

# Draft Terms of Reference (September 2019)

## Cam Valley Forum

### 1. Name and Area of Benefit

1.1 The name shall be the Cam Valley Forum

1.2 The Cam Valley Forum will cover the thirteen Parishes of:-

Camerton, Combe Hay, Dunkerton and Tunley, Englishcombe, Freshford, Hinton Charterhouse, Kelston, Monkton Combe, Newton St Loe, Priston, Shoscombe, South Stoke, Wellow

1.3 Corresponding Members will be:-

Limpley Stoke, Winsley, Westwood as part of their role in the Valley Parishes Alliance

### 2. Background

2.1 The Cam Valley Forum is part of an initiative that aims to improve the external engagement of the Council and its partners by bringing together neighbourhoods, villages and towns to reflect local issues and priorities.

2.2 Whilst creating operational boundaries, it is also important in identifying local priorities and bringing together local communities where there are shared and common issues.

2.3 Each area of the initiative will be supported by a local 'Forum' that will work together to improve local engagement, join up services and foster communication so local people receive better outcomes.

2.4 Each Forum may collaborate with other Forums to share good practice and engage in wider discussions. This collaborative approach is designed to secure involvement of stakeholders and local residents.

### 3. Aims and Objectives

3.1 The overall aim is to provide a mechanism for collaboration between communities and public bodies; including Bath and North East Somerset Council in order to improve local engagement, join up services and foster communication so local people receive better outcomes.

3.2 The objectives are to:-

- Involve residents and organisations by seeking their views and encouraging them to participate in improving their quality of life
- Identify common issues across this area and debate local priorities
- Discuss how organisations, including this Forum, will work most effectively together to respond to the local priorities and take action where appropriate

- Influence wider policy developments and encourage meaningful conversation

#### 4. Key principles

4.1 All voting and non-voting members of the Cam Valley Forum agree to follow the five key principles of the Connecting Communities programme which are:-

- 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 Each member must agree to the aims and objectives and key principles set out in 3 and 4 above.

5.2 The core membership of the Forum will be:-

- Officer representatives from the following services:-
  - Avon and Somerset Constabulary
  - Avon Fire and Rescue Service
  - Curo
  - NHS Bath and North East Somerset
  - Bath & North East Somerset Council
  - B&NES Healthwatch
- All B&NES elected ward members in the Cam Valley Forum area
- Representatives from all the Parish Councils and Parish Meetings in the Cam Valley Forum area

5.3 Further members may be drawn from voluntary, community and social enterprise organisations and local business, within the area of benefit as defined in 1.2

5.4 Representatives from the Valley Parishes Alliance will be invited to attend the meeting and other representatives from neighbouring local authorities or partnership bodies may be invited to attend meetings if appropriate.

5.5 Organisations must demonstrate their understanding of local needs and have a willingness to work together to support the aims of the Forum.

5.6 Meetings of the Cam Valley Forum shall be open to the public. A notice of every meeting will be placed on Bath and North East Somerset Council's web meeting diary.

All members of the Cam Valley Forum will be requested to promote all meetings to encourage wider engagement. Members of the public may speak/participate at the Chair's discretion.

- 5.8 An organisation may apply to become a member of the Cam Valley Forum and this shall be considered at the Forum AGM, subject to a maximum number of 50 members.
- 5.9 The Secretarial support role will be carried out by Bath & North East Somerset Council, Community Engagement Team.

## **6. Role of the Chair**

- 6.1 The Chair will be elected from the voting membership set out above. They shall act independently and work on behalf of the Forum for the wider benefit.
- 6.2 The Chair will meet with the relevant officers of Bath and North East Somerset Council to propose agendas, discuss how issues might be resolved and report to the Forum as appropriate.

## **7. Working Methods**

- 7.1 The Cam Valley Forum will meet at least three times a year, one of which meetings shall be an Annual General Meeting.
- 7.2 A minimum number of five members should be in attendance at any meeting where a vote is required.
- 7.3 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.
- 7.4 Members of the Forum will be invited to submit Agenda items to the Chair in advance of the meeting.
- 7.5 Every member of the Cam Valley Forum shall be accorded the same degree of respect, dignity and consideration by all other members, irrespective of people's protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and with regard to equalities legislation.

## **8. Agenda Planning**

- 8.1. The Cam Valley Forum will adopt a core agenda for ordinary meetings based around informal and formal elements.
  - Standing Items (eg Community Safety, Transportation) – to be part of the informal session.

The formal session will comprise:-

- Consultation items (eg Council)
- Parish and Community items

- Parish and Community items
- Area profile and priorities

## **9. Area profile**

9.1 The Cam Valley Forum will establish and keep updated an Area Profile and an Action Plan that aims to inform the priorities for the Forum.

## **10. Annual General Meetings**

10.1 The Cam Valley Forum will hold an Annual General Meeting each year or within fourteen months of the inaugural meeting.

10.2 The Cam Valley Forum will elect a Chair at its first inaugural meeting. These positions will be held for one year and thereafter elections will take place at the Annual General Meeting.

10.3 At the first inaugural meeting and subsequent AGM meetings, the Cam Valley Forum shall:-

- i. Elect the Chair and Vice Chair
- ii. Review the Terms of Reference
- iii. Agree additional membership as necessary subject to 5.3 and 5.8
- iv. Agree an Agenda Plan and Meeting Schedule
- v. Agree any other working arrangements required for the Forum
- vi. Consider how to engage more widely
- vii. Showcase initiatives and share good practice within its own area and within the area across Bath and North East Somerset

10.4 The election of the Chair and Vice Chair will be available to only those existing members of the Forum. The existing Chair and Vice Chair may seek re-election.

10.5 Nominations for the Chair and Vice Chair may be received prior to and at the AGM. This includes self-nominations for both positions.

## **11. Voting**

11.1 The Cam Valley Forum will seek to work through the development of consensus.

11.2 Decisions, including alterations to the Terms of Reference, will be made by a simple majority vote, subject to the quorum of the meeting (see 7.2 above).

## **12. Working Parties**

12.1 The Cam Valley Forum may establish from time to time working parties that will be responsible for undertaking specific topics as necessary.

12.2 Members of the working parties may co-opt individuals or organisations to join, in an advisory capacity, to support their objectives.

12.3 A record of working party meetings will be taken and reported back at the Cam Valley Forum meetings.

### **13. Dissolution**

13.1 A proposal for dissolution of the Cam Valley Forum will require the approval of the minimum number of representatives as set out in 7.2.

13.2 All funds, documents and possessions shall be disposed of in accordance with the wishes of the majority of voting members.

## **Current Membership**

### B&NES Councillors

- All Elected Members Bathavon South (2)
- All Elected Members Newbridge (2)
- All Elected Members Saltford (2)

### Parish Councils (13)

- Camerton Parish Council
- Combe Hay Parish Council
- Dunkerton and Tunley Parish Council
- Englishcombe Parish Council
- Freshford Parish Council
- Hinton Charterhouse Parish Council
- Kelston Parish Meeting
- Monkton Combe Parish Council
- Newton St Loe Parish Council
- Priston Parish Council
- Shoscombe Parish Council
- South Stoke Parish Council
- Wellow Parish Council

### Officer representatives

- Avon and Somerset Constabulary
- Avon Fire and Rescue Service
- Curo
- NHS Bath and North East Somerset
- Bath & North East Somerset Council
- B&NES Healthwatch

### Corresponding members to be agreed

- Limpley Stoke Parish Council
- Winsley Parish Council
- Westwood Parish Council