges his or her duties. The test is therefore not whether a member's actions *will* be influenced by the interest but whether the public might reasonably think that this might be the case.

Members will be regularly reminded of the need to declare their interests and the Register of Members Interests will be fully update annually and new members will be required to register their interests on election to the Interim Executive.

Attendance at meetings

Members are expected to attend meetings whenever possible and to notify Wandsworth Care Alliance if they are unable to attend as soon as possible before the meeting. Apologies received will be recorded in the minutes of each meeting. Some members may be able to contribute to meetings even if they are unable to attend for example in writing by phone or through tele conferencing. This contribution should be recorded in the minutes alongside the record of attendance.

It is recognised that there may be times when for reasons such as poor health or caring commitments, members may not be able to attend meetings. If a member does not attend or send apologies, efforts will be made to contact them and find out if unavoidable personal circumstances have caused the absence. However, if a member fails to attend more than three consecutive meetings **without good reason**, the Interim Executive will decide if that member should resign.

An attendance record will be published as part of the Annual Report and will include contributions from members who were unable to attend meetings in person.

Standing Orders

Meeting dates and times

Meeting dates will be set at least three months in advance. Meeting dates and times will be set where possible to take account of the health and transport needs of members in order to make attendance as easy as possible.

Agendas

The agenda will be agreed by the Chair. Members who wish to add items to the agenda should raise this with the Chair at least two weeks before the meeting so that relevant papers can be included. Issues raised less than two weeks before the meeting can be added to the agenda at the Chair's discretion.

Chairing

There will be a Chair and two Vice Chairs on the Interim Executive. Only elected members of the Interim Executive may take the role of Chair or Vice Chair.

At a meeting of the Interim Executive, the Chair, or in the absence of the Chair, the Vice Chair, will preside. If the Chair and Vice Chairs are all absent, the meeting will elect a temporary chair for that meeting.

The Chair of the meeting is responsible for the conduct of the meeting and is entitled to the co-operation of members in ensuring the timely transaction of business and for fair, open and courteous debate.

Stefan Kuchar is elected as Chair of the Interim Executive for its first two meetings. At the second meeting on 26

August the Interim Executive will elect a Chair and Vice Chair to hold office until such time as a full Executive elect a Chair from their members.

Meeting papers

The agenda and papers for each meeting will be circulated by post at least one week in advance of each meeting (and additionally by other means as required by individual members eg email or in alternative formats). At the same time in advance of the meeting, papers will also be posted on the Wandsworthlink website. All papers will indicate clearly the purpose of the paper and whether it is for information or decision.

Quorum

No binding decisions will be taken at a meeting unless a majority (more than half of the membership) of the Interim Executive are present.

If within ten minutes after the time appointed for a meeting of the Interim Executive, a quorum (more than half of the membership) is not present, the Chair will adjourn the meeting to a time he or she may then or afterwards fix and in the event of the Chair and both Vice Chairs being among those absent, the Chief Executive of the Wandsworth Care Alliance will record that owing to the lack of the necessary quorum no business could be transacted.

Should the Interim Executive decide to continue an inquorate meeting for discussion purposes, any action or decisions would need to be ratified by a future quorate meeting.

Public attendance at meetings

In the interests of openness and participation, LINKs meeting should generally be open to all LINKs members and interested members of the public. Interim Executive may decide to hold some or all of its meetings in public. In this case, anyone who attends the meeting who is not a member of the Interim Executive will be to speak at the meeting (but not vote) at the discretion of the Chairman, about any item of business on the agenda that concerned them. The opportunity to raise issues and ask questions may be given to non members at a specific point in the meeting.

It was noted that the above applies to Interim Executive meetings and further consideration will need to be given to format and procedures for public meetings.

Minutes

Minutes will be recorded at every meeting and action points clearly identified. Minutes should be sufficiently detailed to show the difference and range of views covered.

Draft minutes will be included in the papers for the next meeting and agreed at that meeting. The minutes, once agreed, will then be signed and dated by the Chair as a true and accurate record of the meeting. Minutes, once they have been agreed, will be available to the public on request.

Votes

A vote will not be required for all issues to be agreed as long as there is a general consensus in their favour. Members are expected to express views and vote in the best interests of everyone and not just in their personal interest or those of a section of the public who they might represent.

If it is agreed that a vote is required this will be carried out through a show of hands. If a majority of those entitled to vote cast their vote in favour of the motion it will be carried.

Recognition and reward

Although Members of the Interim Executive could be entitled to an attendance allowance for each meeting they attend, the current members of the Interim Executive agreed they were working in a voluntary capacity and they did not wish to claim an attendance allowance

In recognition of the contribution made by members, it was agreed there would be a comprehensive definition of costs and expenses which reflected the individual circumstances and contribution of members. Members would need to complete a claim form describing the costs they had incurred and would be expected to sign this as an accurate statement. The claim form should be easy to use and it was noted that receipts would not always be available for some types of expenses.

Reasonable expenses will be defined by the Interim Executive and currently include:

Travel costs

Caring responsibilities including child minding

Phone calls and stationery

Other administrative or technical support

Reading or other assistance with accessibility to papers

Refreshments will be provided at each meeting. If Members are expected to attend a meeting for more than three hours, a meal will be provided. Members should notify the Host of any specific dietary requirements and every effort will be made to meet these needs. Alternatively members can make their own arrangements and reclaim the cost.

Expenses are only payable to members of the Interim Executive or other individuals and members of sub groups or

working parties appointed by the Interim Executive to carry out work on behalf of Wandsworth LINK. Expenses will not normally be payable to LINK members for attendance at public/open meetings. However transport or other assistance will be provided to any LINK member with recognised accessibility needs.

The Host will authorise and reimburse individual claims on behalf of LINK and a detailed breakdown will be made available to the Interim Executive at least annually to check criteria are being applied and for budgeting purposes.

July 2008