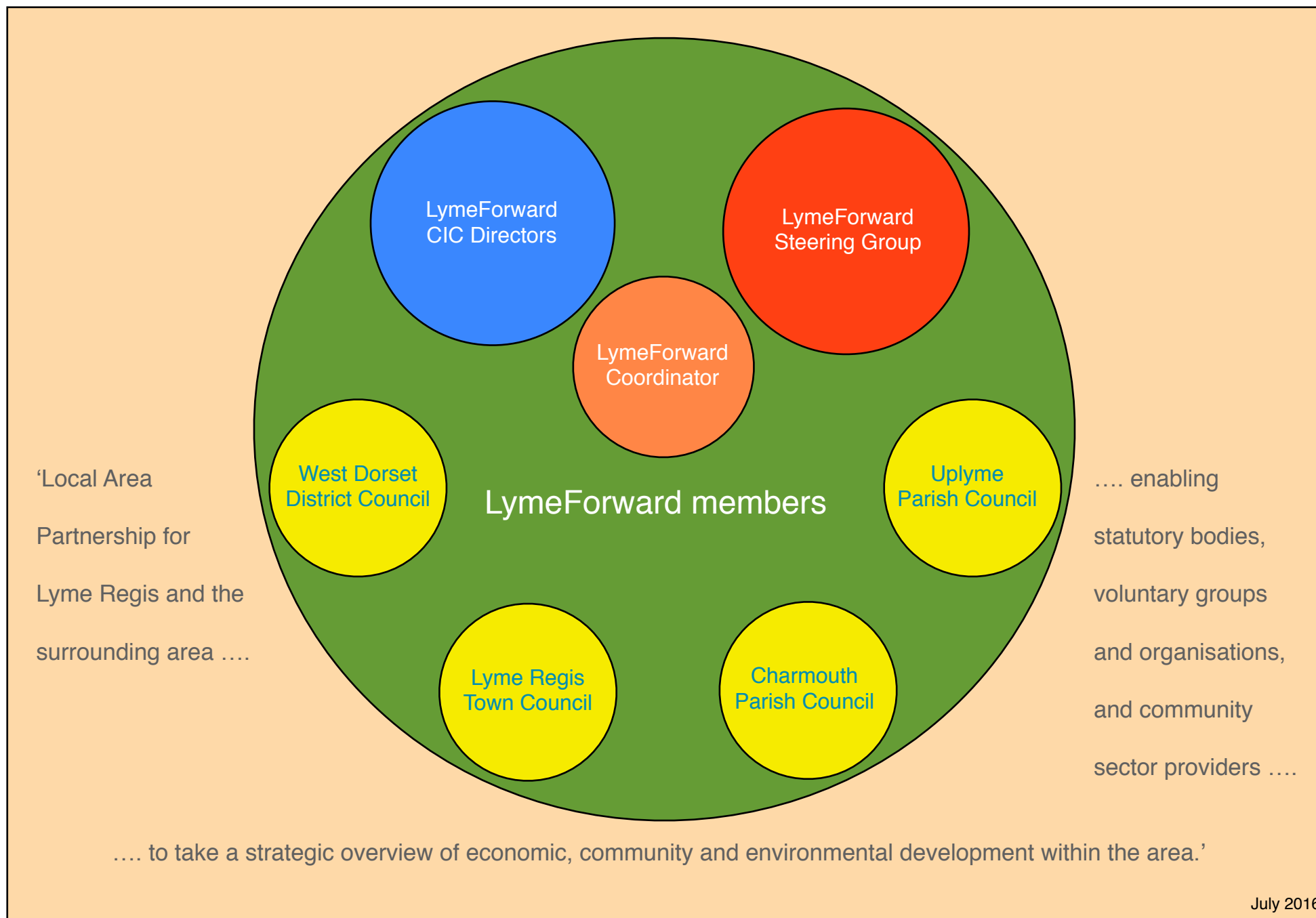


LymeForward CIC – outline (1)



The LymeForward area

The original West Dorset Local Area Partnership territory, particularly the local authority areas of Lyme Regis and Charmouth plus Uplyme in East Devon.

LymeForward CIC

- Official status: a Community Interest Company Limited by Guarantee - Large Membership.
- LymeForward CIC is a 'Not for Profit' body: it is 'not established or conducted for private gain: any surplus or assets are used exclusively for the benefit of the community.'
- The legal powers of LymeForward CIC include the ability to establish social enterprises for the benefit of the community.
- If wound up, residual assets must be transferred to a specified 'Asset-locked body' that will apply them to community benefit in the original area; the Lyme Regis Development Trust is specified for this purpose.
- LymeForward CIC is subject to all relevant aspects of Company Law and is regulated by the government's Regulator of Community Interest Companies, to which it must make an annual report and financial return.

LymeForward members

- Have 'ultimate control' of LymeForward CIC.
- 'Any individual who, whether as volunteer or employee, works for the welfare of the local area community.'
- Members come from voluntary organisations, service providers and local authorities.
- 'Draw on the knowledge, information and support of other members and of LymeForward staff and Directors in order to carry out their work ...'
- 'Contribute their own knowledge, information and support to other members and to the network of related community workers.'
- Take part in relevant LymeForward activities.
- At regular LymeForward meetings, chaired by the Mayor of Lyme Regis, evaluate issues, recommend work priorities, monitor LymeForward's performance, and when necessary vote on resolutions.

LymeForward members' powers, accountability and liabilities

- Members have 'power to direct the Directors to take, or refrain from taking, specific action; to call general meetings; to add items to the agendas of general meetings; to appoint and dismiss Directors; to alter any non-mandatory Articles of Association; and to draw the attention of the CIC Regulator.'
- Members act as individuals, not as 'delegates' of any organisation of which they are a part, but bring the perspective, knowledge and expertise of such organisations to LymeForward's work.
- Members' personal financial liability for the CIC is limited to £1.

LymeForward Steering Group

- The 'key and permanent body' representing the members and with responsibility to:
 - prioritise LymeForward's work after consultation with the members, so as to achieve an agreed and manageable workload for the co-ordinator;
 - act as necessary on members' behalf between members' meetings;
 - keep under review the Community Plan so that new issues are identified and incorporated while completed projects are evaluated and written out of the Plan;
 - guide and support LymeForward staff in their work
- Made up of:
 - an officer or councillor from each Local Authority within the LymeForward area;
 - up to three LymeForward members chosen by offer or invitation and then approved by a general meeting;
 - the Director responsible for management of LymeForward staff (non-voting);
 - any other Director(s) wishing to attend (non-voting)
 - the LymeForward Coordinator, who will also act as secretary to the Steering Group (non-voting).
- Chaired by the Director appointed for this purpose by the Directors (non-voting).

LymeForward Coordinator

The Coordinator is employed by LymeForward CIC to work with its members, Steering Group and Directors in fulfilling its community objectives and implementing its agreed priorities. The responsibilities include:

- day-to-day operation of LymeForward's activities within the framework set by the members and the Steering Group;
- management of administrative and financial arrangements;
- preparation of reports and agendas for general meetings, for the Steering Group and for the Directors.

LymeForward Directors

The Directors of LymeForward CIC, as was previously the case with the Trustees of the Lyme Regis Development Trust in relation to LymeForward, are 'responsible for the management of the Company's business', with full powers to delegate. Their key responsibilities are:

- governance, and compliance with the Articles of Association (ie: LymeForward's constitution) the Community Interest Statement, company law, CIC regulations and all other legal obligations;
- financial oversight and reporting;
- recruitment and line management of LymeForward staff;
- maintaining the Membership Register.

At Directors' meetings:

- there must be at least two Directors;
- all decisions must be recorded.

The Directors will appoint :

- one of their number to be Chair of the Steering Group;
- one of their number to be responsible for management of LymeForward staff.

The initial Directors are volunteers required to set up the CIC. Thereafter:

- Directors are elected by the members at an Annual General Meeting (this includes the initial Directors, who stand down at the first AGM but are eligible for re-election);
- at any one time there must be at least three Directors but no more than seven;
- Directors may co-opt up to four additional Directors who may continue only if elected by LymeForward members at the first AGM following their co-option;
- at each AGM the longest-serving one-third of the total number of Directors must retire, but are eligible for re-election by the members if they wish to stand again.
- the initial Directors will take no remuneration or expenses;
- thereafter, Directors may receive:
 - remuneration for work carried out for LymeForward CIC *additional to their roles as Directors*, any such payments being reported to the AGM;
 - reasonable expenses incurred in relation to their work as Directors, any such expenses being reported in the annual financial return.

Local Authorities

The Local Authorities in the LymeForward area are the democratically-elected bodies that represent the overall community interests of their electorate, having specific statutory responsibilities towards the community. This special status is reflected in the automatic right of each Authority to be represented on the Steering Group by an officer or councillor.

LymeForward CIC objectives

- Acting as the Local Area Partnership for Lyme Regis and the surrounding area, thus enabling statutory bodies, voluntary groups and organisations, and community sector providers to take a strategic overview of economic, community and environmental development within the area.
- Maintaining and reviewing the Community Plan 2007-2027 by:
 - (a) identifying local needs through consultation and evidence;
 - (b) setting priorities and targets;
 - (c) evaluating progress.
- Participating in other relevant local strategic alliances.
- Acting as a means of mutual support for those who volunteer with or are employed in community activities and service provision, by providing a forum for exchange of information and for debate and providing the services of a partnership coordinator to:
 - (a) assist individuals and groups in fulfilling their particular objectives;
 - (b) coordinate and assist with identifying and implementing funding bids.
- Initiating projects and undertaking activities that meet identified need and, where applicable, take advantage of funding opportunities.
- Enabling informed local responses to public consultations.