



Date of meeting	14 July 2008
Title of paper	Governance Policies for the Interim Executive
Agenda item no	1.5
Papers numbers	C, D, E and F
Context	<p>These paper relate to:</p> <p>C Declaration of Interests</p> <p>D Attendance at Meetings</p> <p>E Standing Orders</p> <p>F Recognition and Reward</p>
Paper prepared by	WCA and MAC
Action required	For discussion and agreement

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.

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. However, if a member fails to attend more than three consecutive meetings without good reason, the Chair may ask the member to resign.

An attendance record will be published as part of the Annual Report.

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

Only elected member 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 Chair are both absent, the Chief Executive of Wandsworth Care Alliance will preside until the members of the Interim Executive choose one of their number to preside.

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.

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). All papers will indicate clearly the purpose of the paper and whether it is for information, discussion, agreement etc.

Quorum

No business will be transacted 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 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.

Public attendance at meetings

The 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 may be entitled to speak at the meeting (but not vote) at the discretion of the Chairman, on any item of business on the agenda that concerned them.

Minutes

Minutes will be recorded at every meeting and action points clearly identified.

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. 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

Members of the Interim Executive will be entitled to an attendance allowance for each meeting they attend. The level of allowance will be agreed by the Interim Executive annually. This allowance will not be available to people who do not attend the meeting.

In addition, reasonable expenses (as defined by the Interim Executive) will be paid to cover the following:

Caring responsibilities
Transport

Food and 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.