

Constitution of the Working Group for Older People (WGOP)

1. Aims

1. To promote the health and well-being and improve the quality of life of older people (**those over the state retirement age**) in NP3
2. To manage, fund and co-ordinate projects that benefit older people - with particular attention to those who are isolated and/or have mobility issues
3. To research, review, monitor and report on facilities and services for older people, ensuring that the views of residents from the area are considered
4. To work with appropriate Bristol City Council (BCC) Officers and other relevant statutory and voluntary sector service providers to make recommendations to the NP regarding NP and other funds
5. To influence and contribute to discussions and decisions about older people, as agreed by the NP, and negotiate relevant funds from city-wide and other budgets

2. Actions

1. To submit funding proposals to the NP to undertake activities. These proposals are to be fully budgeted
2. To gather information from/ disseminate to residents, using Forums, public events and meetings, and by other forms of public consultation as deemed appropriate
3. To work with BCC Officers
4. To review this Constitution each year; it will be submitted to the NP for agreement
5. To maintain a bank account and provide financial details, in an agreed format, at each WGOP meeting
6. To bid for grants and raise funds

3. Management

1. The WGOP requires three designated officer roles to be elected annually. These are:
 - **Chair.** This person must be a NP rep (see footnote). They will lead the group, call meetings, chair meetings, act as spokesperson, be one of the designated cheque signatories, and liaise with BCC officers
 - **Secretary.** This person should ideally be an elected NP rep. They will liaise with the Chair in setting all meeting agendas, retain and supervise all contact databases, take and keep minutes of all meetings, be one of the designated cheque signatories, and collect and circulate any relevant information
 - **Treasurer.** This person should ideally be an elected NP rep. They will oversee the financial affairs, keep proper accounts that show all monies received and paid out by the Group and be one of the cheque signatories

4. Finance

1. All monies received shall be applied to further the aims of the WGOP
2. All accounts will be prepared to 31st March each year to coincide with BCC's financial year end
3. The annual accounts must be approved by all three officers and an Independent Examiner
4. Cheques must be signed by two of the nominated signatories (Chair, Treasurer and Secretary). Save for exceptional circumstances, the Treasurer will always be one of the two signatories
5. Reasonable out-of-pocket expenses including postage, photocopying, phone calls, printing, stationery and refreshments for trips may be paid. The mileage allowance for trips shall be the same as that for BCC staff
6. Reimbursement of out-of-pocket expenses must, wherever possible, be supported by an original receipt and must be authorised by the Treasurer or the Secretary. The Treasurer and Secretary cannot authorise their own expenses

5. Meetings

1. The WGOP will meet quarterly, in time to provide meeting notes to the subsequent NP meeting. Additional meetings can be held if deemed necessary. The Chair is responsible for calling extra meetings
2. Meetings must include at least two elected resident reps from Westbury-on-Trym & Henleaze and one from Stoke Bishop to be quorate
3. All WGOP meetings are open to residents. Residents living in the NP area and the NP's Councillors should be encouraged to attend and participate in meetings
4. Meetings will be chaired by the WGOP Chair. If the Chair is absent, the Secretary will chair the meeting
5. A list of residents who want to receive notice of meetings will be maintained by the Secretary
6. All contact databases are to be held by the Secretary. The information on any database can only be accessed in accordance with the Data Protection Act (1998)

6. AGM

1. The Group shall hold an AGM once a year. It will, take place at the WGOP meeting following the Ward Forums when reps are elected
2. All NP reps, Councillors and residents shall be entitled to attend. At least two weeks' notice of the meeting will generally be given via the NP website and by using the WGOP contact database
3. Business shall include a report from the Chair on the WGOP's activities over the year, a report from the Treasurer on the finances of the Group, election of officers, and formal proposals. All reports, officer nominations, proposals and agenda items must be received by the Secretary at least seven days before the AGM. All reports and proposals will be publicised via the NP website and by using the WGOP database
4. At least two elected reps from Westbury-on-Trym & Henleaze and one from Stoke Bishop must be present for the AGM (and any other General Meeting) to be quorate

7. Conduct at meetings

1. All members of working groups are required to follow the NP Code of Conduct. This can be found at:

<https://www.bristol.gov.uk/documents/20182/34308/3.d+Neighbourhood+Partnership+Code+of+Conduct+%28EM+-+HA%29.pdf/7c605f9a-2fbb-4074-bf32-787c106cb4be>

2. At the start of each meeting the Chair will remind everyone of the NP Code of Conduct and the need for all attendees to act in a courteous manner and to conduct all discussions via the Chair

8. Dissolution

1. All unspent grant funds will be re-paid to the grant givers. The officers and the Neighbourhood Coordinator will manage this task and report to the NP on its progress and conclusion
2. All part-delivered projects will be monitored and submitted to the relevant bodies determined by the NP
3. Any other funds in the bank account will be given to other charitable organisations

Footnote: The Chair of the WGOP must be a NP rep as per the Terms of Reference