

Report Title: **Review of membership, Consultative Committee**

Report of: Duncan Wilson, Chief Executive Alexandra Park and Palace

## 1. Purpose

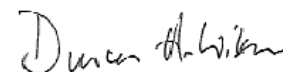
**1.1 To set out recommendations arising from review of CC membership, for decision by the APPCT Board at their next meeting, in July 2014**

## 2. Recommendations

**2.1 That the CC endorses proposals to delete a number of bodies who have failed to supply membership information, as requested by the London Borough of Haringey's Committee Team, and as required by the Consultative Committee's Constitution.**

**2.2 That the CC also approves a proposal to appoint Frances Hargrove, Head teacher of St Mary's Primary School, N8, as a representative of local schools, as previously agreed in principle.**

Report Authorised by: **Duncan Wilson, Chief Executive Alexandra Palace and Park**



Contact Officer: Duncan Wilson, Chief Executive Alexandra Palace and Park

## 3. Executive Summary

**3.1** The membership of the Consultative Committee is confirmed each year prior to the commencement of the Municipal Year. This report details the process followed, and makes recommendations as to which bodies should be removed from the membership due to a failure to supply the required membership information.

**3.2** It was also agreed to broaden the membership of the CC to include a representative of the local education sector, given the Trust's new emphasis on learning programmes. Frances Hargrove, Head teacher of St Mary's primary School N8, has volunteered and it is recommended she be appointed under clause 2 (a) (ii) (b) of the Constitution attached.

## 4. Local Government (Access to Information) Act 1985

**4.1** N/A

## **5. Background**

**5.1** Existing members were contacted on 18 March 2014 by letter to request that the following membership information be provided to allow members to remain on the membership of the Consultative Committee for the 2014/15 Municipal Year:

- Nomination form
- Copy of the organisation's Constitution
- Copy of the most recent AGM minutes
- Information regarding membership of the organisation

**5.2** Whilst the majority of organisations on the Committee responded with the appropriate information, a small number did not respond and this was followed up by a further letter on 5 June 2014.

**5.3** The following organisations have failed to provide all of the requested information:

- Alexandra Residents Association
- CUFOS

And it is therefore recommended that these organisations no longer remain on the membership of the Consultative Committee.

**5.4** It is worth noting however, that all organisations which meet the criteria as set out in the Consultative Committee Constitution (appendix 1) are welcome to apply or re-apply for membership, and these applications would be considered by the Committee.

## **6. Legal Implications**

**6.1** The Council's Assistant Director, Corporate Governance has been consulted in the preparation of this report and has no comments.

## **7. Financial Implications**

**7.1** The Council's Chief Financial Officer notes the contents of the report has no additional financial comments to add.

## **8. Use of Appendices**

Appendix 1 – Consultative Committee Constitution

## **8.1 APPENDIX 1**

### ***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 18<sup>th</sup> October 2011 and confirmed by Full Council on 21 November 2011)