

# **Draft Terms of Reference Bathavon Forum**

## **1. Name and Area of Benefit**

1.1 The name shall be the Bathavon Forum

1.2 The Bathavon Forum will cover the twenty-one Parishes of:-

Bathampton, Batheaston, Bathford, Camerton, Charlcombe, Claverton, Combe Hay, Dunkerton, Englishcombe, Freshford, Hinton Charterhouse, Kelston, Monkton Combe, Newton St Loe, North Stoke, Priston, Shoscombe, South Stoke and Midford, St Catherine, Swainswick, Wellow

1.3 Corresponding Members will be:-

Limpley Stoke, Winsley, Westwood

## **2. Background**

2.1 The Bathavon Forum is part of an initiative that aims to improve the external engagement of the Council and its partners by bringing together neighbourhoods, villages and towns to reflect local issues and priorities.

2.2 Whilst creating operational boundaries, it is also important in identifying local priorities and bringing together local communities where there are shared and common issues.

2.3 Each area of the initiative will be supported by a local 'Forum' that will work together to improve local engagement, join up services and foster communication so local people receive better outcomes.

2.4 Each Forum may collaborate with other Forums to share good practice and engage in wider discussions. This collaborative approach is designed to secure involvement of stakeholders and local residents.

## **3. Aims and Objectives**

3.1 The overall aim is to provide a mechanism for collaboration between communities and public bodies; including Bath and North East Somerset Council and members of the Public Services Board; in order to improve local engagement, join up services and foster communication so local people receive better outcomes.

3.2 The objectives are to:-

- Involve residents and organisations by seeking their views and encouraging them to participate in improving their quality of life
- Identify common issues across this area and debate local priorities
- Discuss how organisations, including this Forum, will work most effectively together to respond to the local priorities and take action where appropriate

- Influence wider policy developments and encourage meaningful conversation

#### 4. Key principles

4.1 All voting and non-voting members of the Bathavon Forum agree to follow the five key principles of the Connecting Communities programme which are:-

- To **listen** - always being open to ideas.
- To **prioritise** - making sure local needs come first.
- To **join up** - working in partnership with our local communities.
- To **work collaboratively** - helping communities find the best way to tackle local issues.
- To **share ideas** - building on what works.

#### 5. Membership

5.1 Each member must agree to the aims and objectives and key principles set out in 3 and 4 above.

5.2 The core membership of the Forum will be:-

- Officer representatives from the following services:-
  - Avon and Somerset Constabulary
  - Avon Fire and Rescue Service
  - Curo
  - NHS Bath and North East Somerset
  - Bath & North East Somerset Council
  - B&NES Healthwatch
- All B&NES elected ward members in the Bathavon Forum area
- Representatives from all the Parish Council in the Bathavon Forum area

5.3 Further members may be drawn from voluntary, community and social enterprise organisations and local business, within the area of benefit as defined in 1.2

5.4 Representatives from the Valley Parish Alliance will be invited to attend the meeting and other representatives from neighbouring local authorities or partnership bodies may be invited to attend meetings if appropriate.

5.5 Organisations must demonstrate their understanding of local needs and have a willingness to work together to support the aims of the Forum.

5.6 Meetings of the Bathavon Forum shall be open to the public. A notice of every meeting will be placed on Bath and North East Somerset Council's web meeting diary. All members of the Bathavon Forum will be requested to promote all meetings to

encourage wider engagement. Members of the public may speak/participate at the Chair's discretion.

- 5.8 An organisation may apply to become a member of the Bathavon Forum and this shall be considered at the Forum AGM, subject to a maximum number of 50 members.
- 5.9 The Secretarial support role will be carried out by Bath & North East Somerset Council, Strategy and Performance Service.

## **6. Role of the Chair and Vice Chair**

- 6.1 The Chair and Vice Chair will be elected from the voting membership set out above. They shall act independently and work on behalf of the Forum for the wider benefit.
- 6.2 The Chair and Vice Chair will meet with the relevant officers of Bath and North East Somerset Council to propose agendas, discuss how issues might be resolved and report to the Forum as appropriate.

## **7. Working Methods**

- 7.1 The Bathavon Forum will meet at least three times a year, one of which meetings shall be an Annual General Meeting.
- 7.2 A minimum number of ten members should be in attendance at any meeting where a vote is required.
- 7.3 If there are not enough members in attendance, the meeting will be adjourned for thirty minutes deeming the reconvened meeting as being quorate, irrespective of the number of people who are in attendance.
- 7.4 Agendas and papers for meetings will be circulated a minimum of seven calendar days before a meeting. A record of each meeting will be taken.
- 7.5 Members of the Forum will be invited to submit Agenda items to the Chair in advance of the meeting.
- 7.6 Every member of the Bathavon Forum shall be accorded the same degree of respect, dignity and consideration by all other members, irrespective of people's protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and with regard to equalities legislation.

## **8. Agenda Planning**

- 8.1. The Bathavon Forum will adopt a core agenda for ordinary meetings as follows:-
- Welcome, Introductions and Apologies
  - Minutes of the Last Meeting
  - Matters Arising
  - Standing Items (eg Community Safety, Transportation)
  - Parish and Community Items
  - Consultation Items (eg Council, Police, CCG etc)

## **9. Area profile**

9.1 The Bathavon Forum will establish and keep updated an Area Profile and an Action Plan that aims to inform the priorities for the Forum.

## **10. Annual General Meetings**

10.1 The Bathavon Forum will hold an Annual General Meeting each year or within fourteen months of the anniversary of the inaugural meeting.

10.2 The Bathavon Forum will elect a Chair and Vice-Chair at its first inaugural meeting. These positions will be held for one year and thereafter elections will take place at the Annual General Meeting.

10.3 At the first inaugural meeting and subsequent AGM meetings, the Bathavon Forum shall:-

- i. Elect the Chair and Vice Chair
- ii. Review the Terms of Reference
- iii. Agree additional membership as necessary subject to 5.3 and 5.8
- iv. Agree an Agenda Plan and Meeting Schedule
- v. Agree any other working arrangements required for the Forum
- vi. Consider how to engage more widely
- vii. Showcase initiatives and share good practice within its own area and within the area across Bath and North East Somerset

10.4 The election of the Chair or Vice Chair will be available to only those existing members of the Forum. The existing Chair and Vice Chair may seek re-election.

10.5 Nominations for the Chair and Vice Chair may be received prior to and at the AGM. This includes self-nominations for both positions.

## **11. Voting**

11.1 The Bathavon Forum will seek to work through the development of consensus.

11.2 Decisions, including alterations to the Terms of Reference, will be made by a simple majority vote, subject to the quorum of the meeting (see 7.2 above).

## **12. Working Parties**

12.1 The Bathavon Forum may establish from time to time working parties that will be responsible for undertaking specific topics as necessary.

12.2 Members of the working parties may co-opt individuals or organisations to join, in an advisory capacity, to support their objectives.

12.3 A record of working party meetings will be taken and reported back at the Bathavon Forum meetings.

### **13. Dissolution**

13.1 A proposal for dissolution of the Bathavon Forum will require the approval of the minimum number of representatives as set out in 7.2.

13.2 All funds, documents and possessions shall be disposed of in accordance with the wishes of the majority of voting members.

## Current Membership

### B&NES Councillors

- All Elected Members Bathavon South (1)
- All Elected Members Bathavon North (3)
- All Elected Members Bathavon West (1)

### Parish Councils

- Bathampton Parish Council
- Batheaston Parish Council
- Bathford Parish Council
- Camerton Parish Council
- Charlcombe Parish Council
- Claverton Parish Council
- Combe Hay Parish Council
- Dunkerton Parish Council
- Englishcombe Parish Council
- Freshford Parish Council
- Hinton Charterhouse Parish Council
- Kelston Parish Council
- Monkton Combe Parish Council
- Newton St Loe Parish Council
- North Stoke Parish Council
- Priston Parish Council
- Shoscombe Parish Council
- South Stoke and Midford Parish Council
- St Catherine Parish Council
- Swainswick Parish Council
- Wellow Parish Council

### Officer representatives

- Avon and Somerset Constabulary
- Avon Fire and Rescue Service
- Curo
- NHS Bath and North East Somerset
- Bath & North East Somerset Council
- B&NES Healthwatch

### Corresponding members to be agreed

- Limpley Stoke Parish Council
- Winsley Parish Council
- Westwood Parish Council
- Valley Parish Alliance
- City of Bath College
- Sirona