

Locality Meetings - Terms of reference

The aim of locality meetings is to provide an informal setting for members and officers to meet to discuss existing and future service priorities, issues and plans within their local area.

The locality meeting will also be responsible for the communities grant scheme allocation. Fulfilment of this function can only be carried out in accordance with the following:

That in the event of voting, the chairman has a casting vote

That although not subject to the scrutiny call in process, at any point the process may be subject to review by scrutiny. as part of normal scrutiny arrangements

Membership

Those County Councillors whose divisions are within the determined locality.

Purpose

- For members to share information on local issues and where relevant provide feedback from their locality roles.
- To discuss areas of concern or thought to be a priority by County Councillors in the locality group.
- For officers to obtain comment and feedback upon services and commissioning intentions with specific local impact.
- To raise County Councillor awareness of county council service issues relevant to a locality.
- County council officers will be required to consider feedback from Councillors about the local impact of the council's plans and services.
- To discuss the cCounty Councillor allocation of communities grant scheme, agreeing the priorities for funding, where available such as in 2013/14 the Area Stewards Fund and Councillor Community Budgets.
- Locality groups are not part of the council's formal decision making process, but play a key part by enabling information to be imparted and discussed.
- To nominate councillors to take on specific locality roles such as Military Champions for local bases and membership of local partnerships.

Meetings

- Will usually be held on a quarterly basis at a time and location mutually agreed.
- Chairmen and lead officers will work together to plan agendas.
- The agenda shall be approved by the Chairman.

- Minutes from the meetings will be [made available on request applicable circulated to all Locality Chairmen and to Cabinet.](#)

Support

The CCMT lead and [Senior Lead](#) Officer ([Chief Executive's Office Corporate Resources](#)) will provide support to the meeting and will be responsible for:

- Managing agendas and papers
- Producing minutes
- [Ensuring service officers follow up actions agreed at meetings](#)
- [Managing the communities fund grant scheme local liaison](#)