



TERMS OF REFERENCE

Introduction

The Hampshire Rural Forum comprises of those organisations, groups and individuals who have a concern for the economic prosperity and well-being of businesses and communities in rural Hampshire.

One key purpose of the Forum is to bring together the many pieces of the 'rural-jigsaw' to raise understanding and improve decisions impacting on rural Hampshire and this is embodied in the aim and objectives of the Forum as set out below.

Aim of the Forum

To enable Hampshire's rural communities to become more visible, effective and sustainable socially, economically and environmentally.

Objectives

- Providing opportunities for raising awareness and understanding of rural issues
- Being a trusted source in providing evidence and responses for policy and decisions makers and other interested groups on rural matters impacting Hampshire
- Working collaboratively in finding solutions to identified challenges within rural Hampshire
- Promoting the importance and understanding of the inter-relationships between urban and rural areas
- Disseminating information and intelligence on rural and related matters to Forum members

Structure and membership

The structure of the Hampshire Rural Forum will include a core Steering Group to guide the work of the Forum, as well as a wider Forum network of interested parties. Members of this network will be engaged via email, as well as through participation in task and finish groups, which will have a clear focus on achieving results.

Steering Group

Membership is comprised of one representative from each of the organisations listed below. Membership should include a Chair and Vice-Chair, appointed from one of the member organisations.

- Action Hampshire
- CLA
- Enterprise M3 Local Enterprise Partnership
- Federation of Small Businesses
- Hampshire and Isle of Wight LGA
- Hampshire Association of Local Councils
- Hampshire County Council (one elected member with non-voting officer support)
- National Farmers Union
- New Forest National Park Authority
- Police and Crime Commissioner
- Solent Local Enterprise Partnership
- South Downs National Park Authority
- Sparsholt College
- Wessex Rural and Farming Network
- Any convened Task Group of the Forum (usually the lead member)

Forum network

Membership of the Forum network is open to any organisation with an interest in rural Hampshire. A list of the organisations signed up to this network can be found in Appendix A.

Requirements of Forum Members

- Ability and enthusiasm to help further the aims of the Hampshire Rural Forum.
- Ability to commit time for Forum business, including regular attendance at meetings and expertise to assist in the work of the Forum.
- A good grasp of the needs and challenges of rural Hampshire.
- Responsibility for communicating Forum information to and from those that they represent in the county, region or nationally.
- Ability to mobilise expertise from their particular sector when needed.

Meetings of the Steering Group

- Meetings of the Steering Group will be held approximately three times a year and may be called at other times as necessary.
- The Group may selectively invite members of the Forum network, as well as other interested parties, to attend in order to update, provide advice and share information.
- Such members and observers will not be eligible to vote unless their organisation is formally admitted as a member of the Steering Group.

Full Forum meetings and events

- An Annual General Meeting will be held, open for all Forum members to attend.
- Other full Forum meetings and events may be called at other times as necessary.

Task groups

- The Forum may form and delegate responsibility to task groups to carry out its objectives, the terms of reference of these groups will be agreed and adopted by the Forum.
- Membership of task groups will be open to both members of the Steering Group and the wider Forum network. The groups may also co-opt others from the Forum's support networks.
- Each group will have a lead, who will be a member of the Forum, to coordinate the group and feed back progress, including via attendance at Steering Group meetings.

Administration

- The Chair will be elected and the position will normally be held for two years and for not more than three consecutive terms.
- Hampshire County Council will fulfil the role of the Accountable and Lead Body. As such, it will manage any financial resources the partnership secures for meetings and delivering the work plan. Any member organisation may offer to take over this role, with the approval of the Steering Group.
- A Secretariat function will also be required to:
 - Convene and co-ordinate Steering Group meetings
 - Ensure that the Forum meets necessary deadlines
 - Develop and maintain a mailing list of interested parties
 - Provide support for full Forum meetings and any additional events required by the Forum.
- After the first year, all partners will be asked for a contribution towards the operation of the Forum.
- The Terms of Reference will be reviewed from time to time at a formal meeting of the Forum.

Decision making

- A quorum for decision making will be 40% of the membership of the Steering Group.
- Where possible members of the Forum network will be consulted to allow their views to be considered before a decision is made by the Steering Group.
- Each organisation may appoint a substitute representative to attend meetings in the event that their nominated representative is unavailable.
- Members should declare any organisational conflict of interest on agenda items at the start of a meeting and will not be eligible to vote on those items.
- Where necessary, decisions will be made at Steering Group meetings by simple vote, carried by a majority of members present and entitled to vote.

Forum membership

1. Action Hampshire
2. Age Concern Hampshire
3. Basingstoke and Deane Borough Council
4. British Association for Conservation & Shooting
5. Chamber of Commerce
6. CLA
7. Country Trust
8. CPRE Hampshire
9. Cranborne Chase AONB
10. Diocese of Winchester
11. East Hampshire District Council
12. Eastleigh Borough Council
13. Enterprise M3 Local Enterprise Partnership
14. Fareham Borough Council
15. Farming Community Network
16. Federation of Small Businesses
17. Fieldfare LEADER
18. Forestry Commission
19. Gosport Borough Council
20. Hampshire Alliance for Rural Affordable Housing
21. Hampshire and Isle of Wight LGA
22. Hampshire and Isle of Wight Wildlife Trust
23. Hampshire Association of Local Councils
24. Hampshire Constabulary/Country Watch
25. Hampshire Countryside Access Forum
26. Hampshire County Council
27. Hampshire Fare
28. Hampshire Farmers Market
29. Hampshire Horsecwatch
30. Hampshire Woodfuel Cooperative
31. Hart District Council
32. Havant Borough Council
33. Hildon
34. Loddon and Test LEADER
35. National Farmers Union
36. National Gamekeepers Organisation
37. Natural Enterprise
38. New Forest Access Forum
39. New Forest Agricultural Show Society
40. New Forest District Council
41. New Forest LEADER
42. New Forest National Park Authority
43. North Wessex Downs AONB
44. North Wessex Downs LEADER
45. Police and Crime Commissioner
46. Romsey Agricultural & Horse Show Society
47. Royal Agricultural Benevolent Institution
48. Rushmoor Borough Council
49. Solent Local Enterprise Partnership
50. South Downs Local Access Forum
51. South Downs National Park Authority
52. Southern Policy Centre
53. Sparsholt College
54. Test Valley Borough Council
55. Test Valley Community Services
56. The Conservation Volunteers
57. Wessex Rural and Farming Network
58. Winchester City Council