



Department for Environment and Community Services

Date: 1<sup>st</sup> October 2017  
Our Ref: CEF/ChairsElections2018  
Enquiries to: Community Engagement  
Section: Safer and Stronger Communities  
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Dear Sir/Madam

Re: Community Engagement Forums – Election of Chairs and Vice-Chairs 2018

Chair and Vice-Chair of each Community Engagement Forum have an important role in the arrangements for each of the three Community Engagement Forums (CEF's). Together, we aim to support communities to come together with partners, public bodies and Councillors to find out about local initiatives, raise and debate issues, supporting communities to be strong and safe.

Please watch the short promotional film via the link to find out more about the CEFs: - [https://youtu.be/T80\\_YjR7rul](https://youtu.be/T80_YjR7rul)

Nomination for Chairs and Vice-Chairs to carry on this work for the next two years is now open and will close on 18 December 2017. During this time nominations can be put forward for each position for each of the fourteen CEF areas.

The elections period will open on 1 January 2018 and run until 1 February 2018. This is when we will circulate all the received nominations to the membership of the CEF, to vote in their Chair and Vice-Chair for the next two years.

The announcement of the newly elected Chair and Vice-chair will be made in February 2018 and they will formally take up their role in meetings to be arranged from 1 April 2018.

If you would like to take up this exciting opportunity, please complete the nomination form attached with your details clearly indicating your preferred position, Chair or Vice-Chair, giving the CEF group. You also have the option to nominate other people for one or both positions, but please make sure you have their agreement.

If you would like to discuss the role further or find out more, please contact 01454 868113.

We are also taking this opportunity to update our membership details that we hold, if you would prefer to receive all communications via email, please contact us directly by phone or include your email address on the nomination form to enable us to update our details.

Yours faithfully

Community Engagement  
Equalities & Third Sector Team