

**DRAFT AREA FORUMS OPERATING PROTOCOLS AND CONSTITUTION**

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**1. Executive Summary**

- 1.1 This report presents draft area forum operating protocols and draft area forum constitution for consultation. (See appendix I and II)
- 1.2 The documents are not intended to cover all eventualities and should not be seen as rigid and inflexible, but rather as a guide to the operational process of area forums.

**2. Background**

- 2.2 The area forums have been in operation since 2001 and have previously not had their own constitution or operating protocols. There have been various requests from members on specific issues related to area forums and it was felt that guidance was needed.
- 2.3 The purpose of the area forums is to provide an open opportunity in which to discuss local concerns and issues, prioritise areas for action and produce a local area forum plan that will feed into the wider sustainable community strategy, prepared by the local strategic partnership. They also provide an opportunity for the council and its partners to consult and receive feedback, not only on policies and services, but also on wider issues of local concern such as the environment and community safety.

**3. Consultation Process**

- 3.1 In the interest of best practice and improving the area forums a set of draft operating protocols and a draft constitution have been produced and they are attached to this report. Members are requested to review these documents and pass any comments in writing or by email to Tracey Smith by 5th October 2007.
- 3.2 Comments and suggested amendments will be considered for inclusion and the draft constitution and protocols revised accordingly. The documents will also be circulated to other forum members and comments invited. The final documents will be posted on the virtual committee site by 26<sup>th</sup> October and will also be presented to the February 2008 area forums.

**4. Implications**

- 4.1 There are no financial, staffing, social inclusion, equal opportunities, community safety, local agenda 21, planning, anti-poverty implications as a result of this report.

**5. Local member support implications**

5.1 The draft operating protocols are to support the smooth running of the area forums. Members are asked to support the protocol once agreed.

**6. Background papers.**

6.1 There are no background papers

**7. Recommendations**

7.1 That members consider the draft operating protocols and constitution and pass any comments to Tracey Smith, Community Engagement Officer by 5th October 2007.

***Jim Wilkie***

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