

Appendix B

Chapter 4.4 –Ward Forum Rules of Procedure

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4.4 WARD FORUM PROCEDURE RULES

1. Ward Forum Meetings

The Ward Forums will comprise all the councillors for the ~~ward~~inward in question. The forums will be member led and will provide local councillors with a positive and influential role in their wards. Ward Forums will enable members to supplement their surgery work and engage local people on strategic issues that matter to ~~them~~in them. In the case of mixed wards, ward members will hold them jointly.

2. Frequency & Timing of Meetings

The Forums will be arranged by ward members and meet as and when required. The frequency and timing will be at the discretion of the ward ~~councillors~~councillors.

~~The timing for each Forum will be a matter for the members in each ward to agree.~~

3. Chairing

Chairing of the ward forum will be agreed amongst all three ward councillors themselves (in mixed wards this should normally ~~rota~~rotate, at up to annual intervals).

4. ———

4. Venues

Where possible the forums will be held in venues selected from the directory of council buildings. The venues will meet the following criteria:

- accessible to the local area
- have disabled access
- well known to local people
- adequate parking facilities, including spaces for disabled people
- reasonably near a local transport route
- meet fire and health & safety regulations

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Members wishing to use a venue in their ward should contact officers in Corporate Governance to arrange a booking. They will also book additional equipment, if appropriate.

5. **Publicity**

Meetings will be publicised on the Council Website, in Our Enfield, the Council Facebook page and other social media forums managed by the council and by other means as organised by the ward councillors.

6. **Attendance at meetings**

Ward Forums should be attended by all the ward councillors, ~~–elected to that ward. Members of the public and~~ Local groups will also be encouraged to attend ~~and participate in this process.~~

Council officers will not ~~normally routinely~~ attend ~~–Ward~~ Forum meetings, but may, exceptionally, do so where a request has been submitted and agreed in advance by the relevant Head of Services (or above more senior officer) in the light of the importance of the issue(s) to be considered. ~~This will normally only be in exceptional cases.~~

Cabinet members can also be invited to attend forum meetings to explain particular strategies, policies or decisions.

Given their spatial remit and focus on cross cutting issues across their areas, Associate Cabinet Members will also be notified of Ward Forums and the business to be considered, and may choose to attend.

7. **Conduct of Business**

Ward Forum meetings will be open to the public. Agendas will be put together and agreed by all three ward members and should be made public before each meeting.

~~8.~~

~~9. Relationship with Council, Cabinet, Scrutiny & Associate Cabinet Members~~

Ward Forums are part of the Council's governance arrangements. Therefore, they will operate ~~following the~~ following the Council's health and safety guidance, and within the policy framework and the rules adopted by the Council, including the Constitution and the Councillors' Code of Conduct.

They have been established for the purpose of:

- (a) creating greater local relevance;
- (b) enhancing local accountability; and
- (c) connecting members more closely to their residents on matters of strategic importance to them;

The Forums will be able to feed views and refer matters of local relevance to Cabinet Members, Overview & Scrutiny and the Associate Cabinet Members for consideration and review.

Other Constitutional Amendments relating to Ward Forums

Part 1

1.5 WARD FORUMS

The Council has replaced the previous area forums with ward forums run by the individual ward councillors. . They are designed to be ward councillor led and to act as a forum for local debate and input into the Council. The Terms of Reference for the Forums are set out in Part 2 – Chapter 2.7 and the rules of operation within Part 4 – Chapter 4.4 of the Constitution.

Part 2

2.7 Content page replace “area forum” with “ward forum”

Ward Forums

The Council has replaced area forums with ward forums for each of the 21 council wards.

[Updated: Council 6/4/11]

TERMS OF REFERENCE

- (i) To supplement the surgery work of ward councillors
- (ii) To enable ward councillors to engage local people more directly in strategic issues that matter to them.
- (iii) To enable ward councillors
 - To create greater local relevance
 - To create greater accountability
 - To connect more closely to their residents on matters of strategic importance to them

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Part 4 – Mentions of Area Forums

Cabinet Procedure Rules 7. Cabinet and Ward Forums - delete

Policy on Filming at Meetings:

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_ Change reference “area forum” to “ward forum”

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Other changes

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Delete reference to “area forum” and replace with “ward forum”

Part 5 Protocol for Member/Officer Relations

15.1 Other Public Meetings

“area forums” replace with “ward forums”

Page 5-95 “area forums” – replace with “ward forums”

However, they may not use the Council’s resources or facilities to do so. When at Council events, Councillors must not use that platform for political purposes. This includes Ward Forums, Overview & Scrutiny Committee and its work streams and other public meetings.