

OPDC Residents' Panel

Status: An OPDC Board Effectiveness Review (presented to Board in November 2024) recommended the creation of a more formal mechanism to capture and share community and stakeholder insight and engagement with the OPDC Board. This Panel is established to provide residents with a way to engage with the OPDC Board, increasing understanding and involvement of the OPDC's Board Members through the facilitation of a regular ongoing dialogue between them and members of the community. The Panel is not a sub-committee of the Board and has no delegated decision-making powers.

Membership: The Panel shall comprise up to three Board Members, appointed by the Chair of OPDC, and a representative nominated from the following stakeholder groups: Harlesden Neighbourhood Forum; Old Oak Neighbourhood Forum; St Quintin and Woodlands Neighbourhood Forum; Friends of Wormwood Scrubs; The Island Site Residents Association (TITRA); Wells House Road Residents Association; Wesley Estate Residents Association; and Shaftesbury Gardens / Midland Terrace Residents Group. Resident membership shall be reviewed from time to time and may be updated subject to the establishment of other groups in the geographical area.

Chair: The Panel shall be co-chaired by the Chair of OPDC and the Chief Executive of OPDC. In the absence of both the co-chairs at a Panel meeting, the remaining Members present shall elect one of the OPDC Board Members or staff member to chair the meeting.

In attendance:

Director of Planning or their representative

Executive Director of Delivery or their representative

Director of Communications, Engagement and Strategy or their representative

Any Board Member may attend as an observer

Other OPDC officers or advisers shall attend for all or part of the meeting dependent on business

Other external stakeholders (for example representatives of HS2) shall attend for all or part of the meeting dependent on business.

Secretary: Secretarial and administrative support shall be provided by OPDC officers.

Quorum: Four members of the Panel or, if greater, one third of the number of members.

Frequency of meetings

1. The Panel will meet at least eight times a year or at such greater frequency as determined by the Panel co-chairs. Meetings shall take place every six weeks, with alternate meetings taking place 10 – 14 calendar days before the OPDC Board meets.

Purpose of the Panel

2. To provide a regular channel of communication and dialogue between the local community and OPDC Board Members and senior management, meeting with local residents nominated from established organisations (both existing and future) in the OPDC area.
3. To enable issues of concern to local people to be elevated to OPDC Board level in a timely and constructive fashion, improving trust between all parties and ensuring that resident views are heard.

Terms of Reference

4. The Panel will capture and share insights from the community with the aim of increasing understanding and involvement of the OPDC's Board Members.
5. The Panel will report to each Board meeting through the Chief Executive Officer's report.
6. The Panel shall periodically review its own performance, constitution and terms of reference to ensure it is operating effectively. This shall include a review of Panel membership.

Procedural arrangements

7. The agenda will be prepared by OPDC officers and shared with resident representatives for their review and input. It will reflect a selection of key public items being discussed at Board meetings, potentially also including a section to answer specific questions – with a request that these are submitted in advance in good time to allow them to be answered effectively.
8. Agendas, meeting notes/minutes and any reports will be made available on the OPDC website via a dedicated page.
9. Unless otherwise agreed, notice to each Panel member confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each Panel member and any other person required to attend no later than five (5) working days before the date of the meeting. Supporting papers shall be sent to Panel Members and to other attendees as appropriate at the same time.
10. The Panel administrator or a nominated deputy shall minute the proceedings and resolutions of all Panel meetings, including recording the names of those present and in attendance.
11. The Panel administrator shall promptly circulate the minutes of the meetings to all Panel Members.
12. Resident representative members of the Panel shall be entitled to receive financial remuneration for their time commitment. Payment shall be made. Payment shall be made to the relevant association / forum and in line with the policy set out here: [Community Remuneration note 250709 DRAFT 2.docx](#).
13. Board members of the Panel are expected to prioritise attendance at those Panel meetings which take place 10 – 14 days before each Board meeting, with the expectation that the time commitment from Board Members will be around 4 hours per three-month cycle (this includes preparation time and attendance at the meeting). The other meeting in the cycle will be between representative representatives and OPDC senior officers, although Board representatives may attend if they wish.
14. All members of the Panel and those attending the meeting are expected to behave properly, treating all participants with dignity and respect. If, in the Chair's opinion

(including where it is brought to the Chair's attention by any person), this is disregarded, the Chair shall warn the person or persons concerned about their behaviour and shall additionally consider whether it would be appropriate to exclude that person(s) from the remainder of the meeting. It shall be at the Chair's discretion to decide whether it is appropriate to ask the transgressor(s) to explain or apologise for their behaviour and whether an undertaking from the transgressor not to repeat their misconduct is sufficient in the circumstances.

Amendments

15. Any of these procedures and terms of reference may be altered or amended from time to time by resolution of the Panel.

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Changes from previous version	N/A - new document
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Senior owner	Chief Executive Officer
Document owner	Head of Governance