



Epping  
Forest

Registered Charity

# Epping Forest Consultative Committee – Terms of Reference

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## **Purpose of Committee**

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1. The Epping Forest Consultative Committee will consider and discuss areas of current concern or debate at Epping Forest – particularly those due to be raised at Epping Forest and Commons Committee
2. Minutes of meetings and outcomes of discussions will be considered by the Epping Forest and Commons Committee in a public report to inform decision making.
3. The EF Consultative Committee is not a formal decision making body, but views will be noted in formal reports to the Epping Forest and Commons Committee.
4. By the fourth meeting, the EF Consultative Committee must agree a code of conduct, minimum attendance and quorum details and any other outstanding matters of order for adoption.

## **Scheduling, location and public access**

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5. The first meeting will be scheduled at Loughton (as far as is possible), as the geographic centre of Epping Forest, in Autumn 2017, and six monthly thereafter.
6. Should a change of frequency or location, including peripatetic meetings be preferred by this forum, that request must be made to the Epping Forest and Commons Committee.
7. The proceedings of the first two meetings of this Consultative Committee will be held without public attendance. Subsequent meetings will encourage public attendance (subject to venue capacity). Subsequent meetings will also consider how public questions to the Committee will be considered.

## **Allocation of positions**

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8. The EF Consultative Committee will have representation from Chairman, Deputy Chairman, Verderers and other members of the Epping Forest and Commons Committee where interested.
9. The Chairman of Epping Forest and Commons Committee will also chair these meetings.
10. The Superintendent of Epping Forest and other City of London officers will attend as required.
11. The meetings are to be administered by a representative of City of London Town Clerks Department.

12. Attendants must be nominated members of groups holding a specific interest in Epping Forest, either with large membership, a broad geographical spread across the Forest and with knowledge or interest in the themes of heritage; recreation/sport; conservation; general/informal use or voluntary and friends groups.
13. Tenants, business partners or other organisations with commercial interest in Epping Forest (or wider City of London Open Spaces) will not be invited to attend as other forums exist for such input.
14. Groups nominating a representative must be formal, constituted organisations.
15. Invitations to express interest and to nominate representatives will be advertised through print media, social media, email and direct correspondence by City of London. Applications will require details of how the nominating organisation meets the above criteria.
16. A balance of themes of interest is hoped to be met as follows:

Conservation <i>Conservation groups in Forest, or with wider remit</i>	3
Friends/Voluntary <i>Formal working groups e.g. litter pickers groups, 'Friends of' etc.</i>	3
Heritage <i>Historical societies, rural preservation etc.</i>	2
Informal users <i>Schools, Youth groups, families associations, local forums and interest bodies</i>	2
Recreation <i>Recreational user groups – e.g. walkers, riders, cyclists</i>	3
Sports <i>Formal organised sports on Forest e.g. Golf, Football, cricket running etc.</i>	3
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17. Should more expressions of interest be received than can logistically be accommodated, selection will be made by members of the Epping Forest and Commons Committee by the following (not in order of importance):
  - Size of membership
  - Geographical area of interest (i.e. area of Forest covered)
  - Theme of interest
  - Record of attendance (once established)
18. Epping Forest and Commons Committee may appoint further members or co-opt representatives (for example subject matter experts) to attend where it deems appropriate.
19. The Consultative Committee will serve as established for three years, after which the invitation and nomination process outlined above will be repeated.

## Requirements and responsibilities

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20. Representatives must adhere to the Nolan Seven Principles of Public Life (which covers selflessness, integrity, objectivity, accountability, openness, honesty and leadership).

<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

21. Nominated representatives must meet criteria similar to those set out by the Electoral Commission for eligibility for local government election:

- At least 18 years old
- Not employed by the City of London, or another organisation holding a commercial interest in Epping Forest or other CoL open spaces.
- Have not been sentenced to a term of imprisonment of three months or more (including suspended sentences), without the option of a fine, during the five years before nominations close.
- Not disqualified under the terms of the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations).

22. Representatives must commit to representing the views of their organisation and members.

23. Representatives must share agenda and documentation internally within their organisation (subject to confidentiality) as well as minutes and outcomes of discussions.

24. Should a representative fail to attend two out of any four consecutive meetings their place may be forfeited.