

## **EAST OF SCOTLAND EUROPEAN CONSORTIUM**

### **CONSTITUTION**

The East of Scotland European Consortium (ESEC) was established in 1992 to represent the European interests of local authorities in Eastern Scotland. Our membership collaborates on a shared European agenda and to promote economic development in the region.

#### **1. MEMBERSHIP**

- 1.1 Membership of the consortium shall be open to the following organisations based in the East of Scotland:
- a) Local authorities (as full members)
  - b) Further/higher education institutes (associate members)
  - c) Local enterprise companies (associate members)
  - d) Local economic development companies (associate members)
  - e) Health boards (associate members)
  - f) Other agencies, including the voluntary sector, involved in socio-economic development.

#### **2. OBJECTIVES OF THE CONSORTIUM**

- 2.1 The objectives of the consortium, as reviewed annually by the Policy Board, shall be:
- Establish knowledge and information on funding;
  - Lobby and petition on behalf of the East of Scotland to influence policy change;
  - Ensure policy engagement;
  - Effectively communicate the work of ESEC and the role of the European Union.
- 2.2 These priorities fit with the overall ESEC strategy which seeks to:
- Promote and represent the common interests of local government in the area recognised by the European Union and Scottish Government as Eastern and North Eastern Scotland and;
  - Investigate and pursue all opportunities which will advance the development of ESEC's objectives and that of its members, which includes taking forward the concept of associate membership by inviting academic institutions to join the consortium, and possibly other sectors;
  - Consolidate the position of Eastern and North Eastern Scotland local authorities as major partners within the European Union policy and implementation process;
  - ESEC's 2016 framework should also reflect the Scottish Government's economic strategy of investment, innovation, inclusive growth and internationalisation, and

the Europe 2020 strategy of smart, sustainable and inclusive growth.

### **3. LEGAL STATUS OF THE CONSORTIUM**

- 3.1 The East of Scotland European Consortium is a Non-Statutory Joint Committee with political representation.

### **4. STRUCTURE**

- 4.1 The key decision making Committee is the Policy Board.
- 4.2 Associate members can attend the policy board as observers however if a vote takes place they would have no voting rights.
- 4.3 The Policy Board will be supported by the Officer Group.
- 4.4 The Secretariat will provide support to the Policy Board and to the Officer Group.
- 4.5 Subject specific and time limited sub-groups may be established as and when deemed appropriate, according to the needs of the Policy Board or the Officer Group.

### **5. REPRESENTATION**

#### **5.1 Policy Board**

- 5.1.1 Representation at the Policy Board will be restricted to full. Each Local Authority will nominate one elected member. Each Member Authority is also entitled to send one Officer to the Policy Board. Staff from the Secretariat will also attend in a supporting capacity.

#### **5.2 Office Bearers**

- 5.2.1 There will be 3 main Office Bearers of the Consortium. A Chair and two Vice Chairs will be appointed.
- 5.2.2 The role of the Chair is to chair the Policy Board meetings and represent the Consortium in matters of correspondence and at relevant meetings and events.
- 5.2.3 The role of either Vice Chair is to represent the Chair when that person is unavailable.
- 5.2.4 Notwithstanding the above, consideration must be given to ensure a balanced representation of member authorities where opportunities permit.
- 5.2.5 Office Bearers will normally hold their positions for two years, but are permitted to stand for re-election at the end of that period. The election date will be established at the preceding Annual General Meeting.
- 5.2.6 Should any of the Office Bearers demit their post during their normal period of office an Extraordinary General Meeting will be held to elect a successor.
- 5.2.7 Financial responsibilities are delivered by the host authority and any documents signed off by the policy board.

#### **5.3 Voting Rights**

- 5.3.1 Elected Members, or their substitute, will have the right to vote at Policy Board meetings.
- 5.3.2 Officers and associate members will not have the right to vote at Policy Board unless no

elected member from their Authority is present, subject to the standing orders of their respective councils/organisations and they have prior and specific consent to do so

#### **5.4 Officer Group**

5.4.1 The Officer Group will consist of Officer Representatives from Member Authorities and associate members. The Officer Group will normally be chaired by the ESEC Secretariat, or if unavailable by the Officer representing the Authority hosting the Secretariat.

#### **5.5 The Secretariat**

5.5.1 The purpose of the Secretariat is to provide such support as necessary to the Policy Board, Officer Group and Sub-Groups.

5.5.2 Staff of the Secretariat will be employed by ESEC, but will normally be subject to general terms and conditions of employment of the host Authority.

5.5.3 The hosting of the Secretariat will normally rotate amongst Member Authorities for a two-year term and will normally be located at the authority which is represented by the Chair. Where this is not possible, nominee authorities will be considered and final selection will be made by the Policy Board.

5.5.4 Due to the nature of the role, the ESEC Policy Officer post will be politically restricted.

### **6. MEETINGS**

#### **6.1 Annual General Meeting**

6.1.1 An AGM will be held in the autumn of each year.

6.1.2 The purpose of the meeting will be to approve the annual accounts, and, when appropriate, to elect Office Bearers. Changes to the constitution are also to be considered at the AGM. A quorum for the AGM shall consist of at least 5 members.

6.1.3 Papers relevant to the meeting will normally be distributed at least one week prior to the meeting.

#### **6.2 Extraordinary General Meeting**

6.2.1 An EGM may be called from time to time as necessary, to consider emergency issues which normally fall within the remit of the AGM. A quorum for an EGM shall consist of at least 5 members

#### **6.3 Policy Board**

6.3.1 The Policy Board will normally meet at least 4 times per annum, with 1 meeting in each quarter. The Autumn meeting will be preceded by the AGM.

6.3.2 The purpose of the Policy Board is to consider papers prepared by the Officer Group and/or member councils and other relevant business as agreed by the Chair. A quorum for the Policy Board shall consist of at least 5 members.

6.3.3 Papers relevant to the meeting will normally be distributed at least one week prior to the meeting.

6.3.4 The papers may be tabled at the meeting at the discretion of the Chair

6.3.5 From time to time decisions will need to be made outwith the cycle of the Policy Board.

These will be made through written procedures.

#### **6.4 Officer Group**

6.4.1 The Officer Group will normally meet not less than 4 weeks before the Policy Board.

6.4.2 The purpose of the meeting is to consider emerging policy issues and to determine recommendations for the Policy Board.

6.4.3 Papers relevant to the meeting will normally be distributed at least one week prior to the meeting.

6.4.4 The papers may be tabled at the meeting at the discretion of the Chair.

#### **6.5 Sub Groups**

6.5.1 Sub Groups will be task orientated and held on an ad-hoc basis.

#### **6.6 Meeting Venues**

6.6.1 Both Policy Board and the Officer Group meetings should normally take place in rotation around the Member Authorities or where is most suitable for members.

### **7. CESSATION OF MEMBERSHIP**

7.1 Authorities wishing to withdraw from membership of the Consortium, are required to give not less than one financial year's written notice of their intention to do so.

### **8. DISSOLUTION OF THE CONSORTIUM**

8.1 Should the Policy Board be of the view that dissolution of the Consortium is necessary or advisable, an Extra-ordinary General Meeting must be called giving at least 28 days clear notice.

8.2 Any assets remaining after the satisfaction of proper debts and liabilities will be redistributed on a pro rata basis to member authorities.

8.3 Any debts or liabilities outstanding at dissolution will be shared by member authorities on a pro rata basis.

8.4 Any debts or liabilities incurred as a result of probable maladministration or misappropriation will be investigated by a specially formed working group who will determine cause and final responsibility.

### **9. CERTIFICATION**

9.1 The following office bearers certify as true the adoption of the above constitution.