



LONDON BOROUGH OF
HARROW

Council

Summons and Agenda

Date: Thursday 28 September 2023

Time: 6.30 pm

**Venue: Harrow Arts Centre, 171 Uxbridge Road, Pinner,
HA5 4EA**

**All Councillors are hereby summoned to attend the
Council Meeting for the transaction of the business set
out.**

A handwritten signature in black ink that reads 'J. Farmer.' The signature is written in a cursive, flowing style.

Jessica Farmer
Interim Director of Legal and Governance Services

Despatch Date: [Wednesday 20 September 2023]

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Useful Information

Joining the Meeting virtually

The meeting is open to the public and can be viewed online at [London Borough of Harrow webcasts](#)

Attending the Meeting in person

The Harrow Arts Centre can be found using [Google Map directions to Harrow Arts Centre](#).

The venue is accessible to people with special needs. If you have specific requirements, please contact the officer listed on the front page of this agenda.

You will be admitted on a first-come-first basis and directed to seats.

Please:

- (1) Stay seated.
- (2) Access the meeting agenda online at [Browse meetings - Council – Harrow Council](#)
- (3) Put mobile devices on silent.
- (4) Follow instructions of the Security Officers.
- (5) Advise Security on your arrival if you are a registered speaker.

Filming / recording

This meeting may be recorded or filmed, and if you choose to attend, you will be deemed to have consented to this. Any recording may be published on the Council website.

Agenda publication date: Wednesday 20 September 2023

Prayers

Yogvivekdas Swami, Head Swami of BAPS Shri Swaminarayan Mandir ('Neasden Temple'), will open the meeting with Prayers.

1. Council Minutes (Pages 9 - 50)

That the minutes of the Annual meeting held on 18 May 2023 be taken as read and signed as a correct record.

2. Declarations of Interest

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from all Members of the Council.

3. Procedural Motions

To receive and consider any procedural motions by Members of the Council in relation to the conduct of this Meeting. Notice of such procedural motions, received after the issuing of this Summons, will be tabled.

4. Petitions

To receive any petitions to be presented:

- (i) by a representative of the petitioners;
- (ii) by a Councillor, on behalf of petitioners;
- (iii) by the Mayor, on behalf of petitioners.

5. Public Questions

A period of up to 15 minutes is allowed for members of the public to ask questions of members of the Executive, Portfolio Holders and Chairs of Committees, of which notice has been received no later than 3.00 pm two clear working days prior to the day of this Meeting. Any such questions received will be tabled.

6. Leader and Portfolio Holder Announcements

To receive a presentation from the Leader of the Council and Portfolio Holders on business since the last ordinary meeting, followed by a question and answer session. The item is allotted 20 minutes.

7. Recognition of Long Service - Councillor Simon Brown (Pages 51 - 56)

Report of the Interim Director of Legal and Governance Services

8. Community Safety Strategy 2023 - 2026 (Pages 57 - 74)

Recommendation I: Cabinet
(29 June 2023)

9. Pension Board Annual Report 2022-23 (Pages 75 - 82)

Recommendation I: Pension Board
(12 July 2023)

10. **Information Report - Use of Urgency Procedure - Council** (Pages 83 - 88)
11. **Information Report - Remuneration Packages of £100,000 or greater** (Pages 89 - 96)
12. **Questions with Notice**

A period of up to 15 minutes is allowed for asking written questions by Members of Council of a member of the Executive or the Chair of any Committee:-

- (i) of which notice has been received at least two clear working days prior to the day of this Meeting; or
- (ii) which relate to urgent matters, and the consent of the Executive Member or Committee Chair to whom the question is to be put has been obtained and the content has been advised to the Director of Legal and Governance Services by 12 noon on the day of the Council Meeting.

Any such questions received will be tabled.

13. **Motions**

The following Motions have been notified in accordance with the requirements of Council Procedure Rule 15, to be moved and seconded by the Members indicated:

(1) **An active transport strategy for Harrow Motion**

To be moved by Councillor Eden Kulig and seconded by Councillor Paul Osborn:

“This Council acknowledges that all Harrow residents, whether they drive or not, have a shared interest in ensuring that a range of active travel options exist across the borough, and that supporting residents to make active transport choices where possible has beneficial effects for individuals, neighbourhoods and the borough as a whole.

Council Notes:

- The Leader’s statement on 10 January 2023 that he wishes to see a ‘more unified cycle network’ across the borough and welcomes this commitment to improving the borough’s cycling infrastructure.
- The Leader of the Council is the appointed representative on the Harrow Cycling Hub.
- According to TfL statistics, 31% of Harrow households do not own a car.
- That according to Harrow’s Annual Public Health report of 2021, 54.8% of Harrow residents are

overweight or obese, and 24.6% of adults do less than 30 minutes of physical activity a week, and that the most effective way for Harrow Council's Public Health team to support increased physical activity for these groups would be to promote ways for them to incorporate walking and cycling into their daily routines.

- That as per the Education Act 1996, all local authorities in England have a statutory duty to support active travel choices for school children.
- That many residents face challenges to incorporate cycling into their daily journeys around the borough due to factors including a lack of safe and unified cycle routes, and a lack of storage space for bikes within or near their homes or at tube stations.
- That the administration has pledged in its flagship actions to create safe and secure cycle parking at Harrow-on-the-Hill by May 2024.

Council believes that:-

- Supporting residents who choose to make active transport choices for short journeys around the borough will reduce air pollution, ease traffic, reduce pressures on parking and make our streets safer for children and more peaceful for all residents.
- Walking and cycling is a significant contributor to public health and wellbeing, and with NHS guidelines advocating that all adults take moderate exercise each day, the easiest way to achieve this is through individuals incorporating walking and cycling into their daily routines.
- Harrow's cycling infrastructure is not currently sufficiently unified, and that it would be beneficial for cycle routes across the borough to be better linked, more separate from roads, and with their signage improved.
- That a lack of secure storage for cycles can discourage people from owning and using a cycle.

This Council resolves to:

- Request that officers:
 - Work in consultation with groups such as Harrow Cyclists, Healthy Streets for Harrow, and the Harrow

Cycling Hub, to investigate the feasibility of creating a more unified cycling network across the borough, with cycle routes better linked across the borough, more separate from roads and better signposted, while balancing the needs of other road users and pedestrians.

- To work towards increasing cycling rates by the end of this administration, in consultation with Ward Councillors.

- To engage with the government's recently announced £32.9 million Active Travel Fund as well as exploring using Council funding for improved active travel infrastructure, specifically for the creation of a cycle corridor linking Station Road and Sheepcote Road, which would link Harrow and Wealdstone town centres, Harrow & Wealdstone station, the University of Westminster, Harrow High School and Northwick Park hospital, and which is one of the highest-demand cycle routes in Harrow according to TfL's Strategic Cycling analysis.

- To request TARSAP to review all transport provision while considering the active travel perspective.

- To examine the feasibility of installing 100 reasonably priced accessible cycle hangars, including spaces for non-standard cycles, in areas of multiple occupancy or terraced housing where people have nowhere to store a bike, as well as at all tube and train stations, and outside all shopping areas which do not currently have bike racks by May 2026."

In accordance with Council Procedure Rule 15.6, this Motion is moved by the Leader of the Opposition, as it relates to a matter within the powers of the Executive, to not stand automatically referred to the next meeting of the Executive but shall be dealt with as if Council Procedure Rule 15.7.1 applied.

(2) Motion calling of TfL to examine the boundary position of ULEZ cameras

To be moved by Councillor Paul Osborn and seconded by Councillor Marilyn Ashton:

"This Council notes:

- Council passed a motion to oppose the ULEZ expansion in July 2022.
- The Mayor of London's decision to expand the ULEZ came

into effect on 29 August 2023.

- The ULEZ, on its old boundary, made £224 million in revenue during 2022. It is expected that the expanded ULEZ will extract over £300 million per annum from London's poorest and most vulnerable motorists and traders.
- There have been worrying reports by Harrow residents who say that they have received ULEZ fines while driving on non-ULEZ boundary roads.
 - The most frequently mentioned sites are Common Road and Brockley Hill.
- It emerged over the summer that the Deputy Mayor for Environment and Energy had asked a City Hall-funded expert to counter science that questioned the benefits of ULEZ.
- The Leader of the Council wrote to the Secretary of State for Levelling Up, Housing & Communities requesting that the government supports a parliamentary amendment which will grant London Councils greater power to reject London-wide schemes like ULEZ.

This Council believes:

- The ULEZ expansion is a regressive tax on our poorest motorists and struggling trades people.
- It is wrong that some residents have been allegedly fined while driving on roads which TfL's website states are not within the ULEZ zone.

This Council resolves:

- To call on TfL to urgently examine the locations of their cameras near to boundary roads.
- To tell TfL to ensure anyone who was mistakenly fined while driving along a non-ULEZ boundary road is contacted and refunded.
- To reiterate our opposition to the ULEZ stealth tax and call on the Mayor of London to stop his war on Harrow's poorest and most vulnerable motorists.
- To welcome the Secretary of State for Levelling Up, Housing & Communities positive response to Leader's request for enhanced decision-making powers for London Councils, which will allow councils to reject future schemes like ULEZ from being imposed by the Mayor of London/GLA."

Data Protection Act Notice

The Council will record the meeting and will place the recording on the Council's website.

[Note: The questions and answers will not be reproduced in the minutes.]

COUNCIL 28 SEPTEMBER 2023

MINUTES

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Council (Annual)

Minutes

18 May 2023

Present: Councillor Janet Mote (The Worshipful the Mayor)

Councillor Ramji Chauhan (The Deputy Mayor)

Councillors:

Ghazanfar Ali	Hitesh Karia
Dan Anderson	Eden Kulig
David Ashton	Kuha Kumaran
Marilyn Ashton	Jean Lammiman
Christopher Baxter	Jerry Miles
June Baxter	Vipin Mithani
Philip Benjamin	Amir Moshenson
Govind Bharadia	Paul Osborn
Nicola Blackman	Nitin Parekh
Simon Brown	Mina Parmar
Shahania Choudhury	Varsha Parmar
Salim Chowdhury	Anjana Patel
Kandy Dolor	Pritesh Patel
Dean Gilligan	David Perry
Matthew Goodwin-Freeman	Natasha Proctor
Stephen Greek	Kanti Rabadia
Chetna Halai	Rekha Shah
Susan Hall	Norman Stevenson
Graham Henson	Samir Sumaria
Maxine Henson	Krishna Suresh
Stephen Hickman	Sasi Suresh
Nitesh Hirani	Yogesh Teli
Asif Hussain	Zak Wagman
Thaya Idaikkadar	Antonio Weiss
Rashmi Kalu	

Apologies received: Councillor Peymana Assad
Councillor Ameet Jogia MBE

Joined Virtually: Councillor Phillip O'Dell

PRAYERS

The meeting opened with Prayers offered by Monsignor Vincent G Brady of St Luke's Church, Pinner.

76. Minute Silence

Members of Council stood and observed a minute silence for former Councillor Neville Hughes who had been a Councillor in Roxeth ward from 1990 – 1998 and had also helped to set up Harrow Shopability and been a supporter of St Luke's Hospice.

77. Election of Mayor

RESOLVED: That Councillor Ramji Chauhan be elected Mayor of the London Borough of Harrow for the Municipal Year 2023/24.

78. Mayor's Notification of Deputy Mayor

The Worshipful the Mayor, Councillor Ramji Chauhan, notified Council that he had appointed Councillor Salim Chowdhury as Deputy Mayor of the London Borough of Harrow for the 2023/24 Municipal Year.

79. Appointment of Chaplain

The Mayor confirmed to Council that he had appointed Yogvivekdas Swami, Head Swami of BAPS Shri Swaminarayan Mandir ('Neasden Temple'), as Chaplain for his Mayoral Year.

80. Civic Functions

RESOLVED: That the dates of the Civic Functions be noted.

81. Declarations of Interest

There were no declarations of interest made by Members.

82. Procedural Motions

There were no procedural motions.

83. Council Minutes

RESOLVED: That, subject to noting that Councillor Sasi Suresh had been unable to vote electronically on the Revenue Budget and Medium Term Financial Strategy and did not vote, the minutes of the ordinary meeting held on 23 February 2023 be taken as read and signed as a correct record.

84. Appointment of the Head of Paid Service (Managing Director)

RESOLVED: That

- (1) **Alex Dewsnap, Director of Corporate Resources and Transformation, London Borough of Harrow, be appointed to the post of Head of Paid Service (Managing Director) of the London Borough of Harrow, with effect 1 June 2023 for a six month period to November 2023 with an option to extend for a further three years and in accordance with the terms and conditions governing Chief Officer posts and subject to there being no ‘well founded objections’ by members of Cabinet;**
- (2) **the remuneration package for the above-mentioned post be £165,941 per annum.**

85. Statutory Officer Roles

RESOLVED: That

- (1) **the roles of Returning Officer and Electoral Registration Officer be designated to the Head of Paid Service, Alex Dewsnap;**
- (2) **the Monitoring Officer be authorised to make any necessary changes to the Constitution to reflect the above.**

86. Cabinet and Committee Memberships

RESOLVED: That

- (1) **it be noted that Councillor Marilyn Ashton is the Deputy Leader of the Council;**
- (2) **it be noted that the following Councillors are appointed to the Cabinet (Executive) with the identified portfolios:**

Portfolio	Councillor
Leader of the Council and Portfolio Holder for Strategy	Councillor Paul Osborn
Deputy Leader and Portfolio Holder for Planning and Regeneration	Councillor Marilyn Ashton
Portfolio Holder for Adult Services and public Health	Councillor Pritesh Patel
Portfolio Holder for Business, Employment and Property	Councillor Norman Stevenson
Portfolio Holder for Children’s Services	Councillor Hitesh Karia
Portfolio Holder for Community and Culture	Councillor Jean Lammiman

Portfolio	Councillor
Portfolio Holder for Environment and Community Safety	Councillor Anjana Patel
Portfolio Holder for Finance and Human Resources	Councillor David Ashton
Portfolio Holder for Housing	Councillor Mina Parmar
Portfolio Holder for Performance, Communications and Customer Experience	Councillor Stephen Greek

- (3) the Council determined the allocation of places on the following committees in accordance with the “political balance” rules in the Local Government and Housing Act 1989:

Committee	Size	Conservative Group	Labour Group	Independent
		31	23	1
Governance, Audit, Risk Management and Standards	7	4	3	0
Planning	7	4	3	0
Overview and Scrutiny	9	5	4	0
Pension Fund Committee	4	2	2	0
Licensing and General Purposes Committee	16	9	7	0
SACRE	3	2	1	0
Pension Board	1	1	0	0

and appoint Members to them, in accordance with the notification from Political Groups;

- (4) the establishment and terms of reference of all the above Committees and other bodies, as set out in the Appendix to the minutes be agreed.

87. Appointment of Chairs to Committees

RESOLVED: That the following Councillors be elected as the Chairs of the relevant Committees:

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

88. Appointment of Representatives to Outside Bodies

RESOLVED: That the Outside Body appointments for the Municipal Year 2023/24, as set out in the Appendix to these minutes, be approved.

89. Calendar of Meetings 2023/24

RESOLVED: That the Calendar of Meetings for the Municipal Year 2023/24 be approved.

90. Cabinet and Member Engagement in the Commissioning and Procurement Programme

RESOLVED: That the amendments to the Contract Procedure Rules as set out in Appendix 1 to the officer report be agreed.

91. Scrutiny Annual Report 2022-23

RESOLVED: That the Scrutiny Annual Report 2022-2023 be endorsed.

92. Constitution Update

RESOLVED: That

- (1) the allocation of responsibilities sections of the Council's Constitution as attached at Appendices A and B to the officer report be amended;**
- (2) the Monitoring Officer be authorised to make the changes to the Council's Constitution.**

93. Information Report - Remuneration Packages of £100,000 or greater

RESOLVED: That the report be noted.

94. Dates of Council Meetings 2023/24

RESOLVED: That the dates of the following Council meetings be confirmed:

28 September 2023

30 November 2023

22 February 2024

16 May 2024 (Annual)

(Close of Meeting: All business having been completed, the Mayor declared the meeting closed at 8.41 pm).

London Borough of Harrow Committee Memberships 2023/24

(Membership in order of political group nominations)

(I) Appeals Committee (5)

	Conservative	Labour
	(3)	(2)
I. Members	Chetna Halai Pritesh Patel Kanti Rabadia	David Perry Krishna Suresh

(CH) = Chair
* Denotes Group Members for consultation on Delegated Action and/or administrative matters.

Terms of Reference

The Appeals Committee is comprised of 5 members, including one member of the Executive, who are not also members of the Chief Officers' Employment Panel. The Committee shall hear appeals by the Head of Paid Service, Chief Finance Officer and Monitoring Officer under the relevant disciplinary procedure against action taken against them short of dismissal.

The Committee may uphold the decision or reduce or remove the action.

**(II) Governance, Audit, Risk Management and Standards Committee
(7)**

	Conservative	Labour
	(4)	(3)
I. Members	Philip Benjamin Kuha Kumaran Kanti Rabadia (CH) Yogesh Teli	Ghazanfar Ali Rashmi Kalu Antonio Weiss
II. Reserve Members	1. Govind Bharadia 2. Nitesh Hirani 3. Nicola Blackman 4. Paul Osborn	1. Dan Anderson 2. Peymana Assad 3. Dean Gilligan
	Mr James Coyle Mr John Kirkland Vacancy	- Independent Member - Independent Member - Independent Member
(CH)	= Chair	
*	Denotes Group Members for consultation on Delegated Action and/or administrative matters.	

Terms of Reference

The Governance, Audit, Risk Management and Standards Committee has the following powers and duties:

1. Statement of purpose

- 1.1 The Governance, Audit, Risk Management and Standards Committee is a key component of Harrow Council’s corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
- 1.2 The purpose of the committee is to provide independent assurance to the members of the adequacy of Harrow Council’s governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place. It also acts as the Standards Committee.
- 1.3 The Governance, Audit, Risk Management and Standards Committee has the following powers and duties:

2. Governance

- 2.1 To review the council’s corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.

- 2.2 To review the Annual Governance Statement (AGS) prior to approval and consider whether it properly reflects the risk environment and supporting assurances and legal and financial advice, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
- 2.3 To monitor the progress of agreed actions to close significant governance gaps.
- 2.4 To consider the council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- 2.5 To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
- 2.6 To review the governance and assurance arrangements for significant partnerships.

3. Risk Management

- 3.1 To review the Council's risk management strategy.
- 3.2 To monitor the effective development and operation of risk management in the council via the review of the Council's Corporate Risk Register on a regular basis.
- 3.3 To monitor progress in addressing risk-related issues reported to the committee.

4. Countering Fraud and Corruption

- 4.1 To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
- 4.2 To monitor the counter-fraud strategy, actions and resources and the Council's approach to tackling fraud and corruption and promote an anti-fraud culture.
- 4.3 To review and approve the annual Corporate Anti-Fraud Team Plan.
- 4.4 To consider reports from the Head of Internal Audit/ Corporate Anti-Fraud Manager on the Corporate Anti-Fraud Team's performance at mid-year and at year-end.

5. Internal audit

- 5.1 To approve the internal audit charter and support the independence of Internal Audit.
- 5.2 To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.
- 5.3 To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- 5.4 To approve significant interim changes to the risk-based internal audit plan and resource requirements.
- 5.5 To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.

- 5.6 To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Head of Internal Audit.
- 5.7 To approve and periodically review safeguards to limit such impairments.
- 5.8 To consider reports from the Head of Internal Audit on internal audit's performance at mid-year and year-end, including the performance of external providers of internal audit services.¹
- 5.9 To consider Red and Red/Amber assurance reports and summaries of specific internal audit reports as requested.
- 5.10 To contribute to the Quality Assurance Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
- 5.11 To consider the report on the effectiveness of internal audit contained within the AGS.
- 5.12 To provide free and unfettered access to the GARMS Committee Chair for the Head of Internal Audit, including the opportunity for a private meeting with the committee.

6. External audit

- 6.1 To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments (PSAA).
- 6.2 To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
- 6.3 To consider specific reports as agreed with the external auditor.
- 6.4 To comment on the scope and depth of external audit work and to ensure it gives value for money.
 - a. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.
- 6.6 To scrutinise/comment on the External Audit plan and fees.

¹ These will include:

- a) updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work
- b) annual report on the results of the internal audit Quality Assurance Improvement Programme (QAIP)
- c) statement of the level of conformance with the Public Sector Internal Audit Standards (PSIAS) and reports on instances where the internal audit function does not conform to the PSIAS, considering whether the non-conformance is significant enough that it must be included in the AGS.
- d) The opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the committee in reviewing the AGS.
- e) the level of management response to internal audit recommendations and progress on implementation of recommendations and to recommend action where internal audit recommendations are not being implemented.
- f) the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.

- 6.7 To monitor progress against the External Audit plan and receive summaries of audit work completed and key recommendations.
- 6.8 To review the management response to external audit recommendations and progress on implementation of recommendations.
- 6.9 To recommend action where external audit recommendations are not being implemented.

7. Financial reporting

7.1 To review the annual statement of accounts prior to approval and satisfy themselves that appropriate steps have been taken to meet statutory and recommended professional practices. Specifically to:

- review the narrative report to ensure consistency with the statements and the financial challenges and risks facing the authority in the future
- review whether the narrative report is readable and understandable by a lay person
- review the key messages from each of the financial statements and evaluating what that means for the authority in future years
- monitor trends and review for consistency with what is known about financial performance over the course of the year
- review the suitability of accounting policies and treatments
- seek explanations for changes in accounting policies and treatments
- review major judgemental areas, eg provisions or reserves
- seek assurances that preparations are in place to facilitate the external audit.

7.2 To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

8. Treasury Management

8.1 To review the Treasury Management strategy and monitor progress on treasury management in accordance with CIPFA codes of practice.

9. Health & Safety

9.1 To review the Council's Health and Safety arrangements and oversee progress on Health and Safety.

10. Accountability arrangements

10.1 To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.

10.2 To report to full council on an annual basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.

10.3 To publish an annual report on the work of the committee.

11. Standards

- 11.1 Promoting and maintaining high standards of conduct by Councillors, co-opted members and “church” and parent governor representatives.
- 11.2 Assisting Councillors, co-opted members and “church” and parent governor representatives to observe the Members’ Code of Conduct.
- 11.3 Advising the Council on the adoption or revision of the Members’ Code of Conduct.
- 11.4 Monitoring the operation of the Members’ Code of Conduct.
- 11.5 Developing and recommending local protocols to the Council to supplement the Members’ Code of Conduct.
- 11.6 Enforcing local protocols and applying sanctions in respect of breaches as appropriate.
- 11.7 Advising, training or arranging to train Councillors, co-opted members and “church” and parent governor representatives on matters relating to the Members’ Code of Conduct.
- 11.8 Granting dispensations to Councillors, co-opted members and “church” and parent governor representatives from requirements relating to interests set out in the Members’ Code of Conduct.
- 11.9 To keep under review and amend, as appropriate, the Protocol on Councillor/Officer Relations.
- 11.10 To keep under review the Officer Code of Conduct and, after consultation with unions representing staff, make recommendations to Council for amendment or addition.
- 11.12 To receive reports and keep a general overview of probity matters arising from ombudsman investigations, Monitoring Officer reports, reports of the Chief Financial Officer and Audit Commission.
- 11.13 To have oversight of the Council’s Whistleblowing Policy.
- 11.14 To agree the policy for decisions on payments to those adversely affected by Council maladministration (under section 92 Local Government Act 2000).
- 11.15 To establish sub-committees and working groups to deal with complaints that a member or a co-opted member has failed to comply with the Council’s Code of Conduct.
- 11.16 To consider any application received from any officer of the Authority for exemption from political restriction under Sections 1 and 2 of the Local Government and Housing Act 1989 in respect of the post held by that officer and may direct the Authority that the post shall not be considered to be a politically restricted post and that the post be removed from the list maintained by the Authority under Section 2(2) of that Act.
- 11.17 Upon the application of any person or otherwise, consider whether a post should be included in the list maintained by the Authority under Section 2(2) of the 1989 Act, and may direct the Authority to include a post in that list.

11.18 On referral from the Monitoring Officer, to decide whether to take action against a member for breach of the Code of Conduct and if so, to decide what action should be taken.

12. Membership rules

12.1 An Elected Mayor, the Leader or a member of the Executive may not be Members;

12.2 The Chair of the Committee must not be a Member of the Executive;

12.3 The appointment of co-opted/independent members can be considered;

12.4 The Independent Persons are not members of GARMS and shall be invited to meetings only if there is a Standards item on the agenda.

(III) Health and Wellbeing Board

Conservative

Labour

I. Members
Hitesh Karia
Paul Osborn (CH)
Pritesh Patel
Norman Stevenson

Ghazanfar Ali

II. Reserve Members
1. David Ashton
2. Marilyn Ashton
3. Anjana Patel
4. Chetna Halai

1. Simon Brown

(CH)

= Chair

*

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

Voting Members:

Representatives of North West London Integrated Care Board:

Dr Radhika Balu (VC)
Isha Coombes
Vacancy

Reserve: Hugh Caslake

Representative of Healthwatch Harrow:

Yaa Asamany

Reserve: Marie Pate

Representatives from the NHS:

James Benson
Simon Crawford

Reserves: Jackie Allain
James Walters

Non Voting Members:

Director of Public Health
Chief Officer, Voluntary and Community Sector
Senior Officer of Harrow Police
Chair of the Harrow Safeguarding Children and Adult Board
Managing Director of Harrow Borough Based Partnership
Corporate Director - People, Harrow Council & Director Adult Social Services, Harrow Council
Director of Children's Services, Harrow Council

Carole Furlong
John Higgins
Inspector Edward Baildon
Chris Miller
Lisa Henschen
Senel Arkut
Peter Tolley

Terms of Reference

1. Accountability

The Health and Wellbeing Board is set up in accordance with section 194 of the Health and Social Care Act 2012 which makes provision for the Council to establish a Health and Wellbeing Board as a Committee of the Council appointed under section 102 of the Local Government Act 1972. The Council can choose to delegate decision making powers to the Health and Wellbeing Board.

Members of the Board will be required to abide by the Code of Conduct.

2. Purpose of the Board

2.1. The Health and Wellbeing Board has 3 main functions:

- to assess the needs of the local population and lead the statutory joint strategic needs assessment
- to promote integration and partnership across areas, including through promoting joined up commissioning plans across NHS, social care and public health
- to support joint commissioning and pooled arrangements, where all parties agree this makes sense

The Board covers both adult and children's issues.

2.2. The purpose of the Board is to improve health and wellbeing for the residents of Harrow and reduce inequalities in outcomes. The Board will hold partner agencies to account for delivering improvements to the provision of health, adult and children's services social care and housing services.

2.3. Scrutiny of the Board's activities will be performed by the Council's Health Scrutiny Committee.

3. Key Responsibilities

3.1. The key responsibilities of the Health and Wellbeing Board shall be:

- 3.1.1. To agree health and wellbeing priorities for Harrow
- 3.1.2. To develop the joint strategic needs assessment
- 3.1.3. To develop a joint health and wellbeing strategy
- 3.1.4. To promote joint commissioning
- 3.1.5. To ensure that Harrow Council and the Integrated Care Board's commissioning plans have had sufficient regard to the Joint Health and Wellbeing strategy
- 3.1.6. To consider how to best use the totality of resources available for health and wellbeing, subject to the governance processes of the respective partner organisations as appropriate.
- 3.1.7. To oversee the quality of commissioned health services

- 3.1.8. To provide a forum for public accountability of NHS, public health, social care and other health and wellbeing services
- 3.1.9. To monitor the outcomes of the public health framework, social care framework and NHS framework introduced from April 2013)
- 3.1.10. To authorise Harrow's Integrated Care Board's annual assessment
- 3.1.11. To produce a Pharmaceutical Needs Assessment and revise every three years
- 3.1.12. Undertake additional responsibilities as delegated by the local authority or the Integrated Care Board e.g. considering wider health determinants such as housing, or be the vehicle for lead commissioning of learning disabilities services.

4. Membership

- 4.1. The Chair of the Board will be nominated by the Leader of Harrow Council; or a nominated deputy.
- 4.2. The voting membership will be:
 - Members of the Council nominated by the Leader of the Council
 - Chair of the Harrow Integrated Care Board (vice chair)
 - Representatives of each Harrow Integrated Care Board in Harrow
 - Integrated Care Board Accountable Officer or nominee
 - Representative of Healthwatch Harrow
 - Representatives of the NHS
- 4.3. The following Advisors will be non-voting members:
 - Director of Public Health
 - Chief Officer, Voluntary and Community Sector
 - Senior Officer of Harrow Police
 - Chair of the Harrow Safeguarding Children and Adult Board
 - Chief Operating Officer – Integrated Care Board
 - Corporate Director, People
 - Director Adult Social Services
- 4.4. The voluntary and community sector representative shall be nominated by the Voluntary Community Sector Forum on an annual basis.
- 4.5. Board Members are appointed annually. Board Members shall each name a reserve who will have the authority to make decisions in the event that they are unable to attend a meeting.
- 4.6. Board members shall sign a register of attendance at each meeting and should not normally miss more than one meeting within a financial year.
- 4.7. A representative from the North West London Integrated Care Board will serve as the vice chair of the Health and Wellbeing Board.
- 4.8. Key providers in Harrow will be invited to attend meetings as required depending on the subject under discussion.

- 4.9. Other agencies and organisations will be invited as the Integrated Care Partnership (ICP) develops to enable good outcomes to be delivered for Harrow's citizens.

4.10. Participation of the NHS England

- 4.10.1. NHS England must appoint a representative to join Harrow's Health and Wellbeing Board for the purpose of participating in the Boards preparation of the JSNA and JHWS.
- 4.10.2. The Health and Wellbeing Board can request the participation of the NHS England representative when the Health and Wellbeing Board is considering a matter that relates to the exercise or proposed exercise of the commissioning functions of NHS England in relation to Harrow.

4.11. Meeting Frequency

- 4.11.1. The Board shall meet bi monthly subject to review
- 4.11.2. An extraordinary meeting will be called when the Chair considers this necessary and/or in the circumstances where the Chair receives a request in writing by 50% of the voting membership of the Board

4.12. Health and Wellbeing Board Executive

- 4.12.1. The purpose of the Health and Wellbeing Board Executive is to:
- Develop and deliver a programme of work based on the Joint Commissioning priorities and the Joint Health and Wellbeing Strategy
 - Shape future years joint commissioning
 - Shape the agenda for future HWB meetings
 - Engage and understand the views of different organisations (including providers)
 - Bring together a collective view of partners and providers to the bi-monthly Health and Wellbeing Board
 - Share Commissioning Intentions and common priorities
 - Govern and quality assure the Health and Wellbeing Board work programme
 - Be aware and discuss emerging policy and strategy
 - Problem Solving
- 4.12.2. The meetings of the Executive will be scheduled to meet before the Board.
- 4.12.3. Membership will consist of senior officer representatives from both the Council and North West London Integrated Care Board, including the Directors of Adults, Children's, and Public Health services, GP Clinical Directors, and finance officers.

- 4.12.4. The chairing of the Executive will alternate between the council's Corporate Director of People Services and a representative of the North West London Integrated Care Board.

4.13. Local Safeguarding Boards

- 4.13.1. The Council's two Local Safeguarding Boards have a horizontal link to the Health and Wellbeing Board and include:
 - 4.13.1.1. Local Safeguarding Adults Board
 - 4.13.1.2. Harrow Local Children's Safeguarding Board

4.14. Conduct of Meetings

- 4.14.1. Meetings of the Board will be held in public except where the public are excluded from the meeting by resolution in accordance with Access to Information Act.
- 4.14.2. The quorum of the Board shall be 50% of the voting membership – however there must be attendance of at least one voting member from both the Council and the North West London Integrated Care Board. Should the quorum not be secured the meeting will not take place.
- 4.14.3. Decisions shall be made on the basis of a show of hands of a majority of voting members present. The Chair will have a second or casting vote.
- 4.14.4. Each meeting will have provision for the public to ask questions. There will be a total limit of 15 minutes for the asking and answering of public questions.
- 4.14.5. Harrow Council Democratic Services will service the meetings including the preparation and circulation of agenda and the production of minutes.
- 4.14.6. Minutes of the meetings will be available on the website of the council.
- 4.14.7. The Chair shall sign off the minutes as a true and accurate record of the meeting.
- 4.14.8. Agendas and supporting papers will be available on the website of the council at least five working days before the meeting.

(IV) Independent Panel (2)

Independent Members: Mr J Coyle
Mr J Kirkland

The Independent Panel shall consist of 2 independent persons appointed under s.27(7) of the Localism Act 2011. The Panel has the following duties:

- (a) to consider reports recommending dismissal made by the Independent Investigator and the Chief Officers' Employment Panel in accordance with the disciplinary procedure applying to the Head of Paid Service, Chief Finance Officer and Monitoring Officer;
- (b) to prepare a report to Council stating whether it agrees or disagrees with the recommendation to dismiss, including its reasons.

(V) Licensing and General Purposes Committee (16)

**Conservative
(9)**

**Labour
(7)**

I. Members	June Baxter Govind Bharadia Matthew Goodwin-Freeman Chetna Halai Susan Hall (CH) Amir Moshenson Janet Mote Kanti Rabadia Samir Sumaria	Dan Anderson Shahania Choudhury Dean Gilligan Maxine Henson Rashmi Kalu Varsha Parmar Rekha Shah
II. Reserve Members	1. Nitesh Hirani 2. Ameet Jogia 3. Thaya Idaikkadar 4. Kuha Kumaran 5. Vipin Mithani 6. Vacancy 7. Vacancy 8. Vacancy 9. Vacancy	1. Stephen Hickman 2. Asif Hussain 3. Eden Kulig 4. Natasha Proctor 5. Aneka Shah-Levy 6. Vacancy 7. Krishna Suresh

(CH)

= Chair

*

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

Terms of Reference

The powers and the duties of the Licensing and General Purposes Committee are:

To consider all matters which under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (referred to in the Schedule 3A-1) to this document, are required not to be the responsibility of the Executive, save for those matters delegated to other Committees of the Council;

- (b) To carry out the functions under any relevant statutory provision within the meaning of Part I (Health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer;
- (c) To keep under review and to determine the arrangements for the holding of elections and any referendums within the Borough and to initiate or respond to any proposals to the change of ward, constituency or Borough boundaries;
- (d) The determination of applications under the Council's Personal Injury Allowance Scheme.

- (e) To determine all matters and duties on the authority imposed by legislation, regulations orders, codes, and similar provisions for:
- All activities under the Licensing Act 2003
 - Food safety and control.
 - Animal health, welfare, safety and control.
 - Gaming, betting, lotteries and related amusements
 - Crime and disorder issues related to the above duties.

(VI) Overview and Scrutiny Committee (9)

	Conservative (5)	Labour (4)
I. Members	June Baxter Govind Bharadia Vipin Mithani Amir Moshenson (CH) Samir Sumaria	Dan Anderson Graham Henson * Maxine Henson Eden Kulig
II. Reserve Members	1. Philip Benjamin 2. Janet Mote 3. Matthew Goodwin-Freeman 4. Kuha Kumaran 5. Salim Chowdhury	1. Rashmi Kalu 2. Jerry Miles 3. Sasi Suresh 4. Antonio Weiss

Voting Co-opted Members:

- (1) Two representatives of Voluntary Aided Sector
- Reverend P Reece / Vacancy
- Ms M Trivedi (Primary) / Vacancy (Secondary)

Harrow Youth Parliament Representative

[Notes: The Scrutiny Leads should be main members of their respective committees].

(CH)

= Chair

*

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

Terms of Reference

The Overview and Scrutiny Committee has the following power and duties:

1. To oversee an agreed work programme that can help secure service improvement through in-depth investigation of performance issues and the development of an effective strategy/policy framework for the council and partners;
2. To have general oversight of the council's scrutiny function;
3. To offer challenge and critical support to the Executive's policy development function and the long-term strategic direction of the borough;
4. To anticipate policy changes and determine their potential impact on residents and to recommend changes where these are appropriate;
5. To consider the council and partners' strategic approach to service delivery, using, where necessary, the power of overview and scrutiny committees to receive information from partner agencies and to require partner authorities to have regard to

reports and recommendations from the Committee, as set out under Part Five of the Local Government and Public Involvement in Health Act 2007;

6. To undertake detailed investigation of service/financial performance in order to recommend policy changes to the Executive and to commission investigations by the Performance and Finance Sub-Committee;
7. To report scrutiny findings and recommendations to the Executive within 8 weeks of being published or to its next meeting, whichever is the sooner, in accordance with the council's constitution;
8. To review or scrutinise decisions made, or other action taken, in connection with the discharge of responsible authorities of their crime and disorder functions in accordance with s.19 of the Police and Justice Act 2006.
9. To consider items included in the Forward Plan;
10. To consider Councillor Call for Action in terms of
 - a. Local Government Matters (9FC of the Local Government act 2000)
 - b. Local Crime & Disorder Matters (Section 19, Police & Justice Act 2006)
11. To discharge the functions conferred by Section 244 (2ZE) of the National Health Service Act 2006 as amended and Regulation 21 of the Local Authority (Public Health, Health and Wellbeing Board and Health Scrutiny Regulations 2013) of reviewing and scrutinising, matters relating to the planning, provision and operation of health services in Harrow.
12. To respond to consultations from local health trusts, Department of Health and Social Care and any organisation which provides health services outside the local authority's area to inhabitants within it.
13. To review and make appropriate recommendations on an annual basis for the arrangements for processing applications for support from the voluntary sector, including grants, concessionary lettings, use of the community premises and other council premises, and discretionary rate relief.

(VII) Pension Board (1)

I. Members	Employer representative – LB Harrow:	Councillor Pritesh Patel
	Employer representative – Scheduled and Admitted Bodies:	Dr Simon Radford
	Scheme members representative – Active members:	Mr P O'Dwyer
	Scheme members representative – Pensioners:	Mr Gerald Balabanoff
	Independent member:	Mr Richard Harbord (CH)

Terms of Reference

1. Role of the Board

The role of the Board, as defined by sections 5(1) and (2) of the Public Service Pensions Act 2013, is to assist the Administering Authority (London Borough of Harrow) as Scheme Manager in ensuring the effective and efficient governance and administration of the Local Government Pension Scheme (LGPS) including:

- securing compliance with the LGPS regulations and other legislation relating to the governance and administration of the LGPS;
- securing compliance with requirements imposed in relation to the LGPS by the Pensions Regulator; and
- such other matters the LGPS regulations may specify.

The Administering Authority retains ultimate responsibility for the administration and governance of the scheme. The role of the Board is to support the Administering Authority to fulfil that responsibility.

In its role, the Board has oversight of the administration of the fund including:

- a. The effectiveness of the decision making process
- b. The direction of the Fund and its overall objectives
- c. The level of transparency in the conduct of the Fund's activities
- d. The administration of benefits and contributions

The Board will provide the Scheme Manager with such information as it requires to ensure that any Member of the Board or person to be appointed to the Board does not have a conflict of interest.

The Board will ensure it effectively and efficiently complies with the Code of Practice on the Governance and Administration of Public Service Pension Schemes issued by the Pensions Regulator. It will help to ensure that the Fund is managed in the same way.

The Board shall meet sufficiently regularly to discharge its duties and responsibilities effectively.

2. **Membership**

The Board shall consist of 5 members and be constituted as follows:

- (i) 2 Employer representatives – Administering Authority (1), other scheduled and admitted bodies [ie organisations other than the Administering Authority who, under the regulations, can participate in the LGPS] (1);
- (ii) 2 Scheme Member representatives – active members (1), pensioners (1); and
- (iii) 1 independent member

Elected Members and officers involved in the management and administration of the Fund are not permitted to become Board members.

Only the Employer and Scheme Member representatives will have voting rights.

Each member of the Board will serve for a period of three years, subject to compliance with conditions of appointment. Members will be appointed on a rotational basis.

The Chair and Deputy Chair of the Board will be elected by the Board at its first meeting and will serve for a period of three years. Should the elected Chair be an Employer representative the Deputy Chair must be a Scheme Member representative and vice versa.

The Chair will ensure that meetings are properly conducted and the decision of the Chair on all points of procedure and order shall be final.

The Board may, with the approval of the Administering Authority, co-opt persons with sufficient skills and experience to advise and support them. Co-optees are not Board members and do not have voting rights.

Each Board Member should endeavour to attend all Board meetings during the year. In the event of consistent non-attendance by any Board Member the tenure of that membership should be reviewed by the other Board members in liaison with the Scheme Manager.

Other than by ceasing to be eligible as set out above, a Board member may only be removed from office during a term of appointment by the unanimous agreement of all other members and with the agreement of the Scheme Manager. Should any member of the Board cease to be a member of the relevant group for which they have been appointed they will automatically cease to be a member of the Board and the Administering Authority will conduct a replacement process.

3. **Appointment of Board members**

All Board members will be appointed by Full Council. It is a statutory requirement that the Administering Authority must be satisfied that a person to be appointed as an Employer or Scheme Member representative has the relevant experience and capacity to represent employers or scheme members (as appropriate)

- Administering Authority to nominate one Employer representative

- The second Employer representative to be nominated by the scheduled and admitted bodies. If more than one is nominated, Council will determine who is to be appointed.
- (i) Scheme Member representatives to be selected through a process administered by the Administering Authority with a recommendation to Council
- (ii) Independent member – applications to be invited by public advertisement with a recommendation by the s151 Officer to Council.

4. **Standards of conduct and conflicts of interest**

All members of the Board are expected to act in accordance with the Code of Conduct for Councillors where applicable and the Pensions Regulator’s Code of Practice. In accordance with s5(5) Public Service Pension Act 2013, a Board member must not have a financial or other interest that could prejudice them in carrying out his/her Board duties. This does not include a financial or other interest arising merely by virtue of being a member of the LGPS.

The policy for identifying conflicts of interest is set out in a separate policy document.

5. **Knowledge and Skills**

Following appointment each member of the Board should be conversant with:

- The legislation and associated guidance of the LGPS
- Any document recording policy about the administration of the LGPS which is for the time being adopted by the Fund

The Administering Authority will provide a training programme which all Board members will be required to attend.

It is for individual Board members to be satisfied that they have the appropriate degree of knowledge and understanding to enable them, properly, to exercise their functions as a Member of the Board and therefore, must comply with the Board’s Knowledge and Understanding and Training Policy.

6. **Accountability**

The Board will collectively and individually be accountable to the Scheme Manager.

The Board will refer all relevant recommendations and decisions to the Pension Fund Committee of the Administering Authority and, where appropriate, to Full Council. It will present a report on its work to the Full Council once a year.

7. **Quorum**

A quorum will comprise three of the five members of which at least one shall be an Employer representative and one a Scheme Member representative.

8. **Meetings**

The Board shall meet at least twice a year but no more than four times.

The Chair of the Board, in consultation with the Administering Authority will prepare an agenda for each meeting of the Board. The administration of the Board will be in accordance with the normal procedures of the London Borough of Harrow.

An extraordinary meeting will be called when the Chair considers this necessary and/or in circumstances where the Chair receives a request in writing by 50% of the voting membership of the Board

9. **Publication of Pension Board Information**

The Administering Authority will publish up to date information on the Council's website including:

- The names of the Board member
- The Board's Terms of Reference
- Papers, agendas and minutes of Board meetings.

10. **Advice to the Board**

The Board will be supported in its role and responsibilities by the Administering Authority through advice and support as appropriate.

11. **Expense Reimbursement**

Each member of the Board and any co-opted persons, excluding elected Councillors of the London Borough of Harrow and Council Officers will be reimbursed at a rate of £445 per annum (exclusive of VAT if payable). All members of the Board and any co-opted persons will be paid "out-of-pocket" expenses when carrying out the functions of the Board including approved training.

12. **Definitions**

The undernoted terms shall have the following meaning when used in this document:

Administering Authority	London Borough of Harrow
Board or Pension Board	The local Pension Board for the London Borough of Harrow, Administering Authority for the London Borough of Harrow Pension Fund as required under the Public Service Pensions Act 2013
Board Member	A member of the Board including Employer representatives, Scheme Member representatives and an independent member
Code of Practice	The Pensions Regulator's [draft] Code of Practice no 14 entitled "Governance and administration of public service pension schemes."
Conflicts of Interest	As defined in the Public Service Pensions Act 2013

Administering Authority	London Borough of Harrow
Conflicts of Interest Policy	The policy on conflicts of interest as adopted by the Board
Employer Representative	A person appointed to the Board for the purpose of representing employers for the Scheme
Fund	The London Borough of Harrow Pension Fund within the Scheme administered and maintained by the Scheme Employer
Independent Member	A Member of the Board who is neither an Employer Representative nor a Member Representative
Knowledge and Understanding and Training Policy	The training policy as adopted by the Board
LGPS	The Local Government Pension Scheme as constituted by the Local Government Pension Scheme Regulations 2013, the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 and The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009.
Member Representative	A person appointed to the Board for the purpose of representing members of the Scheme
Scheme	The Local Government Pension Scheme
Scheme Manager	London Borough of Harrow as administering authority of the London Borough of Harrow Pension Fund

13. Interpretation

Any uncertainty or ambiguity or interpretation required relating to any matters contained in this document shall be resolved by reference to the Scheme Manager.

[Note: The terms of reference approved by Council on 13 November 2014 were amended under delegated authority as a result of the Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 which removed the voting rights of the Independent Member.]

14. Membership

The Board shall consist of 5 members and be constituted as follows:

- (iv) 2 Employer representatives – Administering Authority (1), other scheduled and admitted bodies [ie organisations other than the Administering Authority who, under the regulations, can participate in the LGPS] (1);
- (v) 2 Scheme Member representatives – active members (1), pensioners (1); and

(vi) 1 independent member

Elected Members and officers involved in the management and administration of the Fund are not permitted to become Board members.

Only the Employer and Scheme Member representatives will have voting rights.

Each member of the Board will serve for a period of three years, subject to compliance with conditions of appointment. Members will be appointed on a rotational basis.

The Chair and Deputy Chair of the Board will be elected by the Board at its first meeting and will serve for a period of three years. Should the elected Chair be an Employer representative the Deputy Chair must be a Scheme Member representative and vice versa.

The Chair will ensure that meetings are properly conducted and the decision of the Chair on all points of procedure and order shall be final.

The Board may, with the approval of the Administering Authority, co-opt persons with sufficient skills and experience to advise and support them. Co-optees are not Board members and do not have voting rights.

Each Board Member should endeavour to attend all Board meetings during the year. In the event of consistent non-attendance by any Board Member the tenure of that membership should be reviewed by the other Board members in liaison with the Scheme Manager.

Other than by ceasing to be eligible as set out above, a Board member may only be removed from office during a term of appointment by the unanimous agreement of all other members and with the agreement of the Scheme Manager. Should any member of the Board cease to be a member of the relevant group for which they have been appointed they will automatically cease to be a member of the Board and the Administering Authority will conduct a replacement process.

15. **Appointment of Board members**

All Board members will be appointed by Full Council. It is a statutory requirement that the Administering Authority must be satisfied that a person to be appointed as an Employer or Scheme Member representative has the relevant experience and capacity to represent employers or scheme members (as appropriate)

- Administering Authority to nominate one Employer representative
 - The second Employer representative to be nominated by the scheduled and admitted bodies. If more than one is nominated, Council will determine who is to be appointed.
- (iii) Scheme Member representatives to be selected through a process administered by the Administering Authority with a recommendation to Council
- (iv) Independent member – applications to be invited by public advertisement with a recommendation by the s151 Officer to Council.

16. **Standards of conduct and conflicts of interest**

All members of the Board are expected to act in accordance with the Code of Conduct for Councillors where applicable and the Pensions Regulator's Code of Practice. In accordance with s5(5) Public Service Pension Act 2013, a Board member must not have a financial or other interest that could prejudice them in carrying out his/her Board duties. This does not include a financial or other interest arising merely by virtue of being a member of the LGPS.

The policy for identifying conflicts of interest is set out in a separate policy document.

17. **Knowledge and Skills**

Following appointment each member of the Board should be conversant with:

- The legislation and associated guidance of the LGPS
- Any document recording policy about the administration of the LGPS which is for the time being adopted by the Fund

The Administering Authority will provide a training programme which all Board members will be required to attend.

It is for individual Board members to be satisfied that they have the appropriate degree of knowledge and understanding to enable them, properly, to exercise their functions as a Member of the Board and therefore, must comply with the Board's Knowledge and Understanding and Training Policy.

18. **Accountability**

The Board will collectively and individually be accountable to the Scheme Manager.

The Board will refer all relevant recommendations and decisions to the Pension Fund Committee of the Administering Authority and, where appropriate, to Full Council. It will present a report on its work to the Full Council once a year.

19. **Quorum**

A quorum will comprise three of the five members of which at least one shall be an Employer representative and one a Scheme Member representative.

20. **Meetings**

The Board shall meet at least twice a year but no more than four times.

The Chair of the Board, in consultation with the Administering Authority will prepare an agenda for each meeting of the Board. The administration of the Board will be in accordance with the normal procedures of the London Borough of Harrow.

An extraordinary meeting will be called when the Chair considers this necessary and/or in circumstances where the Chair receives a request in writing by 50% of the voting membership of the Board

21. **Publication of Pension Board Information**

The Administering Authority will publish up to date information on the Council's website including:

- The names of the Board member
- The Board's Terms of Reference
- Papers, agendas and minutes of Board meetings.

22. **Advice to the Board**

The Board will be supported in its role and responsibilities by the Administering Authority through advice and support as appropriate.

23. **Expense Reimbursement**

Each member of the Board and any co-opted persons, excluding elected Councillors of the London Borough of Harrow and Council Officers will be reimbursed at a rate of £445 per annum (exclusive of VAT if payable). All members of the Board and any co-opted persons will be paid "out-of-pocket" expenses when carrying out the functions of the Board including approved training.

24. **Definitions**

The undernoted terms shall have the following meaning when used in this document:

Administering Authority	London Borough of Harrow
Board or Pension Board	The local Pension Board for the London Borough of Harrow, Administering Authority for the London Borough of Harrow Pension Fund as required under the Public Service Pensions Act 2013
Board Member	A member of the Board including Employer representatives, Scheme Member representatives and an independent member
Code of Practice	The Pensions Regulator's [draft] Code of Practice no 14 entitled "Governance and administration of public service pension schemes."
Conflicts of Interest	As defined in the Public Service Pensions Act 2013
Conflicts of Interest Policy	The policy on conflicts of interest as adopted by the Board
Employer Representative	A person appointed to the Board for the purpose of representing employers for the Scheme
Fund	The London Borough of Harrow Pension Fund within the Scheme administered and maintained by the Scheme Employer
Independent Member	A Member of the Board who is neither an Employer Representative nor a Member Representative

Administering Authority	London Borough of Harrow
Knowledge and Understanding and Training Policy	The training policy as adopted by the Board
LGPS	The Local Government Pension Scheme as constituted by the Local Government Pension Scheme Regulations 2013, the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 and The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009.
Member Representative	A person appointed to the Board for the purpose of representing members of the Scheme
Scheme	The Local Government Pension Scheme
Scheme Manager	London Borough of Harrow as administering authority of the London Borough of Harrow Pension Fund

25. Interpretation

Any uncertainty or ambiguity or interpretation required relating to any matters contained in this document shall be resolved by reference to the Scheme Manager.

[Note: The terms of reference approved by Council on 13 November 2014 were amended under delegated authority as a result of the Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 which removed the voting rights of the Independent Member.]

(VIII) Pension Fund Committee (4)

**Conservative
(2)**

**Labour
(2)**

I. Members
David Ashton (CH)
Norman Stevenson

Jerry Miles
Nitin Parekh

II. Reserve Members
1. Kanti Rabadia
2. Amir Moshenson

1. Asif Hussain
2. Natasha Proctor

Harrow UNISON Co-optee (Non-voting): Vacancy
GMB Co-optee (Non-voting): Pamela Belgrave
Co-optee (Non-voting): To be appointed

(CH) = Chair

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

Terms of Reference

The Pension Fund Committee has the following powers and duties:

1. to exercise on behalf of the Council, all the powers and duties of the Council in relation to its functions as Administering Authority of the LB Harrow Pension Fund (the fund), save for those matters delegated to other Committees of the Council or to an Officer;
2. the determination of applications under the Local Government Superannuation Regulations and the Teachers' Superannuation Regulations;
3. to administer all matters concerning the Council's pension investments in accordance with the law and Council policy;
4. to establish a strategy for the disposition of the pension investment portfolio; and
5. to appoint and determine the investment managers' delegation of powers of management of the fund.

(IX) Planning Committee (7)

**Conservative
(4)**

**Labour
(3)**

**I.
Members**

**Marilyn Ashton (CH)
Christopher Baxter
Samir Sumaria
Zak Wagman**

**Ghazanfar Ali
Peymana Assad
Nitin Parekh ***

**II.
Reserve
Members**

1. Anjana Patel
2. Norman Stevenson
3. Salim Chowdhury
4. Nicola Blackman

1. Simon Brown
2. Kandy Dolor
3. Rashmi Kalu

(CH)

= Chair

*

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

Terms of Reference

The Planning Committee has the following powers and duties:

1. To exercise the functions of the council as local planning authority under the Town and Country Planning Act 1990 and other planning and subordinate legislation with the exception that:
 - a) the preparation, maintenance and updating of the Local Development Framework; and
 - b) the consideration of any policy matter concerning the planning of the Borough, including the development of major sites but not the determination of any planning application;shall be matters to be determined by the Executive.
2. To determine applications for certificates under section 17 of the Land Compensation Act 1961.
3. To consider and, if appropriate, serve Article 4 Directions removing permitted development rights in accordance with the Town and Country Planning General (Permitted Development) Order 1990.
4. To determine and enforce building regulations.
5. All other functions relating to town and country planning and development control as set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended).

(X) Standing Advisory Council for Religious Education (3)

	Conservative (2)	Labour (1)
I. Members	June Baxter Janet Mote	Sasi Suresh
II. Reserve Members	1. David Ashton 2. Hitesh Karia	Ghazanfar Ali

(Note: Chair to be appointed at a SACRE meeting).

Other Representatives

Group A: Religious Traditions and Christian Churches	- Ms M Afnan - Mr M Amar - Vacancy - Mr D Cryer - Ms V Dodhia - Ms C O’Flaherty - Mrs P Gan-Kotwal Vacancy - Mr V Hirani Mr Z Khalid - Ms C O’Brien - Ms D O’Herne - Mr A Omar - Mrs G Ross - Mrs D Samuels - Mr P Singh-Kohli - Ven Sumana Sramaner Vacancy	- Baha’I - Muslim (Harrow Mosque) - Christian (Free Church Federal Council) - Humanist (Harrow Humanist Association) - Jain - Christian - Zoroastrian - Muslim (representing Harrow Central Mosque) - Hindu (Swaminaryan) - Muslim (representing Harrow Muslim Council) - Christian (Catholic) - Christian (Catholic) - Muslim - Jewish - Jewish - Sikh - Buddhist - Rastafarian
Group B: Church of England	- Mrs M Abbott - Rev’d J Power - Mrs A Stowe (CH)	
Group C: Teachers’ Associations	- Ms Elizabeth Boulter - Ms Heena Mistry - Ms Fatema Rahemani	- NEU - NAHT - NASUWT
Officer	- Ms L Prior (Adviser to SACRE on behalf of the Corporate Director, People)	
Clerk	- Ms V Wright	

Terms of Reference

- (1) As requested by the local authority or of its own volition, to advise the local authority on matters connected with:
 - a. religious worship in community schools or foundation schools which do not have a religious character, and
 - b. Religious education, in accordance with the Agreed Syllabus

The matters referred to above include, in particular, teaching methods, choice of materials and teacher training.
- (2) To deal with applications from schools for a determination on whether the statutory requirement for Christian collective worship should apply.
- (3) To determine the manner and form of applications under (2) above.
- (4) To convene from time to time an Agreed Syllabus Conference to review the agreed syllabus. The representative groups on SACRE, other than Group D, may at any time require a review of the agreed syllabus. Each of the three representative groups concerned shall have a single vote on the question of whether to require such a review.
- (5) To publish an annual report as to the exercise of their functions and any action taken by representative groups on the council under (4) above during the preceding year.

Membership

- Group A – Representatives of Christian (excluding Church of England) and other religious denominations (22)
- Group B – Representatives of the Church of England (3)
- Group C – Representatives of Teachers (6)
- Group D – Representatives of the Local Education Authority (3)

SACRE may also include co-opted members (that is, persons co-opted as members of SACRE by members of SACRE who have not themselves been so co-opted).

Any member who fails to attend three consecutive meetings of SACRE shall cease to be a member of the Council unless, at the third such meeting, SACRE approves the reason for non-attendance.

An adviser nominated by the Corporate Director, People Services shall also be invited to attend meetings of SACRE.

Outside Body and Lead Member Appointments 2023/24

Name of body / Lead Member role	No. reps.	Proposed Appointee (for 2023/24)	Proposed Deputies where applicable (for 2023/24)
(Brent and Harrow) Trading Standards Joint Advisory Board	3 (+ 3 deputies)	1. Cllr Anjana Patel 2. Cllr Norman Stevenson 3. Cllr Krishna Suresh	1. Cllr Stephen Greek 2. Cllr Nicola Blackman 3. Cllr Rashmi Kalu
Association for Public Service Excellence (APSE)	1	1. Cllr Vacancy	N/A
Bentley Priory Nature Reserve Management Committee Appointment from May 2022 for a 4-year term	4	1. Cllr Marilyn Ashton 2. Cllr Zak Wagman 3. Cllr Peymana Assad 4. Cllr Aneka Shah-Levy	N/A
Board of London Sport	1	1. Cllr Paul Osborn	
Capital Letters (London) Limited ('Capital Letters') Boroughs' Representative Body (BRB)	1 (Housing PH)	1. Cllr Mina Parmar	N/A
Central and North West London NHS Foundation Trust Appointment from May 2022 for a 3-year term	1	1. Cllr Pritesh Patel	N/A
Deputy Lord Lieutenant's Committee	4 (+ Mayor)	1. Cllr Jean Lammiman 2. Cllr Janet Mote 3. Cllr Ramji Chauhan 4. Cllr Krishna Suresh 5. Cllr Ghazanfar Ali	N/A
Edward Harvist Charity Appointment from May 2022 for a 4-year term	1	1. Cllr Pritesh Patel	N/A
Greater Stanmore Country Park Management Committee Appointment from May 2022 for a 4-year term	2 Majority Party 1 Opposition	1. Cllr Marilyn Ashton 2. Cllr Ameet Jogia 3. Cllr Kandy Dolor	N/A
Harrow Association of Disabled People Appointment from May 2022 for a 2-year term	2	1. Cllr Norman Stevenson 2. Cllr Ghazanfar Ali	N/A
Harrow Citizens' Advice Bureau	1 Majority Party 1 Opposition	1. Cllr Jean Lammiman 2. Cllr Eden Kulig	N/A
Harrow Cycle Hub	1	1. Cllr Paul Osborn	N/A
Harrow Heritage Trust Executive Committee	3	1. Cllr Janet Mote 2. Cllr June Baxter 2. Cllr Ghazanfar Ali	N/A
Harrow in Europe Committee	5	1. Cllr Jean Lammiman 2. Cllr Norman Stevenson 3. Cllr Ramji Chauhan 4. Cllr Dan Anderson 5. Cllr Eden Kulig	N/A

Outside Body and Lead Member Appointments 2023/24

Name of body / Lead Member role	No. reps.	Proposed Appointee (for 2023/24)	Proposed Deputies where applicable (for 2023/24)
Harrow Nature Conservation Forum	2	1. Cllr Norman Stevenson 2. Cllr Kandy Dolor	N/A
Harrow on the Hill Forum	6 (2 ward members 3 group members)	1. Cllr Stephen Hickman 2. Cllr Eden Kulig 1. Cllr Marilyn Ashton 2. Cllr Christopher Baxter 3. Cllr Rashmi Kalu	N/A
Harrow Safer Neighbourhood Board	1 rep and deputy from each group (Community Safety PH Shadow)	1. Cllr Anjana Patel 2. Cllr Peymana Assad	N/A
Harrow Strategic Development Partnership	2 members	1. Cllr Stephen Greek 2. Cllr Kanti Rabadia	
Harrow Weald Common Board of Conservators Appointment from May 2022 for a 4-year term	5 (3 Ward Members + 2 (1 from each Group))	1. Cllr Pritesh Patel 2. Cllr Ramji Chauhan 3. Cllr Stephen Greek 4. Cllr Marilyn Ashton 5. Cllr Kandy Dolor	N/A
Homes Limited	2 (Ward Cllrs)	1. Cllr Graham Henson 2. Cllr Maxine Henson	N/A
John Pardoe Charity	4	1. Cllr Philip Benjamin 2. Cllr Jean Lammiman 3. Cllr Dan Anderson 4. Vacancy	N/A
Joint Health Overview and Scrutiny Committee (Chair and Vice-Chair of Health and Social Care Scrutiny Sub-Committee)	1 (+ 1 deputy)	1. Cllr Chetna Halai	1. Cllr Rekha Shah
LBH Bus & Highways Liaison Meeting	4 (from different groups)	1. Cllr Ameet Jogia 2. Cllr Anjana Patel 3. Cllr Jerry Miles 4. Cllr Asif Hussain	N/A
LBH Rail Liaison Meeting	4 (from different groups)	1. Cllr Ameet Jogia 2. Cllr Anjana Patel 3. Cllr Jerry Miles 4. Cllr Asif Hussain	N/A
League of Friends of Northwick Park Hospital	1 (+ 1 deputy)	1. Cllr Matthew Goodwin-Freeman	1. Cllr Vacancy
Lee Valley Regional Park Authority Appointment from 1 July 2021 for a 4-year term to 30 June 2025	1	1. Cllr Paul Osborn	N/A

Outside Body and Lead Member Appointments 2023/24

Name of body / Lead Member role	No. reps.	Proposed Appointee (for 2023/24)	Proposed Deputies where applicable (for 2023/24)
Local Government Association - General Assembly Meetings	4 (+ 4 deputies)	1. Cllr Paul Osborn 2. Cllr Marilyn Ashton 3. Cllr David Perry 4. Cllr Natasha Proctor	1. Cllr Stephen Greek 2. Cllr Christopher Baxter 3. Vacancy 4. Vacancy
Local Government Information Unit	1	1. Cllr Stephen Greek	N/A
London CIV	1 (+ 1 deputy)	1. Cllr David Ashton	1. Vacancy
London Councils' Arts/Culture, Tourism, Sport and Leisure Lead Member	1	1. Cllr Jean Lammiman	N/A
London Councils' Children and Young People including Safeguarding, Schools, Education and Children's Social Care Lead Member	1	1. Cllr Hitesh Karia	N/A
London Councils' Communities, Empowerment and Inclusion Lead Member	1	1. Vacancy	N/A
London Councils' Crime and Public Protection Lead Member	1	1. Cllr Anjana Patel	N/A
London Councils' Devolution and Levelling Up lead Member	1	1. Cllr Paul Osborn	
London Councils' Digital and Connectivity Lead Member	1	1. Cllr Stephen Greek	N/A
London Councils' Economic Development/Business Lead Member	1	1. Cllr Norman Stevenson	N/A
London Councils' Environmental Issues Lead Member	1	1. Cllr Anjana Patel	
London Councils' Finance and Corporate Services Lead Member	1	1. Cllr David Ashton	N/A
London Councils' Grants Committee (Associated Joint Committee) NB: must all be Cabinet Members	1 (+ 4 deputies)	1. Cllr Jean Lammiman	1. Cllr Paul Osborn 2. Cllr Marilyn Ashton 3. Cllr Anjana Patel 4. Cllr David Ashton
London Councils' Greater London Employment Forum NB: Member responsible for human resources	1 (+ 1 deputy)	1. Cllr David Ashton	1. Cllr Stephen Greek
London Councils' Health and Social Care including Adult Services Lead Member	1	1. Cllr Pritesh Patel	N/A
London Councils' Housing and Regeneration Lead Member	1	1. Cllr Marilyn Ashton	N/A
London Councils' Leaders' Committee (s101 Joint Committee)	1 (+ 2 deputies)	1. Cllr Paul Osborn	1. Cllr Marilyn Ashton 2. Cllr David Ashton
London Councils' Planning/ Infrastructure/Development Lead Member	1	1. Cllr Marilyn Ashton	N/A

Outside Body and Lead Member Appointments 2023/24

Name of body / Lead Member role	No. reps.	Proposed Appointee (for 2023/24)	Proposed Deputies where applicable (for 2023/24)
London Councils' Skills and Employment Lead Member	1	1. Cllr Norman Stevenson	N/A
London Councils' Transport & Environment Committee (Associated Joint Committee) NB: Usually Lead Member for transport or environment	1 (+ 4 deputies)	1. Cllr Anjana Patel	1. Cllr Paul Osborn 2. Cllr David Ashton 3. Cllr Marilyn Ashton 4. Vacancy
London Councils' Young People's Education and Skills Board (YPES)	1 from each party	1. Cllr Hitesh Karia 2. Cllr Stephen Hickman	
London Road Safety Council	2	1. Cllr Anjana Patel 2. Cllr Jerry Miles	N/A
London Youth Games	1	1. Cllr Jean Lammiman	N/A
Mayor of Harrow's Charity Fund Trustees	3 (+ 4 Burgesses)	1. Cllr Jean Lammiman 2. Cllr Salim Chowdhury 3. Cllr Sasi Suresh	N/A
Middlesex Guildhall Collection and Trust Fund	3	1. Cllr Jean Lammiman 2. Cllr Janet Mote 3. Cllr Vacancy	N/A
Newable Ltd (formerly Greater London Enterprise Ltd)	1	1. Cllr Norman Stevenson	N/A
Relate London North West	1	1. Cllr Jean Lammiman 2. Vacancy	N/A
Reserve Forces and Cadets Association for Greater London	1	1. Cllr Nicola Blackman	N/A
Sir John Wolstenholme Charity	2	1. Cllr Philip Benjamin 2. Cllr Dan Anderson	N/A
Standing Advisory Council for Religious Education (SACRE)	3 (+3 deputies)	1. Cllr Janet Mote 2. Cllr June Baxter 3. Cllr Sasi Suresh	1. Cllr David Ashton 2. Cllr Hitesh Karia 3. Cllr Ghazanfar Ali
Victoria Hall Trust Appointment from May 2022 for a 4-year term	1	1. Cllr Ghazanfar Ali	N/A
West House and Heath Robinson Museum Trust	1	1. Cllr Paul Osborn	N/A
West London Alliance	1 (Leader only)	1. Cllr Paul Osborn	N/A
West London Waste Authority	1	1. Cllr Anjana Patel	N/A

COUNCIL
28 SEPTEMBER 2023

RECOGNITION OF LONG SERVICE –
COUNCILLOR SIMON BROWN

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Report for: Council

Date of Meeting:	28 September 2023
Subject:	Recognition of Long Service – Councillor Simon Brown
Responsible Officer:	Jessica Farmer – Interim Director of Legal and Governance Services
Exempt:	No
Wards affected:	None
Enclosures:	None

Section 1 – Summary and Recommendations

The Council on 18 July 1985 adopted a recommendation from the then Policy and Resources Committee meeting of 2 July, concerning the recognition of Members' long service and resolved:

“That the Council agree that Members of the Council who complete 25 years' service with the Council be presented with framed, illuminated copy resolutions of appreciation”.

This report sets out the proposal for a Long Service Award to Councillor Simon Brown.

Recommendations:

That Council approve a Long Service Award marking Councillor Simon Brown 25 years' service as a Member for Harrow Council in May 2023.

Section 2 – Report

- 2.1 It is the current policy of the Authority to recognise the completion of 25 years' service on the part of the Members of the Council by awarding a framed, illuminated address of appreciation (Council Resolution of 18 July 1985).
- 2.1 Full Council must agree any change or abandonment of this policy.
- 2.3 A long service award was last made in September 2022 to Councillor Jerry Miles. Councillor Simon Brown met this distinction in May 2023.

Councillor Simon Brown

Councillor Simon Brown was first elected to the Council in May 1986 for Stanmore South ward and served until 2002. He was then re-elected as the ward Councillor for Headstone South in May 2014 and served until 2022. Following the Borough Elections of 2022 when Councillor Brown was returned to serve as a Member for the Headstone Ward, he will in the lifetime of this Council (in May 2023) attain the required 25 years' service.

Councillor Brown held various Portfolio Holder roles between 2014 – 2022 with a particular focus on Adults and has served on various Council Committees including Cabinet, Planning Committee, Health and Wellbeing Board, Corporate Parenting Panel, Education Committee, Policy and Resources Committee and Education Consultative Committee.

Councillor Brown has represented the Council on numerous outside bodies including Bentley Priory Nature Reserve Management Committee, Harrow Heritage Trust Executive Committee, London Councils' Children and Young People Lead Member, London Councils' Grants Committee (Associated Joint Committee), London Councils' Health and Adult Services Lead Member,

Middlesex Guildhall Art Collection and Trust Fund and Standing Advisory Council for Religious Education.

The Council is requested to record its appreciation of the public service rendered by Councillor Simon Brown, in the form of the following resolution:

Councillor Simon Brown BSc (Econ):

Recognition of Long Service

“The Council of the London Borough of Harrow do hereby record their appreciation of the twenty-five years’ service by Councillor Simon Brown to the London Borough of Harrow.

In recognition of his completion of twenty-five years of public service to Harrow, this resolution be engrossed on vellum and publicly presented to Councillor Brown at the Council Meeting in November 2023.”

2.4 The costs for the long service awards will be met from existing budgets.

2.5 This report is submitted, following consultation with the Leader of the Council, Leader of the Labour Group and Councillor Simon Brown.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed by the Chief Financial Officer

Date: 10 August 2023

Statutory Officer: Jessica Farmer

Signed by the Monitoring Officer

Date: 8 September 2023

Chief Officer: Alex Dewsnap

Signed by the Managing Director

Date: 8 August 2023

Mandatory Checks

Ward Councillors notified: NO

Section 4 - Contact Details and Background Papers

Contact: Alison Atherton, Senior Professional Democratic Services
Email:alison.atherton@harrow.gov.uk

Background Papers: Election records, Committee Memberships

If appropriate, does the report include the following considerations?

- | | |
|-----------------|-----|
| 1. Consultation | YES |
| 2. Priorities | NO |

**COUNCIL
28 SEPTEMBER 2023**

**CABINET
RECOMMENDATION
(29 JUNE 2023)**

RECOMMENDATION I

**COMMUNITY SAFETY STRATEGY
2023-2026**

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Cabinet

Minutes

29 June 2023

Record of decisions taken at the meeting held on Thursday 29 June 2023.

Present:

Chair: Councillor Paul Osborn

Councillors: David Ashton
Marilyn Ashton
Stephen Greek
Hitesh Karia
Jean Lammiman
Anjana Patel
Pritesh Patel
Norman Stevenson

**Non-Executive
Cabinet Member:** Thaya Idaikkadar
Kanti Rabadia

**Non-Executive
Voluntary Sector
Representatives:** John Higgins

**In attendance
(Councillors):** Graham Henson
Stephen Hickman
David Perry
Antonio Weiss
For Minute 156
For Minute 156
For Minute 152-169
For Minute 156

Absent: Harrow Youth Parliament
Representative

Recommended Items

159. Community Safety Strategy 2023 - 2026

Resolved to RECOMMEND: (to Council)

That the new Community Safety Strategy be considered and recommended to Council for approval;

[Call-in does not apply to the decision above as it is reserved to full Council.]

RESOLVED: That the Interim Assistant Director of Strategy and Partnerships, following consultation with the Portfolio Holder for Environment and Community Safety, be authorised to make any minor amendments to the strategy as necessary prior to the matter going to Council.

Reason for Recommendation: The Strategy was a statutory requirement of the Safer Harrow Partnership.

(DRAFT)

Community Safety Strategy

2023 - 2026

Contents Page

1. Foreword from Portfolio Holder
2. Introduction to the Community Safety Strategy
3. A Clean and Safe Borough – Harrow’s Community Safety Priorities
4. Our Priority - Tackling and Reducing Violence Against Women and Girls (VAWG)
5. Our Priority - Reducing incidents of Burglary / Motor Vehicle Crime / Robbery
6. Our Priority – Reducing the number of violent incidents in the borough
7. Our Priority - Tackling and reducing offences and harm caused by drugs
8. Our Priority - Tackling Hate Crime
9. Our Priority - Perception of Crime and Anti-Social Behaviour
10. Next steps

1. Foreword from Portfolio Holder

Harrow is a vibrant and diverse borough - and we are one of the safest boroughs in London. While we take pride in this, we know we can do more to keep Harrow safe for our residents and visitors.

In our first year in office, we have listened to what Harrow people want. Our residents want to feel safe - and while we are a safe borough, we know it is not always how people feel.

With this in mind our Community Safety Strategy outlines our targets for a safer borough for 2023-2026. It looks at how we will work with our partners - including the police and the voluntary sector - to put our residents first and deliver a Borough that is clean and safe.

There are a number of things we are already doing to achieve this, like the launch of the Harrow Safer Spaces survey to identify where women, young girls and others feel unsafe in the borough. We will use feedback to identify where we can make improvements to our public spaces and have discussions with the community and partners such as the Police.

We know cleanliness has an impact on how safe residents feel and so we have taken a number of steps to improve the appearance of our borough. We continue to act against those who blight our borough by illegally dumping rubbish; rogue landlords who let dangerous and sub-standard private rented accommodation; and traders who operate illegally and with disregard for others.

We also work jointly with our partners when dealing with anti-social behaviour and crime. Over the last year a number of properties have been served closure notices – banning them from use, and in doing so restoring peace, law and order in our neighbourhoods.

While a lot of work is already taking place, there is more that we can do. This strategy outlines how we will help to reduce Violence against Women and Girls; incidents of burglary, motor crime and robbery; violent incidents; drug use; hate crime and the perception of crime in Harrow.

Our new Corporate Plan sets out our vision for the borough - restoring pride in Harrow. This sits at the heart of everything we do to ensure our borough is a great place to live, learn, work and visit.

Three core priorities fall under this which will help us drive decisions and the services we deliver for our residents. These are:

- a council that put residents first;
- a borough that is clean and safe, and
- a place that supports those in need.

As a resident and Harrow Council's Cabinet Member for Environment and Community Safety, I want Harrow to be a place where people feel proud to call home, and where they feel safe, supported, and have the opportunity to flourish.

It gives me great pleasure to introduce this Community Safety Strategy. By working together, we will create a borough that is clean and safe and where everyone genuinely feels safe.

Anjana Patel
Portfolio Holder for Highways, Infrastructure and Community Safety

2. Introduction to the Community Safety Strategy

Under The Crime and Disorder Act 1998 each statutory Community Safety Partnership¹ is required to produce a Community Safety Strategy. This strategy outlines Safer Harrow Partnership's three-year plan on how we will work to create a Harrow that is safe and clean, ensuring Harrow remains one of the safest boroughs in London.

The priorities in this strategy set out below, have been identified through the analysis of crime trends and data, which have been considered with our statutory and non-statutory partners through a range of consultations. This engagement provided an opportunity to share what partners were seeing, hearing, and experiencing in Harrow and to contribute to the development of a clear picture of the key areas of community safety to prioritise.

Violence Against Women and Girls (VAWG)
Burglary & Motor Vehicle Crime
Violence and violent incidents
Drugs²
Hate Crime ³
Perception of Crime and Anti-Social Behaviour

Work on each of these priorities will be considered alongside the Harrow Joint Health and Wellbeing Strategy and the Adolescent Safeguarding Strategy, including a clear focus on mental health to support those most in need.

Harlow Borough Context

Harlow is a diverse borough and includes:

- Harlow has 261,300 residents
- 51% of our population are female, with 49% being male
- 64% of our population come from a Black, Asian and Multi-ethnic background
- Average age of Harlow residents is 38 years

¹ The Safer Harlow Partnership includes representatives from the Council, the Metropolitan Police Service, Public Health, the Probation Service and Voluntary and Community Sector (VCS) organisations.

² While acknowledging that substance misuse is a broader issue that can include alcohol, this strategy is prioritising the reduction of offences and harm related to illegal drugs.

³ A hate crime is defined as 'any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability and any crime motivated by hostility or prejudice against a person who is transgender or perceived to be transgender.

Harrow is the second safest borough (excluding the City of London) with only Richmond upon Thames having a lower number of notifiable offences per 1,000 people in 2022

Our objective is to ensure that Harrow remains one of the safest boroughs in London.

From December 2021 to December 2022, the number of notifiable offences in Harrow increased by 2.6% compared to the previous twelve months and a further breakdown is outlined below. However, this was a smaller increase compared to the London-wide average, with Harrow having one of the lowest crime rate increases in London. During this period across London there was an average increase of 9.1% in notifiable offences.

The following figures highlight the levels of high harm and high-volume crimes in Harrow over the twelve months from December 2021 to December 2022 in comparison to the previous twelve-month period.

High Volume Crime

Violence without injury decreased by 0.8%

Burglary offences decreased by 3.5%

Theft from motor vehicles decreased by 2%

Theft of motor vehicles increased by 9.4%

Drug possession decreased by 34.1%

Robbery increased by 37.4%

Total theft from the person increased by 18.4%

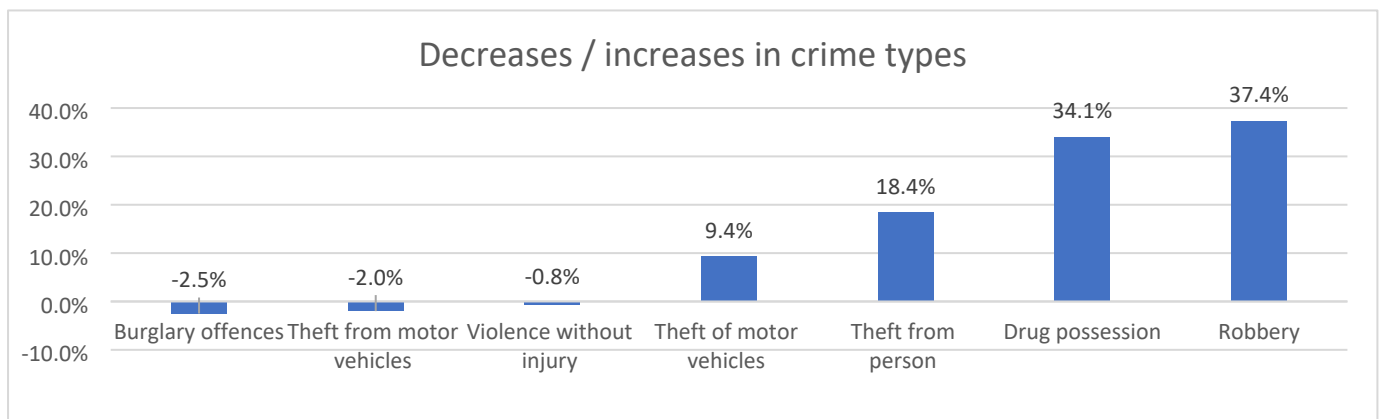


Figure 1: High harm and high-volume crimes in Harrow over the twelve months from December 2021 to December 2022

High Harm Crime

Violence with injury increased by 13.9%

Sexual offences decreased by 2.8%

Knife crime increased by 24.1%

Knife crime with injury decreased by 3.3%

Domestic violence increased by 0.1%

Domestic violence with injury increased 5.7%

Intent to supply drugs increased by 33.9%

Racist, religious hate crime increased 6.2%

3. A Clean and Safe Borough – Harrow’s Community Safety Priorities

During our work to identify the community safety priorities for 2023 – 2026, the consultations highlighted the importance of a partnership approach to tackle community safety issues in the borough.

The Safer Harrow Partnership is responsible for this strategy through a multi-agency approach and is accountable for its effective implementation. To ensure that the priorities in this strategy are implemented, several workstreams will be established which will report back to the main group. All progress under each workstream will be monitored through quarterly reporting at Safer Harrow to deliver the best possible outcomes for our residents. Our partnership model cuts across all our community safety priorities and will range from working together on targeted initiatives and days of action, to information sharing between partners.

Working with our residents, communities, local businesses and all our stakeholders will be instrumental in keeping the people of Harrow safe from crime and repeat victimisation.

A key challenge as we undertake this work will be to build and increase public confidence in the organisations and bodies who are working to make Harrow safer while adopting a victim focused approach. The recent Baroness Casey’s report (published in March 2023) investigated the standards of behaviour and internal culture of the Metropolitan Police Service (“the Casey Review Report”). This highlighted along with other findings, that public confidence in the Metropolitan Police Service to do a good job locally has fallen from high points of 70% in 2016 and 2017 to a low of 45% in March 2022.

The Metropolitan Police Service (MPS) is currently reviewing its Turnaround Plan 2023-25 following the findings from Baroness Casey’s report, however, has committed to and begun delivering on investing in the strongest ever Neighbourhood Policing and Public Protection. There is still much work to be undertaken by the MPS and we will continue to engage with our local police force in Harrow to identify and understand their response to the report, and its implications for creating a safer Harrow and this will be built into our delivery action plan.

To increase public confidence locally in Harrow and to be transparent, the Safer Harrow Partnership will publish an annual report on each of its priorities, providing an overview of the work being undertaken across the partnership to reduce crime and deliver positive outcomes for residents.

Finally, the Safer Harrow Partnership has a new Serious Violence Duty, introduced by the Police Crime Sentencing and Courts Act 2022. The Duty requires specified authorities to work together to prevent and reduce serious violence, including identifying the kinds of serious violence that occur in the area, the causes of that violence, which will encompass several other key priorities such as Drugs and Violence against Women and Girls. The partnership will need to prepare and implement a strategy for preventing and reducing serious violence, and publish this by 31st January 2024.

4. Our Priority - Tackling and Reducing Violence Against Women and Girls (VAWG)

The Safer Harrow Partnership is dedicated to tackling all forms of VAWG as part of our shared commitment to making Harrow a [clean and] safe borough and supporting the most vulnerable.

A higher proportion of violence against women and girls is domestic abuse (DA) where the violence occurs within the context of an established relationship and the perpetrator is known. However, there is an increase in reported incidents where violence against women and girls is perpetrated by strangers where there is no history of a previous relationship.

Over the twelve months ending December 2022, the number of sexual offences in Harrow dropped by 2.8%, domestic violence rose by 0.1% and domestic violence with injury rose by 5.7%. These are crimes that disproportionately impact women and girls.

A common theme that emerged from the consultation workshop was to prioritise the safety of women and girls and it was widely felt that building confidence in the response of the police and Council was a priority. This is echoed in the findings of the Casey Review Report which concluded amongst its findings that the MPS needs a dedicated women's protection service and a more victim-centred approach to dealing with VAWG and we welcome any developments to offer more specialised support to victims of VAWG.

The Safer Harrow Partnership will work across the partnership to pursue perpetrators of VAWG and to provide the help that victims and survivors need, ensuring there is a wide public awareness of these services and how to access these, and to promote confidence in these services. Work will also address areas and concerns that cause women and girls to feel unsafe in our borough including a range contributing environmental factors. This will be expanded further in a dedicated VAWG action plan.

Outcomes:

- Reduction in VAWG and DA incidents across the borough.
- Increase in women and girls reporting feeling safe in the borough, currently measured through a council led survey on safe spaces
- Increase our awareness of risks to safety by collaborating with partners to share information and data, with the Community Safety unit acting as the central hub
- Positively change male attitudes towards VAWG through education, awareness raising and communication programmes.

Over the next three years, we will:

- Collaborate as a partnership to increase the number of safe spaces in Harrow to support victims of VAWG and Domestic Abuse.
- Work to address perpetrators through the Criminal Justice System or other preventative initiatives.
- Continue engaging with the women and girls of Harrow to identify locations where they feel at risk and / or unsafe
- Enable victims / survivors to access support services to receive the required help

5. Our Priority – Reducing Burglary / Motor Vehicle related theft / Robbery

Theft, robbery, burglary, and motor vehicle crime (including the theft of and from motor vehicles) incorporates issues that are visible and decrease feelings of safety for residents.

Burglary is one of the predominant crimes in Harrow in terms of volume, and includes the theft, or attempted theft, from a building or premises or damage to a building or premises that appears to have been caused by a person attempting to enter to commit a burglary. Theft of a motor vehicle relates to the theft or attempted theft of a vehicle, driving without consent of the owner, or as a passenger of a stolen vehicle.

Incidents of burglary have reduced by 3.5% over the twelve months ending in December 2022 but are still higher in the autumn and winter months, which sees a police response through targeted operations. Robbery has increased by more than a third in the twelve months to December 2022. Theft of catalytic converters has fallen by more than a third between April 2022 and December 2022

Burglary, theft, and motor vehicle crime were raised during consultation workshops and there was consensus that these collective crimes need to remain a priority in the Community Safety Strategy. As these are very visual criminal acts, they have the potential to impact perceptions of crime in the borough and prioritising these issues are key to ensuring the borough is safe and feels safe for residents and visitors. Perceptions will also be impacted by the current lack of public confidence in police, and this further supports the need for the Safer Harrow Partnership to monitor, publicise an overview of the work and outcomes for each priority area.

Outcomes:

- Reduce the number of catalytic converter thefts measured through police data
- Reduce thefts from a motor vehicle measured through police data
- Reduce the number of thefts of a motor vehicle measured through police data
- Reduce burglary measured through police data
- Reduce incidents of robbery measured through police data

Over the next three years, we will:

- Collaborate as a partnership to share information and data to identify hotspot locations
- Increase partnership working between the police and relevant council teams to support targeted initiatives, including Days of Action and Nights of Action
- Use the partnership to deliver key messages and alerts to the local community in a timely manner to reduce and prevent crimes.

6. Our Priority - Reducing the number of violent incidents in the borough

To deliver a Harrow that is clean and safe, it is essential to address the issue of violence in the borough. This includes knife crime, which encompasses all criminal offences committed using a knife or a bladed article as a weapon and can often be linked with other issues such as drugs, gang involvement, organised crime, exploitation and county lines.

Violence against the person is greater within the Greenhill ward, which includes the town centre and transport hubs, with a rate of 51 incidents per 1,000 residents in this ward. The borough average was 21 incidents per 1,000. Weapon enabled crime remains relatively low in Harrow and we continue to have the lowest number of weapon possession offences in comparison to our neighbouring boroughs.

Possession of weapons in Harrow in the twelve months ending December 2022 has decreased by 5.3%; and we have seen an average of three gun-crime offences per month.

Street violence and knife crime were raised as concerns during the consultation process. It was acknowledged that along with gang-related activity, these are high profile crimes and therefore have a significant impact on fear and people's perception of safety in Harrow. This is heightened by a perceived lack of police visibility and slow responses, issues identified within the Casey Review Report. The MPS has committed to delivering investment into Neighbourhood Policing which will be key to address violence and violent incidents in the borough.

Outcomes:

- Reduce incidents of violence (with or without injury)
- Reduce all incidents of knife crime including possession and incidents of knife crime with or without injury
- Reduce the risk of exploitation of young people and adults in Harrow

Over the next three years, we will:

- Reduce incidents of violence (with or without injury) measured by police data
- Reduce all incidents of knife crime including possession and incidents of knife crime with or without injury
- Deter and reduce young person at risk from becoming involved in activities that may lead to their involvement in violence or to carry knives through access to more relevant programmes and monitoring of programme outcomes
- Reduce the risk of exploitation of young people and adults in Harrow

7. Our Priority – Tackling and reducing offences and harm caused by drugs

The possession of illegal drugs, their use, and intent to supply have implications for community safety and public health in Harrow. This issue is closely linked to other criminal activities including burglary and robbery, gang-related activity, violence, exploitation and organised crime. In addition, where the use of drugs is taking place, it can decrease feelings of safety.

The Combating Drugs Partnership (CDP) continue to work to develop and agree system-wide priorities that are focused on breaking drug supply chains and delivering a world class treatment and recovery system while achieving a generational shift in demand for drugs. The Adolescent Safeguarding Strategy will also outline actions across the Safer Harrow Partnership, to prevent and reduce the criminal exploitation of children which can lead to gang affiliation, drug possession and other forms of criminality. These actions will focus on Prevention, Targeted Intervention, Engagement and co-creation and using effective partnerships including with our voluntary sector partners.

While offences for drug possession are decreasing, intent to supply drugs has risen by over a third in 2022 in Harrow and is on the rise across London as a whole, and 20% of young people sentenced to a Youth Justice Order or Pre-court Disposal were for drug offences.

During the consultations, concerns were widely shared around the intent to supply and the use of drugs in Harrow and the impact this has on community safety. From an enforcement perspective, it was suggested that there needs to be greater visible consequences, an effective deterrent for drug dealing, and a better follow-up when drug dealing in properties is reported. The Safer Harrow Partnership, in its annual report, will share information on the work undertaken to tackle this issue and the outcomes achieved.

From a safeguarding perspective, it was felt that more needs to be done to protect young people from exploitation by criminal gangs and prevent them from being drawn into these types of activities. The Casey Review Report highlighted the need for children to be seen as children who need protection from harm and not just as threats or perpetrators of crime.

Outcomes:

- Reduce the incidents of intent to supply drugs in Harrow
- Ensure people are getting the right treatment and advice
- Reduce the number of young persons being exploited and drawn into drug activity
- Break drugs supply chain
- Deliver a world-class treatment and recovery system
- Achieve a generational shift in the demand for drugs

Over the next three years we will:

- Invest in treatment and recovery pathways to increase the number of people that are supported in Harrow with substance misuse issues through our providers
- Tackle the exploitation of young people by working with partners to create diversionary activities and opportunities to reduce the number of young people being drawn into crime
- Target known hotspot locations where drugs are used and / or distributed

8. Our Priority – Tackling Hate Crime

Community cohesion and resilience in Harrow is strong, however, racist, and religious hate crime can be an area of concern for our diverse community having increased 6.2% in 12 months (from Dec 2021 to Dec 2022). This is an issue that people can face in public, at work or even at home through online hate crime and consequently it can have a great impact on feelings of safety in our borough.

The three headline data types (racist, religious, hate) will need breaking down further and we need a wider campaign aimed at community level / societal level change addressing historically encouraged and entrenched, cultural and institutional forms of discrimination. So there needs to be a public health/campaigning style of action against this type of crime.

Reported incidents of hate crime have remained steady over the last three years with an average of 420 incidents per year. However, while this is the third lowest rate in London, with 1.7 incidents per 1,000 people, we are aware that racist, religious, disability and LGBTQ+ hate crimes remain unreported in Harrow.

While recognising that Harrow is diverse, and the positive outcomes this has for the borough, it was noted consistently during the consultation workshops, that hate crime, including the targeting of religious groups and disabled people, were rising. In addition, it was noted that many incidents of hate crimes (including disability) may not be reported, and this underreporting needs to be addressed.

Outcomes:

- An increase in residents who agree that people from different backgrounds get on well together in their local area
- An increase in people who are confident that reporting an issue will lead to a positive outcome
- An increase in hate crime reporting directly to the police and third parties, measured through police data and Stop Hate UK data
- Decrease in number of actual hate crime incidents based on any of the 9 protected characteristics

Over the next three years, we will:

- Promote hate crime reporting through a variety of diverse communication channels (including different languages, media and through the use of advocates where necessary)
- Provide robust support for victims of hate crime through enhanced police support
- Celebrate diversity positively and provide greater support for marginalised and vulnerable communities in the borough.
- Recognise the impact of historically entrenched institutional, cultural and societal level forms of discrimination, through public communications, campaigning and establishing safe talking spaces for such expression and support

9. Our Priority – Perception of Crime and Anti-Social Behaviour

Current data demonstrates that Harrow remains one of the safest boroughs in London, but this does not align with perceptions of crime and feelings of safety in the borough. One of our priorities is to ensure that residents and visitors are not only safe, but also *feel* safe. This will require addressing anti-social behaviour and environmental elements (such as fly tipping, nuisance) that can contribute to an atmosphere of increased crime and has the potential to encourage more serious crimes while negatively impacting perceptions of safety. Consideration will also be given to how we communicate and engage with the public so as not to increase fear unnecessarily.

According to the How Are You (HAY) Harrow Survey 2021, four in ten young people said there are areas of Harrow where they feel unsafe; this was higher in young persons who identify as having additional or special needs. This perception is not limited to our young residents. In the Harrow Safer Spaces Survey 2022, 77.6% of the women and girls who responded to a question about feeling safe said they feel unsafe or mostly unsafe in the borough. Further highlighting the fear of crime, 79% of residents were concerned that knife crime is a problem in their area and 44% of residents were concerned that gun crime is a problem in their area.

The fear of crime remains a real issue and to deliver a Harrow where people are and feel safe, this is an area that needs to be tackled. Perception of crime is often inflated by social media and to address this problem we need to consider how we communicate with residents so as not to increase fears. It is also important that partners respond adequately to reports of anti-social behaviour and environmental issues which can lead to increased feeling of being unsafe when left unaddressed or repeat incidents give a perception of a lack of action.

Police presence and visibility, particularly at night, would also contribute to allaying fears of crime and increasing feelings of safety. The MPS has committed in its Turnaround Plan 2023-25, to delivering its strongest ever Neighbourhood Policing and increasing trust and confidence. These steps are further conclusions in the Casey Review report which highlight the MPS's need to secure and maintain the public's respect and approval, to rebuild consent, particularly with communities where this is most at risk.

Outcomes:

- Reduction in high volume crime /high harm crime
- Reduction in anti-social behaviour and environmental offences that increase feelings of unsafe
- An increase in residents reporting feeling safe in the borough

Over the next three years, we will:

- Implement targeted Days of Action to increase resident reassurance and gain better intelligence around local hotspots
- Increase police presence in our neighbourhoods through the Met Police's new Turnaround Plan to restore public trust and confidence
- Increase awareness of police or other operations to residents
- Work with school related partnerships including schools, school councils, schools' police, social workers in schools and Early Support workers in schools, to support pupils feeling safe following their being witness or social media witnesses to violence in or near to schools
- Development and promote awareness of reporting pathways for both residents and front-line staff who are often the "eyes and ears" across the borough.

10. Next Steps

As the overarching body which has the statutory responsibility to produce a Community Safety Strategy, the SHP will oversee this work. Being a strategic Board, the partnership will delegate the operational aspects of this strategy to sub-groups who will implement the work and report back to the partnership quarterly. This falls under the remit of the SHP with the Board's Terms of Reference already allowing for the establishment of thematic sub-groups and setting out how they report to the SHP.

There will be six thematic sub-groups which reflect the six priorities in the Community Safety Strategy. To avoid duplication, any forums that currently exist will report to the SHG on a quarterly basis.

The Strategy will cover the period 2023 to 2026 and will be reviewed annually by Safer Harrow.

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COUNCIL
28 SEPTEMBER 2023

PENSION BOARD
RECOMMENDATION
(12 JULY 2023)

RECOMMENDATION I

PENSION BOARD ANNUAL REPORT
2022-2023

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Pension Board

Minutes

12 July 2023

Present:

Chair: Mr R Harbord

**Board
Members:**

Gerald Balabanoff (VC)	Scheme Members' Representative - Pensioners
Patrick O'Dwyer	Scheme Members' Representative - Active Members
Dr Simon Radford	Employer Representative – Scheduled and Admitted Bodies

**In attendance:
(Officers)** Bola Tobun Treasury and Pensions
Manager

**Apologies
received:** Councillor Pritesh Patel

Recommended Items

51. Pension Board Draft Annual Report 2022-23

Members were presented with the regular draft annual report, as required by the Board's Terms of Reference, which set out the actions taken by the Pension Board in the year to 31st March 2023 and were invited to make comments before a final version of the report be submitted to Full Council in September 2023.

The Board welcomed the report and did not raise any questions or comments.

Resolved to RECOMMEND (to Council): That the annual report be approved.

LONDON BOROUGH OF HARROW PENSION BOARD

2022-23 ANNUAL REPORT

Background

The Local Pension Board was set up by 1 April 2015 in accordance with the requirements of the Public Service Pensions Act 2013 (The Act).

The Pension Board has responsibility for assisting the Council as the administering authority of the Local Government Pension Scheme (LGPS) in relation to the following:

- securing compliance with the LGPS regulations and other legislation relating to the governance and administration of the LGPS;
- securing compliance with requirements imposed in relation to the LGPS by the Pensions Regulator; and
- such other matters as the LGPS regulations may specify.

The Act provides for the Board membership to be of equal numbers of “employer representatives” and “scheme member representatives”. In addition we have an Independent Member who is currently the Chair of Pension Board.

Harrow Pension Board’s Terms of Reference require the Board to present a report on its work to the Full Council once a year.

This report covers the work of the Pension Board to 31st March 2022 – the seventh year of operation of the Harrow Pension Board.

Meetings

Pension Board normally meets quarterly and held its first meeting on 25 June 2015. The current Chair, Richard Harbord and Vice Chair, Gerald Balabanoff were appointed at that meeting and have been re-appointed to those posts annually since that date.

The Board’s Terms of Reference indicate that it will meet at least twice and not more than four times a year. The Pension Regulator’s expectation is that LGPS Pension Boards will meet four times a year.

During 2022-23, the Board met four times.

Role and Terms of Reference

We understand our role and are generally happy with the generic nature of the Terms of Reference, which we reviewed in October 2019. However, our view is that we should meet more than twice a year and that the periods of office of the various members should be staggered to avoid the potential loss of too much experience at one time.

We have requested that the membership of Pension Board is extended to ensure that each meeting is quorate. The current terms of reference make no provision for reserve members.

We have also requested that all reports from Pension Fund Committee, including exempt reports, be made available for review by Pension Board on a timely basis.

Knowledge and Understanding of the Local Government Pension Scheme

To assist in our understanding and to assist in our scrutiny role, we have been provided with a large amount of information about the Scheme, usually with an officer's commentary, including

- Annual Report and Accounts
- Governance Compliance Statement
- Investment Strategy Statement
- Pension Fund Risk Register
- Policy for Reporting Breaches of Law
- Policy for Avoiding Conflicts of Interest
- Pension Fund Administration Strategy
- Pension Fund Training Policy

Relationship with Pension Fund Committee

At each meeting, the Board have been advised of the agendas of, and decisions taken by, the Pension Fund Committee at its recent meetings. Our views have, in turn, been reported to the Committee. The Board has also been invited to attend the Committee meetings and the training sessions held prior to each meeting.

A recurring theme throughout the year has been the legal advice that members of the Board are not entitled to remain at the Committee's meetings when exempt papers are discussed even though Board members are expected to abide by the Council's Code of Conduct.

Since 2018-19 the Pension Board has been referring Pension Board minutes and recommendations to Pension Fund Committee. During 2022-23, the Board was again asked to review a number of draft policies before these were submitted to the Pension Fund Committee for final approval. This approach to policy development and review has been helpful, and the Committee intends to continue this approach in future.

Annual Report and Financial Statements

We were again invited to consider the Annual Report and Financial Statements for the Pension Fund, together with their various attachments and the reports of the Auditor. The areas in which we expressed particular interest have been:

- Actuarial assumptions and actuarial valuation results
- Employer contributions
- The prospect of the funding deficit being recovered in 20 years
- The performance of the Fund and the way it is discussed in reports to facilitate the scrutiny process

- Local Government Pension Scheme Pooling Arrangements through the London Collective Investment Vehicle (LCIV)

We have received reports on the 2022 Triennial valuation, including a presentation from the Fund's actuary, and considered the draft Funding Strategy statement and Investment Strategy Statement arising from the Valuation.

We reviewed the Fund's Risk Register and Governance Compliance Statement, and received a report on the London Collective Investment Pooling arrangements.

Benchmarking and key performance indicators

We have shown particular interest in benchmarking and key performance indicators.

Traditionally, reliable benchmarking and comparison information covering all administering authorities has not been available. However, recent Government requirements in the context of the pooling arrangements have necessitated the provision of relatively consistent information from all administering authorities.

We have also asked for refinement to pension administration reporting to better understand performance against key performance indicators. KPI's have been considered as a standing item since June 2017. Pension Board receives confirmation of breaches of law and has been assured that annual benefit statements are issued on time.

Environmental, Social and Governance Issues (ESG)

The Board supports the Committee's stance in expecting fund managers to adopt appropriate codes of practice and that they are required to provide an explanation when they do not. As part of this we reviewed the draft Responsible Investment Policy before it was approved by the Committee and considered a report on proposals for accounting for climate change (TCFD).

Training

Pension Board members are invited to the regular training sessions which take place before pension Fund Committee meetings and Board members have also availed themselves of other relevant training including that offered by CIPFA.

Conclusion

The regulations governing Pension Boards are contained in the Local Government Pension scheme (Amendment) (Governance) 2015 Regulations 2015 (SI2015/57)

The main provisions are:

- “(1) Each administering authority shall no later than 1st April 2015 establish a pension board (“a local pension board”) responsible for assisting it –
- (a) to secure compliance with –
- (i) these Regulations,

(ii) any other legislation relating to the governance and administration of the Scheme and any connected scheme, and

(iii) any requirements imposed by the Pensions Regulator in relation to the Scheme and any connected scheme; and

(b) to ensure the effective and efficient governance and administration of the Scheme and any connected scheme.

Essentially the role of the Pension Board is one of Scrutiny and our role is wholly advisory.

The Board looks forward to consolidating performance in the current year and continuing to develop its role as an effective body for scrutiny and improvement.

COUNCIL
28 SEPTEMBER 2023

**INFORMATION REPORT – USE OF THE
URGENCY PROCEDURE - COUNCIL**

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Report for: Council

Date of Meeting:	28 September 2023
Subject:	Information Report – Use of Urgency Procedure - Council
Responsible Officer:	Jessica Farmer – Interim Director of Legal and Governance Services
Exempt:	No
Wards affected:	N/a
Enclosures:	None

Section 1 – Summary and Recommendations

This information report sets out details of decisions taken under the urgency procedure since the last meeting of Council.

Recommendations:
That the report be noted.

Section 2 – Report

In accordance with the delegations to Chief Officers, the Leaders of each of the Political Groups on the Council were consulted on the following urgent decisions, which were approved on behalf of the Council on the dates below as action was required prior to this Council meeting.

Designation of the Council's Section 151 Officer – 27 July 2023

It was agreed that Sharon Daniels, Head of Strategic and Technical Finance (Deputy Section 151 Officer) be designated as the Council's Section 151 Officer, a statutory post, until the Interim Director of Finance and Assurance (Section 151 Officer) was appointed.

Outside Body Appointment – West London Waste Authority – 30 August 2023

The Conservative Group requested a change to the appointment to this Outside Body in that Councillor Stephen Greek replaced Councillor Anjana Patel.

Group Political Assistant

To ensure Council's agreement to the establishment of a political assistant role for each political group, should they wish to appoint to that post.

Ward Councillors' comments N/A

Legal Implications

The Director of Finance and Assurance (Section 151 Officer) is a statutory role and a decision on behalf of full Council was required to designate this role.

Financial Implications

1. The Director of Finance and Assurance (Section 151 Officer) is graded at D3, £132,168 - £145,575. The cost of this post, which is budgeted for and part of the establishment, is £198,564 (including employers' oncosts). The budget available for the remainder of the financial year (August 2023 to March 2024) is £132,376 and is sufficient to cover the cost until the Interim Director of Finance and Assurance (Section 151 Officer) is appointed, there is no impact of this appointment on the allocated budget.
2. Outside Body Appointment – there is no financial impact as a result of this appointment.
3. Group Political Assistant – there is available revenue budget to cover the appointment of a political assistant role for each political group, therefore there is no revenue impact of this decision.

Risk Management Implications

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

Separate risk register in place? **No**

Equalities implications / Public Sector Equality Duty

Was an Equality Impact Assessment carried out? No

Council Priorities

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: Ella Kesek

Signed on behalf of the Chief Financial Officer

Date: 19 September 2023

Statutory Officer: Jessica Farmer

Signed by the Monitoring Officer

Date: 20 September 2023

Mandatory Checks

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

Section 4 - Contact Details and Background Papers

Contact: Alison Atherton, Senior Professional Democratic Services
Email:alison.atherton@harrow.gov.uk

Background Papers: Urgent Decision Forms

If appropriate, does the report include the following considerations?

- | | |
|-----------------|-----|
| 1. Consultation | YES |
| 2. Priorities | n/a |

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COUNCIL
28 SEPTEMBER 2023

INFORMATION REPORT - REMUNERATION
PACKAGES OF £100,000 OR GREATER

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Report for: Council

Date of Meeting: 28 September 2023

Subject: Information Report – Remuneration Packages of £100,000 or greater

Responsible Officer: Alex Dewsnap – Managing Director (Head of Paid Service)

Exempt: No

Wards affected: N/a

Enclosures: None

Section 1 – Summary and Recommendations

This report sets out a summary of the remuneration packages approved by the Chief Officers' Employment Panel (COEP) from May 2023 till August 2023.

Recommendations:

That the report be noted.

Section 2 – Report

1. Department for Levelling Up, Housing and Communities (DHLUC) guidance ('Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011') states that the full Council should be given the opportunity to vote on any remuneration package of £100,000pa or greater.
2. The Council delegates authority to the Chief Officers' Employment Panel ('COEP') the determination of any remuneration package of £100,000, subject to all approvals being reported for information to the full Council.
3. Between May 2023 and August 2023, three roles were approved by the Chief Officers' Employment Panel.
4. The Chief Officers' Employment Panel approved the following roles:
5. **Managing Director (Head of Paid Service)**

The Head of Paid Service is a statutory role for the Council and was fulfilled by a permanent post holder from September 2022. Following the postholder's resignation, recruitment to this statutory post was undertaken. In May 2023, following a recruitment process in line with the Council's policies, an appointment was made to the Managing Director (Head of Paid Service) post with a remuneration package of CE1 grade £165,941 per annum, plus the employer's Local Government Pension Scheme. The appointment is for a six-month period with an option to extend for three years.

6. **Director of Children's Services**

The Director of Children Services (Grade D3) is a Statutory Chief Officer post. The previous permanent postholder retired at the end of May 2023 and an interim appointment was made The Director of Children's Services (DCS) post holds significant statutory responsibilities in how the Council look after Harrow's children and forms an integral link with our partners such as schools.

In July 2023, following a recruitment process in line with the Council's policies, an appointment was made to the Director of Children Services post

with a remuneration package of D3 grade £132,168 per annum, plus the employer's Local Government Pension Scheme.

7. Interim Director of Finance and Assurance (Section 151 Officer)

The Director of Finance and Assurance (Section 151 Officer) post is a statutory role for the Council and holds significant responsibilities in how the Council manages and delivers services to residents. The previous permanent post holder resigned and left the Council in August 2023.

In August 2023, following a recruitment process in line with the Council policies, an appointment was made to the Interim Director of Finance and Assurance post with a remuneration package of D3 grade £132,168 per annum, plus the employer's Local Government Pension Scheme.

Legal Implications

In accordance with the Constitution, the Chief Officers' Employment Panel is required to approve remuneration packages of £100,000 or greater for a Council Post. The Panel is required to report back to Council for information purposes on all such approved remuneration packages.

Harrow Council's Pay Policy Statement 2019 provides that: 'All employees, including Chief Officers, are normally appointed on the lowest pay spine column point for their job evaluated grade. In exceptional circumstances, employees may be appointed at a higher point within the evaluated grade. The Council may apply market supplement payments to jobs with recruitment or retention difficulties.'

Financial Implications

The salary for the Managing Director (Head of Paid Service), Director of Children's Services and Interim Director of Finance and Assurance is fully accounted for in the relevant directorates annual budget.

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**

Equalities implications / Public Sector Equality Duty

Was an Equality Impact Assessment carried out? No

- The roles quoted in this report have the mandatory responsibility to deliver the Council's vision and values by addressing inequalities faced by the residents of Harrow.
- One of the responsibilities for the postholders is to promote equality, diversity and inclusion and reduce inequalities, ensuring that everyone can contribute through everyday actions to deliver the required health and well-being outcomes.

Council Priorities

Please identify how the decision sought delivers this priority.

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: Jessie Man

Signed on behalf of the Chief Financial Officer

Date: 15/09/2023

Statutory Officer: Jessica Farmer

Signed by the Monitoring Officer

Date: 18/09/2023

Chief Officer: Alex Dewsnap

Signed by the Managing Director

Date: 15/09/2023

Mandatory Checks

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

Section 4 - Contact Details and Background Papers

Contact: Akhil Wilson, Head of Resourcing – akhil.wilson@harrow.gov.uk

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