

CABINET (SPECIAL) MINUTES

24 MAY 2012

Chairman: * Councillor Bill Stephenson

Councillors:

* Bob Currie	* Thaya Idaikkadar
* Margaret Davine	* Phillip O'Dell
* Keith Ferry	* David Perry
* Brian Gate	* Sachin Shah
* Graham Henson	

* Denotes Member present

424. **Declarations of Interest**

RESOLVED: To note that no interests were declared.

RESOLVED ITEMS

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

The Chairman reported that the establishment of Cabinet Committees, nominations for Chairmen and membership of Cabinet Committees, Advisory Panels and Consultative Forums were before Members for consideration and approval.

RESOLVED: That the establishment of Cabinet bodies and the appointments for the Municipal Year 2012/13, at Appendix I to these minutes, be approved.

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

(Note: The meeting, having commenced at 7.46 pm, closed at 7.47 pm).

(Signed) COUNCILLOR BILL STEPHENSON
Chairman

CABINET ADVISORY PANELS 2012/13

(Membership in order of political group nominations)

Labour

Conservative

(1) CORPORATE PARENTING PANEL (6)

(3)

(3)

**I.
Members**

**Margaret Davine
Brian Gate
Mitzi Green (CH)**

**Christine Bednell *
Janet Mote
Lynda Seymour**

**II.
Reserve
Members**

1. William Stoodley
2. Ray Ray
3. Varsha Parmar

1. Chris Mote
2. John Nickolay
3. Husain Akhtar

Terms of Reference

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 PIs 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 (advisors 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) SCHOOL PLACEMENT PANEL (3)

Labour

Conservative

(2)

(1)

I. Members

Krishna James (CH)
Asad Omar

Husain Akhtar *

II. Reserve Members

1. Raj Ray
2. Thaya Idaikkadar

1. Ramji Chauhan

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.

(3) GRANTS PANEL (9)

(5)

(4)

I. Members

Nana Asante (CH)
Varsha Parmar
Bill Phillips
Sasi Suresh
William Stoodley

Manji Kara
Vina Mithani *
Chris Mote
Joyce Nickolay

II. Reserve Members

1. Kairul Kareema Marikar
2. Ann Gate
3. Krishna Suresh
4. Mitzi Green

1. Ramji Chauhan
2. John Nickolay
3. Susan Hall
4. Lynda Seymour

Adviser: Deven Pillay (Voluntary & Community Sector representative)

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.

(4) HARROW BUSINESS CONSULTATIVE PANEL (4)

(2)

(2)

I. Members

**Keith Ferry (CH)
Ajay Maru**

**Kam Chana
Susan Hall ***

II. Reserve Members

1. Bill Phillips
2. Sasi Suresh

1. Yogesh Teli
2. John Nickolay

Terms of Reference

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

(5) LOCAL DEVELOPMENT FRAMEWORK PANEL (7)

(4)

(3)

I. Members

Keith Ferry (CH)
Thaya Idaikkadar
Bill Phillips
Navin Shah

Marilyn Ashton
Stephen Greek *
Simon Williams

II. Reserve Members

1. William Stoodley
2. Krishna Suresh
3. Graham Henson
4. Sue Anderson

1. Joyce Nickolay
2. Susan Hall
3. Barry Macleod-Cullinane

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.

(6) MAJOR DEVELOPMENTS PANEL (7)

(4)

(3)

I. Members

Keith Ferry
Thaya Idaikkadar
Navin Shah
Bill Stephenson (CH)

Tony Ferrari
Susan Hall *
Barry Macleod-Cullinane

II. Reserve Members

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

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

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:
 - providing comments to the Area Action Plan Project Board;
 - 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.
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.

(7) MEMBER DEVELOPMENT PANEL (5)

(3)

(2)

I. Members

**Ann Gate
Varsha Parmar
Mrs Rekha Shah (CH)**

**Jean Lammiman
Yogesh Teli ***

II. Reserve Members

1. Nana Asante
2. Mitzi Green
3. Bill Phillips

1. Paul Osborn
2. Stephen Greek

Terms of Reference

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.

(8) SUPPORTING PEOPLE PANEL (5)

(3)

(2)

I. Members

**Margaret Davine (CH)
Kairul Kareema Marikar
William Stoodley**

**Lynda Seymour *
Simon Williams**

II. Reserve Members

1. David Perry
2. Mrs Rekha Shah
3. Zarina Khalid

1. Jean Lammiman
2. Yogesh Teli

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 2003.

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

(4)

(3)

I. Members

**Mrinal Choudhury (CH)
Ajay Maru
Jerry Miles
David Perry**

**Susan Hall
Vina Mithani
John Nickolay ***

II. Reserve Members

1. Mano Dharmarajah
2. Kairul Kareema Marikar
3. Sachin Shah
4. Krishna Suresh

1. Manji Kara
2. Yogesh Teli
3. Simon Williams

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.

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.

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)

Labour

Conservative

(1) EDUCATION STRATEGY CONSULTATIVE FORUM (7)

(4)

(3)

I. Members

Brian Gate (CH)
Zarina Khalid
Raj Ray
Krishna Suresh

Husain Akhtar
Mrs Camilla Bath
Janet Mote *

II. Reserve Members

1. Ben Wealthy
2. Kairul Kareema Marikar
3. Asad Omar
4. Krishna James

1. Christine Bednell
2. Ramji Chauhan
3. Lynda Seymour

(Representatives of the Teachers', Governors', Elected Parent Governor Representatives', Denominational Representatives' and Arts Culture Representatives' Constituencies)
(Mrs L Snowdon (Teacher Representative))

Terms of Reference

1. Function and Objectives

The function and objectives of the Education Strategy Consultative Forum shall be:

- (a) to act as a forum for communication between the Executive, school employees, governing bodies, other Councillors, denominational representatives, parents and other interested parties, other than in regard to matters of a personal or individual school specific nature;
- (b) to promote and encourage interchange of opinion on questions relating to the provision and administration of education, in the London Borough of Harrow and to assist the Executive on all such questions;
- (c) to consider and report or advise (as required) upon all questions referred to them by the Executive;

- (d) to encourage and foster a wide interest and responsibility for education, in the London Borough of Harrow, and;
- (e) to provide facilities for the full consideration and utilisation of experience and ideas of schools and education providers.

2. Scope

ESCF will consider all matters relating to the provision of education and schooling in Harrow in three broad policy areas:

- (a) School Organisation and Admissions – securing the supply of sufficient school places, including nursery to 19 provision in an increasingly autonomous context with a range of providers, and ensuring fair access for admission to school.
- (b) Education Excellence - fulfilling the role of the local authority to promote high standards in education and tackling underperformance through School Improvement and Intervention.
- (c) Provision for vulnerable children - including those with special educational needs and disabilities, exclusions and alternative provision, children missing education in the context of the changes to local authority central services and changes to admission arrangements.
- (d) ESCF will also receive reports on the allocation and expenditure of revenue and capital funding, with particular reference to impact on the three policy areas.

3. Composition of the Education Strategy Consultative Forum

There shall be established a Forum to be composed of a range of constituent groupings as follows:

- (a) A Member constituency with seven members (politically proportionate).
- (a) A school employee constituency of six members (to be nominated by unions) comprising a primary phase head; a secondary head, two teachers and two support staff representatives. At least one representative should be from an academy school. The primary phase school representatives will contribute to the representation for the early years foundation stage. The secondary headteacher will contribute to the representation for post-16 provision.
- (b) A Governor constituency of six members (to be nominated by the Association of Harrow Governing Bodies) comprising two governors from secondary schools, two governors from primary schools, one governor from a special school and one governor from a voluntary aided school.
- (c) Two elected parents.

- (d) A denominational representative constituency comprising one representative for each denominational provider, currently Roman Catholic, Church of England, Hindu and Jewish.
- (e) An Early Years Private and Voluntary Sector Provider.
- (f) A representative for post-16 providers.

Each of the above constituencies should appoint a nominated person with whom the Chair of the ESCF can liaise between meetings.

Note: A proposal to establish any subsidiary body of this Forum shall be subject to its prior referral to and approval by the Executive.

4. Meetings and Attendees

- (a) The chair will be appointed by the Executive and will be a Councillor/Portfolio Holder
- (b) The Vice Chair of the ESCF will be elected from the non-Councillor participants of the Consultative Forum.
- (c) Each member of constituent group appointed to ESCF has formal voting rights when making a recommendation to the Executive.
- (d) Any member of the ESCF may request an item relevant to the work of the ESCF to be placed on the agenda, but the agenda will be at the discretion of the Chair.
- (e) Each constituent group shall nominate an individual who can liaise with the Chair to place items on the agenda. Each political group may also have a nominated member for this purpose.
- (f) All constituent members of the ESCF may nominate a list of reserves to attend meetings in their place.
- (g) The members of the ESCF shall hold office until the appointment of their successor by the relevant nominating body, e.g. Council, Association of Harrow Governing Bodies. Any casual vacancy shall be filled as and when it may arise.
- (h) Any individual being a member of the schools constituent group of ESCF shall cease to be a member if he/she shall cease to work at a school in the London Borough of Harrow.
- (i) Any individual being a member of the governors' constituent group of ESCF shall cease to be a member if he/she shall cease to be a governor in the London Borough of Harrow.
- (j) Any individual being a member of the Councillors' constituent group of ESCF shall cease to be a member if he/she shall cease to be an elected member for the London Borough of Harrow.

- (k) The constituent groupings within the ESCF may meet separately with the Member constituency on the Forum as laid down in the 'Rules for meetings of constituent groupings of the ESCF with Councillor Members'.

Note: 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) EMPLOYEES' CONSULTATIVE FORUM (7)

Council Representatives

(4)

I. Members

**Bob Currie
Graham Henson (VC)
Thaya Idaikkadar
Bill Stephenson**

(3)

**Mrs Camilla Bath
Jean Lammiman
Paul Osborn ***

II. Reserve Members

1. Ajay Maru
2. Keith Ferry
3. Navin Shah
4. Ben Wealthy

1. Barry Macleod-Cullinane
2. Tony Ferrari
3. Susan Hall

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, *vacancy*. (Mary Cawley / Kanti Halai – Reserves)

GMB Representative: Sanjay Karia

Three HTCC Representatives Lynne Snowdon, (2 vacancies)

The Chairman of the Employees' Committee shall be an Employee side representative in 2012/13, and the Vice-Chair is to be appointed by the Council side. These appointments shall thereafter alternate in succeeding years.

Terms of Reference:

1. Consultation

- 1.1 The consultative forum is the primary mechanism by which council Members will consult Union representatives on council strategies, policies, organisational change and other issues of mutual concern.
- 1.2 It will also provide a forum for discussion on matters of mutual interest. The consultative forum shall make recommendations to the cabinet on such issues.
- 1.3 The consultative forum shall make recommendations to the relevant Portfolio Holder or cabinet upon matters which have not been resolved at management level, specifically:
 - Items referred by either management or the trade unions following the failure to agree at the Corporate Joint Committee (CJC);
 - Items referred by either management or the trade unions following failure to agree at a Departmental Joint Committee (DJC)
 - Items may be referred to the consultative forum directly by management or the trade unions.
- 1.4 The consultative forum shall not consider issues, which fall under the scope of existing procedures, e.g. disciplinary appeals, individual grievances and individual grading appeals.

2. 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.
 - Review of equal opportunities policies, procedures and practices.
 - Equal opportunities training, communication with staff and Harrow's communities.

3. Health and 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 regular reports on the following:

- Accidents/Incidents and notifiable diseases, statistics and trends with recommendations for corrective action;
- Consideration of reports and factual information provided by the Health and Safety Executive, Health and Safety Partnership Board, Executive Directorate Health & Safety Groups, and Trade Union Health and Safety representatives. It will also consider safety audits and internal audit reports;
- The Council's safety policies and the extent to which they are carried out and any need for updating;
- The effectiveness of health and safety and welfare training, communications and promotions in the workplace;
- Facilities for safety representatives training.

3.2 The consultative forum will carry out site visits of premises, which either are, or potentially are, a cause for concern in respect of health and safety or welfare considerations.

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

4. 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 from either (b) or (c).

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 employees' 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 forum for the purposes of this meeting.

Others who may attend the forum include:

Chief Executive, Executive Directors and 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. 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.

(3) TENANTS', LEASEHOLDERS' & RESIDENTS' CONSULTATIVE FORUM (4)

(2)

(2)

**I.
Members**

**Bob Currie (CH)
Mano Dharmarajah**

**Mrs Camilla Bath *
Kam Chana**

**II.
Reserve
Members**

1. Victoria Silver
2. Ben Wealthy

1. Susan Hall
2. Barry Macleod-Cullinane

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 TLCF 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 TLCF 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 TLCF 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 TLCF have a responsibility to feed back to the group they represent the discussions that take place and decisions made at TLCF 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 TLCF so that resident views can be incorporated into the Cabinet report. However where an issue is either too urgent to wait for a TLCF meeting, or is confidential the

reasons why residents' views have not been incorporated must be clearly stated in the Cabinet report.

13. TLCF 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.*

SOCIAL SERVICES EXECUTIVE BODIES

ADOPTION PANEL (1)

**I.
Member**

Christine Bednell

FOSTERING PANEL (1)

**I.
Member**

Christine Bednell

[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.']

CHILDREN'S TRUST PARTNERSHIP (1)

**I.
Member**

Brian Gate

PRIMARY CARE TRUST JOINT WORKING BODIES

HEALTH AND SOCIAL CARE INTEGRATION BOARD

Member Margaret Davine Barry Macleod-Cullinane

ADULT HEALTH AND SOCIAL CARE PARTNERSHIP

Member Margaret Davine Yogesh Teli

CHILDREN & YOUNG PEOPLE'S PARTNERSHIP

Member Brian Gate Christine Bednell

To note the membership of the following informal bodies:

COMMUNICATIONS REVIEW GROUP (5)

(3)

(2)

I.

Members

**Keith Ferry
Graham Henson
Bill Stephenson**

**Paul Osborn *
Susan Hall**

II.

**Reserve
Members**

1. Kairul Kareema Marikar
2. Nana Asante
3. Sasi Suresh

1. Simon Williams
2. Stephen Greek

CONSTITUTION REVIEW WORKING GROUP (5)

(3)

(2)

I.

Members

**Keith Ferry
Sachin Shah
Bill Stephenson**

**Susan Hall
Paul Osborn ***

II.

**Reserve
Members**

1. Nana Asante
2. Zarina Khalid
3. Brian Gate

1. Barry Macleod-Cullinane
2. Jean Lammiman