
TERMS OF REFERENCE FOR THE BURGESS HILL TOWN COUNCIL RESIDENTS ADVISORY COMMITTEE

1. Name

- The name of the committee shall be the **Burgess Hill Residents - Advisory Committee** (the Forum).

2. Role

- To assist Burgess Hill Town Council (BHTC) in delivering positive outcomes for the community it serves, by way of consideration, scrutiny and review of policies, strategies, financial and performance issues.

3. Responsibilities

1. To review and be consulted on policies developed by BHTC and also to develop policy proposals at the Forum's own initiative, or at the request of BHTC and make recommendations.
2. To support consultation by BHTC with the town's residents.
3. To give advice on any matters as requested by BHTC.
4. To hold BHTC to account through a process that seeks and considers necessary explanations, information and evidence to ensure positive outcomes for Burgess Hill's residents and communities.
5. To produce an annual report to BHTC detailing the years' work and achievements and setting out any objectives for the coming year.
6. To consider equality and diversity in all decisions being made.
7. To voice residents' concerns and to ensure that views and opinions are representative of the community.
8. To undergo any training as deemed necessary.
9. To be involved in the induction process of new members of the Forum.

4. Membership

1. Membership of the Forum will be open to all residents within the boundaries of Burgess Hill providing they are at least sixteen years of age, except that individuals who are employed by BHTC or anyone who is a councillor on BHTC or a Mid Sussex District Council or West Sussex County Council or has been a councillor any of these or a previous member of the Forum in the last 24 months will not be eligible.
2. The maximum number of members permitted on the Forum is 18. If membership falls to 15, the Forum **may** co-opt up to 3 residents. If membership drops to below 12, the committee **must** co-opt at least 3 members.

Appendix 2

3. Any member who is absent for 3 consecutive meetings without notice, will be deemed to have resigned from the Forum and may be voted off by the remaining members. The absentee member shall have the right of appeal to a panel of three BHTC councillors whose decision to uphold or dismiss the decision to vote off the absentee member shall be final.
4. All members will be expected to sign the Code of Conduct and Declaration of Interests form.

4.1 Recruitment

5. Recruitment of the Forum will be via application to BHTC in respect of 10 of its members and 8 by appointment by BHTC. If insufficient applications are received BHTC may appoint residents to join the Forum.
All reasonable endeavours shall be used to ensure that the applications/invitations are broadly representative of the town having due regard to age, gender, sexual orientation, ethnic identity and disability.
6. Qualifying residents will be invited to contact BHTC within 10 working days if they wish to apply for the next stage of selection.
7. If more than [10] residents make an application to join the Forum, the residents shall be interviewed by the members of the Community Engagement KAG who will, as regards the formation of the membership of the first Forum, make the appointments. Thereafter the members of the Forum may make recommendations to BHTC about the most appropriate way of deciding membership of the Forum from those that apply.
8. If less than 10 residents apply, BHTC will have the right to invite residents to join the Forum and may then co-opt them.
9. Forum members will receive appropriate induction to inform Forum members of the work of BHTC and to identify any training needs.
10. The Forum members will serve for 2 years from their date of appointment.

4.2 Officers

1. The Chair and Vice Chair shall be elected by Forum members for a period of 1 year, with the opportunity to be re-elected for the following year of their term.
2. The Forum may appoint a secretary.

5. Meetings

- a. The Forum will hold a minimum of four full meetings per year (approximately every three months)
- b. BHTC shall call the first meeting of the Forum when it is constituted at the start of each two year term.
- c. Full meetings may be attended by all Forum members (unless a member gives an apology for absence), up to two representatives from BHTC management team, and two BHTC councillors.
- d. The Forum may invite an independent expert to support them in a scrutiny project or with making recommendations.

Appendix 2

- e. All full meetings must have an agenda which is circulated to all Forum members and the representatives from BHTC and any observers, at least 3 working days prior to each meeting.
- f. Declarations of interest for agenda items will be in accordance with those applying to BHTC councillors.
- g. The Forum must take minutes of all full meetings. Minutes must be produced and circulated within 10 working days following the meeting.
- h. The Forum may choose to elect a secretary to take responsibility for agendas and minutes. Alternatively, members can share this task. In this instance, it must be decided at each meeting, who is the designated secretary for the next meeting. BHTC will assist where necessary.
- i. Resolutions shall be decided by the majority of votes. The Chair will hold the casting vote.
- j. The minimum quorum of members for a vote to be held is seven Forum members, including the Chair.
- k. It is the Chair's responsibility to ensure that agendas are followed, and meetings are kept on topic. The Chair must also ensure that Forum members adhere to the code of conduct including the seven Nolan principles at all times, and take appropriate action, if these are breached, if needed.

5.1 Working Groups and Reporting

- a. The Forum may appoint a working group of Forum members to take responsibility for a particular project if this will assist it to discharge its business.
- b. Working groups are not required to produce an agenda but must take minutes of meetings.
- c. Working groups must present their findings to the Forum in way of a report or presentation.
- d. The Forum can present recommendations at BHTC meetings by informing the relevant BHTC officer in time for the item to be added to the agenda.

6. Finance

- a. The responsible finance officer shall maintain a record of all income and expenditure of the Forum and follow the same financial procedures in accordance with BHTC practice.
- b. Forum members may claim back any reasonable expenditure incurred as a direct result of volunteering as a Forum member from BHTC.

7. Review

- The first Forum is constituted on: _____ 2019
- Review date to be no later than: _____ 2021