

# **Redditch Holocaust Memorial Day Committee Constitution- DRAFT 2021**

## **Aims:**

- To advise Redditch Borough Council on the civic remembrance of Holocaust Memorial Day (HMD) in Redditch – the international day on 27<sup>th</sup> January (the anniversary of the liberation of Auschwitz-Birkenau) to remember the six million Jews murdered during the Holocaust, alongside the millions of other people killed under Nazi Persecution and in genocides that followed in Cambodia, Rwanda, Bosnia and Darfur.
- To support the design, organisation and delivery of the civic event to mark Holocaust Memorial Day.
- To promote and encourage the involvement of the wider community in any activities linked to the themes of Holocaust Memorial, in addition to the civic obligations that Redditch Borough Council has.
- To support opportunities for the community to learn, reflect and remember together.

## **Membership:**

The Redditch Holocaust Memorial Day Committee will consist of designated Redditch Borough elected members, members from the Redditch community\* and Redditch Borough Council Officers from the Events and Policy Teams.

Community membership will be in a voluntary capacity and any new members are to be agreed by the Committee.

## **Equal Opportunities:**

Redditch Holocaust Memorial Day Committee will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, gender identity, religious or political belief, pregnancy or maternity, marital status or age\*

\*membership of the Committee will be open to those 16 and over; under 16's can become members if they are accompanied by a responsible adult.

## **Roles & Responsibilities:**

**All members-** work towards the delivery of the aims of the Committee, ensuring that they treat other Committee members with respect at all times, in line with the Seven Principles of Public Life 1995 (otherwise known as the Nolan Principles). These principles are:

- |                  |              |
|------------------|--------------|
| • Selflessness   | • Openness   |
| • Integrity      | • Honesty    |
| • Objectivity    | • Leadership |
| • Accountability |              |

[The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**Chair-** a Redditch Borough Councillor, the elected Chair of the Redditch Holocaust Memorial Steering Group (appointed at RBC AGM)

**Vice Chair-** a Redditch Borough Councillor, the elected Vice Chair of the Redditch Holocaust Memorial Steering Group (appointed at RBC AGM)

**Minutes/Admin/Sign-off for decisions-** this role will be undertaken by the Redditch Borough Council Policy Team. They will coordinate information, minute taking and communication between members of the Committee and elected members; minutes will be sent to all members of the Committee, the Leader of the Council, the Deputy Leader of the Council, and the Portfolio Holder. Sign-off for any decisions (relating to the Civic Event only) will be done in agreement with the Chair of the Committee and advanced to the Executive Committee for final sign-off if required.

**Finance-** the budget for activities is held by the Redditch Borough Council Events Team.

**Events coordination-** this will be undertaken by the Redditch Borough Council Events Team, activities include:

- Programming the Civic Event (in line with the decisions of the Committee) and producing an Event Management Plan
- Support for additional community driven online content, outside of civic obligations
- Contact point for schools/community groups who are also commemorating HMD and link where it complements the Civic Event, whilst also supporting school/community engagement outside the civic event, as appropriate.
- Liaising with communications/print room to print the leaflet/posters, plan social media content, HMD website
- Coordination of the readings
- Booking the venue and liaising with presenters, partners (including the market) and contractors (e.g. PA company, photographer, florist) as required
- On the day set-up and management of the event (based on the Event Management Plan):
  - providing stewards for the day
  - arranging refreshments as required
  - updating placards
- Coordinating health and safety requirements (including risk assessment)
- Managing the budget

**Civic Event obligations:**

- Invitation of local leaders, including:
  - Member of Parliament
  - Leader of the Council
  - Mayor
  - Other dignitaries as appropriate
- Processional walk to the Holocaust Memorial
- The lighting of the candle
- Wreath laying
- Appropriate readings

**Meetings:**

The Committee will meet (in person or remotely) monthly as required to plan for Holocaust Memorial Day, from September through to February (post-event de-brief).

Communication (coordinated by the Borough Council) between meetings will take place by email.

**Rules of Procedure for Meetings:**

Redditch Borough Council officers will work with the Chair to agree an agenda for each meeting.

All items on the agenda will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to. Where consensus cannot be reached, officers will work with the Chair to bring an amended item to the next meeting. If consensus cannot be reached, the decision will rest with the Chair (in relation to the Civic Event only).

Minutes will be taken for each meeting and distributed to the members of the Committee, plus the Leader of the Council, the Deputy Leader of the Council, and the Portfolio Holder, prior to the next meeting.

Meetings will take place in private, however, minutes will be made available to the public if requested.

Agreed **TBC 2021**