

### DRAFT ARRANGEMENTS FOR THE PILOT AREA FORUM MEETINGS

1. The core membership for each pilot area will be the Borough and County Councillors for the area concerned.
2. The following persons/organisations will be invited to attend the Area Forum meetings:
  - Parish Council representatives for the area concerned
  - Representatives of Partner and stakeholders:
  - Police (eg Community Beat Managers)
  - Chorley and South Ribble Primary Care NHS Trust
  - Lancashire Teaching Hospitals NHS Trust
  - Housing Associations for the area concerned
  - Local community/voluntary/residents/tenant groups for the area concerned
  - Any employer or business in the area concerned
  - Any resident in the area concerned
3. At least one member of the Executive Cabinet will be invited to attend meeting to be accompanied by a representative from the Senior Management Group to deal with any questions relating to the Executive functions of the Council.
4. The structure of the Area Forum Pilot Scheme meetings will be based on two parts:
  - (a) One part of the meeting to be structured around a formal agreed agenda to allow discussion on items submitted by the Council and Partner Organisations.
  - (b) Another part to allow an open discussion session with the public able to question councillors and representatives of partner organisations on local service provision issues.

Each Forum will be allowed to decide the order of the two parts for its own meetings, which will be separated by a refreshment break.
5. The Council's Senior Management Group and each Partner Organisation will be requested to submit appropriate agenda items to the Democratic Services Section for consideration at the Pilot Scheme meetings in accordance with the scope of the scheme.
6. In addition to the Open Session at the meetings, Members of the Public attending the meetings will be given the opportunity to complete question cards on service related issues if they so wish and the Democratic Services Section will ensure that the questions are submitted to the appropriate Council officer / organisation for a response to be sent to person concerned. A summary of the responses will be included on the agenda for the next meeting of the Area Forum

7. The active participation and involvement of all Council Service Units, Partner Organisations and Local community / voluntary / residents / tenant groups in the three pilot areas is paramount in order to ensure effective community engagement during the Pilot Scheme.
8. To enable effective evaluation of the project, it is intended that three meetings of each Area Forum should be held as follows:
  - 1st round - February / March 2006
  - 2nd round - June / July 2006
  - 3rd round - September / October 2006

Meetings of the Area Forums cannot take place during the period leading up to Municipal Elections in April/May 2005.

9. The Area Forum meetings will commence at 7.00pm and conclude at 9.00pm and the dates and venues for each meeting will be determined following consultation with councillors in each pilot area and an health and safety assessment of each potential venue.
10. The Council's Democratic Services Section will provide the following administrative support for the Pilot Scheme:
  - Co-ordinate the arrangements for the Pilot Scheme
  - Booking of venues/equipment for the meetings
  - Circulation of publicity material
  - Production of Area Forum Meeting Procedure Rules
  - Production and circulation of the Area Forum meeting agendas to Partner organisations/ stakeholders, local community groups etc and local residents
  - Publication of details of meetings / agendas and reports on the Council's website
  - Production of attendance lists and minutes for the meetings
  - Submission of public questions to appropriate officer/organisation and compilation of a summary of responses
11. The Council's Communications Officer will ensure that effective arrangements are in place to publicise the purpose and arrangements for the Pilot Scheme through the distribution of leaflets to households in the three pilot areas and articles in Chorley Borough News and the local media.