

Neighbourhood Working in Chorley

Neighbourhood Area Meetings

Rules of Engagement

Following the review of neighbourhood working in Chorley the constitution of the twice yearly neighbourhood area meetings has been revised and will be as follows.

1. **Representation:** this will extend from just Chorley Council Ward Member representation at present, to include Parish Councils and County Councillors. Membership will therefore be made up of:
 - The relevant Chorley Council Ward Members for the neighbourhood area
 - The relevant divisional County Councillors for each neighbourhood area
 - Parish Councils within each neighbourhood area are asked to each nominate one serving Parish Councillor who will represent their Parish at neighbourhood meetingsIn un-parished neighbourhood areas, representation from key community groups and organisations can be co-opted to the meeting to assist the priority setting for the neighbourhood where appropriate.
2. **Decision Making:** decisions taken by the meeting will be by consensus with the expectation that voting should not be a requirement. Decisions on neighbourhood priorities and funding will require Executive Cabinet approval.
3. **Leadership:** Each neighbourhood area meeting will nominate a Chorley Council Ward Member to chair meetings.
4. **Purpose:** Each neighbourhood area will have the main task of determining three priority work streams/projects for the neighbourhood area for a 12 month period. Such projects/work streams will need to be achievable rather than aspirational and within the capacity and influence of the Council together with partner agencies and community groups where appropriate.
5. **Agenda for meetings:** the meeting agenda will be limited to discussion on neighbourhood area priorities and delivery of the actions that arise from those priorities.
6. **Meetings:** meetings will be held twice a year at Chorley Town Hall, probably in January/February and then in June/July. They will be supported by officers but will not be open to the public to attend.
7. **Communications:** Communications, including agenda and any correspondence relating to meetings will be predominantly by email to Ward Councillors, County Councillors, and Parish Councillors for each neighbourhood area. General communications will often be through intheboro, the Council's monthly electronic bulletin for councillors, parish and partner representatives.