

Committee	Dated:
Epping Forest and Commons	04/07/2016
Subject: Proposed amendment to Consultative Committees/Groups Terms and Conditions	Public
Report of: The Superintendent of The Commons	For Decision
Report author: Support Service Manager – The Commons	

Summary

Following this committee's approval of the Consultative Committee merger report dated March 2016, this report details the procedure to arrange additional Consultative Committee/Group meetings or site visits should circumstances require.

This procedure will require amendments to each Consultative Committee's Terms of Reference.

Recommendation

Members are asked to:

- Agree the amendment to the Consultative Committee/Group Terms of Reference as set out in this report.

Main Report

Background

1. At Committee dated 7 March 2016 Members approved the re-merger of the West Wickham and Spring Park Consultative Committee with the Coulsdon Commons Consultative Committee with the proviso that a further meeting or site visit may be arranged each year should circumstances require.
2. Members also approved a reduction in the frequency of meetings of the Burnham Beeches and Stoke Common Consultation Group from three to two per annum with the proviso that a further meeting or site visit may be arranged each year should circumstances require.

Current Position

3. There is currently no procedure for calling additional Consultative Committee/Group meetings or site visits outside of those already scheduled.

Options

4. Adopt proposed procedure and recommend amendment to Consultative Committee/Group Terms and Conditions. NB.
 - i. Additional cost will be incurred for each additional meeting/visit. These will vary depending on the nature of meeting/visit and Member and Officer time required.
 - ii. Beneficial outcomes will include the opportunity for constructive dialogue in the event discussion of essential business is proposed.
 - iii. Risks will be managed by the Chairman, Deputy Chairman and Superintendent by agreeing, or not, to requests for additional meetings /visits.

Proposals

5. For additional meetings/visits the following protocol will apply and Terms of Reference amended accordingly.
 - i. A minimum of five members of the Consultative Committee/Group, the Chairman and Deputy Chairman must be in agreement to do so.
 - ii. The minimum notice period for calling an additional meeting/visit is 28 days.
 - iii. The nature of the issue must be submitted in writing to the Chairman, Deputy Chairman and Superintendent at least 14 days before the meeting.
 - iv. The Chairman or Deputy Chairman and the Superintendent will preside at all additional meetings/visits

Corporate & Strategic Implications

6. **City of London Corporate Plan:** the proposal meets the Corporate Plan's vision of developing and improving the physical environment around our key cultural attractions; and providing safe, secure and accessible Open Spaces.
7. **Departmental Business Plan:** the proposal meets the Departmental Plan's vision of preserving and protecting our world class green spaces for the benefit of our local communities and the environment.

Implications

8. **Financial** - Additional cost may be incurred depending on the nature of meeting/visit, venue, catering and Member and Officer time required.

Conclusion

9. This proposal will formalises and satisfies Consultative Committee/Group requests for additional meetings/site visits as and when the need arises.

Appendices

- Coulsdon Commons Consultative Committee Terms of Reference
- West Wickham Consultative Committee Terms of Reference
- Burnham Beeches Consultation Group – Group Purpose

Background reports

- Consultative Committee Changes report. March 2016.

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