

Selection criteria for membership of the Hammersmith Residents' Working party

Hammersmith & Fulham Council is seeking applications from interested residents to become members of the Hammersmith Residents' Working Party.

The working party will be a resident-focused advisory and consultative group which supports H&F in the development of a shared vision for the future of Hammersmith. The group will play an important role in developing a vision and subsequently a supplementary planning document for Hammersmith town centre which reflects the views, ideas and aspirations of residents.

Applicants should review the document 'Terms of Reference Hammersmith Residents' Working Party' prior to applying for membership, in order to ensure prospective members understand the working party's role and the roles and responsibilities of its members.

Selection criteria:

In selecting members of the working party, H&F will consider the following selection criteria:

1. Local resident	As a resident-focused group, members of the working party are required to be residents of following wards of Hammersmith & Fulham Council most closely connected to Hammersmith town centre: <ul style="list-style-type: none">• Hammersmith Broadway• Ravenscourt Park• Avonmore and Brook Green• Fulham Reach• North End A map of Hammersmith & Fulham Council wards can be viewed at http://www.lbhf.gov.uk/Images/Wards_tcm21-70850.pdf
2. Interest in the future of Hammersmith	Prospective members should demonstrate their interest in planning the future of Hammersmith.

Application process:

Prospective members of the working party are requested to submit an application to localplan@lbhf.gov.uk.

Applications should provide a written response (maximum 400 words - approximately one A4 page) to the above selection criteria. Please submit only your written response. No covering letter or attachments should be submitted.

Should you have any questions or require assistance in making an application please email localplan@lbhf.gov.uk.

Applications must be provided on or before 5pm, Friday 24 July 2015.

Please be sure to include contact details so we can contact you following assessment of the applications.

Applicants are made aware that membership of the working party is undertaken on a voluntary basis (participants are not paid), however H&F will reimburse travel and child care costs associated with attendance at working party meetings.

Assessment process:

H&F Council will determine working party membership in accordance with the following process:

Stage 1- Receipt of applications by the council project team by closing date.

Stage 2 –Shortlisting and selection in accordance with satisfaction of the selection criteria by panel of officers.

Stage 3 - All nominees to be notified individually (both successful and unsuccessful). Unsuccessful nominations will be provided with details of other ways in which they can be involved planning for Hammersmith's future.

Draft Terms of Reference **Hammersmith Residents' Working Party**

These terms of reference establish:

- the role of the Hammersmith Residents' Working Party
- working party member roles and responsibilities
- administrative arrangements supporting the working party's functioning.

Role

What we do

The Hammersmith Residents' Working Party (the working party) is a resident-focused advisory group which will:

- act as a consultative body to support the delivery of a vision for Hammersmith and subsequently a Supplementary Planning Document for Hammersmith town centre.
- support H&F in overseeing the delivery of the Hammersmith Vision and SPD, including the preferred future development of identified sites and priority improvements to public realm.
- provide comment and advice to the council project team, when appropriate, in relation to specific proposals and recommendations that are being considered for possible inclusion in a Hammersmith vision document

The group's role is advisory only and does not have formal decision-making powers.

Working party meetings are closed and not open to the public.

Meetings and outputs

The working party will meet in accordance with a schedule to be presented by the chair at the first meeting of the working party.

Each meeting will generate an action sheet which will be recorded by the attending council officer during the meeting and approved by the working party prior to the chair closing meetings.

Any written correspondence from the working party must be approved at a working party meeting and signed off by the chair.

Membership

Chair

The chair of the working party will be appointed by Cllr Stephen Cowan, Leader, Hammersmith & Fulham Council.

The chair will be responsible for approval of agenda and facilitation of meetings.

Residence requirements

As a resident-focused group, members of the working party are required to be residents of following wards of Hammersmith & Fulham Council most closely connected to Hammersmith town centre:

- Hammersmith Broadway
- Ravenscourt Park
- Avonmore and Brook Green
- Fulham Reach
- North End

Responsibilities

Working party members are expected to act in the public interest and adhere to the seven Nolan Principles of Public Life (refer to appendix 1).

Working party members should endeavour to attend all meetings of the working party. If they are unable to attend they should send an apology in advance of the meeting to the chair and the supporting council officer organising the meeting.

During commission meetings all are reminded:

- That mobile phones are switched off or on silent
- That one person speaks at a time
- Of the importance of respecting one another's views.

Process for managing breaches of responsibilities

A breach of responsibilities will be followed by a verbal warning from the chair on behalf of the working party.

Ongoing failure to comply with member responsibilities will be followed by a written warning from the chair on behalf of the working party.

If a member still fails to comply with the responsibilities and / or cannot offer a satisfactory explanation for his / her behaviour a motion will be put to the working party to suspend the person from the group.

Future participation by that person will be dependent on a commitment being given in writing to the chair that such behaviour will not recur.

Any working party member can and should alert the rest of the working party of a breach in the responsibilities by raising this issue with the chair and/or the council officer either at the time or immediately after a meeting

Administrative
Secretariat support

Secretariat support and meeting venue will be provided by the council project team. All meetings will be held at venues within Hammersmith.

Payment

Participation in the working party is voluntary and as such members will not receive payment.

Working party members are entitled to claim expenses associated with travel and child care required to attend meetings.

Review of terms of reference

The terms of reference should be reviewed 12 month's from date of the first working party meeting.