

PART 3 : MEMBERSHIP AND TERMS OF REFERENCE

1. The membership of the constituent parts of the Luton Forum is as set out below.

2. The Forum

2.1 The membership of the Forum is as follows (with each organisation entitled to only one representative unless otherwise indicated below):

Luton Borough Council (1)	Chief Executive
Democratically elected Members (4)	4 Councillors
Police (1)	Bedfordshire Police Service
Police Authority (1)	Bedfordshire Police Authority
Fire (1)	Bedfordshire & Luton Fire and Rescue Service
Fire Authority (1)	Bedfordshire & Luton Fire and Rescue Authority
Health (2)	NHS Luton Director of Public Health
Business (4)	The Chamber Three commercial companies
Post 16 education (3)	University of Bedfordshire Barnfield College Learning and Skills Council
Employment (1)	Job Centre Plus,
Partnerships (2)	Luton Advice Network Active Luton or Cultural Trust*
Housing Association (1)	Aldwyck Housing Association
Luton Youth (1)	to be advised
Trade Unions (1)	Local Trades Union Council.
The Luton Assembly (14)	
Marsh Farm Community Development Trust (1)	Chief Executive

Economy and Environment Board (1)	Chair
Children and Young People's Board (1)	Chair
Health and Well-being Board (1)	Chair
Safer and Stronger Communities Board (1)	Chair
Environment (1)	Environment Agency
Equality, Inclusion Cohesion Group (1)	Chair
Voluntary Action Luton	Chief Executive

** Active Luton or Cultural Trust will be members for 1 year on an alternating basis*

2.2 The membership of the Forum may be changed by the Forum at its Annual General Meeting ("the AGM").

Co-opted Members

2.3 Additional members may be co-opted to membership of the Forum by the Forum at any time on a recommendation from the Local Public Service Board and any Member so co-opted shall be a full member of the Forum until the AGM following the member's co-option. This is on condition that this does not change the balance of the Assembly representation from one-third of the membership of the Forum.

2.4 Each organisation entitled to membership of the Forum shall nominate a named individual or individuals to represent the organisation. The named individual shall be of sufficient seniority within the organisation nominating him/her to be able to commit the organisation he/she represents, to be able to take a strategic view of the issues before the Forum and to be able to commit the necessary time to the business of the Forum.

Substitution

2.5 The named individual representing each organisation entitled to membership of the Forum shall be entitled to nominate a substitute to represent the organisation at any particular meeting of the Forum if the named individual is unable to attend. The named individual shall be responsible for briefing and debriefing the substitute.

Observers

2.6 The following shall be entitled to attend meetings of the Forum as observers:

East of England Development Agency;
Government Office Eastern Region;
The Members of Parliament for Luton; and
The Youth MP.

Organisations with a “duty to co-operate” as set out in the Local Government and Public Involvement in Health Bill without a place on the Forum:

- Local Probation Board
- Youth Offending Team
- NHS Trust
- Sport England
- Arts Council
- Health and Safety Executive
- English Heritage
- Natural England
- Museums, Libraries and Archives Council

Advisors

2.7 An appropriate specialist from a named individual’s organisation may be nominated to speak on a specific agenda item or items as an Advisor to the Forum, but any such Advisor shall normally remain in the meeting only until such specific agenda items have been dealt with. The Local Strategic Partnership Manager and Assembly Co-ordinator shall be regarded as permanent Advisors.

Prohibitions

2.8 The Forum may prohibit the named individual representing any organisation from continuing to represent the organisation at meetings of the Forum if the named individual has conducted him or herself in such a way as to disrupt the working of the Forum, or has behaved in an abusive or disorderly manner at any meeting of the Forum, or has acted persistently in a way which is incompatible with the purpose or Code of Conduct of the Luton Forum, or in such a way as to bring the Luton Forum into disrepute.

2.9 The Forum may remove an organisation from membership of the Forum if that organisation, has acted persistently in a way which is incompatible with the purpose or Code of Conduct of the Luton Forum, or in such a way as to bring the Luton Forum into disrepute

2.10 Any individual prohibited from continuing to represent any organisation under 2.8 above, and any organisation removed from membership of the Forum

under 2.9 above, shall have the right of appeal to the Local Public Service Board whose decision may not be further appealed against.

- 2.11 The Local Public Service Board shall ensure that the procedure for hearing an appeal under 2.10 above complies with the principles of natural justice.

3. Local Public Service Board

- 3.1 The membership of the Local Public Service Board is as follows (with each organisation entitled to only one representative unless otherwise indicated below):

Chair of the Luton Forum*
Vice Chair of the Luton Forum
Chair of the Luton Assembly
Vice Chair of the Luton Assembly.
Leader of Luton Borough Council*
Chief Executive of Luton Borough Council
Primary Care Trust
Learning and Skills Council
Police
Fire and Rescue Service
The Chamber
Voluntary Action Luton
Chair, Economy and Environment Board
Chair, Children and Young People Board
Chair, Safer and Stronger Board
Chair, Health and Well-being Board

** If the Chair of the Forum is not the Leader of the Council*

Additional attendees

- On an annual basis, meet with key fund holders and/or organisations with a duty to co-operate such as Marsh Farm Community Development Trust, , Safer Luton Partnership, University of Bedfordshire, Bedfordshire & Luton Economic Development Partnership, East of England Development Agency, and others as appropriate, to ensure the strategic alignment of funding
- Other partners and organisations as appropriate

- 3.2 The membership of the Local Public Service Board shall be reviewed annually by the Local Public Service Board who shall submit any proposal for a change in membership of the Local Public Service Board to the AGM of the Forum.

- 3.3 Each organisation entitled to membership of the Local Public Service Board shall nominate a named individual to represent the organisation at meetings of the Local Public Service Board. Members of the Local Public Service Board will be able to:

- commit resources in terms of staff or funding to improved service delivery across the Borough as properly delegated to them by their organisation
- be members of the Luton Forum and
- represent the wider view of the Forum membership.

Substitution

- 3.4 The named individual representing each organisation entitled to membership of the Local Public Service Board shall be entitled to nominate a substitute to represent the organisation at any particular meeting of the Local Public Service Board if the named individual is unable to attend. The named individual shall be responsible for briefing and debriefing the substitute.

Advisors

- 3.5 An appropriate specialist/ s from the named individual's organisation may be invited to speak on a specific agenda item or items as an Advisor to the Local Public Service Board, but any such Advisor shall normally remain in the meeting only until such specific agenda items have been dealt with. The Local Strategic Partnership Manager and Assembly Co-ordinator shall be regarded as permanent Advisors.

Prohibitions

- 3.6 The Local Public Service Board may prohibit the named individual representing any organisation from continuing to represent the organisation at meetings of the Local Public Service Board if the named individual has conducted him or herself in such a way as to disrupt the working of the Local Public Service Board, or has behaved in an abusive or disorderly manner at any meeting of the Local Public Service Board, or has acted persistently in a way which is incompatible with the purpose or the Code of Conduct of the Luton Forum, or in such a way as to bring the Luton Forum into disrepute.
- 3.7 The Local Public Service Board may remove an organisation from membership of the Local Public Service Board if that organisation has acted persistently in a way which is incompatible with the purpose or the Code of Conduct of the Luton Forum, or in such a way as to bring the Luton Forum into disrepute.
- 3.8 Any individual prohibited from continuing to represent any organisation under 3.6 above, and any organisation removed from membership of the Forum under 3.7 above, shall have the right of appeal to a panel established by the Local Public Service Board the membership of which may not include any person who took part in the original decision and whose decision may not be further appealed against.
- 3.9 The panel established under 3.8 above shall ensure that the procedure for hearing an appeal complies with the principles of natural justice.

4. Thematic Partnerships

4.1 The Thematic Partnerships shall be:

- Children and Young People's Board
- Health and Well-being Board
- Economy and Environment Board
- Safer and Stronger Board

4.2 The Membership of the Thematic Partnerships shall be decided by the Thematic Partnerships themselves subject to the names of the members being submitted and agreed by the Local Public Service Board. Thematic Partnerships shall ensure that an up-to-date list of members is provided to the Luton Forum Local Strategic Partnership Manager. Core Membership of each thematic partnership shall include:

- Three Representatives from the Luton Assembly
- Senior representation from key relevant stakeholders
- The relevant thematic portfolio holder from Luton Borough Council
- Relevant Corporate Director from Luton Borough Council
- Stakeholders identified through the "duty to cooperate"

4.3 Each Thematic Partnership may co-opt one or more additional members to assist the Thematic Partnership with its work, subject to informing the LPSB. Co-opted members from the Voluntary and Community Sector will be required to be members of the Luton Assembly.

4.3 Each organisation which is a member of a Thematic Partnership shall nominate a person to represent that organisation at meetings of the Thematic Partnership.

Advisors

4.4 An appropriate specialist from the named individual's organisation may be invited to speak on a specific agenda item or items as an Advisor to the Thematic Partnership, but any such Advisor shall normally remain in the meeting only until such specific agenda items have been dealt with.

Prohibitions

4.5 A Thematic Partnership may prohibit the named individual representing any organisation from continuing to represent the organisation at meetings of the Thematic Partnership if the named individual has conducted him or herself in such a way as to disrupt the working of a Thematic Partnership, or has behaved in an abusive or disorderly manner at any meeting of a Thematic Partnership, or has acted persistently in a way which is incompatible with the

purpose or the Code of Conduct of the Luton Forum, or in such a way as to bring the Luton Forum into disrepute.

- 4.6 A Thematic Partnership may remove an organisation from membership of a Thematic Partnership if that organisation has acted persistently in a way which is incompatible with the purpose or the Code of Conduct of the Luton Forum, or in such a way as to bring the Luton Forum into disrepute.
- 4.7 Any individual prohibited from continuing to represent any organisation under 4.5 above, and any organisation removed from membership of the Forum under 4.6 above, shall have the right of appeal to the Local Public Service Board whose decision may not be further appealed against.
- 4.8 Paragraph 2.11 shall apply to the procedure for hearing an appeal under 4.7 above.

5. Terms of Reference

- 5.1 The terms of reference of the Forum are as set out in Appendix A to this Part of the Constitution.
- 5.2 The terms of reference of the Local Public Service Board are as set out in Appendix B to this Part of the Constitution. The core terms of reference of the Thematic Partnerships are as set out in Appendix C to this Part of the Constitution.
- 5.3 The terms of reference and membership of other groups are set out in Appendix D to this Part of the Constitution.