July 2025
Golden Lane Estate Investment Project

TERMS OF REFERENCE

Protocol for the Wider Estate Resident Liaison Group

1. PURPOSE

The Wider Estate Residents' Liaison Group (RLG) is established to ensure meaningful resident consultation and effective participation by tenants and leaseholders of Golden Lane Estate in proposals for the City of London Corporation's (City Corporation) Golden Lane Estate Investment Project (formerly known as the Windows Project).

The role of the RLG is to serve as a formal consultation and stakeholder engagement group to represent the interests of Golden Lane Estate residents. It is not a decision-making body but will make recommendations and give feedback to the City Corporation regarding project proposals.

RLG members shall:

- Work collaboratively to discuss and share proposals as the project develops
- Represent the interests of Golden Lane Estate residents
- Treat others at the meeting with respect and allow all to participate fully in discussions, regardless of differing views and opinions.

2. STRUCTURE AND COMPOSITION OF THE RLG

The membership of the RLG will comprise tenants and leaseholders from Golden Lane Estate (excluding Crescent House) volunteering as members.

- No more than one representative per household
- A balance of representatives from each block
- An equal balance of tenants and leaseholders are represented
- A diversity of ages, gender and ethnicities are represented.

Others invited to RLG Meetings:

- Ward City Corporation Members
- GLERA representatives
- Officers from City of London Corporation
- Independent advisors as required.
- Other local stakeholder bodies to be decided by the RLG.

There are 10 available seats on the RLG for residents (not including GLERA representatives). RLG Members will be able to resign from the RLG by giving a month's notice.

3. RESPONSIBILITIES OF THE WIDER ESTATE RLG

The RLG shall be responsible for:

- Representing the interests of all residents.
- Representing the diversity of residents.
- Promoting equality in the work of the RLG and in the refurbishment proposals.
- Providing information and highlighting assistance required for other residents.
- Helping share accurate information with other residents, including promoting consultation events and signposting residents to the project website and City Corporation resources
- Making representations to the City of London Corporation on issues associated with the consideration of the project proposals and the implementation of the subsequent works.

In carrying out its functions the RLG will have access to City Corporation Officers and other advisors throughout the duration of the programme. The City Corporation will make available, on request, background documents and information to aid the process of consultation.

RLG Members will be expected to:

- Attend meetings - if they have not attended 3 meetings without sending apologies the RLG can end their membership.
- Read papers before each meeting.
- Treat others at the meeting with respect. All those in attendance at meetings of the RLG in whatever capacity will abide by this protocol.
- Disclose any actual or potential conflicts of interest which will be recorded but not published.
- Uphold the confidentiality of information provided to them.

4. PROCEEDINGS AT MEETINGS

Notice of Meetings

The agenda and papers for discussion shall be circulated one week prior to the meeting, and only in matters of urgency shall papers be circulated 3 working days in advance.

Items for the Agenda shall be notified to the Chair at least 14 days before each meeting. Late items will be accepted at the discretion of the Chair.

Servicing of Meetings

The City Corporation has appointed a Communications Consultant who will act to service meetings, including organisation of venue, taking minutes, sending out papers to members and circulating information to other relevant parties.

- Meetings will be chaired by the appointed Communication Consultant.
- Members are required to RSVP once invited.
- If members do not attend more than 3 meetings in a row, the Chair has the right to remove them from the group.
- Meetings will take place in person on Golden Lane Community Centre or other nearby venue. Meetings may occasionally take place virtually via Teams if necessary.
- Meetings may be filmed, photographed and or recorded.
- New RLG members are to be briefed by the Communications Consultant prior to attending their first meeting.

Conduct of Meetings

- Agenda planning will be the responsibility of the Project team. All members can request items to be added to the agenda.
- A public record will be maintained of the meeting notes of the RLG. Approved and anonymised notes will be posted on the project website www.goldenlaneprojects.co.uk.
- Confidential business items will be clearly indicated on the agenda. No member shall disclose the content of, or discussions relating to, confidential business items. Papers relating to confidential items will be numbered, tabled at the meeting, and retained at the end of the meeting when necessary.
- All members of the RLG will demonstrate mutual respect for each other, other residents, stakeholders, officers and consultants

Frequency of Meetings

The RLG will agree a timetable for regular meetings at the beginning of each term. The Chair may convene an urgent meeting outside the agreed schedule to discuss any urgent issues that cannot wait until the next regular meeting.

Properties Covered by the Wider Estate RLG

- 1-49 Bayer House
- 1-57 Basterfield House
- 1-49 Bowater House
- 1-72 Cullum Welch House
- 1-28 Cuthbert Harrowing
- 1-120 Great Arthur House
- 1-74 Hatfield House
- 1-32 Stanley Cohen House

☐ I agree to adhere to the Terms of Reference of the Wider Estate Resident Liaison Group (please tick box)

Name	
Address	
Date	
Email address	
Telephone	

Please save and return to info@goldenlaneprojects.co.uk

All data will be used for administrative purposes within the terms of The United Kingdom General Data Protection Regulation (UK GDPR)