

Ballymun Community Facilities Forum

TERMS OF REFERENCE

Purpose

The purpose of the Ballymun Communities Facilities Forum is to develop a plan which will meet the accommodation needs of community and voluntary activity in Ballymun and in doing so contribute to the overall development and sustainability of community and voluntary activity in the area.

Principles

The Forum is informed by the following principles:

- An active and effective voluntary and community sector is a crucial element in the development of a vibrant and sustainable community and active citizenry
- Creating sustainable communities and encouraging active citizenship requires the planning and provision of appropriate supports, funding and other resources
- Supports, funding and other resources should be managed and allocated according to best practice principles and address the needs and aspirations of the citizens of Ballymun
- Community, voluntary and statutory organisations in Ballymun should be accountable to stakeholders
- Community, voluntary and statutory organisations should operate to best practice principles, proportionate to their size and scale of activity

Activities

The Forum will undertake whatever activities necessary in achieving its aim. A guiding principle in undertaking this work will be to build on work already undertaken and to avoid duplication with the work of other bodies. It is envisaged that its activities will include:

- The preparation and communication of a plan for the accommodation arrangements of voluntary and community organisations in 2008
- A review of existing and planned community facilities in Ballymun
- The development of a framework for the relocation of groups accommodated in flats including protocols for negotiation, funding, addressing emergency situations etc

- Development of a database of existing voluntary and community groups in Ballymun in terms of their current and planned activities, management structure, community involvement, staffing, funding and other resources
- Consideration of the most appropriate models for the effective management of community facilities
- Consultation as necessary with voluntary, community and statutory bodies in the development of a plan to address accommodation needs
- Learning from experience in other areas in Ireland and elsewhere in the planning and management of community facilities
- Reflecting on the experience to date in Ballymun in relation to the provision of community facilities in order to apply learning from this experience and inform future action
- Effective communication to ensure that the work of the forum is widely and clearly communicated in Ballymun and in particular to voluntary and community groups there

Where necessary, the Forum will secure funding or other resources to carry out its work. Where this entails a formal contract, this will be undertaken by one of the member groups on behalf of the Forum. Members of the Forum will not be permitted to tender for any work contracted.

Modus Operandi

- The Forum will work on the basis of ensuring added value to the relevant existing structures and arrangements in Ballymun
- The Forum will work in a manner that is accountable and transparent.
- The Forum will work on the basis of partnership and mutual respect between all members
- The Forum will reach decisions on the basis of consensus and where this is not possible differences will be noted
- The Forum will work to agreed annual work plans, which will include arrangements for review and evaluation
- Member organisations will ensure that their representatives are released from work and otherwise supported to enable meaningful and effective involvement in the process.

Membership

- Membership of the forum is on the basis of organisations with a multi-interest perspective and will include representatives from: Ballymun Community Organisations Network, Ballymun Neighbourhood Council, Ballymun Partnership, Ballymun Regeneration Ltd, and Dublin City Council.
- Each organisation will have two representatives on the Forum
- Members will be appointed for an initial period of two years
- Where a member leaves or changes position in their organisation the organisation is permitted to appoint a replacement representative
- The Forum will be chaired by an independent Chairperson. This position will not be paid
- The Chair will be selected by the members of the Forum, following a process of identification of suitable candidates
- On appointment members will confirm their commitment to working within the terms of reference, to devote the time to attend meetings, events and undertake follow up work for the Forum as necessary and to treat others with respect.

Meetings and Administration

- Dublin City Council will provide administrative support to the Forum in the form of Forum Secretary.
- The Forum will meet monthly for the first six months and the frequency of meetings will be reviewed then. Additional meetings will be arranged as necessary.
- The agenda for meetings will be agreed by the Forum at the preceding meeting. Additional items may be added under “Any Other Business” at meetings or by request to the Chair in between meetings. Agendas, papers and minutes of meetings will be circulated at least 5 working days in advance of meetings.
- Agendas and minutes will be publicly available. The Forum will make other documents publicly available, provided the information contained in them does not reveal information on individual negotiations. Decisions on what to make public will be made by the Forum
- A schedule of meetings for each year will be set at the last meeting of the preceding year

- The Forum will establish sub working groups of the Forum on specific issues as necessary
- Forum working groups may include individuals with relevant expertise, co-opted for that purpose as well as Forum members
- The quorum for meetings of the Forum will be 4 with representatives from at least four member organisations.

Adopted by the Ballymun Community Facilities Forum on 21.2.08