

Parish Forum – agreed new format

- The Forum will continue to be Chaired by the Chairman of the Council.
- The Forum will be monthly to facilitate a timely dialogue and cover areas of interest early
- Meetings will be 1.5 hours long with a reduced agenda appropriate for this length of meeting
- To promote an equal voice across all parishes each Parish Council will send 1 representative, with individual parishes determining the most appropriate representative to send
- Cabinet members or Scrutiny Chairs will attend the Parish Forum for items from the County Council related to their area
- The involvement of the Scrutiny Chairs would be, for example, to involve Parishes in shaping the scrutiny forward plan and support promoting community engagement in the scrutiny process.
- An agenda setting group would meet before each forum to agree the agenda and manage the forum's forward plan.
- The monthly agenda setting meeting will be chaired by the chairman of the Parish Forum (the Council Chairman)
- Attending this meeting will be 3 Parish representatives elected by ballot and 3 Council representatives (including the Chairman)
- During this restart phase the agenda setting meeting will be attended by the following 3 members of the Council - Council Chairman, the Leader of the Council and the CEO; together with 3 members of the current working group, until the 6 month review
- The current Parish Forum clerk will support both the agenda setting meeting and Parish Forum, taking minutes of both meetings.
- The Clerk will also receive suggested items for inclusion and respond to let Parishes know what topic/s have been selected for next meeting. They will also inform Parishes with unsuccessful topics why their suggestion has not been taken up/whether it has been added to the forward plan
- Parish Councils would be able to send in advance questions to the Clerk on the selected topics once these have been decided. Questions would also be part of the dialogue of the meeting to encourage the development of partnership working between RCC and Parish Councils.
- This approach will be trialled for a period of 6 months with a review at the end of the period
- Key objectives for Terms of Reference:
 - To strengthen the bond between Rutland CC and parish councils, as well as between parish councils.
 - To develop partnership working between Rutland CC and parish councils, as well as between parish councils.
 - To be the formal mechanism for communicating the aims and objectives for Rutland between Rutland CC and parish councils and discussing the implications of Rutland CC's policies and activities for parishes