

## Partnership of Public Employers

### CONSTITUTION OF PARTNERSHIP OF PUBLIC EMPLOYERS

#### 1. **Title and Status**

The Organisation shall be known as PPE (hereinafter referred to as the Organisation). It is an unincorporated association of public service employers in the United Kingdom which belongs to the European Centre of Enterprises with Public Participation and of Enterprises of General Economic Interest (CEEP) based in Brussels.

#### 2. **Address**

The address of the Organisation shall be c/o North East Regional Employers' Organisation, Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF.

#### 3. **Object**

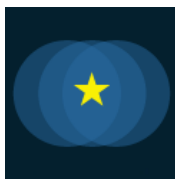
The primary object of the Organisation shall be to represent the interests of British public service employers in European social dialogue, and European policy areas impacting on public services.

#### 4. **Membership**

- (a) Membership of the Organisation shall be open to any UK public service employer, representative association or organisation supporting, representing or providing public services. Such members shall be known as Partner organisations.
- (b) Partner organisations are listed in Appendix 1.
- (c) Each Partner organisation and the PPE Director are eligible for selection by the Organisation to represent PPE (CEEP UK) as part of the British quota on the General Assembly of CEEP in Brussels. All Partner Organisations are free to send representatives to any CEEP committee meeting. The cost of attendance at all such meetings (General Assembly or committee) is at the expense of the relevant Partner organisation.
- (d) Associate members may be admitted to membership of PPE (CEEP UK) by decision of the Organisation. Associate members are listed in Appendix 1.

#### 5. **Subscriptions**

Subscriptions shall be determined annually by the General Assembly of the Organisation. Subscriptions shall be determined so as to cover the UK levy paid to CEEP in Brussels, the costs of employing the Director and incidental expenses, taking account of any other income received.



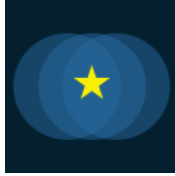
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### 6. Representation

- (a) Partner organisations shall be entitled to votes at meetings of CEEP UK's Assembly in proportion to their financial contribution, as follows:
- NHS Employers: 10 votes
  - LGA: 10 votes
  - TfL: 1 vote
  - UCEA, AoC, IEBE and the full partner members of NARE: 1 vote each.
- (b) The Annual Meeting shall approve the list of voting delegates in each coming year.
- (c) Substitutes shall be permitted, subject to prior notice being given to the Director.
- (d) Local Authority representatives shall retire if they cease to represent their Authority or cease to be nominated by that Authority to the relevant Partner organisation. Other representatives shall retire if they cease to be employed in a relevant capacity by the relevant Partner organisation.
- (e) Partner organisations may replace their representative(s) or substitute(s) at any time, subject to written notice being given to the Director.

### 7. Governance

- (a) There shall be up to two meetings a year of the Organisation's Assembly one of which will be for the purpose of budget, performance review and appointments.
- (b) At alternate Annual Meetings the Assembly shall elect the President and up to two Vice-Presidents of the Organisation to hold office for two years. Nominations for these offices shall be invited by the Director in writing from the Partner organisations at least a month in advance of the relevant Annual Meeting. Any change in personal circumstances during the term of office of the President or Vice-President shall be dealt with at the next meeting of the Executive Committee.
- (c) The Annual Meeting of the UK Assembly shall also appoint the UK's voting representatives (and their substitutes) on CEEP's General Assembly in Brussels. The Director will be mandated to utilise votes in the absence of nominated representatives or their substitutes.
- (d) The UK Assembly's quorum shall be at least eight representatives from at least three Partner Organisations.
- (e) To permit the efficient conduct of business there shall be an Executive Committee, comprised as follows:
- NHS Employers : 3 members
  - NARE: 3 members
  - LGA: 3 members
  - TfL, AoC, IEBE and UCEA: 1 member each.
- The Executive Committee shall meet up to three times a year. Its quorum shall be at least four representatives from at least two Partner organisations. The President and Vice-Presidents of the Organisation shall hold the same offices in relation to the Executive Committee.



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- (f) In addition to the Executive Committee, an Operational Group comprising experts from partner organisations (full and associate) will be chaired by the Director to respond to European policy initiatives and to consider their UK implications.

### 8. **Procedure**

- (a) All meetings shall be called with at least seven days' notice. Notification by email/internet/fax shall be sufficient to meet this requirement.
- (b) Wherever possible decisions will be made by consensus. Where this is not possible, representatives shall vote by show of hands or by electronic means. In the event of a tied vote the President shall have an additional (ie. casting) vote. A Partner organisation may mandate one or more of its representatives to cast all or part of its total voting entitlement, subject to written authority for such mandate being available for inspection at the meeting.
- (c) Where decisions/document approval needs to take place outside of the meeting cycle, this shall be done via written procedure, allowing members at least 5 working days to comment. If timescales so require, urgent matters may be agreed by the President or Vice Presidents and reported to Partner Organisations by email.

### 9. **Director**

The Organisation shall have a paid Director.

The Director shall be accountable to the Organisation as a whole. The President and Vice-Presidents, advised by a nominated official of one of the Partner Organisations, shall be responsible for oversight of the Director's performance. Whenever a vacancy occurs, the Executive Committee will be responsible for appointing a Director.

### 10. **Honorary Treasurer**

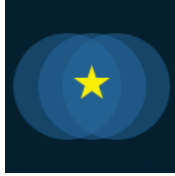
The Executive Committee shall appoint an Honorary Treasurer (unpaid), the appointment to be subject to annual confirmation at the Annual Meeting. The Honorary Treasurer shall be responsible for collecting UK subscriptions; making payments to CEEP in Brussels and to the Director reimbursing the Director's approved expenses and other incidental expenditure; preparing the Organisation's annual budget and producing regular income and expenditure statements. These statements shall be audited annually by one of the Partner Organisations. Copies of the audited accounts shall be sent to each Partner organisation. The Executive Committee shall determine rules for the signing of cheques on behalf of PPE.

### 11. **Annual Report and News Bulletins**

The Director shall present an Annual Report to the Assembly and circulate at least eight electronic news bulletins a year to all members of the UK Assembly and Associate Members.

### 12. **Alteration of the Constitution and Rules for Dissolution**

- (a) Subject to the exception at paragraph 12(b) below, this Constitution may be altered by majority vote at a meeting of the UK Assembly consisting of at least two thirds of the voting representatives, or by written procedure.



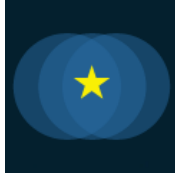
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- (b) Amendments to the Constitution of an administrative nature only, such as to record a new Partner organisation with consequential changes to voting and subscription arrangements or a change to a Partner organisation's name, may be approved by the President and Vice-President in writing.
- (c) In the event of the Organisation being dissolved, any financial balances, debts or costs arising shall be shared among the Partner organisations pro-rata to their financial contributions.

### 13. Resignation procedure

- (a) Any organisation wishing to terminate its membership shall give not less than twelve months notice, in writing, to the Director to expire on 31 December in any year. On the expiry of the period of notice, the organisation concerned shall cease to be a member of PPE and shall become a past member.
- (b) Upon ceasing to be a member of PPE the organisation concerned shall lose any entitlement to any share of the assets of PPE upon dissolution or otherwise.
- (c) Any past member organisation shall remain liable for its share of the net liabilities of PPE for a period of two years from the date of becoming a past member organisation.

Approved October 2010



## Partnership of Public Employers

### Appendix 1

#### **Partners**

- Local Government Association
- National Association of Regional Employers representing Regional Employer organisations in England, Wales LGA and the Northern Ireland LGA (Eastern region are not covered)
- Transport for London (TfL)
- NHS Confederation
- Universities and Colleges Employers Association (UCEA)
- Association of Colleges (AoC)
- Institute of Education And Business Excellence (IEBE)
- Cabinet Office

#### **Associates**

- East of England Local Government Association
- SCAPE
- ACCA

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