

East Cliff and Springbourne Neighbourhood Forum Constitution

1. Name and Area

- 1.1 The name of this Forum shall be 'East Cliff and Springbourne Neighbourhood Forum Constitution' hereinafter referred to as 'the Forum' and abbreviated to 'ECSNPF' as required.
- 1.2 The Area of the Forum will be the East Cliff and Springbourne Ward, with the exception of the EC6 area of Queens Park, but may be adjusted by Bournemouth Christchurch and Poole Council, hereafter known as 'BCP', under its statutory powers.

2. Contact Details

- 2.1 Contact with the Forum, unless otherwise specified, should be, in the first instance, to Mr. Mark Elkins.
- 2.2 The official contact address for the Forum is 41 South Road, Bournemouth BH1 4PB
- 2.3 The official public facing email for the Forum is ecsnforum@gmail.com
- 2.4 The Forum will have a public facing, information only website at *<<insert here when known>>*

3. Location

- 3.1 The place of meeting for the Forum, or any sub-group, will be decided by the Chair or Vice Chair, and agreed by a minimum of three forum members.

4. Neighbourhood Plan Forum Structure

- 4.1 Membership of the Forum shall be open to all residents, businesses, organisations, stakeholders, and elected Members within the Neighborhood Plan Area.
- 4.2 A minimum of 21 individuals who meet one of the above criteria will be required to create the Forum.
- 4.3 The Forum seeks representatives to reflect the character of the geographical area to be covered by the Forum, and from different sections of the community.
- 4.4 Membership is voluntary.

5. Forum officers and roles

- 5.1 The Forum will include the following official positions, hereinafter referred to as 'the Officers', with the roles set out below: Chair, Vice Chair, Secretary, Treasurer and Engagement Officer, to be elected annually by simple majority vote.
- 5.2 The officers may co-opt up to two further officers to assist them in carrying out their duties.

5.3 Role responsibilities

5.3.1 Chair

- Shall be the principal presiding officer and chairperson for the Forum and meetings.
- Shall possess a casting vote in occasions where voting is tied.
- Shall lead the Forum in all communication and business with external organisations and individuals, including being the Forum's spokesperson.
- Shall have the power to take urgent decisions for the interim in between meetings on the Forum. These will then be reviewed at the next Forum meeting.
- Shall enforce the Constitution.

5.3.2 Vice Chair

- Shall stand in for the Chair in their absence, with all the duties and responsibilities of the Chair.

5.3.3 Secretary

- Shall be responsible for maintaining all records and notes.
- Shall be responsible for all correspondence with Forum members.
- Shall be responsible for maintaining an up-to-date list of members.

5.3.4 Treasurer

- Shall be responsible for keeping all budgeting records.
- Shall be responsible for monitoring expenditure.
- Shall be responsible for the publication of a statement of accounts.

5.3.5 Engagement Officer

- Shall be responsible for developing community involvement in the Forum.
- Shall be responsible for community consultation on behalf of the Forum.
- Shall be responsible for promotion and publicity on behalf of the Forum.
- Shall the Chair in communication with external individuals.

5.4 All Forum Officers will be expected to assume, in part, the responsibilities of the role of Engagement Officer.

6. Forum Membership

6.1 New members may join by applying in writing (including email) to the Forum Chair or Secretary using the contact details as set out in section two of this constitution.

6.2 The decision to accept any application of a new individual member is the responsibility of the Officers, to be determined by majority vote.

- 6.3 Refusal to accept an application for membership must be given to the applicant, along with a full and valid reason.
- 6.4 The Secretary shall be responsible for the maintenance of an up-to-date list of membership.
- 6.5 The list of membership shall be open for inspection to all members at any time.
- 6.6 Lists of members and contact details are the sole ownership of the Forum. Subject to any statutory requirements relating to the release of and access to information, any outside organisation or individual may request to see a list of members of the Forum by submitting such request in writing to the Chair or Secretary, including a reason for asking to see the list. The Officers will then decide whether to accept the request. No reason for any decision needs to be given.
- 6.7 Members may be excluded from the Forum by the Officers, with a reason given in writing to the excluded member.

7. Objectives

- 7.1 The core objectives of the Forum are:
 - 7.1.1 To promote or improve the balance of the social, economic, and environmental well-being of an area that consists of or includes the neighbourhood area concerned.
 - 7.1.2 To establish all necessary sub-groups to enable progress on and completion of all sections of the Neighbourhood Plan.
 - 7.1.3 To ensure full community involvement, and to be fully inclusive, encouraging engagement with and from all sections of the community.
 - 7.1.4 To make necessary arrangements for the publication of the Neighbourhood Plan, including publicising the Plan.
 - 7.1.5 To liaise with BCP Council, its relevant Committees, and its representatives on preparation of specific aspects of the Plan.

8. Affiliations, Operations, and Independence

- 8.1 The Forum shall always be politically independent.
- 8.2 Forum Members shall adhere to the principles of inclusivity, transparency, and respect for diverse viewpoints.

- 8.3 All members of the Forum shall act in the best interests of the Forum and the residents

of the area, and shall follow good governance guidelines as set out by:

8.3.1 The Good Governance Improvement (GGI) group, part of GGI Development and Research LLP and can be viewed at:

<https://www.good-governance.org.uk/>

8.4 The Forum shall also act in accordance with best practice in the preparation of the Neighbourhood Plan and in accordance with Government guidance for such preparation and shall seek to work collaboratively with the Local Planning Authority to achieve this.

9. Declaration of Interest

9.1 All Forum members must:

9.1.1 Declare the nature and extent of any interest, direct or indirect, which they have in a proposed transaction or arrangement with the Forum or in any transaction or arrangement entered into by the Forum which has not been previously declared.

And

9.1.2 Absent themselves from any discussions of the Forum members in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Forum and any personal interest (including but not limited to any personal financial interest).

9.2 Any forum member absenting themselves from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the Forum on the matter.

10. Forum Group Meetings

10.1 The first Annual General Meeting (AGM) for all forum members shall be held within twelve (12) months of the adoption of this constitution, and thereafter at a minimum of once per annum.

10.2 An Extraordinary General Meeting (EGM) may be requisitioned at any time in writing by at least one third of the membership of the forum giving notice to the Chair and Secretary, who shall convene the EGM within 21 days of receipt of the notice.

10.3 The Officers shall call full meetings of the Forum from time to time as deemed necessary, and will be not less than once per annum, and will be in addition to (and can be part of) the AGM.

10.4 At least 7 days' notice will be given to its members for any Forum or sub-group meetings to take place and will be publicized through all available channels as appropriate.

10.5 The Forum Group Meeting may:

10.5.1 Receive and comment on reports from the Officers and any sub-group.

- 10.5.2 Confirm the identity of the community organisations entitled to attend the Forum.
- 10.5.3 Approve the annual report and accounts where relevant.
- 10.5.4 Adopt constitutional amendments.
- 10.6 At least 3 non-council members must be present at the start of the Forum or sub-group meetings for it to be declared technically quorate.
- 10.7 All Forum members shall be entitled to attend the Forum meeting to propose and vote for motions and to stand for election.
- 10.8 The public Forum meetings shall be open to any member of the public to observe.
- 10.9 Sub-groups and committees will meet on a schedule as required and agreed by members of those groups.

11. Conflict Resolution within the Forum

- 11.1 At all times the Forum will recognise the primary need to encourage community involvement in, and support for, the Neighbourhood Plan, and decisions of the Forum should be reached by consensus whenever possible.
- 11.2 In cases where consensus cannot be reached during any stage of preparing the plan, the officers of the Forum may call for a vote to attain resolution.
- 11.3 Voting may be actioned in person at a Forum or sub-group meeting, or via email.
- 11.4 A voting threshold of 10% of the Forum membership, or 3 out of 5 officers shall prevail, and in the event of a tied vote, the Chair will hold the deciding vote.
- 11.5 In the event that clause 11.2 is actioned, the Forum will ensure that the alternative view is included in the narrative for the relevant stage of community engagement.

12. Confidentiality

- 12.1 It is understood, and agreed, that the disclosure of information may provide certain information that is, and must be kept, confidential.
- 12.2 To ensure the protection of such information and to preserve any confidentiality, it is agreed that:
 - 12.2.1 The Recipient shall limit disclosure of Confidential Information to members of the Forum having a need to know.
 - 12.2.2 Forum members will not disclose the confidential information obtained from the discloser unless required to do so by law.
 - 12.2.3 This Agreement imposes no obligation upon Recipient with respect to any

Confidential Information:

- (a) that was in Recipient's possession before receipt from Discloser.
- (b) is or becomes a matter of public knowledge through no fault of the Recipient.
- (c) is rightfully received by the Recipient from a third party not owing a duty of confidentiality to the Discloser.
- (d) is disclosed without a duty of confidentiality to a third party by, or with the authorization of, Discloser.
- (e) is independently derived by Recipient.

13. Constitution Amendments:

- 13.1 This Constitution shall become effective upon approval by the first Annual General Meeting.
- 13.2 This Constitution may only be amended at a meeting of the Forum by a two-thirds majority vote of members present.
- 13.3 Proposed amendments must be submitted with a seconder in writing at least twenty-one days before the meeting, and the proposed amendment must be included in the notice of the meeting at which it shall be considered.


14. Dissolution

- 14.1 The Forum shall be dissolved if:
 - 14.1.1 A motion to that effect is circulated in the notice of the meeting and carried by the members in a majority vote at an EGM or AGM.
 - 14.1.2 The Forum is superseded by qualifying body as outlined in The Localism Act 2011.
 - 14.1.3 Any assets or remaining funds after debts have been paid shall be transferred to local charities or similar groups at the discretion of the Officers.


15. Declaration

15.1 East Cliff and Springbourne Neighbourhood Forum hereby adopts and accepts this constitution as a current operating guide regulating the actions of its members.

Signed by the Chair:

Name	Mark Elkins
Signature	
Date	06/08/24

Witnessed by Forum Member (non-officer):

Name	Katherine Avery
Signature	
Date	06/08/24