

APPENDIX A – TERMS OF REFERENCE

	Responsibilities of the Community Involvement Board
1.	To oversee the development of the Community Involvement Strategy and to receive progress reports.
2.	To maintain strategic oversight of the work of the Area Boards, receive reports, give advice and make recommendations as appropriate.
3.	To receive an annual report on the work of the Area Boards at the April meeting of the Community Involvement Board in advance of Annual Council.
4.	To make recommendations to the Executive (in relation to Executive functions) and to the Council's Regulatory Committees (in respect of Non-Executive Functions).
	Responsibilities of the Area Boards
1.	To consider any matter within the remit of the Board that addresses matters of concern to local communities within the area.
2.	To oversee, coordinate and monitor work programmes and resource planning across council's services and partner agencies to deliver agreed priorities and outcomes for the area across the key themes of Stronger and Safer Communities, Health and Well Being and Environment and Economy.
3.	To receive references and recommendations from the respective forums on issues relating the ward.
4.	To ensure that local communities are involved in identifying and agreeing local priorities
5.	To discuss and consult with any key partners and interested parties relating to matters affecting the area within the remit of the Board.
6.	To identify and invite representative/s from other organisations to attend the Area Board as and when necessary to offer information or advise/address the Board on issues of concern.
7.	To make recommendations, make comment and give advice to the Executive (in relation to Executive functions) and to the Council and the Council's Regulatory Committees (in relation to Non-Executive Functions) in respect of matters relating to the area within the remit of the Board.
8.	To have such powers delegated to the Board, including power to incur expenditure, in relation to the Executive Functions as the Executive may determine.
	The Area Board's discretionary budget be allocated as £10,000
	Terms of reference for Ward Forums
1.	To provide a forum for local people to raise issues of concern with Ward Councillors.
	To receive relevant reports both from the council and key partners on issues of concern

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2.	or interest relating to the ward/s and make recommendations to the Area Board.
3.	To receive and consider petitions which are relevant to the ward/s and make recommendations to the Area Board.
4.	To consider any relevant resolutions from the Area Board which may need to be referred to the Council's Executive or any other relevant body.