



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 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: Deputy Pro Vice Chancellor

Secretary: Executive Assistant to the Deputy Pro Vice Chancellor

University members:

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

Director of Estates and Facilities

Director of Sustainability

Director of Student Life

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, Bedwardine and St Clement

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

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 Deputy Pro Vice Chancellor 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 2024

Item	Notes
Version Number	2.0
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 2024
Last reviewed	August 2021
Equality Impact Assessment	N/A
Accessibility Checked	September 2021