



## Greater Cambridge Partnership

### Local Liaison Forum Terms of Reference

#### 1. Forum Scope and Function

- 1.1. GCP Local Liaison Forums (LLFs) are community forums used by the GCP as an interface between the community and its major infrastructure projects. They exist to keep local members and residents informed, engaged and involved in scheme development.
- 1.2. The LLFs act as a conduit through which scheme updates, local issues, opportunities and concerns, which are relevant to the scheme specific scope, can be considered.
- 1.3. GCP officers will be available at all LLF meetings to give updates and answer questions.
- 1.4. The LLF will limit discussion and advice to that within the boundaries of the GCP and/or scheme aims and objectives.
- 1.5. The LLF can seek information on project development and delivery when required.
- 1.6. The LLF may offer advice and put forward suggestions to the Project Managers, as considered appropriate.
- 1.7. It should be noted that LLFs do not, in isolation, necessarily form representative community opinion and will be complemented by other forms of stakeholder engagement by GCP.

#### 2. GCP Governance Structure

- 2.1. The LLF does not have any decision-making powers in relation to the development and delivery of projects.
- 2.2. Local views are an important factor in delivery of any major infrastructure scheme and a summary report should be made available following each LLF providing an over-view of the key issues discussed and reflecting both majority and minority views raised ('most people took the view that..' or 'a few people felt that..'). Consensus is not required and, as such, there is no requirement to take a formal vote on any issue or for formal resolutions.
- 2.3. The LLF report will be published alongside the advice received from the Joint Assembly in GCP Executive Board reports for decision-making purposes, and be presented at the Executive Board meeting by the LLF Chair or Vice Chair as deputy.
- 2.4. The LLF Chair/Vice Chair may wish to provide emerging views to the Joint Assembly discussion.
- 2.5. Formal closure of an LLF lies with the GCP Executive Board.

### **3. Chairs/ Vice-Chairs**

- 3.1. LLF members will appoint a Chair and Vice Chair from amongst elected representatives for the area. These roles will be appointed on an annual basis or following the resignation of the appointed person. Should a Chair or Vice chair step down from their elected position or lose their elected seat, a new Chair or Vice Chair will be appointed.
- 3.2. The Chair and Vice Chair are responsible for keeping the meeting to time and topic and maintaining an open, fair and orderly atmosphere that encourages freedom of speech from all.
- 3.3. The Chair and Vice-Chair are also responsible for signing off the summary report following each CF for the Executive Board and, where relevant, to present it to the Executive Board.

### **4. Forum Membership Criteria**

- 4.1. The following representatives are invited to join each LLF:
  - All local authority Members from wards within the geographical scope of the scheme.
  - A representative of local Parish Councils within the geographic scope area of the scheme.
- 4.2. The Chairs/Vice Chairs may list members from other organisations or interest groups as forming part of the LLF and as considered appropriate although, in the interests of remaining accessible to all, no request for membership should be denied and all views expressed taken into consideration.
- 4.3. Board and Assembly members are not to be members of the LLF, although they may attend as an interested party.

### **5. Forum Administration (including meeting frequency)**

- 5.1. LLF events should be held at relevant junctures to support development of the scheme aid the decision-making process. This will be determined by the GCP programme. A suitable date within a given time period will be agreed between the LLF Chair/Vice Chair and GCP Project Manager and Event Co-ordinator. Meeting dates should not be promoted without confirmation from all parties.
- 5.2. LLFs will be held in public and can take a number of different forms, to be agreed between GCP Officers and with the Chair/Vice Chair. This could include:
  - a) Formal public meetings where members of the public will be provided with an opportunity to speak or participate in the meetings at the discretion of the Chair.
  - b) Deliberative events and workshops where facilitators work with groups of people in the same place, at the same time, to consider and shape topics and issues.
  - c) Pre or post-meeting drop-in events or community surgeries.

- 5.3. While every effort will be made to meet reasonable request for access/resource, GCP resource is limited and the format may be determined by requirement and value for money considerations.
- 5.4. Where possible, and to reduce duplicated effort, meetings will be held to coincide with existing meeting structures.
- 5.5. Papers for meetings, including the agenda, should be distributed to all interested parties and published online (on the project web page), at least 5 working days prior to the start of the meeting.
- 5.6. Any feedback on venues, facilities, compliance with these Terms of Reference or any other issues should be raised with the GCP Communications lead, who will investigate with the GCP Communications Team, CF chair and, where necessary, address.
- 5.7. At each LLF, the specific objectives of each scheme and constraints on the use of the Partnership budget will be made clear at the outset.
- 5.8. Board members and Senior GCP Officers will aim to attend meetings on a regular basis and when appropriate, to communicate the objectives of, and key updates on, GCP.
- 5.9. Relevant available data held by GCP, for example, results of consultations and opinion research, should be made available to the LLFs to inform their discussion.
- 5.10. All documents relating to the LLF meeting will be published on the GCP website as soon as practicable after the event.

## **6. Forum Agenda**

- 6.1. Each meeting should have an agenda, developed and agreed in advance by the GCP in close cooperation with Chair and Vice-Chair of the CF and senior officers.
- 6.2. Agendas will not contain proposals which fall outside of the geographical scope of the scheme.
- 6.3. The Chair will sign the minutes of the proceedings at the next suitable meeting as the first agenda item. The Chair will move that the minutes of the previous meeting be signed as a correct record, with matters arising to be raised.

## **7. Roles and Responsibilities**

- 7.1. The GCP commits to ensuring its officers work in close partnership with local members to achieve effective engagement and to providing relevant meeting resource and materials including, but not limited to:
  - Subject experts and relevant officers/consultants
  - Administrative support
  - Relevant supporting materials in accessible format

- Suitable venues and audio-visual access.
- 7.2. Chairs and Vice Chairs are expected to work in close partnership with the relevant GCP Project Manager and administrative support to support effective engagement and to actively encourage wide community participation, including from people or groups traditionally under-represented.
  - 7.3. Attendees are asked to be respectful of all views expressed at LLFs. Bad language, aggression or intimidating behaviour will not be tolerated. The Chair, Vice Chair and Senior GCP Officers have the right to ask people to leave should they not adhere to this policy.
  - 7.4. In the event LLFs do not comply with the ToR as set out, the GCP reserves the right to withdraw its support and resource.