

Pendle Three Tier Forum Membership and Terms of Reference

Membership

The current membership of the Pendle Three Tier Forum is:

Lancashire County Council	Pendle Borough Council
County Councillor M Iqbal	Councillor T Beckett
County Councillor A Ali	Councillor T Cooney
County Councillor D Lord	Councillor K Hartley
County Councillor P White	Councillor A Mahmood
County Councillor C Wakeford	Councillor G Roach
County Councillor D Whipp	Councillor R Smith

Councillor T Edwards is the Parish and Town Councils' representative on the Forum.

Terms of Reference

- The Forum is a joint business meeting of County, District, and Town and Parish Councillors, open to the public.
- The membership of the Forum will be all local County Councillors with an Electoral Division within the District and an equal number of District Councillors appointed by the District Council, and one Parish/Town Council representative nominated from the Parish Councils within the District area. District Councils and the Parish/Town Councils can nominate deputies or replacements in accordance with their own procedures. The officer(s) supporting the meeting must be notified of any changes prior to a meeting. Political balance rules do not apply to the Forum, although districts may follow these for their nominations.
- The Forum will discuss issues that are of joint interest across the three levels of local government in the area. Agenda items will focus on strategic issues relating to all local councils in the area.
- Any member of the Forum can request that an item is considered at a future meeting of the Forum. The Chair is responsible for agreeing the agenda and deciding whether an issue raised by a member will appear on an agenda. Where issues are raised that do not fall within the remit of the Forum these will be dealt with via the appropriate mechanism.
- The Pendle Three Tier Forum allows public speaking on the following basis:
 - For 15 minutes at the beginning of the meeting and on every item.

- The Chair of the meeting is responsible for managing the debate at the Forum. The Chair's ruling on any aspect of a member of the committee's right to speak will be final. Members who persistently ignore the ruling of the Chair may, after being warned, be asked to leave the room for the duration of the meeting.
- Decisions of the Forum should be by consensus wherever possible. In the event that a consensus cannot be reached, decisions are by simple 'show of hands' majority with the chair having a casting vote.
- The Forum is not a formal committee of the County, District or Parish Councils, therefore Access to Information provisions do not apply. However, as they are public meetings, agendas and minutes will be available on the County Council's website and by request can be obtained in person at County Hall, Preston.
- The Chair and Deputy will be elected at the Annual Meeting from amongst the membership of the Forum. Should a vacancy arise during the year, a new Chair or Deputy will be elected. A Chair or Deputy may be removed from their position by a vote of the Forum.
- The Forum will meet 3 times a year, one of which will be the Annual Meeting. The Forum does not have the authority to establish sub groups or working groups. From April 2014, the Annual Meeting will be the first meeting of the Forum after the County Council's AGM.
- Urgent business is allowed, with the consent of the Chair. Any member wishing to raise a matter of urgent business should advise the Chair via the officer support for the Forum as soon as possible.
- The "Protocol on Public Speaking at Three Tier Forums" applies.