

## Bath & North East Somerset Council

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| MEETING:  | <b>Council</b>                             |  |
| MEETING DATE:                                   | <b>21 July 2016</b>                        |  |
| TITLE:  | <b>Bath City Forum: Terms of Reference</b> |  |
| WARD:   | All Bath wards                             |  |
| <b>AN OPEN PUBLIC ITEM</b>                      |  |  |
| <b>List of attachments to this report:</b> none |  |  |

### 1 THE ISSUE

- 1.1 This report updates the Council on the Bath City Forum's Terms of Reference and requests that it determine arrangements for the Vice Chair of the Forum, which has now been referred to Council for determination.

### 2 RECOMMENDATION

The Council

- 2.1 Notes that the Bath City Forum has proposed a number of changes to the Terms of Reference agreed by Council for the Forum in July 2015, as set out in Paragraph 5.3
- 2.2 Notes that, in accordance with the decision of Council, the Chief Executive has, in consultation with Group Leaders, agreed the changes proposed by the Bath City Forum to its Terms of Reference, with the exception of the proposal that the Vice Chair of the Forum be a co-opted member.
- 2.3 Determines whether the proposal from the Bath City Forum, that the Forum Vice Chair be a co-opted member, is adopted

### 3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The Bath City Forum operates within existing budgets. No Council budgets will be delegated and support for the operation of the Forum itself will be met from existing staffing resources.

## **4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

- 4.1 The basis for the proposal is that Council resolved at its meeting in July 2015 to authorise the Chief Executive, in consultation with Group Leaders, to make any minor amendments to the Terms of Reference of the Bath City Forum, with any significant changes being reserved for Council.

## **5 THE REPORT**

- 5.1 Council in July 2015 established a new Bath City Forum, comprising 13 elected members (including a Cabinet member) and 13 co-opted members. The co-opted membership is in place and the Forum has now met three times, with its next AGM planned for September 13<sup>th</sup>.

- 5.2 The City Forum established a Task and Finish Group (including both elected and co-opted Forum members) to review its Terms of Reference and to develop its own Standing Orders. The Forum at its meeting on April 26<sup>th</sup> adopted the recommendations drawn up by this group and agreed a number of changes to the Terms of Reference which had been agreed by Council in July 2015.

- 5.3 The main changes to its ways of working agreed by the Forum are:

- (1) To create a separate Standing Orders document, to include some procedural rules previously contained in the Terms of Reference and also containing more detail on the management of the Forum's business.
- (2) That the Chair should continue to be one of the 12 Bath elected members on the Forum, but that the Vice Chair be a co-opted member. This replaces the provision agreed by Council in July 2015 that both the Chair and Vice Chair be drawn from the 12 elected Bath and North East Somerset Councillors on the Forum. This change is set out in Rule 4 of the Standing Orders. No change is proposed to the decision of Council that the Chair of the Forum be one of the 12 Bath elected members.
- (3) To add the following to Paragraph 6 in the Terms of Reference, relating to co-optees
  - a) To establish a Selection Panel for co-options
  - b) To introduce a provision whereby co-optees will be appointed for 2-years. Following this, co-optees can be appointed for up to 2 subsequent years only, with arrangements made so all co-optees do not end their terms at the same time. Co-optees may seek re-appointment after a further 2 years have elapsed.

- 5.4 Council in July 2015 authorised the Chief Executive, in consultation with Group Leaders, to make any minor amendments to the Forum's Terms of Reference, with any significant changes reserved for Council. Since the Forum is not requesting any additional powers or responsibilities, suggesting any changes to its composition and membership, or making any changes to its Aims and Objectives, the Chief Executive consulted the Group Leaders with a view to agreeing the changes under the authority delegated by Council.

- 5.5 In response to this consultation, all Group Leaders endorsed the changes proposed by the Forum, with the exception of the proposal that the Vice Chair be a co-opted member. In the light of this, the Chief Executive has agreed that the

proposed changes be adopted, with the exception of the proposal that the Vice Chair of the Forum be a co-opted member. This specific proposal is now therefore being referred to Council to determine.

## 6 RATIONALE

6.1 The rationale for referring this specific issue to Council for resolution is set out in the report.

## 7 OTHER OPTIONS CONSIDERED

7.1 None

## 8 CONSULTATION

8.1 Consultation on this report has taken place with the Chief Executive, Monitoring Officer and Section 151 Officer.

## 9 RISK MANAGEMENT

9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

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| <b>Background papers</b>   | <a href="#">Bath City Forum Terms of Reference document as agreed by Council, July 2015</a><br><a href="#">Revised Terms of Reference and new Standing Orders agreed by the Bath City Forum on 26 April 2016</a> |
| <b>Please contact the report author if you need to access this report in an alternative format</b> |  |