

## WELSH HARP JOINT CONSULTATIVE COMMITTEE – CONSTITUTION

### A. TITLE

The body shall be called the Welsh Harp Joint Consultative Committee (hereafter called “the Committee”).

### B. TERMS OF REFERENCE

The Welsh Harp Joint Consultative Committee is a consultation body and is not a statutory committee of either Barnet or Brent London Boroughs. Therefore, the Committee does not have an automatic right to place items on the agenda of the local authorities’ committees and has no power to make decisions on their behalf. Its terms of reference are as follows: -

- (i) to consider and co-ordinate all the interests of recreation/leisure/maintenance/nature conservation and the statutory requirements of the British Waterways Board and the Environment Agency at the Welsh Harp; with the object of protecting the Welsh Harp Reservoir and surrounding open land as a unique environment for both recreation and wildlife conservation.
- (ii) to advise officers of the London Borough of Brent who will, if necessary, report to the appropriate committees on the future development of the Welsh Harp area and associated issues.
- (iii) to advise officers of the London Borough of Barnet who will, if necessary, report to the appropriate committees on the future development of the Welsh Harp area and associated issues.

### C. REPRESENTATION

The Committee shall comprise:

#### (i) London Borough of Brent representatives

Four members of the Council of the London Borough of Brent, appointed annually by the London Borough of Brent.

#### (ii) London Borough of Barnet representatives

Four members of the Council of the London Borough of Barnet, appointed annually by the London Borough of Barnet.

- (iii) In addition, the following local organisations shall be represented on the Committee. Although more than one person from each of the local organisations may attend, only one vote per organisation will be permitted (see G (5) below)

Name of Organisation	Number of Votes per Organisation
Barratt London	1
Brent River Catchment Partnership	1
Canal and River Trust	1
Cleaner Earth UK	1
Natural England	1
Environment Agency	1
Friends of Welsh Harp	1
Hendon Rifle Club	1
Local Agenda 21	1
London Wildlife Trust	1
Phoenix Canoe Club	1
Princess Park Youth Football Club	1
Training Ship Broadsword	1
West Hendon Community Forum	1
Welsh Harp Conservation Group	1
West Hendon Allotment Society	1
Thames Water	1
Thames 21 (Welsh Harp Education Centre)	1
Welsh Harp Sailing Association	1
West Hendon Residents' Association and Friends of York Park	1
Woolmead Avenue Residents' Association	1

Additional organisations may apply to the Committee to be represented. Applications should be forwarded in writing to the Committee Clerk for the municipal year, who will arrange for the request to be reported to the Committee for decision.

The Committee, when considering an application, must be satisfied that the organisation has sufficient interest in the Welsh Harp to justify its nomination.

Members groups should periodically review their qualification to serve on the Welsh Harp Joint Consultative Committee in view of the criteria laid down.

In the event of a Council representative resigning during the terms of his or her appointment, the respective Council shall nominate a representative who shall serve in his or her place for the remainder of the period.

In the event of a representative of a local organisation resigning, the organisation concerned shall be entitled to nominate a representative or substitute who will serve in his or her place.

Officers from the London Boroughs of Barnet and Brent shall attend as necessary to introduce reports and to answer questions and advise the Committee.

#### D. ELECTION OF CHAIR AND VICE-CHAIR

The Committee shall appoint a Chair and Vice-Chair at the first meeting in each municipal year. The nominees for these positions must be Members of either the London Borough of Brent or Barnet and only one of the positions may be held by each local authority in any one year. The position of Chair should be held by a member from the local authority providing clerking support for the municipal year. The election of the Chairman and the Vice-Chairman shall be made by elected Councillors only.

#### E. SERVICING OF THE COMMITTEE

Servicing of the Committee shall be shared between officers of the London Borough of Brent and Barnet on an alternate yearly basis. The officer responsible shall be referred to as the Clerk.

#### F. MEETINGS

The Committee shall meet three times a year but other meetings may be convened, as required, by the officers in consultation with the Chair. Meetings will be held at the offices of either the London Borough of Brent or the London Borough of Barnet and the date and a meeting place for each meeting shall be decided at the preceding meeting. All meetings will terminate by 10.00 pm.

#### G. PROCEDURE

##### 1. Access by the Public

- (i) Meetings of the Committee shall normally be held in public except where either the local authorities or a member organisation consider that the item they have placed on the agenda is not for public discussion. For these items, the press and public and any visitors will be excluded and the reports will normally be printed on blue paper. The Committee will not have the right to move these items into public session.

## 2. Visitors

- (i) By prior arrangement with the Chair, persons who are not members of the Committee may attend to address the Committee on a particular issue or item.
- (ii) The Chair will request all visitors to leave the meeting when exempt reports are considered.
- (iii) A visitor should submit their request three days before the meeting to the Clerk , who will obtain the Chair's consent to their visit.

## 3. Items on the Agenda

- (i) Items either from officers or from members of the Committee must be sent to the Clerk at least 7 working days before the meeting.
- (ii) No business other than that appearing on the agenda shall be transacted unless the Chair decides that it is urgent.

## 4. Quorum

No business shall be conducted unless one quarter of the members of the Committee including at least two local authority members are present. After a meeting has commenced if at any time it becomes inquorate no further business shall be transacted and the meeting shall stand adjourned.

## 5. Voting

- (i) Decisions will normally be reached by a majority of those present and eligible to vote. Only one vote per member will be permitted (see C above).
- (ii) The Chair will have a casting vote.

## 6. Disorderly Conduct or General Disturbance

- (i) The Chair will have the authority to request the removal of or to take any other lawful action against any person who, in the opinion of the Chair, misconducts himself or herself in order to cause a disturbance.

## 7. Circulation of Minutes

Minutes will be circulated within 15 working days to:

- (i) members of the Committee and relevant officers;
- (ii) Minutes will also be placed on both Council's websites.