

# Local Area Forum Guide

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Would you like more...

- Say in the public services you receive?
- Involvement in decisions taken on local services?
- Tailored services that better meet your local community's needs?
- Access to local services?
- Action from public organisations to make a real difference to you and your community?

If so, please come along to your **Local Area Forum**.

**Thank you for showing an interest in your Local Area Forum**

Local Area Forums (LAFs), or Local Community Partnerships (LCPs) in some areas, give you the chance to hear about what is happening on your doorstep. Activities for young people, parking, health, policing and schools are all topics which affect people's lives. If you have something to say or you want to know what is going on in your area, LAFs/LCPs are a way to get your voice heard.

The LAF/LCP can influence decisions about how money is spent locally, how to target services better for local people, what to prioritise in your area and has some funding available to help meet those priorities.

## Guide to Meetings

The LAF meeting is held in public and members of the public are welcome to attend.

If we are talking about local issues we wouldn't expect you to travel too far to express your views. Forums are held in local venues like schools, community centres or church halls. The meetings are held on weekday evenings and run for about two hours. Meetings are advertised locally and on our website: [www.buckscc.gov.uk/communities](http://www.buckscc.gov.uk/communities)



If you require this document in an alternative format please contact: Locality Services, County Hall, Walton Street, Aylesbury, Bucks, HP20 1UY.  
[locality-services@buckscc.gov.uk](mailto:locality-services@buckscc.gov.uk) or 0845 3708090

All items to be discussed at the meeting are listed on the agenda. This will have been published seven days before the meeting, with spare copies available at the meeting. The agenda can be viewed at council offices, your local library and on the Buckinghamshire County Council website. If you want to receive regular information, contact the Democratic Services Officer shown for the LAF/LCP in your area (on the back of this booklet). Occasionally items of urgent business arise after the agenda has been published and, if the Chairman agrees, these are also dealt with at the meeting.

## Putting across your point of view

There is always an open session where you can put your views across. At the Chairman's discretion, you can also comment on issues on the agenda as they come up.

If you know in advance that you would like to speak, it's a good idea to contact the Democratic Services Officer in advance. The more notice you give, the more likely you are to get a satisfactory answer to your question on the night.

The LAF may often discuss issues of local concern about which people feel very strongly. Courtesy towards council officers and the LAF members is expected at all times. Verbal abuse or disruptive behaviour will not be tolerated and the Chairman may choose to close a meeting or restrict access to the meeting if such behaviour is taking place.



## Drop-in sessions

Some of the LAF meetings hold drop-in sessions immediately before the main meeting where you have the opportunity to discuss specific issues with officers from a variety of services including Transport for Buckinghamshire and Adults and Family Wellbeing. Check the information for the LAF in your area which will let you know what is available.

## Petitions

Petitions may be submitted to Buckinghamshire County Council in a number of ways, such as directly to the Chief Executive, by mail, via a County Councillor, via a LAF meeting or online via [e-petitions](#)

If a petition is presented by a member of the public to a LAF meeting, the LAF will refer it on to the relevant Head of Service. The LAF may also decide that the matter is of sufficient weight or County-wide significance to refer it to Full Council via a local County Councillor. Members of the public are welcome to speak about their petition at the LAF meeting.

The County Council's response to the petition will be reported back to the LAF in due course and the Cabinet Member may also report progress to Full Council.

Petitions relating to other organisations, such as the District Council, Primary Care Trusts etc. can also be presented at a LAF meeting and will be referred to the relevant organisation and a response sought.

## Who's who at the meeting?

- \* **The Chairman:** The Chairman (or in his or her absence, the Vice Chairman) controls the meeting and has the discretion to determine who may speak and for how long. The Chairman will normally be a County Councillor and the Vice Chairman will normally be a District Councillor for the area.
- \* **District councillors**
- \* **County councillors**
- \* **Parish and town councillors for the area**
- \* **Localities and communities Manager:** The Localities and Communities Manager progresses both the Local Area Plan and issues raised at the LAF. He or she also works with local parishes and a wide range of partners on projects to benefit local communities.
- \* **Democratic services officer:** The Democratic Services Officer is responsible for the meeting administration, note taking, organises the LAF meetings/agendas and chases actions
- \* **Lead area officer:** a senior County Council manager who works with the Localities and Communities Manager to provide senior management support to the LAF. In Aylesbury Vale and Wycombe District areas, there will also be a Lead Area Officer from the District Council ensuring commitment from both these organisations.
- \* **Other council officers:** who give information and advice about their service when required.
- \* **Police:** At most LAFs/LCP meetings, the local police will attend the meeting to discuss local community safety issues and report on local activities and priorities.

## Further information

Please see the table on the following page for a full list of all the local areas across Buckinghamshire, and who the main contacts are for further information. If you have any queries or would like to attend the LAF in your area, please contact your Localities and Communities Manager in the first instance. Further information can also be found at [www.buckscc.gov.uk/communities](http://www.buckscc.gov.uk/communities).

If you would like further information on how to get involved and have a say in how we deliver services, please go to [www.buckscc.gov.uk/haveyoursay](http://www.buckscc.gov.uk/haveyoursay) or call 0845 370 8090