

## Appendix 1 to Community Engagement Strategy

### Terms of Reference – Community Forum of Outer East Area Committee

#### 1.0 Purpose

- 1.1 To be consulted on joint action for shared priorities to:
- Address social exclusion, inequality and disadvantage experienced by people living in the defined boundary.
  - Take action to improve residents quality of life through better and more appropriate public and community led services
  - Support the economic regeneration of the area
- 1.2 To fully involve the community in the development of proposals to improve their area.
- 1.3 To report progress to the Outer East Leeds Area Committee through its Area Delivery Plan.
- 1.4 To monitor targets which shows that key performance indicators within the Area Delivery Plan are being achieved and having impact in their area.
- 1.5 To develop and implement an effective communication and consultation strategy for the target area to ensure as wide a cross section of the community as possible have access to information on the work of the Area Committee and the project work it supports.
- 1.6 To promote improvements in the delivery of public services to better meet the needs of local communities.
- 1.7 To promote community cohesion through public service provision and specific initiatives.
- 1.8 To encourage and promote cross-sector and inter-agency working to achieve the objectives of the Area Delivery Plan.
- 1.9 To liaise with other area based and generic partnerships as appropriate.

#### 2.0 Membership

- 2.1 Elected Ward Members for the area.
- 2.2 Local representatives from all constituted and bona-fide community organisations that operate within the geographic boundary of the Forum.
- 2.3 Representatives of the following will be invited to be members of the Forum:
- Schools – local governors, headteachers etc
  - Faith groups
  - Local Business Forums/Associations
  - Youth Council representatives

- Local Neighbourhood Watch Schemes
- Good Neighbour Schemes
- Any other community based associations/organisations as agreed by the Chair.

2.4 The Forum will be an open meeting for any individual that resides within the area to attend. Such attendees can only speak however through the Chair.

2.5 Representatives of statutory agencies such as the Police, NHS Leeds, Aire Valley Homes, East North East Homes and Leeds City Council Departments, together with workers from voluntary organisations/projects in the area will be invited to attend the meetings on an advisory capacity.

2.6 Membership will be reviewed periodically.

### **3.0 Chair & Quorum**

3.1 The Chair is agreed and appointed by the Area Committee annually (at the first meeting of the municipal year) under its Area Committee Procedure Rules.

3.2 The meeting will be considered quorate provided at least 1 Ward Member and 2 community representatives are present.

3.3 If the meeting is inquorate the Chair will have the discretion to determine if the meeting should continue in order to accept items for information.

### **4.0 The Meeting**

4.1 The meetings will be held quarterly or bi-annually and set by the Area Committee

4.2 Items for the agenda can be requested within a specified time prior to the meeting as agreed by the Forum

4.3 Elected Members shall declare their interest, personal or personal and prejudicial, in any matter coming before the Forum and shall comply with the National Code of Local Government Conduct and or any other conduct or protocol relating to the conduct of Members which may be adopted by the Council. All other attendees should also declare their interest, pecuniary and non-pecuniary, in any matter coming before the Forum.