

LEICESTERSHIRE LOCAL ACCESS FORUM – 6 OCTOBER 2015

REPORT OF THE CHIEF EXECUTIVE

**AMENDMENTS TO THE TERMS OF REFERENCE OF THE
LEICESTERSHIRE LOCAL ACCESS FORUM**

Purpose of the Report

1. The purpose of this report is to update the Terms of Reference for the Leicestershire Local Access Forum (the Forum). The amended Terms of Reference are attached as an appendix to this report.

Background

2. In recent years the Forum has increasingly used sub groups and committees (herein referred to as 'sub-groups') as a means to support the work it undertakes between formal meetings. As such an additional section to the Terms of Reference is proposed to outline the structure and relationship of the sub-groups to the Forum itself.
3. At the previous meeting of the Forum the meeting was subsequently inquorate in accordance with its current Terms of Reference which conflicted with the Local Access Forum (England) Regulations 2007 (herein referred to as 'the Regulations'). Subsequently the Terms of Reference have also been amended to provide consistency with the Regulations where possible.
4. The amended Terms of Reference were previously considered at a meeting of the Forum on 16 April 2015 where it was agreed to defer the item to a future meeting subject to further amendments being made.

Terms of Reference

5. The Forum has, over time, developed the use of sub groups. Currently three sub-groups support its work: Verges Committee, Network Opportunities Committee, and Planning and Access Committee. The sub-groups report on their work at each Forum meeting and will meet depending on the work programme of the Forum.
6. Up to now there has not been a formal mechanism for approving and disbanding sub-groups, or a formal statement of their relationship with the Forum other than their general acceptance at Forum meetings. The proposed amended Terms of Reference provide a mechanism for such procedures.

7. As the work of the sub-groups has increased, so has the communication received and sent by the Forum. As such the amended Terms of Reference include a section on communication which reaffirms the Forum as the recipient and sender of all communication (rather than a particular individual or sub-group). However the section also allows some flexibility by providing provision to send communication when time constraints exist.
8. Other areas of the Terms of Reference have been updated to reflect the Regulations such as the sections relating to quoracy and the membership of the Forum.

Recommendation

9. The Forum is asked to approve the Terms of Reference for the Leicestershire Local Access Forum.

Appendices

Appendix - Terms of Reference for the Leicestershire Local Access Forum.

Background Papers

The Local Access Forum (England) Regulations 2007.

http://www.legislation.gov.uk/uksi/2007/268/pdfs/uksi_20070268_en.pdf

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