

BIRSE PARISH LIAISON GROUP

Terms of Reference and Administrative Arrangements as adopted on 25th September 2001

1. Background

- i. The Group was initiated by BCT in 2000 to facilitate the exchange of information, cooperation and consultation between BCT & the parish's three Community Associations.
- ii. The Group met 6 times in the year to June 2001, with the venues and chairing of the meetings revolving round the groups and BCT providing the secretariat.
- iii. Topics covered included, for example:- public consultations (eg. Aberdeenshire Local Plan, Community Councils, Cairngorms National Park), local issues (eg. Electoral Boundaries, Forest of Birse road, graveyards), shared initiatives (eg. Community Games) and BCT involvements (eg. Strategic Plan, Community Planning, Finzean Old School).
- iv. The Group has been very useful, but there is now a need to review its membership and operation to incorporate the Community Councils and ensure it is as useful as possible.

2. Terms of Reference

- i. The Membership of the Group will be the six community groups within Birse parish that involve all those on one or other or both of the Electoral Registers covering the parish (namely, FCC & BBCC; FCA, BCA & BACA; & BCT).
- ii. The purpose of the Group will be to facilitate the exchange of information, co-operation and consultation between the Members of the Group on matters of parish wide interest.
- iii. A specific role of the Group will be as a parish wide forum of community representatives to provide advice, guidance and comment to BCT on its activities, operations and plans.
- iv. The Members of the Group will all have equal status within the Group and the Group will operate by consensus without any voting provisions.
- v. The Group will aim to meet four times or quarterly each year, with each Member having one or more representatives up to four in total responsible for representing the views of that Member at the meetings
- vi. The Group will be able to set up such working groups, joint projects or other shared initiatives as the Members may decide.

3. Administration

- i. The Chairs of each Member, or another named representative nominated instead, will act as their contact for the Group in between meetings and each Member will have one or more individuals identified as their Group reps.
 - ii. Responsibility for chairing the Group's quarterly meetings and for providing venues within the parish for the meetings, will rotate around the Members.
 - iii. Dates for the quarterly meeting will be set at least two months in advance to enable each Member to fit consideration of Group's business into their own meetings.
 - iv. Members of the Group will be circulated with a call for agenda items 21 days in advance of each quarterly meeting.
 - v. Responsibility for deciding the agenda for each meeting will rest with the Chair for that meeting and agendas will be circulated 7 days before each meeting.
 - vi. A draft record of each meeting will be circulated to all participants within 10 days of the meeting for comments within a week, with any comments received circulated at the end of that week and then a further week for any additional comments; the decision over whether a revised record needs to be circulated will then rest with the Chair of the meeting.
 - vii. The Group will appoint a secretariat to co-ordinate the organisation of meetings and the production and circulation of papers, with BCT appointed at this stage to that role.
 - viii. BCT, in providing the secretariat, will consult the Group on the individual(s) that BCT uses for that role.
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