

## **Appendix A**

### **Beaconsfield Forum Draft Terms of Reference & Constitution**

#### **1. Objectives**

- 1.1 The Beaconsfield Forum will advise Buckinghamshire County Council on how to spend the County Council Beaconsfield local area devolved budgets.
- 1.2 Local area devolved budgets include (but will not be limited to) the Highways/Transport delegated budget and Local Priorities delegated budget. The advice provided by the Forum will take into account the priorities set out in the Beaconsfield Town Council Local Plan 2009 – 2014 and Beaconsfield Transport Study refresh 2009
- 1.3 With respect to devolved BCC services and budgets, the relevant BCC Head of Service will implement the Forums advice unless there is an exceptional reason not to. A Head of Service decision not to follow the Forums advice will require a report back to the Forum.

#### **2. Membership**

- 2.1 All elected councillors for Beaconsfield (Town, District and County) will be members of the Forum. The Forum will be chaired by one of the Beaconsfield Electoral Division County Councillors and the vice chairman will be the Mayor of Beaconsfield

#### **3. Voting Rights**

- 3.1 Decisions of the Forum will be made wherever possible by consensus. If no consensus can be achieved on a particular matter, then the issue will be decided by a vote. In such case every member of the Forum will have one vote, except that no vote shall be carried if it is opposed by both County Councillors.
- 3.2 Changes to this constitution have to be agreed by two thirds of the total membership and by both County Councillors

#### **4. Meetings**

- 4.1 An agenda will be prepared for each Forum meeting under the guidance of the Chairman. The Forum will meet twice a year – once to be briefed as to the devolved budgets available and once to agree the advice to be provided to the County Council on how to spend these budgets.
- 4.2 Additional meetings can be convened if called for by members
- 4.3 Support for the meetings will be provided by the County Council's Lead Area Officer for Beaconsfield and Localities and Communities Manager. An officer of the County Council's Democratic Services will provide secretarial support to the Forum and constitutional advice.

- 4.4 The Forum may invite other bodies or individuals to attend meetings as appropriate. In addition, officers from either the County or District Councils (or other bodies) may also be required to attend in support of particular agenda items
- 4.5 The Forum meetings are held in public. The Forum will allow a period for public questions during each meeting and the receipt of petitions.
- 4.6 Members of the public are encouraged to submit their questions in advance of the meeting to the Democratic Services Officer to facilitate a full answer or enable relevant officers to be present. At the Chairman's discretion, members of the public may speak on particular items on the agenda
- 4.7 A record of the meeting will be published on the Town and County Council Websites.

## **5. Review of Operation**

- 5.1 At its first meeting in its second year, the Forum will review its methods of operation and these terms of reference/constitution