

## APPENDIX 1 – SUGGESTED TERMS OF REFERENCE

### Terms of reference

The following terms of reference are suggested: \_

To undertake the following in respect of the forum area:-

- (i) identifying and meeting the needs of the community in the local area, via consultation with and involvement of the community and other appropriate bodies.
- (ii) consulting the community about any other issues that affect it and advising the appropriate council as appropriate on such issues.
- (iii) seeking agreement for changes from the appropriate council to services to meet local needs including seeking agreement to revenue and capital expenditure to meet any changes.
- (iv) monitoring local service delivery, considering the outcome of such monitoring and advising the appropriate cabinet and Overview and Scrutiny Overview Committee as appropriate.
- (v) acting as a community forum where the committee and members of the community can discuss issues of concern to them, such issues to include matters which are the direct responsibility of the participating councils and other issues which are the responsibility of other organisations.
- (vi) any other matter referred.

### Values and Quality Expectations

- The neighbourhood forums will provide an opportunity for genuine dialogue and open discussion, enabling and encouraging an informal, participatory approach to community engagement.
- Feedback on outcomes and actions resulting from neighbourhood forums should be promoted and communicated to participants.
- The neighbourhood forums will deliver tangible outcomes and benefits for residents and for the community.
- Each council represented will not withhold from discussion matters of service delivery or local concern that are of genuine public interest.
- Members of the neighbourhood forums will make recommendations to their appropriate Portfolio Holder or Cabinet/Executive on behalf of the community.

## Roles and responsibilities

- Members and officers will work together in a partnership that recognises parity of between the tiers of local government councils and seek the very best for the communities and residents of Shepway within the terms of reference and vision of the neighbourhood forums.
- To encourage other statutory body and voluntary/community sector participation where applicable.

## APPENDIX 2 – SUGGESTED GOVERNANCE ARRANGEMENTS

### Hythe Neighbourhood Forum

#### Governance arrangements

##### 1. General

The neighbourhood forums shall be constituted under principles contained within the Local Government Act 2000 [i.e. similar principles to those of the Joint Transportation Boards and will be a non-statutory body];

The neighbourhood forums reflect the wishes of Hythe Town Council (HTC) and Kent County Council (KCC) to co-operate and work together on local public service issues within their remits;

The neighbourhood forums are accountable in an advisory capacity to KCC's Cabinet for KCC responsibilities and to HTC's for HTC responsibilities;  
Each council shall bear its own costs incurred in the operation of the neighbourhood forums.

##### 2. Membership

Membership will be as follows:

#### **Hythe Area Forum**

County division members: 1

Hythe Town Council member: 1

Hythe Civic Society: 1

Hythe Chamber of Commerce:1

Age Concern:1

SDC officer:1

Schools Rep:1

Representatives from each of the wards in Hythe – East, West, Central (e.g. Palmarsh – Colin Datchler):3

Hythe Town Council will appoint their representative as appropriate.

Co-options are at the discretion of the neighbourhood forum and can be general or for specific meetings; all co-options are non-voting.

The County Member will be appointed Chairman and Vice Chairman shall be elected from the remaining members.

### 3. Meetings

Full meetings of the neighbourhood forums shall be in public. The neighbourhood forums will generally meet four times during each year at times and venues agreed by the neighbourhood forum members

There will be no substitutes for representatives under these arrangements

#### **The quorum shall be as follows.**

Four representatives from any of the members involved.

Procedural Rules for neighbourhood forums shall apply as set out below in appendix 3

Copies of all agendas and discussion papers will be sent to neighbourhood forum members at least five clear days before the meeting.

There will be an opportunity for the public to ask questions at all full meetings of the neighbourhood forums

There may also be private meetings for the purposes of agenda planning and briefing of neighbourhood forum members.

The access to information rules shall apply to the neighbourhood forums as if they were a KCC or HTC committee.

All Councils will be responsible for publicising the neighbourhood forum meetings and will advertise as widely as possible.

## APPENDIX 3 – SUGGESTED PROCEDURE RULES

### Hythe Neighbourhood Forums Procedure Rules Public involvement

1. The neighbourhood forums will enable the public to raise oral or written questions on any matters falling within the remit of the neighbourhood forums. A summary of the questions asked and answers (if appropriate) given will be included in the neighbourhood forum minutes.
2. Meetings will be promoted as widely as possible to encourage involvement of the community in each neighbourhood forum area.

### Members' Interests

3. All Members are expected to consider whether they have a personal and/or prejudicial interest in any matter under discussion on the agenda and declare it accordingly at the start of the meeting.

### Attendance List

4. Members of the public will be asked to leave their contact details for future contact regarding meetings.
5. Members attending neighbourhood forum meetings must sign the attendance list or ensure officers record their presence.

### Meeting planning

6. The Chairman and officers will liaise to prepare the agenda for the next meeting and a work programme for future meetings. The neighbourhood forums may also hold pre-meetings to consider business related to the neighbourhood forums (e.g. planning agendas, venues, actions) where the public/press are not invited.

### Neighbourhood Forum meetings

7. The meetings of the neighbourhood forums will take place at venues in the local areas, in public, in general four times a year, on dates and at times agreed by each neighbourhood forum.
8. KCC Community Engagement Manager (CEM) will invite all voting and non-voting members to a neighbourhood forum meeting by sending an agenda and accompanying papers to each member's nominated address and normally be sent out at least seven clear working days before the meeting.

## Agenda

9. The agenda for each meeting of a neighbourhood forum will normally include:

- minutes of the previous meeting for approval and signing;
- reports seeking a decision from the neighbourhood forum [if appropriate];
- any item which a member of the neighbourhood forum wishes to be included on the agenda provided it is relevant to the terms of reference and notice has been given to the chairman or CEM at least nine working days before the meeting.
- any item which a member of any constituent council, its cabinet or cabinet member wishes to be included on the agenda provided the prior approval of the Chairman has been given, it is relevant to the terms of reference and notice has been given to the CEM at least nine working days before the meeting.

10 The Chairman may decide that there are special circumstances that justify an item of business, not included on the agenda, being considered as a matter of urgency. The reasons for urgency must be stated at the meeting and the clerk shall record them in the minutes.

11 Neighbourhood forums will normally consider items in the order that they appear on the agenda. The Chairman may vary the order if it is thought appropriate and will explain their reasons to the neighbourhood forum.

## Voting

12. If any Member requests, the Chairman will call a vote on any recommendation or a motion or amendment. The vote will be by a show of hands by voting members of the neighbourhood forum present.

13. If the votes for and against are equal, the Chairman does not have a casting vote and, therefore the recommendation, motion or amendment falls.

## Rights to Attend and Speak

14 Members of the public will be encouraged to participate in all facets of the public part of the forum meetings and will be encouraged to suggest topics for discussion at future meetings.

13. If a member of the public interrupts a meeting or otherwise behaves irregularly, improperly or offensively, the Chairman may request that they leave the room or order that they are removed. In the event of a general disturbance, the Chairman may suspend the meeting or direct that the public be excluded from it. No-one so removed or excluded will be permitted to return to the meeting.

14. Any Member of any constituent Council are encouraged to attend any meeting of the neighbourhood forums, including those parts of the meeting from which the public and press are excluded. They do not have a right to vote or move a motion or amendment, but may speak on matters with the consent of the Chairman [such consent to be sought before the meeting and should not normally be withheld).

#### Attendance of officers at meetings

15. Cabinet members and council officers will be expected to attend any neighbourhood forum meeting when asked to do so by the Chairman. Such requests must be reasonable in terms of notice, demand and expectation.

16. A supporting officer from KCC will always be present at all neighbourhood forum meetings. They will help plan, manage and co-ordinate the business for the neighbourhood forum; provide procedural and constitutional advice; and will take notes of and actions arising from the meetings.

#### Actions

17. It is expected that neighbourhood forum Chairman will take the lead in pursuing actions resulting from meetings and reporting back to the neighbourhood forums.

#### Issues of interest to more than one neighbourhood forum

18. Any follow up work on issues involving more than one neighbourhood forum will be the responsibility of all Chairmen and officers involved.

#### Discussion of Individual Officers

19. No discussion shall take place in a meeting about the terms or conditions of employment or the performance, or conduct of any officer of any Council

#### E-Government

20. Copies of agendas, agenda items, notes and actions are published on the KCC website.