

MULTI-AGENCY AREA FORA

TERMS OF REFERENCE

1. The Council will establish and operate Multi-agency Area Fora meetings as set out below. Agency agreements will be secured with the relevant participating agencies to ensure that the agreed objectives of all of the partners involved are catered for.
2. The Multi-agency Area Fora meetings will operate on a pilot basis for one year.
3. The Council will assume the role of the lead organisation and will in consultation with partners agree dates of meetings, secure venues and publicise meetings appropriately. However, additional publicity or informative material and specific organisational issues may require contributions from the participating agencies
4. The Council will appoint a Chairman and Vice-Chairman for each Area Fora. The appointment of a Chairman and Vice Chairman to be made either at the Annual Meeting of Full Council (unless the appointments are made by Full Council) thereafter such appointees to serve until the next annual meeting of Full Council
5. The district shall be split into two areas for the purpose of the Multi-agency Fora and each area named as follows:

North Uttlesford Community Forum	Ashdon, the Chesterfords, Clavering Littlebury, Newport, Thaxted Saffron Walden Audley, Saffron Walden Castle, Saffron Walden Shire, The Sampfords, Wenden Lofts, Wimbish and Debden.
South Uttlesford Community Forum	Barnston and High Easter, Birchanger, Broad Oak, the Eastons, and the Hallingburies, Elsenham, Felsted, Great Dunmow South, Great Dunmow North, Hatfield Heath, the Rodings, Stansted South, Stansted North, Stebbing, Stort Valley, Takeley.

6. The purpose of the Multi-Agency Fora shall be to:
 - 6.1 consult with town and parish councils, local community representatives and the general public on all matters relating to services provided by the participating agencies, in particular to seek views to inform the Local Strategic Partnership of the community's requirements

Area Fora Terms of Reference

Constitution Working Group 23 March 2010, item 4 appendix 1

- 6.2 agree that agency representatives and council officers pursue matters arising from the meetings through the appropriate formal channels (in the case of the district council by investigation and reporting through the main committee structure)
- 6.3 provide information to the community on services and proposed initiatives
- 6.4 provide an open forum for the community to identify requirements and provide feedback on success or otherwise of services and initiatives
- 6.5 develop a co-ordinated agency working approach to resolve problems and to contribute to future planning applications/developments.
- 6.6 facilitate round table discussions between town/parish and district councillors on relevant matters

22 May 2008