

Canada Water Consultative Forum

1. Terms of Reference

The Canada Water Consultative Forum (CWCF) is an independent body established to consider proposals contributing to the sustainable development for Rotherhithe.

2. Definition

Rotherhithe is defined as the wards of Rotherhithe, Surrey Docks and surrounding areas.

3. Membership

The Forum is open to all residents and businesses in the Rotherhithe area who support the objectives.

Elected Councillors representing the wards of Rotherhithe and Surrey Docks and other Councillors who represent adjacent wards.

4. Responsibilities of the Forum

The Forum shall be responsible for:

- providing a forum where developers and others can outline plans, ideas and proposals for sites in the area
- ensuring public awareness and involvement in the development process
- working with Southwark Council, developers and others to ensure that appropriate arrangements exist and are used for consultation and when necessary development new methods of consultation.
- establishing Task Groups//Sub-Groups to consider and report on any issue as appropriate with terms of reference for each group as appropriate

The Forum seeks to obtain the views of those who wish to comment regardless of ethnicity, age, disability, sexual orientation or gender and will work actively work with other organisations to obtain views.

In carrying out its functions the Forum will have access to Council Officers, Developers and other advisors.

The Forum will be encouraged to comment upon, challenge, influence and shape proposals prior to formal Council decisions being made.

The Council will make, on request, background documents and information available to aid the process of consultation.

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Standing Orders

5. Notice of Meetings

The Agenda and papers for discussion shall be circulated 7 days prior to the meeting, and only in matters of urgency shall papers be circulated 3 working days in advance.

Late items will be accepted at the discretion of the Chair, and shall only be matters that are urgent and could not be included in the Agenda.

6. Annual Meeting

The Forum shall hold an Annual Meeting at its March meeting to conduct business of an annual nature, including the election of:

- Chair
- Vice-Chair
- Secretary (if required)
- Treasurer (if required)

At least 5 and no more than 10 members (in addition to Chair and Vice-Chair)(plus a representative of Councillors from Rotherhithe and Surrey Docks ward and a representative of local businesses) to constitute a committee to meet if required to deal with matters between Forum meetings or issues referred to it by the Forum.

Nominations for Chair/Vice-Chair and Committee members must be made, in writing, at least 14 days in advance of the Annual Meeting and proposed and seconded.

7. Conduct of Meetings

The Chair will chair meetings of the Forum, in their absence the Vice-Chair will Chair,

Should the Chair and Vice-Chair not be available the Forum Committee will arrange for one of their number to Chair the meeting.

Items for the Agenda shall be notified to the Forum Chair at least 14 days before each meeting.

All meetings shall be minuted and minutes agreed at next meeting.

8. Quorum

The Quorum for meetings will be 15 attendees including Chair and/or Vice-Chair.

The Quorum for Forum Committee Meetings shall be 5 members.

9. Frequency of Meetings

The Forum will meet on a By-Monthly basis (January, March, May, July, September and November).

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(Note: Should there be a lack of business normal bi-monthly meetings can be cancelled with 7 days' notice.)

The Chair, after consultation with the Vice-Chair and the Forum Committee may convene an urgent meeting outside the agreed schedule to discuss any urgent issues that cannot wait until the next scheduled meeting, in which case the procedure for notice of meetings will be followed.

All meetings will be open to the public.

10. Conflict of Interest

It is acknowledged that Forum members may have a direct financial interest in some projects to be discussed by the Forum. Such potential conflicts are inevitable and should not present a problem if they are dealt with correctly.

Forum members should declare an interest when identified and a register will be kept of all those declaring an interest.

11. Amendments to Terms of Reference and/or Standing Orders

The Terms of Reference or the Standing Orders can be amended with the agreement of two thirds of members present and voting at the Annual Meeting or at an Extraordinary Meeting called for the purpose with Forum members being given 28 days' notice of such a meeting.

Amendments must be proposed and seconded in writing and notified to the Chair 14 days before the Annual meeting or the extraordinary meeting.