



University Community Forum: Terms of Reference

Yellow highlighted text indicates the most recent revisions.

Committee Name

University Community Forum

Type

Standing committee

Purpose

The University Community Forum will provide information to members and allow members to provide feedback on University facilities; student behaviour; future developments and expansion of the University; specialist projects or research; activities including volunteering undertaken by the student body; community events; information on the Worcester Students' Union activities; opportunities for collaboration; CCTV; sustainability and transport; impact of the University on the local area; any other event or incident happening at a local, national or international level that may affect the University and its staff, students or the local community. Members of the Forum are encouraged to raise issues that affect the wider community for discussion, using the relevant University department to report specific, individual matters that require urgent attention.

Authority

The University Community Forum is a communication mechanism to inform external members of the work of the University and the achievements of its students. The University Community Forum is not a decision-making entity.

Membership

Chair: Pro Vice Chancellor Students and Academic Registrar

Secretary: Executive Assistant

University members:

University Governor (nominated by the Vice Chancellor & Chief Executive)

Director of Estates and Facilities

Director of Sustainability

Director of Student Services or representative

Director of Library Services or representative

Assistant Director – Security & Operations

Press Officer

President, Worcester Students' Union

Vice President Education, Worcester Students' Union

Vice President Student Activities, Worcester Students' Union

Police Community Support Officers

External members:

City Councillors from the wards of St John's, Cathedral, Arboretum, Lower Wick & Pitmaston and St Clement, Dines Green & Grove Farm

Head of Community Services, Worcester City Council

Safer Neighbourhood Team Supervisor and Local Police Inspector, West Mercia Police

Worcester City Safer Neighbourhood Team Supervisor, West Mercia Police

Arboretum and Claines Safer Neighbourhood Team Supervisor, West Mercia Police

Headteacher, Oldbury Park School

Headteacher, St Clements Primary School

In attendance:

Local residents

Representatives from local Neighbourhood Watch Association or similar recognised organisations

Guest speakers and/or other personnel necessary for the discussion or sharing of information to the Forum

Selection of Members: The members of the Forum are expected to engage with the business of the University of Worcester and that of the community. The City Councillors are invited to attend as representatives of the local community and it is expected that they will relay information from the Forum to members of their constituency, as and when appropriate.

Invitation to join the membership or attend meetings of the Forum will be at the Chair's discretion. Members are welcome to nominate to the Chair individuals from local organisations, residents' associations, or similar groups to join the Forum.

Expectation of Attendance: It is expected that members will attend a minimum of two meetings each academic year. If a member fails to attend three consecutive meetings in an academic year and does not otherwise engage with the University Community Forum, their membership shall be revoked and they will no longer receive invitations to meetings, papers or other documents or communications in relation to the Forum.

Meeting arrangements

Frequency of meetings: Minimum of three per year; typically held in October, February, and May.

Location: Meetings will typically take place at St John's Campus or at another University site; however, it may be required on occasion that meetings take place online.

The Secretary of the University Community Forum will distribute to members all relevant paperwork (agendas, minutes of the previous meeting and other papers) electronically via email, or as hard copy when requested by members.

Reporting

The **Chair** will report annually in July to the University Executive Board (UEB) on the activities of the University Community Forum.

Review

Terms of Reference review frequency: Three years

Next review date: August 2027

Item	Notes
Version Number	3.0
Date of Approval	27 October 2021
Approved by	University Executive Board
Effective from	September 2021
Policy Officer	Secretary to University Community Forum
Department	Directorate
Review date	August 2027
Last reviewed	August 2024
Equality Impact Assessment	N/A
Accessibility Checked	August 2024

Revision History

Committee	Date	Change
University Executive Board	January 2023	Minor revision: Update to Chair of the University Community Forum Update to Secretary to the University Community Forum
University Executive Board	August 2024	Minor Revision: Update to City Council ward names Addition of Assistant Director of Student Life as the Director of Student Life role is vacant
University Executive Board	August 2025	Minor Revision: Update to purpose statement Update to Chair and Secretary Update to Director of Student Services Addition of Director of Library Services Addition of Headteacher of St Clements Primary School