

## NNDC Town & Parish Council Engagement Forum - Terms of Reference

<p><b>Membership</b></p>	<p>The Leader (or a Cabinet member in their absence) will Chair the meeting.</p> <p>NNDC Cabinet members will be expected to attend if there is an agenda item relating to their portfolio.</p> <p>A representative from each Town and Parish Council in the District will be invited to attend. The town / parish council can nominate their attendee usually the Chairman or clerk.</p> <p>The County Officer from NALC will be invited to attend the meeting.</p> <p>Two representatives from the NN Town &amp; Parish Forum Executive will be invited to attend.</p> <p>NNDC officers will attend as necessary to assist with the discussion of specific agenda items.</p>
<p><b>Purpose</b></p>	<p>The Engagement Forum will provide an opportunity for the discussion of issues of common interest – identified by the Council and / or by the Town and Parish Councils.</p> <p>Agenda items <u>will</u> include:</p> <ul style="list-style-type: none"> <li>• Issues that have direct impact on all or a significant number of town and parish councils</li> <li>• Support / arrangements for an effective working partnership between the Council and Town &amp; parish councils</li> <li>• Issues where a collective view from town and parish councils would be helpful.</li> </ul> <p>Agenda items that will <u>not</u> be relevant include:</p> <ul style="list-style-type: none"> <li>• Minor issues that only relate to a single parish or town</li> <li>• Those for which other effective channels of communication exist (including issues that are already the subject of ongoing consultation)</li> </ul> <p><i>Inclusion of items will be agreed when the agenda is set.</i></p>
<p><b>Reporting Framework</b></p>	<p>Identified actions will be recorded by the Democratic Services Officer and the relevant officer and Cabinet member will be notified.</p> <p>If required an update will be provided at the next meeting.</p>
<p><b>Administration</b></p>	<p>Agendas will be set through consultation.</p> <p>Parish representatives will be invited to put forward items.</p> <p>NALC and the NN Town &amp; Parish Forum will each have a standing agenda item to provide an update on their work / activities.</p>

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<b>Governance (to include officer support)</b>	Democratic Services will provide administrative support including:  Scheduling and hosting of meetings Preparation of agendas Taking of minutes / notes to ensure actions are recorded.
<b>Meeting schedule</b>	Quarterly meetings, held remotely during the day