

ADVICE NETWORK AND TRAINING PARTNERSHIP (BRADFORD & DISTRICT)

MEMBERSHIP RULES

1) Introduction

The Advice Network & Training Partnership (ANTP) is a network of Quality Marked advice centres and other not-for-profit organisations with an interest in advice-giving, based in the Bradford Metropolitan District. ANTP members give free, confidential and independent advice direct to the public about benefit, tax credit, debt, housing, immigration, employment rights, community care, consumer and related subjects (more info on: www.antp.org.uk).

Full and associate membership of the ANTP is open to any not-for-profit organisation, based in the Bradford Metropolitan District, that gives free, confidential and independent information and advice to its client group, either as its core purpose or as part of its other services.

2) Membership Levels

There are three levels of membership of the ANTP:

- Full
- Associate
- Supporting

Before making your application please read the following sections to see which level is appropriate for your organisation. If you need further information or guidance, please contact the ANTP office (contact details below).

3) Full Membership

Any organisation applying for full membership of the ANTP must be not-for-profit, based in the Bradford Metropolitan District and:

- 1) have a current award of the Community Legal Service Quality Mark at the General Help level, General Help with Casework level or Specialist level (please provide evidence with your application to confirm that award – ie a copy of your current CLS Quality Mark certificate)
- 2) be committed to the charitable aims of the Advice Network & Training Partnership (Bradford & District). These are to advance the education of members of independent welfare advice centres, the legal, social work and community work professions, public authorities and interested members of the public generally by:

- increasing knowledge of social welfare law and policies as they affect people suffering financial hardship or discrimination within the City of Bradford Metropolitan District Council area.
- developing the quantity, quality and efficiency of independent welfare advice services for people experiencing financial hardship or discrimination within the City of Bradford Metropolitan District Council area.

4) Associate Membership

Any organisation applying for associate membership of the ANTP must be not-for-profit and based in the Bradford Metropolitan District and show that it:

- 1) gives free, impartial and confidential advice to its clients about social welfare law, policies and rights
- 2) acts independently of central/local government or other funder's control in respect of all advice given to its clients
- 3) has policies covering complaints and equal opportunities / equal access
- 4) has a Constitution or Memorandum and Articles of Association
- 5) is committed to the charitable aims of the Advice Network & Training Partnership (Bradford & District). These are to advance the education of members of independent welfare advice centres, the legal, social work and community work professions, public authorities and interested members of the public generally by:
 - increasing knowledge of social welfare law and policies as they affect people suffering financial hardship or discrimination within the City of Bradford Metropolitan District Council area.
 - developing the quantity, quality and efficiency of independent welfare advice services for people experiencing financial hardship or discrimination within the City of Bradford Metropolitan District Council area.
- 6) In addition, the organisation must either have or be developing policies and procedures to cover:
 - case recording of all advice given to its clients
 - Professional Indemnity Insurance to cover all advice given
 - training for all staff who give advice
 - access to up to date information sources, appropriate to the nature of the advice it gives, for all staff who give advice (eg

Citizens Advice information system, CPAG Welfare Benefits Handbook, Disability Rights Handbook, etc)

Associate members are allowed to attend all meetings of the Advice Network & Training Partnership (Bradford & District) but are not eligible to vote at the AGM or be elected to Trustee Board.

5) Supporting Membership

Any organisation applying for supporting membership of the ANTP must have an interest in social welfare advice, be based in the Bradford Metropolitan District and be committed to the charitable aims of the Advice Network & Training Partnership (Bradford & District).

These are to advance the education of members of independent welfare advice centres, the legal, social work and community work professions, public authorities and interested members of the public generally by:

- increasing knowledge of social welfare law and policies as they affect people suffering financial hardship or discrimination within the City of Bradford Metropolitan District Council area.
- developing the quantity, quality and efficiency of independent welfare advice services for people experiencing financial hardship or discrimination within the City of Bradford Metropolitan District Council area.

Supporting members may, with permission from and at the discretion of the ANTP Trustee Board, be allowed to attend meetings of the Advice Network & Training Partnership (Bradford & District) but are not eligible to vote at the AGM or be elected to Trustee Board.

6) Decision Making

The Trustee Board of the Advice Network & Training Partnership (Bradford & District) will decide whether to grant membership to applicants for all levels.

Appeals must be made in writing to the chair of the Trustee Board outlining the grounds of appeal within one month of the date of issue of the refusal of membership. The organisation will then be invited to attend an appeal hearing to present the case to the Trustee Board whose decision will be final.

7) Further Information

For further information please contact the ANTP office:

- 2-6 Hall Lane, Shipley, Bradford BD18 2NW
- Tel: 01274 597743 or Fax: 01274 921352
- Email: paulinel@antp.org.uk