

### Terms of Reference for Resident Forum Meetings

There are 18 Resident Forums in the City of York, 15 comprising a single ward, 2 consisting of 2 wards, and 1 consisting of 3 wards. These Resident Forums provide local citizens with an opportunity to influence local service delivery and to have a say more widely in helping to identify priorities within their ward to inform the focus of the Community Contract which will address these priorities. The Resident Forums will consider local matters and may advise ward members on spending the devolved Resident Forum budget on initiatives that help address priorities within the Community Contract.

The Resident Forum is one element of an approach which enables ward members to actively engage with residents.

At the Resident Forum ward members and residents will:

- (a) Launch an annual Community Contract that includes refreshed ward priorities agreed by members after taking account of resident ambitions, ward statistics and local intelligence.
- (b) Reflect upon the previous year's ward action plan (drawn up by officers to address the ward priorities) and the extent to which it has delivered on the priorities.
- (c) Consider monitoring information in order to hold service providers to account with regard to their performance within the ward against the ward priorities.
- (d) Identify specific improvements which the Council or partners could introduce within available resources and make recommendations.
- (e) Consider opportunities for residents to inform and influence the work that will take place to address ward priorities and for communities to deliver services where practicable and appropriate that contribute to those priorities.
- (f) Bring to the attention of the Council the views of local people on any matter of local concern and identify practical arrangements which might improve communications between the Council and the people it serves.

- (g) For non-parished areas, decide whether to institute / continue with a Ward Planning Panel (for the ward or wards covered by the Resident Forum) consisting of community representatives and, if so, elect the panel membership for the forthcoming year. The Ward Planning Panel will comment on planning applications in the ward(s) and report-back on any existing panel's work in the preceding year (working in accordance with the separate protocol for Ward Planning Panels).
- (h) Consult upon the allocation of resources contained within the Resident Forum budget over the forthcoming year, provided that:
- resources will only be used to award grants to community groups in the ward to support their contribution to the priorities set out in the Community Contract;
  - resources will not be used to fund services that require an “authorised officer” of the Council to exercise statutory functions.

Following this consultation Ward Members may decide to allocate the budget either by:

- inviting groups and organisations that can help to address the ward priorities to bid to the pot, or
- directly commissioning local groups to carry out projects that members have identified will address ward priorities

or a combination of the two methods.

### **How the Resident Forum will be conducted**

- The Resident Forum will be called by the ward councillors and will meet once per year.
- The Ward Councillors will elect a chair for the meeting.
- The agenda will be set by the Ward Councillors.

### **Minutes**

- Copies of the draft minutes of the meeting will be circulated to Ward Members within 10 days of the meeting for the approval of the chair of the meeting and then placed on the Council web site.

## **Voting**

- Voting at a meeting will be by a show of hands.
- In the event of any vote being equally divided the Chair will have a second or casting vote.

## **Access**

- Resident Forum will be subject to current access to information provisions. In addition the following will apply:-
  - (a) The Chair of the Resident Forum will introduce all agenda items then allow public debate.
  - (b) The Chair of the Resident Forum will sum up at the end of the debate and together with other Members take a decision.
  - (c) Meetings of the Resident Forum will be open to all residents of the ward to attend.
  - (d) The agenda will normally be publicised no less than ten working days before a meeting is held.
  - (e) A public notice board will be established for the ward on which all public information will be displayed. (The Press and social media will be recognised as a public notice board.)
  - (f) Council officers will be able to attend and speak at meetings where the subject area is relevant to the ward or where a citywide issue might impact on residents in a ward.
  - (g) Members may invite representatives of other agencies to attend and advise at meetings where relevant items are to be discussed.
  - (h) The Council will communicate the findings on any issue raised with them by a resident to that person within ten clear days - unless the inquiry raises issues of law or practice, requiring a provisional response to be sent or where an issue requires further action and /or investigation the Council will communicate that this is the case providing a deadline for completion.