

CONSTITUTION

HERTS SPORTS AND PHYSICAL ACTIVITY PARTNERSHIP

1. TITLE

The organisation shall be known as the Herts Sports and Physical Activity Partnership (hereinafter referred to as 'the Partnership' or HSP).

2.0 REMIT

- 2.1 The Partnership will work to promote and develop sport and physical activity in the County for the benefit of all communities and on behalf of all member organisations. It will operate at a strategic level and aim to change things for the better, to increase participation and develop sport and physical activity and people working in the sector at every level. It will add value to activities already taking place, support professionals and ensure volunteers are more effective. It will be an advocate for sporting excellence, fun and participation in the County and demonstrate sport's contribution to the economy, health, community cohesion, community development and educational achievement. HSP will be firmly committed to improve the quality of life for everyone who lives, works or studies in the county.

The Partnership will be an inclusive, broad-based, outward-looking, action-orientated umbrella group, representing the interests of all levels of sport and physical activity in the County. Partnership members will be asked to contribute to the priorities of the Partnership where they are able to do so and promote the benefits of sport and physical activity in their local area.

- 2.2 The term 'sport' is as described by the European definition of sport. "Sport means all forms of physical activity which, through casual or organised participation, aim at improving physical fitness and mental well-being, forming social relationships or obtaining results in competition at all levels".
- 2.3 The Partnership wishes to ensure that it operates within an equitable context and that positive action is taken to ensure that this occurs. As far as is reasonably practicable, the Partnership will seek to ensure that its membership, its processes and procedures and its work programme take

into account the needs of under-represented groups and will take steps to help address any such under-representation.

3.0 **THE OBJECTS OF THE PARTNERSHIP ARE***

- a) To raise the profile of sport and to be the 'voice' of sport in Hertfordshire.
- b) To help increase participation in sport and physical activity and make Hertfordshire a more successful sporting county.
- c) To attract inward investment into sport and physical activity in Hertfordshire.
- d) To co-ordinate sports policy work, support research and promote the sharing of good practice in key areas.
- e) To create more opportunities for people in Hertfordshire to start in sport, stay in sport and succeed in sport.
- f) To coordinate strategic planning for sport at County level and provide a mechanism to develop a County framework which will influence other county and regional strategies.
- g) To facilitate effective communication and inter-agency working of key stakeholders in the development and provision of sport within Hertfordshire.
- h) To be an advocate for sport and physical activity and seek to influence the agendas of other local, county, regional and national agencies.
- i) To promote the unique contribution sport and physical activity can play in wider initiatives, such as health, education, regeneration and community cohesion.
- j) To promote and facilitate education, training, capacity building and coaching initiatives across the county in sport.
- k) To assist sports and other organisations with the recruitment, training and support of their volunteer workforce
- l) To support sport science and other activities to help emerging athletes.
- m) To be the county forum for consultation with Sport England on key sporting issues and with the Department of Health on physical activity.
- n) To ensure that the diversity and unique character of Hertfordshire is reflected in all sports related policies and initiatives.
- o) To effectively manage, challenge, promote and monitor the work of the Partnership.

4.0 **AREA OF RESPONSIBILITY**

The Partnership will operate within the boundaries of Hertfordshire County Council. These are the administrative areas of Broxbourne Borough Council, East Herts District Council, North Herts District Council, Dacorum Borough Council, Hertsmere Borough Council, Three Rivers District

* Not in order of priority

Council, Watford Borough Council, St Albans District Council, Welwyn Hatfield District Council and Stevenage Borough Council.

5.0 **SPORTS EQUITY**

The Partnership will strive to ensure that sport and physical activity opportunities are available to all, irrespective of gender, ethnic origins, age, socio-economic status or disability. The Partnership will ensure that equity is and remains a fundamental and integral part of all its work and will adopt and maintain individual policies and action plans to maintain this principle.

The Partnership will also adopt necessary Child Protection and Vulnerable Adult policies to ensure equitable access to sport for all.

6.0 **MEMBERSHIP**

A broad based, open and inclusive approach to Partnership membership and involvement will be taken, balanced by action orientated work groups in agreed strategic areas. The aim is to facilitate the widest possible range of 'voices' to be heard without preventing focused work, which is a prime purpose of the Partnership.

6.1 **Categories of members**

Membership of the Partnership shall be divided in the following categories;

Category A: Representatives from:

Hertfordshire County Council, the 10 District Council Local Authorities, the University of Hertfordshire and other larger organisations. A financial contribution to the operation of the Partnership will apply

Category B: Representatives from the following organisations/sectors:

- a) Local Community Sport Networks or equivalent organisations such as Local Sport Councils.
- b) Sport England Eastern Region.
- c) Sport Development Officers Forum.
- d) Governing Bodies of Sport.
- e) Sport Coach UK.
- f) Sport Clubs.
- g) Herts Youth Games Association.

- h) School Sports Associations/Partnerships.
- i) Local Strategic Partnerships
- j) University of Hertfordshire, appropriate faculties
- k) Primary Care Trust
- l) Competition Managers
- m) Further and Higher Education institutions.
- n) Leisure Facility Operators within Hertfordshire.
- o) Health and community organisations with an interest in sport or physical activity.
- p) Other County and local organisations with an interest in Sport or Physical activity.
- q) Commercial and private sector organisations with an interest in sport, which are willing to contribute to the objects of the Partnership.

Category C: Individuals who have a proven track record in the promotion of Sport and Physical Activity or individuals who have expertise which will benefit the Partnership and are willing to contribute to the objects of the Partnership.

6.2 **President**

A 'President' or Partnership 'Champion' shall be agreed at the AGM

7.0 **THE PARTNERSHIP EXECUTIVE**

The business of the Partnership shall be conducted by a wider Executive Board made up of a Chair, Vice Chair, and honorary Treasurer and up to 27 additional members (thirty in total). A management sub board will be elected by the wider executive board and delegated to deal with and make decision on: management and organisational issues including grant applications, staffing and finance issues and monitoring reports to Sport England and other funding bodies.

The management sub board shall include the Chair, Vice Chair, honorary Treasurer, a representative of the host agency, up to 3 other members of the wider executive board and the Partnership Director. Should the Executive Board deem the best interests of the Partnership are served by increasing the number of members on the board, they have the power to increase the limit by co-option.

The wider Executive Board will have the authority to delegate the power to act on behalf of the partnership to one of its members, usually the chair and/or the vice chair and set up further sub committees and working groups to support the work of the Partnership and the board. The chair of

any such group shall have the power to co-opt such expert advice as is necessary to facilitate the work of the group. Working groups shall be disbanded once the project for which they were established has been completed.

The Executive Board will provide the strategic leadership of the Partnership and will approve each year's annual delivery plan/business plan for submission to Sport England.

7.1 The wider Executive Board shall consist of Partnership members from the following sectors:

- a) Two representatives from the County Council which should include one representative from the Education sector. (As determined by the County Council).
- b) A representative from the host agency. (As determined by the host agency).
- c) Two representatives from the other Local Authorities. (As determined by Herts Association of Cultural Officers (HACO)).
- d) A representative from local Community Sports networks or equivalent organisations. (As elected by the membership)
- e) A representative from the Sports Development Forum. (As determined by the Sports Development Forum).
- f) Two representatives from Governing Bodies of Sport (As elected by the membership).
- g) A political representative (determined by the Hertfordshire Leaders Group)
- h) A representative from the Hertfordshire PCTs (as nominated by the Hertfordshire PCTs).
- i) A representative from sports clubs. (As elected by the membership).
- j) A representative from the School Sport Partnership Group. (As determined by the School Sport Partnership Group).
- k) Twelve additional representatives from category B membership. (As elected by the membership).
- l) Five representatives from category C membership. (As elected by the membership).

The Partnership Director and a representative from Sport England will attend in an ex-officio capacity.

7.2 Nominations for the wider Executive Board shall be sought and nominated by the wider membership prior to the AGM. Nominations shall be considered by the management sub group and presented to the AGM. The wider Executive Board shall be appointed for a period of two years. The chair, the vice chair and honorary treasurer, shall be agreed for a period of one year by the wider executive. The chair and vice chair should

not come from the same sport or the same sector of activity (be it voluntary, professional, educational etc.)

- 7.3 The wider Executive Board shall meet at least three times a year and as and when it deems necessary. The management sub group shall meet more frequently when required. The agenda and supporting papers will be circulated to the wider executive board at least 5 days in advance of the meetings.
- 7.4 Wherever possible, decisions should be reached by consensus. Where a consensual decision cannot be reached, a majority vote shall decide the issue. In the event of a tie the chair shall have the casting vote.

8.0 **THE ANNUAL GENERAL MEETING**

The Partnership will hold an Annual General Meeting (AGM) once every year not later than June. The Chair shall prepare and present at the AGM an annual report on the previous year's activity.

- 8.1 An Extra-Ordinary General Meeting (EGM) can be called if not less than twenty members give notice in writing to the Chair that such a meeting is requested.

8.2 **Voting**

Voting will be by show of hands of voting members present and by simple majority. The Chair will have a casting vote in the event of a tie. A declaration of interest shall be made where there is individual involvement in a matter under discussion in accordance with guidelines set out in relevant legislation.

9.0 **EXPENSES AND ALLOWANCES**

These will be the responsibility of the organisations from which the membership is drawn.

- 9.1 The Partnership may, at its own discretion, make reasonable payment to individuals in membership or co-opted to the Partnership, where these individuals are not able to claim such expenses from any other organisations or where they attend meetings of other organisations on behalf of the Partnership.

10.0 **AMENDMENTS TO THE CONSTITUTION**

Any changes made to the Constitution shall be agreed at the AGM, of which at least 14 days notice in writing has been given, such notice to include the proposed changes to the Constitution. The Constitution may be altered by a majority of not less than two-thirds of the members present and voting.