

## Local Community Ward Forum: Guiding Principles

### 1. Objectives

- (i) The Local Community Ward Forums (LCWFs) are the new, most localised element of the Tower Hamlets Partnership structure. There is one LCWF in each of the wards in Tower Hamlets.
- (ii) The Forum will provide a platform for citizen-led engagement with the council and partners to set local priorities, influence local service delivery and implement the Tower Hamlets Community Plan at ward level.
- (iii) The Forum is a place to discuss local priorities and enable citizens to address these through active involvement in commissioning and delivering locally relevant solutions.

### 2. Attendance

- (i) The Forum is open to all who live, work or study within the ward.
- (ii) Forum meetings will be organised for the ward by the Mayor's Community Champion Coordinators.

### 3. Structure

- (i) Three Forum meetings will be held per year. Any additional meetings will be at the discretion of the Forum.
- (ii) The three Forum meetings will follow a cycle of (1) setting local priorities, (2) commissioning activities and (3) measuring outcomes and looking to the future.

### 4. Function

- (i) All voting to set priorities and allocate funding will be open and inclusive. All other decisions will be taken by consensus.
- (ii) All discussions within the Forum will be open to all those interested in formulating and delivering solutions to priorities.
- (iii) Options to address local priorities will be co-designed by Community Champion Coordinators, local service providers, councillors, residents and anyone with a stake in the local area. These will then form the basis of the 'The Mayor Asks You To Decide!' participatory budgeting event in the second meeting.
- (iv) In Meeting Two (Commissioning Activities) The Mayor Asks You To Decide! event will determine which options are commissioned by the Forum. The Community Champion Coordinators will organise the process and all attendees are encouraged to vote and work together both inside and outside of the Forum to deliver local improvements.

### 5. Administration

- (i) The Community Champion Coordinators will ensure that decisions taken are recorded and circulated to the Localisation Service within one week of the meeting using the relevant Meeting Action Sheet.
- (ii) At least 10 days' notice will be given to any council officer or local service representative whose attendance is desired.

### 6. Conduct

- (i) All those in attendance will act in accordance with the Tower Hamlets Partnership Code of Conduct which is found on the Council website and in the Tower Hamlets Partnership Terms of Reference.
- (ii) Community Champion Coordinators will not attempt to unduly influence the voting process and will conduct themselves in a transparent manner free of political interests.
- (iii) Community Champion Coordinators will abide by the Community Champion Coordinator Agreement (see pages 68-81)

### 7. Complaints

- (i) Any complaints arising from the Forum will be referred to a Community Champion Coordinator. A complaint related to a Community Champion Coordinator, or one a Coordinator is unable to resolve, should be referred to the Localisation Service in the first instance.