



Protocol for Advisory & Consultative Committee Members

Recommendation: To consider adopting

30th November 2023

The Advisory and Consultative Committees exist to promote the charitable purposes and to provide recommendations and advice to the Trustees.

Expectations of Committee Members

Whether attending in person or virtually, all committee members are expected to:

- understand the terms of reference in which their respective committees operate;
- attend at least one scheduled meeting in person, each year;
- send apologies in advance if they are unable to attend a meeting;
- arrive on time and prepare for meetings by reading agendas and reports in advance;
- actively participate in discussion whilst being mindful of the overall timetable of a meeting and any specific instructions from the Chair about the length of individual contributions;
- be open-minded and allow for a variety of opinions to be heard;
- respect other committee members, and maintain professionalism;
- ask questions, and seek clarification through the respective Chair;
- respect the role and responsibility of the Chair;
- respect that actions taken and recommendations shall reflect the majority view of the advisory committee;

Expectations of the Chair

All of the expectations of committee members apply to the Chair. Additional responsibilities and expectations include:

- facilitate the meeting by identifying the order of proceedings and speakers;
- ensure active participation by all committee members;
- be open-minded and encourage a variety of opinions to be heard;
- maintain decorum and ensure fairness and accountability.

Responsibilities & Expectations of Trust Staff and Council Officers

- Provide an administrative, secretarial or policy advice role to the committees;
- Remain impartial to all committee members;
- Be mindful of any recommendations, proposed by the committee, that contradict the Charity's purposes/ policies;
- Prepare and publish reports in line with LBH standards, in a timely manner;
- Provide large copies of plans/drawings at meetings in the case of planning applications or proposals involving substantial physical changes.

Attendance

- The committees meet four times a year. If a committee member is unable to attend a meeting, they should inform the Council's Committee Secretariat and Charity Secretary as soon as possible.
- If a committee member feels they cannot commit the requisite time to the committee, they should resign to allow others who may be interested in participating in the committee.
- If a committee member is absent for three consecutive, scheduled meetings without explanation, the committee member will be deemed to have resigned from the committee.