

# **CABINET (SPECIAL)**

## **MINUTES**

### **23 MAY 2013**

**Chairman:** \* Councillor Thaya Idaikkadar

**Councillors:** \* Nizam Ismail \* Asad Omar  
\* Krishna James \* William Stoodley  
\* Zarina Khalid

**Non Executive Non Voting Councillors:** \* Susan Hall \* Barry Macleod-Cullinane

\* Denotes Member present

#### **634. Declarations of Interest**

**RESOLVED:** To note that there were no declarations of interests made by Members.

#### **RESOLVED ITEMS**

#### **635. Establishment of Cabinet Committees, Advisory Panels, Consultative Forums and Appointment of Chairmen**

**RESOLVED:** That the establishment of Cabinet bodies and the appointments for the Municipal Year 2013/14, as tabled and reproduced at Appendix I to the minutes, be approved.

**Reason for Decision:** To enable Cabinet bodies to be convened.

**Alternative Options Considered and Rejected:** None.

**Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted:** None

*[Call-in does not apply.]*

**636. Timetable for the Preparation and Consideration of Plans and Strategies comprising the Policy Framework 2013/14**

Cabinet received a report of the Director of Legal and Governance Services proposing a timetable for consideration of the key Plans and Strategies.

**RESOLVED:** That

- (1) the timetable for the preparation and consideration of the Statutory Plans and Strategies, set out at Appendices A and B respectively, be approved subject to the following changes:

Appendix A

West London Waste Plan, dates to be amended as follows:  
Overview and Scrutiny Committee - 17 September 2013  
Cabinet - 17 October 2013  
Council - 14 November 2013

Community Safety Plan, dates to be amended as follows:  
Overview and Scrutiny Committee - 23 July 2013  
Cabinet - 12 September 2013  
Council - 14 November 2013

- (2) variation to the timetable be reserved to the Leader of the Council.
- (3) in addition to the Corporate Plan, the Equality Objectives also be submitted to the Overview and Scrutiny Committee, Cabinet and Council when refreshed.

**Reason for Decision:** To comply with the requirements of paragraph 3 of the Budget and Policy Framework Procedure Rules set out in Section 4C of the Council's Constitution.

**Alternative Options Considered and Rejected:** None.

**Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted:** None.

(Note: The meeting, having commenced at 8.21 pm, closed at 8.26 pm).

(Signed) COUNCILLOR THAYA IDAIKKADAR  
Chairman

**CABINET ADVISORY PANELS 2013/14**

(Membership in order of political group nominations)

	<b>Conservative</b>	<b>Labour</b>	<b>Independent Labour</b>	<b>Ungrouped</b>
	<b>(1) CORPORATE PARENTING PANEL (6)</b>			
	(2)	(2)	(1)	(1)
<b>I. Members</b>	<b>Christine Bednell (CH) Janet Mote</b>	<b>Margaret Davine Mitzi Green</b>	<b>Husain Akhtar</b>	<b>James Bond</b>
<b>II. Reserve Members</b>	1. Lynda Seymour 2. Chris Mote 3. John Nickolay	1. Raj Ray 2. Mrs Rekha Shah	1. Vacant	1. Vacant

**CORPORATE PARENTING PANEL**

**Purpose**

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

**Role of the Panel**

1. To take an overview of the Council's and partner agencies responsibilities towards looked after children.
2. To examine ways in which the Council as a whole and partner agencies can improve the life chances of looked after children and care leavers.
3. Ensure there are good joint working arrangements between council departments and partner agencies.
4. To provide a forum for Children Looked After (CLA) to participate and influence policy and enable CLA to have opportunity to talk about issues relating to their own direct experiences of services they have received. Hence the Board will ensure that the positive experiences/services are maintained and lessons are learnt and changes made in the areas that require improvements.

5. To comment on and contribute to plans, policies and strategies for looked after children and make appropriate recommendations for action.
6. To have a monitoring role, by receiving regular progress reports on a number of key PI's e.g. educational attainment (including implementation of Personal Education Plans), health assessments and implementation of Local Area Agreements for CLA.
7. Monitor the plans/needs of children in Secure Accommodation.
8. To receive regular reports on the needs of care leavers including employment, further education, training and housing.
9. To receive annual reports on the following services
  - Adoption
  - Fostering
  - Complaints
10. To meet with CLA and their carers on a regular basis to consult and celebrate achievements, festivals etc.
11. To manage and arrange Member visits to
  - Children's Homes
  - Foster Placements
  - Frontline Services (as indicated in the Victoria Climbié Audit)

## **Membership**

The Corporate Parenting panel will comprise:

A proportionate number of 6 Elected Members

Service Users, Carers and Schools (Non-Voting)

- 2 Children Looked After
- 2 Foster Carers
- 1 Designated Teacher

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

- Director of Children's Services
- Group Manager + Children and Families
- Group Manager Safeguarding and Family Support
- Group Manager Fostering, Adoption and Residential Care
- Senior Professional (Inclusion)
- Principal Educational Psychologist
- Senior Coordinator (Children Looked After)

## (2) GRANTS PANEL (9)

	(4)	(4)	(1)	(0)
<b>I. Members</b>	<b>Manji Kara Mrs Vina Mithani Chris Mote Joyce Nickolay (CH)</b>	<b>Kairul Kareema Marikar Varsha Parmar Bill Phillips Sasi Suresh</b>	<b>Mano Dharmarajah</b>	
<b>II. Reserve Members</b>	1. Ramji Chauhan 2. John Nickolay 3. Susan Hall 4. Lynda Seymour	1. Christine Robson 2. Ann Gate 3. Mitzi Green 4. Krishna Suresh	1. Vacant	

Adviser: Deven Pillay (Voluntary & Community Sector representative)

### GRANTS PANEL

#### Terms of Reference

To consider proposals and to make recommendations in respect of:

- (a) To regularly review the arrangements for receiving, processing, and approving applications for support from the voluntary sector, including grants, concessionary lettings, use of the community premises and other council premises, and discretionary rate relief.
- (b) To review grant applications annually ensuring that they meet agreed criteria and conditions, and make recommendations for funding to cabinet or the portfolio holder as appropriate.
- (c) To consider matters relating to concessionary lettings, and make recommendations to cabinet or the portfolio holder as appropriate.
- (d) To consider applications for accommodation within the Community Premises; and make recommendations to cabinet or the portfolio holder as appropriate.
- (e) To consider the arrangements for use of other Council premises, and make recommendations to cabinet or the portfolio holder as appropriate
- (f) To review the criteria for the granting of discretionary rate relief to non-profit making organisations, and make recommendations to Cabinet or the Portfolio Holder as appropriate.
- (g) To monitor the impact of support to the voluntary sector.
- (h) To consider matters relating to the London Boroughs Grants Scheme, administered by London Councils.
- (i) To consider applications for funds from the Edward Harvist Trust.
- (j) To consider any other matters relating to support to the voluntary sector.

### **(3) HARROW BUSINESS CONSULTATIVE PANEL (4)**

(2) (2) (0) (0)

**I. Members**      **Kam Chana**  
                         **Susan Hall (CH)**      **Keith Ferry**  
   **Ajay Maru**

**II. Reserve Members**      1. Yogesh Teli      1. Bill Phillips  
   2. John Nickolay      2. Sasi Suresh

### **HARROW BUSINESS CONSULTATIVE ADVISORY PANEL**

#### **Terms of Reference**

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

#### **(4) LOCAL DEVELOPMENT FRAMEWORK PANEL (7)**

	(3)	(3)	(1)	(0)
<b>I. Members</b>	<b>Marilyn Ashton Stephen Greek (CH) Simon Williams</b>	<b>Keith Ferry Bill Phillips Navin Shah</b>	<b>Thaya Idaikkadar</b>	
<b>II. Reserve Members</b>	1. Joyce Nickolay 2. Susan Hall 3. Barry Macleod- Cullinane	1. Sachin Shah 2. Graham Henson 3. Sue Anderson	1. Vacant	

#### **LOCAL DEVELOPMENT FRAMEWORK PANEL**

##### **Terms of Reference**

1. To give detailed consideration to and make recommendations in respect of:
  - (a) the Local Development Framework and its Development Plan Documents and matters incidental thereto.
  - (b) representations received to Development Plan Documents and any amendments proposed;
  - (c) monitoring the implementation of the Framework, its review and modification as necessary.
2. To make recommendations in respect of the development of such individual sites as may be referred to the Panel by the Cabinet.
3. To give detailed consideration and to make recommendations in respect of all other planning policy matters such as the designation of Conservation Areas and amendments to their boundaries and the designation of locally listed buildings.

## **(5) MAJOR DEVELOPMENTS PANEL (7)**

(3)

(3)

(1)

(0)

### **I. Members**

**Tony Ferrari  
Susan Hall \*  
Barry Macleod-  
Cullinane**

**Keith Ferry  
David Perry  
Navin Shah**

**Thaya Idaikkadar  
(CH)**

### **II. Reserve Members**

1. Joyce Nickolay  
2. Stephen Greek  
3. Marilyn Ashton

1. Varsha Parmar  
2. Phillip O'Dell  
3. Bill Phillips

1. Vacant

## **MAJOR DEVELOPMENTS PANEL**

### **TERMS OF REFERENCE**

The Terms of Reference and Delegated Powers of the Major Developments Panel are:

1. To oversee the development of the Harrow and Wealdstone Intensification Area, to include:
  - Reviewing the emerging master plan(s) for the area;
  - Considering emerging design and development principles; and
  - Reviewing the outcomes of community consultation and feedback on the emerging strategy;
  - Reviewing and commenting upon site specific proposals for major developments, prior to their submission to the Local Planning Authority;
  - Reviewing and commenting upon significant capital projects taking place within the area;
  - Reviewing and commenting upon strategies associated with the promotion and delivery of development and economic renewal within the area.
2. To oversee the development of proposals for individual major development sites within the borough including:
  - Providing comments on pre application proposals received by the Council for such sites;
  - Reviewing progress of strategic development sites within the borough and considering site specific planning and development briefs.
3. To give detailed consideration to and make recommendations to Cabinet in respect of:
  - The use of the Community Infrastructure Levies funds;



- Reviewing and commenting upon changes to the CIL Charging Scheduled and S106 SPG.
4. To oversee the implementation of the Borough Wide CIL / Infrastructure Delivery Plan prepared to support strategic growth in the Borough and to make recommendations to Cabinet, to include:
- Reviewing and commenting upon the draft IDP's comprising annual and longer term infrastructure delivery programmes and projects;
  - Considering the result of public consultation on such plans and programmes and make recommendations to Cabinet on any proposed changes / revisions;
  - Monitor the delivery of the IDP against budget and delivery provisions;
  - Consider and comment upon reports / presentations on infrastructure innovations and best practice in infrastructure delivery.
5. To undertake post development reviews within Harrow and on sites beyond the borough and communicate learning on such visits to Cabinet and the Planning Committee.

## **(6) MEMBER DEVELOPMENT PANEL (5)**

(2) (2) (1) (0)

**I. Members Janet Mote Mrs Rekha Shah Krishna James  
Yogesh Teli (CH) Mrinal Choudhury**

**II. Reserve Members 1. Paul Osborn 1. Kairul Kareema 1. Vacant  
2. Jean Marikar  
Lammiman 2. Varsha Parmar**

### **MEMBER DEVELOPMENT PANEL**

The Terms of Reference of the Member Development Panel are:

1. to have oversight of the annual programme of member development;
2. to prepare and assist in the delivery of the induction of new Councillors following the Borough elections or any by-election;
3. to have oversight of the resources allocated for member development and make recommendations to Council for the appropriate resources for the member development function;
4. to liaise with external agencies providing development opportunities for members and procure their services as appropriate.

## **(7) SCHOOL PLACEMENT PANEL (3)**

	(1)	(1)	(0)	(1)
<b>I. Members</b>	<b>Mrs Camilla Bath (CH)</b>	<b>Raj Ray</b>		<b>Vacant</b>
<b>II. Reserve Members</b>	1. Marilyn Ashton	1. Mrinal Choudhury		

### **SCHOOL PLACEMENT PANEL**

Harrow's Fair Access Protocol may exceptionally require schools to admit children in excess of published admission numbers in order to protect the interests of vulnerable children and those with challenging behaviour. The School Placement Panel undertakes this role for the local authority in partnership with the Secondary Headteacher Executive about admissions arrangements and academies.

#### **Terms of Reference**

##### **1. Purpose**

The purpose of the School Placement Panel (SPP) is to consider cases presented in accordance with the Fair Access Protocol. The Fair Access Protocol considers cases in relation to pupils in one of three broad categories:

- Excluded Pupils
- Managed Moves Process
- In-Year Applications

The SPP is a decision-making body with the power to direct a school to admit a pupil over their planned admission number.

##### **2. Scope**

SPP would consider cases in relation to any of the categories but it is expected that the majority of cases will be for In-Year Applications.

##### **3. Composition of the School Placement Panel**

The Panel will be comprised of the following members:

- (a) 3 elected members with two from the majority group.
- (b) 1 primary headteacher representative
- (c) 1 secondary headteacher representative

##### **4. Meetings and Attendees**

- (a) The chair will be appointed by the Executive and will be a Councillor.
- (b) Each member has formal voting rights when making a decision to direct a school to admit a child.
- (c) The chair has the casting vote.
- (d) The Panel will meet on a fortnightly basis during term time. Meetings during school holidays may be required in exceptional circumstances.

## **(8) SUPPORTING PEOPLE PANEL (5)**

	(2)	(2)	(1)	(0)
<b>I. Members</b>	<b>Lynda Seymour Simon Williams (CH)</b>	<b>Margaret Davine Kairul Kareema Marikar</b>	<b>Krishna James</b>	
<b>II. Reserve Members</b>	1. Jean Lammiman 2. Yogesh Teli	1. Mrs Rekha Shah 2. Victoria Silver	1. Vacant	

## **SUPPORTING PEOPLE PANEL**

### **Terms of Reference**

1. To be informed of developments in the implementation of Supporting People including consultation, strategy development, practical and procedural matters;
2. To make recommendations on the Supporting People strategy, following consultation with local stakeholders and the Health and Social Care Strategy Group of the Harrow Partnership;
3. To make recommendations on the approval of associated strategies, policies and implementation needs in line with DTLR guidance in order to deliver strategy by April 2013.

## (9) TRAFFIC AND ROAD SAFETY ADVISORY PANEL (7)

	(3)	(3)	(1)	(0)
<b>I. Members</b>	<b>Susan Hall Mrs Vina Mithani John Nickolay (CH)</b>	<b>Mrinal Choudhury Ajay Maru Jerry Miles</b>	<b>Nizam Ismail</b>	
<b>II. Reserve Members</b>	1. Manji Kara 2. Yogesh Teli 3. Anthony Seymour	1. Sachin Shah 2. Kairul Kareema Marikar 3. Krishna Suresh	1. Vacant	

## TRAFFIC AND ROAD SAFETY ADVISORY PANEL

### Terms of Reference

To make recommendations on the following:

- traffic management;
- the management and control of parking both on and off-street;
- the operational aspects of public transport within the Borough;
- promotion of road safety.

Examples of business:

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

## **SOCIAL SERVICES EXECUTIVE BODIES**

### **ADOPTION PANEL (1)**

**I. Christine Bednell**  
**Members**

### **FOSTERING PANEL (1)**

**I. Christine Bednell**  
**Members**

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

## **PRIMARY CARE TRUST JOINT WORKING BODIES**

### **CHILDREN & YOUNG PEOPLE'S PARTNERSHIP (2)**

**I. Christine Bednell**  
**Members**

**Krishna James**

## CONSULTATIVE FORUMS

### “ADVISORY” COMMITTEES ESTABLISHED UNDER SECTION 102(4) OF THE LOCAL GOVERNMENT ACT 1972, APPOINTED BY CABINET

(Membership in order of political group nominations)

	<b>Conservative</b>	<b>Labour</b>	<b>Independent Labour</b>	<b>Ungrouped</b>
<b>(1) EMPLOYEES’ CONSULTATIVE FORUM (7)</b>				
<b>Council Representatives</b>				
	(3)	(3)	(1)	(0)
<b>I. Members</b>	<b>Marilyn Ashton Mrs Camilla Bath Paul Osborn (CH)</b>	<b>Bob Currie Graham Henson David Perry</b>	<b>Thaya Idaikkadar</b>	
<b>II. Reserve Members</b>	1. Barry Macleod-Cullinane 2. Tony Ferrari 3. Susan Hall	1. Ben Wealthy 2. Keith Ferry 3. Ajay Maru	1. Vacant	

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

#### **Employee Representatives**

Five UNISON Representatives

Lynne Ahmad, Darren Butterfield, Steve Compton, Gary Martin (CH 2012/13), Robert Thomas. (Mary Cawley or Kanti Halai – Reserves)

GMB Representative:

Sanjay Karia

Three HTCC Representatives

Lynne Snowdon, (2 vacancies)

(Note: The Chairman of the Employees’ Committee shall be a Council side representative in 2013/2014, and the Vice-Chair is to be appointed by the Employees’ side. These appointments shall thereafter alternate in succeeding years).

#### **EMPLOYEES’ CONSULTATIVE FORUM**

##### **Terms of Reference**

##### **1.0 Consultation**

1.1 The consultative forum is the primary mechanism by which Council Members will consult Union Representatives on matters of mutual interest. The consultative forum shall make recommendations to the Cabinet on such issues.

## **2.0 Equal Opportunities**

- 2.1 The consultative forum will seek to promote Equal Opportunities in Employment within the Council, ensuring compliance with all the relevant anti – discrimination legislation.
- 2.2 The consultative forum will ensure the effective implementation of ‘Making a Difference – Making Equality of Opportunity a Reality’. The Forum will receive regular reports of progress including: -
- Statistics and progress on meeting equality targets including an annual report, such statistics to include details of disciplinary, grievance and redundancy cases analysed by race, gender and disability.

## **3.0 Health & Safety**

- 3.1 The consultative forum will seek to promote health and safety and welfare within the Council and will keep under review the measures taken to ensure health and safety and welfare at work. The Forum will receive reports on:-
- The Council’s half-year and annual health and safety performance report providing and update of health and safety activities and giving information on outcome measures.
- 3.2 Any health and safety and welfare matters which are the responsibility of the Council as set out in the schedule to the Council’s Constitution must be referred to the General Purposes and Licensing Committee.

## **4.0 Membership**

- 4.1 The permanent membership of the Forum shall be as follows: -
- a) 7 Councillors to include the Leader and/or Deputy leader, Portfolio holder with responsibility for Human Resources.
  - b) 5 Unison Representatives including Vice-Chair and Branch Secretary
  - c) 1 GMB Representative (Branch Secretary or nominee)
  - d) 3 Representatives nominated by the Harrow Teachers’ Consultative Committee
  - e) 2 further Representatives from the Employee side.

The Council Members shall be appointed annually by the Cabinet. If a Council Member is unable to attend any meeting then a duly appointed Reserve Council Member may attend in their place.

The Employee Side Representatives shall be nominated to the Chief Executive within 14 days of each Annual Council. If an Employee Side representative is unable to attend any meeting they may nominate a substitute who shall be co-opted onto the committee for the purposes of this meeting.

Others who may attend the Forum include:-

Chief Executive, Corporate Directors & Directors (or representative)  
Trade Union Branch Secretaries (or representative)  
Trade Union Branch Regional Officials (as required)  
Representatives from Employee Support Groups – for relevant items as appropriate  
Other officers as required



## **5.0 Recommendations of the Consultative Forum**

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

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

## **(2) TENANTS' LEASEHOLDERS' & RESIDENTS' CONSULTATIVE FORUM (4)**

(2) (2) (0) (0)

**I. Members**  
**Mrs Camilla Bath (CH)**  
**Joyce Nickolay**  
**Bob Currie**  
**Kairul Kareema**  
**Marikar**

**II. Reserve Members**  
1. Susan Hall  
2. Barry Macleod-Cullinane  
1. Victoria Silver  
2. Ben Wealthy

## **TENANTS', LEASEHOLDERS' AND RESIDENTS' CONSULTATIVE FORUM**

### **Functions and Objectives**

1. To be the overarching Residents Consultation mechanism for the Council on all policy, strategy and financial decisions affecting the management and ownership of the Council's housing stock and its estates
2. To discuss items of major significance to all, or a number of, tenant and resident associations and forums concerning the management and ownership of the Council's housing stock.
3. To provide a forum to critically challenge the performance of the Housing Department in all aspects of service delivery and to make recommendations to Cabinet or the relevant Portfolio Holder regarding improvements.
4. To receive reports and updates from other Resident Involvement activities, particularly in relation to the setting and monitoring of service standards, resident scrutiny and inspection activities, but for all other areas of work as required. Any tenant, leaseholder or resident of a Council managed housing estate may request an item relevant to the work of the TLRCF to be placed on the agenda, but the final agenda will be at the discretion of the Chair of the Forum. Reports may be presented by either officers or residents, or in partnership as appropriate. Requested items must be received in writing to Democratic Services.
5. To request reports on specific areas of work in particular where they are perceived as not meeting agreed service standards/timescales etc. Requests for future reports or information on specific areas may be made at TLRCF meetings by any residents in attendance. Requested items will only be considered with the agreement of the Chair.

### **Meetings and Membership**

6. The Forum shall meet at least six times in the Municipal Year, more often if the workload requires it. One meeting each year shall include discussion of the revenue budget proposals.
7. Recognised Tenants and Residents Associations, HFTRA and the Leaseholder Support Group shall be entitled to send two representatives each to the meetings. With the exception of the Leaseholder Support Group, where two representatives attend every effort should be made to send at least one Council tenant. In the event

that a vote is taken in order to gauge residents' opinions on a particular issue, recognised groups shall be entitled to one vote each.

8. Residents who are recognised by HFTRA as representing an estate where there is currently no Tenant and Resident Association are eligible to attend TLRCF and have one vote each. Only one individual can represent each estate in this way. The Chair of the Forum has the final decision on which resident is entitled to vote.
9. Voting rights may be restricted in certain areas of the work. For example where an item only directly affects tenants voting may be restricted to tenants that are present only and a similar restriction where the item only directly affects leaseholders. The final decision on entitlement to vote lies with the Chair of the Forum.

### **Consultation and Recommendations**

10. All resident members of TLRCF have a responsibility to feed back to the group they represent the discussions that take place and decisions made at TLRCF in a timely way. Resident Participation Officers can support representatives in providing feedback and may from time to time ask to see meeting minutes and undertake surveys of TRA members to review the effectiveness of the feedback process.
11. The Chair of the Forum shall be appointed annually by the Cabinet.
12. Wherever possible all reports to Cabinet, on any proposed new policies or changes to policies that directly impact on tenants and leaseholders will first be considered by TLRCF so that resident views can be incorporated into the Cabinet report. However where an issue is either too urgent to wait for a TLRCF meeting, or is confidential the reasons why residents' views have not been incorporated must be clearly stated in the Cabinet report.
13. TLRCF was established as a forum to consult with residents and this is its primary purpose. Elected members and officers must bear in mind that residents should always have priority in contributing to discussion and debates.

#### **Note:**

1. *Except where the views of the Consultative Forum have been requested by the Executive / another Committee, no recommendation or reference to the Executive or another Committee can be made unless it is agreed by a majority of the elected Councillors.*
2. *A proposal to establish any subsidiary body of the Forum shall be subject to the prior referral to and approval by Cabinet.*

To note the membership of the following informal bodies:

**CONSTITUTION REVIEW WORKING GROUP (5)**

	(4)	(4)	(1)	(0)
<b>I. Members</b>	<b>Susan Hall Manji Kara Chris Mote Paul Osborn (CH)</b>	<b>Keith Ferry Graham Henson David Perry Bill Stephenson</b>	<b>Asad Omar</b>	<b>Vacant</b>
<b>II. Reserve Members</b>	1. Barry Macleod- Cullinane 2. Jean Lammiman	1. Margaret Davine 2. Sachin Shah 3. Ann Gate	1. Vacant	