

Area Panel/ Forum Role Descriptions

Title: – Area Panel/ Forum Chairman (In the absence of the Chairman this role will be undertaken by the Vice Chairman)

Length of service: – Two years

Age Restrictions: Over the age of 18

Accountable to: The Area Panel/ Forum Chairman is democratically elected from the floor of the Area Forum at the April/ May cycle of meetings and is accountable to the local community.

Purpose of role:

- To chair the Panel meetings held in the Town Hall four times a year, March, May/ June, September and December.
- To chair the Forum (public) meeting held in a community venue four times a year January, April, July and October.
- To submit and encourage the views of the local community to be heard.
- To assist with the identification of a theme for the Area Forum meetings.
- To consider the allocation of funding to any applications that have been submitted for community-focused projects.

Time Commitment:

- You must be able to commit to attend both the Area Panel and Area Forum meetings.
- The Panel meetings start at 5pm and last approximately 1 hour and 30 minutes.
- The Forum meetings start at 6.30pm and last approximately 2 hours and 30 minutes.
- You may be invited to attend other meetings in your role as Area Panel/ Forum chairman, but it is optional whether you decide to attend.
- There will be a small amount of reading and correspondence that will be required in this role.

Training and Support:

- Upon election of Area Panel/ Forum Chairman you will be asked to sign a Declaration of Acceptance of Office.
- You will receive training on the Code of Conduct, which is designed to ensure all Panel members adopt a set of principles e.g. selflessness, honesty and integrity, objectivity, accountability, openness, respect for others etc.
- Members of the Panel will also receive support from a dedicated member of the Democratic Service Unit who will be able to provide them with guidance/ advice on a wide variety of topics such as training, administrative procedures and payment of allowances etc. Additional support will be provided by the Head of Neighbourhood Services (a mentoring role will also be provided to the young people's representative).
- An allowance of £514 will be paid to cover all travel and associated costs for attending the Area Panel and Area Forum meetings. The Vice Chairman will receive an allowance of £203.

Title: – Area Panel/ Forum Community Representative

Length of service: – Two years (One year (age dependent for young people's representative *)

Age Restrictions: Over the age of 18 (over the age of 13 for young people's representative).

Accountable to: All Area Panel Community representatives are democratically elected from the floor of the Area Forum at the April/ May cycle of meetings and are accountable to the local community.

Purpose of role:

- To attend the Panel meetings held in the Town Hall four times a year, March, May, September and December.
- To attend the Forum (public) meeting held in a community venue four times a year January, April, July and October.
- To submit views on behalf of the local community.
- To assist with the identification of a theme for the Area Forum meetings.
- To consider the allocation of funding to any applications that have been submitted for community-focused projects.

Time Commitment:

- You must be able to commit to attend both the Area Panel and Area Forum meetings.
- The Panel meetings start at 5pm and last approximately 1 hour and 30 minutes.
- The Forum meetings start at 6.30pm and last approximately 2 hours and 30 minutes.
- You may be invited to attend other meetings in your role as Area Panel/ Forum chairman, but it is optional whether you decide to attend.
- There will be a small amount of reading and correspondence that will be required in this role.

Training and Support:

- Upon election of Area Panel/ Forum Community Representative you will be asked to sign a Declaration of Acceptance of Office.

- You will receive training on the Code of Conduct, which is designed to ensure all Panel members adopt a set of principals e.g. selflessness, honesty and integrity, objectivity, accountability, openness, respect for others etc.
- Members of the Panel will also receive support from a dedicated member of the Democratic Service Unit who will be able to provide them with guidance/ advice on a wide variety of topics such as training, administrative procedures and payment of allowances etc. Additional support will be provided by the Head of Neighbourhood Services (a mentoring role will also be provided to the young people's representative).
- An allowance of £75 will be paid to cover all travel and associated costs for attending the Area Panel and Area Forum meetings.

* For the young people's representative the term of office would also be for two years, unless the person was in their final year of further education and about to enter Higher Education e.g. University)