

<p style="text-align: center;"><b>WEXHAM AND IVERS LOCAL AREA FORUM TERMS OF REFERENCE</b></p>
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The following is drawn from the detailed proposals contained in the resolution of Buckinghamshire County Council on July 10<sup>th</sup> 2008 Appendix F – Terms of Reference. Copies of this resolution will be available at the meeting on the 7<sup>TH</sup> December 2009 or can be viewed on the County Council website <http://www.buckscc.gov.uk/moderngov/ieDecisionDetails.aspx?ID=1035>

**Proposed Terms of Reference for the Wexham and Ivers Local Area Forum are:**

**1. Setting priorities for the Area**

- 1.1 The Local Area Forum (LAF) will identify the key local priorities for the area, drawing upon Parish Plans, County and District Sustainable Community Strategies, the Local Area Agreement plus other consultation and community engagement in the area as well as the local knowledge of the LAF members.
- 1.2 These priorities will help shape the issues that the LAF focuses upon and will guide strategic policy and local service delivery by the County Council and other bodies.
- 1.3 The LAF will be a consultation forum for the County Council and other bodies to assist in strategic policy development and local service delivery that meets the needs current and future, of the local area.

**2. Influencing and taking action on local issues**

- 2.1 The LAF will promote and take account of public service consultation and encourage community engagement at a local level. It will help to identify practical solutions to local issues and champion those solutions with the organisation that are able to implement them.

**3. Decision making**

- 3.1 The LAF is a local forum set up to promote the interests of the local area, with a focus on getting things done and advising the County Council and other bodies on local service delivery.
- 3.2 The LAF will take decisions on matters devolved from the County Council, District Council, Parish Councils and other organisations. It will also take decisions on budget spending delegated by the County Council, District Council, Parish Councils and other organisations.
- 3.3 With respect to devolved BCC services and budgets, the relevant BCC Head of Service will implement the LAF's advice unless there is an exceptional reason not to. A Head of Service decision not to follow the LAF's advice will require a report back to the LAF.
- 3.4 It is expected that decision will be reached by common agreement amongst the LAF membership. Decision-making by voting will be the rare and last resort. The LAF membership will establish voting rights to be implemented in the event that voting is required.

- 3.5 It is assumed that triple or twin hatted County and District Councillors for the Local Area will vote respectively as County or District Councillors. It is therefore expected that the Parish Councils will wish to appoint someone other than a County or District Councillor as their representative(s), in order to maximise their capacity to influence the forum
- 3.6 The LAF may extend voting rights to representatives of other regularly attending bodies if it chooses.

#### **4. Membership**

- 4.1 The LAF is a joint forum of Buckinghamshire County Council, South Bucks District Council, Wexham Parish Council, Iver Parish Council and other partners.
- 4.2 All Wexham and Ivers Local Area County Councillors and District Councillors and representatives of Wexham and Ivers Parish Councils will have automatic right of membership of the LAF.
- 4.3 The LAF may invite other bodies or individuals into membership either in an advisory capacity or as full members.

#### **5. Public participation**

- 5.1 The LAF meetings are held in public. The LAF will allow a period for public questions during each meeting and the receipt of petitions.
- 5.2 Members of the public are encouraged to submit their questions in advance of the meeting 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.

#### **6. Chairmanship:**

- 6.1 The Chairman will be a County Council Member, elected by the LAF with the Vice-Chairman normally being a member of the District Council, again elected by the LAF.

#### **7. Officer Support**

- 7.1 Regular officer support for the meetings will be provided by the County Council's Lead Area Officer and Area Coordinator, supported by a representative of the County Council's Democratic Services, who will provide secretarial support to the Forum and constitutional advice.
- 7.2 In addition, officers from either the County or District Councils (or other bodies) may be required to attend in support of particular agenda items
- 7.3 The LAF may invite other bodies or individuals to meetings as appropriate for specific topics.

#### **8. Frequency of meetings**

- 8.1 The LAF will normally meet quarterly within its local area.

- 8.2 Additional meetings or workshops/conferences can be convened when required outside the normal cycle of meetings.
- 8.3 The LAF may also set up a working group to examine a particular issue or to undertake the practical implementation of a project.

### **9. Postponement of Meetings**

- 9.1 Meetings that are open to the public will normally only be postponed if there is no quorum (4). Any decision to postpone a meeting will be taken by the County Council's Head of Democratic Services in consultation with the Chairman of the meeting.

### **10. Agenda and Action Notes**

- 10.1 An agenda will be prepared for each LAF meeting under the guidance of the Chairman. However all LAF members are invited to nominate items for the agenda and to facilitate the development of a forward plan for the LAF
- 10.2 Formal agendas will be issued in advance of the meeting and action notes will be circulated following the meeting.
- 10.3 It is the responsibility of each Council's representative at the meeting to ensure that they report back to their organisation, with the aid of the action notes, to ensure that decisions are actioned and information flow maintained