

Bradford District Assembly Community Economic Forum (CEF)

Terms of Reference

1. Mission / Role of the Forum

The Bradford District Assembly Community Economic Forum (CEF) enables the Voluntary and Community Sector to engage with Bradford Council's Economic Partnership (currently known as "Producer City") <https://bdp.bradford.gov.uk/about-us/producer-city/> and related strategic delivery boards. The Forum provides an arena for discussion, debate, problem solving, consultation and co-production.

The Forum and its members are committed to widening access to opportunities in learning, employment and social enterprise, and to supporting each other where they can. Members have the opportunity to represent the views of the Forum at District, sub-regional, regional and national levels and to share good practice and form partnerships and alliances as appropriate.

Members bring their expertise to the Forum gained through working closely with VCS groups involved in actions to support the delivery of economic regeneration across the District. The Forum brings together VCS organisations and groups working in the District with an interest in the following areas:

- Social inclusion, economy & enterprise
- Employment and skills
- VCS workforce development
- Housing
- Transport
- Planning

2. Key Aims and Objectives

Communication

The forum will develop channels of communication between the voluntary and community sector (VCS) and the strategic decision making partnerships. The Forum will provide an arena within the VCS for information exchange, consultation, and collaborative partnership opportunities.

Consultation

The Forum will respond to consultation local, regional and national government consultations and where appropriate provide a collective response to consultations.

Representation

The Chair(s) of the Forum will represent the Forum on the Place Board. VCS Forum members will be s/elected to represent the Forum on various strategic bodies and related sub-groups.

3. Membership Criteria

- Full membership of the Forum is open to Voluntary and Community Sector non-profit making groups and organisations in the Bradford District with stated social aims and objectives. Each group or organisation is entitled to one vote in elections and decision making.

- Associate membership is available to cross sector partner organisations wishing to share information and contribute to the development of the VCS. Associate members may join at the discretion of the Chair(s) and are not eligible to vote.
- Applications for membership will be subject to approval by the Co-chairs.

4. Structure

i. Core Group

The core group will be responsible for the development and delivery of the forum action plan. Members include representatives from key organisations and elected officers.

ii. Forum Sub-Groups/Task and Finish Groups

Members with an interest in particular areas can form specialist task groups subject to approval from the Core Group.

iii. Membership

- Members must belong to a local group or organisation
- Membership should as much as possible include a balance of representation in terms of diversity
- Where voting is required each VCS member organisation will have one vote
- Quorum: 5 member votes. Any decision can be carried by a rule of majority.

The wider membership of the Forum will be invited to participate in themed meetings, briefings and sub-groups as appropriate. They will have access to regular feedback from Forum representatives and the minutes of forum meetings.

5. Meetings

Quarterly Core Group meetings plus additional briefings/events per year.

6. Election of Officers

Term of office reviewed after three years from the date of Election.

7. Protocols

The Forum will implement the CLG's (Communities and Local Government) Principles of Representation outlined below;

Accountability – clearly defined responsibilities for all decisions and actions

Equality – place equality, diversity and inclusiveness at the core of what you do

Leadership – the sector's representatives will need to think and act strategically

Openness – be as open as possible in all your dealings and relationships

Purpose – be clear about the local sector's objectives and support them with a strong evidence base

Sustainability – ensuring the continuation of the collective voice

Values – identify and build on the values of the local sector

8. Declarations of Interest

Forum members may occasionally have a specific interest in the matters under discussion. When these matters involve financial gain and/or interest, a full declaration of interest must be made and no participation in any vote, decision-making or endorsement of proposals on the matter will be allowed.