

Key Contact Group for Old Boiler House, Angell Town

Governance and Terms of Reference

January 2018

Key Contact Group Old Boiler House, Angell Town

Terms of Reference

1. Purpose of the group

- 1.1 This group is made up of representatives from key groups which will support the council's efforts to consult with people and relevant parties about the future use of the old boiler house site on Angell Town estate.

2. Objectives of the group

- 2.1 The council and stakeholders to come together to discuss and share information about the old boiler house and its future use
- 2.2 To question the council on its proposals for the site
- 2.3 Everyone to understand perspectives of all groups and residents effected
- 2.4 Everyone on the group to have an input in decision making following the demolition
- 2.5 To be able to identify risks involved throughout the project
- 2.6 To see how best to engage/consult with groups and residents when needed
- 2.7 To highlight issues and sensitivities from groups and residents
- 2.8 To help to identify how groups and residents can influence / be involved in proposals

3. Frequency of meetings

- 3.1 The group will meet at least four times a year for one and a half hours. The agendas will be based on these five key areas in the first year and first phase:

- 1) Proposed Timetable
- 2) Demolition
- 3) Budget
- 4) Temporary Use / Permanent Use
- 5) Consultation and Engagement

4. Organisation and Administration of meetings

- 4.1 The organisation and administration of the meetings will be carried out by a council officer
- 4.2 Meeting to be arranged on a date and time convenient to as many members as possible, to be agreed at the end of each meeting
- 4.3 Council officer to prepare agenda and minutes of meetings for each meeting and send out the week before the next meeting
- 4.4 Venue to be agreed at the end of each meeting
- 4.5 Ensure meeting is chaired properly and advise attendees of code of conduct and ground rules for meetings (see appendix 1)
- 4.6 Record minutes of the meeting including recommendations, actions, questions, answers and any documents requested

5. Role of the Chair

- 5.1 The Chairperson has a strategic role to play in representing the vision and purpose of the group.
- 5.2 The Chairperson ensures that the group functions properly; that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.
- 5.3 Have a good understanding of individual roles and responsibilities of the Contact Group members
- 5.4 Ensure the Contact Group functions properly, that is:
 - To plan and lead meetings in accordance to sections 2, 3 and 4 of this document
 - To ensure matters are dealt with in an orderly, efficient manner
 - To bring impartiality and objectivity to meetings and decision-making
 - To facilitate change and address conflict within the board
 - To plan for recruitment and renewal of any Group Members that leave

6. Membership

- 6.1 Membership of the group should be representative of the different key stakeholders on the estate.
- 6.2 The group will also consist of Councillors and Council officers from Housing and the Communications team
- 6.3 The chair of the group will be a local ward Councillor
- 6.4 Other attendees may be invited to attend a group meeting from time to time if the need arises e.g. contractors, surveyors. This would be agreed in advance with group members
- 6.5 Group members are requested to have a substitute to stand in at meetings if they are not available so there is full representation.
- 6.6 Group administration to be notified a week in advance of any absences and substitutes

Local Authority: Lambeth		
Cllr Donatus Anyanwu (Chair)	Cabinet Member for Corporate Affairs	London Borough of Lambeth
Paul Simpson	Consultation and Engagement Manager	London Borough of Lambeth
Pauline Foster	Housing Development Team Manager	London Borough of Lambeth
Rohini Anand-Pal	Senior Policy & Communications Officer	London Borough of Lambeth
Key Stakeholders (School, Church, RMO, Housing Associations)		
Rev Rosemarie Mallett	Vicar / Chair	St John's Angell Town / St John's Primary School Board
Claudette Jaggon	Representative	St John's Church
James Asfa	Community Engagement	St John's School
Margaret Ajanaku	Estate Director	Angell Town RMO
Martin Clark	Headteacher	St John's Primary School
Francis Hector	Chair	Angell Town RMO
Onomo Metitiri	Area Housing Manager	Family Mosaic
Davina Unuefa	Housing Officer	Notting Hill Housing
Elaine Lewis	Property Manager	London & Quadrant

Appendix 1

Code of Conduct for Contact Group Members:

1. All Contact Group Members must conduct themselves in a way that does not cause offence to others or bring the Group into disrepute.
2. Members must treat others with respect and must avoid racist, sexist or other derogatory remarks or actions.
3. Members must allow others to speak without interruption or other inappropriate behaviour.
4. Members must be sensitive to the needs of those who may not be used to speaking in public or whose first language is not English.
5. Members who feel that this Code of Conduct has been breached should raise the matter with the Chair at the earliest opportunity, for the Chair to take appropriate action.