

NOTICE OF MEETING

ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE

Thursday, 20th April, 2023, 7.00 pm – Creativity Pavilion, Alexandra Palace Way, Wood Green, London N22 (watch the live meeting [here](#))

CC Appointed Councillors: Emine Ibrahim (Trust Chair), Lotte Collett (Trust Vice-Chair), Anne Stennett, Ahmed Mahbub, Sarah Elliot, Nick Da Costa.

CC Nominated Members: Annette Baker, John Wilkinson, Hugh Macpherson, John Thompson, Jacob O'Callaghan, John Crompton, Beatrice Murray, Gordon Hutchinson, Nigel Willmott, Duncan Neill, John Boshier, Val Paley, Jason Beazley, Vacancy.

Quorum: A quarter of the membership.

1. FILMING AT MEETINGS

Please note this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the 'meeting room', you are consenting to being filmed and to the possible use of those images and sound recordings.

The Chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual, or may lead to the breach of a legal obligation by the Council.

2. WELCOME AND APOLOGIES FOR ABSENCE

3. CONSULTATIVE COMMITTEE REMIT (PAGES 1 - 6)

To receive a reminder of the Committee's functions and to consider the induction briefing note.

4. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

5. URGENT BUSINESS

The Chair will consider the admission of any late items of Urgent Business. (Late items will be considered under the agenda item where they appear. New items will be dealt with under item 12 below).

6. MINUTES AND MATTERS ARISING (PAGES 7 - 8)

To agree the minutes of the Consultative Committee held on 17 November 2023 as a correct record.

7. CONSULTATIVE COMMITTEE WORKSHOP FEEDBACK REPORT (PAGES 9 - 26)

To consider the recommendations and agree next steps to take the action plan forward.

8. MATTERS RAISED BY INTERESTED GROUPS

9. VIEWS/ QUESTIONS FROM MEMBERS OF THE PUBLIC

10. NON-VOTING BOARD MEMBERS' FEEDBACK

11. SUGGESTIONS FOR FUTURE AGENDAS

12. NEW ITEMS OF URGENT BUSINESS

To consider any items of urgent business as identified at item 5.

13. DATE OF FUTURE MEETINGS

Thursday 14 September 2023

Thursday 30 November 2023

Thursday 29 January 2024

Nazyer Choudhury, Principal Committee Co-ordinator
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Fiona Alderman
Head of Legal & Governance (Monitoring Officer)
George Meehan House, 294 High Road, Wood Green, N22 8JZ

Wednesday, 12 April 2023

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Briefing note: Advisory and Consultative Committee briefing

1. Introduction to Alexandra Park and Palace Charitable Trust

Alexandra Park was opened in 1863 as a leisure destination. The original parkland was landscaped by Alexander McKenzie as a centre for education and entertainment and to provide a green oasis for Londoners.

Alexandra Palace was opened in 1873. Built as the 'People's Palace', this remarkable seven-acre Grade II listed building remains one of London and the UK's most iconic structures and enjoys global recognition as the birthplace of television.

Today Alexandra Palace is surrounded by 196 acres of Grade II listed parkland and offers unprecedented views of the city. The multi-award winning destination maintains its original enterprising spirit by hosting an eclectic mix of live music, sport, cultural and leisure events, formal and informal recreation and enjoyment throughout the year, inside and out.

Alexandra Park and Palace was placed in trust by Act of Parliament in 1900. The Charity was effectively created when the Park and Palace were placed in Trust. Several Acts since have conferred further powers or enacted amendments.

In 1980 the functions of the trustees were transferred to Haringey Council, making it the Corporate Trustee. A further Act was passed in 1985 amending the previous legislation. The 1985 Act is a consolidation of the previous Acts and acknowledges the transfer of the functions of the Trustees from the Greater London Council to Haringey Council.

The Charitable Assets of the Park and Palace have been designated as a Local Nature Reserve, it is covered by several Statutory Conservation areas, it is also designated Metropolitan Open Land. Byelaws were established in 1929 and are still in force.

In recent years the Trust has successfully attracted restoration funding and has embarked upon a programme of fundraising for the longer term. Prior to the Pandemic financial sustainability though not achieved was less of a distant reality than it was a decade ago, however the pandemic and now the cost of living and energy crisis has once again placed the Trusts ability to be financially sustainable at a distance.

1.1 The functions of the Trustees are detailed in the 1900 Act and updated in subsequent Acts, the 1985 Act states that:

- The Trustees are under a statutory duty to uphold, maintain and repair the Palace and to maintain the Park and Palace as a place of public resort and recreation and for other public purposes:
- To reconstruct and repair the Palace in a manner which will enable the Trustees to promote the use and enjoyment of the said Park and Palace by the public:
- The Trustees intend in fulfilling their statutory duty under the said trusts to take into account the contemporary needs of the public:
 - They shall maintain, uphold and improve the existing theatre in the Palace

- They may let or license at the best rent that can reasonably be obtained any portion of the Park and Palace (subject to any covenants and conditions)
- They may close any part of the Palace and Park for not more than fourteen days in any one year
- They may sell, let or otherwise dispose of the whole or any part of, or the whole or any part of any interest in land acquired by them after the passing of the 1985 Act together with any building or buildings erected thereon but may not without further authorisation dispose of property acquired pre 1985
(*Alexandra Park and Palace Act, 1985, Chapter xxiii*)¹

1.2 Alexandra Park and Palace Charitable Trust (APPCT) is a charity registered with the Charity Commission. The Charity encompasses the assets of Alexandra Park and Palace and the functions of the Trustees.

The Trust is responsible for the care and maintenance of the Park and the Palace. It is a challenging task, overcoming the dereliction of decades, backlog of repairs and ongoing maintenance to keep both safely open for the public to enjoy.

The Trust aims to maintain and strengthen this proud and iconic landmark destination as a successful, valuable and sustainable asset for all, including our local community and stakeholders.

The Trust delivers charitable activities, including maintaining, restoring and repairing the Park and Palace, delivering a creative learning programme and volunteering programme.

The Trust is required by charity legislation and regulation to contain activities considered 'commercial' within a trading subsidiary to protect the assets from the risks associated with trading. Our trading subsidiary, Alexandra Palace Trading Ltd, (APTL), is wholly owned by the Trust and donates its taxable profit to the Trust in the form of Gift Aid. These activities include events, entertainment, and leisure and hospitality activities. The activities support the charitable purposes by providing not just essential resource to the Trust but enlivening the venue for the purposes of its creation and encouraging a broad cross section of the public to access and enjoy it.

2. The Trustee Board and functions

Haringey Council discharges its duties as Corporate Trustee via a Council Committee, the Trustee Board, to which it delegates its power and authority as Trustee. The Charity is subject to general UK law including company law, in relation to its trading subsidiary.

2.1 Trustee Board remit - To discharge the trustee functions.

The Council's functions as statutory trustee of the Alexandra Palace and Park charitable trust are discharged by the Alexandra Palace and Park Board.

To fulfil the functions, powers and duties of the Council as Trustee of Alexandra Palace and Park under the Alexandra Park and Palace Acts and Order 1900 to 1985 and, without prejudice to the generality of this, these functions include:

- *The duty to uphold, maintain and repair the Palace and to maintain the Park and Palace as a place of public resort and recreation and for other public purposes.*

¹ The 1985 Act lists the above and then amends the 1900 Act

- *Acting as the employing body for employees engaged in the working of the Trust at Alexandra Palace, and to be responsible for the setting of staffing policies, conditions of service and terms of employment of those employees.*
- *In relation to the Trust, being responsible for developing and monitoring the implementation of effective policies and practices to achieve equality of opportunity both for employment and service delivery.*

2.2 Trustee Board Membership

- 6 Council appointees (elected members) and the following non-voting co-optees:
- 3 appointees from the Consultative Committee
- 1 appointee from the Statutory Advisory Committee.
- 2 Youth Trustees
- 1 Lead Trustee for Fundraising

The members appointed by the Council to the Board must always act in the best interests of the Charity, above all other considerations.

The Trust is not required by the Act of Parliament to include any members of the SAC or CC onto the Board. Members of the Board appointed by the Consultative Committee and Statutory Advisory Committee have no voting rights on the Board and have no delegation of authority conferred upon them, other than their own appointing committees' terms of reference.

However, as they are part of the body of the Board, who are considered to have the management and control of the Charity their participation in discussions and decisions could qualify them as Trustees or quasi-trustees. The appointees of the SAC and CC are therefore considered co-optees. Co-optees have no voting rights.

As per the constitution of the SAC and CC committees these representatives have a duty to represent the views of the Committees on the Board and to report back to the Committees from each Board meeting, as stated by the Haringey Council Constitution. This can give rise to conflicts of interest when the best interests of the Charity can be compromised if inappropriate information is disclosed or information disclosed ahead of time.

Co-optee members therefore need to exercise careful judgement to comply with the 'best interests' of the Charity at all times.

3. **The Advisory Committee (SAC)**

The Advisory Committee, often referred to as the Statutory Advisory Committee or SAC was created by the 1985 Act of Parliament amendments.

3.1 Terms of reference

To promote the objects of the Charity and assist the Trustees in fulfilling the trusts by considering and advising the Trustees on the following matters:

- the general policy relating to the activities and events arranged or permitted in the Park and Palace;
- the effects of such activities and events upon the local inhabitants and local environment;
- the frequency of activities and events attracting more than 10,000 people at any one time and the maximum number to be permitted on such occasions;
- the adequacy of car parking arrangements within the Park and Palace so as to avoid overflow into adjoining residential streets;
- any proposals which require planning permission;
- the establishment and maintenance of the Park as a Metropolitan Park;
- the furtherance of recreation and leisure in the Park and Palace.

3.2 Membership

The SAC consists of up to 16 members;

- 8 Council members from the surrounding wards (Alexandra, Bounds Green (formally known as Bowes Park), Fortis Green, Hornsey, Muswell Hill and Noel Park) , and;
- 8 representatives from residents associations which meet specific requirements as set out in the 1985 Act.

3.3 Administration

The SAC is an independent body that can choose how it is to be administrated.

The SAC is an outside body of the Council, currently administered as a Council committee under the Council's committee procedure rules.

The SAC elects a committee chair from its own membership.

The Council is responsible for all aspects of its administration including ensuring annual appointment deadlines are met.

As a Council committee the paperwork for meetings, agendas and minutes are compiled, collated and distributed by the council. The council clerks the meetings.

The SAC elects one of its members onto the APPCT Board annually.

For reasons of convenience the SAC meets jointly with the CC detailed below, under the title of 'Joint consultative committee' as many of the issues for discussion are the same. However as the Trust is required by statute to seek the advice of the SAC on the matters stated above, the SAC meets immediately after the Joint committee to consider its specific advice to the Trustee, as appropriate.

4. **Alexandra Palace and Park Consultative Committee (CC)**

Arising from the Council's role as Trustee of Alexandra Park and Palace the Consultative Committee was created in the 1980s.

4.1 Terms of reference

- To give representatives of appropriate local and national organisations the opportunity of full discussion with members of the Alexandra Palace and Park Board on general matters affecting Alexandra Palace and Park.
- To give members of the Alexandra Palace and Park Board the opportunity of discussing and explaining to the organisations matters affecting the overall policy and efficient management of Alexandra Palace and Park.
- To promote better understanding between members of the Alexandra Palace and Park Board, the Palace Management and local organisations.
- To enable appropriate local (and national) organisations to be fully consulted on decisions of direct concern to them.
- To promote the best interests of the Alexandra Palace and Park as a conservation area.

4.2 Membership

- 6 Councillors who are also the APPCT Trust Board members,
- up to 30 community group representatives.

The CC elects 3 of its members on to the APPCT Board annually, as non-voting members.

4.3 Administration

The CC is a sub-committee of the Trustee Board.

The CC is currently administered as a Council Sub Committee.

The CC elects a committee chair from its own membership.

The Council is responsible for all aspects of its administration, ensuring annual appointment deadlines are met.

As a Council committee the paperwork for meetings, agendas and minutes are compiled, collated and distributed by the council. The Council clerks the meetings.

The CC elects 3 of its members on to the APPCT Board annually, as non-voting members.

For reasons of convenience the CC meets jointly with the SAC detailed above, under the title of 'Joint consultative committee' as many of the issues for discussion are the same.

5. **The Joint Consultative Committee**

As mentioned above the two committees meet together for convenience. The meetings are administered by the Council as per the individual committees. The Chair of the Joint Committee is normally one of either the Chair of the SAC or CC.

6. **Points to remember**

- The Trustee Board has a duty to seek the advice of the SAC and to consult the CC on matters detailed above.
- It is not obliged to follow the advice or consulted opinion of the SAC or CC. The Trustee Board must always put the best interests of the Charity first.
- It is best practice for the Trustee Board to respond to the Committees' advice and consulted opinion.
- The Committee chairs should when providing advice or opinion to the Trust be mindful of the terms of reference of their committees.
- The Trust produces a Trust report from the CEO for meetings to give an update on various aspects of the Trust work, for information. Specific issues for consultation or advice are presented as individual agenda items.

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MINUTES OF THE ALEXANDRA PARK AND PALACE CONSULTATIVE COMMITTEE MEETING HELD ON THURSDAY, 17 NOVEMBER 2022, 9.15-9.20PM

CC Appointed Councillors: Ibrahim (board chair), Collett (board vice-chair), Stennett, Mahbub, Da Costa.

CC Nominated Members: Jacob O'Callaghan, Gordon Hutchinson, Nigel Willmott, Rachael Macdonald, Duncan Neill, Val Paley, Jason Beazley, Adrian Thomas.

Quorum: No business shall be transacted at any meeting of a Committee, Sub-Committee or other body, unless at least one quarter of the whole number of voting members are present.

1. FILMING AT MEETINGS

Not discussed.

2. APOLOGIES FOR ABSENCE

Not discussed.

3. DECLARATIONS OF INTEREST

None.

4. URGENT BUSINESS

The review of the governance of Alexandra Park and Palace committees was raised.

5. MINUTES

RESOLVED

To approve the minutes of the Consultative Committee on 20 June 2022 as a correct record.

6. FORMALISE ANY FEEDBACK TO THE TRUSTEE BOARD

None.

7. NEW ITEMS OF URGENT BUSINESS

Jacob O'Callaghan raised the need to review the governance of the Alexandra Park and Palace committees. He asked the following questions:

- Why had the idea of an open forum not been pursued;

- Most charities, as far as he was aware, conducted an annual general meeting (AGM) which was open to the public. He asked why the charity did not hold an AGM; and
- How was the charity planning on making the committees more diverse and representative of Haringey and London.

The Chair of the board responded to the point about the AGM, saying that the Alexandra Park and Palace board met on a quarterly basis, as did the committees. All these meetings were open to the public, with provision, like other council meetings, for the public to make deputations and petitions.

The CEO added that the idea of an open forum had not been pursued as it was not an idea that was a priority for groups that the charity was engaging with. It was felt that the open forum would attract the same people who were involved in the committees; therefore, it would not create wider participation.

The Chair responded saying that there was a planned workshop to discuss these types of issues. Adding that the email that Jacob O'Callaghan had sent round could be added to the agenda of this workshop. It was noted that the date for the proposed workshop was still to be agreed.

8. DATE OF FUTURE MEETINGS

To note the dates of future meetings:

Thursday, 9 March 2023

All meetings to commence at 7.30pm.

CHAIR:

Signed by Chair

Date



ALEXANDRA PARK & PALACE CONSULTATIVE COMMITTEE

20 APRIL 2023

Report Title: Consultative Committee Engagement
Report of: Nigel Willmott, Consultative Committee, Chair

Purpose: To consider the recommended actions for improving and diversifying membership and engagement with the Consultative Committee and to agree the next steps.

Local Government (Access to Information) Act 1985 - N/A

1. Recommendations

- i. **To consider and agree the recommended 'quick-win' priority actions arising from the Consultative Committee workshop held on 19th January 2023:**
 - a. The Advisory and Consultative Committees to meet separately, either side of the Joint meeting (further detail at 5.1 of this report).
 - b. An annual meeting to be held to report on the Trust's achievements the previous year and plans for the upcoming year, including potential consultations.
 - c. Specific issue meetings to be held at venues outside of Alexandra Palace as appropriate.
 - d. Host hybrid meetings to increase participation.
- ii. **To approve the remaining recommended actions and allocate roles and responsibilities:**
 - a. Consultative Committee Charter to be established.
 - b. Profile of the Consultative Committee to be improved, with information on the AP website, advertising on park and community noticeboards and leaflets available – advertising a slot for people to come and give their views.
 - c. Take meetings outside of the Palace as appropriate.
 - d. CC to draw up a list of organisations to be invited to join.
 - e. Include a slot on the Consultative Committee agenda for public questions.

2. Executive Summary

- 2.1 In December 2021 the Consultative Committee (CC) considered a proposal to establish a new Open Forum which would be held twice a year alongside two CC meetings a year.
- 2.2 Subsequent findings highlighted that such a forum was unlikely to result in the desired outcome to increase diversity and would place a strain on already lean resources. In July 2022 the Trustees reflected that the Forum concept was out of touch with how people wished to be engaged with in a modern world and that the Consultative Committee would benefit by reviewing its own governance and potentially identify who it thought its members should be and how it would attract and recruit them.
- 2.3 The Consultative Committee were invited to take part in a facilitated workshop on 19th January 2023 to review its own functioning and to agree some deliverable actions. The workshop was attended by:
- | | |
|--------------------|--|
| Prue Skene | Independent Facilitator |
| Nigel Willmott | CC Chair & Chair of the Friends of Alexandra Palace Theatre |
| Gordon Hutchinson | Friends of Alexandra Park |
| Jacob O'Callaghan | Alexandra Park & Palace Conservation Area Advisory Committee |
| Annette Baker | Friends of Alexandra Palace |
| Val Paley | Palace View Residents' Association |
| Beatrice Murray | Campsbourne Estate Mutual Aid Network |
| Cllr Nick da Costa | Trustee Board Member |
| Felicity Foley | Haringey Council, Democratic Services Manager |
| Emma Dagnes | CEO, Alexandra Park & Palace (APP) |
| Mark Civil | Head of Creative Learning (APP) |
| Natalie Layton | Charity Secretary (APP) |
- 2.4 The considerations during the workshop, detailed below, resulted in the above listed recommended actions.

3. Background

- 3.1 The Consultative Committee was established for stakeholders who used the Palace but did not meet the Advisory Committees' geographical requirements. The Consultative Constitution is attached at Appendix 2. The Advisory Committee was established in 1985 by the Act of Parliament for local resident groups and members of the Council to have a say in the activities and developments at Alexandra Park and Palace.
- 3.2 In 2011 the Advisory and Consultative Committees discussed how each committee received the same information and the conversations were duplicated and agreed to meet together as the Joint Advisory and Consultative Committee. Separate meetings were held as necessary.
- 3.3 Following the proposal to establish a new Forum in 2021 there was general agreement that the Advisory and Consultative Committees were not reflective of the Park & Palace beneficiaries.

The Forum concept was investigated further, including consultation with the Council's engagement and communities' team, and had not been taken forward for the reasons set out in paragraph 2.2 and the workshop was arranged.

- 3.4 The Open Forum concept had intertwined two separate areas: the membership of the Consultative Committee and the Charity's wider approach to stakeholder engagement.

4. Alexandra Park & Palace Charitable Trust – Wider Stakeholder Engagement

- 4.1 Very little engagement was conducted outside of the Advisory and Consultative Committees until 2016 when the Creative Learning Team was established to develop audience engagement and to ensure the programme of activities was relevant for all.
- 4.2 At the workshop on 19th January, Mark Civil, Head of the Creative Learning Team, set out the progress made in recent years to widen participation and engagement. The programme of activities is designed to provide communities with a route into Alexandra Palace and the feeling that they have a say in the future of the Palace.
- 4.3 Key considerations were:
- Activities to inspire, nurture and cultivate future leaders and change-makers for cultural provision in Haringey.
 - Equality of access: whilst designing most projects to be suitable for all, some bespoke targeted projects were designed for specific groups (such as the Windrush Memorial and Rhythm Stick for older people with disabilities) and to bring people to Alexandra Palace for the first time.
 - Co-curation: consulting with community leaders and ambassador groups to lead on their provision, giving them ownership, for example, as part of the young people programme, the Young Creatives Network receive a budget to co-create their desired cultural activities.
 - Outreach: to overcome barriers preventing engagement such as being located at the top of a hill or a postcode war in Haringey. Work with 66 schools, grassroots organisations and have delivered activities for every residential home in the borough.
 - Partnerships: Average of 70 new partners a year including: cultural and skill development organisations, organisations that work with adults, Haringey Shed, Attitude is Everything, Young Trustees Framework and Haringey Library Service, which are evenly spaced across the borough and assist to significantly extend the reach.
- 4.4 The presentation slides are attached at Appendix 3.

5. Workshop Considerations

- 5.1 The CC workshop broke into two groups and each group discussed what worked well and what did not work so well for the Consultative Committee. Table 1 below summarises the issues raised by both groups.

TABLE 1 - CONSULTATIVE COMMITTEE (CC) WORKSHOP DISCUSSIONS	
WHAT WORKS WELL	NOT SO WELL
<p>Links to the local area through the representative organisations.</p> <p>Opportunity for member organisations to feedback to the trustees directly.</p> <p>Councillor trustees receive direct feedback from people they represent.</p> <p>Good feedback in both directions when members take the information back to their organisations.</p> <p>The Committee is independently chaired by a member organisation.</p> <p>Comprehensive reports from the Charity's management team.</p> <p>Formality in the structure - properly constituted and clerked.</p> <p>Provides opportunities for people with alternative views to raise issues.</p> <p>Some flexibility from the Palace team in response to issues raised and how to raise issues.</p>	<p>Failure to refresh/ promote/ recruit to the committee and the benefits of membership.</p> <p>The Committee is not representative of Park and Palace users and lacks diversity in age and other characteristics (age being a particular concern).</p> <p>Much of the reporting is about decisions that have already been made and there should be more scope for pre-decision consultation with the Committee.</p> <p>The Committee has a broader remit than local issues, broader than the remit of the Advisory Committee, and the Committees should have separate meetings.</p> <p>Meetings are not advertised anywhere on AP website or noticeboards.</p> <p>Lack of obvious opportunity for new initiatives and ideas to be put forward by member groups that aren't so closely related.</p> <p>Lack of clarity on how member groups can suggest agenda items.</p> <p>As a Council committee, the procedure for making deputations and asking questions is bureaucratic – need a way of publicising that individuals can go through the Committee members to raise questions at the meetings.</p> <p>There is no mechanism to understand how the Consultative Committee members feedback to their own organisations. It's felt not to work in some organisations.</p>

5. Suggested actions proposed during the workshop

5.1 That the SAC & CC no longer meet jointly.

5.1.1 It was stated that mixing the two committees has proven not to work as they had very different remits; the SAC was composed of residents' associations and local councillors to ensure that the Park & Palace carried out its charitable objects and did not cause disturbance to the local people, whereas the Consultative Committee was intended to be a committee that represented the users and beneficiaries of the Palace and, not to prevent activities that might be of disturbance, but to assist the trustees in fulfilling their obligations.

5.1.2 A general preference was expressed during the workshop for SAC and CC meetings to be held on different dates but it was acknowledged that AP staff and Council officers did not have capacity. Furthermore, the availability of meeting rooms at the Palace would prove challenging due to the Creativity Pavilion and Transmitter Hall being used for rehearsal and meeting spaces by local community groups.

5.1.3 Joint meetings caused CC & SAC recommendations to be confused/combined. It was agreed that joint meetings would continue with members of each committee sitting together (for clarity on who were SAC and CC members). One document pack would be created but both committees would meet separately on the same evening possibly either side of the Joint meeting.

For example, subject to CC and SAC agreement, respectively:

7pm-7.45pm CC
7.50pm-8.50pm Joint meeting
8.55pm-9.30pm SAC

5.2 It would be useful to focus on what the Consultative Committee would see as representative of Park and Palace users and draw up a Charter of what is expected from the representative organisations and from Alexandra Palace.

5.3 In addition to the standard meetings, special interest events / forums / conversations should be held for genuine consultations and not reports. This could be similar to the scrutiny function of the Council, which holds a scrutiny café at the beginning of each year to hear from people and help to set the work programme. One event at the beginning of each year reporting the achievements of the past year and introducing the strategic plans for the forthcoming year and going forward; in a way that is inspiring and engaging and not duplicating the SAC. **Action: Trial in April 2023**

5.4 Improve the profile of the Consultative Committee

5.4.1 Advertise the meetings / consultations on the Alexandra Palace website and on the noticeboards in the Park.

5.4.2 Dedicated CC page on AP website and a feedback and suggestion form (as some people don't want to come to a meeting)

5.4.3 Make leaflets available and advertise a slot for people to come and give their views.

5.5 Take meetings outside of the Palace – start with Haringey and then go wider on specific topics to get ideas and give more opportunity in different settings and allow participation by people who would not normally do so (like the Wetlands Activity Day).

5.6 Widening the membership:

5.6.1 Investigate how to incorporate London wide organisations. **Action: CC discussion in June.** The Committee should put forward a list of new organisations that it believes would like to join.

5.6.2 Alexandra Palace would invite those organisations formally. This would be followed by training/ buddying by some of the experienced committee members.

5.6.3 How do we reach the wider people – a hybrid meeting will go some way but national organisations who we already have good relationship with are run by very busy people who do not necessarily have the time for AP CC meetings unless specific agenda items where they could attend virtually.

5.7 Improving meetings:

5.7.1 Hold hybrid meetings to encourage participation. **Action: Trial hybrid meetings in 2023/24.**

5.7.2 Reminder of the Charter (once drafted) and clarifying the remit of the CC at every meeting.

5.7.3 Rework agendas and meetings: what are the practical implications of consultation and not reporting (the annual reporting/ planning meeting at the start of the year sets the agendas for the year).

5.7.4 Widely advertising to the public and reporting at subsequent meetings or signposting to future consultations.

5.7.5 Also change the way the meetings are run to make them easier for people to follow. **Action CC to discuss**

5.7.6 Include a slot on the Consultative Committee agenda for public questions (30 min slot) **Action: Trial at the next meeting.**

6. NEXT STEPS

- CC to consider the workshop recommendations (June 2023)
- Members of the CC need to assign some of the actions and share their skills and expertise.
- At the annual meeting: CEO to explain the Strategic Projects application process.

7. Legal Implications

- 7.1 The Council's Head of Legal & Governance has been consulted in the preparation of this report, and has no comments except to note that, as a committee of the Council, public questions at Consultative Committee meetings ought to be dealt with in accordance with Section 29 of the Council's Committee Procedure Rules. The Consultative Committee may be required to consider further advice on this.

8. Appendices:

Appendix 1	CC Engagement Action Plan
Appendix 2	Consultative Committee Constitution
Appendix 3	Alexandra Park & Palace Stakeholder Engagement Presentation Slides

APPENDIX 1 CONSULTATIVE COMMITTEE ENGAGEMENT ACTION PLAN

	Description	Lead	Timescale	Comments
1	Separate meetings of Consultative Committee & Advisory Committee.	AP & LBH	In progress 2023 & ongoing	<i>Proposal: 7pm CC, Joint 7.45pm, followed by SAC 8.30pm</i>
2	During joint meetings – CC to sit separately to SAC members	CC & SAC		<i>Implemented in March mid-table for those who are members of both</i>
3	Annual meeting – achievements and strategic plans for the year ahead.	AP		<i>To set the year's agenda programme.</i>
4	Host hybrid meetings to increase participation.	AP		<i>Implemented.</i>
5	Remind members at the start of each meeting of the remit (& <i>charter when developed</i>).	AP & LBH		Wording to be agreed and included in CC Chair's briefing note.
6	Increase Consultative Committee profile.	All		AP website page in development. Leaflet to be designed.
7	Agenda item at all CC meetings: views/ questions from the public	CC		
8	Special interest events / forums / conversations for genuine consultations/ specific topics & hold outside of Alexandra Palace.	AP	As required	<i>Specific issues/ as appropriate</i>
9	Agree a Consultative Committee Charter.	CC		For Consultative Committee members to discuss and agree how to take forward/ assign actions.
10	Suggestion form for those not wishing to attend meeting.	CC		
11	Consultative Committee to draw up a list of groups to be invited to join. <i>Including leaseholders? Local suppliers?</i>	CC		
12	Advertise meetings on park, community noticeboards etc.	CC & AP		
13	CC to discuss how meetings can become easier to follow.	CC		

London Borough of Haringey

Alexandra Park and Palace Charitable Trust

ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE CONSTITUTION

1. OBJECT

1. To give representatives of appropriate local and national organisations the opportunity of full discussion on general matters affecting Alexandra Palace and Park.
2. To give the Board of Charity Trustees the opportunity of discussion and explaining to the organisations matters affecting the overall policy and efficient management of Alexandra Palace and Park.
3. To promote better understanding between the Board of Trustees, the Palace management and local organisations.
4. To enable appropriate local (and national) organisations to participate in decisions of direct concern to them.
5. To further the Alexandra Palace and Park as a conservation area.

2. CONSTITUTION

1. TITLE

The Committee shall be called "The Alexandra Palace and Park Consultative Committee".

2. ORGANISATION

(a) Membership

- (i) The Board of Charity Trustees shall be the representatives of the Charitable Trust.
- (ii) Organisations which fulfil the criteria set out in sub-paragraphs (a) to (e) below shall be eligible to apply for membership of the Consultative Committee. Such application shall be made to the Alexandra Palace and Park Board for approval.
 - (a) Local residents associations, properly constituted, whose membership includes at least 50 households resident within Alexandra, Bounds Green, Fortis Green, Hornsey, Muswell Hill and Noel Park Wards of the London Borough of Haringey.

- (b) Local organisations which are not residents associations but which demonstrate a sufficient interest in the Palace as an historic building or an interest in the use of the Palace and Park for leisure and recreation purposes or an interest in the dissemination of information about the Palace and Park.
 - (c) National organisations which demonstrate a sufficient interest as defined in (b) above.
 - (d) Lessees for the time being of the London Borough of Haringey within the Alexandra Palace and Park; and
 - (e) Trade Unions representing staff employed by the London Borough of Haringey at Alexandra Palace and Park.
- (iii) Where an organisation has been accepted for membership of the Consultative Committee it shall be entitled to nominate a representative as follows:
 - (a) Local and national organisations – One named representative with full voting powers.
 - (b) Lessees – One named non-voting representative
 - (c) Trade Unions – One named representative with full voting powers.
- (iv) There shall not be more than 30 associations appointed to membership of the Consultative Committee at any one time.
- (v) For the avoidance of doubt it is hereby declared that:
 - (a) Where a Charity Trustee ceases to hold that position he/she shall cease to be a Member of the Consultative Committee and their successor shall automatically become a Member.
 - (b) Where a lease has come to an end by effluxion of time or otherwise the lessee shall no longer be entitled to membership of the Consultative Committee; and
 - (c) Where any person ceases to be the duly appointed representative of a local or national organisation, lessee or Trade Union, she/he shall not be entitled to membership of the Committee and the organisation shall be entitled to nominate a successor.
- (vi) Membership of the Consultative Committee from residents and local organisations shall be elected following nomination by voting at their A.G.M or at a general meeting to which all paid up membership is invited.
- (vii) Organisations accepted for membership of the Consultative Committee shall notify the Secretary of the name of their

representative and deputy before the first Consultative Committee meeting of each Municipal Year. If for any reason neither the representative nor the deputy can attend a meeting of the Consultative Committee the organisation shall, wherever possible, inform the Secretary to the Consultative Committee before the meeting of the name of the person representing them.

- (viii) In the event of a vacancy arising, whether by resignation, removal or otherwise, applications for membership to fill the vacancy shall be considered within six weeks or as soon as reasonably possible thereafter.
- (ix) Organisations accepted for membership of the Consultative Committee shall, if requested by the Secretary, supply information concerning their membership, constitution and activities. Such information will usually be requested to be submitted not later than one month before the first meeting of the Consultative Committee in each Municipal Year. When requested, organisations should provide summaries of their objectives in relation to the running and any future developments at the Palace and Park.

(b) Chair

- (i) The Chair of the Consultative Committee shall be elected from the Full Membership of the Consultative Committee, at its first meeting after the commencement of each Municipal Year for 1 year and hold office until the first meeting of the following year.
- (ii) In the event of the Chair not being present at the meeting, the Consultative Committee shall elect a Chair for the meeting.

(c) Deputies

Any Member of the Consultative Committee unable to attend a meeting may be represented at that meeting by a duly qualified deputy, provided that such Member or the deputy gives notice to the Secretary before the meeting.

(d) Secretary

The Head of Local Democracy and Member Services or their representative shall be the Secretary to the Consultative Committee.

(e) Officers

Officers of the Charity shall attend meetings of and give advice to the Consultative Committee at the invitation of the Chair.

3. REPRESENTATION ON THE ALEXANDRA PALACE AND PARK BOARD

The Consultative Committee shall nominate three of its Members by majority vote of all Members present at the Consultative Committee, to act as representatives on the Board, without voting powers, but with an obligation to report the views of the Consultative Committee to the Board and decisions of the Board to the Consultative Committee.

4. TERMS OF REFERENCE

The Consultative Committee shall be primarily consultative in nature. Every aspect of Alexandra Palace and Park shall be open to discussion and consideration by the Consultative Committee.

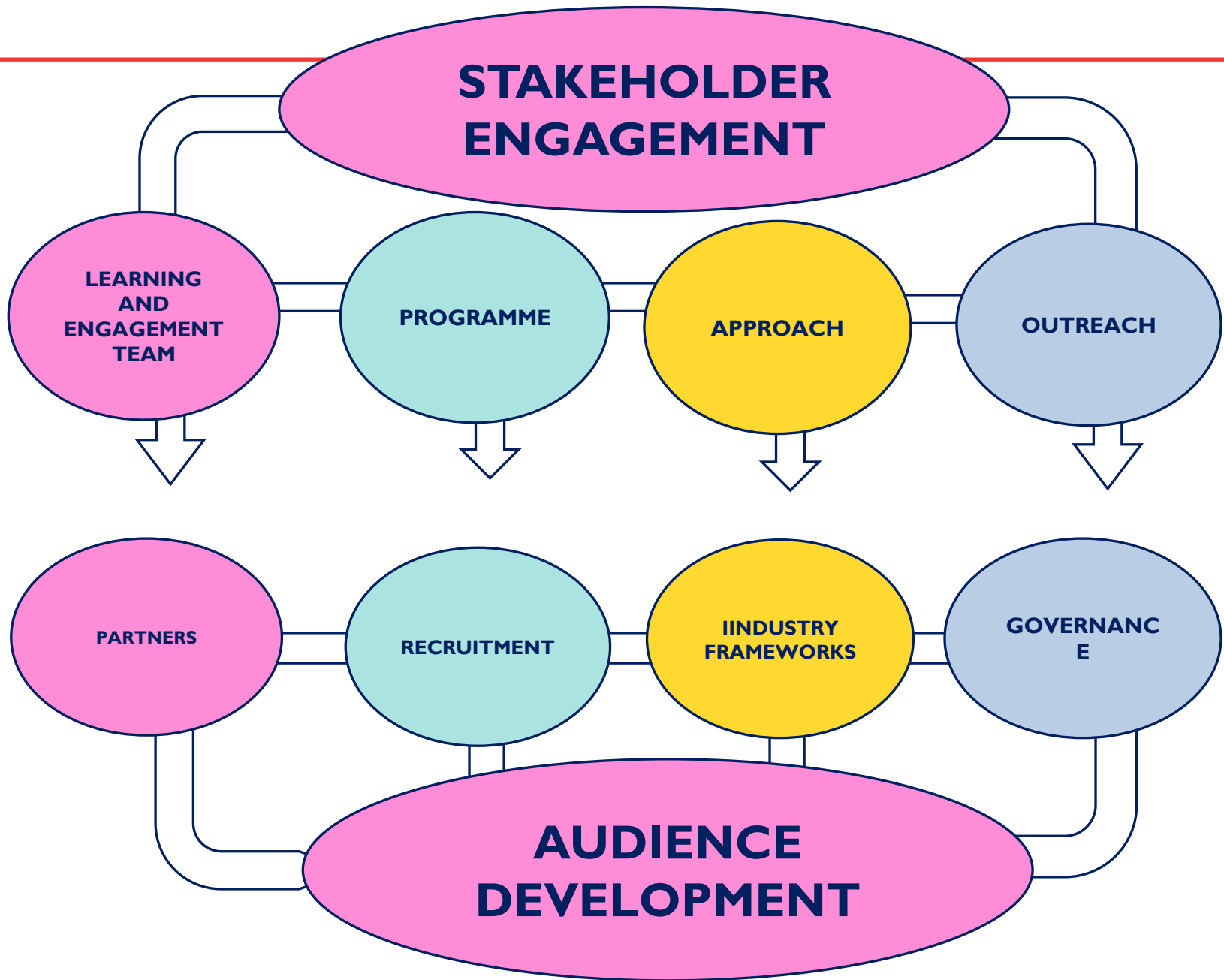
5. RULES

- (i) The Consultative Committee shall meet at least three times a year, but a special meeting shall be called by the Secretary within seven days of receipt by him/her of a requisition signed by the Chair or on behalf of a majority of Member organisations, that meeting to be held within three weeks of receipt of the requisition.
- (ii) All meetings of the Consultative Committee shall be open to the press and public unless otherwise agreed by the Consultative Committee.
- (iii) Any Member of the Consultative Committee may request an item to be placed on the agenda for the next meeting. The matters to be discussed at a meeting of the Consultative Committee shall be determined by the Chair and stated upon the notice summoning the meeting. At the conclusion of each meeting the Chair may permit questions or comments upon matters of which notice has not been given provided they do not require a substantial decision from the Consultative Committee at that meeting and provided this could not more conveniently be referred to the next meeting. Individual management matters shall not be brought to the Consultative Committee unless the organisation concerned has first raised the matter with the General Manager, Alexandra Palace without satisfactory results.
- (iv) Meetings shall normally be held at Alexandra Palace and shall commence at 7.30 pm and terminate by 9.30 pm.
- (v) There shall be minutes taken of all meetings of the Consultative Committee for circulation to all Members of the Consultative Committee. The Minutes shall be submitted to the next or subsequent meeting of the Consultative Committee. Any recommendations shall be submitted to the Alexandra Palace and Park Board.
- (vi) Recommendations shall be arrived at only by agreement of a majority of Members entitled to vote. Voting shall normally be by show of hands.
- (vii) Any matter not provided in the rules and any question of interpretation shall be determined by the Alexandra Palace and Park Board.

- (viii) This Constitution as amended came into force on 24 November 1980 when it was approved by the Council. Any further amendment shall require the approval of the Alexandra Palace and Park Board and be reported to Council.

(Last amended by the Alexandra Palace and Park Board on 18th October 2011 and confirmed by Full Council on 21 November 2011)

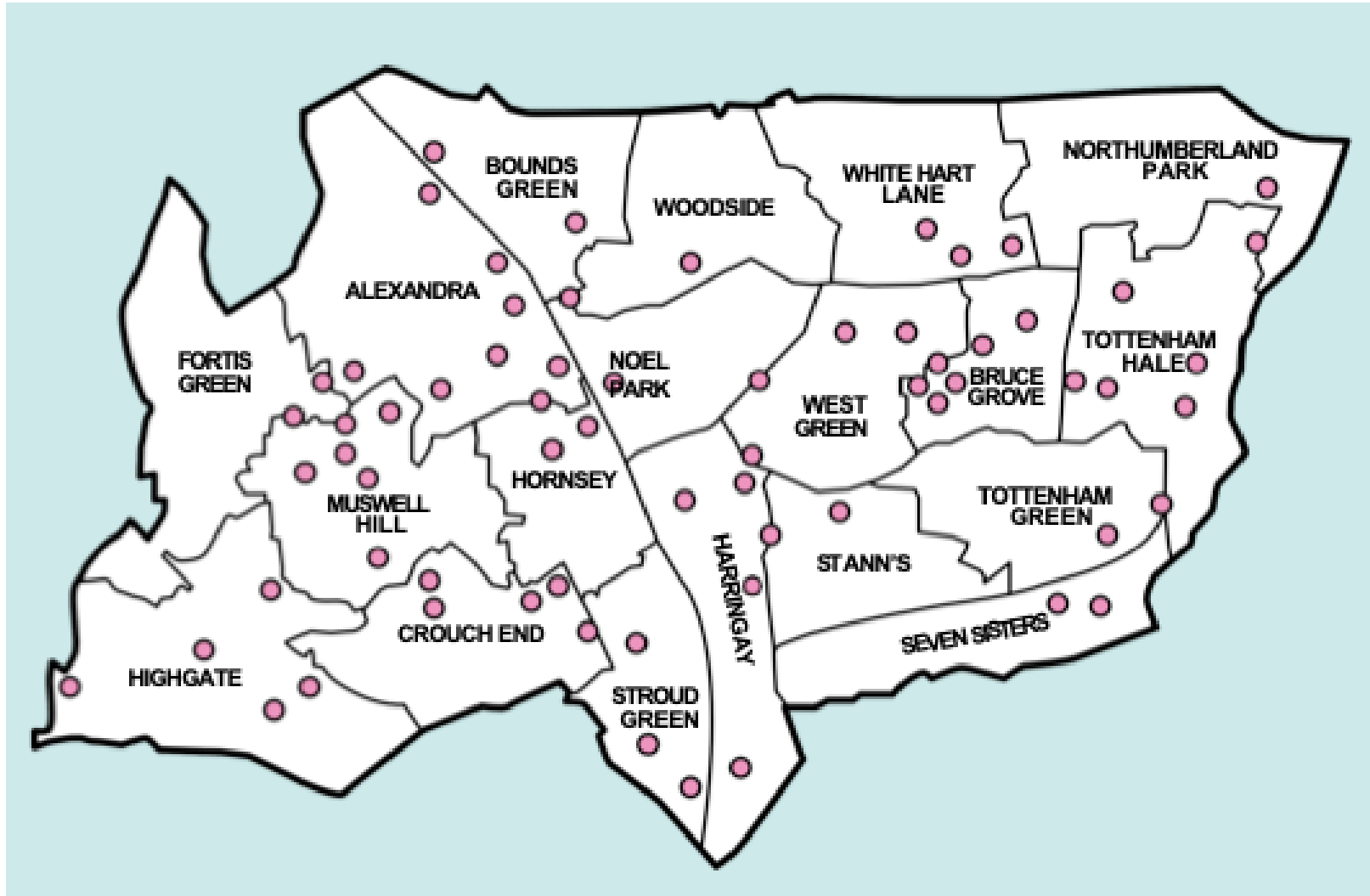
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Reaching Communities through Partnership

..... **R.O.A.D, Collage Arts, CM Sounds, Area 51 (John Dewey), Wisethoughts', Haringey Library Service, Bernie Grants, Hope in Haringey, W.A.V.E., Riverside School, Accumulate, Haringey Alzheimer's Alliance, Home Instead Senior Care, Good Care Group, Haringey Shed, BBC Academy, Haringey Learning Partnership, Youth Justice Service, Hornsey Historical Society, Forest and Family, Kaos, Choir With No Name, North London Skate Club, Haringey Music Services, BBC Proms Learning, Candoco Dance, I Can Dance, Pricilla Wakefield, The Meadow, Bruce Grove Community Centre, AFK, Elite Transformations, Chicken Shed, National Circus Schools, Haringey Library Services, Muswell Hill Crafts Collective, Harrington, Bigga Fish, Inspire, Pell Ensemble, BAFTA Kids, Rising Green, Guardian Learning, Parliament Learning, Haringey Cycle League,, Participatory Dance, Haringey MIND, Headstart, Volunteer Matters, Emergency Exit Arts, Circus Bijou, Chicken Shead, over 60 primary & secondary schools, and many more . . .**





GROWING UP CREATIVELY WITH ALLY PALLY

INSPIRE

Lead change in their communities

- Family programmes & under 5s
- Primary schools programmes
- Extra-curricular programmes
- Holiday creativity camps

LEAD

Transforming local culture:

- Employment at the Palace & with our partners
- Leadership roles within programmes
- Advocacy with cultural leaders
- Platforms for emerging talent

CREATE CHANGE

Learning journeys through
the People's Palace

NURTURE

Developing ownership:

- Subject specific secondary provision
- Work experience & internships
- Mentoring schemes
- Social spaces for targeted groups

CULTIVATE

Honing skills and interests:

- Regular peer meet ups
- Exposure to diverse artists, creatives
& cultural production across London
- Bespoke training & courses