

Bristol Tree Forum: Terms of Reference

Draft 2nd December 08

1..Introduction

The aims of the Bristol Tree Forum are to:

- protect and enhance our urban trees in streets, parks, gardens and all open spaces;
- encourage BCC to ensure the replacement of trees that have been (and continue to be) removed;
- establish sufficient funding to ensure the retention of mature trees in our city and slow the present rate of felling;
- establish sufficient funding for the planting of new urban trees;
- stabilise then increase the urban canopy cover;
- work with BCC to plan for “climate proofing” our city in accordance with predicted urban temperature increases in the next 20 years; and
- argue for a formulaic approach to ensure that Bristol achieves a sustainable balance between the built form / hard surface and tree canopy cover.
- provide a mechanism for open consultation on urban trees issues between local community groups, interested professional bodies and several Bristol City Council Departments.
- promote greater understanding of the values of amenity trees and stay up-to-date with current thinking, policy and research.

2. Membership and Representation:

2.1 **Members:** Membership of the Forum will be for resident lead Park Groups or other groups with an interest in Trees, together with relevant professional bodies

2.2 **Groups:** A ‘group’ in this context would not need a constitution or any other formal organisation, only to be able to show it is committed to being open to all and able to sign a membership form that states this.

2.3 **Access:** Groups will need to demonstrate that they advertise their meetings locally (e.g. posters in park, corner shop) beyond the existing membership.

2.4 **Representatives:** Groups will nominate one person who will act as the lead representatives of the group on the Forum and attend the meetings.

2.5 **Becoming a member:** The Forum will welcome new members who meet the terms 2.1 to 2.3 above. They will cease to be members if they no longer meet these terms.

2.6 **Voting:** Each group will carry a single vote.

2.7 **City councillors:** Groups should not nominate City councillors as spokespeople for the group. Councillors will be welcome to attend the Forum and will often be invited by the Forum to attend for specific purposes in relation to the agenda. Councillors will be non-voting.

2.8 **Council officers:** Officers will act as advisers to the Forum when invited to attend, but will be non-voting.

2.9 **City wide organisations:** City wide organisations (such as the Civic Society, Wildlife Trust and VOSCUR) which also meet the other criteria 2.1 to 2.3 above, should be members with one vote per organisation.

3. Leadership:

3.1 **Chair:** The Forum will elect a Chair by vote at each Annual Meeting. The Chair will act as the first point of contact between the Forum and Bristol City Council, individually represent the Forum membership in a formal capacity when appropriate, and ensure the Forum meets the other terms set out in this proposal (in particular, relating to equal opportunities and accessibility).

3.2 **Vice Chair:** The Forum will elect a Vice Chair who will act in the absence of the Chair.

3.3 **Rotation:** Neither Chair or Vice Chair should hold this position for more than three years.

3.4 **Committee:** Where the Chair and Vice Chair have identified a need for additional help, up to six other Committee Members may be elected. Each committee post will be for a specific role or roles. Committee Members will be elected at the Annual Meetings where there will also be a vote on the committee roles required. If new roles are required or vacancies occur Committee Members can be elected at any full meeting of the Forum to serve until the next Annual Meeting. If the need arises the Committee can also agree to create new roles and appoint Committee Members between meetings with endorsement being asked for at the next full meeting.

3.5 **Eligibility:** Chair, Vice Chair and other members of the committee should be members (as defined in 2.1 and 2.9). At no time will both the Chair and Vice Chair positions be held by members from the same group.

3.6 **Representing the Forum:** The Chair, (or Vice Chair in the absence of the Chair) may respond on behalf of the Forum on any issue where the Forum is consulted or asked for its views, or where a public statement is appropriate. Before responding the Chair will, if possible, refer the issue to a full meeting of the Forum. If time constraints make this impossible the Chair must consult with other Committee Members (once a committee is formed); consider views previously expressed by the Forum and carry out any further consultation with members that that is possible in the time available (for example by email or via the BPF website) before responding.

4. Organisation and style:

4.1 **Frequency:** The Forum will meet bi-monthly or at least four times per year, including an Annual Meeting in each calendar year. Additional meetings, perhaps covering a specialist subject, can be added to the programme as necessary.

4.2 **Style of meetings:** Apart from the Annual Meeting (which might be more like a conference) and additional meetings set up to cover one special subject, the Forum agendas as a general rule will include an 'Open Access' item and a 'Learning' item.

4.3 **Access agenda:** This item will allow time for groups to bring to the Forum each time, a particular issue which they would like to see tackled which is outside the agreed forward agenda/programme.

4.4 **Learning agenda:** This item will cover a particular theme where members have agreed they would like to know more. It will most likely be delivered by a council officer and/or guest speaker.

4.5 **Notice:** Forum members will be made well aware of the forward meeting agendas and what to expect, to enable them to attend those that are of particular interest.

4.6 **Working Groups:** The main Forum meeting can opt to set up Working Groups - which will not have any decision making status but will report back to the main group - comprising (say) 3 or 4 members to look at a particular subject in more detail on behalf of the wider group. This might be, for example, a group looking at the overall organisation of the Forum which would meet throughout the year, or a group which meets twice to research a particular subject before reporting back to the Forum at a special meeting.

4.7 **Equal Opportunities:** The Forum is committed to being accessible and inclusive and to ensuring that its meetings are run in an inclusive, friendly and accessible way. The Forum recognises that the council has a responsibility to ensure the Forum maintains equality of access if it is to continue recognising and supporting it as a key consultative body.

4.8 **Evaluation and review:** The Forum will undertake regular review and evaluation of the way that it operates. This will include an annual review in line with the annual cycle of meetings, possibly undertaken by an independent body outside the membership and the city council.

4.9 **Accessibility of meetings and equal opportunities:** The Community Development Officer (Parks) will act as an observer in these two areas (4.7 and 4.8), at Forum meetings and feed his/her findings back to the Forum.

4.10 **Promotion:** There is a need to publicise the Forum, so that any relevant groups have the option to join. There is now a link on the Bristol Parks Forum website to this end

5. Forum Agenda:

5.1 **Consultation:** prior to meetings, the Chair of the Tree Forum may consult with the Parks Service and other council departments on the emerging priorities for members. This consultation will be on a fully reportable basis. The views of

the council will be fed back to members when the forward programme is being discussed.

5.2 Prioritisation: Members will use the agreed objectives of the tree Forum to help prioritise their forward programme.

5.3. Access agenda: Members wishing to raise an item under this agenda item should ideally give the Chair 48 hours notice, to enable the Chair to communicate this to the Parks Service. This will allow officers to do some research and respond more knowledgeably at the meeting.

6. Support from Bristol Parks Service:

6.1 Service Manager: The Parks Service Manager (PSM) or Natural Environment Co-ordinator will provide active support for the Forum and endeavour to attend every meeting if invited. If unable to attend, the Service Manager will ensure a member of the Arboricultural Team is in attendance to formally represent the service.

6.2 Community Development Worker: The Parks Service will employ a Community Development Worker (CDO) who will have explicit responsibility for supporting the Forum in their job description. The Forum will advise the CDO on the type and level of support that is required. If the CDO is unable to provide as much support as the Forum requires, the PSM will need to explain why this is the case.

6.3 Financial support: The Parks Service will provide financial support to meet the essential needs of the Forum, including room hire, refreshments, postage, publicity and training/learning activities, based on a budget agreed at each Annual Meeting. Financial support will also be provided to individuals to enable participation eg: those with young children or a disability.

6.4 Minutes and general administration: The Parks Service will also support the taking and distribution of agenda papers and minutes, either through the appointment of a Secretary to the Tree Forum or through providing ongoing administrative support through the Parks Service team.

7. Status

7.1 Support from the Executive: The Executive Members with responsibility for trees support the Tree Forum and will attend at least one meeting of the Forum each year, as requested. The Executive may provide practical support for members in other ways as appropriate.

7.2 Consultation: The Tree Forum is formally recognised by the City Council as a key consultation body. It expects to be consulted on all major changes and developments regarding urban trees.

7.3 Responding to consultations: The Tree Forum might not wish to respond to issues presented to members by the Parks Service or other council departments; but the importance of offering the Forum the option whether to respond needs to be recognised.

7.4. Consultation prior to decisions regarding the removal or replacement of trees. The Tree Forum expects to be consulted prior to decisions regarding the removal or replacement of trees on public land.

7.5 *Decision making powers:* The Forum and the City Council both recognise that the Forum has no decision making powers. Its powers lie in the ability to influence the development of the Parks Service and other council departments, to make recommendations from members based on an open, inclusive and democratic process and to push for change.

7.6 *Accountability:* The recommendations of the Forum will be implemented, unless a good reason is given otherwise by the Parks Service Manager, other council departments or in certain circumstances the Executive Member.

7.7 *Context:* The Tree Forum acknowledges that it can only ever be one way for the Bristol City Council to consult its users and customers. Just as a park group only represents some users, so the Forum can only represent some of the interests in urban trees. Members recognise that the Forum exists within a wider democratic process already in place.