

(Annual) Council

SUPPLEMENTAL SUMMONS

DATE: Thursday 12 June 2014

4. RETURN OF COUNCILLORS AND NOTIFICATION OF MEMBERS OF POLITICAL GROUPS INCLUDING LEADERS, DEPUTY LEADERS AND PARTY WHIPS (Pages 1 - 6)

To receive a report of the Director of Legal & Governance Services on the return of Councillors elected for the 21 wards in the Borough at the elections held on Thursday 22 May 2014 and details of the notification received of Members of the Political Groups, including Leaders, Deputy Leaders and Party Whips.

9. CONSTITUTIONAL CHANGES (Pages 7 - 24)

Report of the Director of Legal and Governance Services.

11. CABINET AND COMMITTEE MEMBERSHIPS (Pages 25 - 66)

To note the appointments to Cabinet and to make appointments to Committees, Advisory Panels and Consultative Forums.

12. APPOINTMENT OF CHAIRMEN TO COMMITTEES (Pages 67 - 70)

To make appointments of Chairmen to Committees for the Municipal Year 2014/15.

13. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES (Pages 71 - 78)

To receive proposals from Political Groups as to the appointment of representatives of the authority to serve on Outside Bodies for the Municipal Year 2014/15.

14. MEMBERS ALLOWANCE SCHEME (Pages 79 - 92)

Report of the Director of Legal and Governance Services.

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ANNUAL COUNCIL 12 JUNE 2014

RETURN OF COUNCILLORS AND NOTIFICATION OF MEMBERS OF POLITICAL GROUPS, INCLUDING LEADERS, DEPUTY LEADERS AND PARTY WHIPS

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REPORT FOR: ANNUAL COUNCIL

Date of Meeting:	12 June 2014
Subject:	Return of Councillors and Notification of Members of political groups, including Leaders, Deputy Leaders and Party Whips
Responsible Officer:	Hugh Peart – Director of Legal and Governance Services
Exempt:	No
Enclosures:	Appendix A – List of Elected Members

Section 1 – Purpose

1. Summary

- 1.1 This report sets out details of the Councillors elected at the Election held on Thursday 22 May 2014 and the notification received of the Membership of political groups on the Council. It will be seen that there are 34 Labour Group Members and 26 Conservative Group Members. There is also one Liberal Democrat Member and two Independent Members.
- 1.2 Notification has been received that the Leader of the Majority Group is Councillor David Perry, the Deputy Leader, Councillor Keith Ferry and Chief Whip, Councillor Kareema Marikar. The Minority Party have notified that their Leader is Councillor Susan Hall. The Deputy Leader, Councillor Barry Macleod-Cullinane and Chief Whip, Councillor Kam Chana.

Section 2 – Recommendations

- 2.1 That the return of Councillors elected, and their respective Wards, at the Borough Council elections on Thursday 22 May 2014, as set out in Appendix A, including the Membership of the respective political groups, be noted.
- 2.2 That the Group positions, as set out in paragraph 1.2 above, be noted.

Section 3 - Contact Details and Background Papers

Contact:

Elaine McEachron, Democratic & Electoral Services Manager

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Background Papers:

- Notifications for Parties
- Notice of Results of City Council Elections held on 6 May 2010

APPENDIX 1

<u>Ward</u>	<u>Members Elected</u>	
BELMONT	SEYMOUR KARA PARMAR	Lynda Manji Mina
CANONS	JOGIA MOSHENSON THAKKER	Ameet Amir Bharat
EDGWARE	AMADI KENDLER PAREKH	Chika Barry Nitin
GREENHILL	ALI ANDERSON FERRY	Ghazanfar Sue Keith
HARROW ON THE HILL	BAXTER HEARNDEN MACLEOD-CULLINANE	June Glen Barry
HARROW WEALD	CHAUHAN PATEL GREEK	Ramji Pritesh Stephen
HATCH END	HALL HINCKLEY LAMMIMAN	Susan Mary John Jean
HEADSTONE NORTH	MOTE WESTON BOND	Janet Teresa Georgia James
HEADSTONE SOUTH	BROWN FITZPATRICK SURESH	Simon Pamela Sasikala
KENTON EAST	DATTANI SHAH GREEN	Niraj Aneka Mitzi
KENTON WEST	MARU RABADIA MITHANI	Ajay Kantilal Vina

Ward

Members Elected

MARLBOROUGH	PARMAR WEISS PERRY	Varsha Antonio David
PINNER	STEVENSON WRIGHT OSBORN	Norman Stephen John Leete Paul Simon
PINNER SOUTH	MOTE ALMOND CHANA	Charles Christopher Richard Kamaljit
QUEENSBURY	BORIO RAMCHANDANI SHAH	Michael Kiran Sachin Ramesh
RAYNERS LANE	SURESH NOYCE ANDERSON	Krishna Christopher Jeff
ROXBOURNE	CURRIE DOOLEY HENSON	Robert William Josephine Graham
ROXETH	DAVINE MILES PATEL	Margaret Jeremy Julian Primesh
STANMORE PARK	ASHTON BATH BEDNELL	Marilyn Camilla Marie Ann Christine Anne
WEALDSTONE	WHITEHEAD O'DELL SHAH	Anne Phillip Rekha
WEST HARROW	ROBSON MARIKAR SWERSKY	Christine Kairul Kareema Adam

**ANNUAL COUNCIL
12 JUNE 2014**

**CONSTITUTIONAL
CHANGES**

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REPORT FOR: Annual Council

Date of Meeting: 12 June 2014

Subject: Constitutional Changes

Exempt: No

Enclosures: None

Section 1 – Summary and Recommendations

This report details proposed constitutional changes in respect of the operating arrangements and reduction in the number of committees following consideration by the Constitution Review Working Group. (CRWG)

Recommendations:

That Council consider and decide whether to approve the proposed constitutional changes outlined in the report.

That Council delegate to the Monitoring Officer any necessary minor consequential changes to the Constitution as a result of approving all or part of the report.

Section 2 – Report

The Constitution Review Working Group is an informal body established by agreement between the Group Leaders to receive proposals for alterations or updates to the Authority's constitution for formal submission to Council.

The following are proposed changes considered by the Constitution Review Working Group at its meeting on 9 June 2014 and tabled by the Labour Group. Not all the changes have been agreed by CRWG. Where there was disagreement between the Labour and Conservative Groups, this is indicated.

(A) Access to Information Rules for Council

Proposal to delete paragraph 21.1 from the Constitution. There was no agreement on this proposal at CRWG.

Overview and Scrutiny Committee – Access to Documents

~~22.1 Members of Overview and Scrutiny Committee shall have the same rights of access to documents as non-executive Cabinet Members~~

22.2 Members of Overview and Scrutiny Committee (including its sub-committees) will be entitled to copies of any document which is in the possession or control of the Executive, Executive (Cabinet) Committee, a Portfolio Holder, Advisory Panel or Consultative Forum and which contains material relating to:

- (a) any business transacted at a meeting of the Executive, Executive (Cabinet) Committee, Advisory Panel or Consultative Forum; or
- (b) any decision taken by a individual Member of the Executive;
- (c) any decision that has been made by an officer of the authority in accordance with Executive Arrangements.

(B) Committee Procedure Rules

Proposal to amend paragraph 32.2 to delete reference to Cabinet Assistants/Advisers and insert Portfolio Holder Assistants. This proposal was unanimously agreed by CRWG

Membership of the Overview and Scrutiny Committee

32.2 No member may be involved in scrutinising a decision in which he/she has been directly involved. In particular ~~Cabinet Assistants/Advisers~~

Portfolio Holder Assistants shall not sit on Scrutiny Committees that scrutinise their area of work.

Proposal to delete paragraph 32.5 in total. There was no agreement on this proposal at CRWG.

~~32.5 The Chair of the Overview and Scrutiny Committee and Chairs of the Overview and Scrutiny Sub-Committees shall be selected from the members of the largest minority group. In the case of equality of size of minority groups then the Chairs should be appointed equally between each of the relevant groups.~~

(C) Executive Procedure Rules

Proposal to amend para 5.3. There was no agreement on this proposal at CRWG.

5.3 The Leader shall ~~shall~~ may appoint a maximum of 4 and a minimum of 1 Non-Executive Member from the opposition parties as nominated by their group leaders as Non-Executive Members of Cabinet. They may speak but not vote on items before the Cabinet in private and public meetings, and have commensurate access to documents as full Cabinet Members except for draft Cabinet reports

(D) Code of Conduct

Proposal to amend para 7.3. This proposal was unanimously agreed by CRWG

7.3 No member may be involved in scrutinising a decision in which he/she has been directly involved. In particular, ~~Cabinet Assistants/Advisers~~ Portfolio Holder Assistants should not sit on Scrutiny Committees that scrutinise their area of work.

(E) Article 7 The Executive

Proposal to amend paras 7.13 and 7.14. The change to 7.13 was unanimously agreed by CRWG; there was no agreement at CRWG to change 7.14.

7.13 ~~Portfolio Holder Assistants Advisers and / or Assistants to Portfolio Holders~~

Non-Executive Councillors may be appointed as Portfolio Holder Advisers or Assistants to Portfolio Holders ~~These Advisers or~~

~~Assistants~~ Portfolio Holder Assistants may not exercise any of the powers of a Portfolio Holder nor act in the absence of the Portfolio Holder. Confirmation of the appointment of any ~~Advisers or Assistant Portfolio Holder Assistant~~ Portfolio Holder Assistant must be given by the Executive at the next meeting of Cabinet.

7.14 Non-Executive Cabinet Members

The Leader shall ~~may~~ may appoint a maximum of 4 Non Executive members from the opposition parties as nominated by their group leaders as Non Executive members of Cabinet. They may speak but not vote on items before the Cabinet in private and public meetings and have commensurate access to documents as full Cabinet members except for draft Cabinet reports.

(F) Standards Committee

Proposal to abolish the separate Standards Committee and to merge it with GARM which is to be renamed Governance Audit Risk Management and Standards Committee. The whole of this proposal with the subsequent changes was unanimously agreed by CRWG.

(a) Delete the whole of Article 9

~~Article 9~~

~~The Standards Committee~~

Introduction

~~The Standards Committee will strengthen and maintain high standards of conduct throughout the authority.~~

~~9.01 Standards Committee~~

~~The Council shall appoint a Standards Committee.~~

~~9.02 Composition~~

~~The Standards Committee is composed of:~~

(a) five Councillors

~~The Standards Committee does not have to comply with the rules on political proportionality. Only one member of the Executive may be a member of the Committee and that person may not chair the Committee. The Councillors on the Standards Committee will be appointed annually.~~

(b) three co-opted independent members

~~These will be people who are not Councillors or officers of the Council or members of any other body having a Standards Committee.~~

9.03 Reserves

~~The Council will appoint the same number of reserves in respect of each political group as that group holds ordinary seats on the Committee. If a group has an entitlement of less than three members on the Committee, they may appoint three reserve members to the Committee. One independent member will be selected as reserve to act only in the event that any of the independent members resigns or is unable to continue as a member before the expiry of the term of appointment; that is, not to be able to act as a substitute at meetings which the ordinary member cannot attend. The reserve independent member will only be entitled to act as a member of the Committee if and when appointed by the Council.~~

9.04 Frequency of meetings

~~There will be at least four meetings of the Standards Committee each year. Additional meetings may be called by agreement of all members of the Committee, or by the process described in Committee Procedure Rule 11.~~

9.05 Quorum

~~The quorum at a meeting of the Standards Committee shall be three members, one of whom must be an independent member. Where at least one independent member would be present, but is required to withdraw from the meeting because of a conflict of interest or other provision within the Council's Code of Conduct, the requirement for the quorum to include at least one independent member shall not apply.~~

9.06 Role and Function

~~The Standards Committee will have the following roles and functions:~~

~~(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;~~

~~(i) to keep under review and amend, as appropriate, the Protocol on Councillor/Officer Relations;~~

~~(j) to keep under review the Officer Code of Conduct and, ask Council for amendment or addition;~~

~~(k) 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;~~

~~(l) to have oversight of the Council’s whistleblowing policy;~~

~~(m) to agree the policy for decisions on payments to those adversely affected by Council maladministration (under section 92 Local Government Act 2000)~~

~~(n) 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~~

~~(o) 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.~~

~~(p) 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.~~

(b) Delete Standards Committee, Assessment Sub Committee and Hearing Review Sub Committee from Part 3A Terms of Reference

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.

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.~~

~~ASSESSMENT SUB-COMMITTEE~~

~~The Assessment Sub-Committee has the following powers and duties:~~

~~(a) To receive a referral from the Monitoring Officer in respect of allegations that~~

~~a member or co-opted member of the Authority has failed, or may have failed, to comply with the Authority's Code of Conduct in circumstances where the Monitoring Officer has not exercised his/her delegation to decide:~~

~~i. To filter out a complaint as being vexatious and/or outside the Code of Conduct; or~~

~~ii. To investigate a complaint~~

~~(b) Upon receipt of a referral from the Monitoring Officer, the Sub-Committee shall make an assessment of the allegation and shall decide whether the complaint should be filtered out/an investigation should take place in respect of each allegation in accordance with the terms of the referral.~~

~~(c) To decide whether a complaint shall proceed to the Hearing Sub-Committee~~

~~in circumstances where the complaint has been investigated and the investigating officer has concluded that the member complained about has not breached the Code of Conduct.~~

~~(d) The Sub-Committee shall state its reasons for that decision.~~

~~HEARING REVIEW SUB-COMMITTEE~~

~~The Hearing Review Sub-Committee has the following powers and duties~~

~~(a) To consider allegations referred to it following investigation that a member or~~

~~coopted member has failed to comply with the Council's Code of Conduct for Councillors~~

~~(b) To determine whether or not there has been a breach of the Code of Conduct~~

~~taking into account the findings and conclusions of the investigation report.~~

~~(c) If the Sub-Committee decides that there has been a breach of the Code of Conduct, to decide that no sanction should be imposed or to impose one of the following sanctions:~~

~~i. Report its findings to Council for information and place them on the Council's website;~~

- ~~ii. Inform the Group Leader (or in the case of an independent member, Council) of its recommendation that a member be removed from any or all Committees or Sub-Committees, or outside body appointments;~~
- ~~iii. Inform the Group Leader of any recommendations that the member be removed from the Cabinet, or removed from particular portfolio responsibilities;~~
- ~~iv. Remove the member from outside body appointments;~~
- ~~v. Instruct the MO to arrange training for the member;~~
- ~~vi. Where the breach involves inappropriate use of facilities, withdraw such facilities provided to the member by the Council, such as a computer, website and/or email and internet access; or~~
- ~~vii. Exclude the member from the Council's offices or other premises, with the exception of meeting rooms necessary for attending Council, Committee and Sub-Committee meetings; or~~
- ~~viii. Censure the member for the breach, in which case the MO will be asked to write to the Member and a press report will be issued.~~

(c) Amend the Name of GARM to Governance, Audit, Risk Management and Standards Committee.

(d) Amend the Terms of Reference of GARM to include the following

- (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;

(i) to keep under review and amend, as appropriate, the Protocol on Councillor/Officer Relations;

(j) to keep under review the Officer Code of Conduct and, ask Council for amendment or addition;

(k) 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;

(l) to have oversight of the Council’s whistle blowing policy;

(m) to agree the policy for decisions on payments to those adversely affected by Council maladministration (under section 92 Local Government Act 2000)

(n) 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

(o) 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.

(p) 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.

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.
- iv. The Independent Persons are not members of GARMS and shall be invited to meetings if there is a standards item on the agenda

ASSESSMENT SUB-COMMITTEE

The Assessment Sub-Committee has the following powers and duties:

(a) To receive a referral from the Monitoring Officer in respect of allegations that a member or co-opted member of the Authority has failed, or may have

failed, to comply with the Authority's Code of Conduct in circumstances where the Monitoring Officer has not exercised his/her delegation to decide:

i. To filter out a complaint as being vexatious and/or outside the Code of Conduct; or

ii. To investigate a complaint

(b) Upon receipt of a referral from the Monitoring Officer, the Sub-Committee shall make an assessment of the allegation and shall decide whether the complaint should be filtered out/an investigation should take place in respect of each allegation in accordance with the terms of the referral.

(c) To decide whether a complaint shall proceed to the Hearing Sub-Committee in circumstances where the complaint has been investigated and the investigating officer has concluded that the member complained about has not breached the Code of Conduct.

(d) The Sub-Committee shall state its reasons for that decision.

HEARING REVIEW SUB-COMMITTEE

The Hearing Review Sub-Committee has the following powers and duties

(a) To consider allegations referred to it following investigation that a member or co opted member has failed to comply with the Council's Code of Conduct for Councillors

(b) To determine whether or not there has been a breach of the Code of Conduct taking into account the findings and conclusions of the investigation report.

(c) If the Sub-Committee decides that there has been a breach of the Code of Conduct, to decide that no sanction should be imposed or to impose one of the following sanctions:

i. Report its findings to GARMS and Council for information and place them on the Council's website;

ii. Inform the Group Leader (or in the case of an independent member, Council) of its recommendation that a member be removed from any or all Committees or Sub-Committees, or outside body appointments;

iii. Inform the Group Leader of any recommendations that the member be removed from the Cabinet, or removed from particular portfolio responsibilities;

iv. Remove the member from outside body appointments;

v. Instruct the MO to arrange training for the member;

vi. Where the breach involves inappropriate use of facilities, withdraw such facilities provided to the member by the Council, such as a

computer, website and/or email and internet access; or

vii. Exclude the member from the Council's offices or other premises, with the exception of meeting rooms necessary for attending Council, Committee and Sub-Committee meetings; or

viii. Censure the member for the breach, in which case the MO will be asked to write to the Member and a press report will be issued.

(G) Abolish Grants Advisory Panel

(a) Delete reference to Grants Advisory Panel under Cabinet Advisory Panels. There was no agreement on this proposal at CRWG.

GRANTS PANEL

Terms of Reference

~~To consider proposals and to make recommendations in respect of:~~

~~(a) To regularly review the arrangements for receiving, processing, and approving applications for support from the voluntary sector, including grants, concessionary lettings, use of the community premises and other council premises, and discretionary rate relief~~

~~(b) To review grant applications annually ensuring that they meet agreed criteria and conditions, and make recommendations for funding to cabinet or the portfolio holder as appropriate~~

~~(c) To consider matters relating to concessionary lettings, and make recommendations to cabinet or the portfolio holder as appropriate~~

~~(d) To consider applications for accommodation within the Community Premises; and make recommendations to cabinet or the portfolio holder as appropriate~~

~~(e) To consider the arrangements for use of other Council premises, and make recommendations to cabinet or the portfolio holder as appropriate~~

~~(f) To review the criteria for the granting of discretionary rate relief to non-profit making organisations, and make recommendations to Cabinet or the Portfolio Holder as appropriate~~

~~(g) To monitor the impact of support to the voluntary sector~~

~~(h) To consider matters relating to the London Boroughs Grants Scheme, administered by London Councils~~

~~(i) To consider applications for funds from the Edward Harvist Trust~~

(b) Amend Terms of Reference of Overview and Scrutiny Committee to include the following:

13. To review and make appropriate recommendations on an annual basis the arrangements for processing application for support from the voluntary sector including grants, concessionary lettings, use of community premises and other council premises and discretionary rate relief.

(c) Amend Terms of Reference of the Portfolio Holder for Community and Culture to include the following:

To decide on applications for funds from the Edward Harvist Trust.

(H) Abolish the School Placement Panel

(a) Delete reference to School Placement Panel under Cabinet Advisory Panels. This proposal was unanimously agreed at CRWG.

SCHOOL PLACEMENT PANEL

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

~~Terms of Reference~~

~~1. Purpose~~

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

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

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

~~2. Scope~~

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

~~3. Composition of the School Placement Panel~~

~~The Panel will be comprised of the following members:~~

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

~~4. Meetings and Attendees~~

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

(b) There are no consequential amendments as the Director of Children's Services already has the statutory function under s18 Children Act 2004 to be responsible for functions conferred on or exercisable by the authority in their capacity as a local education authority.

(I) Abolish the National Non Domestic Rate: Discretionary Rate Relief Appeal Panel and remove reference to it in Part 3A of the Constitution – Terms of Reference.

This proposal was unanimously agreed at CRWG.

~~NATIONAL NON-DOMESTIC RATE: DISCRETIONARY RATE RELIEF APPEAL PANEL~~

~~The National Non-Domestic Rate Discretionary Rate Relief Appeal Panel has the following powers and duties:~~

- ~~• To determine appeals in respect of all categories of discretionary rate relief.~~

(J) Abolish the Supporting People Panel and remove reference to it in Part 3A of the Constitution – Terms of Reference.

This proposal was unanimously agreed at CRWG

~~SUPPORTING PEOPLE PANEL~~

Terms of Reference

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

Section 3 – Legal, Risk and Financial Implications

There are no risks to the Council in approving changes to the Constitution as this serves as the framework for the decision making processes for matters falling within its remit.

Any legal issues are addressed within the report.

Not all the committees it is proposed to abolish have met recently or meet regularly. However, it is anticipated that the proposed changes will achieve some small financial savings.

Section 4 - Contact Details and Background Papers

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Background Papers
Council's Constitution

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**ANNUAL COUNCIL
12 JUNE 2014**

**CABINET AND COMMITTEE
MEMBERSHIPS**

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REPORT FOR: **ANNUAL COUNCIL**

Date of Meeting: 12 June 2014

Subject: **Cabinet and Committee Memberships**

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

Exempt: No

Enclosures: **Appendix A** – List of Committee & Memberships
Appendix B – List of Cabinet Advisory Panels and Consultative Forums and 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 by the political group which holds the majority of Members in the Council 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.

2. Recommendations:

2.1 It be noted that Councillor Keith Ferry 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:

Portfolio	Councillor
Leader of the Council and Portfolio Holder for Strategy, Partnerships and Corporate Leadership	Councillor David Perry
Deputy Leader and Portfolio Holder for Business, Planning and Regeneration	Councillor Keith Ferry
Portfolio Holder for Adults & Older People	Councillor Margaret Davine
Portfolio Holder for Housing	Councillor Glen Hearnden
Portfolio Holder for Finance & Major Contracts	Councillor Sachin Shah
Portfolio Holder for Public Health, Equality & Wellbeing	Councillor Anne Whitehead
Portfolio Holder for Environment, Crime & Community Safety	Councillor Varsha Parmar
Portfolio Holder for Children, Schools & Young People	Councillor Simon Brown
Portfolio Holder for Performance, Corporate Resources and Policy Development	Councillor Graham Henson
Portfolio Holder for Community, Culture and Resident Engagement	Councillor Sue Anderson

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 34	Conservative Group 26	Ungrouped 3
Governance, Audit and Risk Management	7	4	3	0
Planning	7	4	3	0
Overview and Scrutiny	9	5	4	0
Pension Committee	4	2	2	0
Licensing and General Purposes Committee	15	8	6	1
Standards Committee	5	3	2	0
SACRE	3	2	1	0

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 and other bodies, as set out in Appendix A be agreed; and

2.4 That the establishment and terms of reference of the Cabinet Advisory Panels and Consultative Forums, as set out in Appendix B be agreed.

Contact:

Elaine McEachron, Democratic & Electoral Services Manager

Tel: 020 8424 1097

E-mail: elaine.mceachron@harrow.gov.uk

Background Papers:

Constitution

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APPENDIX A

(JUNE 2014)

LONDON BOROUGH OF HARROW COMMITTEE MEMBERSHIPS 2014/15

(Membership in order of political group nominations)

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

	Labour	Conservative
	(4)	(3)
I. Members	Ghazanfar Ali Nitin Parekh Primesh Patel Antonio Weiss*	Barry Macleod- Cullinane* Amir Moshenson Bharat Thakker
II. Reserve Members	1. Kiran Ramchandani 2. Jeff Anderson 3. Kareema Marikar 4. Ms Pamela Fitzpatrick	1. Kanti Rabadia 2. Pritesh Patel 3. Chris Mote

(CH) = Chair

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

Terms of Reference

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

- To ensure that the Council's governance framework is in line with current guidance and best practice
- To review the Council's governance framework and annual improvement plan and monitor progress
- To review the Council's risk management strategy and monitor progress on risk management
- To monitor the Council's insurance arrangements
- To review the Council's emergency planning and business continuity arrangements and monitor progress on emergency planning and business continuity
- 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

Labour

Conservative

I. Members
Simon Brown
Margaret Davine
Anne Whitehead (CH)

Chris Mote

II. Reserve Members
1. Michael Borio
2. Mrs Rekha Shah
3. Mrs Christine Robson
4. -

1. Susan Hall

Board Members:

Dr Amol Kelshiker, Clinical Commissioning Group Chair, Clinical Commissioning Group (VC)

Dr Kaushik Karia, Clinical Commissioning Group

Dr Genevieve Small, Clinical Director, Clinical Commissioning Group

Ash Verma, Harrow Healthwatch

Vacancy, Harrow Clinical Commissioning Group

Non Voting Members:

Chris Spencer, Interim Corporate Director, Children and Families, Harrow Council

Bernie Flaherty, Director Adult Social Services, Harrow Council

Andrew Howe, Director of Public Health, Community, Health and Wellbeing Group

Rob Larkman, Harrow Commissioning Group

Joanne Murfitt, Head of Assurance, NW London NHS England

Paul Najsarek, Corporate Director, Adult and Housing, Harrow Council

Simon Ovens, Borough Commander, Harrow Police

Deven Pillay, Representative of the Voluntary and Community Sector. Harrow Mencap

Javina Sehgal (Chief Operating Officer) (Harrow PCT)

(CH) = Chair

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

Terms of Reference

1. Accountability

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

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)

	Labour	Conservative	Ungrouped
	(8)	(6)	(1)
I. Members	Chika Amadi Michael Borio Kareema Marikar* Phillip O'Dell Varsha Parmar Primesh Patel Krishna Suresh Adam Swersky	Ramji Chauhan Susan Hall Kanti Rabadia Stephen Wright* Amir Moshenson John Hinkley	James Bond
II. Reserve Members	1. Jo Dooley 2. Aneka Shah 3. Nitin Parekh 4. Ghazanfar Ali 5. Mrs Rekha Shah 6. Sasi Suresh 7. Sachin Shah 8. David Perry	1. Lynda Seymour 2. Kam Chana 3. Manji Kara 4. Marilyn Ashton 5. Ameet Jogia 6. Vina Mithani	1. Georgia Weston

(CH)

= Chair

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

Terms of Reference

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

- (a) To consider all matters which the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and 2001 (as amended) listed by Committee in the Schedule to this document, which are required not to be the responsibility of the Executive, save for those matters delegated to other Committees of the Council;
- (b) To carry out the functions under any relevant statutory provision within the meaning of Part I (Health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer;
- (c) To keep under review and to determine the arrangements for the holding of elections and any referendums within the Borough and to initiate or respond to any proposals to the change of ward, constituency or Borough boundaries;

- (d) The determination of applications under the Council's Personal Injury Allowance Scheme.
- (e) To determine all matters and duties on the authority imposed by legislation, regulations orders, codes, and similar provisions for:
- All activities under the Licensing Act 2003
 - Food safety and control.
 - Animal health, welfare, safety and control.
 - Gaming, betting, lotteries and related amusements
 - Crime and disorder issues related to the above duties.

(IV) OVERVIEW AND SCRUTINY COMMITTEE (9)

	Labour	Conservative
	(5)	(4)
I. Members	Ghazanfar Ali Jeff Anderson Michael Borio Jerry Miles* Kiran Ramchandani	Richard Almond Paul Osborn* Chris Mote Kam Chana
II. Reserve Members	1. Ms Pamela Fitzpatrick 2. Adam Swersky 3. Phillip O'Dell 4. Antonio Weiss 5. Jo Dooley	1. Susan Hall 2. Barry Macleod-Cullinane 3. Lynda Seymour 4. Stephen Wright

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)**

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

(CH) = Chair

(VC) = Vice-Chair

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

Terms of Reference

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

- 1. To oversee an agreed work programme that can help secure service improvement through in-depth investigation of poor performance and the development of an effective strategy/policy framework for the council and partners;**
- 2. To have general oversight of the council's scrutiny function;**
- 3. To offer challenge and critical support to the Executive's policy development function and the long-term strategic direction of the borough;**

4. To anticipate policy changes and determine their potential impact on residents and to recommend changes where these are appropriate;
5. To consider the council and partners' strategic approach to service delivery, using, where necessary, the power of overview and scrutiny committees to receive information from partner agencies and to require partner authorities to respond to reports and recommendations from the Committee, as set out under Part Five of the Local Government and Public Involvement in Health Act 2007;
6. To undertake detailed investigation of service/financial performance in order to recommend policy changes to the Executive and to commission investigations by the Performance and Finance Sub-Committee;
7. To have regard, in carrying out its functions, to the requirement to involve local representatives, as set out in Part Seven of the Local Government and Public Involvement in Health Act 2007;
8. To report scrutiny findings and recommendations to the Executive within 8 weeks of being published or to its next meeting, whichever is the sooner, in accordance with the council's constitution
9. To consider items included in the Forward Plan;
10. To consider Councillor Call for Action in terms of
 - a. Local Government Matters (Section 119, Local Government and Public Involvement in Health Act 2007)
 - b. Local Crime & Disorder Matters (Section 19, Police & Justice Act 2006)
11. To discharge the functions conferred by Section 21(f) of the Local Government Act 2000 of reviewing and scrutinising, in accordance with regulations under Section 7 of the Health and Social Care Act 2001, matters relating to the planning, provision and operation of health services in Harrow.
12. To respond to consultations from local health trusts, Department of Health and any organisation which provides health services outside the local authority's area to inhabitants within it.
13. To call senior officers to give evidence in response to petitions and/or to review the actions taken by the Council in response to petitions in accordance with the Council's Petition Scheme.

(V) PENSION FUND COMMITTEE (4)

	Labour	Conservative
	(2)	(2)
I. Members	Keith Ferry* Adam Swersky	Barry Macleod-Cullinane* Bharat Thakker
II. Reserve Members	1. Antonio Weiss 2. Nitin Parekh	1. Norman Stevenson 2. Kam Chana

Harrow UNISON Co-optee (Non-voting): Steve Compton
GMB Co-optee (Non-voting): Pamela Belgrave
Co-optee (Non-voting): Howard Bluston

(CH) = Chair

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

Terms of Reference

The Pension Fund Committee has the following powers and duties:

1. to exercise on behalf of the Council, all the powers and duties of the Council in relation to its functions as Administering Authority of the LB Harrow Pension Fund (the fund), save for those matters delegated to other Committees of the Council or to an Officer;
2. the determination of applications under the Local Government Superannuation Regulations and the Teachers' Superannuation Regulations;
3. to administer all matters concerning the Council's pension investments in accordance with the law and Council policy;
4. to establish a strategy for the disposition of the pension investment portfolio; and
5. to appoint and determine the investment managers' delegation of powers of management of the fund;
6. to determine cases that satisfy the Early Retirement provision under Regulation 26 of the Local Government Pension Scheme Regulations 1997 (as amended), and to exercise discretion under Regulations 8 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended), subject to the conditions now agreed in respect of all staff, excluding Chief Officers;

7. to apply the arrangements set out in (6) above to Chief Officers where the application has been recommended by the Chief Executive, either on the grounds of redundancy, or in the interests of the efficiency of the service, and where the application was instigated by the Chief Executive in consultation with the leaders of the political groups;
8. to approve any severance packages for Officers of £100,000 or over irrespective of the grade of Officer. The definition of severance package is in accordance with the DCLG supplementary statutory guidance 'Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011 issued in February 2013;
9. to report back to Council for information purposes on all such approved severance packages.

(VI) PLANNING COMMITTEE (7)

Labour

Conservative

(4)

(3)

**I.
Members**

**Keith Ferry*
Graham Henson
Kareema Marikar
Anne Whitehead**

**June Baxter
Stephen Greek*
Norman Stevenson**

**II.
Reserve
Members**

1. Ghazanfar Ali
2. Nitin Parekh
3. Sachin Shah
4. Barry Kendler

1. Manji Kara
2. Ameet Jogia
3. Pritesh Patel

(CH)

= Chair

(VC)

= Vice-Chair

*

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

Terms of Reference

The Planning Committee has the following powers and duties:

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

(VII) STANDARDS COMMITTEE (5) (Non-proportional)

	Labour	Conservative
	(3)	(2)
I. Members	Mitzi Green Graham Henson* Kareema Marikar	Paul Osborn* Richard Almond

II. Reserve Members	1. - 2. - 3. -	1. 2. 3.
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III. Independent Persons	Independent Persons (Quorum (2)):- Mr James Coyle Dr John Kirkland Mr Derek Lawrence (Vacancy)
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* Denotes Group Members for consultation on Delegated Action and/or administrative matters.

Terms of Reference

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.

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.

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

Labour **Conservative**

(2) **(1)**

I. Members **Ghazanfar Ali** **Camilla Bath**
Sasi Suresh

II. Reserve Members 1. Kareema Marikar 1. Manji Kara
2. Margaret Davine

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

Other Representatives

- | | |
|---|------------------------|
| Christian and Other Religious Denominations | - Ms M Afnan |
| | - Ananda Caitanya Das |
| | - Mr Z Baig |
| | - Mr M Bishop |
| | - Ms A Clapham |
| | - Dr J Crow |
| | - Ms V Dodhia |
| | - Mrs P Gan-Kotwal |
| | - Mr V Hirani |
| | - Mr Z Khalid |
| | - Councillor Asad Omar |
| | - Mr N Ransley |
| | - Mrs G Ross |
| | - Mrs D Samuels |
| | - Mr P Singh-Kohli |
| | - Ms B Wilson |
| | - Ven Sumana Sramaner |
| Church of England | - Mrs M Abbott |
| | - Rev'd P Barnes |
| | - Rev'd M Stone |
| | - |
| Teachers' Associations | - Mrs M Radia |
| | - Mrs A Stowe (CH) |
| | - (Vacancy) |
| | - (Vacancy) |
| | - (Vacancy) |

Officer	-	Ms R Bowerman (Senior School Improvement Professional and Adviser to SACRE)
Clerk	-	Ms V Wright

Terms of Reference

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)

- (1) Group A - Representatives of Christian and Other Religious Denominations (22)
- (2) Group B - Representatives of the Church of England (3)
- (3) Group C - Representatives of Teachers (6)
- (4) Group D - Representatives of the Local Education Authority (3 Councillors and a representative of the Harrow Humanist Association).
- (5) Group E - Co-opted Members (5)
- (6) Adviser to the Council nominated by the Corporate Director Children & Families.

CABINET ADVISORY PANELS 2014/2015

(Membership in order of political group nominations)

Labour

Conservative

(1) CORPORATE PARENTING PANEL (6)

(4)

(2)

**I.
Members**

**Simon Brown (CH)
Margaret Davine
Mitzi Green
Kareema Marikar**

**Christine Bednell*
Janet Mote**

**II.
Reserve
Members**

1. Mrs Rekha Shah
2. Ms Pamela Fitzpatrick
3. Sasi Suresh
4. Jo Dooley

1. Lynda Seymour
2. Ameet Jogia

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

Membership

The Corporate Parenting panel will comprise:

A proportionate number of 6 Elected Members

Service Users, Carers and Schools (Non-Voting)

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

Senior Officers (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) GRANTS PANEL (9)

(5)

(4)

I. Members	Michael Borio	Manji Kara*
	Primesh Patel	Vina Mithani
	Mrs Rekha Shah (CH)	Chris Mote
	Sasi Suresh	Kam Chana
	Adam Swersky	

II. Reserve Members	1. Mrs Christine Robson	1.
	2. -	2.
	3. Mitzi Green	3.
	4. Krishna Suresh	4.
	5. -	

Adviser: Deven Pillay, Voluntary and 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

(3) HARROW BUSINESS CONSULTATIVE PANEL (4)

(2)

(2)

**I.
Members**

**Jeff Anderson
Keith Ferry (CH)**

**Kam Chana*
Bharat Thakker**

**II.
Reserve
Members**

1. -
2. Sasi Suresh

1. Pritesh Patel
2. Susan Hall

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.

(4) LOCAL DEVELOPMENT FRAMEWORK PANEL (7)

Labour

Conservative

(4)

(3)

I. Members

**Sue Anderson
Keith Ferry (CH)
Graham Henson
Anne Whitehead**

**Marilyn Ashton
Stephen Greek*
Pritesh Patel**

II. Reserve Members

1. Sachin Shah
2. David Perry
3. Jeff Anderson
4. Glen Hearnden

1. Norman Stevenson
2. June Baxter
3. Stephen Wright

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

(5) MAJOR DEVELOPMENTS PANEL (7)

	(4)	(3)
I. Members	Sue Anderson Keith Ferry (CH) David Perry Kiran Ramchandani	Stephen Greek Susan Hall* Barry Macleod- Cullinane
II. Reserve Members	1. Varsha Parmar 2. Phillip O'Dell 3. Adam Swersky 4. Barry Kendler	1. Norman Stevenson 2. June Baxter 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:
 - Reviewing the emerging master plan(s) for the area;
 - Considering emerging design and development principles; and
 - Reviewing the outcomes of community consultation and feedback on the emerging strategy;
 - Reviewing and commenting upon site specific proposals for major developments, prior to their submission to the Local Planning Authority;
 - Reviewing and commenting upon significant capital projects taking place within the area;
 - Reviewing and commenting upon strategies associated with the promotion and delivery of development and economic renewal within the area.
2. To oversee the development of proposals for individual major development sites within the borough including:
 - Providing comments on pre application proposals received by the Council for such sites;
 - Reviewing progress of strategic development sites within the borough and considering site specific planning and development briefs.

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

**(6) MEMBER DEVELOPMENT PANEL (5)
(Non-Proportional)**

(3)

(2)

**I.
Members**

**Kareema Marikar
Primesh Patel
Mrs Rekha Shah (CH)**

**Janet Mote*
Mina Parmar**

**II.
Reserve
Members**

1. Mitzi Green
2. Varsha Parmar
3. Antonio Weiss

1. Jean Lammiman
2. Kanti Rabadia

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.

(7) SCHOOL PLACEMENT PANEL (3)

	(2)	(1)
I. Members	Simon Brown (CH) Ms Pamela Fitzpatrick	Camilla Bath
II. Reserve Members	1. - 2. -	1.

Terms of Reference

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.

1. Purpose

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

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

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

2. Scope

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

3. Composition of the School Placement Panel

The Panel will be comprised of the following members:

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

4. Meetings and Attendees

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

(8) SUPPORTING PEOPLE PANEL (5)

	Labour	Conservative
	(3)	(2)
I. Members	Chika Amadi Margaret Davine (CH) Barry Kendler	Lynda Seymour Chris Mote*
II. Reserve Members	1. Mrs Rekha Shah 2. Mrs Christine Robson 3. Michael Borio	1. 2.

Terms of Reference

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

(9) TRAFFIC PANEL (7)

(4)

(3)

I. Members

Barry Kendler (CH)
Jerry Miles
Nitin Parekh
Aneka Shah

Susan Hall*
Ameet Jogia
Vina Mithani

II. Reserve Members

1. Sachin Shah
2. Kareema Marikar
3. Krishna Suresh
4. Ghazanfar Ali

1. Manji Kara
2. Lynda Seymour
3. John Hinkley

(CH)

= Chair

(VC)

= Vice-Chair

*

Denotes Group Members on Panels for consultation on administrative matters.

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.

To note the membership of the following informal bodies.

CONSTITUTION REVIEW WORKING GROUP (5)

	(3)	(2)
I. Members	Keith Ferry (CH) Simon Brown Graham Henson	Susan Hall Paul Osborn*
II. Reserve Members	1. David Perry 2. Sachin Shah 3. Barry Kendler	1. Barry Macleod- Cullinane 2. Jean Lammiman

SOCIAL SERVICES EXECUTIVE BODIES

ADOPTION PANEL (1)

I. - **Christine Bednell**
Members

FOSTERING PANEL (1)

I. **Mitzi Green** **Christine Bednell**
Members

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

PRIMARY CARE TRUST JOINT WORKING BODIES

CHILDREN AND YOUNG PEOPLE'S PARTNERSHIP (2)

I. **Simon Brown (CH)** **Janet Mote**
Members

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) EMPLOYEES’ CONSULTATIVE FORUM (7)

Council Representatives

(4)

(3)

I. Members

**Jeff Anderson
Graham Henson (VC)
Barry Kendler
David Perry**

**Paul Osborn*
Mina Parmar
Pritesh Patel**

II. Reserve Members

1. Ms Pamela Fitzpatrick
2. Keith Ferry
3. Sachin Shah
4. Aneka Shah

1. John Hinkley
2. Camilla Bath
3. Susan Hall

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

Employee Representatives

Five UNISON Representatives

Darren Butterfield, Steve Compton, Gary Martin (VC), John Royle, Davis Searles, (Mary Cawley or Kanti Halai – Reserves)

GMB Representative:

Pamela Belgrave

Three HTCC Representatives

Lynne Snowdon, (2 vacancies)

(Note: The Chairman of the Employees’ Consultative Forum shall be an Employee side representative in 2014/2015, and the Vice-Chair is to be appointed by the Council side. These appointments shall thereafter alternate in succeeding years).

Terms of Reference

1.0 Consultation

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

2.0 Equal Opportunities

2.1 The consultative forum will seek to promote Equal Opportunities in Employment within the Council, ensuring compliance with all the relevant anti – discrimination legislation.

2.2 The consultative forum will ensure the effective implementation of ‘Making a Difference – Making Equality of Opportunity a Reality’. The Forum will receive regular reports of progress including: -

- Statistics and progress on meeting equality targets including an annual report, such statistics to include details of disciplinary, grievance and redundancy cases analysed by race, gender and disability.

3.0 Health & Safety

3.1 The consultative forum will seek to promote health and safety and welfare within the Council and will keep under review the measures taken to ensure health and safety and welfare at work. The Forum will receive reports on:-

- The Council’s half-year and annual health and safety performance report providing and update of health and safety activities and giving information on outcome measures.

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

4.0 Membership

4.1 The permanent membership of the Forum shall be as follows: -

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

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

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

Others who may attend the Forum include:-

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

5.0 Recommendations of the Consultative Forum

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

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

(2) TENANTS', LEASEHOLDERS' AND RESIDENTS' CONSULTATIVE FORUM (4)

(2)

(2)

I. Members

**Ms Pamela Fitzpatrick
Glen Hearnden (CH)**

**Camilla Bath
Manji Kara**

II. Reserve Members

1. Niraj Dattani
2. Phillip O'Dell

1. Jean Lammiman
2. Barry Macleod-Cullinane

(CH)

= Chair

(VC)

= Vice-Chair

*

Denotes Group Members on Panels for consultation on administrative matters.

Functions and Objectives

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

Meetings and Membership

6. The Forum shall meet at least six times in the Municipal Year, more often if the workload requires it. One meeting each year shall include discussion of the revenue budget proposals.

7. Recognised Tenants and Residents Associations, HFTRA and the Leaseholder Support Group shall be entitled to send two representatives each to the meetings. With the exception of the Leaseholder Support Group, where two representatives attend every effort should be made to send at least one Council tenant. In the event that a vote is taken in order to gauge residents' opinions on a particular issue, recognised groups shall be entitled to one vote each.
8. Residents who are recognised by HFTRA as representing an estate where there is currently no Tenant and Resident Association are eligible to attend TLRCF and have one vote each. Only one individual can represent each estate in this way. The Chair of the Forum has the final decision on which resident is entitled to vote.
9. Voting rights may be restricted in certain areas of the work. For example where an item only directly affects tenants voting may be restricted to tenants that are present only, and a similar restriction where the item only directly affects leaseholders. The final decision on entitlement to vote lies with the Chair of the Forum.

Consultation and recommendations

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

Note:

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

**ANNUAL COUNCIL
12 JUNE 2014**

**APPOINTMENT OF
CHAIRMEN**

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REPORT FOR: **ANNUAL COUNCIL**

Date of Meeting: 12 June 2014

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</u> <u>(Conservative Group)</u>	<u>Nominee</u> <u>(Labour Group)</u>
Governance, Audit & Risk Management	-	Antonio Weiss
Licensing and General Purposes	-	Kareema Marikar
Overview and Scrutiny	Paul Osborn	Jerry Miles
Planning	-	Keith Ferry
Standards	-	Graham Henson
Pension Fund	-	Keith Ferry

FOR DECISION

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**ANNUAL COUNCIL
12 JUNE 2014**

**APPOINTMENT OF
REPRESENTATIVES TO
OUTSIDE BODIES**

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APPOINTMENTS TO OUTSIDE BODY 2014/15

Name of body	No. reps.	Current representatives 2013/14	Current Deputies where applicable (for 2013/14)	Proposed Appointee (for 2014/15)	Proposed Deputies where applicable (for 2014/15)
(Brent and Harrow) Trading Standards Joint Advisory Board	3 (+3 deputies)	1. Cllr Keith Ferry 2. Cllr Ajay Maru 3. Cllr Susan Hall	1. Vacancy (LAB) 2. Vacancy (LAB) 3. Cllr Mrs Vina Mithani	1. Keith Ferry 2. Varsha Parmar 3. Vina Mithani	1. Phil O'Dell 2. Pamela Fitzpatrick 3. Susan Hall
Age UK Harrow	2	1. Cllr Victoria Silver 2. Cllr Manji Kara	N/A	1. Margaret Davine 2. Manji Kara	
Bentley Priory Nature Reserve Management Committee	4	1. Cllr Keith Ferry 2. Cllr William Stoodley 3. Cllr Manji Kara 4. Cllr Joyce Nickolay	N/A	1. Simon Brown 2. Kareema Marikar 3. Manji Kara 4. Camilla Bath	
Deputy Lord Lieutenant's Committee	4 (Mayor + 3 reps)	1. Alderman Toms 2. Cllr Mrinal Choudhury 3. Cllr Mrs Camilla Bath 4. Cllr Chris Mote 5. Cllr Susan Hall	N/A	1. Alderman Toms 2. Mrinal Choudhury 3. Chris Mote 4. Keith Ferry 5. Camilla Bath	
Edward Harvist Charity appointment from May 2010 for 4-year term	1	1. Howard Bluston	N/A	1. Howard Bluston	
Greater London Enterprise Ltd	1	1. Cllr Keith Ferry	N/A	1. Keith Ferry	
Harrow Association of Disabled People	3	1. Cllr Zarina Khalid 2. Cllr Simon Williams 3. Vacancy	N/A	1. Kareema Marikar 2. Jo Dooley 3. Susan Hall	
Harrow Citizens' Advice Bureau	2	1. Cllr Victoria Silver 2. Cllr Anthony Seymour	N/A	1. Adam Swersky 2. Richard Almond	
Harrow College Further Education Corporation Board	1 (+1 officer appointed)	1. Cllr Sachin Shah 2. Officer Appointee	N/A	1. Sachin Shah	
Harrow Environmental Forum	4 (+2 deputies)	1. Cllr Phillip O'Dell 2. Cllr Asad Omar 3. Vacancy 4. Cllr Ramji Chauhan	1. Cllr Sue Anderson 2. Cllr Stephen Wright	1. Phil O'Dell 2. Sue Anderson 3. Stephen Wright 4. Ramji Chauhan	1. Kiran Ramchandani 2. Ameet Jogia
Harrow Equalities Centre	2	1. Cllr Krishna James 2. Cllr Susan Hall	N/A	1. Rekha Shah 2. Manji Kara	

Name of body	No. reps.	Current representatives 2013/14	Current Deputies where applicable (for 2013/14)	Proposed Appointee (for 2014/15)	Proposed Deputies where applicable (for 2014/15)
Harrow Hate Crime Forum	3 (+ 3 reserves)	1. Cllr Nana Asante 2. Cllr Kairul Marikar 3. Cllr Kamaljit Chana	1. Vacancy 2. Vacancy 3. Cllr Susan Hall	1. Primesh Patel 2. Varsha Parmar 3. Kam Chana	1. Kareema 2. Pamela Fitzpatrick 3. Susan Hall
Harrow Heritage Trust Executive Committee	4	1. Cllr Navin Shah 2. Cllr Keith Ferry 3. Cllr Janet Mote 4. Cllr Simon Williams	N/A	1. Simon Brown 2. Keith Ferry 3. Janet Mote 4. Norman Stevenson	
Harrow in Europe Committee	5	1. Cllr Nana Asante 2. Cllr Bill Phillips 3. Vacancy (LAB) 4. Cllr Jean Lammiman 5. Cllr Manji Kara	N/A	1. Anne Whitehead 2. Bill Phillips 3. Vacancy 4. Jean Lammiman 5. Manji Kara	
Harrow Nature Conservation Forum	1 (+ 1 deputy)	1. Cllr Sue Anderson	N/A	1. Sue Anderson	
Harrow on the Hill Forum	6 (3 ward members 2 group members)	Ward: 1. Cllr David Gawn 2. Cllr Simon Williams 3. Vacancy Group: 1. Cllr Ben Wealthy 2. Cllr Barry Macleod-Cullinane	N/A	Ward: 1. Glen Hearnden 2. Barry Macleod-Cullinane 3. June Baxter Group: 1. Ghazanfar Ali 2. Susan Hall	
Harrow Safer Neighbourhood Board	2			1. Varsha Parmar 2. Susan Hall	
Harrow Town Centre Forum	3	1. Cllr Bill Phillips 2. Cllr Sue Anderson 3. Cllr Simon Williams		1. Keith Ferry 2. Ghazanfar Ali 3. Susan Hall	
Harrow Weald Common Board of Conservators Appointment from May 2010 for a 4-year term	5 (3 Ward Members + 2 (1 from	1. Cllr Ramji Chauhan 2. Cllr Stephen Greek 3. Cllr Tony Ferrari 4. Cllr Phillip O'Dell		1. Cllr Ramji Chauhan 2. Cllr Stephen Greek 3. Cllr Pritesh Patel 4. Phil O'Dell	

Name of body	No. reps.	Current representatives 2013/14	Current Deputies where applicable (for 2013/14)	Proposed Appointee (for 2014/15)	Proposed Deputies where applicable (for 2014/15)
	each Group)	5. Cllr Joyce Nickolay		5. John Hinkley	
Harrow Young Musicians Managing Body	2	1. Cllr Keith Ferry 2. Cllr Jean Lammiman		1. Keith Ferry 2. Jean Lammiman	
Homes Limited	2 (Ward Cllrs)	1. Cllr Bob Currie 2. Cllr Graham Henson		1. Bob Currie 2. Graham Henson	
*HOPE (Harrow) Harrow Family Learning Network	1 + 1	1. Cllr Janet Mote		1. Janet Mote	
John Pardoe Charity	4	1. Cllr Mano Dharmarajah 2. Cllr Mrs Camilla Bath 3. Cllr Christine Bednell 4. Cllr Jean Lammiman		1. Nitin Parekh 2. Camilla Bath 3. Christine Bednell 4. Jean Lammiman	
Joint Health Overview and Scrutiny Committee	2 (1 voting member and 1 non-voting member)			1. Voting Member – Christine Robson 2. Non Voting Member – Vina Mithani	
LBH Bus & Highways Liaison Meeting	3 (from different groups)	1. Cllr Mrinal Choudhury 2. Cllr Jerry Miles 3. Vacancy	N/A	1. Jeff Anderson 2. Barry Kendler 3. Camilla Bath	
LBH Rail Liaison Meeting	3 (from different groups)	1. Cllr Mrinal Choudhury 2. Cllr Jerry Miles 3. Vacancy	N/A	1. Sue Anderson 2. Barry Kendler 3. Camilla Bath	
League of Friends of Northwick Park Hospital	1 (+ 1 deputy)	1. Cllr Krishna James	Mary John	1. Primesh Patel	
Lee Valley Regional Park Authority	1	1. Cllr Paul Osborn (until May 2014)		1. Anne Whitehead / Paul Osborn	

Name of body	No. reps.	Current representatives 2013/14	Current Deputies where applicable (for 2013/14)	Proposed Appointee (for 2014/15)	Proposed Deputies where applicable (for 2014/15)
Local Government Association - General Assembly Meetings	4 (+4 deputies)	1. Cllr Thaya Idaikkadar 2. Cllr Margaret Davine 3. Cllr Barry Macleod-Cullinane 4. Cllr Susan Hall	1. Vacancy 2. Vacancy 3. Cllr Paul Osborn 4. Cllr Stephen Greek	1. David Perry 2. Keith Ferry 3. Susan Hall 4. Barry Macleod-Cullinane	1. Graham Henson 2. Sachin Shah 3. Paul Osborn 4. Stephen Greek
Local Government Association - Urban Commission	1 (+1 officer appointed)	1. Cllr Keith Ferry	N/A	1. Niraj Dattani	
Local Government Information Unit	1	1. Cllr Graham Henson	N/A	1. Graham Henson	
London Councils' Children and Young People Lead Member	1	1. Cllr Zarina Khalid		1. Simon Brown	
London Councils' Crime & Public Protection Lead Member	1	1. Cllr Asad Omar		1. Simon Brown	
London Councils' Culture & Tourism Lead Member	1	1. Cllr Nizam Ismail		1. Sue Anderson	
London Councils' Economic Development/ Regeneration Lead Member	1	1. Cllr William Stoodley		1. Keith Ferry	
London Councils' Grants Committee (Associated Joint Committee)	1 (+4 deputies)	1. Cllr Nizam Ismail	1. Vacancy 2. Vacancy 3. Vacancy 4. Vacancy	1. Sue Anderson	
London Councils' Greater London Provincial Council	1 (+2 deputies)	1. Cllr Thaya Idaikkadar	N/A	1. Graham Henson	
London Councils' Greater London Employment Forum	1 (+1 deputy)	1. Cllr Thaya Idaikkadar	1. Vacancy	1. Graham Henson	1. Keith Ferry
London Councils' Health and Adult Services Lead Member	1	1. Cllr Krishna James		1. Margaret Davine	
London Councils' Housing Lead Member	1	1. Cllr Nizam Ismail		1. Glen Hearnden	

Name of body	No. reps.	Current representatives 2013/14	Current Deputies where applicable (for 2013/14)	Proposed Appointee (for 2014/15)	Proposed Deputies where applicable (for 2014/15)
London Councils' Leaders' Committee (s101 Joint Committee)	1 (+2 deputies)	1. Cllr Thaya Idaikkadar	1. Cllr Asad Omar 2. Vacancy	1. David Perry	1. Keith Ferry 2. Graham Henson
London Councils' Planning Lead Member	1	1. Cllr William Stoodley		1. Keith Ferry	
London Councils' Transport & Environment Committee (Associated Joint Committee)	1 (+4 deputies)	1. Cllr Asad Omar	1. Vacancy 2. Vacancy 3. Vacancy 4. Vacancy	1. Varsha Parmar	1. Phil O'Dell 2. Rekha Shah
London Home and Water Safety Council (Port of London Authority)	1 (+1 officer appointed)	1. Cllr William Stoodley 2. Officer Appointee		1. Barry Kendler	1. Jeff Anderson
London Road Safety Council	2 (+1 officer appointed)	1. Cllr Phillip O'Dell 2. Cllr Manji Kara		1. Barry Kendler 2. Manji Kara	
London Youth Games	2 (+2 deputies)	1. Cllr David Perry 2. Cllr Chris Mote	1. Vacancy (LAB) 2. Cllr Yogesh Teli	1. Chika Amadi 2. Chris Mote	1. David Perry 2. Janet Mote
Mayor of Harrow's Charity Fund Trustees	3 (+4 Burgesses)	1. Cllr Nana Asante 2. Cllr Asad Omar 3. Cllr Christine Bednell Burgesses: 1. Mrs G Branch 2. Mr O Cock 3. Mrs B Cripps 4. Mrs R Feakins	N/A	1. Ann Groves 2. Keith Toms 3. Christine Bednell	
Middlesex Guildhall Collection and Trust Fund	3 (+1 officer appointed)	1. Cllr Mrs Camilla Bath 2. Cllr Navin Shah 3. Cllr Mrs Rekha Shah		1. Navin Shah 2. Rekha Shah 3. Camilla Bath	

Name of body	No. reps.	Current representatives 2013/14	Current Deputies where applicable (for 2013/14)	Proposed Appointee (for 2014/15)	Proposed Deputies where applicable (for 2014/15)
Relate London North West	3	1. Cllr Margaret Davine 2. Cllr Ben Wealthy 3. Cllr Mrs Lurline Champagnie OBE	N/A	1. Margaret Davine 2. Chika Amadi	
Reserve Forces and Cadets Association for Greater London	1	1. Cllr Kairul Marikar (until May 2013)		1. Aneka Shah	
St Dominic's College	1	1. Vacancy (LAB)	N/A	1. Keith Ferry	
Sir John Wolstenholme Charity	2	1. Cllr Mrs Camilla Bath 2. Cllr Christine Bednell	N/A	1. Camilla Bath 2. Christine Bendell	
Stanmore College (Nomination for 4-year term)	1	1. Cllr Margaret Davine (until May 2014)	N/A	1. Margaret Davine	
Staying Put Scheme Advisory Committee	1	1. Cllr Margaret Davine	N/A	1. Anne Whitehead	
Victoria Hall, Harrow	1	1. Cllr Ben Wealthy	N/A	1. Ghazanfar Ali	
West House and Heath Robinson Museum Trust	1	1. Cllr Keith Ferry	N/A	1. Stephen Wright	
West London Alliance	1 (Leader only)	1. Cllr Thaya Idaikkadar 2. Michael Lockwood		1. David Perry 2. Paul Nasjarek	
West London Waste Authority	1	1. Cllr Susan Hall	N/A	1. Varsha Parmar	

**ANNUAL COUNCIL
12 JUNE 2014**

**MEMBERS ALLOWANCE
SCHEME**

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REPORT FOR: **COUNCIL**

Date of Meeting:	12 June 2014
Subject:	Members' Allowances and Constitutional Changes
Responsible Officer:	Director of Legal and Governance Services
Exempt:	No
Wards affected:	All
Enclosures:	Appendix - Members' Allowances Scheme

Section 1 – Summary and Recommendations

Council is asked to consider changes to the Members' Allowances Scheme and proposals to amend the Council's Constitution.

Recommendations: That

- (1) the Members' Allowances Scheme, as amended in paragraphs 11 and 12 and Schedule 1, be adopted;**
- (2) Members agree to forego their allowance to the extent necessary to discharge any debt to the Council;**
- (3) the Constitution be amended to include the requirement that certain posts and membership of certain bodies, as detailed in this report, require an enhanced Disclosure and Barring Service check and relevant training.**

Section 2 – Report

Members' Allowances Scheme

Members' Allowances are governed by The Local Authorities (Members' Allowances) (England) Regulations 2003 and each year, at the February

Council (Council Tax) meeting, the Council makes a Members' Allowances scheme for the following financial year. Under the Regulations, when making or amending a Scheme, the Council is required to have regard to the recommendations of an Independent Remuneration Panel (section 19). On 27 February 2014, the Council approved the current scheme until 31 March 2015.

Under the Scheme, all Members receive a Basic Allowance, which is paid directly into Members' bank accounts in 12 monthly instalments. The Basic Allowance is designed not only to recognise the time commitment that Members put into their duties as Councillors, but also to cover incidental costs in discharging their duties, eg private telephone calls, cost of buying a computer to do Ward work at home, broadband, etc. Some Members also receive a Special Responsibility Allowance to recognise that they have additional responsibilities (eg Cabinet members). Members can elect to forgo their allowances.

Section 106 of the Local Government Finance Act 1992 provides that any Member who has undischarged arrears of at least two months in respect of their Council Tax liability is precluded from participating in a vote on the setting of the Council Tax at Full Council, when that matter is considered.

It is proposed that Members be requested to give authority to forego their allowance to the extent necessary to discharge any debt to the Council.

It is also proposed that the scheme be amended at paragraph 11 to indicate that a person may write to the Director of Legal and Governance Services, rather than the Chief Executive, in order to elect to forgo any part of his/her entitlement to an allowance under the scheme.

Following changes to the Standards regime, there is no longer the power to withhold allowances and therefore it is recommended that paragraph 12 of the scheme be deleted.

Following the Local Elections on 22 May 2014, there are now two political Groups. It is proposed that Schedule 1 of the Scheme be amended to reflect this.

Constitutional Amendments

Members are requested to agree that certain posts and membership of the certain bodies/group require a check by the Disclosure and Barring Service Check.

The following posts and memberships of the bodies listed require a DBS check:

- Portfolio Holder for Children's Services
- Portfolio Holder for Schools
- Portfolio Holder for Adults
- Scrutiny Leads for Children
- Scrutiny Leads for Adults

- Corporate Parenting Panel
- Adoption Panel
- Fostering Panel
- Secure Accommodation Panel
- Social Services Appeals Panel
- School Placement Panel
- Children and Young People's Partnership
- Adults Safeguarding Board
- Elected Councillors (Members) nominated for the position of/appointed as a Local Authority Governor

In addition to the DBS check, certain positions will require Members to attend training prior to participation, similar to that attended by members of the Planning Committee.

DBS checks fall within the remit of the Director of Legal and Governance Services and appropriate Councillors will be contacted individually by his office.

Financial Implications

The scheme will be delivered within the existing budget.

The costs of the DBS checks will be met from within existing budgets.

Legal Implications

Incorporated in the body of the report.

Equalities implications

None

Corporate Priorities

N/a

Section 3 - Statutory Officer Clearance

Name: Simon George	<input checked="" type="checkbox"/>	Chief Financial Officer
Date: 11 June 2014		
Name: Hugh Peart	<input checked="" type="checkbox"/>	Monitoring Officer
Date: 11 June 2014		

Ward Councillors notified:	NO
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Section 4 - Contact Details and Background Papers

Contact: Alison Atherton tel: 020 8424 1266
email:alison.atherton@harrow.gov.uk

Background Papers: None

If appropriate, does the report include the following considerations?

1.	Consultation	YES
2.	Corporate Priorities	N/a

Members' Allowances Scheme

1. This scheme shall have effect until 31st March 2015. It replaces all former schemes.

Basic Allowance

2. A basic allowance of £8,160 per annum shall be paid to each Councillor.

Special Responsibility Allowances and Mayoral Allowances

3.
 - (1) A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
 - (2) An allowance of £10,250 per annum shall be paid to the Mayor and an allowance of £2,040 per annum shall be paid to the Deputy Mayor.
 - (3) No Member may receive special responsibility allowances in respect of more than one post. For the purposes of this paragraph, the mayoral allowances referred to in 3(2) above are considered to be special responsibility allowances.

Uprating the Basic and Special Responsibility Allowances

4. The basic allowance and special responsibility allowances may be uprated annually in line with an index approved by the London Councils Independent Panel. The index to be used will be the level of the Local Government Pay Settlement. When making the scheme for 2015/16, the indexing arrangements will be reviewed.

Travel and Subsistence Allowances

5. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed by Members, co-optees to formal Council committees and Independent Members of the Standards Committee at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

Carers' Allowance

6.
 - (1) The allowance shall only be paid for attendance at approved duties as listed in Appendix A.
 - (2) The maximum basic rate of pay is £2.90 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time.
 - (3) The allowance is claimable in respect of children aged 15 or under or where a professional carer is required to meet a specialist need (eg a nurse for an elderly person).
 - (4) Actual costs will be paid **on production of an invoice or receipt**.
 - (5) Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).
 - (6) In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.
 - (7) The allowance is not to be paid where the carer is a member of the Member's household.
 - (8) Any dispute as to the entitlement and any allegation of abuse should be referred to the Standards Committee for adjudication.

Co-optees' Allowance

7. A basic allowance of £445 per annum shall be paid to co-optees to formal Council Committees and Independent Members of the Standards Committee.

Claims and Payments

8. (1) A claim for allowances or expenses under this scheme shall be made in writing within two months of the date of undertaking the duty in respect of which the entitlement to the allowance or expense relates.
- (2) Payment shall be made
- (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;
- (b) in respect of out-borough travel and subsistence expenses and Carers' Allowance, each month in respect of claims received up to one month before that date.

Backdating

9. Any changes made to this scheme during the year may be backdated to 1st April 2014 by resolution of the Council when approving the amendment.

Pensions

10. Allowances paid under the Harrow Members' Allowances Scheme will **not** be pensionable for the purposes of the Superannuation Act.

Renunciation

11. A person may, by notice in writing given to the Director of Legal and Governance Services, elect to forgo any part of his/her entitlement to an allowance under this scheme.

Deleted: Chief Executive

Deleted: Withholding Allowances¶

12. (1) . In the event that a Member is suspended from duties, that Member's basic allowance and special responsibility allowance (if any) will be withheld for the whole period of the Member's suspension.¶

(2) . In the event that a Member is partially suspended from duties, that Member's basic allowance will be paid but their SRA, if any, will be withdrawn for the period of the partial suspension.¶

Approved duties for Carers' Allowance

- ◆ A meeting of the Executive.
- ◆ A meeting of a committee of the Executive.
- ◆ A meeting of the Authority.
- ◆ A meeting of a Committee or Sub-Committee of the Authority.
- ◆ A meeting of some other body to which the Authority make appointments or nominations.
- ◆ A meeting of a committee or sub-committee of a body to which the Authority make appointments or nominations.
- ◆ A meeting which has both been authorised by the Authority, a committee, or sub-committee of the Authority or a joint committee of the Authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the Authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- ◆ A meeting of a Local Authority association of which the Authority is a member.
- ◆ Duties undertaken on behalf of the Authority in pursuance of any Procedural Rule of the Constitution requiring a member or members to be present while tender documents are opened.
- ◆ Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- ◆ Duties undertaken on behalf of the Authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

Schedule 1

Special Responsibility Allowances (SRAs)

There are 9 bands of SRAs:

Band	Post	SRA - £/annum	
1	Deputy Leader of the <u>second</u> largest Group, Chief Whips of the two largest Groups <u>Portfolio Holder Assistants</u>	£2,040	Deleted: (s) Deleted: (s) Deleted: Chairman of Standards Committee ¶ Chairman of the Grants Advisory Panel¶ Support Members for Cabinet
2	Performance Lead Members for Scrutiny Policy Lead Members for Scrutiny	£3,060	
3	Vice Chairman and Nominated Member of the party not holding the Chair of the Planning Committee Chairman of the Traffic Advisory Panel Chairman of Governance, Audit and Risk Management Committee Chairman of the Pension Fund Committee	£4,590	
4	Chairman of Licensing and General Purposes Committee Chairman of the Performance and Finance Scrutiny Sub Chairman of the Health and Social Care Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Performance and Finance Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee, Non Executive Members of Cabinet,	£6,630	Deleted: Leader of the third largest Group¶ Deleted: ¶
5	Chairman of the Overview and Scrutiny Committee Leader of the <u>Second</u> Largest Group,	£8,670	Deleted: Portfolio Adviser (The SRA to be paid only if there is agreement from the Leader and relevant Cabinet Member. In such an event the entire SRA paid to the Portfolio Adviser at Band 4 will be deducted from the SRA of the Leader at Band 9 or the relevant Cabinet Member at Band 7)¶
6	Cabinet Members,	£19,690	
7	Leader of the Council,	£30,799	Deleted: Chairman of the Planning Committee¶ Deleted: (s) Deleted: (s) Deleted: 6 ... [1] Deleted: Deputy Leader of the Council without Portfolio Adviser¶ Deleted: without Portfolio Adviser Deleted: 8 ... [2] Deleted: without Portfolio Adviser Deleted: 2 Deleted: s Deleted: Conservative Group and Deleted: Third Largest Group = Independent Labour Group¶

NOTE

The Groups are as follows:-

Largest Group = Labour Group

Minority Group = Conservative Group

Schedule 2

Claims for Out-Of-Borough Travel and Subsistence Expenses

Duties Undertaken Out-of-Borough

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

1. Members may claim travel and subsistence expenses in respect of the following **out-of-Borough** duties:-
 - (a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.
 - (b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.
 - (c)
 - (i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;
 - (ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:

that the Member serves on the appointing body by virtue of an appointment made by Council to an authorised Outside Body;

subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.
 - (d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.

- (e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.
- (f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Director confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.

2. Duties for which out-of-Borough travel and subsistence expenses may not be claimed include:-

- (a) Political meetings or events.
- (b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.
- (c) Meetings of the Governing Bodies of Schools.

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