

Bristol Parks Forum Terms of Reference Suggested Changes

Revised wording to:

- a) reflect the agreement at the April 2008 BPF meeting that we should 'agree to increasing the number of elected reps beyond two (Chair and Vice Chair) to spread the load and responsibility'
- b) to allow the Chair & Vice Chair to remain in post for more than two years (should they wish to and if they are re-elected).
- c) to clarify the extent to which the Chair can respond to issues on the Forum's behalf between meetings
- d) update the terms of reference to reflect changes in BCC and the way the Agenda is set.

Changes to the following clauses **new wording in red**:

3. Leadership:

3.3 **Rotation:** Neither Chair or Vice Chair should hold this position for more than ~~two~~ **three** years.

3.4 Committee: Where the Chair and Vice Chair have identified a need for additional help, up to six other Committee Members may be elected. Each committee post will be for a specific role or roles. Committee Members will be elected at the Annual Meetings where there will also be a vote on the committee roles required. If new roles are required or vacancies occur Committee Members can be elected at any full meeting of the Forum to serve until the next Annual Meeting. If the need arises the Chair can also create new roles and appoint Committee Members between meetings with endorsement being asked for at the next full meeting.

~~3.4~~ **3.5 Eligibility:** Chair, ~~and~~ Vice Chair **and other members of the committee** should be members (as defined in 2.1 and 2.9). At no time will both **the Chair and Vice Chair** positions be held by members from the same group.

3.6 Representing the Forum: The Chair, (or Vice Chair in the absence of the Chair) may respond on behalf of the Forum on any issue where the Forum is consulted or asked for its views, or where a public statement is appropriate. Before responding the Chair will, if possible, refer the issue to a full meeting of the Forum. If time constraints make this impossible the Chair must consult with other Committee Members; consider views previously expressed by the Forum and carry out any further consultation with members that that is possible in the time available (for example by email or via the BPF website) before responding.

4. Organisation and style:

4.1 **Frequency:** The Forum will meet at least four times per year, including an Annual Meeting ~~in April~~ **in each calendar year**. Additional meetings, perhaps covering a specialist subject, can be added to the programme as necessary.

5. Forum Agenda:

5.1 **Agenda setting:** ~~The forward agenda for the 12 months ahead will be agreed by members at each Annual Meeting.~~ The agenda for each meeting shall be agreed by members of the committee in consultation with the Parks Service and be distributed at least one week before the meeting. Suggestions for future agenda items will be invited at Forum meetings, via the website and by email. The agreed objectives of the Forum will be used to help prioritise items for inclusion.

Clauses 5.2 & 5.3 to be deleted. Clause 5.4 renumbered as 5.2

6. Support from Bristol Parks Service:

6.4 **Minutes and general administration:** The Parks Service will also support the taking and distribution of agenda papers and minutes, either through the appointment of a Secretary to the Forum or through providing ongoing administrative support ~~from the team in Colston House~~ through the Parks Service team.

7. Status

7.1 **Support from the Executive:** The Executive Member ~~for Environment, Transport and Leisure~~ with responsibility for parks supports the Forum and will attend at least one meeting of the Forum each year, as requested. The Executive may provide practical support for members in other ways as appropriate.