

**University Community Forum:**  
**Terms of Reference**

## Committee Name

University Community Forum

## Type

Standing committee

## Purpose

The University Community Forum will provide information to members on University facilities; student behaviour; future developments and expansion of the University; specialist projects or research; activities including volunteering undertaken by the student body; community events; information on the Worcester Students' Union activities; opportunities for collaboration; CCTV; sustainability and transport; impact of the University on the local area; any other event or incident happening at a local, national or international level that may affect the University and its staff, students or the local community. Members of the Forum are encouraged to raise issues that affect the wider community for discussion, using the relevant University department to report specific, individual matters that require urgent attention.

## Authority

The University Community Forum is a communication mechanism to inform external members of the work of the University and the achievements of its students. The University Community Forum is not a decision making entity.

## Membership

**Chair:** Pro Vice Chancellor Students

**Secretary:** Executive Assistant to the Pro Vice Chancellor Students

### **University members:**

University Governor (nominated by the Vice Chancellor & Chief Executive)

Director of Estates and Facilities

Director of Sustainability

Director of Student Life

Assistant Director – Security & Operations

Press Officer

President, Worcester Students' Union

Vice President Education, Worcester Students' Union

Vice President Student Activities, Worcester Students' Union

Police Community Support Officers

### **External members:**

City Councillors from the wards of St John's, Cathedral, Arboretum, Bedwardine and St Clement

Head of Community Services, Worcester City Council

Safer Neighbourhood Team Supervisor, West Mercia Police

Senior Practitioner (Health & Safety) Environmental Health  
Headteacher, Oldbury Park School

**In attendance:**

Local residents

Representatives from local Neighbourhood Watch Association or similar recognised organisations

Guest speakers and/or other personnel necessary for the discussion or sharing of information to the Forum

**Selection of Members:** The members of the Forum are expected to engage with the business of the University of Worcester and that of the community. The City Councillors are invited to attend as representatives of the local community and it is expected that they will relay information from the Forum to members of their constituency, as and when appropriate.

**Invitation to join the membership or be in attendance at meetings of the Forum will be at the Chair's discretion.** Members are welcome to nominate to the Chair individuals from local organisations, residents' associations or similar groups to join the Forum.

**Expectation of Attendance:** It is expected that members will attend a minimum of two meetings each academic year. If a member fails to attend three consecutive meetings in an academic year, and does not otherwise engage with the University Community Forum, their membership shall be revoked and they will no longer receive invitations to meetings, papers or other documents or communications in relation to the Forum.

## Meeting arrangements

**Frequency of meetings:** Minimum of three per year; typically held in October, February and May.

**Location:** One of the University of Worcester campus sites, typically St John's Campus.

The Secretary of the University Community Forum will distribute to members all relevant paperwork (agendas, minutes of the previous meeting and other papers) electronically via email, or as hard copy when requested by members. Copies of the University Community Forum papers will be made available on the University's website by the Secretary.

## Reporting

The Pro Vice Chancellor Students will report annually in July to the Vice Chancellor's Executive Board (VCEB) on the activities of the University Community Forum.

## Review

**Terms of Reference review frequency:** Three years

**Next review date:** August 2021