

# 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 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 partnerships. The Forum will provide an arena within the VCS for information exchange, consultation and participation opportunities.

#### Consultation

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

#### Representation

The Chair(s) of the Forum will represent the Forum on the Place Board. 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-statutory 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 partner organisations wishing to share information and contribute to the development of the Forum. Associate members are not eligible to vote.
- Applications for membership will be subject to approval by the Core Group.

#### 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

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

##### iii. Membership

Group membership

- Membership should as much as possible include a balance of representation in terms of diversity
- Where voting is required each 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 and briefings. They will have access to regular feedback from Forum representatives and the minutes of forum meetings.

#### 5. Meetings

Quarterly Core Group meetings plus 2 briefings/events per year.

#### 6. Election of Officers

Elected Officers will serve for a term of 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.