

CONSTITUTION
Surrey Civilian-Military Partnership Board (July 2012)

1. Title

- 1.1 This constitution sets out the framework for the organisation that will be known as the 'Surrey Civilian-Military Partnership Board' (SCMPB).

2. Membership

- 2.1 The SCMPB will consist of the following members:

- i. Chairman of Surrey County Council
- ii. Lead Member
- iii. A representative from Surrey County Council including Assistant Chief Executive – a senior officer
- iv. Lord Lieutenant
- v. 2 Brigade representative
- vi. Deepcut Barracks Welfare Officer
- vii. Pirbright ATC Welfare Officer
- viii. Headley Court representative
- ix. Three representatives from District and Borough Councils in Surrey Leaders of Waverley & Woking until July when full term representation to be appointed at meetings of Surrey Leaders
- x. NHS Surrey representative
- xi. Public Health representative
- xii. The Royal British Legion Chairman
- xiii. Soldiers, Sailors, Airmen and Families Association (SSAFA) Surrey representative
- xiv. SERFCA representative
- xv. Army Benevolent Fund representative
- xvi. Chambers of Commerce Chief Executive Surrey
- xvii. Voluntary Sector Representative - Surrey Voluntary Action Network (SVAN) Chairman
- xviii. A representative of Surrey Police Authority (until the appointment of the PCC)

- xix. Faith Sector Representative
- xx. Surrey and Sussex County Associations of Local Councils representative

- 2.2 Membership may also be extended to organisations or individuals with specific knowledge for individual meetings as required, to aid the SCMPB in its discussions.
- 2.3 A quorum of five members representing five different organisations and including at least one civilian and one military organisation representative is required to constitute a meeting.
- 2.4 Matters to be resolved by consensus, in cases where a vote is requested each member as identified in 2.1 (with the expectation of the county council officers) will have one vote. The Chairman (person presiding the meeting) will have a second or casting vote.
- 2.5 Board members cannot vote to endorse community covenant grant bids where they have a conflict of interest. Members must declare their interest at the start of the meeting.
- 2.6 Meetings will be chaired by the Chairman of Surrey County Council.
- 2.7 An officer from Surrey County Council will be appointed to conduct the administrative work of the meeting.

3. Meetings

- 3.1 The SCMPB will meet when required and at least once every six months.

4. Responsibilities

- 4.1 The SCMPB will have the following responsibilities:



- i. To review the work of the signatories of the Surrey Community Covenant to ensure that they are fulfilling their commitments against the Surrey Community Covenant
 - the welfare needs of our Armed Forces and their families and the recuperation of sick and injured personnel
 - considering the future needs of the Armed Forces Community as part of the wider Surrey community in future service and infrastructure planning
 - acknowledging as lead Surrey employers the valued role Reservists play within our Community
 - providing and publicising effective customer services to all communities within Surrey inclusive of our Armed Forces Community
 - the commemoration of Remembrance Day and support for Armed Forces Day.
 - ii. To act as a platform to address countywide issues pertaining to the Surrey Community Covenant and promote the role of the Armed Forces in Surrey and their dependants.
 - iii. To review the Surrey Community Covenant annually and propose amendments where necessary.
 - iv. To scrutinise applications for the Ministry of Defence Community Grant Scheme.
 - v. To oversee, and take responsibility for, the administering of Community Grant Scheme grants.
 - vi. To ensure that evidence is collected for audit purposes.
- 4.2 Scrutiny of applications for the Community Grant Scheme must be conducted in a timely fashion to meet Ministry of Defence deadlines. This may therefore be done outside of full meetings and by electronic means.
- 4.3 Applications for the Community Grant Scheme must have the support of the majority of the members of the SCMPB in order to be recommended for consideration by the Ministry of Defence.

- 4.4 Individual member organisations of the SCMPB may be delegated responsibilities under section 4.1(v).
- 4.5 The SCMPB must produce an annual report of its work, detailing measures taken under section 4.1 for review by signatories of the Surrey Community Covenant.
- 4.6 The SCMPB may make suggestions and recommendations for action to be taken by signatories of the Surrey Community Covenant.

5. Accountability

- 5.1 The SCMPB has a responsibility to review and comment on the work of all signatories of the Surrey Community Covenant.
- 5.2 The SCMPB must give signatories of the Surrey Community Covenant full access to its decisions.
- 5.3 Decisions on Community Grant Applications must be made public, where possible, to aid prospective applicants and encourage strong future applications.