

## APPENDIX B

(MAY 2019)

### LONDON BOROUGH OF HARROW COMMITTEE MEMBERSHIPS 2019/20

(Membership in order of political group nominations)

#### (I) GOVERNANCE, AUDIT, RISK MANAGEMENT AND STANDARDS COMMITTEE (7)

	Labour	Conservative
	(4)	(3)
I. Members	Ghazanfar Ali Peymana Assad Maxine Henson David Perry (CH)	Philip Benjamin Amir Moshenson Kanti Rabadia *
II. Reserve Members	1. Kareema Marikar 2. Niraj Dattani 3. Antonio Weiss 4. Chloe Smith	1. Pritesh Patel 2. John Hinkley 3. Chris Mote

(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.<sup>1</sup>
- 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.

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<sup>1</sup> 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.

- 6.5 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.
- 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.

### **STANDARDS WORKING GROUP (3)**

	<b>Independent Member</b>	<b>Labour</b>	<b>Conservative</b>
	(1)	(1)	(1)
<b>I. Members</b>		<b>Pamela Fitzpatrick</b>	<b>Paul Osborn</b>
<b>III. Reserve Members</b>		Keith Ferry	1. Stephen Greek 2. Christopher Baxter

### **Membership Rules**

To be established when required and to comprise of one member of each of the main political parties and one Independent Member.

## (II) HEALTH AND WELLBEING BOARD

### Labour

### Conservative

#### I. Members

**Ghazanfar Ali**  
**Simon Brown**  
**Graham Henson (CH)**  
**Christine Robson**

**Janet Mote**

#### II. Reserve Members

1. Dean Gilligan  
2. Maxine Henson  
3. Krishna Suresh  
4. Niraj Dattani

1. Dr Lesline Lewinson

(CH)

= Chair

\*

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

#### **Board Members:**

Marie Pate, Healthwatch Harrow  
Javina Sehgal, Managing Director, Clinical Commissioning Group  
Dr Muhammad Shahzad, Chair, Clinical Commissioning Group  
Dr Genevieve Small, Chair, Clinical Commissioning Group (VC)  
1 Vacancy, GP Representative, Clinical Commissioning Group

#### **Deputy Board Members:**

Dr Himagauri Kelshiker – Harrow Clinical Commissioning Group - Reserve  
Vacancy – Harrow Clinical Commissioning Group  
Rasila Shah, Healthwatch Harrow - Reserve

#### **Non Voting Members:**

Varsha Dodhia, Representative of the Voluntary and Community Sector  
Carole Furlong, Director of Public Health, Community, Health and Wellbeing Group  
Paul Hewitt, Corporate Director - People, Harrow Council  
Simon Rose, Borough Commander, Harrow, Brent & Barnet Police  
Chris Miller, Chair of the Harrow Safeguarding Children Board  
Vacancy, NW London NHS England  
Simon Rose, Borough Commander, Harrow, Brent & Barnet Police  
Vacancy, Harrow Clinical Commissioning Group  
Visva Sathasivam, Interim Director Adult Social Services, Harrow Council

## **Terms of Reference**

### **1. Accountability**

The Health and Wellbeing Board is set up in accordance with section 102 of the Health and Social Care Act 2012. The Council can choose to delegate decision making powers to the Health and Wellbeing Board. Any recommendations are subject to the agreement of the Leader of the Council if they are not covered by the delegated authority.

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

### **2. Purpose of the Board**

2.1. The Government proposes that statutory health and wellbeing boards will have 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 will cover 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.

### **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 CCG commissioning plans have had sufficient regard to the Joint Health and Wellbeing strategy
- 3.1.6. To have a role in agreeing the commissioning arrangements for local Healthwatch
- 3.1.7. To consider how to best use the totality of resources available for health and wellbeing.
- 3.1.8. To oversee the quality of commissioned health services

- 3.1.9. To provide a forum for public accountability of NHS, public health, social care and other health and wellbeing services
- 3.1.10. To monitor the outcomes of the public health framework, social care framework and NHS framework introduced from April 2013)
- 3.1.11. To authorise Harrow's Clinical Commissioning Group annual assessment
- 3.1.12. To produce a Pharmaceutical Needs Assessment and revise every three years
- 3.1.13. Undertake additional responsibilities as delegated by the local authority or the Clinical Commissioning Group 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.
- 4.2. The voting membership will be:
  - Members of the Council nominated by the Leader of the Council (5)
  - Chair of the Harrow Clinical Commissioning Group (vice chair)
  - GP representative of the Harrow Clinical Commissioning Group
  - A further representative of the Harrow Clinical Commissioning Group
  - CCG Accountable Officer or nominee
  - Representative of Healthwatch Harrow
- 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 Board
  - Chief Operating Officer – CCG
  - 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. Members are appointed annually. Members of the Board 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. The chair of the Clinical Commissioning Group will serve as the vice chair of the Health and Wellbeing Board.
- 4.8. Providers will be invited to attend meetings as required depending on the subject under discussion.

#### **4.9. Participation of the NHS England**

- 4.9.1. 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.
- 4.9.2. 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.

#### **4.10. Meeting Frequency**

- 4.10.1. The Board shall meet bi monthly subject to review
- 4.10.2. 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

#### **4.11. Health and Wellbeing Board Executive**

- 4.11.1. 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
- 4.11.2. The meetings of the Executive will be scheduled to meet before the Board.
- 4.11.3. Membership will consist of senior representatives from both the Council and Clinical Commissioning Group, including the Directors of Adults, Children's, and Public Health services, the Chair of Harrow Clinical Commissioning Group, Accountable Officer, Chief Operating Officer, GP Clinical Directors, and finance officers.
- 4.11.4. The chairing of the Executive will alternate between the council's Corporate Director of People Services and the Chief Operating Officer, Harrow CCG.

#### **4.12. Local Safeguarding Boards**

4.12.1. The Council's two Local Safeguarding Boards have a horizontal link to the Health and Wellbeing Board and include:

4.12.1.1. Local Safeguarding Adults Board

4.12.1.2. Harrow Local Children's Safeguarding Board

#### **4.13. Conduct of Meetings**

4.13.1. 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.

4.13.2. 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 Clinical Commissioning Group. Should the quorum not be secured the meeting will not take place.

4.13.3. Decisions shall be made on the basis of a show of hands of a majority of voting members present. The Chairman will have a second or casting vote.

4.13.4. 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.

4.13.5. Harrow Council Democratic Services will service the meetings including the preparation and circulation of agenda and the production of minutes.

4.13.6. Minutes of the meetings will be available on the website of the council.

4.13.7. The chair shall sign off the minutes as a true and accurate record of the meeting.

4.13.8. Agendas and supporting papers will be available on the website of the council at least five working days before the meeting.

**(III) LICENSING AND GENERAL PURPOSES COMMITTEE (15)**

**Labour**

**Conservative**

**(8)**

**(7)**

**I.  
Members**

**Michael Borio  
Sarah Butterworth  
Pamela Fitzpatrick  
Dean Gilligan  
Maxine Henson  
Honey Jamie  
Angella Murphy-Strachan  
Natasha Proctor (CH)**

**Christopher Baxter  
Ramji Chauhan  
Chetna Halai  
John Hinkley  
Amir Moshenson  
Kanti Rabadia  
Stephen Wright \***

**II.  
Reserve  
Members**

1. Ghazanfar Ali  
2. Vacancy  
3. Niraj Dattani  
4. James Lee  
5. Kareema Marikar  
6. Sachin Shah  
7. Primesh Patel  
8. Dan Anderson

1. Nitesh Hirani  
2. Ameet Jogia  
3. Marilyn Ashton  
4. Susan Hall  
5. Mina Parmar  
6. Vina Mithani  
7. Paul Osborn

**(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:

- (a) To consider all matters which the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and 2001 (as amended) listed by Committee in the Schedule to this document, which 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.

**(IV) OVERVIEW AND SCRUTINY COMMITTEE (9)**

	<b>Labour</b>	<b>Conservative</b>
	<b>(5)</b>	<b>(4)</b>
<b>I. Members</b>	<b>Dan Anderson Jeff Anderson Sarah Butterworth Honey Jamie Sachin Shah (CH)</b>	<b>Richard Almond * Jean Lammiman Chris Mote Kanti Rabadia</b>
<b>II. Reserve Members</b>	<b>1. Jerry Miles 2. Chloe Smith 3. Angella Murphy-Strachan 4. Sasi Suresh 5. Vacancy</b>	<b>1. Philip Benjamin 2. Stephen Wright 3. Norman Stevenson 4. Ramji Chauhan</b>

Voting Co-opted Members:

- (1) Two representatives of Voluntary Aided Sector  
- Mr N Ransley / Reverend P Reece
- (2) Two representatives of Parent Governors  
- TBC

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 poor performance 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 respond 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 have regard, in carrying out its functions, to the requirement to involve local representatives, as set out in Part Seven of the Local Government and Public Involvement in Health Act 2007;
8. 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
9. To consider items included in the Forward Plan;
10. To consider Councillor Call for Action in terms of
  - a. Local Government Matters (Section 119, Local Government and Public Involvement in Health Act 2007)
  - b. Local Crime & Disorder Matters (Section 19, Police & Justice Act 2006)
11. To discharge the functions conferred by Section 21(f) of the Local Government Act 2000 of reviewing and scrutinising, in accordance with regulations under Section 7 of the Health and Social Care Act 2001, 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 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.

## **(V) PENSION BOARD (1)**

<b>I. Members</b>	Employer representative – LB Harrow:	Councillor James Lee
	Employer representative – Scheduled and Admitted Bodies:	Vacancy
	Scheme members representative – Active members:	Vacancy
	Scheme members representative – Pensioners:	Mr Gerald Balabanoff
	Independent member:	Mr Richard Harbord

### **Terms of Reference**

#### **1. Introduction**

The purpose of this document is to set out the Terms of Reference for the local Pension Board (the Board) of the London Borough Harrow Pension Fund (the Fund).

#### **2. Powers of the Board**

The Board will exercise all its powers and duties in accordance with the law and this Terms of Reference.

#### **3. 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 will have 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.

#### 4. **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 with effect April 2017.

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 he/she has been appointed he/she will automatically cease to be a member of the Board and the Administering Authority will conduct a replacement process.

## 5. **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.

## 6. **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 him/her 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.

## 7. **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.

8. **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.

9. **Decision making**

Each voting member of the Board will have an individual voting right but it is expected that the Board will, as far as possible, reach a consensus. The Chair of the Board, so long as he/she has voting rights, will have the final deciding vote.

10. **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.

11. **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

12. **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.

13. **Advice to the Board**

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

14. **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.

## 15. Definitions

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

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

16. **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.]

**(VI) PENSION FUND COMMITTEE (4)**

	<b>Labour</b>	<b>Conservative</b>
	<b>(2)</b>	<b>(2)</b>
<b>I. Members</b>	<b>Dean Gilligan Kareema Marikar (CH)</b>	<b>Norman Stevenson Bharat Thakker *</b>
<b>II. Reserve Members</b>	1. Keith Ferry 2. Antonio Weiss	1. Kanti Rabadia 2. Amir Moshenson

Harrow UNISON Co-optee (Non-voting): John Royle  
GMB Co-optee (Non-voting): Pamela Belgrave  
Co-optee (Non-voting): TBC

(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;
6. to determine cases that satisfy the Early Retirement provision under Regulation 26 of the Local Government Pension Scheme Regulations 1997 (as amended), and to exercise discretion under Regulations 8 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended, subject to the conditions now agreed in respect of all staff, excluding Chief Officers);
7. to apply the arrangements set out in (6) above to Chief Officers where the application has been recommended by the Chief Executive, either on the grounds of redundancy, or in the interests of the efficiency of the service, and where the application was instigated by the Chief Executive in consultation with the leaders of the political groups.

**(VII) PLANNING COMMITTEE (7)**

	<b>Labour</b>	<b>Conservative</b>
	<b>(4)</b>	<b>(3)</b>
<b>I. Members</b>	<b>Ghazanfar Ali Simon Brown Keith Ferry (CH) Sachin Shah</b>	<b>Stephen Greek * Anjana Patel Bharat Thakker</b>
<b>II. Reserve Members</b>	1. Christine Robson 2. Ajay Maru 3. Peymana Assad 4. Kiran Ramchandani	1. Norman Stevenson 2. Christopher Baxter 3. Ameet Jogia

(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 Cabinet.
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) listed by Committee in the schedule to this document.

**(VIII) STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (3)**

	<b>Labour</b>	<b>Conservative</b>
	<b>(2)</b>	<b>(1)</b>
<b>I. Members</b>	<b>Ghazanfar Ali Angella Murphy-Strachan</b>	<b>Camilla Bath</b>
<b>II. Reserve Members</b>	1. Simon Brown 2. Vacancy	1. Dr Lesline Lewinson

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

**Other Representatives**

Group A: Religious Traditions and Christian Churches	- Ms M Afnan - Mr M Amar - Mr R Dawson  - Mr D Cryer  - Ms V Dodhia - Mrs P Gan-Kotwal - Mr T Hashmi  - Mr V Hirani - Mr Z Khalid  - Ms C O'Brien - Ms C O'Flaherty - Mr A Omar - Mrs G Ross - Mrs D Samuels - Mr P Singh-Kohli - Ven Sumana Sramaner	- Baha'l - Muslim (Harrow Mosque) - Christian (Free Church Federal Council) - Humanist (Harrow Humanist Association) - Jain - Zoroastrian - Muslim (representing Harrow Central Mosque) - Hindu (Swaminaryan) - Muslim (representing Harrow Muslim Council) - Christian (Catholic) - Christian (Catholic) - Muslim - Jewish - Jewish - Sikh - Buddhist
Group B: Church of England	- Mrs M Abbott - Rev'd K Blake - Rev'd J Power	
Group C: Teachers' Associations	- Ms T-L O'Brien - Mrs M Radia - Ms F Rahemani - Mrs A Stowe (CH)	

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 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.

**(IX) STATUTORY CHIEF OFFICERS' DISCIPLINARY PANEL (3)**

	<b>Labour</b>	<b>Conservative</b>
	<b>(2)</b>	<b>(1)</b>
<b>I. Members</b>	<b>1. Leader of Group</b>  (Councillor Graham Henson or nominee). (CH)	<b>1. Leader of Group</b>  (Councillor Paul Osborn or nominee).
	<b>2. Deputy Leader of the Group</b>  (Councillor Keith Ferry or nominee).	

**Terms of Reference**

The Panel has the following powers in respect of matters which might lead to the dismissal of, or disciplinary action against, the Chief Finance Officer, Monitoring Officer or Head of Paid Service except in relation to matters concerning redundancy, the expiry of a fixed term contract or permanent ill health:

1. to arrange for the investigation of the matter;
2. to consider the investigation report and representations (including in person) by the officer;
3. to make recommendations to Council in relation to the dismissal of the officer; and
4. where the panel decides it to be appropriate, to make recommendations to the Chief Officers' Employment Panel for action short of dismissal or to confirm that the matter should not progress further.

**Membership**

The Panel shall consist of three elected members and two independent persons appointed by the Council under section 28(7) of the Localism Act who will be invited to a Panel meeting as and when required.