

Mayfair Neighbourhood Forum Constitution

Protecting the essence of Mayfair for residents and business

Name and Area

1. The name of the forum is 'Mayfair Neighbourhood Forum'.
2. The Area, as outlined on the attached Forum map, is known as 'Mayfair'. The area takes in the two Conservation Areas of Mayfair and Regent Street as designated by Westminster City Council under the terms of the Civic Amenities Act 1967.
3. The Area is not governed by a Parish Council.

Mission Statement

4. The 'Mayfair Neighbourhood Forum' is a group established for the public benefit for the following purposes:
 - a. To produce a Neighbourhood Plan for the promotion and improvement of the social, economic and environmental wellbeing of Mayfair, its residents and businesses.
 - b. To encourage development to be in keeping with the distinctive and historic character of Mayfair.
 - c. To promote high standards of town planning and architecture in Mayfair.
 - d. To develop the Neighbourhood Plan in conformity with Westminster City Council's strategic planning policies so far as they are relevant to Mayfair.

Objectives

5. The Forum reserves the right to undertake any activities permitted by the relevant neighbourhood planning provisions of the Localism Act 2011.
6. The Forum is a non-political organisation to benefit both residents and businesses by promoting co-operation with all statutory bodies and all other appropriate organisations/bodies on issues of local concern, including improvements to the Area and its environment, appearance and/or amenities.
7. The Forum will consult with adjoining Forums and other key business stakeholders, such as Business Improvement Districts, on decisions concerning shared issues, including improvements to the Area and its environment, appearance and/or amenities.
8. The Forum is a key platform for consultation within the city and will work with other community groups and bodies within the Area to enable open discussion on issues of concern to the local neighbourhood.
9. The Forum is independently led by local volunteers to provide good community intelligence, which can be used by the council and its partners to shape, refine and improve services to residents, business and visitors in the Area.

10. The Forum will help to support wider consultation activity and be informed of council decision-making through regular contact with city councillors.
11. The Forum may adopt a broad range of activities and approaches to ensure accessibility and relevance. It will work to ensure that timely responses are received on identified issues and priorities.

Membership

12. Membership shall be open to businesses of all sizes, workers, residents and those aspiring to live in the Area who support the purpose of the 'Mayfair Neighbourhood Forum' and complete a membership form.
13. The Forum membership will be representative of the whole community, with an appropriate balance between residents and businesses.
14. The Forum shall be constituted of 21 or more individuals or community/business representatives, who live, and/or work in the Area.
15. Membership is open to individuals who are elected members of Westminster City Council.

Neighbourhood Forum Structure

16. The Forum welcomes observers from interested stakeholder groups, including all statutory bodies and other appropriate organisations/bodies, none of whom will be entitled to vote unless they fulfil the requirements of paragraph 14 above.
17. The Forum shall meet at least twice a year.
18. At least 21 day's notification must be given to members for a meeting to be held.
19. At least eight members must be present at the start of the meeting for it to be declared quorate.
20. All members shall be entitled to attend the meetings to propose and, subject to Clause 21 below, to vote for motions.
21. Each business registered in the Area shall have one vote, regardless of the number of employees who are members.
22. Residential members, including those who also work in the area, shall have one vote.
23. Members of the Form must declare any conflict of interest before partaking, and potentially voting, on any matter. By majority vote of the Steering Group, an individual may be asked not to participate in said discussion or vote.
24. All Forum correspondence shall be by email.

Composition of the Steering Group

25. The Forum will have a Steering Group which will manage the Forum.

26. The Steering Group shall be comprised of eight members of the Neighbourhood Forum plus the Chair, all of whom shall volunteer. The Steering Group will be composed and be representative of the Area's residential and business community, including residents associations, retail/trade associations, landowners, major occupiers and community groups.
27. Two members of the Steering Group shall put themselves up for re-election by the Forum on the anniversary of the creation of the Forum, based upon a rolling re-election schedule
28. All members shall be entitled to stand for the annual election to the Steering Group. Voting shall take place only if a quorum is present and shall be by a show of hands in the first instance. The individual receiving the highest proportion of votes shall be elected to the Steering Group.
29. The Steering Group shall elect its own officers, including a Chair, Vice Chair, Treasurer and Secretary.
30. If the position of Chair is held by a resident the position of Vice Chair must be held by a business. Likewise, if the position of Chair is held by a business the position of Vice Chair must be held by a resident.
31. The Chair will stand for up to two years. After two years the Chair will step down from being Chair and from the Steering Group but can return after one year. A new member of the Steering Group will be elected pursuant to Clause 26 upon the Chair stepping down.
32. The Forum members may:
 - a. Receive and comment on the report from the Steering Group.
 - b. Approve the annual report and accounts, where relevant.
 - c. Adopt constitutional amendments.

Meetings of the Steering Group

33. The Steering Group shall meet as often as is necessary, but no less than quarterly, to develop the Neighbourhood Plan and for any other purposes the Forum shall determine.
34. If vacancies occur the Steering Group can co-opt new members subject to the endorsement of the Forum at the next meeting.
35. The Steering Group may delegate powers on specific matters to such persons as might be deemed appropriate, including administrative support from a third party.
36. All Steering Group decisions must be agreed by a quorum of the Steering Group's members who are present or in communication via conference call or proxy. A quorum will be four members, plus the chair.
37. The Chair of the Steering Group shall:
 - a. Call and chair meetings of the Steering Group.

- b. The Chair will have a casting vote on elections and resolutions in the event of a tie.
- c. Act on behalf of the 'Mayfair Neighbourhood Forum' and represent it externally.
- d. Interpret the constitution. The Chairs' interpretation may only be overturned by more than four of the Steering Group's members.
- e. Act as joint signatory on the 'Mayfair Neighbourhood Forum' bank account alongside the Secretary and Treasurer.

38. The Vice Chair shall:

- a. Chair the meeting if the Chair is absent.
- b. Act alongside the Chair on behalf of the 'Mayfair Neighbourhood Forum' and represent it externally when the Chair is unavailable.
- c. Assume the Chair's responsibilities if the Chair resigns until which time a new Chair can be appointed.
- d. Assist the Chair with interpreting the constitution.
- e. Act as joint signatory on the 'Mayfair Neighbourhood Forum' bank account alongside the Chair, Secretary and Treasurer.

39. The Secretary shall:

- a. Be responsible for organising meetings, maintaining the minutes and Constitution of the 'Mayfair Neighbourhood Forum' and make them available to members within 21 days of a meeting.
- b. Chair the meeting if the Chair and Vice Chair are absent.
- c. Act as joint signatory on the 'Mayfair Neighbourhood Forum' bank account alongside the Chair, Vice Chair and Treasurer.

40. The Treasurer shall:

- a. Be responsible for maintaining the accounts of the 'Mayfair Neighbourhood Forum'.
- b. Be responsible for presenting an annual budget for the following year to the Forum.
- c. Submit a detailed summary of the accounts at every Steering Group meeting.
- d. Act as a joint signatory on the 'Mayfair Neighbourhood Forum' bank account alongside the Chair, Vice Chair and the Secretary.
- e. Chair the meeting if the Chair, Vice Chair and Secretary are absent.
- f. Take the minutes if the Secretary is absent or acting as the Chair.

Affiliation, Operations and Independence

41. 'Mayfair Neighbourhood Forum' shall not be affiliated to any political party or organisation.
42. The Steering Group shall not comment on planning applications in the name of the Forum until the Neighbourhood Plan has been agreed by the Forum. Members may not comment on planning applications in the name of the Forum, unless agreed by the Steering Group.
43. All members of the Forum shall act in meetings of the Forum, and Steering Group in the best interests of the Forum and the residents of the area and shall follow the good governance guidance, available at <http://www.governancecode.org>.
44. The Forum shall act in accordance with best practice in the preparation of neighbourhood plans and in accordance with Government guidance for such preparation and shall seek to work collaboratively with the Local Planning Authority to achieve this.
45. Cheques and other financial transactions of the Forum require two signatories.
46. Constitutional amendments shall require a simple majority of Steering Group members present at a quorate meeting (except in order to comply with current legislation) and ratified by two thirds of the Forum at a quorate meeting, provided that 21 days' notice of the proposed amendment has been given to all members.

Dissolution

47. In the event of the dissolution of the Neighbourhood Forum, any assets/ monies shall go to local community based organisations, as agreed by the majority of the Forum.