

## **Appendix 2**

### **BARBICAN ESTATE WORKING PARTIES (WP) – FORMATION & REVIEWS**

1. WP to have remit/Terms of Reference to be developed and agreed by the WP and presented to the RCC for approval.
2. WP to have Chairman/Deputy
3. WP to meet at least quarterly, or more frequently if required
4. WP minutes to be distributed ideally within 2 weeks of meeting.
5. WP minutes for all meetings with a summary report of recent activities and anticipated future activities to be presented once a year to RCC by Chairman of WP (RCC agenda to plan for such annual reports a year in advance).
6. WPs to be reviewed annually at the RCC AGM as some may have fulfilled their objectives and can be disbanded
7. WP membership to be reviewed annually at the RCC AGM (which tends to be in the Spring)
8. Members to normally only serve for three years, after that time, they should stand down. If willing to continue, however, they may offer themselves for reappointment. If a member has not been able to attend at least 50% of the meetings called in the year, or been absent from the most recent three, their place will be offered to a new member.
9. WP will normally comprise eight resident appointees. In some cases some of those places may be direct nominees by the RCC (see WP List), with the remainder filled by advertisement. The appointment panel will have discretion to extend the number of members by one additional member, if exceptional circumstances warrant this.
10. Each WP to provide the number of vacancies in advance of the RCC AGM, which includes those that are standing down, have reached their term, or who have not fulfilled the attendance requirement, and lists any members who have reached their term but have stated they are willing to continue.
11. The appointment process will:
  - (a) advertise the positions estate-wide in an appropriate open and transparent way
  - (b) invite people to apply with a personal statement of what interest they have and/or experience they can bring to the WP
12. An appointment panel normally comprising the Estate Manager or Resident Services Manager, the RCC Chairman or Deputy, and the appointed WP chair, will review the applications and appoint members to the WP.

13. The selection criteria adopted by the panel is to be transparent. The aim is to create a balanced WP with respect to:
- a) residents with subject matter expertise vs. residents who simply express an interest in the business of the committee, recognising that it is beneficial to have expert and non-expert voices involved
  - b) residents who have previously served on the committee vs. those who have not previously served or not recently served, recognising that it is beneficial to introduce some 'fresh blood' while retaining some 'corporate memory' of recent or past activities
  - c) residents representing different parts of the Estate in as far as this is relevant to the work of that WP, e.g. towers vs. terrace blocks vs. mews blocks, or different geographies - e.g. eastern, western and northern areas of the Estate, recognising that the impact of the works or decisions that members are consulted on will have different impacts on different types of blocks or areas of the Estate.
  - d) residents who demonstrate they are willing to take on an Estate-wide representative role, recognising that working parties cannot accommodate a representative from each block - only the RCC can do this.
14. Appointments will not normally be made to existing WP other than at the AGM. If there is good reason for a WP to make an interim appointment, the member will stand down at the AGM, but they will be able to apply in the normal way.
15. In order to benefit from all offers to participate in WP and not refuse offers from residents volunteering to help, if advertising for members to join a WP results in many more applications than positions to fill, then the appointing panel should consider setting up a wider "Advisory Group" (AG) of residents.
- (a) AG members will be kept informed on at least a six-monthly basis
  - (b) Sent copies of minutes,
  - (c) May be consulted or invited to contribute to the work of the WP from time to time, as the WP considers appropriate.
  - (d) For simplicity, members of the WP will also be considered to be members of the advisory group.