

**DRAFT**

**AREA FORUM**

**CONSTITUTION**

## AREA FORUMS

### DRAFT CONSTITUTION

#### 1. Area Forums

- 1.1 The Council may appoint area 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

#### 2. Purpose

- 2.1 The purpose of the area forum is to provide an open forum in which to discuss local concerns and issues, prioritise areas for action and produce a local area plan. It will also provide an opportunity to consult and receive feedback, not only on Council policies and services, but also on wider issues of local concern such as crime and disorder, the environment and community safety.
- 2.2 The area forum is not a substitute for elected member surgeries and as such will not be able to deal with individual cases or concerns, although members of the public are welcome to attend and their views valued. Contact can be made with relevant ward councillor after the meeting for individual matters.

#### 2. Forums, composition and function

##### (a) Table of area forums

<b>Name of Area Forum</b>	<b>Composition</b>
<b>All area forums (named as indicated below)</b>	As these are advisory only, there is no requirement for political balance – members could be drawn from the relevant area together with co-optees.
<b>East Wallasey</b> (comprising Seacombe and Liscard wards)	The ward councillors of the respective wards within the area forum. Representatives of partner organisations, Members of the local community living or working within the area of the forum
<b>New Brighton/Wallasey</b> (comprising New Brighton and Wallasey wards)	The ward councillors of the respective wards within the area forum. Representatives of partner organisations, Members of the local community living or working within the area of the forum
<b>Leasowe Moreton Saughall Massie</b> (comprising Leasowe & Moreton East and Moreton West & Saughall Massie wards)	The ward councillors of the respective wards within the area forum. Representatives of partner organisations, Members of the local community living or working within the area of the forum

<b>Greasby Frankby Irby Upton Woodchurch</b> (comprising, Greasby, Frankby & Irby, Upton & Woodchurch wards)	The ward councillors of the respective wards within the area forum. Representatives of partner organisations, Members of the local community living or working within the area of the forum
<b>West Wirral</b> (comprising Hoylake and Meols, West Kirby and Thurstaston)	The ward councillors of the respective wards within the area forum. Representatives of partner organisations, Members of the local community living or working within the area of the forum
<b>Bidston and Claughton</b> (comprising Bidston & St James and Claughton wards)	The ward councillors of the respective wards within the area forum. Representatives of partner organisations, Members of the local community living or working within the area of the forum
<b>Oxton Prenton</b> (comprising Oxton and Prenton wards)	The ward councillors of the respective wards within the area forum. Representatives of partner organisations, Members of the local community living or working within the area of the forum
<b>Bromborough Eastham</b> (comprising Bromborough and Eastham wards)	The ward councillors of the respective wards within the area forum. Representatives of partner organisations, Members of the local community living or working within the area of the forum
<b>Pensby Thingwall Heswall</b> (comprising Pensby & Thingwall and Heswall wards)	The ward councillors of the respective wards within the area forum. Representatives of partner organisations, Members of the local community living or working within the area of the forum
<b>Bebington Clatterbridge</b> (comprising Bebington and Clatterbridge wards)	The ward councillors of the respective wards within the area forum. Representatives of partner organisations, Members of the local community living or working within the area of the forum
<b>Birkenhead Tranmere Rock Ferry</b> (comprising Birkenhead & Tranmere and Rock Ferry Wards)	The ward councillors of the respective wards within the area forum. Representatives of partner organisations, Members of the local community living or working within the area of the forum

**(b) Terms of reference**

The terms of reference for the 11 Area Forums are as follows: -

- (i) To reflect its consultative role, the body has an advisory capacity. It may submit reports on matters of concern locally to the Cabinet or Overview and Scrutiny Committee, as the Forum deems necessary.
- (ii) To increase openness and transparency in the Council's working and decision-making and improve co-ordination at a local level
- (iii) Seek to inform and engage the widest possible range of local residents and businesses in the work of Area Forums.
- (iv) To oversee and contribute to the development of local area plans which reflect the needs and priorities of the area;
- (ii) Issues concerning the environment, traffic, policing, education, jobs, health;
- (v) to provide public bodies with an opportunity to consult with local people on the development and delivery of plans, programmes and services
- (vi) to build and develop local partnerships to tackle and deliver solutions to the priorities identified within area plans, including those plans that directly link to the Community strategy.
- (vii) To make recommendations to the Executive in respect of the expenditure of any funds allocated to them.

**(c) Delegations**

Currently Area Forums do not discharge any executive functions

### **3. Membership and Voting arrangements**

- 3.1 As each area forum is primarily consultative and advisory and does not exercise delegated powers and budgets there is no requirement for political balance. Accordingly, membership will include all ward councillors for the relevant areas together with any appropriate community and advisory representatives. Decision-making powers lie with the elected ward members although the community representatives can vote. In the event of an equality of votes, the Chair will have a second, or casting vote.
- 3.2 A member of the Cabinet may serve on the relevant area forum for his / her ward.

### **4. Conflicts of Interest – membership of area forums and select committees**

- (a) **Conflicts of Interest.** If a select committee is scrutinising specific decisions or proposals in relation to the business of the area forum of which the councillor concerned is a member, then the councillor may not speak or vote at the select committee meeting unless dispensation to do so is given by the Standards Committee
- (b) **General policy reviews.** Where the select committee is reviewing policy generally the member must declare his/her interest before the relevant agenda item is reached, but need not withdraw

### **5. Area Forum Meetings – access to information**

Area Forums will comply with the Access to Information Rules in part 4 of the Council's Constitution and in particular will ensure:

- (a) Meetings of the area forum are held in public, in a venue in the local area that is both suitable and accessible for members of the public to attend;
- (b) A period of 30 minutes be allocated for questions by members of the public at each meeting;
- (c) Although there is no obligation to do so, it would be helpful if questions could be put to the Community Engagement Team at least 48 hours before the start of the meeting to facilitate a full response from the forum;
- (d) The council will make copies of the agenda and reports open to the public available for public inspection at least three clear days before the meeting. In particular, members of the public will be able to view details of the meetings on the Council's Internet site and at all public information points i.e. libraries and One Stop Shops