

Council (Annual) Supplemental Summons

Date: Thursday 18 May 2023

4. **Civic Functions** (Pages 3 - 6)
To receive any communications from the newly elected Mayor as to the Civic Functions for 2023/24.
11. **Appointment of Chairs to Committees** (Pages 7 - 10)
To receive a report of the Director of Legal and Governance Services seeking Council approval to the appointment of Chairs of Committees for the Municipal Year 2023/24.
13. **Calendar of Meetings 2023/24** (Pages 11 - 34)
Report of the Interim Director of Legal and Governance Services
16. **Constitution Update** (Pages 35 - 64)
Report of the Interim Director of Legal and Governance

Scan this code for the electronic agenda:



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ANNUAL COUNCIL 18 MAY 2023

CIVIC FUNCTIONS

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ANNUAL COUNCIL & MAYOR MAKING – THURSDAY 18 MAY 2023

DATES OF FORTHCOMING CIVIC EVENTS:-

Sun 11 June – 3pm - Harrow’s Coronation Service – Borough Church of St Mary, Harrow on the Hill

Sun 2 July – 10.30am - Annual Civic Service – Borough Church of St Mary, Harrow on the Hill

Sun 17 Sep – 11am – Battle of Britain Commemoration Service, St John’s Church, Stanmore

October date tbc – Civic Wreath Laying at Harrow Memorials around the Borough

Sun 12 Nov – 10.30am for 11am – Remembrance Parade & Service – Harrow Town Centre – exact venue tbc.

New Year's Day 2024 London Parade, Central London

Mayoress’s Ball – date tbc

Civic Service of Thanksgiving for Mayoral Year – date tbc

**We would be grateful if you could ‘save these dates’ – further details to follow nearer each event
In the meantime, please ring the Mayor’s Office: 07840 638513 if you have any queries at all.**

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ANNUAL COUNCIL 18 MAY 2023

APPOINTMENT OF CHAIRS TO COMMITTEES

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Report for: **Annual Council**

Date of Meeting:	18 May 2023
Subject:	Appointment of Chairs to Council Committees
Exempt:	No
Enclosures:	None

Summary

- 1.1 This report sets out the nominations for appointment to Chairs of Council Committees.
- 1.2 Members of Council are requested to consider the nominations and elect a Chair for each relevant Committee.

<u>Committee</u>	<u>Nominee (Conservative Group)</u>	<u>Nominee (Labour Group)</u>
Governance, Audit, Risk Management and Standards	Councillor Kanti Rabadia	-
Health and Wellbeing Board	Councillor Paul Osborn	-
Licensing and General Purposes	Councillor Susan Hall	-
Overview and Scrutiny	Councillor Amir Moshenson	-
Planning	Councillor Marilyn Ashton	-
Pension Fund	Councillor David Ashton	-

FOR DECISION

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ANNUAL COUNCIL
18 MAY 2023

Calendar of Meetings 2023/24

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Report for: Council

Date of Meeting:	18 May 2023
Subject:	Calendar of Meetings 2023/24
Responsible Officer:	Jessica Farmer, Interim Director of Legal & Governance Services
Exempt:	No
Wards affected:	All
Enclosures:	Appendix 1 – Calendar of Meetings

Summary and Recommendations

This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2023/24.

Recommendation:

Council is requested to approve the Calendar of Meetings for the Municipal Year 2023/24.

Introduction

The Calendar of Meetings provides the framework for the Council's democratic processes.

The draft Calendar for 2023/24 follows the pattern established for 2022/23 where possible, other than those changes which are necessary as a result of public holidays, school terms, and religious festivals.

The Calendar makes no specific allowance for Members' commitments at the annual national party conferences or the Local Government Association General Assembly and Conference.

A draft of the proposed Calendar for the Municipal Year 2023/24 was provided to all Groups in advance of this meeting.

Options

No other options were considered as it is considered prudent to have a programme in place and to follow the pattern of meetings from previous years.

Legal Implications

The functions which are the subject of this report are matters for Council to determine.

Financial Implications

There are no financial implications associated with this report.

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below.

N/A

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Meetings not arranged to meet the business and governance requirements of the Council	Consultation with the Leader, Unions and Officers Special Meetings can be arranged in accordance with the Constitution	Green

Equalities implications / Public Sector Equality Duty

Was an Equality Impact Assessment carried out?

No equalities impact assessment has been carried out. However, the Calendar takes account of religious days and, where possible, no meetings are held on those days and all Members were consulted on their observance of religious festivals.

Council Priorities

The publication of a transparent Calendar of Meetings in relation to decision making at committees provides clear information on opportunities that are available to attend and listen to debates and to participate through the avenues of Petitions, Public Questions and Deputations.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed on behalf of the Chief Financial Officer

Date: 5 May 2023

Statutory Officer: Jessica Farmer

Signed by the Monitoring Officer

Date: 12 May 2023

Section 4 - Contact Details and Background Papers

Contact: Vishal Seegoolam, Democratic, Electoral & Registration Services Manager vishal.seegoolam@harrow.gov.uk

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Committee Calendar Summary 2023/24

Meeting	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Council	18/5	28/9, 30/11	22/2	16/5
Cabinet	25/5, 29/6, 20/7	14/9, 26/10, 16/11	5/12, 18/1, 15/2	14/3, 18/4, 21/5
Advisory Panels:				
Corporate Parenting	7/6	17/10	24/1	26/3
Harrow Business Consultative	-	-	23/1	-
Planning Policy	13/7	18/9, 2/11	5/2	21/3
Traffic and Road Safety	11/7	31/10	6/2	
Consultative Forums:				
Employees'	-	8/11	10/1	
Governance, Audit, Risk Management And Standards Committee	23/5, 5/7	20/9	29/11, 31/1	3/4
Health and Wellbeing Board	22/6	13/9, 2/11	25/1	20/3
Licensing and General Purposes Committee	18/5 (Sp)	-	-	16/5 (Sp)
Licensing & General Purposes Subsidiary Bodies:				
Chief Officers' Employment	AD HOC			
Licensing	AD HOC			
Personnel Appeals	AD HOC			

Meeting	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Overview & Scrutiny Committee	18/5 (Sp), 6/6, 3/7 (Sp)	12/9, 7/11	9/1 (Sp), 13/2	9/4, 16/5 (Sp)
Scrutiny Sub-Committees:				
Health and Social Care	20/6	14/12	-	5/3
Performance and Finance	18/7	12/12	-	27/3
Call-In	AD HOC			
Call-In (Education)	AD HOC			
Pension Board	12/7	30/10	11/12	18/3
Pension Fund Committee	21/6	19/9	21/11	12/3
Planning Committee	24/5, 28/6, 19/7	6/9, 27/9, 22/11	13/12, 17/1, 14/2	13/3, 17/4, 22/5
Portfolio Holder Decision Meeting	17/8 (provisional)			
Standing Advisory Council for Religious Education	27/6	26/9	6/12	6/3
Other Meetings:				
Group Meetings:				
Council	11/5(C)/15/5(L), 10/7	21/9, 23/11(C)/ 27/11(L)	19/2	9/5(C)/14/5(L)
Cabinet	22/5, 22/6(C)/ 26/6(L), 17/7	5/9(C)/11/9(L) 12/10(C)/19/10(L) 9/11(C)/13/11(L)	4/12, 11/1, 8/2(C)/12/2(L)	7/3(C)/11/3(L) 11/4(C)/ 15/4(L), 20/5(C)
Member Training	12/6, 24/7	23/10, 6/11	29/1, 26/2	19/3, 8/4
Trading Standards Joint Advisory Board	14/6	1/11	-	20/3
West London Waste Authority	23/6 (+ Audit)	22/9	1/12	-

Calendar of Meetings

1 May 2023 - 31 May 2024

May 2023

Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Public Holiday	2	3	4	5	6 King Charles III's Coronation
7	8 VE Day Public Holiday	9	10	11 Conservative Group Meeting	12	13
14	15 Labour Group Meeting	16	17	18 Annual Council Licensing & General Purposes Committee (Special) Overview & Scrutiny Committee (Special) Ascension Day	19	20
21	22 Group Meetings	23 Governance, Audit, Standards and Risk Management Committee	24 Planning Committee	25 Cabinet Eve of Shavuot	26 Shavuot - First Day	27 Shavuot - Second Day
28 Pentecost	29 Whit Monday Public Holiday	30	31	Half Term		

April 2023						
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June 2023

Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Half Term		
4 Trinity Sunday	5	6 Overview & Scrutiny Committee	7 Corporate Parenting Panel	8 Corpus Christi	9	10
11	12 Member Training	13	14 Trading Standards Joint Advisory Board	15	16	17
18	19	20 Health & Social Care Scrutiny Sub-Committee	21 Pension Fund Committee	22 10.00 am Health & Wellbeing Board Conservative Group Meeting	23 West London Waste Authority (+ Audit)	24
25	26 Labour Group Meeting	27 SACRE	28 Planning Committee	29 Cabinet Eid-al-Adha St Peter & St Paul's Day	30	

May 2023						
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July 2023						
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July 2023

Calendar 2023-24

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2	3 Overview & Scrutiny Committee (Leader & CE Q&A) (Special – Committee Procedure Rules 43 & 44)	4 LGA General Assembly (4 – 6 July 2023)	5 Governance, Audit, Risk Management & Standards Committee	6	7	8																																																																																																	
9	10 Group Meetings	11 Traffic & Road Safety Advisory Panel	12 Pension Board	13 Planning Policy Advisory Panel	14	15 VJ Day																																																																																																	
16	17 Group Meetings	18 Performance & Finance Scrutiny Sub-Committee	19 Planning Committee Muharram	20 Cabinet	21 School term ends	22																																																																																																	
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August 2023

Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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6	7	8	9	10	11	12
13	14	15 Assumption	16	17 Portfolio Holder Decision Meeting (Provisional) (for any Urgent Key Decisions)	18	19
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27	28 Public Holiday	29	30	31		

July 2023						
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September 2023

Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 School term starts	5 Conservative Group Meeting	6 Planning Committee	7 Janmashtami	8	9
10	11 Labour Group Meeting Jain Paryushan	12 Overview & Scrutiny Committee	13 10.00 am Health & Wellbeing Board Harrow's Heroes	14 Cabinet	15 Battle of Britain Day Eve of Rosh Hashanah	16 Rosh Hashanah – First Day
17 Rosh Hashanah – Second Day	18 Planning Policy Advisory Panel	19 Pension Fund Committee	20 Governance, Audit, Risk Management & Standards Committee	21 Group Meetings	22 West London Waste Authority	23
24 Eve of Yom Kippur	25 Yom Kippur	26 SACRE	27 Planning Committee Milad Un Nabi	28 Council	29 Eve of Sukkot	30 Sukkot – First Day

August 2023						
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October 2023

Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Note: Conservative Party Annual Conference 1 - 4 October Sukkot – Second Day	2	3	4	5	6 Sukkot – Last Day	7_i
8 Note: Labour Party Annual Conference 8-11 October	9	10	11	12 Conservative Group Meeting	13	14
15 Navaratri (15–24 Oct)	16	17 Corporate Parenting Panel	18	19 Labour Group Meeting	20	21
22	23 Member Training	24 Navaratri ends	25	26 Cabinet	27	28
Half Term						
29	30 Pension Board	31 Traffic & Road Safety Advisory Panel				

September 2023						
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November 2023

Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Trading Standards Joint Advisory Board All Saints' Day	2 10.00 am Health & Wellbeing Board Planning Policy Advisory Panel	3	4
5	6 Member Training	7 Overview & Scrutiny Committee	8 Employees' Consultative Forum	9 Conservative Group Meeting	10	11 Armistice Day
12 Diwali Remembrance Day	13 Labour Group Meeting	14	15	16 Cabinet	17	18
19	20	21 Pension Fund Committee	22 Planning Committee	23 Conservative Group Meeting	24	25
26	27 Labour Group Meeting	28	29 Governance, Audit, Risk Management & Standards Committee	30 Council St Andrew's Day		

October 2023						
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December 2023

Calendar 2023-24

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					1 West London Waste Authority	2																																																																																																
3 Advent Sunday	4 Group Meetings	5 Cabinet	6 SACRE	7 Eve of Hanukkah	8 Hanukkah – First Day	9																																																																																																
10	11 Pension Board	12 Performance & Finance Scrutiny Sub-Committee	13 Planning Committee	14 Health & Social Care Scrutiny Sub-Committee	15 Hanukkah – Last Day	16																																																																																																
17	18	19	20	21 School Term ends	22	23																																																																																																
24	25 Christmas Day Public Holiday	26 Boxing Day Public Holiday	27	28	29	30																																																																																																
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January 2024

Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day Public Holiday	2	3	4	5	6
7	8 School Term starts	9 Overview & Scrutiny Committee (Leader & CE Q&A) (Special – Committee Procedure Rules 43 & 44)	10 Employees' Consultative Forum	11 Group Meetings	12	13
14	15 Tamil Thai Pongal	16	17 Planning Committee	18 Cabinet	19	20
21	22	23 Harrow Business Consultative Panel	24 Corporate Parenting Panel	25 10.00 am Health & Wellbeing Board Tu B'Shevat	26	27 Holocaust Memorial Day
28	29 Member Training	30	31 Governance, Audit, Risk Management & Standards Committee			

December 2023						
S	M	T	W	T	F	S
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February 2024						
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February 2024

Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Planning Policy Advisory Panel	6 Traffic & Road Safety Advisory Panel	7	8 Conservative Group Meeting	9	10 Chinese New Year
11	12 Labour Group Meeting	13 Overview & Scrutiny Committee	14 Planning Committee	15 Cabinet	16	17
Half Term						
18	19 Group Meetings	20	21	22 Council (Council Tax)	23	24
25	26 Member Training	27	28	29		

January 2024						
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March 2024						
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31						

March 2024

Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 St David's Day	2
3	4	5 Health & Social Care Scrutiny Sub-Committee	6 SACRE	7 Conservative Group Meeting	8 Maha Shivaratri	9
10 Ramadan starts	11 Labour Group Meeting	12 Pension Fund Committee	13 Planning Committee	14 Cabinet	15	16
17 St Patrick's Day	18 Pension Board	19 Member Training	20 10.00 am Health & Wellbeing Board Trading Standards Joint Advisory Board	21 Planning Policy Advisory Panel	22	23
24 Purim Palm Sunday	25 Holi	26 Corporate Parenting Panel	27 Performance & Finance Scrutiny Sub-Committee	28 Maundy Thursday School term ends	29 Good Friday Public Holiday	30
31 Easter Sunday						

February 2023						
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April 2024						
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28	29	30				

April 2024

Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Easter Monday Public Holiday	2	3 Governance, Audit, Risk Management & Standards Committee	4	5	6
7	8 Member Training	9 Overview and Scrutiny Committee	10 Eid-al-Fitr	11 Conservative Group Meeting	12	13 Vaisakhi
14	15 Labour Group Meeting School term starts	16 Rama Navami	17 Planning Committee	18 Cabinet	19	20
21 Mahavir Jayanti	22 Eve of Passover	23 St George's Day Passover – First Day	24 Passover - Second Day	25 Passover - Third Day	26	27
28 Eve of Seventh Day of Passover	29 Passover – Seventh Day	30 Passover – Eighth Day				

March 2024						
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May 2024						
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May 2024

Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 GLA / London Mayoral Elections (Prov)	3	4
5	6 Public Holiday	7	8 VE Day	9 Conservative Group Meeting Ascension Day	10	11
12	13	14 Labour Group Meeting	15	16 Annual Council Licensing & General Purposes Committee (Special) Overview & Scrutiny Committee (Special)	17	18
19 Pentecost	20 Conservative Group Meeting Whit Monday	21 Cabinet	22 Planning Committee	23	24	25
26 Trinity Sunday	27 Public Holiday	28	29	30 Corpus Christi	31	
Half Term						

April 2024						
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28	29	30				

June 2024						
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30						

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ANNUAL COUNCIL 18 MAY 2023

Constitution Update

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Report for: Council

Date of Meeting:	18 th May 2023
Subject:	Constitution Update
Responsible Officer:	Jessica Farmer, Interim Director of Legal & Governance Services
Exempt:	No
Wards affected:	All Wards
Enclosures:	Appendix A Part 3A of the constitution Appendix B Part 3 B of the constitution

Section 1 – Summary and Recommendations

This report sets out amendments to the constitution to reflect legislative requirements.

Recommendations:

That:

- (1) Council amends the allocations of responsibilities parts of the constitution as attached at Appendix A and B.
- (2) That authority is given to the Monitoring Officer to make these changes to the constitution.

Section 2 – Report

- 2.1 Since reviewing the legislation for work on another constitution it is considered that improvements can be made in drafting to better and more literally reflect the legalisation regarding executive functions.
- 2.3 The amendments have been considered by members of the Constitution Review Working Group by email.

Legal Implications

- 3.1 s 9E of the Local Government Act 2000 (as amended by the Localism Act 2011) provides as follows:

9E Discharge of functions: general

(1) ... any functions which, under executive arrangements, are the responsibility of— ... (b) a leader and cabinet executive are to be discharged in accordance with this section.

(2) The senior executive member [who is defined as the leader in subs (8)]—

(a) may discharge any of those functions, or

(b) may arrange for the discharge of any of those functions— (i) by the executive, (ii) by another member of the executive, (iii) by a committee of the executive, (iv) by an area committee, or (v) by an officer of the authority.

Financial Implications

- 4.1 The amendments to the constitution will be contained within existing budgets.

Risk Management Implications

5.1 The drafting amendments will better reflect the legislation.

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below. **n/a**

Risk Description	Mitigations	RAG Status
That the changes do not improve the interpretation of the constitution.	<ul style="list-style-type: none">The changes are a more literal and clear interpretation of the legislation.	Green

Equalities implications / Public Sector Equality Duty

Was an Equality Impact Assessment carried out? **No**

If no, state why an EqIA was not carried out below:

There are no equalities implications with the suggested proposal.

Council Priorities

The suggested proposal contributes towards all the Council's corporate priorities by clarifying the rules within the constitution.

- 1. A council that puts residents first**
- 2. A borough that is clean and safe**
- 3. A place where those in need are supported**

Section 3 - Statutory Officer Clearance

Statutory Officer: Dawn Calvert

Signed by the Chief Financial Officer

Date: 16/05/2023

Statutory Officer: Jessica Farmer

Signed by the Monitoring Officer

Date: 16/05/2023

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

Section 4 - Contact Details and Background Papers

Contact: Vishal Seegoolam, Democratic, Electoral & Registration Services Manager, 020 8424 1158

Background Papers: None.

Terms of Reference and Delegation of Duties to the Cabinet, Portfolio Holders Advisory Panels and Consultative Forums

The Leader may discharge any executive function or arrange for the discharge of any executive function:

- (1) by the cabinet,
- (2) by another member of the cabinet,
- (3) by a committee of the cabinet,
- (4) by an area committee, or
- (5) by an officer of the authority.

The sections below and the Officer Allocation of Responsibilities outline how the Leader has decided that those functions should be exercised.

Executive (Cabinet)

The Executive will exercise all of the local authority functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution.

The Cabinet Executive will have responsibility for approving plans which are not the responsibility of Council and any other non-statutory plans that, from time to time, may be considered their responsibility.

The Cabinet is responsible for the following functions:

- (1) Development of proposals for the budget (including the capital and revenue budgets, the fixing of the Council Tax Base, and the level of Council Tax) and the financial strategy for the Council;
- (2) Monitoring the implementation of the budget and financial strategy;
- (3) Recommending major new policies (and amendments to existing policies) to the Council for approval as part of the Council's Policy Framework and implementing those approved by Council;
- (4) Management of the Council's Capital Programme and Strategy;

All key decisions – namely:

- (5) an executive decision which is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the budget for the service or function to which the decision relates; or

- (6) an executive decision which is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough;
- (7) a decision is significant for the purposes of (i) above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question;
- (8) award of contracts over £500,000 and all matters reserved to the Executive under the Contract Procedure Rules;
- (9) virements between budgets as required by the Financial Regulations;
- (10) making all non-key decisions which are referred to the Executive by the relevant Portfolio Holder or Corporate Director;
- (11) Determination of recommendations and references from the Council or any of its Committees or sub-committees and which the Cabinet considers are appropriate for collective decision;
- (12) Approval of HRA Rents.

Cabinet Members' (Portfolio Holders) appointment and term of office

Other Executive Members shall be appointed to the Executive by the Leader and shall continue in their roles on the Executive until one of the following circumstances applies:

- (a) in the case of the Deputy Leader; the end of the term of office of the Leader
- (b) they resign from office; or
- (c) they are no longer Councillors; or
- (d) the Leader makes changes to the roles of Members of the Executive, or
- (e) they are removed from office by the Leader.

Vacancies in the Executive

If at any time a Member ceases to be a Member of the Executive, the responsibilities of that Member shall be carried out by the Leader ~~Executive collectively~~ until such time as the Leader has appointed a replacement, or where appropriate, re-appointed the Member concerned.

In the event that all Members of the Executive are removed or have been disqualified from office, the Head of Paid Service shall, in the interim, carry out the Executive functions.

Temporary Absence of Leader or other Portfolio Holder

In the temporary absence of the Leader or other Portfolio Holder, decisions may be taken in accordance with the Scheme of delegation relating to Portfolio Holders set out in [the Leader's Scheme of Delegation](#) ~~Part 3 of the Constitution~~ and the Delegated Power of Portfolio Holders in the Appendix to the Executive Procedure Rules). Special Provision to take urgent action in an election year

- (a) That following a Borough Election and until the day of the Annual Council Meeting the Leader or a Portfolio Holder will, if the political group to which they belong do not have a majority of members on the Council, consult and ensure consensus with the Leaders of one or more other groups that together form a majority of members on the Council;
- (b) That following a Borough Election and until the day of the Annual Council Meeting, if the Leader is not re-elected as a Councillor, the powers of the Leader shall be exercised by the Head of Paid Services in consultation with all group Leaders.

Proceedings of the Executive

Proceedings of the [Cabinet Executive](#) will take place in accordance with the Executive Procedure Rules set out in Part 4 of this Constitution.

Portfolio Holders Assistants

Non-Executive Councillors may be appointed as Portfolio Holder Assistants [by the Leader](#). Portfolio Holder Assistants may not exercise any of the powers of a Portfolio Holder nor act in the absence of the Portfolio Holder. Confirmation of the appointment of any Portfolio Holder Assistant must be given by the [Leader Executive](#) at the next meeting of Cabinet.

Role and Areas of Responsibility of Portfolio Holders (Cabinet Members)

General Responsibilities

- (1) All Portfolio Holders are responsible for the effective management and delivery of executive functions within their area of responsibility and within the following framework:
 - The Council's overall strategic, corporate and policy objectives and all statutory and other plans and strategies approved by the Council the approved revenue and capital budgets
 - The law and the Council's Constitution
 - The decisions made at full meetings of the Cabinet.
- (2) All Portfolio Holders share the responsibility for ensuring:

- The development, co-ordination, promotion and implementation of the Council's statutory plans and strategies and for the setting of the Council's Objectives;
- That the Council delivers value for money in all that it does;
- The delivery of Public Health responsibilities;
- The oversight, development, monitoring and promotion of all executive services provided by the Council within the appropriate performance management framework;
- That suitable and proper arrangements are made for the procurement, development, monitoring and promotion of all services relating to executive functions, which are provided under contract to the Council;
- The promotion of the interests of the Borough, and of all the residents, businesses, other organisations and stakeholders within Harrow;
- That the Council takes a community leadership role across the public, voluntary and business sectors involving the development of good and effective working links with all sectors;
- The promotion and implementation of an effective equal opportunities policy;
- The promotion of services which are sustainable, improve community cohesion and community safety, make for more open government, provide opportunities for resident participation in delivering outcomes and include new methods of community engagement;
- That proper arrangements are made for consultation and participation with residents and service users in decision making;

The Leader of the Council

The Leader of the Council shall have the following responsibilities:

- When present to chair meetings of the Cabinet;
- Appoint and dismiss Portfolio Holders and the Deputy Leader
- Appoint to and dismiss from committees of the Cabinet
- Determine from time to time the roles and areas of responsibility of Portfolio Holders and set out their scheme of delegation for executive functions
- In the absence of a Portfolio Holder, or on written notice to the Monitoring Officer at Portfolio Holder, to exercise any of that Portfolio Holder's functions

themselves or arrange the discharge of those functions by another Portfolio Holder or a Corporate Director

- Champion the Borough locally, nationally and internationally and act as an advocate for its residents
- Lead the development and implementation of the Council's Corporate Plan and Budget
- Liaise with Government Departments, the Greater London Authority, London Councils, West London Alliance and other local, sub-regional and public bodies
- Ensure that the decisions and activities of the Council comply with the highest possible ethical standards and that all Members of the Council adhere to the Code of Conduct.
- To oversee the arrangements for all civic and ceremonial matters.

Deputy Leader of the Council

The Deputy Leader of the Council shall have overall responsibility for:

- Undertaking the responsibilities and delegated powers of the Leader of the Council, to the extent permitted by the Constitution, in the absence of the Leader;
- The chairing of meetings of the Executive in the absence of the Leader of the Council.

The Leader has appointed the following Portfolio Holders:

Portfolio Holder for Planning and Regeneration

Portfolio Holder for Adult Services and Public Health

Portfolio Holder for Business, Employment and Property

Portfolio Holder for Children's Services

Portfolio Holder for Community and Culture

Portfolio Holder for Environment & Community Safety

Portfolio Holder for Finance & Human Resources

Portfolio Holder for Housing

Portfolio Holder for Performance, Communications and Customer Experience

Details of the terms of reference of each Portfolio Holder can be found in the Portfolio Holder Terms of Reference Document

Insert link

3B Delegations to the Head of Paid Service Corporate Directors and Statutory Officers

This Scheme sets out those delegations made to the Head of Paid Service and Corporate Directors whether by the Council or by Cabinet (the Executive). The Scheme also sets out the powers of the Statutory Officers of the Council.

The Head of Paid Service, Corporate Directors and Statutory Officers may (where statute allows this) further delegate responsibility for matters to officers within their departments. These delegations must be in writing.

All delegated powers are derived from either the Council or Executive. The source of each delegation is specified in the Scheme. The Leader may discharge any executive function or arrange for the discharge of any executive function:

- (a) by the Cabinet ,
- (b) by another member of the Cabinet ,
- (c) by a committee of the Cabinet ,
- (d) by an area committee, or
- (e) by an officer of the authority.

Council, Cabinet or Committees or the Leader -may reserve to themselves certain decisions that have been delegated to officers by giving notice to the relevant Corporate Director or the Head of Paid Service.

Nothing in in this scheme prevents the Leader from exercising the councils executive functions even if they have been delegated to others.

This does not extend to decisions that may only be carried out by statutory or authorised officers. All decisions taken under this paragraph must follow the access to information rules and there must be a written report with legal, financial and other professional officer clearance.

When any new power or duty is given to the Council and it is unclear where responsibility for that function lies, the exercise of that power or duty will be undertaken by the Head of Paid Service or relevant Corporate Director until the Council determines where the responsibility lies.

Role of the Corporate Leadership TeamBoard (CLTB)

The Head of Paid Service ~~Chief Executive~~, Corporate Directors, Monitoring Officer, Chief Finance Officer and Director of Adult Social Services are members of CLTB. All

officer reports must be considered by CLTB in draft form before being submitted to Cabinet.

The terms of reference of CLTB are as follows:

- Provide strategic leadership by:
 - Setting a clear direction of travel and vision for the organisation
 - Developing council strategies and policies
 - Developing a corporate view and key messages
 - Providing robust and constructive challenge
 - Facilitating political management of cross council and partnership issues
 - Enhancing/maintaining the reputation of the council
 - Having overview of the council's finances and budget
 - Having an overview of the council's governance arrangements e.g. legal and financial
- Consider and make decisions on council issues which need cross council input and/or ownership to deliver. These may be of particular high risk or complexity, or a priority in the corporate plan.
- Develop thinking at the beginning of a new policy or strategy to help set direction of travel.
- Collaborate on finding solutions to 'sticky' issues affecting the council or to improve services.
- Monitor corporate performance, budget and risk, and act as appropriate.

~~Role of the Building a Better Harrow Board (BBHB)~~

~~The Chief Executive, Corporate Directors, Monitoring Officer, Chief Finance Officer Director of Adult Social Services and Divisional Director, People Services Strategy are members of the BBHB. The terms of reference of the BBHB are as follows:~~

~~1. To provide a Strategic Regeneration Direction for London Borough of Harrow to include:~~

- ~~• Strategic Development & Council Lead Regeneration Plans~~
- ~~• Long, Medium and Short Term Council Regeneration Investment Strategy~~
- ~~• Wider Regeneration Programmes across the Council~~
- ~~• Commercial Management of Councils Investments Vehicles (including Concilium Group Ltd, Concilium Business Service Ltd trading as Smart Lettings, Concilium Assets LLP and Sancroft Community Care Ltd)~~
- ~~• Regeneration Programme - Build New Homes to provide long term income streams to the Council, Affordable Housing and Social Rental properties.~~

~~To provide Strategic Direction & Statutory Compliance of all Councils Assets:~~

- ~~• Asset Management Strategy (including Asset Rationalisation, Disposals and Best use of Councils Assets)~~

- ~~• Development of Corporate Landlord function (excluding Housing Assets)~~
- ~~• Development of Council Regeneration Investment Programme (including land assembly/acquisitions)~~
- ~~• Strategic Management of all Councils Contracts including PFI contracts.~~

~~2. To provide a wider Strategic Direction on the interactions within Council services to meet the Councils Ambition plan:~~

- ~~• Community Needs Strategy (including patterns of community need, Homelessness, Care provision, Education and Health)~~
- ~~• Economic Strategy (including Income Generation with new businesses, Business Retention and Rates, Homes, Employment, Apprenticeships and Improvement of Harrow Town Centres/High Streets/District Centres)~~
- ~~• Improving Civic offer and making the most efficient use of public buildings.~~

Principles of Delegation

1. Officers may exercise delegated powers provided that the matter:-

1.1 is covered by an approved policy

1.2 there are no unusual features

1.3 there are no political, controversial or other significant issues,

otherwise the matter should be referred to Members to determine.

2. In exercising delegated powers officers must:

2.1 Incur expenditure within approved estimates/limits.

2.2 Comply with the Council's Procedural Rules and Financial Regulations in force at the time.

2.3 Comply with any policy, plan or direction of the Council, the Leader, Cabinet or Committee.

2.4 Consult and where appropriate, and/or agree with other relevant officers.

2.5 Consult or refer the matter to the Head of Paid Service in appropriate cases.

2.6 Keep appropriate records and registers of decisions and report to Council, the Leader, Cabinet or Committee if required.

3. In using delegated powers, officers are accountable to the Council the Leader, or Cabinet or the Committee from which those delegated powers derive.

4. Acts of officers done under delegated powers are deemed to be acts of the Council.

5. Delegations exercised in relation to contracts must follow the Contract Procedure Rules in force at the time.

Non Executive Decision Procedure

The Head of Paid Service, Corporate Directors and Statutory Officers may be specifically authorised to take decisions on behalf of the Council or a Committee in cases of urgency or in relation to minor matters. In doing so the procedure set out below must be followed:

1. Urgent Non-Executive Decisions and Minor Matters

1.1 Matters which are the responsibility of Council

Subject to consultation with the Leader of the Council (or in his/her absence the Deputy Leader) and the leaders of the political groups or their nominees, the Head of Paid Service, Corporate Directors and Statutory Officers shall have the power to act on behalf of the Council in cases of urgency and on minor matters, where the urgent matter is of such a nature that it may be against the Council's interest to delay and where it is not practicable to obtain the approval of the Council. In the event of disagreement between the Members consulted, the matter must be referred to the Council. The safeguards in 1.3. below must be followed.

1.2 Matters which are the responsibility of Committees of the Council

Subject to consultation with the Chair of the relevant committee and the nominated members of the political groups or their nominees, the Head of Paid Service, Corporate Directors and Statutory Officers shall have the power to act on behalf of the Council in cases of urgency and on minor matters, where the urgent matter is of such a nature that it may be against the Council's interest to delay and where it is not practicable to obtain the approval of the Council Committee. In the event of disagreement between the Members consulted, the matter shall be referred to the Head of Paid Service who may take the decision after consultation with the Leaders of all political groups or their nominees, and if appropriate, with the statutory officers. The safeguards in 1.3. below must be followed.

1.3 Safeguards

The procedure must only be used when considered essential to achieving the efficient administration of the service and for urgent matters consideration must be given to whether the matter can wait until the next scheduled meeting or whether the calling of a special meeting can be justified.

The information in the report form must be given the same care and attention as a report to the committee or to Council. Councillors must be given all the information they need in order to fully consider the matter.

All decisions taken by officers under this delegated power must be reported for information to the next meeting of the appropriate committee.

For minor matters the subject matter:

- should not give rise to implication of a policy or resource nature for the authority;
- the cost of implementing the decision must not exceed agreed budgets; and
- the decision should not conflict with any plan or strategy agreed by the Council.

2. Urgent Executive Decisions and Minor Matters Procedure

Matters, which are the responsibility of the Cabinet

All executive decisions shall be referred to the Leader, Portfolio Holder or the Cabinet as appropriate for decision.

General

1. Where appropriate the Head of Paid Service may exercise any function delegated to any other officer, eg in case of absence.
2. Corporate Directors may exercise any function delegated to any other officer within their directorate.
3. Corporate Directors may exercise any function outside their directorate delegations delegated to them by the Head of Paid Service.
4. The Head of Paid Service and Corporate Directors have the general powers:

to manage and promote the services and functions for which they are responsible. This includes:

Delegated Powers	Source of Delegated Powers <u>Executive or Council side function</u>
<p>General</p> <p>3.1 Taking and implementing any decision required for operational effectiveness.</p>	Executive and Council
<p>3.2 Responding to consultation documents, which are considered appropriate to be dealt with at officer level. β</p> <p>The Leader or appropriate Portfolio Holder will deal with all other consultation responses</p>	Executive

3.3 Bid for external resources for services within their remit.	Executive
3.4 Liaise and develop partnerships with external agencies, Government departments and stakeholder organisations.	Executive
Financial	
3.5 Financial delegations are set out in the Financial Regulations	Council
Contracts	
3.6 Contractual Delegations are set out in the Contract Procedure Rules.	Executive
Human Resources	
3.7 To appoint, suspend and dismiss staff.	Council
3.8 To take any action under the Council's employment policies and procedures.	Council
3.9 To re-organise staff within their directorates subject to: <ul style="list-style-type: none"> ▪ Consultation with Head of Paid Service and Head of HR ▪ Where appropriate, consultation with staff and/or their representatives. ▪ Compliance with any relevant Council policies or procedures. ▪ No service policy implications. ▪ No expenditure in excess of budget. ▪ No growth in net expenditure beyond the current year. 	Council
3.10 To authorise absence leave and payments, including overtime, expenses, loans, and ex gratia payments subject to approval as set out in the Financial Regulations and the Council's Employment Policies.	Executive

3.11 To authorise training and development and associated matters.	Executive
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Individual Delegations	Source of Individual Delegated Powers <u>Executive or Council side function</u>
<p>Head of Paid Service</p> <p>1. To take any action necessary to ensure the effective and efficient management and operations of the Council. If following a Borough Election the Leader has not been elected as a councillor or, if re-elected, the political party of which they are a member does not have a majority on the Council, then until a Leader is appointed, the Head of Paid Service (in consultation with all Group Leaders) shall be authorised to take and implement any decision required for operational effectiveness of the Council but excepting any such responsibilities, duties and powers specifically reserved to any other person or body.</p>	Executive and Council
<p>2. To promote the importance of the ethical agenda and to sustain the highest standards of ethical behaviour on the part of the Council's officers in accordance with the Code of Conduct for Council Employees.</p>	Council
<p>3. To make any decision delegated to another officer.</p>	Executive and Council
<p>4. Act in minor or urgent matters where to delay for a Council meeting would not, in his/her opinion, be in the Council's interest, subject to written approval of the Leaders of the political groups. <u>β</u></p>	Council
<p>5. Act in minor or urgent matters where to delay for a Council committee meeting would not in his/her opinion, be in the Council's interests, subject to consultation</p>	Council

Individual Delegations	Source of Individual Delegated Powers <u>Executive or Council side function</u>
with the political groups or their nominees.β	
6. Following consultation with the Leader and Leader of the Opposition, to suspend the Monitoring Officer or Chief Finance Officer in cases of emergency as defined in the JNC procedure.	Council
7. Following consultation with the Leader and Leader of the Opposition, to refer matters of discipline (as defined in the disciplinary procedure) in respect of the Monitoring Officer or Chief Finance Officer to the Chief Officers' Employment Panel.	Council
8. To make payments or provide other benefits in cases of maladministration etc in accordance with s92 of the Local Government Act 2000.	Council
9. To take any action necessary to ensure the effective development and implementation of the Council's key strategies and services.	Executive and Council
10. To undertake any action necessary to ensure the effective development and implementation of the Council's Corporate Governance Framework.	Executive and Council
11. Representing the Council on partnership or external bodies as required (by Statute or Council).	Executive and Council

β **These The powers in 5 above** would be used only on production of a report, including financial and legal implications. All decisions taken using the **se** powers in 5 above must be reported to the next meeting of the relevant committee or Council.

<p>The Corporate Directors for Community, People and Resources</p> <p>All have the following delegated powers and duties</p>	
<p>1. To take any action necessary to ensure the effective and efficient management of their directorate</p>	<p>Council and Executive</p>
<p>2. To act in minor or urgent matters where to delay to a Council Committee meeting would not, in his/her opinion, be in the Council's interest, subject to consultation with the Chief Executive and Leaders of the political groups or their nominees. β</p>	<p>Council</p>
<p>3. To take any action necessary to ensure the effective development and implementation of the Council's key strategies and services relating to their directorate.</p>	<p>Council and Executive</p>
<p>4. To undertake any action necessary to ensure the effective development and implementation of the Council's Corporate Governance Framework.</p>	<p>Council and Executive</p>
<p>Director of Legal and Governance Services</p> <p>1. To institute, defend or participate in any legal proceedings, in any Court or Tribunal and in any case where such action is necessary to give effect to decisions of the Council, or in any case where they consider that such action is necessary to protect the Council's interests.</p>	<p>Council</p>
<p>2. To delegate to any officer authority to institute defend or participate in any legal proceedings, in any Court or Tribunal and in any case where such action is necessary to give effect to decisions of the Council, or in any case where they consider that such action is necessary to protect the Council's interests.</p>	<p>Council</p>

<p>3. To sign any document necessary to any legal proceedings or proceedings on behalf of the Council unless another person is otherwise authorised by them or by the Council, or required to do so by an enactment.</p>	<p><u>Council and Executive</u></p>
<p>4. To authorise officers to appear in Court on the Council's behalf.</p>	<p>Council</p>
<p>5. To act as the proper officer for the purposes of Births, Deaths and Marriages, Elections, Key Decisions Schedule and other appropriate legislative requirements.</p>	<p>Council</p>
<p>6. To undertake any action necessary to ensure the effective development and implementation of the Council's Corporate Governance Framework.</p>	<p>Council and Executive</p>
<p>7. To authorise the affixing of the Council's seal and execution of deeds.</p>	<p>Council and Executive</p>
<p>8. To keep the Common Seal of the Council in a safe place.</p>	<p>Council</p>
<p>9. To witness, or authorise others to witness, the affixing of the Common Seal to those documents which, in his or her opinion, should be sealed.</p>	<p>Council</p>

Statutory Officers

Head of Paid Service	Statutory Source of Function
1. Duty to prepare a report setting out proposals on the following matters: <ul style="list-style-type: none"> a. the manner in which the discharge by the authority of their different functions is co-ordinated; b. the number and grades of staff required by the authority for the discharge of their functions; c. the organisation of the authority's staff; d. the appointment and proper management of the authority's staff 	Sections 4 Local Government and Housing Act 1989
2. Duty to arrange for a copy of the report to be sent to each member of the authority	Section 4 Local Government and Housing Act 1989
3. Arrange for the authority to consider the report at a meeting held not more than three months after copies are first sent to members of the authority.	Section 4 Local Government and Housing Act 1989
4. All staff to be appointed on merit	Section 7 Local Government and Housing Act 1989
5. Duty to adopt Standing Orders with respect to staff.	Section 8 Local Government and Housing Act 1899
6. Confidentiality of staff records	Section 11 Local Government and Housing Act 1989
7. Conflicts of interest in staff negotiations	Section 12 Local Government and Housing Act 1989
8. Appointment of Staff	Section 112 Local Government Act 1972

Monitoring Officer	Statutory Source of Function
1. Report on contravention or likely contravention of any enactment or rule of law.	Section 5 & 5A Local Government and Housing Act 1989.
2. Report on any maladministration or injustice where Ombudsman has carried out an investigation.	Section 5 Local Government and Housing Act 1989.
3. Appointment of Deputy Monitoring Officer.	Section 5 Local Government and Housing Act 1989.
4. Report on resources needed to undertake Monitoring Officer functions.	Section 5 Local Government and Housing Act 1989.
5. Establish and maintain registers of member's interests and gifts and hospitality.	Sections 29 and 30 Localism Act 2011 The Relevant authorities (Disclosable Pecuniary Interests) Regulations 2012
6. Advice to Members on interpretation of the Code.	Members' Code of Conduct
7. Key role in framework for local determination of complaints namely to: a. Decide, in consultation with an Independent Person, whether to dismiss complaints that are outside the Code of Conduct, are considered to be frivolous or vexatious, are about events which took place more than 6 months prior to the receipt of the complaint by the Monitoring Officer, unless there are exceptional circumstances and/or do not merit further investigation on public interest grounds.	Sections 28 – 34 Localism Act 2011

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| <p>b. Decide, taking into account the recommendations of the Standards Working Group following initial consideration of a complaint which of the following options should be pursued:</p> <ul style="list-style-type: none">• the complaint should be investigated;• the matter should proceed no further on the grounds that there is no breach of the Code or that it is not in the public interest to proceed;• there has been a breach of the Code and that a particular sanction should be applied;• that further information should be supplied to the Standards Working Group. <p>c. Appoint an investigator to investigate allegations of misconduct of Members in accordance with the Standards framework.</p> <p>d. Decide, following consideration of an investigation report by the Standards Working Group and taking into account their recommendations, whether a hearing should be held by the Standards Working Group or whether no further action is required.</p> <p>e. Decide, following a local hearing by the Standards Working Group and taking into account their recommendations, whether to take action against a member on the grounds that they have breached the Code of Conduct or to take no action.</p> <p>f. If they feel it appropriate, refer a matter back to the Standards Working Group for further consideration where they disagree with their recommendations following a local hearing.</p> <p>g. If they feel it appropriate, refer a matter to the Governance, Audit, Risk Management and Standards Committee for decision. This can be done where they disagree with the recommendations of the Standards Working Group following a local hearing and further consideration as set out in f. above.</p> | |
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<p>h. Advise Members, officers and the public on the operation of the Code and how alleged breaches should be investigated.</p> <p>In exercising the delegations under a. - b. and d. – e to seriously consider the view of the Independent Person or Standards Working Group as appropriate.</p>	
<p>8. Advice to Members on Compensation or remedy for maladministration.</p>	<p>Section 92 Local Government Act 2000.</p>
<p>9. Advice on vires issues, maladministration, financial impropriety, probity, policy framework and budget issues to all members.</p>	<p>Guidance.</p>
<p>10. Following consultation with the Leader and Leader of the Opposition, to suspend the Head of Paid Service in cases of emergency as defined in the JNC procedure.</p>	<p>Council decision July 2019</p>
<p>11. Following consultation with the Leader and Leader of the Opposition, refer matters of discipline (as defined in the disciplinary procedure) in respect of the Head of Paid Service to the Chief Officers' Employment Panel.</p>	<p>Council decision July 2019</p>
<p>12. To make minor and administrative changes to the Constitution in order to ensure the aims and principles of the Constitution are given full effect and to make amendments in accordance with changes to the law. All such changes must be reported to the Council as soon as possible after the change is made.</p>	<p>Section 9P Local Government Act 2000</p>
<p>Chief Finance Officer (Section 151 Officer)</p>	<p>Statutory Source of Function</p>
<p>1. Oversight of proper administration of financial affairs.</p>	<p>Section 151 Local Government Act 1972</p>

Chief Finance Officer (Section 151 Officer)	Statutory Source of Function
2. Duty to nominate a member of his/her staff as chief financial officer (if unable to act owing to absence or illness).	Section 114 Local Government Finance Act 1988
3. Duty to report on a Council decision or likely decision which would lead to the authority incurring unlawful expenditure or would cause a loss or deficiency to the authority or entry of an unlawful item of account.	Section 114 Local Government Finance Act 1988
4. Duty to report if the expenditure of the Council incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.	Section 114 Local Government Finance Act 1988
5. Duty to report on an Executive decision or likely decision which would lead to the authority incurring unlawful expenditure or would cause a loss or deficiency to the authority or entry of an unlawful item of account.	Section 114A Local Government Finance Act 1988
6. Duty to report on the robustness of the authority's budget calculations.	Section 25 Local Government Act 2003
7. Duty to report on the adequacy of the authority's proposed financial reserves.	Section 25 Local Government Act 2003
8. Duty to report on previous years' financial reserves if it appears that controlled reserves is or likely to be inadequate, including recommendations for appropriate actions to rectify.	Section 27 Local Government Act 2003
9. Duty to assist the Council in carrying out regular budget monitoring.	Section 28 Local Government Act 2003

Director of Children's Services	Statutory Source of Function
1. Responsible for functions conferred on or exercisable by the authority in their capacity as a local education authority.	Section 18 Children Act 2004
2. Responsible for functions conferred on or exercisable by the authority, which are social services functions, so far as those functions relate to children.	Section 18 Children Act 2004
3. Responsible for functions under section 23C to 24D of the Children Act 1989, relating to looked after children.	Section 18 Children Act 2004
4. Improving well-being of children in the authority's area.	Sections 10 and 18 Children Act 2004
5. Safeguarding and promoting the welfare of children.	Sections 11 and 18 Children Act 2004
6. Responsible for any function under section 75 of the National Health Service Act 2006 on behalf of an NHS body so far as those relate to children.	Section 18 Children Act 2004
7. Responsible for functions conferred on the authority by Part 1 of the Childcare Act 2006.	Section 18 Children Act 2004
8. Responsible for functions conferred on the authority under section 2 of the Childcare Act 2016.	Section 18 Children Act 2004
9. Responsible for any additional functions as the authority consider appropriate	Section 18 Children Act 2004

Director of Adult Social Services	Statutory Source of Function
1. Responsibility for all social services functions (other than those for which the Director of Children's Services is responsible under section 18 of the Children Act 2004).	Section. [1A] and Schedule 1 of the Local Authority Social Services Act 1970
Director of Public Health	Statutory Source of Function.
1. Responsibility for the functions under S2B National Health Service Act – taking steps to improve Health.	Ss 2B and 73A National Health Service Act 2006.
2. Responsibility for the functions under S111 National Health Service Act – dental public health.	Ss 111 and 73A National Health Service Act 2006.
3. Responsibility for the functions under S249 National Health Service Act – joint working in respect of prison health.	Ss249 and 73A National Health Service Act 2006.
4. Responsibility for compliance with regulations made under s6C(1) or (3) National Health Service Act 2006 –requirement to undertake functions of the Secretary of State	Ss 6C(1) and (3) National Health Service Act 2006
5. Responsibility for the functions under S7A National Health Service Act – arrangements to undertake Secretary of State's functions.	Ss 7A and 73A National Health Service Act 2006.
6. Responsibility for the exercise by the authority of its functions under Schedule 1 National Health Service Act 2006 - inspection of school pupils.	Schedule 1 National Health Service Act 2006
7. Responsibility for any functions that relate to planning for or responding to emergencies involving a risk to public health.	S73A National Health Service Act 2006.

8. Responsibility for the functions under S325 Criminal Justice Act 2003 – arrangements for assessing risk of certain offenders.	S325 Criminal Justice Act 2003
9. To prepare an annual report on the health of the people in Harrow	S73B(5) National Health Service Act 2006
10. To be a member of the Health and Wellbeing Board	S194(2)(d) National Health Service Act
11. Responsibility for the exercise of all other Local Authority's public health functions specified in S73A(1) National Health Service Act 2006.	S73A National Health Service Act 2006.

Scrutiny Officer	Statutory Source of Functions
To promote the role of the Overview and Scrutiny Committee and its sub-committees, to provide support and guidance to members and officers of the Committee and its sub-committees and to provide support and guidance to members and officers in relation to the functions of the Committee and its sub-committees.	Section 9FB of the Local Government Act 2000.