



Terms of reference

Purpose

The purpose of Community Engagement Forums is to provide a place where local needs, issues and projects can be discussed by local residents, community groups, town and parish councils and public sector organisations in order to help shape future activity.

Objectives

- To develop shared understanding of local priorities and needs
- To improve the quality of life of people in the local area by influencing local decision making and service delivery
- To identify local solutions to community issues
- To provide a forum for local groups to engage

Membership

There is no formal membership of Community Engagement Forums. All those who attend will be given equal status at meetings.

The chair will seek to ensure that those from minority and hard to reach groups are given full opportunity to express their views on behalf of those communities.

It is hoped South Gloucestershire Councillors, Town/Parish Councils, the Police, Avon Fire and Rescue Service, local agencies, community organisations and residents will attend on a voluntary basis because they find value in doing so. Those attending the forum will be expected to represent their local community with integrity, objectivity, accountability, openness and honesty.

Meetings

There are 14 Community Engagement Forums as shown in Appendix 1, each of which will meet three times a year.

Agenda items can be suggested in advance to the Chair, who will set the agenda in consultation with South Gloucestershire Council's Community Engagement Officer. In addition each agenda will contain a slot where local issues of immediate and urgent concern can be highlighted.

If topics of general interest across South Gloucestershire are discussed, the focus will be around the particular local dimension for the individual community engagement forum.

Chairs

Each forum will elect a Chair and Vice Chair who will fill these roles for up to 2 years. Those on the CEF distribution list for attending meetings are entitled to a vote in the nomination and election of Chairs and Vice-Chairs.

Chairs and Vice Chairs provide active leadership, manage meetings, and are the main point of contact for forums between meetings.

The Chair should ensure that the views of minority and hard to reach groups are represented.

Chairs from all the forums should meet at least once a year to consider issues of joint interest such as:

- good practice in forum operation
- representation from community engagement forums on the Safer and Stronger Communities Strategic Partnership.

Communication

Each forum will publicise its activities widely and ensure the local community is aware of its initiatives and is able to contribute to its future development.

Boundaries

There are 14 Community Engagement Forums. The boundaries of these are as follows:

Community Engagement Forum Groups 2020

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- 1 Downend, Emersons Green and Frenchay
- 2 Staple Hill, Mangotsfield and New Cheltenham
- 3 Kingswood
- 4 Hanham and Longwell Green
- 5 Bitton, Oldland, North Common and Siston
- 6 Boyd Valley
- 7 Yate area
- 8 Frome Valley
- 9 Cotswold Edge
- 10 Thornbury and Severn Vale
- 11 Severnside
- 12 Concorde
- 13 Bradley Stoke, Stoke Lodge and The Common
- 14 Stoke Gifford, Stoke Park and Cheswick

