

**REPORT TO SOUTH AYRSHIRE SUSTAINABILITY FORUM
OF 26th AUGUST 2009**

SUBJECT: Sustainability Forum Terms of Reference

1. Purpose.

To consider and approve a revised remit and Terms of reference for the Sustainability Forum

2. Recommendations.

Members of the Sustainability Forum are asked to:

a) Approve Terms of Reference for the remit and governance of South Ayrshire Sustainability Forum

3. Background.

As part of the CP Improvement Plan it was agreed by the CP Board that the membership and operation of the theme groups be reviewed, and that a common set of operational guidelines be developed in support of this.

4. Considerations.

The Community Planning Co-ordinator has prepared a model outline Terms of Reference for all Theme groups to adapt to their particular circumstances.

In consultation with the Chair of the Forum, and others, this has resulted in the preparation of the draft document attached which is submitted for the consideration and ratification of the Forum.

The principal changes to current operational status are the creation of a standing Membership of key organisations; arrangements for the provision and election of a Chair and Vice Chair; provision for an Annual Planning and Performance Meeting; and a formalisation of decision-making procedures

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