

# Cabinet Supplemental Agenda

**Date:** **Thursday 25 May 2023**

## Agenda - Part I

13. **Cabinet Advisory Panels, Consultative Forums and Appointment of Chairs** (Pages 3 - 18)

Report of the Interim Director of Legal and Governance.

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**Report for: Cabinet**

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<b>Date of Meeting:</b>	25 May 2023
<b>Subject:</b>	Cabinet Advisory Panels, Consultative Forums and Appointment of Chairs
<b>Key Decision:</b>	No
<b>Responsible Officer:</b>	Jessica Farmer – Interim Director of Legal and Governance Services
<b>Portfolio Holder:</b>	Councillor Paul Osborn - Leader of the Council and Portfolio Holder for Strategy
<b>Exempt:</b>	No
<b>Decision subject to Call-in:</b>	Yes
<b>Wards affected:</b>	All
<b>Enclosures:</b>	Appendix A - Panels & Consultative Forums - Memberships, Chairs and Nominated Members Appendix B – Cabinet Advisory Panels Terms of Reference

## **Section 1 – Summary and Recommendations**

This report sets out the memberships and terms of reference of Cabinet Panels and Consultative Forums, including the Chairs and Nominated Members. The Terms of Reference of the bodies are set out in the Council's Constitution and attached at Appendix B.

### **Recommendations:**

- 1) That the membership and terms of reference of Cabinet Panels and Consultative Forums, the Chairs and Nominated Members of the Panels and Consultative Forums as set out in Appendix A to the report be confirmed.

### **Reason: (for recommendations)**

To confirm appointments and to allow the Panels to be constituted.

## **Section 2 – Report**

### **Introductory paragraph**

Members of Council bodies are appointed in accordance with the wishes of the political groups. The names of the Members, including the Chairs and Nominated Members for each body, are set out at Appendix A to the report.

### **Options considered**

There are no options to be considered.

### **Legal Implications**

There are no legal implications arising from this report.

### **Financial Implications**

There are no financial implications arising from this report.

### **Equalities implications / Public Sector Equality Duty**

There are no equalities implications associated with this report.

### **Council Priorities**

This report has no direct effect on the Corporate Priorities.

## **Section 3 - Statutory Officer Clearance**

### **Statutory Officer: Jessica Farmer**

Signed by the Monitoring Officer

**Date: 19/05/23**

## **Mandatory Checks**

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

EqlA carried out: NO

EqlA cleared by: N/A

## **Section 4 - Contact Details and Background Papers**

**Contact:** Nikoleta Kemp, Senior Democratic and Electoral Services Officer,  
[Nikoleta.Kemp@harrow.gov.uk](mailto:Nikoleta.Kemp@harrow.gov.uk), tel. 07761 405 898

Background Papers: [Council Constitution](#)

**Call-in waived by the Chair of Overview and Scrutiny Committee – NO**

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## Cabinet Advisory Panels 2023/24

(Membership in order of political group nominations)

### (1) Corporate Parenting Panel (5)

	<b>Conservative (3)</b>	<b>Labour (2)</b>
<b>I. Members</b>	<b>Matthew Goodwin-Freeman Chetna Halai Hitesh Karia (CH)</b>	<b>Simon Brown * Aneka Shah-Levy</b>
<b>II. Reserve Members</b>	1. Vipin Mithani 2. Govind Bharadia 3. Zak Wagman	1. Sasi Suresh 2. Krishna Suresh

Adviser:

(1) Valerie Griffin

(CH) = Chair

\* Denotes Group Members for consultation on administrative matters.

### (2) Harrow Business Consultative Panel (4)

	<b>Conservative (2)</b>	<b>Labour (2)</b>
<b>I. Members</b>	<b>Norman Stevenson (CH) Samir Sumaria</b>	<b>Natasha Proctor * Sasi Suresh</b>
<b>II. Reserve Members</b>	1. Kuha Kumaran 2. Susan Hall	1. Varsha Parmar 2. Aneka Shah-Levy

(CH) = Chair

\* Denotes Group Members for consultation on administrative matters.

### **(3) Planning Policy Advisory Panel (7)**

	<b>Conservative (4)</b>	<b>Labour (3)</b>
<b>I. Members</b>	<b>Marilyn Ashton (CH) Christopher Baxter Stephen Greek Zak Wagman</b>	<b>Asif Hussain Nitin Parekh David Perry *</b>
<b>II. Reserve Members</b>	<b>1. Norman Stevenson 2. Anjana Patel 3. Paul Osborn 4. Salim Chowdhury</b>	<b>1. Graham Henson 2. Varsha Parmar 3. Krishna Suresh</b>

(CH) = Chair

\* Denotes Group Members for consultation on administrative matters.

### **(4) Traffic and Road Safety Advisory Panel (7)**

	<b>Conservative (4)</b>	<b>Labour (3)</b>
<b>I. Members</b>	<b>Nicola Blackman Thaya Idaikkadar Ameet Jogia (CH) Vipin Mithani</b>	<b>Shahania Choudhury Asif Hussain Jerry Miles *</b>
<b>II. Reserve Members</b>	<b>1. Nitesh Hirani 2. Kanti Rabadia 3. June Baxter 4. Kuha Kumaran</b>	<b>1. Peymana Assad 2. Stephen Hickman 3. Simon Brown</b>

Advisers:

1. Anthony Wood (Harrow Public Transport Users Advisory Association)
2. Veronica Chamberlain (Harrow Cyclists)
3. John Hinkley (Harrow Resident Motorist)
4. Stefan Voloseniuc (Road maintenance and potholes)

(CH) = Chair

\* Denotes Group Members for consultation on administrative matters.

To note the membership of the following informal bodies.

### **Constitution Review Working Group (5)**

	<b>Conservative (3)</b>	<b>Labour (2)</b>
<b>I. Members</b>	<b>Christopher Baxter Paul Osborn (CH) Norman Stevenson</b>	<b>Graham Henson * Jerry Miles</b>
<b>II. Reserve Members</b>	<b>1. Amir Moshenson 2. Pritesh Patel 3. Marilyn Ashton</b>	<b>1. David Perry 2. Simon Brown</b>

### **Member Development Working Group (5)**

	<b>Conservative (3)</b>	<b>Labour (2)</b>
<b>I. Members</b>	<b>Jean Lammiman (CH) Mina Parmar Kanti Rabadia</b>	<b>Natasha Proctor * Aneka Shah-Levy</b>
<b>II. Reserve Members</b>	<b>1. Janet Mote 2. Hitesh Karia 3. Paul Osborn</b>	<b>1. Rekha Shah 2. Krishna Suresh</b>

(CH) = Chair

\* Denotes Group Members for consultation on administrative matters.

## **Social Services Executive Bodies**

### **Adoption Panel (1)**

Conservative

I.  
Members      Hitesh Karia

### **Fostering Panel (1)**

Conservative

I.  
Members      Hitesh Karia

[Note: In relation to the Adoption Panel, the statutory guidance states that 'where possible, the Local Authority should appoint an elected member from the corporate parenting group or a member with responsibility for children's services.']

## **Clinical Commissioning Group Joint Working Bodies**

### **Children and Young People's Partnership (2)**

Conservative

Labour

I.  
Members      Hitesh Karia (CH)

Stephen Hickman

## Consultative Forums

### “Advisory” Committees established under Section 102(4) of the Local Government Act 1972, appointed by Cabinet

(Membership in order of political group nominations)

#### Employees’ Consultative Forum (7)

##### Council Representatives

	<b>Conservative (4)</b>	<b>Labour (3)</b>
<b>I. Members</b>	<b>David Ashton Ameet Jogia Paul Osborn (CH) Mina Parmar</b>	<b>Kandy Dolor Graham Henson Natasha Proctor *</b>
<b>II. Reserve Members</b>	<b>1. Pritesh Patel 2. Susan Hall 3. Philip Benjamin 4. Norman Stevenson</b>	<b>1. Rashmi Kalu 2. Eden Kulig 3. David Perry</b>

[Note: In accordance with the Forum’s Terms of Reference, the Council membership should include the Leader and/or Deputy Leader, Portfolio Holder with responsibility for human resources].

**Employee Representatives:** (minimum of one to a maximum of three representatives from each recognised Trade Union)

UNISON Representatives	Sharon Haynes, John Royle, Davis Searles (CH)
GMB Representatives:	Pamela Belgrave, Ann Jones
Teacher Representatives	Monique Lambie (National Education Union), Anne Lyons (National Association of Headteachers), (1 vacancy)

(Note: The Chair of the Employees’ Consultative Forum shall be a Council side representative in 2023/2024, and the Vice-Chair is to be appointed by the Employee side. These appointments shall thereafter alternate in succeeding years).

(CH) = Chair

\* Denotes Group Members for consultation on Delegated Action and/or administrative matters.

## **Joint Arrangements Committee**

**West London Economic Prosperity Board (5) (1 Member, 1 Reserve)**  
(Joint Committee of the Boroughs of Barnet, Brent, Ealing, Harrow and Hounslow)

	<b>Conservative (1)</b>	<b>Labour (0)</b>
<b>I. Members</b>	<b>Paul Osborn</b>	-
<b>II. Reserve Members</b>	1. Marilyn Ashton	-

# Cabinet Advisory Panels

## Terms of Reference

### Corporate Parenting Panel

#### Purpose

1. To ensure that the Council is fulfilling its duties towards Looked After Children corporately and in partnership with other statutory agencies.
2. To consider matters referred to the Panel within its terms of reference and to make recommendations to Cabinet/Portfolio Holder as appropriate including:
  - a. Approving annually the Statement of Purpose for the Adoption Service
  - b. Approving annually the Statement of Purpose for the Fostering Service
  - c. To ensure all councillors are aware of their corporate parenting responsibilities through Mandatory training and communication.

#### Role of the Panel

1. To take an overview of the Council's and partner agencies responsibilities towards looked after children (LAC) and examine ways the life chances of looked after children and care leavers can be improved.
2. Ensure there are good joint working arrangements between council departments and partner agencies.
3. To consider and regularly annually a Corporate Parenting Strategy setting out key priorities and areas for action. The Corporate Parenting Strategy will be submitted to Cabinet and full council for consideration and decision on approval.
4. To provide a forum for Children Looked After (CLA) to participate and influence policy and to have opportunity to talk about issues relating to their own direct experiences of services they have received. The Board will ensure that the positive experiences/services are maintained and lessons are learnt and changes made where required.
5. To comment on and contribute to plans, policies and strategies for LAC and make recommendations for action.
6. To have a monitoring role, by receiving regular progress reports and data on all key Performance Indicators for all LAC e.g. educational attainment (including implementation of Personal Education Plans) and health assessments.
7. Monitor the plans/needs of children in Secure Accommodation.

8. To receive regular reports on the needs of care leavers including employment, further education, training and housing.
9. To receive annual reports on the following services
  - Adoption
  - Fostering
  - Complaints
10. To meet with LAC and their carers on a regular basis to consult and celebrate achievements, festivals etc.
11. To manage and arrange Member visits to
  - Children's Homes
  - Foster Placements
  - Frontline Services (as indicated in the Victoria Climbié Audit)

## **Membership**

The Corporate Parenting panel will comprise:

A proportionate number of 6 Elected Members

Service Users, Carers and Schools (Non-Voting)

- At least 1 Care leaver
- 1 Foster Carer
- 1 Virtual Head Teacher

Senior Officers (advisors to the Panel – to attend as appropriate to the work of the Panel)

- Director of Children's Services
- Divisional Director Children and Young People
- Head of Service Corporate Parenting
- LAC Nurse
- Housing Needs Manager
- Business Intelligence

## **Harrow Business Consultative Advisory Panel**

### **Terms of Reference**

1. To enable consultation between the Council and representatives of local non-domestic ratepayers required by Section 65 of the Local Government Finance Act 1992 and to provide information regarding the Council's expenditure proposals for the future budget in accordance with Non-Domestic Ratepayers (Consultation) Regulations 1992. The minutes of the meetings to be reported to the Cabinet.
2. To facilitate consultation between the Council and representatives of the business community as required by the Authority.

## **Planning Policy Advisory Panel**

The Terms of Reference and Delegated Powers of the Planning Policy Advisory Panel are:

1. 1. To provide input into the development of planning policy within the borough by giving detailed consideration to:
  - (a) the Local Development Framework / Local Plan and its Development Plan Documents and matters incidental thereto;
  - (b) representations received to Development Plan Documents and any amendments proposed;
  - (c) monitoring the implementation of the Framework / Local Plan, its review and modification as necessary.
2. To provide input into all other planning policy matters such as the designation of Conservation Areas and amendments to their boundaries and the designation of locally listed buildings.
3. To give detailed consideration to and make recommendations to Cabinet in respect of:
  - (a) The use of the Community Infrastructure Levies (CIL) funds;
  - (b) Reviewing and commenting upon changes to the CIL Charging Schedule and S106 Supplementary Planning Documents (SPG).
4. To oversee the implementation of the Borough Wide CIL / Infrastructure Delivery Plan (IDP) prepared to support strategic growth in the Borough and to make recommendations to Cabinet where appropriate
5. To oversee the development of proposals for individual major development sites or significant capital / infrastructure projects within the borough including:
  - (a) Providing comments on pre application proposals received by the Council for such sites;
  - (b) Reviewing progress of strategic development sites within the borough and considering site specific planning and development briefs.

## **Traffic and Road Safety Advisory Panel**

### **Terms of Reference**

To make recommendations on the following:

- Traffic management;
- Management and control of parking both on and off-street;
- Operational aspects of public transport within the Borough.

### **Including consideration of:**

- Petitions, Deputations

- Scheme Approval (from existing budgets), including consultation results and authority to make traffic orders.
- Objections to traffic orders
- Investigations into traffic problems (other than those identified by petition etc)
- Local Safety Schemes Annual Review
- Consultations from neighbouring authorities on traffic management schemes on or near boundary
- Amendments to London Lorry Ban operation
- Approval of model traffic orders
- References and motions from other bodies
- Setting traffic management criteria e.g. traffic calming.

# Consultative Forums

## Employees' Consultative Forum

### Terms of Reference

#### 1.0 Consultation

1.1 The Employees' Consultative Forum (ECF) is the primary mechanism by which Council Members will consult Union Representatives on specific matters of mutual interest. The ECF shall make recommendations to the Cabinet on such issues. In addition, the ECF will receive reports on actions from the ECF Sub-Group.

1.2 The ECF will meet at least twice annually.

#### 2.0 Equal Opportunities

2.1 The ECF will seek to promote Equal Opportunities in Employment within the Council, ensuring compliance with all the relevant equalities legislation.

2.2 The ECF will ensure the effective implementation of 'Making a Difference – Making Equality of Opportunity a Reality'. The ECF will receive and comment on regular reports including:-

- Statistics and progress on meeting equality targets including an annual report on employment issues analysed by protected characteristics.

#### 3.0 Health & Safety

3.1 The ECF will seek to promote health and safety and welfare within the Council and will keep under review the measures taken to ensure health and safety and welfare at work. The Forum will receive and comment on reports, including:-

- The Council's half-year and annual health and safety performance report providing an update of health and safety activities and giving information on outcome measures.

3.2 Any health and safety and welfare matters which are the responsibility of the Council as set out in the schedule to the Council's Constitution must be referred to the Licensing and General Purposes Committee.

#### 4.0 Budget

The ECF will consider the budget, as part of the Council's consultation on the budget setting process and make comments on the recommendations.

#### 5.0 Membership

5.1 The permanent membership of the Forum shall be as follows: -

- a) 7 Councillors to include the Leader / Deputy leader and the Portfolio Holder with responsibility for Human Resources.

- b) A minimum of one and maximum of 3 representatives from each recognised trade union. (Note the number of representatives for each trade union to be determined by their notified membership numbers).

- 5.2 The Council Members shall be appointed annually by the Cabinet. If a Council Member is unable to attend any meeting then a duly appointed Reserve Council Member may attend in their place.
- 5.3 The Employee Side Representatives shall be nominated to the Head of Paid Service within 14 days of each Annual Council. If an Employee Side representative is unable to attend any meeting they may nominate a substitute who shall be co-opted onto the committee for the purposes of that meeting.
- 5.4 The role of chairing the ECF will rotate between Council Members and Employee Side representatives each Municipal Year.
- 5.5 The Employee Side will agree amongst themselves who will take the Chair and notify Democratic Services.
- 5.6 Others who may attend the Forum include:-

Head of Paid Service, Corporate Directors & Directors (or representative)  
Trade Union Branch Secretaries (or representative)  
Trade Union Branch Regional Officials (as required)  
Representatives from Employee Support Groups – for the Annual Equality in Employment report.  
Other officers as required.

For the meeting to be quorate, it must be attended by a minimum of three Council Members and two trade union representatives from different trade unions.

## **6.0 Recommendations of the Employees' Consultative Forum**

- 6.1 Recommendations of the ECF are reached by a majority vote among elected Members.
- 6.2 Recommendations of the ECF must go to the relevant portfolio holder or Cabinet, who are the last stage in the local procedures and in the normal course of events, will be implemented immediately (subject to the call-in period).

(Note: A proposal to establish any subsidiary body of this Committee shall be subject to its prior referral to and approval by Cabinet).