



East of England Rural Forum

## East of England Rural Forum Steering Group Terms of Reference

### 1. 1. Background

1.1. The East of England Rural Forum (EERF) Steering Group, in its current form, was set up in July 2006. It consists of the Rural Forum Chair and Vice-Chairs, the Chair of each of the Sub-Groups and the Secretariat.

### 2. 2. Purpose

2.1. The overarching purpose of the Steering Group is to provide effective leadership and set the overall direction for the East of England Rural Forum.

2.2. Specific **responsibilities** include the following:

- Develop and monitor the action plan and agendas for the Forum,
- Define issues for the EERF to debate;
- Establish the Terms of Reference and membership of Task and Finish groups on specific topics agreed by the Forum;
- Monitor the Task and Finish groups' progress, ensuring progress is reported to the Forum in writing at each Forum meeting.
- Lead the EERF's annual review;
- Identify best practice and shares it with other Regional EERFs;
- Assess project applications for EERF budget and make recommendations to the Forum on approval;
- Monitor the SLA between the Forum and its secretariat.

### 3. 3. Membership

3.1. The Steering Group consists of:

- The EERF Chair;
- Both the Vice-Chairs;
- A representative from each six county EERFs;
- The regional representative from the Commission for Rural Communities;
- The Secretariat;
- An additional member of the EERF.

**3.2.** The additional EERF member will be nominated by the EERF and will be representative of its overall make-up. This will ensure that Forum Members' views are represented at the Steering Group.

**3.3.** Other Members of the EERF are welcome to attend and contribute to Steering Group meetings. Member's wishing to do so need to inform the Secretariat to ensure space is available.

#### **4. 4. Meetings**

**4.1.** The Steering Group will meet no less than quarterly and will be within two weeks following the EERF meetings.

**4.2.** Steering Group meetings will take place at venues that allow the cost of hire to be put back into the community i.e. village halls, community centres.

#### **5. 5. Communications**

**5.1** The Steering Group should utilise the communications tools i.e. Forum's website, Newsletters, to keep all Forum members up to date on the work of the Steering Group and the progress of Task and Finish Groups. Any recommendations made by the Steering group will be presented at EERF meetings in the form of a paper.

**5.2** Minutes for the Steering Group will be published on the Forum's website.

#### **6.6. Monitoring and Review**

**6.1** The Steering Group will monitor the action plan and lead on developing the Forum's annual report. It will ensure that the annual report is ready for publication at the Forums AGM.

**6.2** The Steering Group will be reviewed as part of the Forums annual review, ensuring the group is fit for purpose.