

Appendix 1

DRAFT TERMS OF REFERENCE: BATH CITY CONFERENCE

1. Name

The Bath City Conference

2. Purpose

To help Bath to flourish by debating the challenges which face the City, and identifying the innovations needed to meet them.

3. Responsibilities

- To be a forum where local people, communities, organisations and businesses can work together for the common good of the City
- To act as a catalyst for sharing ideas, generating innovation and driving improvements that benefit the City and its communities
- To generate a greater sense of shared purpose and cohesion across communities in Bath, so as to build their capacity to address local needs
- To provide a forum where public services can share approaches to new initiatives, well in advance of decisions being taken
- To act as a 'champion' and 'voice' for Bath residents, businesses and communities

4. Scope

- The geographical scope is the City of Bath
- The key principle of the Conference will be inclusivity of involvement – but with a particular focus on improving the lives of Bath's citizens, local businesses and all those who have a clear and substantial interest in the daily life of the City
- The Conference will have no decision-making powers but will use its networks and linkages to shape innovation and move forward projects
- The Conference will not discuss the details of particular planning, licensing or similar matters whilst formal application processes are underway

5. Operating Arrangements

The Bath City Conference will meet as a full conference at least once a year. All of those who wish to pursue the conference's purpose are welcome to attend on an open invitation. However, an initial invitation list will be established for this Conference which will ensure maximum input from those with a key interest in the City and its well-being, including:

- Elected members representing the City from Bath and North East Somerset Council, in their role as local community leaders
- Citizens of Bath and the local groups and generic groups which they have formed, such as residents organisations and other groupings including those organised through the auspices of Somer Housing Group
- Those who have an interest in a thriving local economy, in particular businesses and other employers which do not have other "umbrella" organisations through which to exercise influence
- Voluntary and community organisations which deliver services and/or act on behalf of local citizens
- Chairs of key local groups such as PACTs

- Transition Groups/Heritage Groups
- National and regional businesses and other organisations who make a clear contribution to our local economy and communities
- Equalities and other groups with links to the wider community including communities of faith

There will be a particular focus on seeking out and listening to the views of people that public services have traditionally not heard in the City, including young people and students.

The Bath City Conference will work in new ways, which seek to maximise input, generate options, facilitate consensus and generate tangible improvements. If appropriate there will be a recording of opinion gathered at the meeting, which the Steering Groups will follow up on at their meetings. ¹ The Conference “cycle” will be designed in such a way as to assist with this new way of working, and will include:

Online forum. This will allow networking, discussion and debate between members in the period between each Conference and to test and develop innovation. The forum will be subject to a moderation policy. Matters arising from the forum will be considered for inclusion in the plan for the conference itself. ²

Task & Finish Groups. At each Conference a number of topics will be agreed, and if necessary recorded for further discussion and this will form the Terms of Reference for Task and Finish Groups, which will focus on addressing particular issues. These Groups may receive input and support from a wide range of persons with expertise and interest in the appropriate subject. They will normally comprise public services and other people with specific skills or experience relevant to the task in hand, and will report back their findings and recommendations to the Conference for consideration.

Steering Group. A Conference steering group will meet to oversee arrangements for the Annual Conference, and consider the overall functioning of the Conference (including its Chairing and other working methods), Task and finish Groups and other arrangements. This Group will consist of

- Bath and North East Somerset council, Cabinet member for Neighbourhoods
- 1 Business Representative
- 1 Resident Association Representative
- 1 Tenant Association Representative
- 1 Community of Interest Representative
- 1 Community of Place Representative
- 1 Student Representative
- Somer Housing

¹ The conference will provide the opportunity to listen to all residents and the main issues that arise will inform which Task and Finish groups are set up. If more issues arise than Task and Finish Groups can allow for, then opinion will be recorded and followed up by the Steering Group to determine which groups should be set up

² The online forum will include a feedback mechanism so people are able to add and comment on issues they feel are most important and this will be fed in to the Conference.

6. Linkages with other networks

The Bath City Conference will form part of the overall family of partnerships operating in Bath and North East Somerset. At time of drafting these are under review but arrangements will be put in place to ensure issues are escalated and communicated through the partnership process.

7. Alterations to these Terms of Reference

These initial Terms of Reference will be drawn up, reviewed by the Steering Group and approved by a Senior Officer in the Council in consultation with the Leader of the Council. They will be kept under review by the Steering Group. At each Annual meeting of the Conference, there will be an opportunity for attendees to give feedback on the Terms of Reference so they reflect so far as possible the needs of local communities in Bath.