

| <b>Bath &amp; North East Somerset</b>   |   |
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| 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.

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| <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