



# Constitution

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## 1. Accessibility

This Constitution can be provided in different formats and languages. Please contact Julian Horsler, Barnsley Council Equality and Diversity Manager (julianhorsler@barnsley.gov.uk, 01226 787638).

## 2. Name

The name of the Forum shall be Barnsley Together.

## 3. Ratification

This constitution was first proposed on 15 September 2012 and ratified by the Forum on 8 December 2012. An amended constitution was agreed on 7 December 2013 at an Annual General Meeting.

## 4. Definitions

Term / Abbreviation	Definition
<b>BME</b>	Black or Minority Ethnic
<b>BMBC</b>	Barnsley Metropolitan Borough Council
<b>One Barnsley</b>	The strategic partnership of statutory services in Barnsley
<b>Protected characteristics</b>	Defined by the Equality Act 2010: <ul style="list-style-type: none"><li>• Disability</li><li>• Race (including ethnicity and nationality)</li><li>• Gender</li><li>• Gender Reassignment</li><li>• Sexual Orientation</li><li>• Religion or belief</li><li>• Pregnancy and maternity</li><li>• Marriage or civil partnership</li><li>• Age</li></ul>
<b>Delegates</b>	Members of Barnsley Together who have been selected to be Delegates, to represent the views of the Forum at decision-making bodies.

## 5. Vision

The vision for Barnsley Together is that it will be an active, open and transparent forum promoting race equality and community cohesion. It will work collaboratively to bridge the gap between communities and services and provide a strong and representative voice of the diverse communities of Barnsley.

## 6. Values

The values of Barnsley Together include:

**Accountability:** This includes the accountability of Delegates, the independent support organisation and officers from decisionmaking bodies to show that they are doing what they have said they would do.

**Openness and transparency:** all the activities of the Barnsley Together, including those of the Delegates will be recorded and shared to ensure transparency.

**Inclusiveness and accessibility:** Barnsley Together will be open to all who have an interest in promoting Race Equality and will ensure it is accessible to meet the needs of people who would like to participate.

**Integrity:** the integrity of Members and Delegates will be assumed. This means that that Members and Delegates will uphold both the values and code of conduct enshrined in this Constitution.

## 7. Objectives

1. To set agreed annual priorities to focus on in an annual programme of activities.
2. To have representation at a strategic level within One Barnsley to address priority areas and ensure the voice of Members is heard.
3. To support, plan and arrange community events
4. To work with services to ensure that services are accessible to Members of the Black and Minority Ethnic (BME) community in Barnsley
5. To provide mutually agreed opportunities to services across One Barnsley to engage with Members of Barnsley Together.
6. To ensure that services feedback on how the results of their engagement have impacted on changes or decisions.

## 8. Membership

Membership of Barnsley Together is open to any Barnsley resident with an interest in promoting race equality and celebrating diversity. People from all communities are welcome.

## **9. Support for Barnsley Together**

Barnsley Together will be supported by BMBC, either directly or by a contract with an independent organisation.

This support will include:

- Organising meetings and events
- Preparing agendas and taking minutes
- Encouraging and supporting people to volunteer
- Supporting with language needs to ensuring that the BARNSELEY TOGETHER is accessible to all
- Producing newsletters
- Sending information out by post and email
- Developing an internet site
- Ensuring Delegates report back to the Forum
- Making sure rules are followed
- Preparing reports or writing letters on behalf of the Forum
- Other: E.g. providing training e.g. Equality & Diversity training and ensuring Members have access to other available training.

BMBC will provide support to the Delegates to attend meetings and report back to the Barnsley Together on outcomes.

## **10. Representation**

Barnsley Together will select Delegates to represent their views at decisionmaking bodies and forums. The role and responsibilities of Delegates, and the process for selecting Delegates will be determined by the Forum according to the following principles:

### **a) Role of Delegates**

Delegates will represent the views of all Barnsley Together Members. This will require delegates to have an understanding of the needs and perspectives of all BME communities in Barnsley. Based on the priorities identified by Barnsley Together Members, Delegates will:

- Agree an annual work programme
- Attend decision making forums
- Liaise with partners
- Advise, challenge and monitor services
- Deliver regular reports to Barnsley Together

The Delegates will be supported to deliver these functions by the support function.

### **b) Number of Delegates**

There will be a total of 15 seats available for Delegates, 10 of whom will be take on the full role and five will be development roles will be reserved for Members with an interest in becoming Delegates, wishing to develop their skills.

### **c) Diversity of Delegates**

Delegates will represent the views of all Members, regardless of their community of origin. An equal balance of male and female Delegates should hold seats. Seats will be held open until this balance has been achieved (for example if there are five male Delegates and only two female Delegates, the remaining two seats will be kept open until they can be filled by female Delegates.)

Further diversity of Delegates in terms of all protected characteristics will be encouraged.

### **d) Selection Process**

The selection process shall be as follows:

- There will be a role description and person specification for the Delegation role
- Any member wishing to become a Delegate will apply based on the role description and required attributes.
- All applicants will be assessed by a Selection Panel (see below) and those candidates that collectively are best able to represent the views of the diverse BME communities in Barnsley and meet the requirements of the job and person specification will be presented to Members for their endorsement.

### **e) Selection Panel**

The selection process shall be as follows:

- There will be a role description and person specification for the Delegate role.
- Any member wishing to become a Delegate will apply based on the role description and required attributes.
- All applicants will be assessed by the Support Service. Those candidates that collectively are best able to represent the views of the diverse BME communities in Barnsley and meet the requirements of the job and person specification will be presented to members for their endorsement at the Annual General Meeting.

### **f) Term**

Delegates will have a term of one year. Delegates can serve a maximum of three consecutive years.

### **g) Delegate Working Group**

Delegates will attend quarterly Delegate Working Group meetings to plan and progress their annual work programme.

## **11. Annual General Meeting**

The community shall hold an Annual General Meeting (A.G.M.) one year after the adoption of this Constitution and then annually thereafter.

All Members shall be given at least fourteen days notice of the A.G.M. and shall be entitled to attend and vote.

The business of the A.G.M. shall include:

- a. Receiving a report from the Delegates on how Barnsley Together has been represented and what activities have taken place over the year
- b. Barnsley Together Members will have the opportunity scrutinise the previous year activities and the Delegates
- c. An opportunity for Barnsley Together Members to endorse selected Delegates for the forthcoming year.
- d. An opportunity for Barnsley Together to express concerns about their representation and invoke a failure regime if necessary
- e. Agreeing priority areas for the forthcoming year
- f. Receiving notification of quarterly engagement event dates for the forthcoming year

At least 30 Members must be present for the Annual General Meeting and any other General Meeting to take place.

## **12. Quarterly Engagement Events**

There will be an annual plan of quarterly engagement events focused on the priority issues decided by the Members at either the launch event for Barnsley Together or an AGM.

The Forum will nominate a Representative to join the Barnsley Reach steering group to help coordinate services' involvement in these events.

## **13. Communication**

Barnsley Together Members will be able to keep in touch with each other and receive information in the following ways:

- Barnsley Together Facebook Page
- Twitter
- Email
- Text messages
- Quarterly newsletters

## **14. Alterations to the Constitution**

Any changes to this Constitution must be agreed by two thirds of a properly constituted AGM.

## **15. Expected Standards of Behaviour**

All Members of Barnsley Together will agree to the following standards of behaviour:

- a. The views of all Members will be valued and respected, however views that express intolerance against any particular group or person, or prejudice will be challenged.
- b. Members will understand the duties of the Equality Act 2010 and will agree on an Equality and Diversity Policy to ensure that everyone is treated fairly and with respect regardless of their race, gender, disability, sexual orientation, gender identity, religion or belief, age, pregnancy or maternity, marital or civil partnership status.
- c. Any conduct that is suspected to be a Hate Crime or Hate Incident under the Criminal Offences Act 2003 will be referred to South Yorkshire Police, resulting in the immediate suspension of a member or Representative, pending an investigation.
- d. Members will be familiar with and abide by the Barnsley Together Code of Conduct.