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Epping  
Forest

Registered Charity

# Epping Forest Consultative Committee – Terms of Reference

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## Table of Contents

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Purpose of Committee .....	2
Conduct, attendance and other principles .....	2
Scheduling, location and public access .....	3
Allocation of positions .....	3
Requirements and responsibilities .....	5

## **Purpose of Committee**

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1. The Epping Forest Consultative Committee considers and discusses areas of current concern or debate at Epping Forest. It receives public reports prior to their consideration by Epping Forest and Commons Committee and provides advice or opinion on those matters.
2. Minutes of meetings and outcomes of the Consultative Committee's discussions are considered by the Epping Forest and Commons Committee in a public report to inform decision making. Likewise, most recent minutes of the Epping Forest and Commons Committee are to be reviewed by the Consultative Committee.
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. Consultative Committee meetings are to be scheduled several weeks prior to Epping Forest and Commons Committee to consider papers and matters arising, with sufficient time scheduled for revisions to papers to be made for Epping Forest Committee, and minutes to be included in documentation.
5. If an Epping Forest and Commons Committee meeting is not immediately preceded by a Consultative Committee, then the papers for that meeting will be circulated to Consultative Committee members electronically, with comments received and circulated by Town Clerks.

## **Conduct, attendance and other principles**

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6. The City of London Member's Code of Conduct 2018, associated guidance, declarations appendices and all subsequent revisions apply to Members of this Committee.
7. Should an attendee fail to attend 2 or more out of four consecutive meetings, their place may be forfeited. The Epping Forest and Commons Committee may choose to reallocate this space to an alternative interested organisation.
8. Although not a decision-making Committee, deliberations should be sufficiently well attended for advice to the Epping Forest and Commons Committee to be considered representative. For those reasons minimum attendance of four representatives of locally interested organisations is required.

9. Consultative Committee Members are representatives of their organisation, but Code of Conduct and other legal and administrative requirements apply to individuals. Every effort will be made to accommodate attendance by nominated proxy in unavoidable circumstances, but such substitutions may not always be possible and must not be considered routine.

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

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10. Meetings are scheduled at Loughton (as far as is possible), as the geographic centre of Epping Forest. Alternative venues may be considered by agreement.
11. Meetings are on a weekday evening, avoiding school and public holidays.
12. There will be a minimum of three meetings a year thereafter.
13. 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.
14. Meetings will be held in public (numbers subject to venue capacity). Public questions are at the discretion of the Chairman.

## **Allocation of positions**

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15. The EF Consultative Committee has representation from Chairman, Deputy Chairman, Verderers and other members of the Epping Forest and Commons Committee where interested.
16. Meetings are Chaired by the Chairman of Epping Forest and Commons Committee or Deputy Chairman or other nominated official in their absence.
17. The Superintendent of Epping Forest and other City of London officers will attend as required.
18. The meetings are administered by a representative of City of London Town Clerks Department.
19. Attendants are 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.

20. Tenants, business partners or other organisations with commercial interest in Epping Forest (or wider City of London Open Spaces) are not invited to attend as other routes exist for such input.

21. Groups nominating a representative must be formal, constituted organisations.

22. Invitations to express interest and to nominate representatives are advertised through print media, social media, email and direct correspondence by City of London. Applications require details of how the nominating organisation meets the above criteria.

23. A balance of themes of interest is ideally 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
	16

24. 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)

25. Epping Forest and Commons Committee may appoint further members or co-opt representatives (for example subject matter experts) to attend where it deems appropriate.

26. The Consultative Committee serves as established for three years (starting in 2018), after which the invitation and nomination process outlined above is repeated.

## **Requirements and responsibilities**

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27. 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).

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

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