

Community Forums – Terms of reference and job descriptions 2013

Terms of reference for Community Forums

- There will be a District Council representative for each forum – nominated by the forum from the District Councillors to provide continuity and feedback between meetings.
- District Council representatives of all forums will meet on a quarterly basis to ensure coordination between forums.
- Representative will have a liaising role between parishes and council officers.
- Forums to nominate who chairs individual meetings, often host parish council will chair the meetings.
- Forums will normally meet four times a year.
- Forums to develop annual work plan for their area, and consider addressing local needs.
- All forums to meet in same 4 week period to ensure continuity across the district
- Meetings to be cancelled if expected attendance is too low
- Parishes to supply venues and refreshments for meetings
- Each Forum to develop its own list of stakeholders to be invited – people or organisations who can make things happen locally.
- Each Forum to decide whether or not they wish to meet in public.

Terms of reference for Community Forum representative group

- Chaired by the portfolio holder for Leisure, Wellbeing and Community Services, representatives will be expected to feed back issues for forum meetings.
- To meet on a quarterly basis between cycles of community forum meetings.
- Identify cross cutting issues that need to be discussed with forums.
- Liaise with coordinators on agendas for community forums.
- Coordinate with members services on “All Parishes meetings”

Job Description of District Council representatives

- Nominated by relevant forum
- To provide continuity and feedback between forums and the district council by attending Community forum representative group.
- Liaise between parishes/forums and community forum coordinators on issues, agendas and minutes.

Job Description for Community Forum manager (Amy Loaring)

- Set up and administer the Community Forum representative group, including minutes and agendas.
- Liaise with partner organisations when they wish to present to community forums.
- Coordinate with forum coordinators over shared agendas and partner presentations.
- Set up and keep community forum web pages updated.
- Grant advisor for Community Forum fund bids.

Job Description for Community Forum Coordinators

- Liaising with parishes to setup meeting venues.
- Administer Community forum meetings, including agendas, minutes and arranging speakers.
- Liaise with district representative and assistant directors on agendas and minutes.
- Monitor delivery of forum action plans
- Ensure community forum manager has up to date information for webpages

Role of Assistant Directors

- Supporting the Council representatives
- Liaising with and where necessary supporting the forum coordinator
- Ensuring delivery of forum action plan