

## **Community Forum (CF)**

### **Tewkesbury Nature Reserve (TNR)**

#### Aims and Objectives of the CF:

The primary aim of the CF is to gather feedback on future projects and discussion topics relating to TNR. Further aims are:

- To help identify possible barriers (social, cultural, and physical) to participation with TNR.
- To enable people with 'lived experience' to have the opportunity to influence change on TNR.
- To ensure that all future access and reserve developments are co-produced with user groups to reach a desired outcome.
- To help ensure future funding bids are aligned with user priorities.

These aims will be fulfilled by following the objectives which are:

1. Establish and build a supportive network of members from the local community.
2. Establish community guidelines for the operation of the CF by promoting a respectful environment that has clear behavioural guidelines.
3. Develop discussion topics and questions to propose to the CF, and encourage CF members to initiate discussion points.
4. Facilitate and promote engagement to enhance communication and collaboration between CF Members.
5. Collate feedback and write a summarising report bi-monthly (every other month) for sharing with CF Members, TNR Staff, and TNR Trustees.

#### Membership Criteria

Members of the CF must have an interest in and knowledge of TNR and/or must fall under one of the criteria below:

- They work in Tewkesbury
- They live in Tewkesbury
- They visit Tewkesbury regularly

To eliminate discussion bias within the CF, members cannot work (paid work) for TNR in any capacity. Any TNR staff or trustees on the CF mailing list cannot contribute to the CF

discussion and are only able to view and observe discussions. It is the responsibility of the Chairman to remain neutral and collect feedback from all sides of the discussion.

### Scope of the CF

The CF will be run digitally, primarily via email communications and online surveys/discussion boards. There will be the potential for online virtual meetings and occasional face-to-face meetings. The CF will be asked no more than two discussion topics in one month to allow adequate discussion time and opportunity for the CF Members to contribute.

The CF will discuss any relevant topic to TNR. It is the responsibility of the Chairman to monitor and steer the CF members away from any irrelevant tangents. Discussion points or topics will be posed to the forum in an unbiased way. For example, asking members how they feel about signage on TNR, as opposed to what issues do you think there are with signage on TNR.

### Roles and Responsibilities

#### **CF Chairman: Access and Community Officer (Eve Quiney)**

Responsibilities: to fulfil the CF aims and objectives.

#### **CF Advisor: TNR Trustee (Tony Charlton)**

Responsibilities: ensuring the Chairman is conducting themselves in an appropriate manner and meeting the objectives of the CF.

In the event of the Chairman being unable to work due to holiday/sickness/termination of contract, the CF email account will be monitored in the short-term by Tony Charlton. An alternative TNR member of staff will then take over the role of Chairman of the CF.

### Guidelines for CF Participation and Conflict Resolution

CF Members will be informed of the behavioural guidelines for participation in the forum. These are as followed:

1. Please be respectful of one another. You are allowed to disagree on matters however discussions must be kind and respectful.
2. Be open minded and listen to one another
3. Rude language or bullying will not be tolerated and you will be cautioned and/or removed from the forum.

In the event of conflict or serious concerns or issues, members will email the Chairman directly to either [tnraccess@gmail.com](mailto:tnraccess@gmail.com) or [access@tewkesburynaturereserve.org.uk](mailto:access@tewkesburynaturereserve.org.uk).

### Decision-Making Processes

CF Members will be asked to discuss and comment on topics. If the discussion topic requires a definitive decision, the Chairman will collate responses and provide a summary before putting it to a vote. The vote will be used as an advisory guide to TNR Staff and TNR Trustees.

### Reporting and Accountability

The CF Chairman will be responsible for reporting the CF activities and progress to the CF Members, TNR Staff, and TNR Trustees. This will be in the format of bi-monthly reports which will detail the discussion topics posed to the forum and a summary of the collated feedback. This will include any definitive decisions made.

### Review and Amendment to ToR

The ToR will undergo yearly review, and any necessary amendments will be made.

### Confidentiality and Privacy

As a default, CF Members will be anonymous to one another. There will be the option to opt out of anonymity. If there is a mix of anonymous and known CF Members, two separate mailing lists will be generated.

The CF Chairman has a list of the members and their contact details. These are kept and stored in line with GDPR regulations. This information will never be shared with anyone outside of the TNR Team (Staff and Trustees).