

(Annual) Council

SECOND SUPPLEMENTAL

SUMMONS

DATE: Tuesday 19 May 2015

9. CABINET AND COMMITTEE MEMBERSHIPS (Pages 3 - 46)

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

10. APPOINTMENT OF CHAIRS TO COMMITTEES (Pages 47 - 50)

To make appointments of Chairs to Committees for the Municipal Year 2015/16.

11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES (Pages 51 - 58)

To receive proposals from Political Groups as to the appointment of representatives of the authority to serve on Outside Bodies for the Municipal Year 2015/16.

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ANNUAL COUNCIL 19 MAY 2015

CABINET AND COMMITTEE MEMBERSHIPS

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REPORT FOR: **ANNUAL COUNCIL**

Date of Meeting: 19 May 2015

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 Annual 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 accordance 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 Anne Whitehead
Portfolio Holder for Housing	Councillor Glen Hearnden
Portfolio Holder for Finance & Major Contracts	Councillor Sachin Shah
Portfolio Holder for Public Health, Equality & Wellbeing	Councillor Varsha Parmar
Portfolio Holder for Environment, Crime & Community Safety	Councillor Graham Henson
Portfolio Holder for Children, Schools & Young People	Councillor Simon Brown
Portfolio Holder for Performance, Corporate Resources and Policy Development	Councillor Kiran Ramchandani
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:

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Background Papers:

Constitution

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APPENDIX A

(MAY 2015)

LONDON BOROUGH OF HARROW COMMITTEE MEMBERSHIPS 2015/16

(Membership in order of political group nominations)

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

	Labour	Conservative
	(4)	(3)
I. Members	Ghazanfar Ali Ms Pamela Fitzpatrick Nitin Parekh Antonio Weiss (CH) *	Barry Macleod-Cullinane* Amir Moshenson Bharat Thakker
II. Reserve Members	1. Adam Swersky 2. Jeff Anderson 3. Kairul Kareema Marikar 4. Barry Kendler	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, Risk Management and Standards Committee has the following powers and duties:

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

- vi) To review the Council's Health and Safety arrangements and monitor progress on Health and Safety
- vii) 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
- viii) To review the Treasury Management strategy and monitor progress on treasury management in accordance with CIPFA codes of practice
- ix) To monitor compliance with internal controls
- x) 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**)
- xi) To receive and consider the Annual Audit and Inspection Letter (or equivalent) and make recommendations as appropriate
- xii) To scrutinise/comment on the Internal Audit three year strategic plan and annual plan
- xiii) To monitor progress against the Internal Audit plan and receive summaries of audit work completed and key recommendations
- xiv) To consider all individual Internal Audit reports on a regular basis
- xv) To scrutinise/comment on the External Audit plan and fees
- xvi) To monitor progress against the External Audit plan and receive summaries of audit work completed and key recommendations
- xvii) To consider individual External Audit reports and inspection reports carried out by external agencies as appropriate and at the request of the Committee.
- xviii) To review the management response to audit and regulatory recommendations and progress on implementation of recommendations
- xix) To recommend action where audit and regulatory recommendations are not being implemented
- xx) To monitor on a regular basis the Council's approach to tackling fraud and corruption and promote an anti-fraud culture

- xxi) To consider the appointment of co-opted members and review the adequacy of meeting frequencies in response to the Committee's remit
- xxii) To appoint and maintain appropriate Lead Members from the Committee to monitor, review and update on specific areas of the Committee's remit.
- xxiii) Promoting and maintaining high standards of conduct by Councillors, co-opted members and "church" and parent governor representatives.
- xxiv) Assisting Councillors, co-opted members and "church" and parent governor representatives to observe the Members' Code of Conduct.
- xxv) Advising the Council on the adoption or revision of the Members' Code of Conduct.
- xxvi) Monitoring the operation of the Members' Code of Conduct.
- xxvii) Developing and recommending local protocols to the Council to supplement the Members' Code of Conduct.
- xxviii) Enforcing local protocols and applying sanctions in respect of breaches as appropriate.
- xxix) 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.
- xxx) 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.
- xxxi) To keep under review and amend, as appropriate, the Protocol on Councillor/Officer Relations.
- xxxii) To keep under review the Officer Code of Conduct and, after consultation with unions representing staff, make recommendations to Council for amendment or addition.
- xxxiii) 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.
- xxxiv) To have oversight of the Council's Whistleblowing Policy.
- xxxv) To agree the policy for decisions on payments to those adversely affected by Council maladministration (under section 92 Local Government Act 2000).
- xxxvi) 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.
- xxxvii) 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.

xxxviii) 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.

xxxix) On referral from the Monitoring Officer, to decide whether to take action against a member for breach of the Code of Conduct and if so, to decide what action should be taken.

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.

(II) HEALTH AND WELLBEING BOARD

Labour

Conservative

I. Members	Simon Brown	Janet Mote
	Varsha Parmar	
	Anne Whitehead (CH)	
II. Reserve Members	1. Michael Borio 2. Mrs Rekha Shah 3. Mrs Christine Robson	1. Susan Hall

Board Members:

To be confirmed - Clinical Commissioning Group Chair, Clinical Commissioning Group (VC)

To be confirmed - GP Representative, Clinical Commissioning Group

To be confirmed - Representative, Clinical Commissioning Group

Ash Verma, Harrow Healthwatch

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

Jo Ohlson, 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 CCG)

(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	Mrs Chika Amadi Kairul Kareema Marikar (CH) Phillip O'Dell Varsha Parmar Primesh Patel Aneka Shah Krishna Suresh Adam Swersky	Kam Chana Ramji Chauhan John Hinkley Amir Moshenson Kanti Rabadia Stephen Wright	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. Manjibhai Kara 3. Marilyn Ashton 4. Susan Hall 5. Ameet Jogia 6. Mrs 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 (CH) Primesh Patel	Richard Almond Marilyn Ashton Chris Mote Paul Osborn *
II. Reserve Members	1. Aneka Shah 2. Mrs Chika Amadi 3. Phillip O'Dell 4. Antonio Weiss 5. Jo Dooley	1. Stephen Wright 2. Lynda Seymour 3. Barry Macleod-Cullinane 4. Susan Hall

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

(V) PENSION BOARD (1)

I. Members	Employer representative – LB Harrow:	Councillor Kiran Ramchandani
	Employer representative – Scheduled and Admitted Bodies:	Mr Sudhi Pathak
	Scheme members representative – Active members:	Mr John Royle
	Scheme members representative – Pensioners:	Mr Gerald Balabanoff
	Independent member:	Mr Richard Harbord

Terms of Reference

1. Introduction

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

2. Powers of the Board

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

3. Role of the Board

The role of the Board, as defined by sections 5(1) and (2) of the Public Service Pensions Act 2013, is to assist the Administering Authority (London Borough of Harrow) as Scheme Manager in ensuring the effective and efficient governance and administration of the Local Government Pension Scheme (LGPS) including:

- securing compliance with the LGPS regulations and other legislation relating to the governance and administration of the LGPS;
- securing compliance with requirements imposed in relation to the LGPS by the Pensions Regulator; and
- such other matters the LGPS regulations may specify.

The Administering Authority retains ultimate responsibility for the administration and governance of the scheme. The role of the Board is to support the Administering Authority to fulfil that responsibility.

In its role, The Board will have oversight of the administration of the fund including:

- a. The effectiveness of the decision making process
- b. The direction of the Fund and its overall objectives
- c. The level of transparency in the conduct of the Fund's activities
- d. The administration of benefits and contributions

The Board will provide the Scheme Manager with such information as it requires to ensure that any Member of the Board or person to be appointed to the Board does not have a conflict of interest.

The Board will ensure it effectively and efficiently complies with the Code of Practice on the Governance and Administration of Public Service Pension Schemes issued by the Pensions Regulator. It will help to ensure that the Fund is managed in the same way.

The Board shall meet sufficiently regularly to discharge its duties and responsibilities effectively.

4. Membership

The Board shall consist of 5 members and be constituted as follows:

- (i) 2 Employer representatives – Administering Authority (1), other scheduled and admitted bodies [ie organisations other than the Administering Authority who, under the regulations, can participate in the LGPS] (1);
- (ii) 2 Scheme Member representatives – active members (1), pensioners (1); and
- (iii) 1 independent member

Elected Members and officers involved in the management and administration of the Fund are not permitted to become Board members.

Only the Employer and Scheme Member representatives will have voting rights.

Each member of the Board will serve or a period of three years, subject to compliance with conditions of appointment.

The Chair and Deputy Chair of the Board will be elected by the Board at its first meeting and will serve for a period of three years. Should the elected Chair be an Employer representative the Deputy Chair must be a Scheme Member representative and vice versa.

The Chair will ensure that meetings are properly conducted and the decision of the Chair on all points of procedure and order shall be final.

The Board may, with the approval of the Administering Authority, co-opt persons with sufficient skills and experience to advise and support them. Co-optees are not Board members and do not have voting rights.

Each Board Member should endeavour to attend all Board meetings during the year. In the event of consistent non-attendance by any Board Member the tenure of that membership should be reviewed by the other Board members in liaison with the Scheme Manager.

Other than by ceasing to be eligible as set out above, a Board member may only be removed from office during a term of appointment by the unanimous agreement of all other members and with the agreement of the Scheme Manager. Should any member of the Board cease to be a member of the relevant group for which he/she has been appointed he/she will automatically cease to be a member of the Board and the Administering Authority will conduct a replacement process.

5. **Appointment of Board members**

All Board members will be appointed by Full Council. It is a statutory requirement that the Administering Authority must be satisfied that a person to be appointed as an Employer or Scheme Member representative has the relevant experience and capacity to represent employers or scheme members (as appropriate)

- Administering Authority to nominate one Employer representative
- The second Employer representative to be nominated by the scheduled and admitted bodies. If more than one is nominated, Council will determine who is to be appointed.
- (i) Scheme Member representatives to be selected through a process administered by the Administering Authority with a recommendation to Council
- (ii) Independent member – applications to be invited by public advertisement with a recommendation by the s151 Officer to Council.

6. **Standards of conduct and conflicts of interest**

All members of the Board are expected to act in accordance with the Code of Conduct for Councillors where applicable and the Pensions Regulator's Code of Practice. In accordance with s5(5) Public Service Pension Act 2013, a Board member must not have a financial or other interest that could prejudice him/her in carrying out his/her Board duties. This does not include a financial or other interest arising merely by virtue of being a member of the LGPS.

The policy for identifying conflicts of interest is set out in a separate policy document.

7. **Knowledge and Skills**

Following appointment each member of the Board should be conversant with:

- The legislation and associated guidance of the LGPS
- Any document recording policy about the administration of the LGPS which is for the time being adopted by the Fund

The Administering Authority will provide a training programme which all Board members will be required to attend.

It is for individual Board members to be satisfied that they have the appropriate degree of knowledge and understanding to enable them, properly, to exercise their functions as a Member of the Board and therefore, must comply with the Board's Knowledge and Understanding and Training Policy.

8. **Accountability**

The Board will collectively and individually be accountable to the Scheme Manager.

The Board will refer all relevant recommendations and decisions to the Pension Fund Committee of the Administering Authority and, where appropriate, to Full Council. It will present a report on its work to the Full Council once a year.

9. **Decision making**

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

10. **Quorum**

A quorum will comprise 3 of the 5 members of which at least one shall be an Employer representative and one a Scheme Member representative.

11. **Meetings**

The Board shall meet twice a year.

The Chair of the Board, in consultation with the Administering Authority will prepare an agenda for each meeting of the Board. The administration of the Board will be in accordance with the normal procedures of the London Borough of Harrow.

An extraordinary meeting will be called when the Chair considers this necessary and/or in circumstances where the Chair receives a request in writing by 50% of the voting membership of the Board

12. **Publication of Pension Board Information**

The Administering Authority will publish up to date information on the Council's website including:

- The names of the Board member
- The Board's Terms of Reference
- Papers, agendas and minutes of Board meetings.

13. **Advice to the Board**

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

14. **Expense Reimbursement**

Each member of the Board and any co-opted persons, excluding elected Councillors of the London Borough of Harrow and Council Officers will be reimbursed at a rate of £445 per annum (exclusive of VAT if payable). All members of the Board and any co-opted persons will be paid "out-of-pocket" expenses when carrying out the functions of the Board including approved training.

15. **Definitions**

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

Administering Authority London Borough of Harrow

Board or Pension Board The local Pension Board for the London Borough of Harrow, Administering Authority for the London Borough of Harrow Pension Fund as required under the Public Service Pensions Act 2013

<i>Board Member</i>	A member of the Board including Employer representatives, Scheme Member representatives and an independent member
<i>Code of Practice</i>	The Pensions Regulator's [draft] Code of Practice no 14 entitled " <i>Governance and administration of public service pension schemes.</i> "
<i>Conflicts of Interest</i>	As defined in the Public Service Pensions Act 2013
<i>Conflicts of Interest Policy</i>	The policy on conflicts of interest as adopted by the Board
<i>Employer Representative</i>	A person appointed to the Board for the purpose of representing employers for the Scheme
<i>Fund</i>	The London Borough of Harrow Pension Fund within the Scheme administered and maintained by the Scheme Employer
<i>Independent Member</i>	A Member of the Board who is neither an Employer Representative nor a Member Representative
<i>Knowledge and Understanding and Training Policy</i>	The training policy as adopted by the Board
<i>LGPS</i>	The Local Government Pension Scheme as constituted by the Local Government Pension Scheme Regulations 2013, the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 and The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009.
<i>Member Representative</i>	A person appointed to the Board for the purpose of representing members of the Scheme
<i>Scheme</i>	The Local Government Pension Scheme as defined under LGPS
<i>Scheme Manager</i>	London Borough of Harrow as administering authority of the London Borough of Harrow Pension Fund

16. **Interpretation**

Any uncertainty or ambiguity or interpretation required relating to any matters contained in this document shall be resolved by reference to the Scheme Manager.

[Note: The terms of reference approved by Council on 13 November 2014 were amended under delegated authority as a result of the Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 which removed the voting rights of the Independent Member.]

(VI) PENSION FUND COMMITTEE (4)

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

Harrow UNISON Co-optee (Non-voting): John Royle
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.

(VII) PLANNING COMMITTEE (7)

	Labour	Conservative
	(4)	(3)
I. Members	Keith Ferry (CH) Graham Henson Nitin Parekh Anne Whitehead	June Baxter Stephen Greek * Pritesh Patel
II. Reserve Members	1. Ghazanfar Ali 2. Mrs Christine Robson 3. Sachin Shah 4. Barry Kendler	1. Norman Stevenson 2. Manjibhai Kara 3. Ameet Jogia

(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.

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

Labour

Conservative

(2)

(1)

**I.
Members**

**Ghazanfar Ali
Mrs Chika Amadi**

Mrs Camilla Bath

**II.
Reserve
Members**

1. Kairul Kareema Marikar
2. Margaret Davine

1. Manjibhai Kara

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

Other Representatives

Christian and Other Religious
Denominations

- Ms M Afnan
- Mr Z Baig
- Mr M Bishop
- Dr J Crow
- Ms V Dodhia
- Mrs P Gan-Kotwal
- Mr V Hirani
- Mr Z Khalid
- Ms C O'Flaherty
- Mr 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	-	Mr P O'Dwyer (Adviser to SACRE on behalf of the Corporate Director, Children and Families)
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.

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CABINET ADVISORY PANELS 2015/2016

(Membership in order of political group nominations)

Labour

Conservative

(1) CORPORATE PARENTING PANEL (6)

(4)

(2)

**I.
Members**

**Simon Brown
Jo Dooley
Mitzi Green (CH)
Kairul Kareema Marikar**

**Christine Bednell *
Janet Mote**

**II.
Reserve
Members**

**1. Mrs Rekha Shah
2. Ms Pamela Fitzpatrick
3. Sasi Suresh
4. Margaret Davine**

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

Membership

The Corporate Parenting panel will comprise:

A proportionate number of 6 Elected Members

Service Users, Carers and Schools (Non-Voting)

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

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

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

(2) HARROW BUSINESS CONSULTATIVE PANEL (4)

(2)

(2)

**I.
Members**

**Jeff Anderson
Keith Ferry (CH)**

**Kam Chana *
Bharat Thakker**

**II.
Reserve
Members**

1. Sasi Suresh
2. -

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.

(3) 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. Jo Dooley	1. June Baxter 2. Norman Stevenson 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.

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

	(4)	(3)
I. Members	Jeff Anderson Barry Kendler (CH) Jerry Miles Nitin Parekh	Susan Hall * Ameet Jogia Mrs Vina Mithani
II. Reserve Members	1. Sachin Shah 2. Kairul Kareema Marikar 3. Krishna Suresh 4. Ghazanfar Ali	1. Manjibhai 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	Simon Brown Keith Ferry (CH) Graham Henson	Susan Hall Paul Osborn *
II. Reserve Members	1. David Perry 2. Sachin Shah 3. Barry Kendler	1. Barry Macleod-Cullinane 2. Chris Mote

MEMBER DEVELOPMENT WORKING GROUP (5)

	(3)	(2)
I. Members	Kairul Kareema Marikar Primesh Patel Mrs Rekha Shah (CH)	Janet Mote * Ms Mina Parmar
II. Reserve Members	1. Mitzi Green 2. Varsha Parmar 3. Antonio Weiss	1. Jean Lammiman 2. Kanti Rabadia

PLANNING POLICY WORKING GROUP (7)

	Labour	Conservative
	(4)	(3)
I. Members	Keith Ferry (CH) Glen Hearnden Graham Henson Anne Whitehead	Marilyn Ashton Stephen Greek * Pritesh Patel
II. Reserve Members	1. - 2. - 3. - 4. -	1. June Baxter 2. Norman Stevenson 3. Stephen Wright

SOCIAL SERVICES EXECUTIVE BODIES

ADOPTION PANEL (1)

I. Members - **Christine Bednell**

FOSTERING PANEL (1)

I. Members - **Christine Bednell**

[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.']

CLINICAL COMMISSIONING GROUP JOINT WORKING BODIES

CHILDREN AND YOUNG PEOPLE'S PARTNERSHIP (2)

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

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
David Perry
Kiran Ramchandani (CH)**

**Paul Osborn *
Ms Mina Parmar
Pritesh Patel**

**II.
Reserve
Members**

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

1. John Hinkley
2. Mrs 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, 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 a Council side representative in 2015/2016, and the Vice-Chair is to be appointed by the Employee side. These appointments shall thereafter alternate in succeeding years).

Terms of Reference

The Employees' Consultative Forum has the following duties and responsibilities:

1.0 Consultation

- 1.1 The Employees' Consultative Forum (ECF) is the primary mechanism by which Council Members will consult Union Representatives on specific matters of mutual interest. The ECF shall make recommendations to the Cabinet on such issues. In addition, the ECF will receive reports on actions from the ECF Sub-Group.
- 1.2 The ECF will meet at least twice annually.

2.0 Equal Opportunities

- 2.1 The ECF will seek to promote Equal Opportunities in Employment within the Council, ensuring compliance with all the relevant anti-discrimination legislation.
- 2.2 The ECF will ensure the effective implementation of 'Making a Difference – Making Equality of Opportunity a Reality'. The ECF will receive and comment on regular reports including:-
 - Statistics and progress on meeting equality targets including an annual report on employment issues analysed by protected characteristics.

3.0 Health & Safety

- 3.1 The ECF 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 and comment on reports, including:-
 - The Council's half-year and annual health and safety performance report providing an 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 Licensing and General Purposes Committee.

4.0 Budget

The ECF will consider the budget, as part of the Council's consultation on the budget setting process and make comments on the recommendations.

5.0 Membership

- 5.1 The permanent membership of the Forum shall be as follows: -
 - a) 7 Councillors to include the Leader / Deputy leader and the Portfolio Holder with responsibility for Human Resources.
 - b) A minimum of one and maximum of 3 representatives from each recognised trade union. (Note the number of representatives for each trade union to be determined by their notified membership numbers).

- 5.2 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.
- 5.3 The Employee Side Representatives shall be nominated to the Head of Paid Service 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.
- 5.4 The role of chairing the ECF will rotate between Council Members and Employee Side representatives each Municipal Year.
- 5.5 The Employee Side will agree amongst themselves who will take the Chair and notify Democratic Services.

- 5.6 Others who may attend the Forum include:-

Head of Paid Service, Corporate Directors & Directors (or representative)
Trade Union Branch Secretaries (or representative)
Trade Union Branch Regional Officials (as required)
Representatives from Employee Support Groups – for the Annual Equality in Employment report.
Other officers as required.

For the meeting to be quorate, it must be attended by a minimum of three Council Members and two trade union representatives from different trade unions.

6.0 Recommendations of the Employees' Consultative Forum

- 6.1 Recommendations of the ECF are reached by a majority vote among elected Members.
- 6.2 Recommendations of the ECF 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)

Mrs Camilla Bath *
Manjibhai Kara

II. Reserve Members

1. Phillip O'Dell
2. Niraj Dattani

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.*

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ANNUAL COUNCIL 19 MAY 2015

APPOINTMENT OF CHAIRS TO COMMITTEES

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REPORT FOR: **ANNUAL COUNCIL**

Date of Meeting:	19 MAY 2015
Subject:	APPOINTMENT OF CHAIRS 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 and Standards	-	Antonio Weiss
Health and Wellbeing Board	-	Anne Whitehead
Licensing and General Purposes	-	Kairul Kareema Marikar
Overview and Scrutiny	-	Jerry Miles
Planning	-	Keith Ferry
Pension Fund	-	Adam Swersky

FOR DECISION

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**ANNUAL COUNCIL
19 MAY 2015**

**APPOINTMENT OF REPRESENTATIVES TO
OUTSIDE BODIES**

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APPOINTMENTS TO OUTSIDE BODIES 2015/16

Name of body	No. reps.	Current representatives 2014/15	Current Deputies where applicable (for 2014/15)	Proposed Appointee (for 2015/16)	Proposed Deputies where applicable (for 2015/16)
(Brent and Harrow) Trading Standards Joint Advisory Board	3 (+ 3 deputies)	1. Cllr Keith Ferry 2. Cllr Varsha Parmar 3. Cllr Mrs Vina Mithani	1. Cllr Phillip O'Dell 2. Cllr Ms Pamela Fitzpatrick 3. Cllr Susan Hall	1. Cllr Keith Ferry 2. Cllr Varsha Parmar 3. Cllr Mrs Vina Mithani	1. - 2. - 3. Cllr Susan Hall
Age UK Harrow	2	1. Cllr Michael Borio 2. Cllr Manjibhai Kara	N/A	1. Cllr Margaret Davine 2. Cllr Manjibhai Kara	N/A
Bentley Priory Nature Reserve Management Committee	4	1. Cllr Simon Brown 2. Cllr Kairul Kareema Marikar 3. Cllr Manjibhai Kara 4. Cllr Mrs Camilla Bath	N/A	1. Cllr Simon Brown 2. Cllr Kairul Kareema Marikar 3. Cllr Manjibhai Kara 4. Cllr Mrs Camilla Bath	N/A
Deputy Lord Lieutenant's Committee	4 (+ Mayor)	1. Alderman Toms 2. Mrinal Choudhury 3. Cllr Chris Mote 4. Cllr Keith Ferry 5. Cllr Mrs Camilla Bath	N/A	1. Alderman Toms 2. Mrinal Choudhury 3. Cllr Chris Mote 4. Cllr Keith Ferry 5. Cllr Mrs Camilla Bath	N/A
Edward Harvist Charity Appointment from May 2014 for a 4-year term	1	1. Howard Bluston	N/A	1. Howard Bluston	N/A
Greater London Enterprise Ltd	1	1. Cllr Keith Ferry	N/A	1. Cllr Keith Ferry	N/A
Greater Stanmore Country Park Management Committee	2 Majority Party 1 Opposition	1. Cllr Sue Anderson 2. Cllr Mrs Camilla Bath 3. Cllr Keith Ferry	N/A	1. Cllr Sue Anderson 2. Cllr Mrs Camilla Bath 3. Cllr Keith Ferry	N/A
Harrow Association of Disabled People	2	1. Cllr Kairul Kareema Marikar 2. Cllr Josephine Dooley 3. Cllr Lynda Seymour	N/A	1. Cllr Josephine Dooley 2. Cllr Lynda Seymour	N/A
Harrow Citizens' Advice Bureau	2	1. Cllr Adam Swersky 2. Cllr Richard Almond	N/A	1. Cllr Adam Swersky 2. Cllr Richard Almond	N/A
Harrow College Further Education Corporation Board	1 (+1 officer appointed)	1. Cllr Sachin Shah 2. Officer Appointee	N/A	1. Cllr Sachin Shah 2. Officer Appointee	N/A

Name of body	No. reps.	Current representatives 2014/15	Current Deputies where applicable (for 2014/15)	Proposed Appointee (for 2015/16)	Proposed Deputies where applicable (for 2015/16)
Harrow Environmental Forum	4 (+2 deputies)	1. Cllr Ghazanfar Ali 2. Cllr Sue Anderson 3. Cllr Stephen Wright 4. Cllr Ramji Chauhan	1. Cllr Kiran Ramchandani 2. Cllr Ameet Jogia	1. Cllr Ghazanfar Ali 2. Cllr Mrs Christine Robson 3. Cllr Stephen Wright 4. Cllr Ameet Jogia	1. - 2. Cllr Ramji Chauhan
Harrow Equalities Centre	2	1. Cllr Mrs Rekha Shah 2. Cllr Manjibhai Kara	N/A	Not required	
Harrow Hate Crime Forum	3 (+ 3 reserves)	1. Cllr Primesh Patel 2. Cllr Varsha Parmar 3. Cllr Kamaljit Chana	1. Cllr Kairul Kareema Marikar 2. Cllr Ms Pamela Fitzpatrick 3. Cllr Susan Hall	Not required	
Harrow Heritage Trust Executive Committee	4	1. Cllr Simon Brown 2. Cllr Keith Ferry 3. Cllr Janet Mote 4. Cllr Norman Stevenson	N/A	1. Cllr Simon Brown 2. Cllr Keith Ferry 3. Cllr Janet Mote 4. Cllr Norman Stevenson	N/A
Harrow in Europe Committee	5	1. Cllr Anne Whitehead 2. Cllr Pamela Fitzpatrick 3. Bill Phillips 4. Cllr Jean Lammiman 5. Cllr Manjibhai Kara	N/A	1. Cllr Anne Whitehead 2. Bill Phillips 3. Cllr Mrs Chika Amadi 4. Cllr Jean Lammiman 5. Cllr Manjibhai Kara	N/A
Harrow Nature Conservation Forum	1 (+ 1 deputy)	1. Cllr Sue Anderson	N/A	1. Cllr Sue Anderson	N/A
Harrow on the Hill Forum	6 (3 ward members 2 group members)	Ward: 1. Cllr Glen Hearnden 2. Cllr Barry Macleod-Cullinane 3. Cllr June Baxter Group: 1. Cllr Ghazanfar Ali 2. Cllr Susan Hall	N/A	1. Cllr Glen Hearnden 2. Cllr Barry Macleod-Cullinane 3. Cllr June Baxter 1. Cllr Ghazanfar Ali 2. Cllr Susan Hall	N/A

Name of body	No. reps.	Current representatives 2014/15	Current Deputies where applicable (for 2014/15)	Proposed Appointee (for 2015/16)	Proposed Deputies where applicable (for 2015/16)
Harrow Safer Neighbourhood Board	2 (PH + Shadow)	1. Cllr Varsha Parmar 2. Cllr Susan Hall	N/A	1. Cllr Graham Henson 2. Cllr Susan Hall	N/A
Harrow Town Centre Forum	3	1. Cllr Bill Phillips 2. Cllr Sue Anderson 3. Cllr Simon Williams	N/A	Forum disbanded	
Harrow Weald Common Board of Conservators Appointment from May 2014 for a 4-year term	5 (3 Ward Members + 2 (1 from each Group))	1. Cllr Phillip O'Dell 2. Cllr Pritesh Patel 3. Cllr Ramji Chauhan 4. Cllr Stephen Greek 5. Cllr John Hinkley	N/A	1. Cllr Phillip O'Dell 2. Cllr Pritesh Patel 3. Cllr Ramji Chauhan 4. Cllr Stephen Greek 5. Cllr John Hinkley	N/A
Harrow Young Musicians Managing Body	2	1. Cllr Keith Ferry 2. Cllr Jean Lammiman	N/A	1. Cllr Keith Ferry 2. Cllr Jean Lammiman	N/A
'lomes Limited	2 (Ward Cllrs)	1. Cllr Bob Currie 2. Cllr Graham Henson	N/A	1. Cllr Bob Currie 2. Cllr Graham Henson	N/A
IOPE (Harrow) Harrow Family -earning Network	1 (+ 1 Deputy)	1. Cllr Janet Mote	1. Vacancy	1. Cllr Janet Mote	1. Vacancy
John Pardoe Charity	4	1. Cllr Nitin Parekh 2. Cllr Mrs Camilla Bath 3. Cllr Christine Bednell 4. Cllr Jean Lammiman	N/A	1. Cllr Nitin Parekh 2. Cllr Mrs Camilla Bath 3. Cllr Christine Bednell 4. Cllr Jean Lammiman	N/A
Joint Health Overview and Scrutiny Committee	2 reps (+ 1 Deputy)	1. Cllr Mrs Rekha Shah 2. Cllr Mrs Vina Mithani	N/A	1. Cllr Mrs Rekha Shah 2. Cllr Mrs Vina Mithani	1.
LBH Bus & Highways Liaison Meeting	4 (from different groups)	1. Cllr Jeff Anderson 2. Cllr Barry Kendler 3. Cllr Mrs Camilla Bath	N/A	1. Cllr Jeff Anderson 2. Cllr Barry Kendler 3. Cllr Mrs Camilla Bath 4. Cllr John Hinkley	N/A
LBH Rail Liaison Meeting	4 (from different groups)	1. Cllr Sue Anderson 2. Cllr Barry Kendler 3. Cllr Mrs Camilla Bath	N/A	1. Cllr Sue Anderson 2. Cllr Barry Kendler 3. Cllr Mrs Camilla Bath 4. Cllr John Hinkley	N/A
League of Friends of Northwick Park Hospital	1 (+ 1 deputy)	1. Cllr Primesh Patel	Mary John	1. Cllr Mrs Christine Robson	2. Cllr Mrs Rekha Shah

Name of body	No. reps.	Current representatives 2014/15	Current Deputies where applicable (for 2014/15)	Proposed Appointee (for 2015/16)	Proposed Deputies where applicable (for 2015/16)
Lee Valley Regional Park Authority	1	1. Cllr Anne Whitehead	N/A	1. Cllr Paul Osborn (3 years from 2014)	N/A
Local Government Association - General Assembly Meetings	4 (+ 4 deputies)	1. Cllr David Perry 2. Cllr Keith Ferry 3. Cllr Susan Hall 4. Cllr Barry Macleod-Cullinane	1. Cllr Graham Henson 2. Cllr Sachin Shah 3. Cllr Paul Osborn 4. Cllr Stephen Greek	1. Cllr David Perry 2. Cllr Keith Ferry 3. Cllr Susan Hall 4. Cllr Barry Macleod-Cullinane	1. Cllr Graham Henson 2. Cllr Sachin Shah 3. Cllr Paul Osborn 4. Cllr Stephen Greek
Local Government Association - Urban Commission	1 (+1 officer appointed)	1. Cllr Niraj Dattani	N/A	Not required	
Local Government Information Unit	1	1. Cllr Graham Henson	N/A	1. Cllr Graham Henson	N/A
London Councils' Children and Young People Lead Member	1	1. Cllr Simon Brown	N/A	1. Cllr Simon Brown	N/A
London Councils' Crime & Public Protection Lead Member	1	1. Cllr Simon Brown	N/A	1. Cllr Graham Henson	N/A
London Councils' Culture & Tourism Lead Member	1	1. Cllr Sue Anderson	N/A	1. Cllr Sue Anderson	N/A
London Councils' Economic Development/ Regeneration Lead Member	1	1. Cllr Keith Ferry	N/A	1. Cllr Keith Ferry	N/A
London Councils' Grants Committee (Associated Joint Committee)	1 (+ 4 deputies)	1. Cllr Sue Anderson	1. Vacancy 2. Vacancy 3. Vacancy 4. Vacancy	1. Cllr Sue Anderson	1. Vacancy 2. Vacancy 3. Vacancy 4. Vacancy
London Councils' Greater London Employment Forum	1 (+ 1 deputy)	1. Cllr Graham Henson	1. Cllr Keith Ferry	1. Cllr Antonio Weiss	1. Cllr Graham Henson
London Councils' Greater London Provincial Council	1 (+2 deputies)	1. Cllr Graham Henson	N/A	1. Cllr Graham Henson	1. - 2. - N/A
London Councils' Health and Adult Services Lead Member	1	1. Cllr Margaret Davine	N/A	1. Cllr Anne Whitehead	N/A
London Councils' Housing Lead Member	1	1. Cllr Glen Hearnden	N/A	1. Cllr Glen Hearnden	N/A

Name of body	No. reps.	Current representatives 2014/15	Current Deputies where applicable (for 2014/15)	Proposed Appointee (for 2015/16)	Proposed Deputies where applicable (for 2015/16)
London Councils' Leaders' Committee (s101 Joint Committee)	1 (+2 deputies)	1. Cllr David Perry	1. Cllr Keith Ferry 2. Cllr Graham Henson	1. Cllr David Perry	1. Cllr Keith Ferry 2. Cllr Graham Henson
London Councils' Planning Lead Member	1	1. Cllr Keith Ferry	N/A	1. Cllr Keith Ferry	N/A
London Councils' Transport & Environment Committee (Associated Joint Committee)	1 (+4 deputies)	1. Cllr Varsha Parmar	1. Cllr Phillip O'Dell 2. Cllr Barry Kandler 3. Vacancy 4. Vacancy	1. Cllr Graham Henson	1. 2. 3. 4.
London Home and Water Safety Council (Port of London Authority)	1	1. Cllr Barry Kandler 2. Officer Appointee	1. Cllr Jeff Anderson	1. Cllr Manjibhai Kara	N/A
London Road Safety Council	2	1. Cllr Barry Kandler 2. Cllr Manjibhai Kara 3. Officer Appointee	N/A	1. Cllr Barry Kandler 2. Cllr Manjibhai Kara	N/A
London Youth Games	1 (+1 deputy)	1. Cllr Mrs Chika Amadi 2. Cllr Chris Mote	1. Cllr David Perry 2. Cllr Janet Mote	1. Cllr Chris Mote	1. Cllr Mrs Chika Amadi
Mayor of Harrow's Charity Fund Trustees	3 (+4 Burgesses)	1. Ann Groves 2. Alderman Keith Toms 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. Alderman Toms/ Mrinal Choudhury 3. Cllr Christine Bednell Burgesses: 1. Mrs G Branch 2. Mr O Cock 3. Mrs B Cripps 4. Mrs R Feakins	N/A
Middlesex Guildhall Collection and Trust Fund	3 (+1 deputy)	1. Cllr Mrs Rekha Shah 2. Cllr Mrs Camilla Bath 3. Cllr Jean Lammiman	N/A	1. Cllr Mrs Rekha Shah 2. Cllr Mrs Camilla Bath 3. Cllr Jean Lammiman	1. -
Relate London North West	2	1. Cllr Margaret Davine 2. Cllr Mrs Chika Amadi 3. Vacancy	N/A	1. Cllr Margaret Davine 2. Cllr Mrs Chika Amadi	N/A
Reserve Forces and Cadets Association for Greater London	1	1. Cllr Aneka Shah	N/A	1. Cllr Aneka Shah	N/A

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Sir John Wolstenholme Charity	2	1. Cllr Mrs Camilla Bath 2. Cllr Christine Bednell	N/A	1. Cllr Mrs Camilla Bath 2. Cllr Christine Bednell	N/A
St Dominic's College	1	1. Cllr Keith Ferry	N/A	1. Cllr Keith Ferry	N/A
Stanmore College	1	1. Cllr Margaret Davine	N/A	No longer requires representation	
Staying Put Scheme Advisory Committee	1	1. Cllr Anne Whitehead	N/A	1. Cllr Anne Whitehead	N/A
Victoria Hall, Harrow	1	1. Cllr Ghazanfar Ali	N/A	1. Cllr Ghazanfar Ali	N/A
West House and Heath Robinson Museum Trust	1	1. Cllr Stephen Wright	N/A	1. Cllr Stephen Wright	N/A
West London Alliance	1 (Leader only)	1. Cllr David Perry 2. Paul Najsarek	N/A	1. Cllr David Perry	N/A
Vest London Waste Authority	1	1. Cllr Varsha Parmar	N/A	1. Cllr Graham Henson	N/A