

Hampstead Heath Cafe Working Group**Draft - Terms of Reference****January 2019****1. Purpose of the Working Group**

1.1 The purpose of the Cafe Working Group (CWG) will be to act as a body of interested parties, to share their knowledge and experience on matters relating to the café provision and facilities on Hampstead Heath. The views of the CWG will be conveyed to the Hampstead Heath Consultative Committee.

2. Objectives

2.1 To assist the City of London in the development of the catering offer on Hampstead Heath.

2.2 To review and help develop the guiding principles for future engagement and consultation processes.

2.3 To act in an advisory role during the retendering of the café leases on Hampstead Heath.

2.4 To consider user feedback, highlighting recommendations for improved catering services and opportunities.

3. Membership of Cafe Working Group

3.1 Membership of the CWG will comprise of:

- Chairman of the Hampstead Heath, Highgate Wood and Queen's Park Management Committee, or their representative,
- Superintendent of Hampstead Heath,
- The Constabulary and Queen's Park Manager,
- 2 Members of the Hampstead Heath Consultative Committee,
- 1 Member representing the communities' interest in the Parliament Hill café,
- 1 Member representing the communities' interest in the Golders Hill Park café,
- 1 Member representing the communities' interest in the Parliament Hill Fields Lido café.

3.2 Internal/external individuals may be invited to discuss particular topics or give guidance as appropriate.

3.3 Members of the public will be permitted to attend the meetings.

4. Ways of Working

4.1 A meeting agenda will be circulated in advanced of the meeting. Where necessary, relevant papers will be circulated in advanced of meetings for review and or discussion.

- 4.2 Meetings will be Chaired by the Chairman of the Hampstead Heath, Highgate Wood and Queen's Park Management Committee, or the Superintendent in their absence.
- 4.3 Meetings will be arranged by the P.A to the Superintendent and/or the Constabulary and Queen's Park Manager. Meetings will be arranged as and when required.
- 4.4 Members of the CWG will be notified of the meeting date, time and location via email. Meeting invitations will be circulated at least two weeks in advanced of the intended meeting date.
- 4.5 Notes and Action points of the meeting will be recorded by the P.A to the Superintendent and/or the Constabulary and Queen's Park Manager and will be circulated to Members of the CWG within 10 working days of the meeting date.
- 4.6 There may be occasions when matters discussed at the meeting are of a confidential nature and this must be respected and adhered to by all attendees and participants. This includes papers circulated to Members of the CWG which are marked as confidential.

5. Accountability

- 5.1 The views of the CWG will be conveyed to the Hampstead Heath Consultative Committee as appropriate.