

## CONSTITUTION

### 1 Name

- 1.1 The name to which the Constitution relates is the Lancashire Work Based Learning Executive Forum

### 2 Interpretation

- 2.1 In this Constitution, unless the context otherwise required – ‘Forum’ means the Lancashire WBL Executive Forum; ‘Members’ means a member of the Forum; ‘special resolution’ means a resolution supported by the votes of at least two thirds of the members present at any meeting of the Forum of which each member has been notified in writing not less than fourteen days before.

### 3 Objectives

The objectives for which the Forum is formed are:

- 3.1 To promote Work Based Learning and further the aims and interests of members.
- 3.2 To provide the opportunity for member organisations to formulate common policy.
- 3.3 To foster collaboration between members through the dissemination of information and materials.
- 3.4 To encourage links with other bodies associated with the activities of the Forum.
- 3.5 To promote improved quality of learning and to publicise the objectives of the Forum.
- 3.6 To provide a means of co-ordinating and representing the views of members.
- 3.7 To ensure that wherever possible the views of providers across the whole of the Lancashire geographic area are represented by the Executive Officers.
- 3.8 To employ a Professional Support and Development Manager and other appropriate staff.
- 3.9 To be the principal communication forum for Work Based Learning issues, including liaising with the local authorities and the Education Funding Agency (EFA) on commissioning and funding for young people, Skills Funding Agency for adult education and the National Apprenticeship Service (NAS) over targets, funding and strategy.

- 3.10 To establish benchmarking and best practice between other forums to improve delivery methods and maximisation of available funding for Lancashire
- 3.11 To tender and bid for funding to further the interests of the members.
- 3.12 To deliver training and development services for members.
- 3.13 To forge stronger links with the North West Provider Network and look for opportunities to work together.

## 4 Membership

- 4.1.1 Membership of the Forum is open to all providers in receipt of Government funding and who contract with the Skills Funding Agency or the Education Funding Agency and delivers in the North West Region from a base normally in Lancashire. Membership may be refused, cancelled or terminated on the following grounds if the provider:
  - Does not support the achievement of the Strategic objectives of the Lancashire Forum
  - Is deemed to have a conflict of interest
  - Is seen to be overtly detrimental to other Lancashire Forum members
  - Is seen to not uphold the brand and reputation of Apprenticeships
- 4.2 The Board of Directors as a whole may refuse membership if they feel appropriate.
- 4.3 Any learning organisation qualifying under 4.1 wishing to become a member of the Forum shall apply in writing to the Forum and shall become a member upon approval and payment of the requisite joining fee and subsequent annual subscription as determined by members.
- 4.4 Any member may resign from the Forum upon giving one calendar month notice in writing to the Forum and on the expiration of such a period shall cease to be a member and to have any claim or interest upon or in the assets of the Forum.
- 4.5 The Forum may terminate the membership of any member who fails to remit subscriptions within three months of the due date, and the member shall cease to have any claim or interest upon, or in, the assets of the Forum.
- 4.6 Any question concerning the obligations to the Forum of a retiring member shall be determined by the membership of the Forum.
- 4.7 Members of the Forum should be represented by a senior person who can make appropriate decisions on behalf of their organisation at the forum.
- 4.8 The Lancashire Work Based Learning Executive Forum may appoint a member/shareholder to represent its interests at another forum or company provided the Board of Directors of the Lancashire Work Based Learning Executive Forum agree, and whereby a special resolution to ballot the membership at an extra ordinary general meeting be tabled and a vote taken by the membership.

(Membership of other organisations must be limited so that they cannot endanger the forums assets which will not exceed £20.

- 4.9 If a Training provider is not a member of a North West sub regional network/forum, they will not get access to NWPN information, attendance at conferences and training events or involvement in projects.
- 4.10 Partner organisations can request in writing to the Forum to be an Associate member.

## **5 Management**

- 5.1 The Forum shall appoint at their Annual General meeting, from amongst their number, a Chairperson and Vice-Chairperson and six further Executive Officers who shall hold office for one year and be eligible for re-election.
- 5.2 The Secretary will be a permanent appointment (Support and Development Manager) who will arrange and attend all meetings as directed by the Board of Directors. The Secretary will be eligible to attend and speak at all meetings but not able to vote.
- 5.3 The Treasurer will be appointed annually at the Annual General Meeting and shall hold office for one year. The Treasurer may not necessarily be a member but will have the appropriate skills to undertake the post. The Treasurer, if not a member, will be able to attend and speak at meetings but not have a vote.
- 5.4 The Chairperson or in their absence, the Vice-Chairperson shall preside at all meetings. In their absence, the meeting may appoint a member from amongst those present by a majority of votes to preside at that meeting.
- 5.5 The Forum may appoint sub-groups for special purposes and define their terms of reference. No sub-group shall have the power to incur any expenditure unless prior approval has been granted by the Forum.
- 5.6 All monies received on account of the Forum shall be paid to the Treasurer.
- 5.7 The Treasurer shall keep a Bank Account in the name of the Forum into which shall be paid all monies received on behalf of the Forum.
- 5.8 All cheques must be signed by any two of Chairperson, Vice-Chairperson, Treasurer and Secretary. The Treasurer shall produce to the Forum the Bank Pass Book and Vouchers for payments whenever called upon to do so.
- 5.9 The Treasurer shall produce financial report for the Forum and Executive Meeting supported by other financial documents.
- 5.10 The Treasurer shall keep the accounts, documents, and papers of the Forum in such manner and for such purpose as the Forum may appoint, and shall prepare the balance sheets, and submit the same to the Auditors appointed by the Forum.
- 5.11 The Secretary or in their absence, another nominated person shall summon and attend all meetings and take minutes of the proceedings.

## **6 Meetings of the Forum**

- 6.1 At any meeting of the Forum one third of the members shall constitute a quorum for the transaction of business.
- 6.2 Voting at any meeting of the Forum shall be by a show of hands of members present. Each member organisation has only one vote on any matter. Such an elected representative should have the authority to take voting decisions on behalf of his/her employer. In the event of equality in voting, the Chairperson (or Acting Chairperson of the meeting) shall have the casting vote in addition to his/her deliberate vote.
- 6.3 Co-opted and ex-officio members of the Forum may attend meetings of the Forum and may take part in the deliberations but shall not have the right to vote.
- 6.4 Meetings of the Forum shall be held at monthly intervals on an agreed day of the month or at such other time or times as quorum of members may request. Bi-monthly meetings to be considered in the future
- 6.5 In addition to the meetings of the Forum an Annual General Meeting shall be held within two months following the 1st day of August in each year for the purpose of receiving and adopting the accounts for the preceding year and of electing officers for the ensuing year. The secretary shall give not less than fourteen days' notice in writing of the Annual General Meeting to each member.

## **7 Assets**

- 7.1 The income and property of the Forum shall be applied solely towards the promotion of the objectives of the Forum.
- 7.2 The membership fee shall be determined by the Forum at its Annual General Meeting.
- 7.3 Any surplus arising at the end of a financial year shall be carried forward to the next financial year and any deficit shall be met equally by the forum.
- 7.4 Proper accounts audited annually shall be kept of all income and expenditure of the Forum and such accounts shall be open for inspection.

## **8 Amendment of Constitution**

- 8.1 The Constitution may be amended, varied or rescinded, in whole or part by the Forum, by special resolution.

## **9 Expulsion**

- 9.1 No member may be expelled from the Forum by special resolution, unless they have first been given an opportunity to make representation on the reasons for the expulsion.
- 9.2 A member expelled from the Forum shall cease to have any claim or interest upon, or in, the assets of the Forum, and any question arising out of, touching or

concerning the obligations to the Forum of an expelled Member shall be determined by the Forum.

## **10 Dissolution**

- 10.1 At any time the Forum may be dissolved by special resolution.
- 10.2 Where a resolution for the dissolution of the Forum has been duly passed, the assets and liabilities of the Forum shall be distributed or discharged, in such a manner as may be determined at that meeting.