

<b>Subject:</b>	Constitution Review – - Council Procedure Rules and Members Questions - Co-opted Members Voting Rights - Terms of Reference of the Member Development Working Group - Rossendale Forum and Neighbourhood Forums		<b>Status:</b>	For Publication	
<b>Report to:</b>	Governance Working Group Council		<b>Date:</b>	6 <sup>th</sup> July 2011 20 <sup>th</sup> July 2011	
<b>Report of:</b>	Director of Business		<b>Portfolio Holder:</b>	Finance and Resources	
<b>Key Decision:</b>	No – reserved for Full Council	Forward Plan <input type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>	
<b>Community Impact Assessment:</b>	Required:	No	Attached:	No	
<b>Biodiversity Impact Assessment</b>	Required:	No	Attached:	No	
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1.	<b>RECOMMENDATION(S)</b>
1.1	That the Council adopts the Constitution, as amended.

## 2. PURPOSE OF REPORT

- 2.1 To seek approval of Members for amendments to the Council's Constitution which are outlined in the Appendices, and take into consideration the recommendations of the Governance Working Group detailed within the report.

## 3. CORPORATE PRIORITIES

- 3.1 The matters discussed in this report impact directly on the following corporate priorities:
- **Responsive and value for money local services** – responding to and meeting the different needs of customers and improving the cost effectiveness of services.

## 4. RISK ASSESSMENT IMPLICATIONS

- 4.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:
- Failure to maintain and follow an up-to-date Constitution risks legal proceedings being taken against the Council, and risks members of the community being dissatisfied with the action of the Council.

## 5. BACKGROUND AND OPTIONS

### Council Procedure Rules and Members Questions

- 5.1 At the Council meeting 23<sup>rd</sup> March a Notice of Motion was tabled "That elected members be given a minimum of one hour at full council for asking their questions."
- 5.2 An amendment to the recommendation was moved and the decision made was as follows:

1. That Part 4 section 10 of the Constitution on members' questions goes back to Governance Working Group to be reviewed.
2. That the time for both public questions and members' questions be for up to an hour.
3. That the recommendations from Governance Working Group go to Council in July.

5.3 Members of Governance Working Group reviewed these procedures and amendments were suggested which are included in Appendix A.

#### **Co-opted Members Voting Rights**

5.4 At an Overview and Scrutiny Training session on 25<sup>th</sup> May a request was made by an elected member to review the current arrangements for Co-opted Members. At present the Council has 2 Co-opted Members who serve on the Overview and Scrutiny Committees and 1 Co-opted Member on Audit and Accounts but they have no voting rights.

5.5 Originally the Local Government Act 2000 Part 2 Section 21 made the provision for Overview and Scrutiny Committees to have Co-opted Members, but with no voting rights. Then the Local Government Act 2003 Part 8 Chapter 1 Section 115 brought in the option for Councils to permit Co-opted Members to have voting rights.

*12 (1) A local authority in England may permit a co-opted member of an overview and scrutiny committee of the authority to vote at meetings of the committee.*

*(2) Permission under sub-paragraph (1) may only be given in accordance with a scheme made by the local authority.*

*(3) A scheme for the purposes of this paragraph may include—*

*(a) provision for a maximum or minimum in relation to the number of co-opted members of an overview and scrutiny committee entitled to vote at meetings of the committee, and*

*(b) provision for giving effect to any maximum or minimum established under paragraph (a).*

*(4) The power to make a scheme for the purposes of this paragraph includes power to vary or revoke such a scheme.*

*(5) In this paragraph, references to a co-opted member, in relation to an overview and scrutiny committee of a local authority, are to a member of the committee who is not a member of the authority.*

5.6 The wording on page 239 of the Constitution which details the arrangements for co-optees is as follows:

*2. Co-optees: The Overview and Scrutiny Committees shall be entitled to appoint persons who are not members of the Authority in a non-voting capacity.*

5.7 The Governance Working Group reviewed the arrangements and recommended that no changes were made to the Constitution regarding co-opted members voting rights as there was risk of politicising the role.

#### **Terms of Reference of the Member Development Working Group**

5.8 At the Member Development Working Group on 8<sup>th</sup> June 2011 members recommended that the terms of reference be amended at point 11 to include "and equality".

5.9 The Governance Working Group reviewed the wording and recommended that it be included as an amendment. This is detailed in Appendix B.

#### **Rossendale Forum and Neighbourhood Forums**

5.10 A number of minor changes are required to the Council Constitution in relation to terminology and titles in the sections relating to the Local Strategic Partnership, Rossendale Partnership and Neighbourhood Forums. In addition, the Rossendale Markets Liaison Group has not met

for over two years and it is recommended that the reference to this Group be deleted from the Constitution.

- 5.11 In February 2011 the Local Strategic Partnership for Rossendale, the Rossendale Partnership, became the Rossendale Forum. In addition the theme groups that sat under the Rossendale Partnership no longer exist with Rossendale Interest groups (RIGs) being established. As a result of these changes, the terminology in the Constitution relating to the Local Strategic Partnership requires updating.
- 5.12 There have also been changes to the titles of the Director and Officers referred to in the Constitution under these sections.
- 5.13 In March 2011, Council approved changes in the way it awarded and distributed Council and Neighbourhood Forum Grants. The Neighbourhood Forum Funding Policy has been updated and is now referred to as the Neighbourhood Forum Grants Policy and Guidance Notes. This refresh of the policy has resulted in changes in terminology which in turn require changes to the Constitution.
- 5.14 The Governance Working Group reviewed the suggested changes and made some additional recommendations for change. These changes have been taken into account and incorporated into Appendix C.

#### **COMMENTS FROM STATUTORY OFFICERS:**

##### **6. SECTION 151 OFFICER**

- 6.1 There are no material financial implications arising from the report.

##### **7. MONITORING OFFICER**

- 7.1 The Local Government Act 2003 makes provision for Council's to agree a scheme whereby co-opted members can be appointed to Overview and Scrutiny Committees with voting rights.

##### **8. HEAD OF PEOPLE AND POLICY (ON BEHALF OF THE HEAD OF PAID SERVICE)**

- 8.1 There are no Human Resource implications arising from the report.

##### **9. CONSULTATION CARRIED OUT**

- 9.1 Statutory Officers, Legal Officers, Committee and Member Services and Governance Working Group.

- 9.2 The recommendations of the Governance Working Group were as follows:

#### **Council Procedure Rules and Members Questions**

That the Governance Working Group recommend Council to accept the following changes to the Council Procedure Rules:

- To remove "excluding the period taken up by the Public Question Time" at 8.1 in relation to Interruption of the Meeting.
- To replace "The Mayor" with "The Leader" at 10.2.2 in relation to who determines who will answer questions.
- To delete "The person to whom a Question is put may decline to answer" at 10.2.3 and replace with "Questions and answers should not exceed 3 minutes each".
- To re-word 10.4 to read "Questions by Members and members of the public, shall not without the consent of the Mayor, exceed a total period of one hour".
- To add "Written questions will have priority over verbal questions and will be taken if

there is time” This will be included after the sentence starting “A Member must give at least 3 days notice...” at 10.1.

### **Co-opted Members Voting Rights**

Governance Working Group recommend that there are no changes to Co-opted Members voting rights.

### **Terms of Reference of the Member Development Working Group**

Governance Working Group recommend the addition of the words “and equality” at point 11 of the Member Development Working Group Terms of Reference.

### **Rossendale Forum and Neighbourhood Forums**

That the Governance Working Group recommend Council to accept the proposed changes in addition to the following amendments:

- To remove all instances of the word “knotty” and replace with “significant.”
- To change 9.5 to “The Chairs of the Neighbourhood Forums.”
- To change 10.6 to “The Rossendale Forum seek to resolve significant issues at a Neighbourhood Forum level which need a greater strategic input”.
- To remove 10.8 completely.
- To highlight in red the word Forums at 13.0 third paragraph.

9.3 Changes from the Rossendale Partnership to the Rossendale Forum were approved by the Board of the Local Strategic Partnership. Other changes relating to grants and Neighbourhood Forums have been agreed by Council.

## **10. CONCLUSION**

10.1 The Council is required by law to implement a Constitution and it is in the interests of the Council to regularly review and update the document.

Background Papers	
Document	Place of Inspection
The Constitution of the Council	<a href="http://www.rossendale.gov.uk/constitution">www.rossendale.gov.uk/constitution</a>

## **Council Procedure Rules and Members Questions**

Amendments to Part 4 pages 128 - 130

### **8. DURATION OF MEETING**

#### **8.1 Interruption of the Meeting**

If the business of a meeting of the Council has not been concluded within three hours of the start of the meeting, ~~excluding the period taken up by the Public Question Time~~, the Mayor must interrupt the meeting and any Member speaking must immediately sit down. The Mayor will call for a vote on whether the meeting should continue, and if it is agreed to discontinue the meeting, the Council must consider whether the outstanding business should stand adjourned to the next Council meeting or whether an extraordinary Council meeting should be called to dispose of that business.

### **9. QUESTIONS BY THE PUBLIC AT COUNCIL**

#### **9.1 General**

Members of the public can speak and ask questions in accordance with the Council's Procedure for Public Speaking at Council. Public Question time will be limited to 30 minutes per meeting.

#### **9.2 Notice of Questions for Council**

No notice of a question need be given but it will help the Council prepare an answer to your question if you do submit it in writing.

#### **9.3 Order of Questions**

For Council questions will be asked and answered in the order in which they are received by the Head of Paid Service.

#### **9.4 Number of Questions**

At any one meeting a questioner may usually only ask one question, which shall be of a length considered reasonable by the Mayor/Chair and should be no longer than three minutes. A supplementary question may be asked at the discretion of the Mayor/Chair.

#### **9.5 Scope of Questions**

The Mayor after consultation with the Head of Paid Service and/or the Monitoring Officer, may reject a question if it:

- i) is not about a matter for which the Local Authority has a responsibility or which affects the Borough

- ii) requires the disclosure of exempt or confidential information
- iii) is defamatory, frivolous or offensive
- iv) is substantially the same as a question which has been asked at a meeting of the Council in the past six months.

**9.6 Record of Questions**

The Head of Paid Service will immediately send a copy of written questions to the Leader and/or the appropriate Committee Chair. Rejected questions will include reasons for rejection.

**9.7 Asking the Question at the Meeting**

The Mayor will invite the questioner to read the written question. If a questioner who has submitted a written question is unable to be present a written reply will be given (see section on Citizens' Rights and Responsibilities Part 2).

**9.8 Answers to Questions**

The Leader of the Council will determine which Cabinet Member will answer a particular question.

**9.9 Written Answers**

Any question which cannot be dealt with during Public Question Time will be dealt with by a written answer.

**10 QUESTIONS BY MEMBERS**

**10.1 Subject to Council Procedure Rule 10.2, a Member of the Council may put a written question to:**

The Leader

A Member of the Cabinet

The Chairman of any Committee or Sub-Committee

The Member of the Council appointed to a Joint Authority and nominated as Spokesperson for the Joint Authority.

The Member of the Council appointed as the Council's representative on an Outside Body.

The Question must be on any matter for which the Council has a responsibility or which affects the Borough.

A Member must give at least three clear days notice of the question to Committee and Member Services before the date of the meeting to enable the question to be included in the Council Agenda. Written questions will take priority over verbal questions and will be taken if there is time.

The Mayor shall determine the relevance and the number of Questions to be put.

## 10.2 Answers

10.2.1 An answer to a Question (Council Procedure Rule 10.1) or to a Supplementary Question (Council Procedure Rule 10.3) may take the form of:

- a) A direct oral answer, or
- b) Where the information is in a publication of the Council or other published work, a reference to that publication or other work, or
- c) Where the reply cannot conveniently be given orally, a written answer Circulated no later than three working days after the Council meeting to the Question or Supplementary Question.

10.2.2 The Mayor Leader shall determine which Member shall answer a particular Question.

10.2.3 Questions and answers should not exceed 3 minutes each~~The person to whom a Question is put may decline to answer.~~

10.2.4 Every Question shall be put and answered without discussion

10.2.5 Only Questions, not statements, are permitted.

## 10.3 Supplementary Questions

10.3.1 A Member putting a Question under Council Procedure Rule 10.1 may, put one Supplementary Question to the Member to whom the first Question was put. The Supplementary Question must arise directly out of the original Question or the answer.

10.4 Questions by Members and members of the public shall not without the consent of the Mayor exceed a total period of ~~thirty minutes~~ one hour.

## Terms of Reference of the Member Development Working Group

Amendments to Part 3 page 83

### MEMBER DEVELOPMENT WORKING GROUP

Number of Councillors: 7

Quorum: 3

#### Terms of Reference

- To provide strategic direction to formulate, implement, monitor and evaluate member development.
- To monitor strategically and to prioritise development plan activities.
- To monitor strategically the member development budget.
- To review strategically training outcomes.
- To ensure link to Council aims, priorities and objectives.
- To maintain the Member Development Charter
- To develop the Elected Member Development Programme.
- To promote development opportunities.
- To ensure cross-party communication.
- To share learning best practice.
- To ensure and promote equality and accessibility.
- To promote diversity.
- To demonstrate continuous improvement.
- To identify learning objectives.
- To agree the Induction Programme.
- To promote the Protocol on Member/Officers Relations
- Oversee the programme of Member Development Events
- Produce an Annual Training Programme
- Produce a Training and Development Strategy



## Rossendale Forum and Neighbourhood Forums

### Amendments to Part 2 pages 49 - 54

#### 10.04 Neighbourhood Forums

The Council may appoint Neighbourhood Forums as it sees fit, if it is satisfied that to do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making.

#### 1. Form and Composition

The Council will appoint the Neighbourhood Forums as set out in the first column of the table below, composed as set out in the second column of that table and with the terms of reference and operational framework set out in (b) below

Name of Neighbourhood Forum	Composition
	<p>For all Neighbourhood Forums political balance is not necessary amongst the Council Members as all Members are from the Wards within the Forum area</p> <p>Membership of each Forum to include one County Councillor.</p> <p>Membership of Whitworth Forum to include one Whitworth Town Councillor</p> <p>Representatives from organisations based in the area and local service providers. Such representation to be determined by each Neighbourhood Forum.</p>
Bacup	All Members from the following Wards: Greensclough, Irwell, Stacksteads
Haslingden, Helmshore and Edenfield	All Members from the following Wards: Eden, Greenfield, Helmshore and Worsley
Rawtenstall	All Members from the following Wards: Cribden, Goodshaw, Hareholme, Longholme, and Whitewell
Whitworth	All Members from the following wards: Facit and Shawforth Healey and Whitworth

## 2. Substitutions

With the exception of Councillors, all Neighbourhood Forum members may appoint a substitute to attend in their absence. That substitute should be from the same organisation/group and from a level in the organisation that will have autonomy to make informed decisions.

## 3. Chairman

The Chair of the Neighbourhood Forum will be a Rossendale Borough Council Member appointed from within the Neighbourhood Forum boundary area and shall be elected annually by Rossendale Council.

## 4. Resignations

The resignation of any position must be in writing to the Portfolio Holder, Communities and Neighbourhoods.

## 5. Attendance

Any Neighbourhood Forum member not attending four consecutive scheduled meetings will be requested to confirm the reason for non-attendance to the Chairman which will be reported to the next meeting of the forum.

## 6. Role of the Neighbourhood Forum members:

- Jointly agree priorities for the local area to be addressed through a Neighbourhood Action Plan.
- Encourage applications for grant funding.
- Contribute to the development of the Neighbourhood Forum agenda
- Provide regular updates from their organisation/group - sharing information and best practice.
- Take back comments / views of the Neighbourhood Forum and feed into consultations and policy changes.
- Contribute to debates at Neighbourhood Forum meetings to help identify a collective solution to identified priorities.
- Commit resources to local projects where appropriate.
- Jointly monitor the implementation of the Local Community Neighbourhood Forum Action Plan via regular monitoring reports
- Help 'unblock' complex issues where progress is not being made
- Refer any complex issues to the Rossendale Forum or relevant Rossendale Issue Group Partnership theme group or its Executive.

## 7. Meeting Frequency and administration

- 7.1 All Neighbourhood Forums will hold four business meetings per annum which are not open to the public and will not fall within the Access to Information Procedure Rules. The Council will take responsibility for organising, convening and recording the meetings. Additional twice yearly open public forum meetings will be held to provide an opportunity for any member of the

public to discuss any issue affecting their area or the borough and these will comply with the Access to Information Procedure Rules.

- 7.2 Special meetings called by the Neighbourhood Forum may be convened following agreement between the Neighbourhood Forum Chair, Portfolio Holder, Communities and Neighbourhoods and the Chief Executive.
- 7.3 Meetings of the Neighbourhood Forum will be held in the evening and will normally commence at 18.30.
- 7.4 Neighbourhood Forum meetings will not be held during the purdah period prior to the Local, County, Parliamentary and European elections. Individual forum meetings may also be deferred in the event of unavoidable events such as a by-election.

## 8. Agenda

- 8.1 Whilst the Agenda of each Neighbourhood Forum will vary due to respective local priorities, each Agenda will be based upon the principle of including the following items:-
  - Feedback from the Rossendale ~~Partnership Executive, theme groups~~Forum and operational delivery agencies such as the Multi Agency Problem Solving (MAPS) team on issues of local relevance.
  - Partnership and public consultation issues
  - Progress on delivering the agreed outcomes and targets set out within the Neighbourhood Action Plan and any emerging priorities.
  - Grant allocation and feedback
  - Community Cohesion
- 8.2 The Agenda for the Neighbourhood Forum will be the responsibility of the ~~Area Locality~~ Manager in consultation with the Chair.
- 8.3 No literature will be permitted to be distributed at the Neighbourhood Forum without the prior consent of the Chair.

## 9. Relationship with Rossendale Borough Council

- 9.1 Rossendale Borough Council may establish Neighbourhood Forums as it deems appropriate if it is satisfied that to do so will ensure improved service delivery in the context of more efficient, transparent and accountable decision-making.
- 9.2 The Forums are a three-way partnerships between the Council, the community and locally-appointed service providers with the responsibility for procedural issues vested in the Council.

9.3 Whilst the Neighbourhood Forum is a partnership within the Rossendale ~~Partnership Forum~~ structure the Council has a distinct role in promoting the effectiveness of the Neighbourhood Forum.

9.4 In the light of this commitment, the Council will:-

- Be impartial in its dealings with the Neighbourhood Forum;
- Provide administrative and officer support - including meeting arrangements and minute taking;
- Encourage attendance;
- Accept an annual report prepared by each Neighbourhood Forum on local issues for consideration by Council;
- Refer appropriate policy matters to the Neighbourhood Forum;
- As part of the work programmes of Scrutiny and Cabinet consider any appropriate reports from the Neighbourhood Forum;
- ~~Take account of the Neighbourhood Forum annual reports at the Council Cabinet and Senior Management Team annual away day.~~
- Provide advice and guidance as required by the Forum; and
- Ensure that a Senior Officer of the Council is available to support each Neighbourhood Forum.

9.5 The Chairs of the Neighbourhood Forum's will submit a collective 'Annual Report' to Council.

## 10.0 Relationship with the Neighbourhood Forums and the Local Strategic Partnership (Rossendale ~~Partnership Forum~~)

10.1 The Chairs of the Neighbourhood Forum's will submit a collective 'Annual Report' to the Rossendale ~~Partnership Executive Forum~~.

10.2 Neighbourhood Forum minutes will be circulated to the members of the Rossendale ~~Partnership Executive Forum (where possible electronically)~~.

10.3 Neighbourhood Forum minutes will formally note if members have an action to refer an issue to their organisation.

10.4 Neighbourhood Forum Chairs to raise any ~~knotty-significant~~ issues with the appropriate organisation, ~~thematic-partnership-chair~~ Rossendale Forum or portfolio holder.

10.5 The Rossendale ~~Partnership Executive Forum~~ to have standing agenda item – Significant Knotty Issues arising at Neighbourhood Forum meetings.

10.6 The Rossendale ~~Partnership Executive Forum~~ will ~~act as the 'un-blocker'~~ ~~where seek to resolve significant knotty~~ issues at a Neighbourhood Forum level ~~which~~ need a greater strategic input.

10.7 The Neighbourhood Forum Chair will refer any operational issues to supporting delivery teams for example the Multi Agency Problem Solving team or Police and Community Together (PACT), who intern will refer any ~~significant knotty~~ issues back to the Neighbourhood Forum.

~~10.8 Community organisations/groups who are members of the Neighbourhood Forum will have 'Feedback from the Neighbourhood Forum' as a standard item on their community agenda. And they will provide copies of their minutes to the Neighbourhood Forum.~~

## 11.0 Monitoring, Evaluation and Review Arrangements

11.1 The following monitoring and evaluation arrangements will apply:-

- That each Neighbourhood Forum drafts an Annual Report for consideration by the Council and Rossendale ~~Partnership Forum~~.
- One year from the launch of the new arrangement they will undergo a review and evaluation with a report to be submitted to Cabinet.

## 12.0 Declaration of Interest

It is essential that any member of the Neighbourhood Forum declares an interest in any agenda item from which they or the organisation they represent or any organisation to which they belong, might make a financial, commercial or personal gain as a result of the partnership business.

This interest should be declared prior to the item being considered and the relevant member(s) should take no part in the discussion of the item and vacate the room, if the matter is a personal and prejudicial interest.

Elected Members must adhere to the Code of Conduct in relation to interests and seek advice from the Monitoring Officer in advance of the meeting, wherever possible.

## 13.0 Decision Making

There are no Executive Powers delegated to the Neighbourhood Forums.

No decision of the Neighbourhood Forum can be expected to override decisions of individual organisations. Rather, decisions made by the Forum are intended to influence partners, who will use their best endeavours to promote the ~~partnerships Forums~~ decisions.

In line with the principle of the Rossendale ~~Partnership's Forum's~~ terms of reference the Neighbourhood Forums will seek to take decisions by consensus where possible.

Where normal healthy debate develops into conflict such as to threaten the operation of the Forum, the Chair will defer the matter to the Rossendale ~~Partnership's Executive Forum~~ where it will be discussed by senior officers or Chief Executives from the relevant organisations with a view to seeking a resolution.

Occasionally there may be urgent items that require a decision outside the normal cycle of meetings. In such circumstances decision making authority is delegated to the Chief Executive of Rossendale Borough Council (as Accountable body representative) in consultation with the Chair of the Forum and the appropriate sector representatives, dependent upon the issue.

#### 14.0 Neighbourhood Forum Grants

- 14.1 Neighbourhood Forums allocate grants to external organisations who can demonstrate that the use of the funding assists in delivering on the ~~Council's Corporate Objectives Neighbourhood Action Plans~~ and those of the Local Strategic Partnership (LSP), The Rossendale ~~Partnership Forum~~.

The Council aims for its Neighbourhood Forum funding processes to be open, fair and transparent. The Neighbourhood Forum ~~Funding Policy Grants Policy and Guidance Notes~~ offers a framework for determining grant applications. Grants allocated by Rossendale Borough Council will be allocated and determined in accordance with the Neighbourhood Forum ~~Grants Policy and Guidance Notes Funding Policy~~ which states:

- That the Forum delegates authority to consider and allocate council grants to a Working Group of three Rossendale Borough Council Members and a witness from the community voluntary sector.
- The Council retains the right to refuse funding to any organisation who it feels does not meet the criteria set out within the policy, any organisation which it feels may bring the Council or the Neighbourhood Forum into disrepute or any organisation which it believes has been involved in any racist, sexist, homophobic or discriminatory practices.
- The Council, when producing its end of year accounts will also publish details of all grants given by the Forums in that year, which organisations received the funding and for what purpose.

#### Amendments to Part 3 pages 83

#### GRANTS ADVISORY WORKING GROUP

Number of Councillors: 7  
Quorum: 3

## Terms of Reference

- To review applications and make recommendations to the Portfolio Holder for Community and Neighbourhoods, the ~~Head of Community and Partnerships~~ Director of Customers and Communities and the Council's Section 151 Officer on grant allocations specifically:
- To consider how the grants assist the Council and the ~~Local Strategic Partnership~~ Rossendale Forum with their shared objectives in line with the Council's Policy on Grants to Voluntary Sector Bodies.
- To consider how to publicise availability of grant opportunities

## Amendments to Part 3 pages 84 - 86

### **ROSSENDALE MARKETS LIAISON WORKING GROUP**

Number of Councillors: ~~\_\_\_\_\_~~ 7

Quorum: ~~\_\_\_\_\_~~ 3

#### ~~Terms of Reference~~

- ~~• To act as the focal point for discussion and exchange of information and to liaise on all opportunities and initiatives within Rossendale Markets.~~
- ~~• To take a strategic view for the future provision of Markets within Rossendale in terms of supporting traders in the marketing, publicity and future development of the Markets, at all times giving consideration to market bylaws.~~
- ~~• To bring queries and concerns to its meetings and to ensure all information gained from the meetings is related back to the traders via their representations.~~
- ~~• To consult with Members of the Group on all issues regarding the licences, trading and legislation requirements of Rossendale Markets as and when required and to make recommendations for Elected Member approval.~~

## 12. TERMS OF REFERENCE – NEIGHBOURHOOD FORUMS

Also refer to Article 2 of the Council's Constitution for the Operational Framework of the Neighbourhood Forums.

1. To appoint representatives from organisations based in the area and core partner bodies
2. To influence partners to promote the development and delivery of a Neighbourhood Action Plan.
3. To influence the way in which partners plan and allocate short medium and long term resources to meet local priorities identified in the Neighbourhood Action Plan

4. To ensure that all partners work together to deliver joint actions to help achieve the shared vision as set out in Rossendale's Sustainable Community Strategy (SCS) and Neighbourhood Action Plans.
5. To encourage applications for grant funding.
6. To receive regular updates from organisations/groups - sharing information and best practice.
7. To receive and monitor implementation of Neighbourhood Action Plans
8. To make representations and recommendations to ~~the~~ Cabinet, Council ~~or Committees~~, the relevant Rossendale ~~Partnership Theme~~Issue Group, ~~or the~~ Rossendale ~~Partnership Executive~~Forum or other relevant organisation in respect of neighbourhood matters.
9. To receive reports from ~~the Rossendale Partnership Executive, theme groups and operational delivery agencies such as the Multi Agency Problem Solving (MAPS) team~~partners on issues of local relevance.
10. To consider partnership and public consultation issues.
11. To set up a Working Group of three Borough Council Members which has delegated authority to consider and allocate Neighbourhood Forum grants received from the Council. A member of the community voluntary sector to be in attendance as an observer at the meetings.
12. To consider feedback from Neighbourhood Forum grant recipients.
- ~~13. To discuss Community Cohesion.~~
- ~~14.~~13. To prepare an Annual Report to be submitted to Full Council and the Rossendale ~~Partnership Executive~~Forum.
- ~~15.~~14. To consider policy matters, as appropriate for the purpose of consultation.
- ~~16.~~15. To discuss any matter affecting the area covered by the Neighbourhood Forum.
- ~~17.~~16. To promote the interests of the neighbourhood and assist the area's residents, businesses and community groups in meeting their needs and aspirations for the neighbourhood.
- ~~18.~~17. To act as a consultation mechanism in respect of issues affecting the neighbourhood and its residents.
- ~~19.~~18. To invite organisations/groups to Neighbourhood Forum meetings, as appropriate.
- ~~20.~~19. To deal with issues relating to Christmas Lights:-



- To be consulted by the Borough Council on its expenditure for the provision of Christmas Lights.
- To decide on the Christmas Lights displays within the Neighbourhood Forum area, specifically:
  - To seek opportunities for contributions from local businesses, and other forms of sponsorship.
  - Short Term Strategy and Action Plan for lighting arrangements in the Neighbourhood Forum area.
  - Longer Term Strategy and Action Plan which seeks to provide improved Christmas lighting in the Neighbourhood Forum area.
  - To be consulted on all matters relating to placement of lights, switch-on events, including promotion of the events, the format of the switch-ons, to agree the date of switch-ons, consultation with schools.
  - To monitor and allocate spend for the allocated budget for Christmas Lights for the Neighbourhood Forum Area.
  - To deal with any other matters in relation to Christmas Lights for the Neighbourhood Forum Area