

# Gloucester City Council

<b>Meeting:</b>	<b>Grants and Community Services Forum</b>	<b>Date:</b>	<b>3 July 2014</b>
	<b>Constitutional and Electoral Working Group</b>		<b>21 October 2014</b>
	<b>Council</b>		<b>27 November 2014</b>
<b>Subject:</b>	<b>Grants and Community Services Forum – Amended Terms of Reference</b>		
<b>Report Of:</b>	<b>Director of Services and Neighbourhoods</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Gareth Hooper, Senior Partnership and Engagement Officer</b>		
	<b>Email:</b>	<a href="mailto:gareth.hooper@gloucester.gov.uk">gareth.hooper@gloucester.gov.uk</a>	<b>Tel:</b> 39- 6978
<b>Appendices:</b>	<b>1. Amended Terms of Reference for Grants and Community Services Forum</b>		

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

- 1.1 To seek approval for a change to the proposed Terms of Reference for the Grants and Community Services Forum following consideration by the Constitutional and Electoral Working Group at its meeting on 25 February 2014.

### 2.0 Recommendations

- 2.1 **Grants and Community Services Forum** is asked to consider the requested amendment to its Terms of Reference proposed by the Constitutional and Electoral Working Group and make any recommendations to Council.
- 2.2 Subject to approval of the amended Terms of Reference, **Constitutional and Electoral Working Group** is asked to **RECOMMEND** to Council that the amended Terms of Reference be adopted in the Council's Constitution.
- 2.2 **Council** is asked to **RESOLVE** that the amended Terms of Reference for the Grants and Community Services Forum, as set out in Appendix 1 to this report, be adopted in the Council's Constitution.

### **3.0 Background and Key Issues**

- 3.1 The Grants and Community Services Forum Terms of Reference were updated in January 2014 in order to accurately reflect the work of the Forum and the membership. Consultation was undertaken with the Voluntary and Community Services (VCS) organisations involved and the proposed Terms of Reference were approved on 30 January 2014 for submission to the Constitutional and Electoral Working Group prior to adoption in the Council's Constitution.
- 3.2 At its meeting on 25 February 2014, the Constitutional and Electoral Working Group noted that the following sentence which is contained in the current Terms of Reference in the Council's Constitution had been removed from the proposed Terms of Reference:-

*'Evidence of the voluntary sector representative election process shall be provided to the City Council upon request'.*

- 3.3 The Constitutional and Electoral Working Group believed that the process for the selection of VCS representatives should be robust in order to ensure that a broad range of views was represented. The Working Group agreed that the proposed Terms of Reference would be re-submitted to the Grants and Community Services Forum with a request for the sentence to be re-inserted. The insertion has been marked on Appendix 1 in bold italics.

### **4.0 Alternative Options Considered**

- 4.1 No alternative options have been considered.

### **5.0 Reasons for Recommendations**

- 5.1 To ensure the Terms of Reference reflect the role of the Forum.

### **6.0 Future Work and Conclusions**

- 6.1 The revised Terms of reference, once approved, will be incorporated in the Constitution for 2014/15.

### **7.0 Financial Implications**

- 7.1 There are no financial implications involved within this report.  
(Financial Services have been consulted in the preparation this report.)

### **8.0 Legal Implications**

- 8.1 Section 37 of the Local Government Act 2000 requires the Council to have and keep up to date a Constitution, setting out various matters prescribed by the Secretary of State, the Council's Standing Orders, Code of Conduct and any other matters the Council considers appropriate. This includes ensuring that the Terms of reference for the various Committees and Fora remain up-to-date.

(Legal Services have been consulted in the preparation this report.)

## **9.0 Risk & Opportunity Management Implications**

9.1 This is no risk or opportunity management implications associated with this report.

## **10.0 People Impact Assessment (PIA):**

10.1 An impact assessment is not required as this report does not involve any impact upon people as 'protected characteristic groups'.

## **11.0 Other Corporate Implications**

### Community Safety

11.1 None.

### Sustainability

11.2 This report should enable the Forum to continue within the realms of the Constitution.

### Staffing & Trade Union

11.3 None.

**Background Documents:** None.

**APPENDIX 1**  
**GLOUCESTER GRANTS & COMMUNITY SERVICES FORUM**  
**PROPOSED TERMS OF REFERENCE**

**Aim:**

To bring together members from the voluntary and community sector and Gloucester City Council, in order to develop a positive relationship in an environment where issues can be identified, ideas discussed and information shared.

**Objectives:**

- for members of Gloucester VCS Forum and Gloucester City Council to meet on a regular basis to discuss matters of mutual interest
- to keep abreast of local, county-wide and national issues that may impact on community development in Gloucester
- to encourage and develop partnership working and sharing knowledge between the sectors
- The Terms of Reference do not, however, extend to deliberations or decisions on individual grant allocation.

**Membership: 12 comprising:**

<b>Gloucester City Council</b>	<b>Voluntary &amp; Community Sector Forum</b>
A total of 6 non-Cabinet Members of the City Council nominated by the Council plus the Cabinet Member with responsibility for the Voluntary and Community Sector who shall have the right to attend but not to vote.	6 members from the Voluntary and Community Sector (VCS) as selected by, and in accordance with, a process agreed by, the Gloucester Voluntary and Community Sector Forum. <b><i>Evidence of the voluntary sector representative election process shall be provided to the City Council upon request.</i></b> Every effort shall be made to ensure broad-base participation including by organisations representing 'protected characteristic' groups.

**Quorum:**

Shall consist of at least 2 voluntary sector members and at least 2 City Councillors

**Frequency of Meetings:**

Meetings will be held twice a year in North Warehouse

**Role:**

- The meetings will be formal in structure, but it is also recognised that there may be occasions, because of the meeting agenda, when additional people may be invited.
- The meetings can be a place for formal consultation to occur.
- Gloucester City Council will prepare for and notify participants of each meeting.
- The Corporate Director of Resources will be responsible for convening meetings, dispatching agenda and recording the minutes. The Corporate Director of Resources shall appoint a secretary.