

Terms of Reference: Bury Local Bee Network Forum

Title	Bury Local Bee Network Forum
Function/Purpose	• Accountability: To be accountable to residents and the Bee Network Committee for transport matters in their local area and vice versa. • Feedback: To actively monitor the delivery and performance of services linked to the Bee Network and as appropriate recommend change/improvement to the Bee Network Committee through the local Transport Lead Member/Representative. • Participation: Provide robust mechanisms for elected members and service users to feedback through regular participation at local Bee Network forums. This will include Public Questions being included as a standard agenda item (For a duration of 30 minutes only). • Local Co-ordination: Identify how issues arising at the Bee Network Committee might impact and be mitigated or responded to in the local area. • Policy Development: Support and contribute to policy development and strategy delivery linked to the Bee Network. • Cross Cutting Analysis: Analyse cross-cutting issues that may affect GM's ability to deliver an efficient service. For instance, through improved co-ordination of roadworks to ensure disruption are kept to a minimum.
Statutory/Decision Making/Informal	The Bury Local Bee Network Forum will be a formal non-decision making body.
Core Membership	The Bury Local Bee Network Forum will have a core membership of 5 elected members and be politically balanced. Forum Members will be:

	• Labour x3 • Conservative x1 • Radcliffe First x1 Core members of the Forum will be required to attend training to assist in undertaking the role of a Forum member.
Additional membership	All elected members will have a standing invite to Forum meetings. The following officers will also be invited attend the Forum: • Bury Council's GM Transport Strategy Group Representatives (Joanne Betts / Natalie Blackston) • Lee Buggie, Public Health Specialist, Bury Council. • Council officers – As required Membership may also be extended in future to include other stakeholders, such as representatives from local groups or organisations, particularly groups that represent those who may experience barriers to using Bee Network services, or to advise on specific issues. A young person representative selected from the Youth Council will also be invited to meetings and able to address the forum.
Chair	Forum meetings will be chaired by Cllr Gareth Staples Jones. The Chair may choose to appoint a Vice Chair. In the absence of the Chair or the Vice-Chair, a replacement Chair will be elected for the duration of the meeting.

Meeting arrangements	The Forum will meet quarterly. Forum meetings will be held in person and in public. The agenda and supporting papers will be in a standard format and circulated at least five clear working days in advance of meetings.
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