

Warrenpoint Harbour Authority Community Forum Terms of Reference

Purpose

A targeted and inclusive Community Forum to help deliver community and social benefits across Warrenpoint Harbour Authority's (WHA) activities and inform the diverse range of stakeholders about its operations.

Role

To support opportunities to maximise the contribution that the WHA makes to the local community and address any areas of concern. The Community Forum will:

- Establish lasting community relationships.
- Build on WHA's foundations in the community by helping to deliver social benefits across Warrenpoint Harbour's activities.
- Create an inclusive, community-centric approach to engagement reviewing and building on where WHA can positively contribute to the community across areas including education, economic contribution, sustainable development, the environment and community support.
- Review any emerging issues and address areas of concern.
- Be of the community, for the community.

Membership

The Forum will be constituted as follow:

- Forum Working Group – comprising of up to 17 people.
- Targeted membership will include:
 - 3 Port Staff
 - 4 Residents
 - 3 Local Business representatives including Warrenpoint Chamber of Commerce
 - 2 Harbour Tenants
 - 2 Education/ Skills Leaders
 - 3 Councillor Board Members
- Port officers may also attend.

Chairperson

An independent Chairperson will be proposed and approved by the Forum members.

Meetings

There will be three Community Forum meetings annually with the ability to call additional meetings as necessary.

Meetings of the Forum are to be held at such a time and place as the Chairperson of the Forum, may determine.

Notice of meetings shall be given by the Chair not less than one week before the meeting.

Quorum

A meeting will be deemed quorate when seven members of the Forum members attend.

Conflicts of Interest

The Community Forum requires that conflicts of interest should be recognised, declared and managed. Members will therefore be required to declare any conflict of interest both on appointment and routinely thereafter.

Organisation of Work, Reporting and Recommendations

To enhance the operation of the Forum it will operate as follows:

- Pre-planned agenda with areas for feedback and discussion including: Environment and Sustainability; Community; Education & Skills Development; Jobs & Economic Contribution.
- The work of the Forum will seek to reflect all of society including young people.
- Next steps will be agreed at the end of each meeting to progress work.
- Agendas to be delivered ahead of meetings to streamline discussion.
- Minutes to be drafted by Forum secretary after each meeting and shared with the Forum.
- The Forum can make representations and recommendations to the Board of the WHA. Board decisions are final.
- All proposals by the Forum must be reviewed and agreed by WHA senior management and the Board.
- Agreement will be sought from all members on recommendations. Where there is no consensus from all parties, recommendations can be provided by way of weighted majority with two-thirds of Forum members in agreement.

Secretariat and Facilitation

The Forum will be facilitated by the WHA Environmental Officer and senior management team with additional resource as required in attendance.