

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.