

Report of:	Head of Governance
Contact Officer:	Judith Aupers
Telephone No:	01543 464 411
Portfolio Leader:	Leader of the Council and Corporate Improvement
Key Decision:	No
Report Track:	Cabinet: 23/04/15

**CABINET
23 APRIL 2015
REVIEW OF COMMUNITY FORUMS**

1 Purpose of Report

- 1.1 For Cabinet to consider the outcomes of the Community Forums review and recommend to Council options for the future operation of the Forums.

2 Recommendations

That:

- 2.1 The purpose of the Community Forums, as outlined in the current terms of reference be refined, with the emphasis being on using the Forums to engage with the Community on thematic issues. The Forums could also be used to promote achievements and work being undertaken in the respective areas.
- 2.2 With effect from the start of the 2015/16 Municipal Year, the Community Forums be reduced in number. Members should determine their preferred option from the three options outlined in 5.7.4.
- 2.3 With effect from the start of the 2015/16 Municipal Year, the frequency that the Community Forums meet be reduced. Members should determine their preferred option for doing this from the suggestions outlined in 5.7.5.
- 2.4 Members consider whether they wish to vary the start times of the Forums to meet local needs/particular issues, but commence no earlier than 10am and no later than 7pm.
- 2.5 The requirement for production of formal agendas and detailed meeting notes is removed, with the focus instead being on producing brief 'actions notes'.

- 2.6 Partners are invited to attend on a 'requirement only' basis, according to the thematic issue being discussed, rather than a standing basis as at present.
- 2.7 Council should determine:
- (i) If it wishes the Chairmen and Vice-Chairmen of the Forums to continue to be District Councillors or if it wishes to appoint Independent Persons to these positions instead.
 - (ii) If the Chairmen and Vice-Chairmen are to remain as District Councillors, should they be appointed at the Annual Council Meeting (nominated and voted on by qualifying ward members only).
- 2.8 The Forums continue to be supported by the Managing Director (or another Officer of the Leadership Team in his absence), but Members to take the lead on encouraging residents' participation in the Forums and acting on/responding to issues raised.
- 2.9 In line with recommendation 2.8, at least one Cabinet member should be present at each Forum to answer questions about and provide updates on matters of a District Wide/strategic nature.
- 2.10 The Constitution and Calendar of Meetings 2015-16, be amended accordingly.
- 2.11 A review of the revised format is commenced in 18 months time, with the findings being reported to Council in Spring 2017 for consideration.
- 2.12 In addition to the above recommendations, it is also recommended that a review should be undertaken of the ways in which the Council engages with its community, with the findings being reported to Council in Spring 2017.

3 Key Issues and Reasons for Recommendations

- 3.1 The Community Forums were first established in May 2000, and have remained relatively unchanged since that the time. A previous review was undertaken in 2008/09 which focussed on publicity of the Forums and attendance by partners.
- 3.2 This latest review was established as part of the 2014/15 Transformation (Corporate Improvement) Priority Delivery Plan (PDP) in order to 'review use and format of community forums for engaging with the public'.
- 3.3 The key issues arising from the review can be grouped into 3 main categories:
- (i) Purpose;
 - (ii) Structure;
 - (iii) Frequency and number of Forums.

The key points are covered in more detail below.

3.4 Purpose

At present, the Forums focus mainly on matters for which partner organisations have responsibility (such as the Police and County Council). As attendance from invitees/partners can be varied, this causes inevitable frustrations for Councillors and residents who have submitted questions for response by those bodies. This issue could be addressed more effectively by focussing the Forums on thematic issues rather than specific queries e.g. a presentation/discussion on highways and planned improvements as opposed to potholes in particular roads. The change of emphasis would allow for improved community engagement and encourage attendance by the appropriate partner organisations.

There is also an opportunity to use the Forums to promote improvements or work undertaken in the respective areas.

The opportunity for the public to ask questions could be retained but refocused through a “question time” style approach to a panel of Members.

3.5 Structure

Concerns have been raised that at present the Forums are too ‘formal’, whereby structured agendas are produced, thus restricting the opportunity for general discussions/questioning to take place. The production of committees’ style meeting notes also adds to the notion of ‘formality’. This could be addressed by giving each Forum a greater say in how its own meetings should be managed, by concentrating on actions agreed/outcomes achieved rather than what discussions took place.

3.6 Frequency and Number of Forums

Attendance at the Forums is very low, with less than 1% of the population in each of the areas attending each year. The Heath Hayes, Norton Canes & Rawnsley Forum is the least well attended of the four and is consistently the most difficult to source a suitable location for hosting. The December meeting of all of the Forums tends to see a drop in attendance figures as people have other commitments at this time. Whilst some of the issues covered in this report will help to encourage attendance, it is considered that the number of Forums and the frequency of meetings should be reduced.

Due to the physical geography of the District, options for re-distributing the boundaries of the Forums are limited. The options for consideration detailed in paragraph 5.7.4 (particularly options (a) and (b)) allow for the number of Forums to be reduced, whilst maintaining a relatively even distribution in terms of wards covered, Forums membership and electorate representation.

The options presented take account of the fact that the Forums currently held in December each year are generally the least well attended. Accordingly, it is recommended that the ‘Winter Forums’ be removed from the calendar and the remaining ones be spaced appropriately.

It is recommended that a further review of the Forums be undertaken in 18 months to allow any revised arrangements to be put into operation and their effectiveness or otherwise be determined, with the findings of the review reported to Council in Spring 2017.

- 3.7 Consideration was also given to retaining the Forums in their current setup, but due to comments/feedback received as part of the review this was not considered an appropriate option at the present time.
- 3.8 It is also recommended that a wider review be undertaken of the ways in which the Council engages with its community to determine whether current methods used are effective (and if not, what other methods are available), with the findings of the review reported to Council in Spring 2017.

4 Relationship to Corporate Priorities

4.1 This report supports the Council's Corporate Priorities as follows:

- (i) Well organised and focussed Community Forums can play an important role in enabling the Council to better engage with its residents on service provision and matters which affect residents at a local and District wide level, thereby better informing the formal decision making process.

5 Report Detail

5.1 Review Scope

In order to commence the review, the following criteria were set out in the review scope for consideration (based on the Forums' current terms of reference):

- (a) Purpose/aims of the Forums;
- (b) Forum areas;
- (c) Frequency/timing of Forums;
- (d) Attendees;
- (e) Style of meetings;
- (f) What does/doesn't work well with the current process?

5.2 Review Process

Using the criteria set out in paragraph 5.1, consultation was carried out with; the Community Forums, Scrutiny Committee, other local authorities and partner

organisations via the Local Strategic Partnerships (LSP) Manager. Further details about each of these stages are given below.

5.2.1 *Community Forums*

A local resident/former Councillor submitted a question for inclusion on the agenda of each Forum held in June/July 2014 concerning the effectiveness of the Forums as a means for communicating with local residents on matters that concern them. In response, it was stated that a review of the Forums would be undertaken to consider this issue amongst others, and residents were invited to give any feedback they had.

Feedback received via the Forums was minimal, but those who did respond stated that they found them to be useful and informative, although concerns were raised regarding format and wider publicity of the Forums.

5.2.2 *Scrutiny Committee*

At the Scrutiny Committee held on 28 July, 2014, a request was put forward that a review of how the Community Forums operated be included on the Committee's work programme for the current Municipal Year.

Following that meeting it was agreed the Committee would give direct input into the review being delivered as part of the Transformation PDP rather than running a separate review. Accordingly, a discussion session was held at the Committee on 27 November, 2014, to seek Members' views on the Forums (in line with the criteria set out in the review scope).

In summary, Members considered that the purpose of the Forums was to enable the Council to communicate with and listen to its residents, but felt that agendas were too rigid, there was little or no opportunity for public debate and attendance was poor from some invitees. To overcome these issues, Members suggested that agendas could be more flexible, venues more accessible and questions should be directed to Forums Members rather than Officers. The relevant extract from the Minutes of the meeting is attached as [Appendix 1](#).

A briefing note which provided a progress update about the review was also presented to Scrutiny Committee on 12 February, 2015, for information.

5.2.3 *Survey of local authorities*

An online survey was developed by Democratic Services and distributed to 373 English and Welsh local authorities to seek their views on:

- Whether or not they operated community forums (or something similar).
 - If yes:
 - How many forums operated and how often they were held;
 - Which persons/organisations were invited to attend the forums (if any);
 - Times of day and days of the week on which the forums took place;

- Average public attendance for the forums across a single municipal year.
- If no, then what other arrangements (if any) did authorities have in place for engaging with the public?

Overall, 150 authorities (just over 40%) responded.

Of those, 94 (63%) stated that they **did not** have community forums, and engaged with the public in other ways.

Of the 56 (37%) who **did** have community forums, the majority of responses were broadly in line with the current arrangements for this Council, specifically;

- 35 authorities (62%) had 1 to 5 forums operating within their local area;
- 23 authorities (40%) held their forums on a quarterly basis;
- 26 authorities (47%) held their forums after 7pm, closely followed by 22 authorities (39%) who held them between 5pm to 7pm.
- 28 authorities (50%) had average public attendance across the year of less than 50 people.

The full breakdown of responses is attached as [Appendix 2](#).

Additionally, authorities were also asked to provide details about the aims/functions/purpose and structure of their forums. Welsh authorities used their forums as a liaison tool with local parish/town/community councils, whereas English authorities were more varied in their approach.

Generally, forums existed to enable authorities to consult and engage with local residents on matters such as budgets and council tax, the Local Plan, highways matters etc. Some authorities however also had dedicated public 'question time' sessions as part of their forums, or used them as a means to award grant funding locally. The full detail of responses received is attached as [Appendix 3](#). Members may wish to take into account the content of these responses when determining the purpose of the Forums going forward (if the Forums are retained).

Authorities that did not operate forums tended to use the same methods for public engagement, such as; online consultations, citizens' panels, public speaking at council and committees, scrutiny reviews etc. The full detail of responses received is attached as [Appendix 4](#).

5.2.4 *Feedback from partner organisations*

The LSP Manager undertook discussions with partner organisations about their experiences of/involvement with the Forums.

Feedback from the County Council was that they found the Forums to be poorly attended from a residents' perspective but were happy to support them for the time being. Additionally, they stated that 4 evening meetings being held in close proximity caused issues with providing representation at each one, and such representation was difficult to justify given the low attendance levels previously referred to.

Feedback from the Police was the same as the County Council in respect of poor public attendance and ongoing support for the Forums. However, a further factor which could affect future involvement by the Police is the 'Safer Neighbourhood Panels' currently being piloted in the District by the Police & Crime Commissioner. Although the Panels are not being held in public, membership is formed of local residents, councillors and magistrates, with the purpose of the Panels being to hold the Cannock Police Chief Inspector to account and provide feedback on the work of the Local Policing Team.

5.3 Purpose/Functions of the Forums

Presently the purpose/functions of the Forums are detailed in the Constitution as being:

'To discuss any issue relating to the relevant Wards including:-

- (i) Matters raised by Ward Members
- (ii) Consultation/Liaison
- (iii) Open participation/public debate
- (iv) Budget consultation'

From feedback received, it is apparent that not all of these are being achieved as well as they could be (or in some cases, not at all). Whilst they provide a useful foundation for what the Forums can do, the purpose needs to be better, and reflected in the structure of the meetings.

At present, the Forums focus mainly on matters for which partner organisations have responsibility (such as the Police and County Council). As attendance from invitees/partners can be varied, this causes inevitable frustrations for Councillors and residents who have submitted questions for response by those bodies. This issue could be addressed more effectively by focussing the Forums on thematic issues rather than specific queries e.g. a presentation/discussion on highways and planned improvements as opposed to potholes in particular roads. The change of emphasis would allow for improved community engagement and encourage attendance by the appropriate partner organisations.

There is also an opportunity to use the Forums to promote improvements or work undertaken in the respective areas

The opportunity for the public to ask questions could be retained but refocused through a "question time" style approach to a panel of Members.

5.4 Structure of the Forums

The Forums are currently structured in a similar format to formal committees in that they have an agenda, notes (in a committees minutes style) and terms of reference within the Constitution (attached as Appendix 5).

Whilst this structure makes them relatively straightforward to administer, residents, Councillors and Officers have commented that this structure is too inflexible, and does not allow for proper public engagement. Removing this formality would allow those involved with each individual Forum to have a greater say in how it should be run, thereby hopefully increasing involvement from residents. It would also allow the Forum to concentrate on actions agreed and outcomes achieved rather than what discussions took place.

5.5 Involvement by Invitees/Partners

Under the current Forums' structure, involvement by invitees/partners is centred on answering pre-submitted questions or providing written or verbal updates to the meetings.

One of the main points of feedback in this regard has been the lack of attendance by certain partners to the Forums and the frustration this causes for Councillors and residents in not being able to discuss issues raised in more detail. It has also been commented that the Forums should be given more clout/power to require partners to attend when requested. As the Forums do not have a legal standing, this would be difficult to achieve.

To address this problem, consideration could be given to inviting partners along to discuss thematic issues rather than specific ones. For example, the focus with the County Council representative tends to be on individual potholes; this could be replaced by a presentation and discussion on highways maintenance and planned improvements.

5.6 Officer Support and Councillors Involvement

Currently each Forum has an allocated 'lead officer' selected from the Council's Leadership Team, with administration managed by Democratic Services. An Officer from the Communications team also attends the Hednesford Forum to provide live updates via the Council's 'Twitter' account.

Whilst the lead officer role plays an important part in giving the Council a senior level presence at the Forums, some of the feedback received has indicated that this tends to place more responsibility on the lead officer to answer questions etc. than the District Councillors present who make up the Forum membership. A simple solution to this would be to retain the lead officer role, but enhance the role of the Councillors (including Cabinet Members) so they take greater ownership over how the Forums are run and residents' queries dealt with.

The 'Twitter' updates serve the purpose of providing live and succinct information about what is being discussed at the Forum to over 5,500 individuals and organisations based in the District and further afield. Used in the right way, this tool (and other social/online media) can help to better promote and publicise the Forums to residents and local organisations and what they are about than the more traditional promotion methods used at the moment. Whilst resources would not permit "tweeting" from every Forum, it would be possible to rotate this across the different forums over the course of the year or to focus on selected meetings in the annual cycle, according to the topics being discussed.

5.7 Forums Attendance

5.7.1 Attendance data for the Forums held since 2010-11 has been analysed to establish how well each Forum was attended by the public, District Councillors and invitee organisations.

- Public attendance – this was calculated using the total number of residents who attended each Forum, compared against the electorate data for each Forum area and the total electorate for the District each year. Between 2010/11-2012/13 total attendance marginally increased from 1.27% to 1.38%, but has dropped in 2014/15 to only 0.58%. Over the course of the five-year period, total attendance was just above 5% of the electorate.

Total public attendance figures for each Forum area are shown below:

	10/11	11/12	12/13	13/14	14/15	5 year avg.
Cannock	68 <i>0.31%</i>	80 <i>0.35%</i>	96 <i>0.43%</i>	66 <i>0.29%</i>	45 <i>0.2%</i>	71 <i>0.32%</i>
Heath Hayes etc.	17 <i>0.08%</i>	23 <i>0.11%</i>	11 <i>0.05%</i>	12 <i>0.06%</i>	29 <i>0.14%</i>	18 <i>0.09%</i>
Hednesford	97 <i>0.71%</i>	75 <i>0.54%</i>	80 <i>0.58%</i>	10 <i>0.07%</i>	13 <i>0.09%</i>	55 <i>0.40%</i>
Rugeley & Brereton	33 <i>0.17%</i>	48 <i>0.25%</i>	62 <i>0.32%</i>	36 <i>0.19%</i>	28 <i>0.15%</i>	41 <i>0.22%</i>

The overriding concern of such minimal public attendance is that the Forums are not serving the purpose they were established for. The proposed recommendations seek to counter this problem by improving promotion of the Forums and better interaction between residents and Members.

- District Councillors attendance – this was calculated using the membership of District Councillors on each Forum, compared against the recorded attendance data for each meeting. Attendance fell by 16% between 2010/11-2013/14 (76% down to 60%), although for 2014/15 the figure has increased back up to 66% (this however is still the second lowest attendance rate across the five year period).

Total Members attendance figures for each Forum area are shown below:

	10/11	11/12	12/13	13/14	14/15	5 year avg.
Cannock	36 <i>75%</i>	34 <i>71%</i>	30 <i>63%</i>	30 <i>63%</i>	33 <i>69%</i>	33 <i>68%</i>
Heath Hayes etc.	36 <i>82%</i>	32 <i>73%</i>	23 <i>52%</i>	23 <i>52%</i>	28 <i>64%</i>	28 <i>65%</i>

	10/11	11/12	12/13	13/14	14/15	5 year avg.
Hednesford	25 89%	21 75%	20 71%	18 64%	22 79%	21 76%
Rugeley & Brereton	28 64%	27 61%	37 84%	28 64%	25 57%	29 66%

A key aspect of making the Forums a success is having high levels of attendance by District Councillors (as ultimately they are the 'Forum'). Whilst it is accepted there are occasions when Members may not be able to attend, selling the benefits of the Forums to residents can be made difficult when it appears that Members are less likely to attend themselves.

- Invitees' attendance – this was calculated on the basis of how many Forums each type of invitee attended across each of the five years:

	Total no. of Forums attended 2010-2015 (max. 80)	Percentage Attendance
Staffordshire Police	77	96%
Parish/Town Councils	76	95%
Staffordshire County Council (Councillors)	63	79%
Community/Voluntary organisations	40	50%
Staffordshire County Council (Officers)	39	49%
NHS	21	26%
Staffordshire Fire & Rescue Service	12	15%
Local Business Groups	7	9%
Housing/Tenants associations	0	0%
MP for Cannock Chase	0	0%

Overall attendance from invitees has been particularly low, achieving a peak of only 49% in 2012/13, and falling back to 39% in 2014/15 (the lowest total since 2010/11).

- 5.7.2 The low attendance from most invitees, coupled with feedback referred to earlier in the report suggests that the present approach of partner involvement does not work, hence the recommendation that partners be invited to attend 'when

required' and the focus of the Forums be shifted to provided greater emphasis on wider District matters.

5.7.3 Another factor which can affect attendance is the time of day the Forums are held. Although it cannot be proven that low attendance occurs as a direct result of the Forums commencing at 7pm, data collected from other local authorities shows that those which hold evening forums also suffer with such attendance problems. Accordingly, recommendation 2.4 seeks to help overcome this by creating more flexible start times to suit each Forum area.

5.7.4 Whilst some of the issues covered in this report will help to encourage attendance, it is considered that the number of Forums and the frequency of meetings should be reduced. As referred to in recommendation 2.2, Council is requested to choose from one of the following three options ((a), (b) or (c)) for the number/area of Forums to be held.

	No. of Forums	Locations	No. of Wards	Members per Forum
(a)	3	'North' – same as the existing Rugeley & Brereton Forum	4	11
		'Central' – retain the existing Hednesford Forum and include the wards of Hawks Green, Heath Hayes East & Wimblebury and Rawnsley	6	15
		'South' – retain the existing Cannock Forum and include the ward of Norton Canes	5	15
(b)	1	District-wide	15	41
(c)	0	-	-	-

- Option (a) reduces the number of Forum areas by one, but is still structured around the District's three towns (thereby continuing to provide a local level focus) and takes account of the issues regarding the current Heath Hayes, Norton Canes & Rawnsley Forum previously referred to.
- Option (b) combines the four existing Forums into a single one for the whole District. This model would provide greater choice in terms of location by not being tied to a smaller area of the District and potentially means thematic issues can be presented to and discussed by a larger audience.

- Option (c) would remove the current Forums structure in its entirety. Whilst the low attendances at the current Community Forums would support this option being taken, Members may wish to defer consideration of this option until a full review of any revised Forums model (if approved) has been undertaken and assessed, along with the proposed wider review of community engagement methods.

5.7.5 Should Council choose either option (a) or (b) as its preferred model, then determination also needs to be made as to how often the Forums should meet. It is considered that as the December meeting is the least well attended it should be removed from the cycle, which would give Forums **three times per year** (summer, autumn and spring). Alternatively, Members could choose to reduce the number of meetings further and hold Forums just **twice per year** (autumn and spring).

5.8. The formal structure of the meetings coupled with the aforementioned attendance issues mean that little is achieved at present for all parties involved in the Forums. Accordingly, the recommendations seek to address this by improving promotion and publicity of the Forums, making them more accessible to the public and encouraging Members to take the lead on how their Forums should be run.

6 Implications

6.1 Financial

Any reduction in the total number of Forums and frequency held will result in budgetary savings being achieved; primarily through reductions in agenda print costs and venue hire costs.

6.2 Legal

None.

6.3 Human Resources

None.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

None.

6.8 Equality & Diversity

None.

6.9 Best Value

None.

7 Appendices to the Report

- Appendix 1 - Extract of Scrutiny Committee Minutes, 27 November, 2014.
- Appendix 2 - Local authorities Community Forums Survey – data responses.
- Appendix 3 - Local authorities Community Forums Survey – text responses of those who have forums.
- Appendix 4 - Local authorities Community Forums Survey – text responses of those who do not have forums.
- Appendix 5 - Community Forums' current Terms of Reference

Previous Consideration

None

Background Papers

- Report of Chief Executive to Annual Council, 18 May 2000 – Community Forums
- Report of Director of Governance to Performance & Partnerships Scrutiny Sub-Committee, 14 January 2009 – Attendance of Representatives at Community Forums
- Report of Chief Executive to Scrutiny Committee, 21 April 2009 – Review of Publicity Arrangements-Community Forums

CANNOCK CHASE COUNCIL

**EXTRACT FROM
MINUTES OF THE MEETING OF THE
SCRUTINY COMMITTEE**

HELD ON THURSDAY 27 NOVEMBER 2014 AT 4.00 P.M.

IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT:
Councillors

Toth, J. (Chairman)

Anslow, C.	Freeman, Miss M.A.
Bernard, J.D.	Gamble, B.
Burley, Mrs. J.L.	Pearson, A.
Buttery, M.	Todd, R.

16. Apologies

Apologies were received from Councillors Mrs. S.M. Cartwright, J.T. Kraujalis (Vice-Chairman), P.A. Snape and P. Witton.

21. Review of Community Forums – Input from Scrutiny

The Head of Governance was in attendance to seek the Committee's input into the review of the Council's Community Forums which was being undertaken as one of the priority outcomes for the Corporate Improvement PDP in 2014/15

Members were asked for their views on the following questions (using the Forums' Terms of Reference as an initial starting point):

Purpose of Forums?

- To give the Council the opportunity to listen to the public.
- To communicate with the community.
- To act as an 'open' forum.
- To be a forum for the public and not for the Council.
- Hold bodies to account – both public and private sector.
- Educate residents and raise awareness about provision of services.

What Works Well?

- Format – enables people to speak directly with individuals concerned on specific issues.

What Doesn't Work Well?

- Can become 'hijacked' by one or two individuals with a particular axe to grind.
- Agendas were too 'rigid' as items had to be set in advance.
- Items of business considered by some forums were not how people operated normally.
- Asking for questions to be set in advance.
- Attendance not good enough from some invitees.
- No opportunities for public debate; have reverted back to method of receiving written replies only.
- Lack of clout to get invitees to attend.
- Don't think many people know when forums were due to happen or what was to be considered on the agenda.
- Cannock forum – use of the Council Chamber as a venue – too 'formal'.

What Changes Could Be Made?

- Flexible agenda.
- More 'accessible' venues.
- Give more support and help to Members to distribute resources about the forums (flyers, posters, agenda etc.).
- Questions should be asked of councillors rather than officers – e.g. a 'question time' style format.
- Allow for local councillors/ward members to be questioned on ward specific issues.
- Less formal presentation of agendas.
- Should be advertised as an 'opportunity' for people to come and speak directly to the Council.
- Operate online/via Facebook as 'live' forums – e.g. Worcester council.

What Can Be Done to Improve Attendance?

- Newspaper and online advertising.
- 'Topical' issue pertinent to local area could be covered.
- Talks on how the Council functioned and what the differing responsibilities were of the Council and County Council.
- Has to be accessible and attendees need to feel 'satisfied' with attending.
- Manageable timescales need to be set for providing responses to questions if they can't be answered immediately.
- Recognition that each individual forum is different.
- 'Code of Conduct/protocol and guidance for Members on how to behave at forums – important to take 'politics' out of forums and focus on the 'community' role.
- Clarity was required on allowing representatives from media organisations to attend the forums and provide live Twitter updates.

The Corporate Director also provided the following feedback:

- The 'formal' structure of the forums should be removed.
- Need to acknowledge that there would be a limit on what could be answered in the meeting.
- Forums should be more Members led, but a level of neutrality would still

need to be in force to avoid potential 'political issues'.

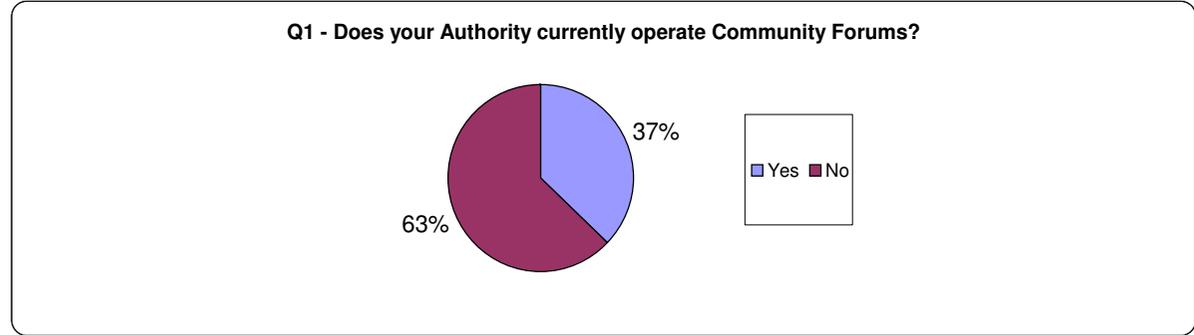
- Involvement of 'independent' bodies.
- Be clear about possible overlap of issues – what should/shouldn't be covered.
- Role and remit of parish and town councils, important not to step on their toes.
- Police & Crime Commissioner proposals for 'Safer Neighbourhood Panels', these could have an impact on future Police involvement with the forums.

The Head of Governance advised that alongside this input from Scrutiny, Democratic Services were conducting a survey with other local authorities to establish what arrangements they had in place, if any. Input was also being sought from the Community Engagement and Local Partnerships Teams. Once the review had been completed, a report would be written up and presented to Council for consideration.

DATA RESPONSES TO COMMUNITY FORUMS SURVEY

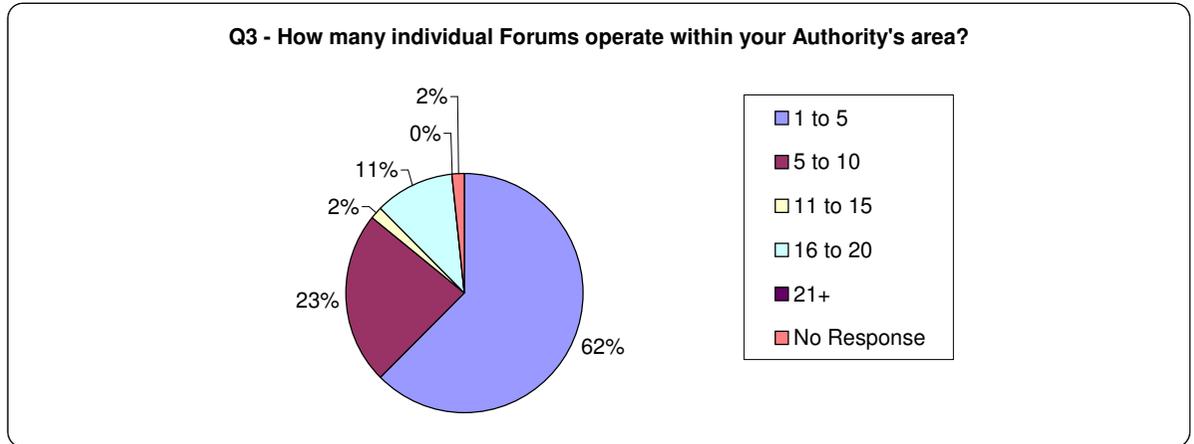
Q1 Does your Authority currently operate Community Forums (or similar if a different name)?

Yes	56
No	94
Respondents	150



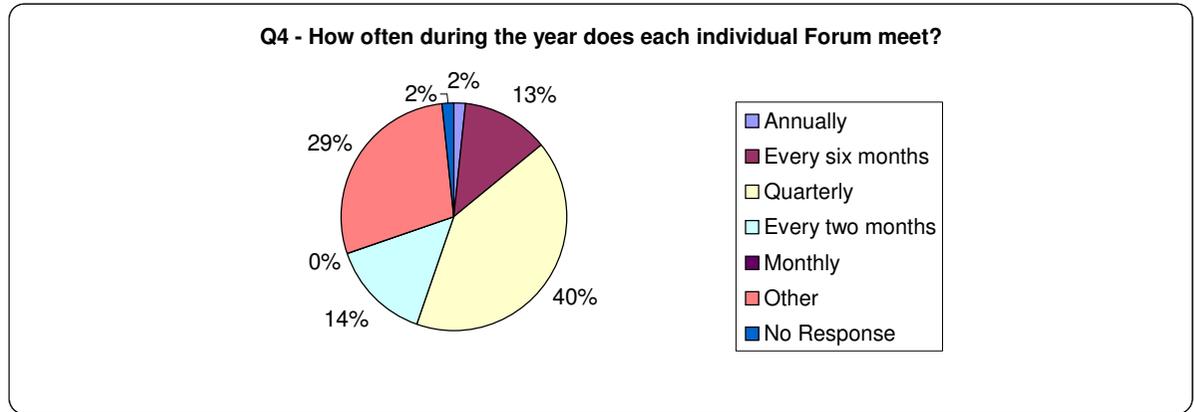
Q3 How many individual Forums operate within your Authority's area?

1 to 5	35
5 to 10	13
11 to 15	1
16 to 20	6
21+	0
No Response	1
Respondents	56



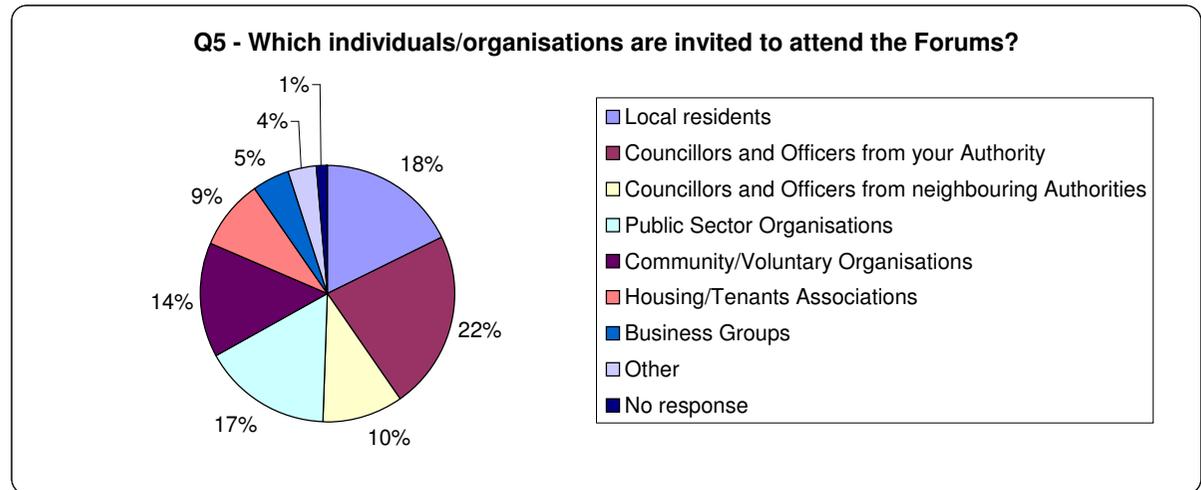
Q4 How often during the year does each individual Forum meet?

Annually	1
Every six months	7
Quarterly	23
Every two months	8
Monthly	0
Other	16
No Response	1
Respondents	56



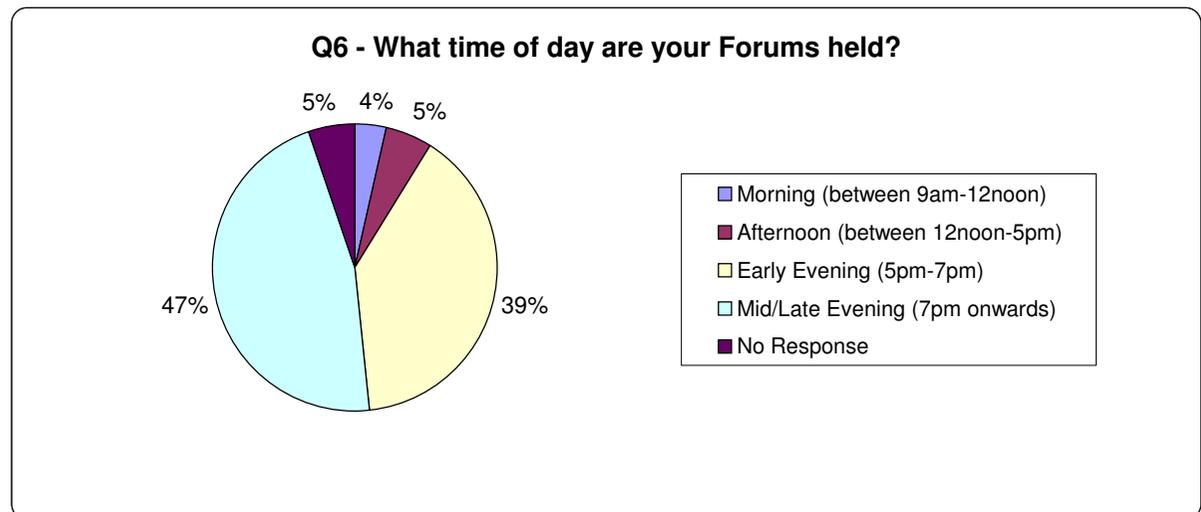
Q5 Which individuals/organisations are invited to attend the Forums? (tick)

Local residents	40	71%
Councillors and Officers from your Authority	50	89%
Councillors and Officers from neighbouring Authorities	23	41%
Public Sector Organisations	37	66%
Community/Voluntary Organisations	32	57%
Housing/Tenants Associations	20	36%
Business Groups	11	20%
Other	8	14%
No response	3	5%
Base Respondents	56	100%



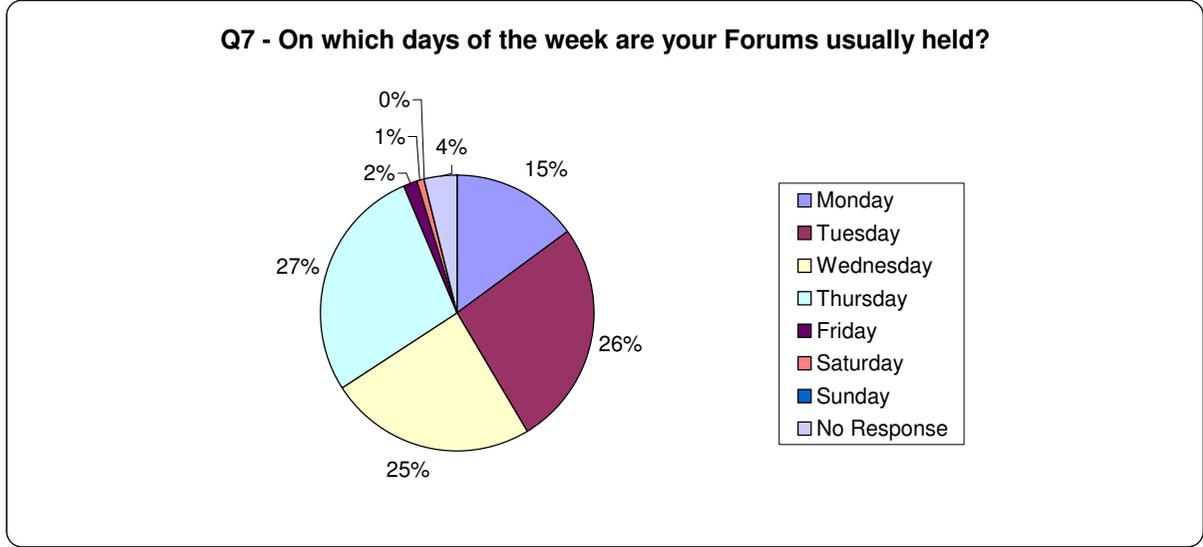
Q6 What time of day are your Forums held?

Morning (between 9am-12noon)	2
Afternoon (between 12noon-5pm)	3
Early Evening (5pm-7pm)	22
Mid/Late Evening (7pm onwards)	26
No Response	3
Respondents	56



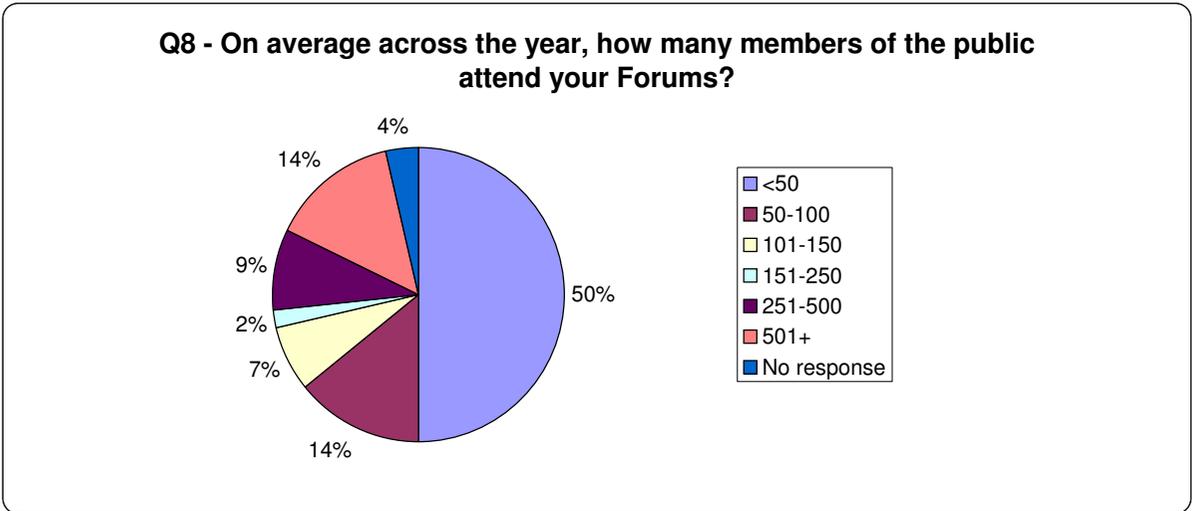
Q7 On which days of the week are your Forums usually held? (tick all that apply)

Monday	19	34%
Tuesday	33	59%
Wednesday	31	55%
Thursday	35	63%
Friday	2	4%
Saturday	1	2%
Sunday	0	0%
No Response	5	9%
Base Respondents	56	100%



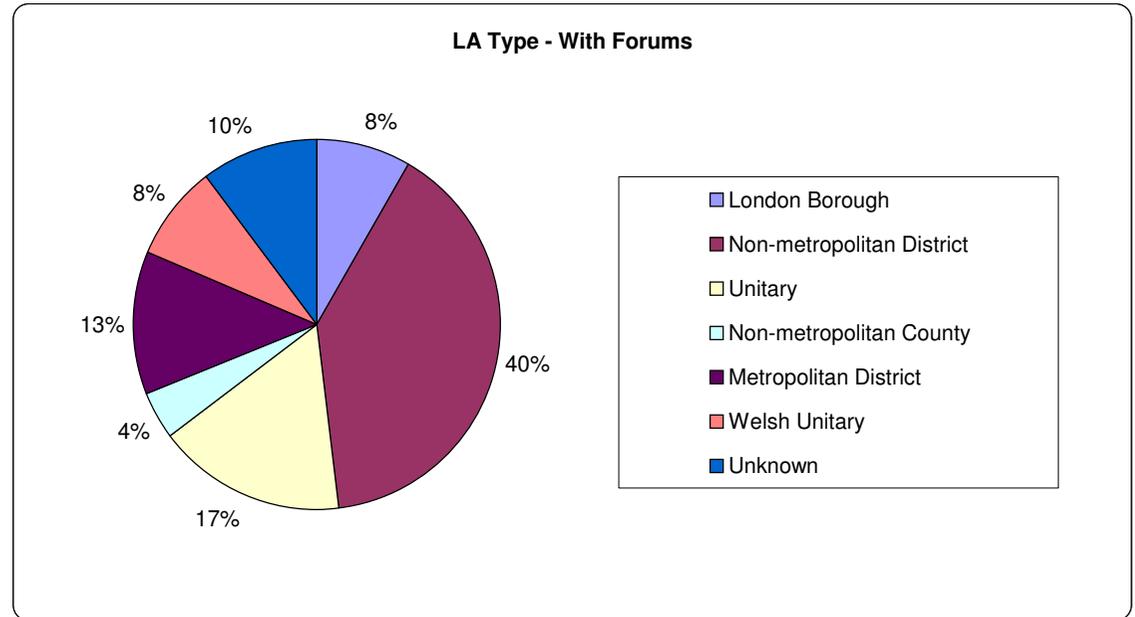
Q8 On average across the year, how many members of the public attend your Forums?

<50	28
50-100	8
101-150	4
151-250	1
251-500	5
501+	8
No response	2
Respondents	56

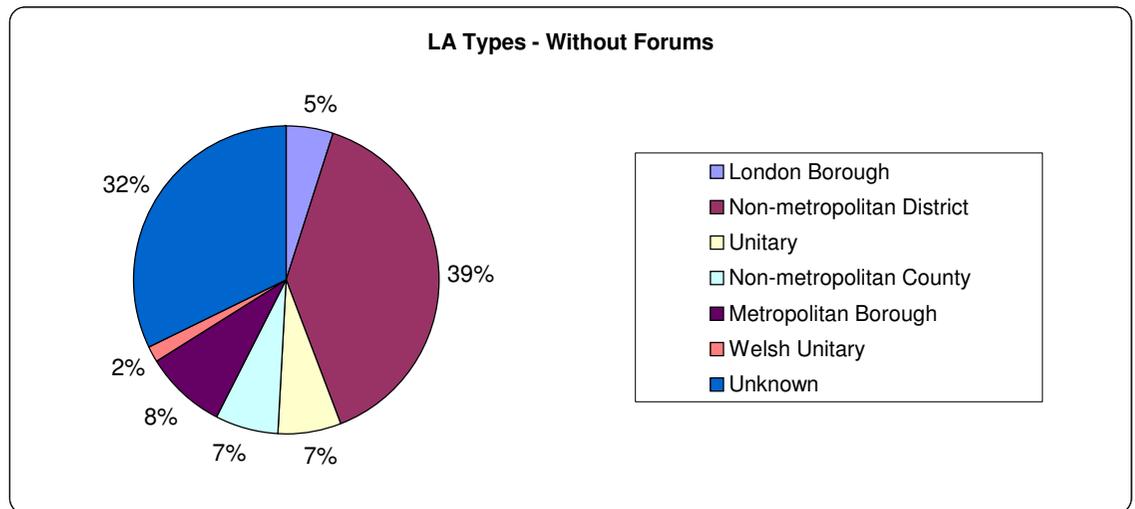


RESPONDENTS BY LOCAL AUTHORITY TYPE FOR Qs 2 AND 9

<u>WITH' FORUMS</u>		
London Borough	4	8%
Non-metropolitan District	19	40%
Unitary	8	17%
Non-metropolitan County	2	4%
Metropolitan District	6	13%
Welsh Unitary	4	8%
Unknown	5	10%
Respondent	48	100%



<u>WITHOUT' FORUMS</u>		
London Borough	3	5%
Non-metropolitan District	23	39%
Unitary	4	7%
Non-metropolitan County	4	7%
Metropolitan Borough	5	8%
Welsh Unitary	1	2%
Unknown	19	32%
Respondents	59	100%



Text Responses from Local Authorities that operate Forums

Authority Type	Response
London Borough	We have a structure of 4 Neighbourhood Committees with devolved decision making powers.
Non-metropolitan District	Parish Partnership Panel and Forum: Vehicles for exchange of information, consultation and structured dialogue between the council and parish councils in the Borough - based organisations.
Unitary	General Open Session. Then usually awarded of grants to local organisations under various funding streams.
Unitary	Neighbourhood Forums meetings are held each quarter for two areas; North and Coastal and South and Central and discuss local issues and concerns, and information on what's happening in the area. They ensure that residents of the town are better informed about the way their council services and other major service providers are run and allow them to get involved in the decision making process. Consultation with local people is a key element of the Forums.
Non-metropolitan District	Not sure if these fit the bill of what you need but these are two way communications meetings between the District Council, County Council and Geographically grouped Town and Parish Councils, designed to pass out corporate messages and updates and to discuss concerns/issues experienced by the Parish. In addition potential use of funding i.e. the Town and Parish Fund is discussed and agreed at the meetings.
Non-metropolitan District	Local Engagement Forums provide an opportunity for the public to raise local issues with County, District and Parish Councillors, the Police, Fire Brigade and other public bodies. The forums, which are discussion groups, are a way to give residents the opportunity to have their say on issues affecting their community with their elected representatives (at County, Borough and Parish levels) and key public sector agencies who deliver services locally. We hold forums every quarter in each of the high population areas. We try to keep the meetings as informal as possible and all residents are encouraged to come along and take part in the discussions.
Non-metropolitan District	There is a joint forum with the county council which meets 3 times a year (Neighbourhood Forums exist in the borough but these are now community run events and are not run by the LA).
Non-metropolitan District	To enable the community to set the agenda and to let them have their say at the meeting.
Non-metropolitan County	7 x Area Committees for the 2 tier county area - much of which is very rural. To consider local issues, opportunity for public questions, consultation on changes associated with LA savings proposals, update reports to each meeting from Police and Fire, emergency planning, important to our Stronger Communities programme.
Non-metropolitan County	We have 18 Local Area Forums across the county. Each has a budget of around 45k to spend on Local Priorities. Made up of County, District, Parish Councillors, Police Fire Health colleagues.

Authority Type	Response
Unitary	To actively engage the community in the democratic process and to encourage the community to do more for itself, reducing dependency on public services.
Unitary	Community Forums have been created across the borough. Designed to operate at the local level and based on ward boundaries, they give local communities (residents and organisations) an opportunity to contribute to local decision making to create better services and improvements for their areas. Initially, each Community Forum met a minimum of four times a year, with additional ad hoc meetings convened when necessary to consider emerging important issues in a timely and consistent way. More recently, meeting arrangements have become more fluid, with meetings organised to respond to local issues. Each Community Forum comprises the respective Council ward members. Some have elected Chairs and Vice Chairs, others opting for a more informal approach. Representatives from Local (Town and Parish) Councils, community groups and partners from the public, private, community, voluntary and faith sectors are invited to attend Community Forum meetings.
Non-metropolitan District	The objectives of the Partnership are: (i)to contribute to the enhancement of the economic, environmental and social well-being of the Area (ii)to develop a Community Plan, which includes an Action Plan for the Area (iii)to facilitate implementation of the Action Plan (iv)to monitor progress in implementing the Action Plan and to report to the community (v)to review, update and publish the Community Plan at appropriate intervals. It will seek to achieve these objectives by: (i)working with local, regional, national and international agencies, statutory bodies, commercial organisations and associations, voluntary groups and associations, and with individuals (ii)leading a project directly and/or influencing public/private bodies and/or working in partnership with other groups (iii)influencing the community to support these actions (iv)ensuring that all work associated with the Partnership is carried out to the highest standards (v)ensuring that community-generated projects are recognised within the plan (vi)providing a forum in which to share information, ideas and good practice in relation to the enhancement of the Area.
<i>Unknown</i>	To inform communities, Parishes and other organisations of the work of the LA, also to discuss local issues raised by members.
London Borough	Our five forums (formerly the Area Consultative forums) encourages our residents to have a say about the local community issues which matters to them and their community.
Welsh Unitary	34 Town and Community Councils meet quarterly. Purpose: to share and work on issues of mutual interest to the Council and its communities. Aim: to work together for the benefit of local communities whilst recognising our respective responsibilities. Designed to improve relationships across the Council based on equality of partnership. Established a Community Charter and have developed an Action Plan to make the Charter a practical tool (annually reviewed). Forum meetings held in Town/Community Councils throughout the authority Chaired by the host.

Authority Type	Response
Welsh Unitary	Community & Town Councils Forum. This forum arises & operates from A Shared Community Charter. Local Governance, clear about the role of councillors at all levels in the relationship & in community leadership. Consultation, Clear, specific & time limited procedures & processes for consultation. Information & Communication. Joint Working & Engagement. Ethics. Financial arrangements. Delegating responsibility for service provision. Community Strategy. Meetings are not open to the public. Engaging with the Public is undertaken byway of:- Topics being listed on our Website, The Council's Annual Report, Performance Information, Twitter, various departmental road shows - current & envisaged service delivery. We tend to make full use of our Councillors, who also guide us to local interest groups etc.
Welsh Unitary	These are primarily liaison meetings with Town and Community Councils
Non-metropolitan District	To give the public the opportunity to raise any issue with the Borough Council or other local authorities (County Council and the Police) in a more informal setting (either through a One to One basis or a General Question and Answer session). The events take place at various locations around the Borough, to make them more accessible to the public and the Borough Council's Cabinet meeting then follows on after at the same venue.
Metropolitan District	Ward Forums - one for each electoral ward in the Borough The Ward Forums established by the Council on 29th July 2009 have the following roles and functions: (a) build partnerships at ward level between the Council, other local public, private and voluntary sector organisations, community groups and the public, including Town and Parish Councils where relevant; (b) develop priorities for the ward which can be reflected within the wider community planning and local area agreement process; (c) enable local people to raise issues of local concern, and advise the Cabinet or Scrutiny Panels on matters of interest in their ward.
Non-metropolitan District	The main purpose of the Neighbourhood Forums is to: Engage with local residents, businesses and other community groups in the district Provide a key consultative mechanism between all the councils and with the public on policies, plans and strategies Assist councillors and other agencies to listen to and respond to their communities Discuss an issue of local importance or concern or resolve specific issues Allow two-way communication between communities and agencies Focus on outcomes and resolutions for local communities
Non-metropolitan District	To allow the public to raise any issues or areas of concern with their local councillors. We have two Area Forums as the rest of the borough is covered by their own Parish Councils.
Unitary	Community Partnerships help to encourage individuals and communities across the area to become more involved in decisions that are made about the public services that they receive. The Community Partnerships also involve local people in tackling local issues to improve the quality of life of communities across the area.
Metropolitan District	18 Area Forums to cover all areas of the Borough to promote the involvement of the citizens of the Borough in the processes leading up to its decision-making
<i>Unknown</i>	We offer a range of options for community engagement. This includes public meetings (up to four a year) issue based, at the request of residents; service improvement teams, tenant and leaseholder forums and a range of other options.

Authority Type	Response
Metropolitan District	The community forums are a way for people to have their say. They are informal meetings and two hours are allocated for each one. They are held at local venues within each forum boundary. Items on the agenda include issues raised by local residents; Topics raised by Local Councillors; Community Forum Funding applications.
Non-metropolitan District	They have just been reviewed. The main aim now is to be a Question Time with a topic that is relevant to the area concerned.
Non-metropolitan District	We have Area Member Panels which are formally constituted as part of the committee programme. The Terms of Reference are on our website.
Non-metropolitan District	To engage with members of the public to identify current issues. To deliver information to members of the public. Forums are administered by the Community Engagement Officer, who attends the events, and are chaired by resident volunteers.
Non-metropolitan District	Community Assemblies are an exciting new initiative which we want the whole community to be a part of. Together we want to create a successful partnership to help shape the future of our neighbourhoods. Together we will: <ul style="list-style-type: none"> • Assist communities to identify local issues and implement to local solutions • Give a voice to communities via a wide range of methods. We want you to be able to influence service delivery, access support and advice and get involved in local decision making. • Build stronger more cohesive communities • Work to make the Borough an excellent place to live, work, visit and learn • Encourage, inspire and enable people to be more active citizens.
Non-metropolitan District	To provide a link between County, District and Parish Councils.
Unitary	We operate 19 Community Networks comprising Councillors and TPC reps - functions are to identify priorities; influence service delivery; engage public. They are public meetings.
Non-metropolitan District	The Forums are used to either consult on or highlight specific matters. So for the current round - there is a short presentation on IER - Individual electoral registration which is followed by Q&As. (The presentation is often made by representatives of outside organisations.) Then the remainder of the meeting is given over to residents to raise matters with Councillors - who will take on the matters raised and ensure residents receive a response.
Non-metropolitan District	We hold forums in two main areas, three times per year, but also arrange ad hoc events and open sessions in seven other areas across the Borough, when local representatives feel they need to discuss relevant local issues. We also involve residents in Core Groups which monitor Council Housing Services, such as the Repairs Core Group and the Cleaning Core Group. Representatives come from General Needs, Sheltered and Leaseholder housing.
<i>Unknown</i>	Local members to inform and receive the views of local residents
Non-metropolitan District	We have a 6 monthly Parish Forum, which consists of representatives from each of our local Parish Councils. We meet to discuss relevant issues that affect both district and parishes; recently we have discussed devolution of functions, allocation of CTRS across the parishes and the new filming of meetings regulations.

Authority Type	Response
London Borough	We have forums based around our five main town centres. The aim of the forums is to give residents an opportunity to find out about local services and raise issues of concern.
Unitary	Our 7 Area Forums have a consultative and advisory role. There is provision for public questions. Meetings are held in public and in venues such as schools, community centres etc. They also have a modest budget and requests for funding from local groups/organisations/charities etc. are considered and funding allocated reported upon at the end of each meeting.
Non-metropolitan District	Community involvement - local improvement schemes, community events, area based projects. Quarterly meeting, informal in style, held in community venues. No agendas or minutes, all activity focused - 'you said, we did'.
Unitary	See terms of reference online
<i>Unknown</i>	To give information to rural communities on economic development, grants, planning etc. There are set up with key speakers at the start of the conference and then break out sessions.
Welsh Unitary	Here we link with our Community Councils quarterly - Local Partnership Committee. We have two members from each Community Council together with the Clerk and they meet with Senior Officers from the Council. The Chair is a Cabinet Member from the Council. We have a Charter between ourselves and the Community Councils. These are not public meetings.
Non-metropolitan District	We have Community Partnerships, which are community led. They are based on each of the market towns and their surrounding hinterland. The District Council supports the community partnerships but they operate independently.
London Borough	Area Forum Meetings. For the terms of reference document please use the website link.
Metropolitan District	PACT Meetings. Structured agendas to consider any tensions in the City, policing issues, community concerns, events, proactive work to build strong community relationships. A full copy of the terms of reference can be provided if this would be helpful. We also have a network of (now) independent local neighbourhood partnerships, which were previously supported by the council. Consultations are conducted by each individual service group.
<i>Unknown</i>	To respond to local concerns raised by the community and town councils and communicate on important issues affecting the whole of the County Borough.
Metropolitan District	We have 5 Area Committees. The main aims, purpose and functions are to lead development of a Local Area Plan, monitor the quality and effectiveness of services delivered by the Council, consult, engage and involve local people and partner agencies and identify priorities for allocation of budgets delegated to the Area Committees. They are made up of the ward Councillors who have elected for that area of the City.
Metropolitan District	They have only just been established. They are called Local Advisory Groups. They have replaced Area Partnership Boards. The aim of the LAGs is to act as a sounding board at local level in relation to key priorities identified by the Knowsley Strategic Board (i.e. LSP)

Text Responses from Local Authorities that do not operate Forums

Authority Type	Response
Non-metropolitan County	Ad-hoc engagement based on particular issues, public consultations. Services use various ways to engage users of their services directly An Equalities Challenge Group brings together people from a wide range of protected characteristics and other 'seldom heard' groups and is used to receive feedback on various policy /service proposals.
Non-metropolitan District	Citizens Panel Neighbourhood Working which includes community led neighbourhood forums (probably less formal than community forums), bespoke online surveys, consultation through presentations to voluntary sector groups, group consultation on specific issues, e.g. business breakfast meeting for growth strategy, citizen panel meeting, Difference Day for E&D issues, Scrutiny committees where public can put forward their views, working with residents associations. Whilst we in the Policy Team co-ordinate strategic consultation most consultation is undertaken by individual service areas consulting with those most appropriate to consult with for the issue under consideration.
Non-metropolitan District	Webcasting of all meetings, consultation through town and parish councils, telephone surveys, consultation through the website via surveys, officers going out into the community, public questions can be asked at meetings (received in advance of meeting), public speaking at Planning Committee, bus, 1 stop shops, etc.
Non-metropolitan District	We have Citizens' Voice Panels and targeted consultations.
<i>Unknown</i>	Methods you would anticipate for engagement.
<i>Unknown</i>	We run ad hoc meetings where the public can attend, including Flood Forum, PCC meetings, etc, where there is public interest in a particular topic.
<i>Unknown</i>	Councillor Improvement Fund is available and Councillors arrange their own ward meetings.
Welsh Unitary	Individual departments hold surgeries with residents.
London Borough	Online Communications, Safer Neighbourhoods Panels, Service Users of Council Services and Voluntary Sector Service Users, Independent Forums such as the Pensioners Forum and Patient Councils etc.
Non-metropolitan District	We did try Area Forums a few years ago but they were unsuccessful, low turnout etc. We engage with the community through our Communications Team - website, social media, magazine, press releases etc.
Unitary	We are in the process of shaping and designing a community governance model across the city. We are currently planning to pilot three models to cover the geography of the city, evaluation will include participants and stakeholders. Decision papers, protocols and implementation plan will be submitted for decision at cabinet and full council. On acceptance we plan to roll out a citywide model of engagement and governance
Non-metropolitan District	The Council operates a Citizens Panel which is a database of local residents who volunteer to take part in consultations and customer research. There are 948 people on the Panel. Other methods include general consultation exercises on the website.

Authority Type	Response
<i>Unknown</i>	There are currently PACT meetings (Police and Communities Together) which are chaired by Councillors but are run separately from the Council. We also have a Community Engagement Department who interact with local community groups.
<i>Unknown</i>	Citizens' Panel Residents' surveys.
Unitary	Web-site, ad-hoc public meetings, written submissions.
<i>Unknown</i>	Scrutiny Committees, Task Groups and Residents led Task Force
Welsh Unitary	Council and Health Board have recently undertaken 8 public workshop and consultation events across the County to engage with forthcoming budget cuts, proposed community delivery work; social services consultation. Looking to undertake on line exercise possibly in new year. Council has also webcast some of its meetings around specific issue interest i.e. windfarm development. Citizens Panel asked to comment on specific items from time to time. Residents surveys also undertaken. The Local Service Board has a consultation and engagement officer network that meets on a regular basis - co-ordinate calendars for engagement and shared learning on consultation/engagement good practice.
London Borough	View website for details.
Non-metropolitan District	Meetings are open to the Public and Chairmen use their discretion to allow them to speak.
Non-metropolitan District	Opportunities for the public to speak at Council meetings. Housing organise Tenants/Residents groups. Consultation undertaken on various issues e.g. budget.
Non-metropolitan District	We have quarterly liaison meetings with representatives of our parish councils.
Non-metropolitan District	Drop-in sessions, market stalls, etc. General engagement sessions piggy-back big events and festivals, e.g. carnivals, Christmas market, etc. Dedicated sessions are held in relation to key issues, e.g. sessions in local shopping centres and libraries about proposals for town centres
Non-metropolitan District	public meetings website
Non-metropolitan District	We engage with the public in numerous ways such as: a) The Together Assembly - The Assembly is an opportunity for representatives from the public, private, voluntary and community sectors to network, to share information and ideas and to take forward the work to improve life in the area. b) Business Forum - The BF is an invaluable partnership between the business community and Council as a means of promoting economic growth within the area, in what are challenging economic times. c) Resident Associations - There are 14 resident associations. They are independent from the Council and discuss local issues affecting them. The Council's Community Development Officer regularly attends meetings to engage with resident's views.
<i>Unknown</i>	Citizens panel, focus groups, online campaigns, community cabinet sessions
<i>Unknown</i>	Generally through formal consultation and informally through ward councillors.

Authority Type	Response
<i>Unknown</i>	Parish Council liaison meetings, consultations, email distribution lists, local newspaper reporting
Welsh Unitary	We liaise regularly with Town & Community Councils; publish a local newspaper "Carmarthenshire News"; engage through our corporate website (specifically when preparing the budget); organise roadshows when promoting specific policy areas such as recycling.
Non-metropolitan District	Annual Question Time event. Out and about surgeries on Saturday morning, one a month with the leader. Consultation on key issues which the Council is working on, considering etc, e.g. development of Local Plan, changes to landlord registration, changes to Council Tax benefits. Transactional website and social media.
Non-metropolitan County	Public Participation at meetings, consultations, via tough choices (separate website) with public meetings etc, Scrutiny function, Locality Committees sometimes have other partners come along and contribute.
Non-metropolitan District	Just the usual : ePetitions, public meetings, etc, although I think webcast option will soon be considered.
<i>Unknown</i>	Public consultation on issues; website consultation portal; customer satisfaction survey; feedback can be provided on website/in writing/in offices; focus groups
<i>Unknown</i>	Varies depending on topic.
Non-metropolitan District	Too numerous to mention them all. We have an extensive consultation programme, a business panel, topic based consultative groups, a community development team, all involving Members at different points.
Non-metropolitan District	Public questions at Council, Executive Cabinet, Overview and Scrutiny. 3 Tier Liaison Meeting with County Council Equality Forum Overview and Scrutiny Task Groups Monthly ezine to Parish Councils, partners and community groups Local Democracy Events, with primary schools and a local college
<i>Unknown</i>	Every Parish in our district has either a Town or Parish Council or a Parish meeting who we engage with extensively. Our 'Communities' department also hosts an annual 'Community Conference.'
Non-metropolitan District	Council newsletter, website consultations, Parish Council liaison meetings, Facebook, twitter.
Non-metropolitan District	Citizens Panel Residents Newsletter Ad hoc consultations
Non-metropolitan District	They can attend Local Area Forums which are run by County Council. Public can also attend any of our Council, Cabinet or Committee meetings under normal arrangements. District Councillors also attend Parish meetings within their areas.
Non-metropolitan County	planning groups for specific groups and consultations
Unitary	Area Forums are independent but the Council supported them by providing a small amount of funding. Officers often attend to consult on issues and local ward councillors also attend regularly. We of course use other methods for consultation such as an e panel, one off consultations etc
Unitary	Please see the Community Engagement Strategy

Authority Type	Response
Non-metropolitan District	Facebook, Twitter, online consultation, engagement around specific topics like recycling or regeneration
<i>Unknown</i>	Neighbourhood meetings with ward members, to which public are invited.
<i>Unknown</i>	Talk with us - street and drop-in conversations. Occasional focus groups. Neighbourhood partnerships. Surveys at various events. We also co-ordinate a range of partnerships and support a number of organisation to deliver forums and networks, and have a Strategic Partnership. However, these tend to be for organisations rather than individual residents.
Metropolitan District	Please see website for details.
Non-metropolitan District	We have a Citizens' Panel who we ask to complete surveys on relevant topics. Website and hardcopy consultations. Quarterly information magazine and e-zine. Public questions item at the beginning of each 'policy' committee meeting (we operate under a Committee structure). Twitter and Facebook accounts.
<i>Unknown</i>	There are a number of channels that the Council uses including social media and community hubs.
<i>Unknown</i>	Citizens' Panel
Non-metropolitan County	There are various means - members of the public can speak on agenda items at public meetings. Meetings of Full Council, Cabinet, Scrutiny & Development Control are all webcast via our website. Consultations. We have e-petitions and a facility for presenting petitions to Council. Through our empowering councillors' scheme, councillors have become more engaged in their communities. A residents' panel and various customer and user groups.
Metropolitan District	Ward Councillor Surgeries, Ward Problem Solving Groups, Select Committees, Scrutiny Panels, Mayoral Commissions, and Mayoral Development Funds.
Non-metropolitan District	Annual Question Time event. Panel of public authority representatives (including councillors) take questions from residents on themed topics. Latest event was held in November 2014 and attracted 100 people. Last year 150 people attended.
London Borough	Housing Forums, Safer Neighbourhood Teams (jointly with the Police)
<i>Unknown</i>	Neighbourhood Action Planning Op. Civic: Community Consultation Events, Parish Council Meetings, Older Persons Forum, Disability Focus Group, BME Forum.
<i>Unknown</i>	Public consultations, residents' panels, public roadshows, public participation at meetings.
Non-metropolitan District	The Council runs a Citizens Panel and a separate Youth Panel, both of which meet annually. In between meetings the Council refers to members of the panels matters on which it wishes to obtain the opinions and ideas of residents, especially on the development of policies and services.
Non-metropolitan District	Our website summarises key methods.
<i>Unknown</i>	None other than the usual communication methods i.e. website, consultation, scrutiny reviews, newsletters, workshops for specific projects.
Welsh Unitary	Currently looking into opportunities to improve our engagement process.

Section 33
Community Forums:
Cannock
Heath Hayes, Norton
Canes and Rawsley
Hednesford
Rugeley and Brereton

Community Forums Terms of Reference

1. THE FORUM AREAS

The Membership of the Community Forums shall comprise the the District Council Ward Members of the following Wards:-

Cannock Community Forum - Cannock East, Cannock North, Cannock South and Cannock West.

Heath Hayes, Norton Canes and Rawnsley Community Forum – Hawks Green, Heath Hayes East & Wimblebury, Norton Canes and Rawnsley.

Hednesford Community Forum – Hednesford Green Heath, Hednesford North and Hednesford South.

Rugeley and Brereton Community Forum – Brereton and Ravenhill, Etching Hill and The Heath, Hagley, Western Springs.

Also invited to attend will be the following:-

Any Other Member of the District Council
 Members of the Public (through public notice of meeting)
 The County Council (the Divisional Ward Member(s) for the area)
 Parish/Town Council representatives
 Local Voluntary Organisations including the C.V.S.
 The Health Authority
 The Police
 Residents' Associations
 Local Businesses or representatives thereof

2. CHAIRMAN

- 2.1 The Chairman and Vice-Chairman of the Community Forum will be appointed for the Municipal Year at the first meeting of the Forum. The Chairman and Vice-Chairman shall be a Ward Member within the Community Forum.

3. FREQUENCY OF MEETINGS

- 3.1 Meetings shall be held quarterly.

3.2 Meetings of the Community Forum will be convened by the Chief Executive in accordance with the Calendar of Meetings approved by Council.

4. NOTICE OF MEETING

4.1 Prior to the meeting of the Community Forum, the Chief Executive will circulate to Members of the Forum a list of items to be discussed at the Forum.

4.2 The Notice of Meeting will be made available to the public prior to the meeting.

5. REPORTS TO COUNCIL

5.1 Reports in the form of minutes detailing matters raised will be submitted to Council for information.

6. FUNCTIONS

6.1 To discuss any issue relating to the relevant Wards including:-

- (i) Matters raised by Ward Members
- (ii) Consultation/Liaison
- (iii) Open participation/public debate
- (iv) Budget Consultation

7. DELEGATED POWERS

7.1 The Community Forum has no delegated powers.