

# Hampstead Heath

Registered Charity

Hampstead Heath  
Highgate Wood  
Queen's Park

## Terms of Reference Café Working Party

**Name of the Group:** Café Working Party (CWP)

**Terms of Reference:** June 2016. Version 1

### 1. Purpose / Role of the Group

- a. The creation of a Cafés Working Party with representation from the HHHWQPC and Hampstead Heath and Highgate Wood Consultative Committees will enable a methodology for the appointment of long-term leaseholders to be established through appropriate consultation.
- b. The Café Working Party will make recommendations that informs the HHHWQPC and the HHCC with the decision making process.
- c. The CWP will co-ordinate the consultation process with users and non-users of the North London Open Spaces Cafes.

### 2. The aims of the group will be to:

- Develop guiding principles for the consultation process
  - Inform the decision making process of the HHHWQPC and the HHCC
  - Agree on actions to progress with matters concerning the consultation process for the cafes project
- a. The group will be empowered to discuss issues, problem solve and agree actions.
  - b. Consideration at all times will be given to the relevant legislation affecting the management of the NLOS Division, including the Hampstead Heath Act 1871 and the Highgate and Kilburn Open Spaces Act 1886.
  - c. The guiding principles adopted should be in the best interests of the Hampstead Heath charity and the Highgate Wood and Queen's Park Kilburn charity.
  - d. Views and opinions of each member is of equal value.

### 3. Membership of the Group

- a. The group will be represented by members of the North London Open Spaces (NLOS) SMT the NLOS Supervisor, this will include:
  - The Superintendent of Hampstead Heath (Chair)
  - Chairman of the HHHWQPC, or their representative.
  - 2 Members of the HHCC.
  - 1 Member of the HWJCC.
  - The Constabulary & Queen's Park Manager.
  - Hampstead Heath Business Manager.
  - A Category Manager from the City of London Procurement Service.
  - A representative from the lead petitioners.
  - A representative for Golders Hill Park.
- b. Public would be permitted to attend the meetings. Internal stakeholders may also be required to attend. Where necessary, the CWP will have access to support from the City Surveyor, Chamberlains, Comptroller & City Solicitor and specialist Consultants.

#### **4. Accountability**

- a. The CWG will report back to the HHHWQPC and the HHCC.

#### **5. Working Methods / Ways of Working**

- a. The meetings will exemplify the City of London's Core Values: The best of the old with the best of the new; The right services at the right price; and working in partnership.
- b. An agenda will be agreed in advance of the meeting with specific subjects remaining as fixed agenda items.
- c. Meetings will be held on a Monday evening, starting at 6.00pm on dates to be agreed.
- d. Meetings will be held at a location to be agreed in advance by the meeting organiser.
- e. The meetings will chaired by the Supt. of Hampstead Heath. Meetings will be organised by the Café Projects Officer (Constabulary and Queen's Park Manager).
- f. Minutes of the meetings will be taken and minutes will be available to the CWP within 7 working days of the meeting date. Where necessary, relevant papers, e.g. Committee Reports will be circulated in advance of meetings for review.
- g. Minute taking at the meetings will be supported by the Superintendent's PA. Minutes will be captured as Action Minutes with actions captured and who is responsible for completing the action.

- h. There may be occasions when matters discussed are of a confidential nature and this must be respected and adhered to by all attendees and participants.