

<b>Meeting</b>	<b>Bath City Forum</b>
<b>Date</b>	<b>Tuesday, 13th October, 2015</b>
<b>Time</b>	<b>6.00 - 8.00 pm</b>
<b>Venue</b>	<b>Kaposvar Room - Guildhall, Bath</b>

## Agenda

	<b>Subject</b>	<b>Presenting</b>	<b>Time</b>
<b>1.</b>	<b>Welcome</b>	Jo Farrar	5 mins
<b>2.</b>	<b>Appointment of Chair and Vice Chair of the Forum</b>	Jo Farrar	10 mins

## Business

<b>3.</b>	<p><b>Terms of Reference</b> (Pages 3 - 8)</p> <p>Council agreed that any minor changes to the Terms of Reference are to be agreed by Group Leaders, with any major changes agreed by Council.</p> <p>The Forum is therefore invited to identify any proposed amendments to the current Terms of Reference (attached) to be considered as above.</p>	Chair	15 mins
<b>4.</b>	<p><b>Recruitment of co-opted members</b> (Pages 9 - 14)</p> <p>A report is attached with the Agenda</p>	Andy Thomas	10 mins
<b>5.</b>	<p><b>Placemaking Plan - Key Issues for Bath</b></p> <p>A presentation will be made to the Forum</p>	Stephen George	45 mins
<b>6.</b>	<p><b>"Your Care, Your Way"</b></p> <p>An update will be provided by the Clinical Commissioning Group which will update on this programme with reference to the implications for Bath</p>	Barry Grimes - CCG	15 mins

<p><b>7.</b></p>	<p><b>Bath City Forum: Provisional Forward Plan (Pages 15 - 16)</b></p> <p>In order to make best use of the Forum’s meetings, a list of potential future agenda items is attached. The Forum is invited to highlight the main issues it wishes to focus on, and any other items not identified, given that its Terms of Reference refer to the “distinctive urban issues affecting Bath”</p> <p>The Forum is asked to consider how it wishes to structure its Agenda, and in particular whether it wishes to provide for Partner updates and a time-limited session allowing specific issues to be raised by the public where there is no other outlet for discussion.</p>	<p>All</p>	<p>10 mins</p>
------------------	--	------------	----------------

**Date of Future Meeting:**

“Budget Fair” Consultation Event – hosted by the Bath City Forum as part through the Connecting Communities programme  
Thursday, 26 November 2015  
Kaposvar Room - Guildhall, Bath

Bath City Forum Meeting  
21 January 2016  
Brunswick Room – Guildhall, Bath

## **Terms of Reference- Bath City Forum**

### **1. Background**

- 1.1. The Bath City Forum has been established by Bath & North East Somerset Council as part of its commitment to improving engagement with partners and local communities. The Bath City Forum is part of our overall Connecting Communities framework which brings communities together to address local issues and priorities. This Framework is supported by a local Forum in each area that works to join up services and foster communication so local people receive better outcomes.

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

- 2.1. The name of the Forum is the Bath City Forum. For the purposes of Council procedures this shall be considered the City of Bath's equivalent of a Connecting Communities Forum. The scope of representation and operation of the Forum shall be the following wards in the City of Bath ("the City"):

- Abbey
- Bathwick
- Combe Down
- Kingsmead
- Lambridge
- Lansdown
- Lyncombe
- Newbridge
- Odd Down
- Oldfield
- Southdown
- Twerton
- Walcot
- Westmoreland
- Weston
- Widcombe

### **3. Aims and Objectives**

- 3.1. The aim of the Bath City Forum is to provide a mechanism for collaboration between communities and public bodies in the City to improve local engagement, join-up services and help local people receive better outcomes. It will do this by:
  - Acting as a "Champion" on behalf of the City

- Improving the engagement of Bath & North East Somerset Council and its partners with local communities to better address City issues and priorities.
  - Involving City and non-City residents and organisations, seeking their views and encouraging them to participate in projects which improve the City
  - Identifying and addressing common issues of concern across the City
  - Agreeing how organisations will work most effectively together to respond to the City's priorities and take action where appropriate
  - Influencing wider policy developments
  - Linking with relevant bodies , partnerships and projects in the City
- 3.2. The Bath City Forum shall be an advisory and consultative body and shall not have delegated funding or decision-making powers. It may assist and advise the Council on issues specific to the City such as how best to spend that portion of Community Infrastructure Levy receipts which are used to address local priorities.
- 3.3. The Bath City Forum shall not be a Neighbourhood Forum for the purposes of Neighbourhood Planning

#### **4. Key principles**

- 4.1 All members of the Bath City Forum agree to adopt the following key principles:-
- 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 The Bath City Forum's membership shall comprise

- 12 elected Bath & North East Somerset councillors, representing Bath City wards and not serving in the Council's Cabinet, in the following proportion:

- Conservative Group- 5
- Liberal Democrat Group- 4
- Labour Group- 1
- Green Group- 1
- Independents & Village Voice Group- 1
- One member of the Cabinet to ensure effective linkages between the Forum,
- Up to 13 co-opted members who are not Bath & North East Somerset elected councillors but drawn from residents, business, heritage and other groups within the City.

## **6. Voting**

- 6.1. The Bath City Forum will seek to operate by consensus wherever possible. Where there is a vote, this shall be by simple majority, subject to the quorum of the meeting being met.
- 6.2. Since the Forum will be advisory and consultative only, with no delegated decision-making powers, both Bath & North East Somerset Council elected members and co-opted members may have voting rights on the Forum

## **7. Recruitment of Co-Opted members**

- 7.1. The Bath City Forum will adopt and use a clear process for recruitment of co-opted members. Co-opted members will be required to demonstrate their understanding of local needs and willingness to work together to support the aims of the Forum. This recruitment process will include:
  - A description of the co-optee role to be filled along with the relevant theme, outcome or priority which is being reflected in the role
  - The criteria for assessment of the role
  - An open process for publicising the role's availability
  - A process for review

## **8. Meetings**

- 8.1. The Bath City Forum will meet three times a year, one of which meetings shall be the Annual General Meeting. A notice of each meeting will be placed on Bath and North East Somerset Council's web meeting diary. All

members of the Bath City Forum will be requested to promote meetings to encourage wider engagement.

- 8.2. A quorum shall apply of one third of the extant membership
- 8.3. The Forum may arrange other events and establish working groups as appropriate

## **9. Chair and Vice Chair**

- 9.1. The Bath City Forum will elect its own Chair and Vice Chair from its membership. Both the Chair and Vice Chair shall be drawn from the 12 elected Bath and North East Somerset Councillors serving as members of the Bath City Forum. The Chair and Vice Chair shall not be drawn from the same political group.
- 9.2. The Chair and Vice Chair will act independently and work on behalf of the Forum for the wider benefit
- 9.3. The Chair and Vice Chair will meet with the Bath & North East Somerset Council Sponsor to agree agendas, resolve issues and report on actions as appropriate.

## **10. Working Methods**

- 10.1. 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 and an Action Log kept.
- 10.2. Members of the Bath City Forum will be invited to submit agenda items to the Steering Group in advance of each meeting.
- 10.3. Every member of the Bath City Forum will be accorded the same degree of respect and consideration by all other members.

## **11. Agenda Planning**

- 11.1. The Bath City Forum will adopt a core agenda for ordinary meetings as follows:-

- Standing Items
- Consultation items
- Community items
- Area Profile and priorities

## **12. Area Profile**

- 12.1. The Bath City Forum will establish and keep updated an Area Profile that aims to inform the priorities for the Forum.

### **13. Annual General Meetings**

- 13.1. The Bath City Forum will hold an Annual General Meeting each year in the autumn cycle of meetings or within twelve months of the anniversary of the inaugural meeting.
- 13.2. The Bath City Forum will elect a Chair and Vice-Chair at its first inaugural meeting. Thereafter elections for these posts will take place at the subsequent Annual General Meeting.
- 13.3. At inaugural meeting and subsequent AGM meetings, the Bath City Forum will:-
- i. Elect the Chair and Vice Chair: If any post is unfilled, elections may take place at subsequent ordinary meetings.
  - ii. Review and agree the process for co-opted membership
  - iii. Agree an Agenda Plan and meetings schedule.
  - iv. Agree any other working arrangements required
  - v. Consider how to engage more widely, showcase initiatives and share good practice within its own area and with other areas across Bath & North East Somerset.
  - vi. Agree the main issues and topics it wishes to consider over the coming year, with particular reference to the distinctive urban issues affecting Bath
- 13.4. Voting for the Chair and Vice Chair will be available only to those existing members of the Forum, notification of which will be made in advance.
- 13.5. Any member may stand to be elected as Chair or Vice Chair. The existing Chair and Vice Chair may seek re-election. Nominations for Chair and Vice Chair may be received prior to and at the AGM. This includes self-nominations for both positions.

### **14. Working Parties**

- 14.1. The Bath City Forum may establish from time to time working parties that will be responsible for undertaking specific topics as necessary.
- 14.2. Members of the working parties may co-opt individuals or organisations to join, in an advisory capacity, to support their objectives.
- 14.3. A record of working party meetings will be taken and reported back at the Bath City Forum meetings.





<b>Bath &amp; North East Somerset</b>	
MEETING:	<b>Bath City Forum</b>
MEETING DATE:	<b>13 October 2015</b>
AGENDA ITEM:	Appointment of co-opted members of the Bath City Forum
<p><b>List of attachments to this report:</b></p> <p>Appendix One: <a href="#">Call for Applications for co-opted members</a></p> <p>Appendix Two: <a href="#">Person Specification</a></p>	
OUTCOME(S) REQUIRED:	To agree a establish a Selection Panel to appoint co-opted members of the Bath City Forum

## **1 WHAT ACTIONS ARE REQUIRED FROM THE BATH CITY FORUM?**

- 1.1 Note the process undertaken so far for recruitment of co-opted members, and receive an update on the number of applications received by the deadline of 12 noon on 13<sup>th</sup> October.
- 1.2 Establish a Selection Panel comprising of five members and the Council Chief Executive as Forum Sponsor, to assess applications, make appointments and inform applicants.
- 1.3 Request officers to put in place induction arrangements for co-opted membership including a Code of Conduct, information and support

## **2 THE ISSUE**

- 2.1 This report is about agreeing the next steps for securing co-opted membership for the Bath City Forum.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The Bath City Forum has no delegated decision-making or spending powers
- 3.2 Costs of recruitment and supporting co-opted membership will be managed within existing Council resources.

## 4 THE REPORT

- 4.1 The Terms of Reference of the Bath City Forum as agreed by Council in July 2015 make provision for up to 13 co-opted members who are not Bath & North East Somerset elected councillors, to be recruited through a clear process.
- 4.2 In order to progress this, an invitation to apply for co-opted membership of the City Forum was issued on 14<sup>th</sup> September, with a closing date for applications of 12 noon on 13<sup>th</sup> October. This was publicised widely through traditional media (including an article in the Bath Chronicle), email and social media. A request was also made to Bath ward Councillors to communicate the opportunity through their networks. Co-opted membership will initially be for one year with the option to extend.
- 4.3 The invitation set out background information about the Forum and was accompanied by a Person Specification containing the criteria to be used for selection, such as knowledge of the key issues facing the City and the ability to link with wider communities and networks in Bath. Applicants were also invited to set out their expertise, knowledge or experience relating to one of the workstreams identified by Bath and North East Somerset's Public Services Board.
- 4.4 The Forum will be updated on the number of applications received by the closing date. It is recommended that a Selection Panel, drawn from the Forum membership and including the Council Chief Executive as Forum Sponsor, be established to determine applications and make appointments to co-opted membership, based on the selection criteria. The Panel will then inform applicants of the outcome of the process with a view to those co-opted to the Forum serving as members soon as is practicable. Co-opted members will receive induction and support and will be required to meet standards set out in a code of conduct, for example relating to declaration of interests.

<b>Contact person</b>	Andy Thomas, <a href="mailto:andy.thomas@bathnes.gov.uk">andy.thomas@bathnes.gov.uk</a> , 01225 394322
<b>Background papers</b>	Terms of Reference, Bath City Forum
<b>Please contact the report author if you need to access this report in an alternative format</b>	

## **APPENDIX ONE Call for applications for co-opted members of the Bath City Forum**

*Could you speak up for Bath and its residents?*

### Introduction

Bath and North East Somerset Council is establishing a Bath City Forum to improve engagement with local residents, businesses and other organisations and to address specific City-wide issues and priorities.

The Forum will be advisory and consultative only with no delegated decision-making powers. As well as elected councillors from Bath wards of Bath and North East Somerset Council, the Forum will be able to co-opt up to 13 members who can demonstrate a willingness to work in partnership to support the aims of Forum. Co-opted members will have voting rights on the Forum.

The Forum will meet three times a year with extra events and working groups as agreed by the Forum. The Forum will work with relevant Cabinet members and officers and report back both to the Forum and Cabinet as required. Further information about the Bath City Forum including [Terms of Reference](#) are available at the [Bath City Forum website](#).

### What the role entails

Co-opted membership of the Bath City Forum is a significant voluntary role which will contribute to the life of the City and its residents. The role description is set out below:

- To attend and participate fully in at least three Forum meetings a year
- To engage in other events and working parties that may be arranged to follow up on specific actions or themes
- Outside of meetings, to act as a conduit between the work of the Forum to residents', community and business networks
- To collaborate with other Forum members in gaining a shared understanding of issues facing the City and potential solutions
- To take the lead on specific actions and themes determined by the Forum
- To identify areas for innovation and improvement and to work with others to help deliver agreed projects
- To champion the City and the work of the Forum
- To bring any specialist expertise, knowledge, experience and networks to the work of the Forum

Support will be provided to Forum members, including induction and online resources. Travel expenses will be provided. Co-opted membership will initially be for one year with the option to extend.

Co-opted members will be required to meet standards set out in relevant code of conduct, for example relating to declaration of interests.

### How to Apply

To apply for this role, please complete and return the application form to [bathcityforum@bathnes.gov.uk](mailto:bathcityforum@bathnes.gov.uk) by noon on 13 October 2015. Applications will be assessed using the Person Specification. The forum will receive updates on the progress of the application process, including the number of applications received.

## APPENDIX TWO

### Bath City Forum- Co-Opted members: Person Specification

#### ESSENTIAL CRITERIA

1. A significant connection with the City of Bath, whether as resident, through employment, business, membership of a group or other demonstrable connection
2. The time availability and commitment to participate fully in the Forum's work, as set out in the role description
3. Effective listening, presentation and communications skills
4. Experience of working on projects which have delivered benefits to the City and its residents
5. The ability to link the Forum's work with wider communities and networks in Bath
6. Knowledge of the key issues facing Bath and/or of specific communities within the City
7. The ability to work collaboratively with other members of the Forum for the good of the City and its communities
8. Commitment to equality of opportunity and the promotion of diversity with the communities of Bath and North East Somerset

#### DESIRABLE CRITERIA

1. Experience of exercising leadership roles which have delivered significant benefits to the City in partnership with others
2. Experience of leading a project which addresses need in the City.
3. Experience of exercising a leadership role in an organisation or network which links with Bath's residents, businesses and voluntary organisations
4. Experience of delivering projects in partnership with others in the City
5. Expertise, knowledge or experience relating to one of the workstreams identified by Bath and North East Somerset's [Public Services Board](#), set out below:
  - **Opportunities for local people** — supporting employability and skills so local residents can gain access to good-quality jobs
  - **Growing & integrating communities** – providing a co-ordinated response to developments in the City, planning for the provision of infrastructure to support this growth in a way that meets the needs of local residents
  - **Managing our environmental & natural assets** – making sure that the City's built and natural environment, public spaces and heritage are well-managed and that residents' quality of life is maintained and enhanced

- **Tackling isolation and loneliness and ensuring that everyone has a good network** – particularly as the population ages, it is important that communities work together to help and support our most vulnerable residents
- **The economy** – making sure there is a clear “brand” for the City of Bath and the development of a strategy for the economic growth of our area
- **Getting around easily / connectivity** – transport is a key priority for the City and vital to residents’ quality of life and future development

This page is intentionally left blank

**Bath City Forum**

**Provisional Forward Plan**

<b>Potential Agenda item</b>	<b>Any Specific Dates / milestones</b>
West of England Joint Spatial plan	The consultation and engagement period will run for 12 weeks from 9 November 2015 until 31 January 2016.
Placemaking Plan	Presented to October 2015 meeting
Community Infrastructure Levy- local element	
Bath Conservation Area Character Appraisal	
The River/Flood Risk Management	Master plan completed for River/ Flood Risk management; consultation until October 26 <sup>th</sup> 2015
Public Realm	
Air Quality	Action plan adopted 2011- targets established
World Heritage Site Management Plan	Consultation to begin January 2016
Bath Enterprise Area	
Centre for Accessible Environments - audit of access to the City of Bath	
Your Care Your Way	Presented to October 2015 meeting

**Business Items**

Bath City Conference- arrangements and planning	Conference last held in July 2015
Establishment of Sub-Groups of the Bath City Forum	As provided for in Terms of Reference

**Other Items**

Open "Have Your Say" sessions	
Updates from Partners	
Reportbacks from Sub-Groups	
Topical issues eg from Cabinet agendas	

This page is intentionally left blank