

## Terms of Reference

<b>Neighbourhood Forum</b>	
<b>1. Purpose</b>	The purpose of the forum is to provide an opportunity for residents and elected representatives to engage and communicate directly with The Christie NHS Foundation Trust executives about its role and impact on the local community. The forum will ensure that any development benefits the neighbourhood
<b>2. Membership</b>	<p>The committee membership will include:</p> <p><b>Residents</b> (representatives from each of the following wards):            Didsbury East            Didsbury West            Old Moat            Withington</p> <p><b>Councillors</b> (all elected councillors from the following wards):            Didsbury East            Didsbury West            Old Moat            Withington</p> <p><b>The Christie Executive/Director:</b>            Executive Director of Finance and Business Development            Director of Estates, Capital &amp; Facilities</p> <p><b>Manchester City Council (MCC)</b> (up to four representatives)</p> <p><b>MCRC representative</b> (as required)</p> <p>Others may be invited to attend (as required)</p>
<b>3. Frequency</b>	The committee should meet at least four times annually
<b>4. Remit</b>	The forum will establish an agenda that reflects the priorities of the local community
<b>5. Reporting</b>	The actions from the Forum will be formally recorded and available on the Trust website at <a href="https://www.christie.nhs.uk/about-us/our-future/our-developments/neighbourhood-forum/">https://www.christie.nhs.uk/about-us/our-future/our-developments/neighbourhood-forum/</a>
<b>6. Administration</b>	The forum shall be supported administratively by the executive assistant to The Christie director of finance and business development, will agree the agenda with the chair produce all necessary papers, keep a record of actions, keep a record of matters arising and issues to be carried forward and generally provide support to the chair and members of the Forum.
<b>Date Approved</b>	11 <sup>th</sup> April 2017
<b>Date(s) Reviewed</b>	June 2019
<b>Next Review</b>	June 2022

