

Council (Extraordinary)

SUPPLEMENTAL SUMMONS

DATE: Thursday 23 May 2013

2. CABINET AND COMMITTEE MEMBERSHIPS (Pages 1 - 46)

To note the appointments to Cabinet and to make appointments to Committees.

3. APPOINTMENT OF CHAIRMEN TO COMMITTEES (Pages 47 - 50)

To make appointments of Chairmen to Committees for the Municipal Year 2013/14.

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EXTRAORDINARY COUNCIL

23 MAY 2013

CABINET AND COMMITTEE MEMBERSHIPS

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REPORT FOR: **EXTRAORDINARY COUNCIL**

Date of Meeting: 23 May 2013

Subject: Cabinet and Committee Memberships

Responsible Officer: Hugh Peart – Director of Legal and Governance Services

Exempt: No

Enclosures: Appendix A – Cabinet Terms of Reference
Appendix B – List of Committee & Memberships

1. Introduction

1.1 The Council is required to review and determine the allocation of places on standing committees to political groups in accordance with the political balance rules. Members of Committees and Sub-Committees are appointed in accordance with the wishes of the political groups. Those committees will meet on the rising of the Extraordinary Council Meeting to determine the allocation of places on their Sub-Committees. The names of the Members proposed to be appointed are attached.

1.2 Political Balance

The allocation is determined in accord with the application of “political balance” rules under the Local Government and Housing Act 1989 and is designed to ensure that the political composition of the Council’s committees, insofar as possible, replicates the political composition of the Council.

1.3 Cabinet

The Local Government Public Involvement in Health Act 2007 requires the Leader of the Council to notify it of:

- The name of the Deputy Leader of the Council; and
- The names of Cabinet Members and their delegated authorities (i.e. Portfolios).

- 1.4 The Constitution will be updated to reflect the changes in this agenda by the Director of Legal & Governance Services in accordance with his existing delegation.

Pension Fund Committee

- 1.5 Following consultation with the Pension Fund Investment Panel and the Constitution Review Working Group, it has been proposed that a new Pension Fund Committee be established which will replace the Pension Fund Investment Panel. Members are requested to consider and agree to the establishment of this Committee with the proposed terms of reference contained in Appendix B.

2. Recommendations:

- 2.1 It be noted that Councillor Asad Omar is the Deputy Leader of the Council;
- 2.2 It be noted that the following Councillors are appointed to the Cabinet (Executive) with the identified Portfolios and are assigned the delegated powers set out in Appendix A:

Portfolio	Councillor
Leader of the Council	
Business Transformation & Communications.	
Finance	
Performance, Customer Services & Corporate Services	Councillor Thaya Idaikkadar
Property & Major Contracts	
Deputy Leader	
Environment & Community Safety	Councillor Asad Omar
Adult Social Care, Health and Wellbeing	Councillor Krishna James
Children, Schools and Families	Councillor Zarina Khalid
Planning and Regeneration	Councillor William Stoodley

Housing

Councillor Nizam Ismail

Community & Cultural
Services

Non Executive Cabinet
Member

Councillor Susan Hall

Non Executive Cabinet
Member

Councillor Barry
Macleod-Cullinane

2.2 That the Council determines the allocation of places on the following committees in accord with the “political balance” rules in the Local Government and Housing Act 1989:

Committee	Size	Labour Group 25	Conservative Group 25	Independent Labour Group 25	Ungrouped 4
Governance, Audit and Risk Management	7	3	3	1	0
Planning	7	3	3	1	0
Overview and Scrutiny	9	4	4	1	0
Standards Committee	5	2	2	1	0
Pension Committee	4	2	2	0	0
Licensing and General Purposes Committee	15	6	6	2	1
SACRE	3	1	1	0	1

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

2.3 That the establishment and terms of reference of all the above Committees, as set out in Appendix B be agreed; and

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Background Papers:

Constitution

EXECUTIVE (CABINET)

THE EXECUTIVE (CABINET)

The Cabinet as a whole will have responsibility for the following functions:

- (1) The development of proposals for the budget (including the capital and revenue budgets, the fixing of the Council Tax Base, and the level of Council Tax) and the financial strategy for the Council;
- (2) The monitoring of the implementation of the budget and financial strategy;
- (3) To recommend major new policies (and amendments to existing policies) to the Council for approval as part of the Council's Policy Framework and implement those approved by Council;
- (4) To prepare and agree other policies and plans for implementation by Portfolio Holders and others;
- (5) The approval of the Council's Transformation Programme and of the implementation of projects emerging from that Programme;
- (6) The approval and management of the Council's Capital Programme and Strategy;
- (7) All key decisions – namely:
 - (i) an executive decision which is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the budget for the service or function to which the decision relates; or
 - (ii) an executive decision which is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough.

A decision is significant for the purposes of (i) above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question.

- (8) The award of contracts over £500,000 and all matters reserved to the Executive under the Contract Procedure Rules;
- (9) All decisions, which are expected to result in variations to agreed revenue or capital budgets;
- (10) Agreement to all virements between budgets as set by the Financial Regulations;

- (11) To determine all non-key decisions which either fall outside Cabinet policy or agreed Executive guidelines, or have been referred to the Executive by the relevant Portfolio Holder or Corporate Director;
- (12) To determine all recommendations and references from the Council or any of its Committees or sub-committees and which the Cabinet considers are appropriate for collective decision;
- (13) The approval of HRA Rents;
- (14) Quarterly to act as the Performance Board overseeing strategic performance issues.

Role and Areas of Responsibility of Portfolio Holders (Cabinet Members)

General Responsibilities

- (1) All Portfolio Holders have the general responsibility of ensuring the effective management and delivery of executive functions within their area of responsibility and within the following framework:
 - the Council's overall strategic, corporate and policy objectives and all statutory and other plans and strategies approved by the Council
 - the approved revenue and capital budgets
 - the law and the Council's Constitution
 - the decisions made at full meetings of the Cabinet.
- (2) All Portfolio Holders share the responsibility for ensuring:
 - the development, co-ordination, promotion and implementation of the Council's statutory plans and strategies and for the setting of the Council's objectives.
 - that the Council delivers value for money in all that does.
 - the delivery of Public Health responsibilities.
 - the oversight, development, monitoring and promotion of all executive services provided by the Council within the appropriate performance management framework.
 - that suitable and proper arrangements are made for the procurement, development, monitoring and promotion of all services relating to executive functions, which are provided under contract to the Council.
 - the promotion of the interests of the Borough, and of all the residents, businesses, other organisations and stakeholders within Harrow.

- that a community leadership role is taken by the Council across the public, voluntary and business sectors involving the development of good and effective working links with all sectors.
- the promotion and implementation of an effective equal opportunities policy in relation both to the employment of staff and the delivery of services.
- the promotion of services which are sustainable, improve community safety, make for more open government, provide opportunities for resident participation in delivering outcomes and include new methods of community engagement.
- that proper arrangements are made for consultation and participation with residents and service users in decision making and the development of key statutory plans and local community plans.

The Leader of the Council

The Leader of the Council shall have the following responsibilities:

- When present to chair meetings of the Cabinet;
- Appoint and dismiss Portfolio Holders and the Deputy Leader
- Appoint to and dismiss from committees of the Cabinet
- To determine from time to time the roles and areas of responsibility of Portfolio Holders
- In the absence of a Portfolio Holder, or on written notice to that Portfolio Holder, to exercise any of that Portfolio Holder's functions him/herself or arrange the discharge of those functions by another Portfolio Holder or a Corporate Director
- To act as Chairman of the Shadow Health & Wellbeing Board, and in relation to this support and liaise with the Portfolio Holder for Adult Social Care, Health & Wellbeing on health and wellbeing matters
- To act as Chairman of the Council's Improvement and Commissioning Boards
- To act as Chairman of the Major Developments Panel and liaise with appropriate Portfolio Holders on the Council's strategic major projects
- Lead and coordinate the development and implementation of the Council's statutory and other plans and strategies including:
 - (i) the Council's vision, corporate priorities, corporate plan and objectives,
 - (ii) the needs of the Borough and local communities on matters of comprehensive, corporate and strategic importance,
 - (iii) the Council's overall performance
- To oversee the allocation of resources to implement the Council's plans and strategies and to meet the Council's objectives;
- Take responsibility for the review of the pay and conditions of Chief Officers;
- Liaise on behalf of the Council with Government Departments, the Greater London Authority, London Councils, West London Alliance and other local and public bodies;
- Respond to Central Government, the Greater London Authority and Local Authority Associations' consultation exercises and to requests for information and to any other consultation papers and requests for information;
- To act as Chairman of the Harrow Partnership Board and to oversee the governance of the Harrow Strategic Partnership through Harrow Chief Executives, Harrow Strategic Partnership Board, Assemblies and Summits;

- Make proposals for the appointment of Councillors or other persons on outside bodies as representatives of the Council;
- Make proposals to Council for the setting of the levels of Councillor allowances and expenses;
- Champion Member Development and oversee development of the Member Development Programme through the Member Development Panel;
- Keep under review and make proposals for changes to the Constitution;
- To oversee the arrangements and overall budgets of the Members' Secretariats;
- To oversee the arrangements for all civic and ceremonial matters
- To take a lead on behalf of the Council in promoting and sustaining a high ethical standard of conduct by elected Members in accordance with the adopted Code of Conduct for Councillors.
- To endeavour to ensure that the decisions and activities of the Council at all times have regard to the highest possible standards in furtherance of the ethical agenda and all Members of the Council adhere to the Code of Conduct.
- To maintain an overview of the finances of the Council working closely with the Portfolio Holder for Finance.

Deputy Leader of the Council

The Deputy Leader of the Council shall have overall responsibility for:

- Undertaking the responsibilities and delegated powers of the Leader of the Council, to the extent permitted by the Constitution, in the absence of the Leader;
- The chairing of meetings of the Executive in the absence of the Leader of the Council.

Portfolio Holder for Business Transformation and Communications

To be responsible for the strategic development and delivery of the Council's Transformation Programme

(A) Business Transformation

- To oversee the development of the Council's Transformation Programme in support of delivering a balanced medium term budget
- Monitor the Council's Transformation Programme
- Steer the Council's commercial relationships with its Transformation Partners

(B) Communications

- To oversee the delivery of Council publications including Harrow People and A-Z of Council Services;
- Champion a set of marketing campaigns in support of the Council and its services;
- To oversee internal communications and staff awards;
- Give direction to the Council's media relations in support of promoting the Council's reputation;
- Promote the Council's branding to deliver consistency across services and to improve residents' awareness of our services

Portfolio Holder for Finance

To be responsible for the development and maintenance of the Council's finance and procurement functions including:

- To develop and maintain a coherent, sustainable financial strategy for Harrow;
- To ensure that the development of proposals for and consultation on the annual budget take place within the requirements of the Budget and Policy Framework Rules and good corporate governance practice;
- To oversee the development of clear systems and structures for budget development, management and monitoring; in particular, for the Council's revenue and capital budgets including the Housing Revenue Account.
- To ensure that the Council's arrangements for treasury management and pension fund investments are effective
- Bring forward proposals for any review of fees and charges made by the Council;
- To ensure procedures for virement within budgets are updated as appropriate and followed at Member and officer level;
- Evaluate the financial procedures of the Council and recommend improvements;
- To ensure the Council's procurement strategies support local businesses and that the Council has effective procurement systems and processes in place;
- To ensure that the Council has effective procedures for the recovery of Council Tax, Business Rates and parking income and any other fees and charges
- To ensure the effective administration of Housing Benefits;
- To ensure a co-ordinated Council response to government changes to welfare benefits, working closely with the Leader.

Portfolio Holder for Environment & Community Safety

(A) Environment

To be responsible for the development and delivery of the Council's Environment Services functions including:

- Environmental Health and Protection Services
- Licensing Services
- Public Realm Enforcement & Crime Reduction
- Waste Management
- Public Realm Infrastructure & Maintenance
- Operational Property Management & Maintenance
- External Sports Facilities Maintenance
- Facilities Management (excluding Schools)
- Property & Public Realm Investment Programmes
- Transportation policy
- Waste and public realm policy
- To oversee the development, and implementation of policies and strategies to address climate change
- To oversee the development and implementation of policies and strategies and the monitoring of environmental and public protection services including:
 - Waste Management Strategy
 - Local Implementation Plan (Transportation)
 - Waste Strategy
 - Play Strategy in conjunction with Portfolio Holder for Community and Cultural services
- To oversee the development and implementation of the Council's Sports, Recreation & Open Spaces Strategy in liaison with the appropriate Portfolio Holders
- To oversee the development and maintenance of positive links and partnerships with other organisations and businesses to improve the transport services within Harrow in consultation with the Portfolio Holder for Planning & Regeneration

(B) Community Safety

- To oversee the development and implementation of the Crime & Disorder Reduction Strategy (including Community Safety)
- To oversee Police relationships, including Safer Neighbourhoods Teams.
- To oversee the commissioning and support of Harrow's approach to the misuse of drugs and alcohol, and crime reduction.

Portfolio Holder for Planning and Regeneration

To be responsible for the policy direction of the Council's Place Shaping, Regeneration, Planning, Development and Enterprise functions including:

- Strategic planning policy and implementation including:
 - Planning policy and research
 - Economic Development
 - Housing policy (in consultation with the Portfolio Holder for Housing)
 - Development Management
 - Building Control
 - Conservation and Design
 - Open Spaces & Green Belt policy
 - Town Centre & Major Projects activity
 - Town Centre Management

- To oversee and direct the effective development and implementation of the following key Place Shaping strategies:
 - Local Development Framework, including the core strategy, the opportunity and intensification area, and the area action plan
 - Economic Development Strategy
 - Town Centre Strategy
 - West London Sub-regional planning, economic development and waste planning.

- To oversee the development and maintenance of positive links and partnerships with other organisations and businesses to secure the improvement and development of essential social infrastructure.

- To ensure that all aspects of the Environment and Enterprise Directorate's work involves appropriate and effective community engagement;

- To ensure the coherent development of district shopping centres;

- Act as the Member level 'Design and Heritage Champion' for the Authority;

- To act as the lead Member for the Council's engagement with business
- To oversee the development and delivery of the Council's vision in terms of strategic planning for the future social, environmental and economic development and regeneration of Harrow;
- Chair the Council's Planning Committee or equivalent body, and the Council's Local Development Framework Panel.
- To provide policy direction in respect of the Council's strategic Major Projects Programme in consultation with the relevant Portfolio Holders including:
 - The development of the central Harrow opportunity and intensification area and of district shopping centres
 - Co-location of services with partners

Portfolio Holder for Children, Schools and Families

(A) Children and Families

To be responsible for the development and delivery of the Council's Children's Services including:

- To be the lead member for Children's Services, including overseeing compliance with Statutory Duties and reporting requirements as set out in the Children Act 2004;
- To oversee the strategic development and delivery of all aspects of Children's Services including:
 - Safeguarding, Family Placement and Support
 - Young People's Services
 - Special Needs Services
 - Integrated Early Years and Community Services
- To Chair the Children's Trust Board and to be a member of the Children and Young People's Partnership and the Local Safeguarding Children Board
- To oversee the performance of Children's Services in relation to national targets and priorities and to take account of any issues arising from external inspection and the performance assessment role of Ofsted;
- To oversee and promote corporate parenting responsibilities for children looked after and representation on the Fostering Panel and Adoption Permanence Panel;
- To oversee the Commissioning and monitoring, with Health, of Children's Health Services including Child and Adolescent Mental Health Services from health service providers and community and voluntary organisations;
- To oversee the development and review of the Children and Young People's Plan
- To ensure the development and maintenance of positive links and partnerships with local agencies, organisations and businesses to support the delivery of these services;
- To oversee consultation, liaison and the maintenance of positive links with the local Youth Parliament and Harrow members of the UK Youth Parliament;

- To oversee the development and implementation of policies, strategies and procedural arrangements in line with statutory requirements for the provision of the Council's social services functions for young people;
- To oversee the commissioning and contracting arrangements for the provision of services within the council and jointly with other partner agencies;
- To oversee the quality assurance and inspection functions.
- To be responsible for the Council's Multi-Agency Protection Arrangements
- To lead on partnership with the Health Service in relation to Children

(B) Schools

To be responsible for the development and delivery of policies, strategies and procedural arrangements in line with statutory requirements in relation to schools in Harrow;

- To be responsible for the development and delivery of the Council's function as a Local Education Authority in relation to the provision of schools and commissioning post-16 provision within the Borough including:
 - Schools
 - Achievement and Inclusion
 - Ethnic Minority Achievement Service
 - Harrow Tuition Service
 - Teachers' Centre
 - Children's Centres
 - Education Business Partnership
 - Governor Services
 - Education Welfare Services
 - Harrow Schools Improvement Partnership
 - Admissions and Place Planning
 - School Organisation
- To oversee and ensure high quality relationships are built with all statutory and voluntary sector partners with particular emphasis on schools;

- To oversee the development, promotion and implementation of the following:
 - Harrow 14-19 Strategy
 - Student Advisory Group
 - School's Forum
 - Stakeholder Reference Group
 - Education Services Consultation Forum
- To be the lead member for schools, including overseeing the maintenance, compliance with Statutory Duties and reporting requirements of the Council in relation to schools in Harrow;
- To oversee education strategies to support the Narrowing the Gap agenda including achievement, attendance, behaviour and exclusion issues;
- To oversee the performance of Schools in Harrow in relation to national targets and priorities and to take account of any issues arising from external inspection and the performance assessment role of Ofsted;
- To discharge the Local Authority's responsibilities for the appointment of Local Authority Governors and dealing with complaints against them;
- To oversee consultation, liaison or other partnership arrangements on education matters with the Standing Advisory Committee on Religious Education, pupils/students, staff, parents, governing bodies and Government Departments including the Young People's Learning Agency and Skills Funding Agency;
- Jointly with other Portfolio Holders to oversee the development of a strategy for social inclusion
- To ensure the development and maintenance of positive links and partnerships with local agencies, organisations and businesses to support the development of schools in Harrow.

Portfolio Holder for Property and Major Contracts

To be responsible for the policy direction for the development of the Council's property assets and the development and delivery of the Council's major partnership contracts:

(A) Property

- To provide policy direction to ensure the effective development of the Council's property assets;
- To ensure that development of the Council's assets is undertaken in a coordinated and collaborative way with partners;
- To authorise the acquisition or disposal of land holdings up to a value of £250k, other than disposal at less than best consideration, and to respond to any enquiry in relation to the Council's interests in land.

(B) Major Contracts

- To oversee the procurement and commercial management of all major contracts, liaising with the Leader and the Portfolio Holder for Finance;
- To monitor, in consultation with the relevant Portfolio Holders, the performance of all major strategic contracts with an annual value of over £1m including the ongoing operation of existing contracts.
- To approve extensions of contracts where the value is more than £1million and the extension would account for an additional cost of 10% or more of the contract value
- To approve the settlement of Disputes and Claims where the value of the claim exceeds £1m, in consultation with the relevant Portfolio Holders.

Portfolio Holder for Adults, Social Care, Health and Wellbeing

To be responsible for the promotion of public health and wellbeing in consultation with the Leader and in liaison with appropriate Portfolio Holders.

To be responsible for the development and delivery of the Council's Adults Social Care functions including:

- To be the lead member for Adult Care Services including overseeing compliance with the Statutory Duties and reporting requirements in relation to Adult Care Services;
- To lead on partnership with the Health Service in relation to Adults;
- To oversee the performance of Community Care Services in relation to national targets and priorities and to take account of any issues arising from external inspection and the performance assessment role of the Care Quality Commission;
- To oversee the protection and safeguarding of vulnerable adults;
- To oversee the development and implementation of Supporting People;
- To oversee the direct provision for Community Care Services and lead on service user engagement;
- To oversee joint commissioning responsibilities with Health for:
 - Mental Health Services
 - Learning Disability Services
 - Older People and Physical, Sensory and Disability Services
 - Carers;
- To promote the wellbeing of over 18s across the Council and act as the Member level 'Well being of Adults Champion';
- To oversee the development and implementation of policies and strategies for the provision of adults care services in the Borough including:
 - Adults Transformation
 - Personalisation
- To lead on external relationships including the voluntary and private sector;
- To oversee Public Health working closely with other Portfolio Holders.

Portfolio Holder for Housing

To be responsible for the development and delivery of the Council's housing services, including:

- To oversee the development and implementation of policies and strategies for the provision and improvement of housing in the Borough;
- To oversee development and delivery of the Housing Ambition Plan and Housing's vision
- To ensure maximum opportunities exist to engage residents in the development and delivery of all housing services and that regular opportunities exist to test tenant and leaseholder satisfaction and to ensure that feedback is used to improve services.
- To ensure the HRA remains viable and provides value for money services working closely with the Portfolio Holder for Finance
- To recommend variations in rent levels
- To ensure that residents can readily access housing services and that customers are empowered to make the best of their housing situation
- To ensure that housing services know its customer profile and tailors its services accordingly
- To ensure that all services to tenants are set out in clear standards
- To ensure accommodation provision for households in need, through Council provision, or in consort with Housing Associations and developers;
- To ensure that temporary accommodation is provided for those in urgent need or who are homeless;
- To ensure an assessment of future housing needs within the Borough is regularly taken and informs future services
- To oversee the maintenance, repair and improvement of the Council's housing stock;
- To oversee the development of high standard services to Council tenants and leaseholders;
- To promote satisfactory standards in housing accommodation in the private sector and ensure enforcement actions are taken as appropriate;
- Jointly with other Portfolio Holders to oversee the development of a strategy to support social inclusion in the provision of local housing;

- To oversee the development and delivery of the Council's Housing Strategy in consultation with the Portfolio Holder for Planning and Regeneration.
- To work with private landlords, housing associations and developers to ensure that opportunities for the provision of affordable housing are maximised.

Portfolio Holder for Community and Cultural Services

To be responsible for the development and delivery of the Council's Community and Cultural Services including:

- To oversee the strategic and general management of the following services and functions on behalf of the Council including:
 - All functions relating to the library service
 - Culture and Arts Services
 - Indoor Sports Leisure & Recreation services
 - Local History Collections (Archives)
 - The Harrow Museum and Headstone Manor
 - Community Engagement and Development Strategy
 - Community Premises and Grants Applications
 - Community Cohesion Management Group (HSP)
 - Community Learning
 - External Service Providers (e.g. Greenwich Leisure Ltd (GLL), Harrow Young Musicians)

- To oversee effective development and implementation of the following key plans and strategies:
 - Cultural Strategy
 - Play Strategy in liaison with the Portfolio Holder for Environment and Community Safety
 - 'Third Sector' strategy

- To oversee the promotion and development of positive links, joint working arrangements and partnerships with the voluntary, community and faith sectors, reflecting the full diversity of the borough.

Portfolio Holder for Performance, Customer Services and Corporate Services

To be responsible for the strategic development and effective performance of the Council's corporate services including:

(A) Performance

- To oversee the ongoing development and delivery of the Council's performance management framework to set objectives and monitor progress against their delivery and to report progress and key issues to Cabinet
- To support Improvement and Commissioning Boards across all Council services
- To oversee the Council's responses to its inspectorates
- To steer the development of the Council's priorities in response to performance, consultation, research and customer feedback
- To support the development of the Council's equalities framework and monitor progress to drive improvement
- To oversee the Council's Performance Management Framework and the Corporate Improvement Boards to ensure the Council is performing to its full potential;

(B) Customer Services

- To oversee all matters relating to Access Harrow, Customer Care and Complaints;
- To oversee the management and implementation of the Customer Access Strategy

(C) IT

- To ensure the development and maintenance of a coherent IT strategy;
- To ensure the effective delivery of IT services, through the contract with Capita;
- To ensure that disaster recovery arrangements are developed, implemented and maintained;

- To ensure that the Council has effective information management and information security arrangements;

(D) Risk, Audit & Fraud

- To ensure that the Council has effective risk management and internal control systems and processes in place;
- To ensure the development and maintenance of effective business continuity and emergency planning;
- To oversee the Council's arrangements for health safety and welfare;
- To oversee the Council's arrangements for internal audit;
- To oversee all matters relating to corporate anti fraud activities;
- To oversee the Council's insurance arrangements

(E) Human Resources & Development

- To oversee all Human Resources matters including recruitment, learning and development, performance management, employment policies and procedures, employee relations and equal opportunities;
- To ensure the development and delivery of the Council's Strategy for People;
- To oversee the Council's relations with its Trades Unions;
- Chair the Council's Employee Consultative Forum (ECF) or equivalent body

(F) Shared Services

- To ensure that the Council has effective payroll and pensions administration systems and processes in place;
- To ensure the delivery of accounts payable and accounts receivable services
- To ensure the delivery of SAP support services
- To ensure the delivery of other shared services such as cashiers, post, print, and scanning and indexing services
- To ensure the delivery of the financial assessments service for social care clients

(G) Legal & Governance

- To oversee development of the shared legal practice;
- To oversee the conduct of litigation by or against the Council;
- To oversee the Corporate Governance of the Council in line with the Constitution
- To ensure the deliver of the Registry Office services
- To oversee the support for the Mayor's office

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LONDON BOROUGH OF HARROW COMMITTEE MEMBERSHIPS 2013/14

(Membership in order of political group nominations)

(I) GOVERNANCE, AUDIT & RISK MANAGEMENT COMMITTEE (7)

	Conservative	Labour	Independent Labour	Ungrouped
	(3)	(3)	(1)	
I. Members	Amir Moshenson Chris Mote Richard Romain *	Varsha Parmar Bill Phillips * Sachin Shah	Mano Dharmarajah	
II. Reserve Members	1. Tony Ferrari 2. Kam Chana 3. Anthony Seymour	1. Graham Henson 2. Sue Anderson 3. Ajay Maru	1. Vacant	

(CH)

= Chair

*

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

GOVERNANCE, AUDIT AND RISK MANAGEMENT COMMITTEE

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

- a) To ensure that the Council's governance framework is in line with current guidance and best practice.
- b) To review the Council's governance framework and annual improvement plan and monitor progress.
- c) To review the Council's risk management strategy and monitor progress on risk management.
- d) To monitor the Council's insurance arrangements.
- e) To review the Council's emergency planning and business continuity arrangements and monitor progress on emergency planning and business continuity.
- f) To review the Council's Health and Safety arrangements and monitor progress on Health and Safety.
- g) To approve the financial statements of the authority, in particular:

- The outcome of reviews of the effectiveness of the internal control arrangements including internal audit
 - Changes in and compliance with accounting policies and practices
 - Unadjusted mis-statements in the financial statements
 - Major judgemental areas
 - Significant adjustments resulting from the audit
 - Any relevant issues raised in the external auditor's report to those charged with governance
 - the Annual Governance Statement prior to sign-off
- h) To review the Treasury Management strategy and monitor progress on treasury management in accordance with CIPFA codes of practice.
- i) To monitor compliance with internal controls.
- j) To consider matters arising from External Audit work which are required to be communicated to those charged with governance under the Statement of Auditing Standards (**ISA260**).
- k) To receive and consider the Annual Audit and Inspection Letter (or equivalent) and make recommendations as appropriate.
- l) To scrutinise/comment on the Internal Audit three year strategic plan and annual plan.
- m) To monitor progress against the Internal Audit plan and receive summaries of audit work completed and key recommendations.
- n) To consider all individual Internal Audit reports on a regular basis.
- o) To scrutinise/comment on the External Audit plan and fees.
- p) To monitor progress against the External Audit plan and receive summaries of audit work completed and key recommendations.
- q) To consider individual External Audit reports and inspection reports carried out by external agencies as appropriate and at the request of the Committee.
- r) To review the management response to audit and regulatory recommendations and progress on implementation of recommendations.
- s) To recommend action where audit and regulatory recommendations are not being implemented.
- t) To monitor on a regular basis the Council's approach to tackling fraud and corruption and promote an anti-fraud culture.
- u) To consider the appointment of co-opted members and review the adequacy of meeting frequencies in response to the Committee's remit.
- v) To appoint and maintain appropriate Lead Members from the Committee to monitor, review and update on specific areas of the Committee's remit.

(II) HEALTH AND WELLBEING BOARD

	Conservative	Labour	Independent Labour	Ungrouped
I. Members	Simon Williams	Margaret Davine	Krishna James (CH) Zarina Khalid	
II. Reserve Members				

Dr Amol Kelshiker (Clinical Commissioning Group Chair) (Clinical Commissioning Group) (VC)
Catherine Doran, Corporate Director, Children and Families, Harrow Council
Andrew Howe, Director of Public Health, Community, Health and Wellbeing Group
Rob Larkman, Harrow Commissioning Group
Deven Pillay, Representative of the Voluntary and Community Sector. Harrow Mencap
Javina Sehgal (Chief Operating Officer) (Harrow PCT)
Dr Genevieve Small, Clinical Director, Clinical Commissioning Group
Trina Thompson, Officer, Harrow Council

(CH) = Chair

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

HEALTH AND WELLBEING BOARD

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.

The Board will undertake a review within 6 months to agree what decision making powers if any are required. These will then need to be agreed by Full Council.

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 (First PNA to be produced by 1st April 2015)
 - 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 (4)
- 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
- Chair of Healthwatch

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
- Accountable Officer – CCG
- Chief Operating Officer – CCG
- Corporate Director Community, Health and Wellbeing
- Corporate Director Children's Services
- 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 Commissioning Board

4.9.1. The National Health Service Commissioning Board 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 Commissioning Board representative when the Health and Wellbeing Board is considering a matter that relates to the exercise or proposed exercise of the commissioning functions of the National Health Service Commissioning Board 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 six weekly 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
- The meetings of the Executive will be scheduled to meet before the Board.

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. Sub Groups

4.13.1. The Board will review each year which sub groups are to be established based on the Boards priority areas

4.13.2. The Sub Groups will ensure that the views of patients and service users are included.

4.13.3. Sub groups will be informal officer level groups.

4.13.4. Sub groups should provide a copy of their previous minutes or a list of issues for discussion at alternate Health and Wellbeing Board meetings to be considered by members.

4.14. Conduct of Meetings

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

(III) LICENSING AND GENERAL PURPOSES COMMITTEE (15)

	Conservative	Labour	Independent Labour	Ungrouped
	(6)	(6)	(2)	(1)
I. Members	Ramji Chauhan Susan Hall * Manji Kara Amir Moshenson John Nickolay Anthony Seymour	Mrinal Choudhury Kairul Kareema Marikar Ajay Maru Phillip O'Dell Varsha Parmar * Krishna Suresh	Husain Akhtar Mano Dharmarajah *	David Gawn
II. Reserve Members	1. Lynda Seymour 2. Mrs Camilla Bath 3. Stephen Wright 4. Kam Chana 5. Yogesh Teli 6. Chris Mote	1. Bill Stephenson 2. Sachin Shah 3. Ann Gate 4. Sue Anderson 5. Bill Phillips 6. Raj Ray	1. Vacant 2. Vacant	

(CH)

= Chair

*

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

LICENSING AND GENERAL PURPOSES COMMITTEE

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 Local Government Superannuation Regulations and the Teachers' Superannuation Regulations and 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)

	Conservative	Labour	Independent Labour	Ungrouped
	(4)	(4)	(1)	(0)
I. Members	Kam Chana Tony Ferrari Paul Osborn * Stephen Wright	Sue Anderson Ann Gate Graham Henson Jerry Miles *	Mano Dharmarajah	
II. Reserve Members	1. Chris Mote 2. Amir Moshenson 3. Christine Bednell 4. Marilyn Ashton	1. Bill Phillips 2. Victoria Silver 3. Sachin Shah 4. David Perry	1. Husain Akhtar	

(CH)

= Chair

*

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

Voting Co-opted Members:

- (1) Two representatives of Voluntary Aided Sector
- Mrs J Rammelt/Reverend P Reece
- (2) Two representatives of Parent Governors
- Vacancy (Primary) / Mrs A Khan (Secondary)

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

OVERVIEW AND SCRUTINY COMMITTEE

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.

(V) PENSION FUND COMMITTEE (7)

	Conservative	Labour	Independent Labour	Ungrouped
	(2)	(2)	(0)	(0)
I. Members	Tony Ferrari Richard Romain *	Keith Ferry * Sachin Shah		
II. Reserve Members	1. Stephen Wright 2. Kam Chana	1. Bill Phillips 2. Bill Stephenson		

Harrow UNISON Co-optee (Non-voting): Steve Compton
GMB Co-optee (Non-voting): Sanjay Karia
Co-optee (Non-voting): Howard Bluston

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

PENSION FUND COMMITTEE

The Pension Fund Committee has the following powers and duties:

- 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;
- the determination of applications under the Local Government Superannuation Regulations and the Teachers' Superannuation Regulations;
- to administer all matters concerning the Council's pension investments in accordance with the law and Council policy;
- to establish a strategy for the disposition of the pension investment portfolio; and
- to appoint and determine the investment managers' delegation of powers of management of the fund.

(VI) PLANNING COMMITTEE (7)

	Conservative	Labour	Independent Labour	Ungrouped
	(3)	(3)	(1)	(0)
I. Members	Stephen Greek * Simon Williams Stephen Wright	Mrinal Choudhury Keith Ferry* Bill Phillips	William Stoodley*	
II. Reserve Members	1. Kam Chana 2. Amir Moshenson 3. Joyce Nickolay	1. Graham Henson 2. Ajay Maru 3. Sachin Shah	1. Vacant	

(CH)

= Chair

*

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

PLANNING COMMITTEE

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.

(VII) STANDARDS COMMITTEE (5 Councillors + 4 Independents)

	Conservative	Labour	Independent Labour	Ungrouped
	(2)	(2)	(1)	(0)
I. Members	Paul Osborn Simon Williams *	Graham Henson Phillip O'Dell	Mano Dharmarajah	
II. Reserve Members	1. Chris Mote 2. Joyce Nickolay 3. John Nickolay	1. Mitzi Green 2. Jerry Miles		
III. Independent Persons	Independent Persons (Quorum 2):- and Mr James Coyle Dr John Kirkland Mr Derek Lawrence (Vacancy) (appointed until 2014)			

Membership rules:

- i. An Elected Mayor or the Leader may not be Members;
- ii. The Chair of the Committee must not be a Member of the Executive;
- iii. Only one member of the Executive can be a member of the Committee;

STANDARDS COMMITTEE

The Standards Committee will have the following powers and duties:

- (a) promoting and maintaining high standards of conduct by Councillors, co-opted members and "church" and parent governor representatives;
- (b) assisting Councillors, co-opted members and "church" and parent governor representatives to observe the Members' Code of Conduct;
- (c) advising the Council on the adoption or revision of the Members' Code of Conduct;
- (d) monitoring the operation of the Members' Code of Conduct;
- (e) developing and recommending local protocols to the Council to supplement the Members' Code of Conduct;
- (f) enforcing local protocols and applying sanctions in respect of breaches as appropriate;
- (g) 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;

- (h) 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;
- (j) to keep under review and amend, as appropriate, the Protocol on Councillor/Officer Relations;
- (k) to keep under review the Officer Code of Conduct and, after consultation with unions representing staff, make recommendations to Council for amendment or addition;
- (l) 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;
- (m) to have oversight of the Council’s Whistleblowing Policy;
- (n) to agree the policy for decisions on payments to those adversely affected by Council maladministration (under section 92 Local Government Act 2000);
- (o) 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;
- (p) 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;
- (q) 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.

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

	Conservative	Labour	Independent Labour	Ungrouped
	(1)	(1)	(0)	(1)
I. Members	Mrs Camilla Bath	Sasi Suresh		Vacant
II. Reserve Members	1. Mrs Lurline Champagne OBE 2. Manji Kara	1. Bill Phillips		1. Vacant

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

1. To advise the Borough's Teachers and the Manager of the Library Service on the provisions of appropriate teaching resources in support of the Harrow agreed RE syllabus.
2. To assist teachers in RE by devising and making available to them schemes of work and teaching materials based upon the Harrow agreed syllabus.
3. To assist in identifying teachers' in-service needs and in conjunction with the Teachers' Centre and the Advisory and Inspection Service, to arrange appropriate courses for teachers.
4. To make recommendations to the Corporate Director Children & Families on resources deemed desirable for implementing and reviewing the agreed syllabus and in furthering the effectiveness of religious education in Harrow Schools.
5. To call a Standing Conference for reviewing the agreed syllabus of Religious Education from time to time.
6. To approve exemptions from Statutory Regulations on Acts of Worship.

Membership (Total 41 persons)

- 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 Councillors and a representative of the Harrow Humanist Association).
 - Group E - Co-opted Members (5)
- (1) Adviser to the Council nominated by the Corporate Director Children & Families.

EXTRAORDINARY COUNCIL
23 MAY 2013

APPOINTMENT OF
CHAIRMEN

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REPORT FOR: **EXTRAORDINARY COUNCIL**

Date of Meeting: 23 May 2013

Subject: **APPOINTMENT OF CHAIRMEN TO COUNCIL COMMITTEES**

Exempt: No

Enclosures: None

1. Summary

- 1.1 This report sets out the nominations for appointment to Chairs of Council Committees.
- 1.2 Members of Council are requested to consider the nominations and elect a Chair for each relevant Committee.

<u>Committee</u>	<u>Nominee (Conservative Group)</u>	<u>Nominee (Independent Labour Group)</u>	<u>Nominee (Labour Group)</u>
Governance, Audit & Risk Management	Councillor Richard Romain	-	Councillor Bill Phillips
Licensing and General Purposes	-	Councillor Mano Dharmarajah	Councillor Varsha Parmar
Overview and Scrutiny	Councillor Paul Osborn	-	Councillor Jerry Miles

Planning	-	Councillor William Stoodley	Councillor Keith Ferry
Standards	Councillor Simon Williams	-	Councillor Graham Henson
Pension Fund	Councillor Richard Romain	-	Councillor Keith Ferry

FOR DECISION