

REPORT FOR: HARROW TOWN CENTRE FORUM

Date of Meeting: Thursday 25 November 2010

Subject: Revised Harrow Town Centre Forum Constitution and Rules

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Section 1 – Summary

This report introduces the revised draft Harrow Town Centre Forum's Constitution & Rules.

Recommendation:

The Forum is requested to:

- Agree the Revised Constitution and Rules as attached at Appendix 1 subject to any amendments proposed at this meeting.

Section 2 – Report

Following a decision of the Harrow Town Centre Forum at the AGM in September 2010, the Forum's Constitution and Rules have been reviewed to take account of the change in function of the Forum. A draft revised Constitution and Rules are attached as Appendix 1.

Revised Constitution and Rules – Aims and Main Changes

The main aims behind the proposed changes to the Constitution are as follows:

- to review the membership categories
- to allow more flexibility to the membership and
- to simplify the voting procedure

Membership Structure

The previous membership structure was based on those businesses that had made a financial contribution to the Town Centre Forum and those that had not. As financial contributions are no longer collected, the proposed membership structure reflects the type of businesses and organisations that have an interest in the town centre.

There are four proposed categories:

- Business
- Community

- Councillors
- Service Providers

In addition relevant Council Officers will be part of the Town Centre Forum.

It is proposed that each category would have a maximum number of members on the Town Centre Forum. This would ensure that:

- the Town Centre Forum does not become so large that it becomes difficult for the Forum to make decisions
- no membership category dominates the Forum

The draft Constitution suggests Membership as follows:

- Business (Maximum 10 Members)
- Community (Maximum 4 Members)
- Councillors (Maximum 3 Members)
- Service Providers (Maximum 3 Members)

Appendix 2 sets out a possible membership based on the proposals in the draft Constitution.

Voting Procedure

The previous Constitution limited the ability to vote to certain members of the Town Centre Forum. This made for a complex voting procedure, and seemed unfair on those members who were unable to vote even though they had an interest in the Town Centre.

The proposed revised Constitution allows all Members (apart from Council Officers) to vote on issues. Decisions will be made by a simple majority of votes with the Chair having the casting vote if required.

Section 3 – Recommendation

It is recommended that:

The Revised Constitution and Rules as attached at Appendix 1 subject to any amendments proposed at this meeting is agreed.

Section 4 – Legal and Financial Implications

None

Section 5 - Contact Details and Background Papers

Contact: David Sklair, Regeneration Project Manager, 020 8736 6084

Background Papers: Nil

APPENDIX 1:

The Harrow Town Centre Forum Constitution & Rules

(as amended on 4 November 2010)

1. THIS DOCUMENT

This document constitutes the whole Constitution and Rules of Harrow Town Centre Forum ("the Forum".) It supersedes any and all earlier documents relating to the constitution/structures of the Forum and its predecessor bodies.

2. OBJECTS

The objects of the Forum will be to co-ordinate and be representative of all stakeholders in the area of Harrow Metropolitan Town Centre (as those terms are defined from time to time in the current Harrow Development Plan) in the management, coordination of services and promotion and marketing of the Town Centre. The Forum may also make such representations and recommendations as it thinks fit with regard to Town Centre issues to the appropriate organisations.

3. MEMBERSHIP

3.1 There shall be six classes of membership of the Forum as follows:-

3.1.1 Business Member - any business located within the Harrow Metropolitan Town Centre

3.1.2 Community Member - any organisation or Association which is not a business but which is located within the Harrow Metropolitan Town Centre.

3.1.3 Service Member - any organisation that provides a service to the Town Centre.

3.1.4 Council Officers - officers employed by the Council

3.1.5 Councillors - duly appointed Councillors

3.1.6 Non-Voting Advisers - any person or organisation which is appointed by the Forum from time to time to advise on particular matters.

- 3.2 Members shall be appointed/elected in the following manner and shall have the following rights and privileges: -
- 3.2.1 Business Members, up to a maximum of 10 shall be appointed to the Forum by a simple majority. Each Business Member is entitled from time to time to nominate one person to be its representative at the forum.
 - 3.2.2 Community Members up to a maximum of 4 shall be appointed to the Forum by a simple majority. Each Community Member is entitled from time to time to nominate one person to be its representative at the forum.
 - 3.2.3 Service Members up to a maximum of 3 shall be appointed to the Forum by a simple majority. Each Service Member is entitled from time to time to nominate one person to be its representative at the forum.
 - 3.2.4 Business, Community and Council Members shall be nominated and seconded by two representatives of different member organisations at each Annual General Meeting (see 6 below).
- 3.3 Members, Business, Community, Service or Council Members shall remain as such until they resign from membership or until their membership is terminated in accordance with clause 3.5.
- 3.4 Further Advisers shall be nominated and may be appointed by a simple majority of the Forum. Each Adviser shall be entitled to appoint one representative at the Forum and may send a substitute to any Forum meeting provided that the Chairperson of the Forum is notified of the identity of the substitute.
- 3.5 The Forum may by a simple majority vote at any meeting to terminate the membership of any Member who it considers has engaged in conduct or activity incompatible with the objectives of the Forum.

4 MANAGEMENT

4.1 The Forum shall select at each Annual General Meeting (see 6 below) from among its membership:

4.1.1. A chairperson

4.1.2. Vice-chairperson

4.1.3. A maximum of 3 other Members including one officer of the Council to be members of the Executive to serve as such for the ensuing calendar year

4.2 The vice-chairperson must be chosen from one of the Council Members.

4.3 The Forum may from time to time appoint such sub-groups as it thinks necessary and desirable to discuss specific aspects of its business and make recommendation to the Forum thereon. Such sub-groups shall not have any executive powers but shall act in an advising capacity only. If the Forum appoints a sub-group that subgroup shall appoint a Chairperson from among its membership and it may co-opt onto the sub-group non-Forum members with particular expertise or experience of the subject matter.

4.4 The Forum shall be managed by an Executive which shall consist of:

- The Chairperson} elected pursuant to clause 4.1.1. (above)
- The Vice Chairperson} elected pursuant to clause 4.1.2 (above)
- A maximum of 2 other Forum members elected by the Forum pursuant to clause 4.1.3 (above)
- A Council Officer

("The Executive")

4.5 The Executive shall meet once every 3 months or otherwise as it shall agree from time to time.

- 4.6 The Executive shall carry on the management of the Forum in accordance with its rules and objectives and will take into account any recommendations of the Forum as the basis of its decisions.
- 4.7 Any member of the Executive shall automatically cease to be a member of the Executive in the event of his or her expulsion or otherwise ceasing to be a member of the Forum
- 4.8 At all meetings of the Executive, 3 forms a quorum
- 4.9 Members of the Executive shall be subject to annual re-election at each Annual General Meeting.
- 4.10 In the case of two or more candidates receiving an equal number of votes the Chairperson shall have the casting vote.

5 ORDINARY MEETINGS

- 5.1 The Forum shall meet a minimum of 2 times per annum. The date for holding each ordinary meeting shall be agreed by the Members at the preceding ordinary meeting or, alternatively, upon such date as the Executive shall communicate to each Member by notice in writing sent no less than 14 days before the date upon which such meeting is to take place.

6 ANNUAL GENERAL MEETING

At each Annual General Meeting: -

- 6.2.1 an Annual Report detailing the activities of the Forum in the previous year must be presented.
- 6.2.2 the Membership of the Forum must be elected.
- 6.2.3 Members of the Executive must be elected/appointed.

6.2.4 Any other business that has been communicated to the Chairperson and included in the notice of the meeting may be conducted.

6.2.5 Any Member who desires to move any resolution at the Annual General Meeting must give notice in writing to the Chairperson not later than 14 days before the date of the Annual General Meeting.

7 ACCOUNTS

The Accounts of the Forum shall be reported annually to a Meeting of the Forum.

8 NOTICE OF MEETINGS

8.1 At least 7 days before any ordinary meeting and 10 days before the Extraordinary General Meeting or Annual General Meeting the Executive shall send to every member at his or her address as recorded in the Forum's records, a notice of the time when and the place where the meeting will be held and the business to be conducted.

9 BUSINESS AT MEETINGS

9.1 The business at any meeting of the Forum shall be set out in the agenda and agreed by the Chairman.

9.2 The quorum at any meeting shall be six, comprising of Business, Community and Service members;

9.3 All meetings of the Forum shall be open to the public except where the Forum reasonably determine that the subject matter of any item under discussion is such that, if the Forum had been a meeting of the Council or one of its committees, it would have been entitled under Schedule 12A of the Local Government Act 1972 (as amended) to exclude the press and public from the meeting.

10 VOTING PROCEDURE

10.1 Each representative within the classes of membership set out in paragraph 10.2 shall have one vote at all meetings of the Forum. Decisions of the Forum shall be made by a simple majority of votes. "Simple Majority" shall mean a majority of representatives of Members present at the meeting. In the event of a tied vote then the Chairperson shall have an extra casting vote. All voting shall be by way of a show of hands.

10.2 The Classes of membership that are entitled to vote at meetings of the Forum are:

- Business Member
- Community Member
- Service Member
- Councillors

11 CHAIRPERSON

12.1 The Chairperson of the Forum presides at all meetings of the Forum.

12.2 If the Chairperson is not present at the time of the meeting the Vice-Chairperson shall take the chair for the meeting. If the Vice-Chairman is not present, The members present may chose another Member of the Forum to be Chairperson of the meeting.

13 MEMBERS' INTERESTS

13.1 All representatives of Members of the Forum are required prior to discussion of the relevant item to declare any financial or other interest which they or their nominating organisation have in such item in which it has a greater interest than that shared by all members of the Forum may influence (or may be perceived likely to influence) the way in which the Members votes on the matter (examples could include (but are not limited) discussion of a planning application on land owned by a Member, discussion of highway works immediately outside a Member's

premises or the erection of signs directing shoppers to particular premises of a Member).

- 13.2 Where a Member makes a declaration pursuant to clause 13.1 he or she must withdraw from the meeting for the duration of discussion and voting on the item and must not speak or vote thereon.

14 MODIFICATION OF RULES

No alteration or addition to these rules may be made except by resolution carried by a simple majority at any meeting of the Forum, notice of which contains particulars of the proposed alteration or addition

15 HEADINGS

The headings to these rules are for ease of reference only and are not to be taken into account in interpretation

16 DISSOLUTION

If at any general meeting a resolution for the dissolution of the Forum is passed by a majority of the members present and at a special general meeting held not less than four weeks later of which not less than 3 weeks written notice has been given to each member that dissolution is confirmed by a resolution passed by a majority of two-thirds of the members present voting on it.

The Executive must immediately or at such future date as is specified in the resolution proceed to realise the assets of the Forum and if after the discharge of all liabilities any monies are remaining then they shall be divided between the Core Funders and the Council in proportion to each organisations' contribution to funding for the current financial year.

17 FINANCIAL MATTERS

All funds of the Forum shall be held by the Council. Such funds shall be applied according to the lawful direction of the Forum.

The Forum may agree to transfer funds held by the Forum to another organisation or successor organisation.

APPENDIX 2:

<u>Organisation</u>	<u>No. of Members</u>
1. Business Members (10 members): -	
St Ann's Centre	1
St George's Centre	1
Debenhams	1
Marks & Spencer	1
Boots the Chemist	1
HSBC Bank	1
McDonalds Restaurants	1
G.E Money	1
North West London Chamber of Commerce	1
A N Other	1
2. Community Member (4 members)	
Roxborough Residents' Association	1
Harrow Public Transport Users Association	1
Churches in Harrow	1
A.N Other	1
3. Service Member (3 members)	
Metropolitan Police: (i) Town Centre Team and/or (ii) Greenhill Safer Neighbourhood Team	1
Harrow Council Facilities	1
A.N Other	1
4. Councillors (3 Members)	
Sue Anderson	1
Ben Wealthy	1
Simon Williams (VC)	1
5. Council Officers	
6. Non-Voting Advisers	