



## **MEETING OF CONSULTATIVE COMMITTEE**

**25 JANUARY 2024**

### **Consultative Committee Charter and Action Plan**

**Purpose:** To consider the amended charter/ protocol and review action plan and agree next steps/ actions.

#### **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 committee;
- arrange additional sub-meetings between themselves as required;
- **consent to the sharing of minimal personal data such as contact details, namely email addresses, to allow for the implementation of section 5(i) of the Consultative Committee's constitution.**

#### **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/ **statutory obligations**;
- 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 meets ~~four~~ **three** times a year. If a committee member is unable to attend a meeting, they should inform the Council's [Committee Services](#) ~~Committee Secretariat~~ and Charity Secretary as soon as possible **and may, at the same time, nominate a ~~deputy~~ substitute**.
- 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.

**In the event that this protocol conflicts with anything in the Constitution of the [Consultative Committee, Council, the the -Council's](#) Constitution will prevail.**

## ALEXANDRA PARK & PALACE CONSULTATIVE COMMITTEE ENGAGEMENT ACTION PLAN

No.	Description	Lead	Timescale	Comments
1	Separate meetings of Consultative Committee & Advisory Committee.	AP & LBH	In progress 2023 & ongoing	<i>Implemented.</i>
2	During joint meetings – CC to sit separately to SAC members	CC & SAC		<i>Implemented.</i>
3	Annual meeting – achievements and strategic plans for the year ahead.	AP		<i>In progress so far as is possible</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		Implemented
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.	CC		
12	Advertise meetings on park, community noticeboards etc.	CC & AP		
13	CC to discuss how meetings can become easier to follow.	CC		

*Prepared by: Charity Secretary on behalf of the Consultative Committee*