Golden Lane Estate
Windows and Redecoration Project
Crescent House Residents' Liaison Group

Terms of Reference

1. PURPOSE

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

The role of this RLG will be to represent the interests of tenants and leaseholders of Crescent House while ensuring compliance with current legislation and requirements.

As a formal consultation and stakeholder engagement group for the City of London Corporation, the role of the RLG is to represent the interests of Crescent House tenants and leaseholders affected by the project proposals ('affected residents').

The RLG is not a decision-making body; rather it is expected to offer recommendations to the City of London Corporation relating to the proposals for Crescent House.

Members will

- work collaboratively to discuss and share proposals as the project develops.
- help share correct information with other block residents, help promote upcoming events and consultation opportunities for residents through word of mouth, and signpost people to the project specific website and the City Corporation as a source of information.
- disclose any actual or potential conflicts of interest in this project. This includes, for example, tenure status (tenant, resident leaseholder, non-resident leaseholder)

All participants, whether members of the RLG, City of London Corporation officers or project consultants, will 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 RESIDENTS' CONSULTATION GROUP

The RLG is a genuine partnership with all members having equal rights. Membership will comprise an equal balance of residents from all tenancies, City Corporation Officers, Project Team members and Ward Members where appropriate, working on a voluntary basis. The membership of the RLG will be from those residents volunteering as members from Crescent House.

- No more than 10 members, working on a rotating basis if required.
- No more than one representative per household.
- A diversity of ages, gender and ethnicities are represented.

The membership selection is to be updated within 3 months of City of London Corporation making a formal decision to proceed with the Crescent House proposal. If the decision is not to proceed, the group will be disbanded.

Others invited to RLG Meetings in a non-voting capacity:

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

RLG Members will be able to resign from the RLG by giving a month's notice.

At every meeting of the RLG the Chair (see below) shall preside. If the Chair is not present within fifteen minutes of the time appointed for the meeting, then the members of the RLG present shall appoint one of their number to act as Chair, whose function it shall be to conduct the business of the meeting in an orderly and inclusive manner.

3. RESPONSIBILITIES OF THE CRESCENT HOUSE RESIDENTS' CONSULTATION GROUP

The RLG shall be responsible for:

- Representing the interests of affected residents in their consideration of the Crescent House proposals.
- Representing the diversity of the affected residents.
- Promoting equality in the work of the RLG and in the redevelopment proposals.
- Working with the City of London Corporation and other stakeholders to implement the project proposals.
- Providing information and signposting assistance to affected residents.
- 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.
- Represent the interests of all affected residents.
- Represent the diversity of the residents and its surrounding stakeholders.
- Use their best endeavours to work together to enable the RLG to meet its responsibilities.
- 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 7 working days prior to the meeting, and only in matters of urgency shall papers be circulated 3 working days in advance.

Late items will be accepted at the discretion of the Chair, and shall only be matters that are urgent and could not be included in the agenda.

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 normally run from 6.30pm – 7.30pm on a weekday evening.
- The first meeting will be held via a Teams call. Subject to Government and COL advice at the time, future meetings will take place in person in the Golden Lane Estate Community Centre.
- Minutes will be taken at each meeting: these will be available for all Crescent House residents and leaseholders to see for transparency.
- Meetings may be filmed, photographed and or recorded.

Conduct of Meetings

Agenda planning will be the responsibility of the RLG members, Chair and the relevant City Corporation officer. All members can request items to be added to the agenda. Items for the Agenda shall be notified to the Chair at least 14 days before each meeting.

A public record will be maintained of the decisions of the RLG. Approved minutes will be posted on the City Corporation website.

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.

Only members of the RLG will be able to vote at RLG Meetings.

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 Crescent House RLG

- 101 – 351 Crescent House

Full name:

Address of Crescent House property:

Other residential address, if different:

Date:

Email address:

Preferred telephone contact:

I agree to adhere to the Terms of Reference of the Crescent House Liaison Group (please tick box)

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Please save and return to GoldenLaneWindows@yourshout.org