

# **Council (Annual) Supplemental Summons**

**Date:                      Wednesday 5 May 2021**

1.     **Election of Mayor** (Pages 3 - 8)  
To elect a Mayor of the Borough for the municipal year 2021/22.
  
7.     **Cabinet and Committee Memberships** (Pages 9 - 42)  
To receive a report of the Director of Legal and Governance Services to note the appointments to Cabinet and seek Council approval to the appointments to Committees.
  
8.     **Appointment of Chairs to Committees** (Pages 43 - 46)  
To receive a report of the Director of Legal and Governance Services seeking Council approval to the appointment of Chairs of Committees for the Municipal Year 2021/22.
  
9.     **Appointment of Representatives to Outside Bodies** (Pages 47 - 54)  
To receive proposals from Political Groups as to the appointment of representatives of the authority to serve on the Outside Bodies listed for the Municipal Year 2021/22.

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# **ANNUAL COUNCIL**

**5 MAY 2021**

**ELECTION OF MAYOR, NOTIFICATION OF  
DEPUTY MAYOR AND APPOINTMENT OF  
CHAPLAIN**

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LONDON BOROUGH OF HARROW

## ORDER OF PROCEEDINGS

ANNUAL MEETING OF THE COUNCIL OF THE  
LONDON BOROUGH OF HARROW, TO BE HELD  
ON WEDNESDAY 5<sup>TH</sup> MAY 2021 AT 6.30 PM  
ON MS TEAMS

### *OPENING OF THE ANNUAL MEETING*

#### ITEM 1 OF SUMMONS

##### ELECTION OF MAYOR

##### THE MAYOR

will call for **nominations for the Office of Mayor** for the Municipal Year 2021/22

**Councillor Ghazanfar Ali** will be nominated by Councillor Keith Ferry seconded by Councillor Sue Anderson.

##### THE MAYOR

will ask if there are any further nominations. If so the

**Proposer and Seconder** may make speeches supporting the nominations, and any other Members may speak in support thereof. Also, any other Members who have previously indicated a wish to speak may do so.

##### THE MAYOR

will put the nominations, in the order in which they are made, to the meeting. (the vote on each nomination will be by the show of hands)

(**Note:** In the case of an equality of votes, the Mayor is required by law to exercise his casting vote)

##### THE MAYOR

will declare the successful candidate to be duly elected Mayor of the London Borough of Harrow for the ensuing Municipal year.

**The newly elected Mayor** to accept congratulations.

##### THE RETIRING MAYOR (Councillor Nitin Parekh)

will vacate the Chair.

After a short interval,

**The newly elected Mayor** will be robed and wearing Mayoral Chain and Medallion of Office. (video to be shown).

**THE RETIRING  
MAYORESS  
(Mrs Hita Parekh)**

will invest the incoming **Mayoress** with her Chain and present her with a bouquet. (video to be shown.)

**THE ELECTED  
MAYOR**

will return thanks.

### **VOTE OF THANKS TO RETIRING MAYOR**

**THE MAYOR**

will call upon a proposer and seconder to move and second a vote of thanks to the Retiring Mayor and any other Members who have previously indicated a wish to speak in support may do so.

**THE RETIRING  
MAYOR**

will return thanks

**THE MAYOR**

will present a replica of the Mayor's medallion to the **Retiring Mayor** (Councillor Nitin Parekh) in commemoration of his Mayoralty of the Borough 2019/2021. (video to be shown).

**THE MAYORESS  
(Mrs Mamona Ali)**

will present a medallion and bouquet to the **Retiring Mayor's Mayoress** (Mrs Hita Parekh) in commemoration of her term as Mayoress of the Borough 2019/21. (video to shown)

## ITEM 2 OF SUMMONS

### ELECTION OF DEPUTY MAYOR

#### THE MAYOR

will call for nominations for **the Office of Deputy Mayor** for the Municipal Year 2021/22.

#### THE MAYOR

will request a vote on the nominations received by a show of hands.

#### THE DEPUTY MAYOR

will return thanks for his/her appointment.

### **ITEM 3 OF SUMMONS**

#### **APPOINTMENT OF CHAPLAIN**

#### **THE MAYOR**

will announce his appointment of Mayor's Chaplain.

#### **REMAINING BUSINESS**

The remaining business of the Council will then proceed in accordance with the Summons.



# **ANNUAL COUNCIL**

**5 MAY 2021**

## **CABINET AND COMMITTEE MEMBERSHIPS**

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**REPORT FOR: ANNUAL COUNCIL**

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**Date of Meeting:** 5 May 2021

**Subject:** Cabinet and Committee Memberships

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

**Exempt:** No

**Enclosures:** **Appendix A** – Cabinet Allocation of Responsibilities  
**Appendix B** – List of Committee & Memberships

**1. Introduction**

1.1 The Council is required to review and determine the allocation of places on standing committees to political groups in accordance with the political balance rules. Members of Committees and Sub-Committees are appointed in accordance with the wishes of the political groups. The Licensing and General Purposes Committee and Overview and Scrutiny Committee 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 and Governance Services in accordance with his existing delegation.
- 2. Recommendations:**
- 2.1 It be noted that Councillor Natasha Proctor 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:

<b>Portfolio</b>	<b>Councillor</b>
Leader of the Council and Portfolio Holder for Strategy, Regeneration Partnerships and Devolution	Councillor Graham Henson
Deputy Leader and Portfolio Holder for Finance and Resources	Councillor Natasha Proctor
Portfolio Holder for Adults & Social Care	Councillor Simon Brown
Portfolio Holder for Equalities and Public Health	Councillor Krishna Suresh
Portfolio Holder for Community Engagement, Accessibility and Customer Services	Councillor Sue Anderson
Portfolio Holder for Environment and Climate Change	Councillor Varsha Parmar
Portfolio Holder for Business, Property and Leisure	Councillor Keith Ferry
Portfolio Holder for Housing	Councillor Phillip O'Dell
Portfolio Holder for Education and Social Services for Children and Young People	Councillor Christine Robson
Portfolio Holder for Community Cohesion, Crime and Enforcement	Councillor Peymana Assad

- 2.3 That the terms of reference for the Portfolio Holders attached at Appendix A be agreed;
- 2.4 That the Council determines the allocation of places on the following committees in accordance with the “political balance” rules in the Local Government and Housing Act 1989:

<b>Committee</b>	<b>Size</b>	<b>Labour Group 35</b>	<b>Conservative Group 28</b>
Governance, Audit, Risk Management and Standards	7	4	3
Planning	7	4	3
Overview and Scrutiny	9	5	4
Pension Fund Committee	4	2	2
Licensing and General Purposes Committee	15	8	7
SACRE	3	2	1
Pension Board	1	1	0

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

- 2.5 That the establishment and terms of reference of all the above Committees and other bodies, as set out in Appendix B be agreed;
- 2.6 That the Council’s Members’ Allowances Scheme be amended to include a Band 4 (£9,037 pa) Special Responsibility Allowance for the Chair of the Planning Committee.

### **Contact:**

Elaine McEachron, Democratic & Electoral Services Manager  
Tel: 020 8424 1097  
E-mail: [elaine.mceachron@harrow.gov.uk](mailto:elaine.mceachron@harrow.gov.uk)

### **Background Papers:**

Constitution

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**(MAY 2021)****London Borough of Harrow Committee Memberships 2021/22**

(Membership in order of political group nominations)

**(I) Appeals Committee (5)**

	<b>Labour</b>	<b>Conservative</b>
	<b>(3)</b>	<b>(2)</b>
<b>I.</b>	<b>Pamela Fitzpatrick</b>	<b>Pritesh Patel</b>
<b>Members</b>	<b>David Perry</b>	<b>Kanti Rabadia</b>
	<b>Adam Swersky</b>	

(CH) = Chair

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

**Terms of Reference**

The Appeals Committee is comprised of 5 members, including one member of the Executive, who are not also members of the Chief Officers' Employment Panel. The Committee shall hear appeals by the Head of Paid Service, Chief Finance Officer and Monitoring Officer under the relevant disciplinary procedure against action taken against them short of dismissal.

The Committee may uphold the decision or reduce or remove the action.

## **(II) Governance, Audit, Risk Management and Standards Committee (7)**

	<b>Labour</b>	<b>Conservative</b>
	<b>(4)</b>	<b>(3)</b>
<b>I. Members</b>	<b>Peymana Assad Kareema Marikar David Perry (CH) Antonio Weiss</b>	<b>Philip Benjamin Amir Moshenson Kanti Rabadia *</b>
<b>II. Reserve Members</b>	1. Niraj Dattani 2. Varsha Parmar 3. Chloe Smith 4. Dean Gilligan	1. Pritesh Patel 2. John Hinkley 3. Chris Mote
	Mr James Coyle Mr John Kirkland Vacancy	- Independent Member - Independent Member - Independent Member
(CH)	= Chair	
*	Denotes Group Members for consultation on Delegated Action and/or administrative matters.	

### **Terms of Reference**

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

#### **1. Statement of purpose**

- 1.1 The Governance, Audit, Risk Management and Standards Committee is a key component of Harrow Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
- 1.2 The purpose of the committee is to provide independent assurance to the members of the adequacy of Harrow Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place. It also acts as the Standards Committee.
- 1.3 The Governance, Audit, Risk Management and Standards Committee has the following powers and duties:

#### **2. Governance**

- 2.1 To review the council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.



- 2.2 To review the Annual Governance Statement (AGS) prior to approval and consider whether it properly reflects the risk environment and supporting assurances and legal and financial advice, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
- 2.3 To monitor the progress of agreed actions to close significant governance gaps.
- 2.4 To consider the council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- 2.5 To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
- 2.6 To review the governance and assurance arrangements for significant partnerships.

### **3. Risk Management**

- 3.1 To review the Council's risk management strategy.
- 3.2 To monitor the effective development and operation of risk management in the council via the review of the Council's Corporate Risk Register on a regular basis.
- 3.3 To monitor progress in addressing risk-related issues reported to the committee.

### **4. Countering Fraud and Corruption**

- 4.1 To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
- 4.2 To monitor the counter-fraud strategy, actions and resources and the Council's approach to tackling fraud and corruption and promote an anti-fraud culture.
- 4.3 To review and approve the annual Corporate Anti-Fraud Team Plan.
- 4.4 To consider reports from the Head of Internal Audit/ Corporate Anti-Fraud Manager on the Corporate Anti-Fraud Team's performance at mid-year and at year-end.

### **5. Internal audit**

- 5.1 To approve the internal audit charter and support the independence of Internal Audit.
- 5.2 To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.
- 5.3 To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- 5.4 To approve significant interim changes to the risk-based internal audit plan and resource requirements.

- 5.5 To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.
- 5.6 To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Head of Internal Audit.
- 5.7 To approve and periodically review safeguards to limit such impairments.
- 5.8 To consider reports from the Head of Internal Audit on internal audit's performance at mid-year and year-end, including the performance of external providers of internal audit services.
- 5.9 To consider Red and Red/Amber assurance reports and summaries of specific internal audit reports as requested.
- 5.10 To contribute to the Quality Assurance Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
- 5.11 To consider the report on the effectiveness of internal audit contained within the AGS.
- 5.12 To provide free and unfettered access to the GARMS Committee Chair for the Head of Internal Audit, including the opportunity for a private meeting with the committee.

## **6. External audit**

- 6.1 To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments (PSAA).
- 6.2 To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
- 6.3 To consider specific reports as agreed with the external auditor.
- 6.4 To comment on the scope and depth of external audit work and to ensure it gives value for money.
- 6.5 To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.
- 6.6 To scrutinise/comment on the External Audit plan and fees.
- 6.7 To monitor progress against the External Audit plan and receive summaries of audit work completed and key recommendations.
- 6.8 To review the management response to external audit recommendations and progress on implementation of recommendations.
- 6.9 To recommend action where external audit recommendations are not being implemented.

## **7. Financial reporting**

- 7.1 To review the annual statement of accounts prior to approval and satisfy themselves that appropriate steps have been taken to meet statutory and recommended professional practices. Specifically to:
- review the narrative report to ensure consistency with the statements and the financial challenges and risks facing the authority in the future
  - review whether the narrative report is readable and understandable by a lay person
  - review the key messages from each of the financial statements and evaluating what that means for the authority in future years
  - monitor trends and review for consistency with what is known about financial performance over the course of the year
  - review the suitability of accounting policies and treatments
  - seek explanations for changes in accounting policies and treatments
  - review major judgemental areas, eg provisions or reserves
  - seek assurances that preparations are in place to facilitate the external audit.
- 7.2 To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

## **8. Treasury Management**

- 8.1 To review the Treasury Management strategy and monitor progress on treasury management in accordance with CIPFA codes of practice.

## **9. Health & Safety**

- 9.1 To review the Council's Health and Safety arrangements and oversee progress on Health and Safety.

## **10. Accountability arrangements**

- 10.1 To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.
- 10.2 To report to full council on an annual basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.
- 10.3 To publish an annual report on the work of the committee.

## **11. Standards**

- 11.1 Promoting and maintaining high standards of conduct by Councillors, co-opted members and "church" and parent governor representatives.
- 11.2 Assisting Councillors, co-opted members and "church" and parent governor representatives to observe the Members' Code of Conduct.
- 11.3 Advising the Council on the adoption or revision of the Members' Code of Conduct.

- 11.4 Monitoring the operation of the Members' Code of Conduct.
- 11.5 Developing and recommending local protocols to the Council to supplement the Members' Code of Conduct.
- 11.6 Enforcing local protocols and applying sanctions in respect of breaches as appropriate.
- 11.7 Advising, training or arranging to train Councillors, co-opted members and "church" and parent governor representatives on matters relating to the Members' Code of Conduct.
- 11.8 Granting dispensations to Councillors, co-opted members and "church" and parent governor representatives from requirements relating to interests set out in the Members' Code of Conduct.
- 11.9 To keep under review and amend, as appropriate, the Protocol on Councillor/Officer Relations.
- 11.10 To keep under review the Officer Code of Conduct and, after consultation with unions representing staff, make recommendations to Council for amendment or addition.
- 11.12 To receive reports and keep a general overview of probity matters arising from ombudsman investigations, Monitoring Officer reports, reports of the Chief Financial Officer and Audit Commission.
- 11.13 To have oversight of the Council's Whistleblowing Policy.
- 11.14 To agree the policy for decisions on payments to those adversely affected by Council maladministration (under section 92 Local Government Act 2000).
- 11.15 To establish sub-committees and working groups to deal with complaints that a member or a co-opted member has failed to comply with the Council's Code of Conduct.
- 11.16 To consider any application received from any officer of the Authority for exemption from political restriction under Sections 1 and 2 of the Local Government and Housing Act 1989 in respect of the post held by that officer and may direct the Authority that the post shall not be considered to be a politically restricted post and that the post be removed from the list maintained by the Authority under Section 2(2) of that Act.
- 11.17 Upon the application of any person or otherwise, consider whether a post should be included in the list maintained by the Authority under Section 2(2) of the 1989 Act, and may direct the Authority to include a post in that list.
- 11.18 On referral from the Monitoring Officer, to decide whether to take action against a member for breach of the Code of Conduct and if so, to decide what action should be taken.

## **12. Membership rules**

- 12.1 An Elected Mayor, the Leader or a member of the Executive may not be Members;
- 12.2 The Chair of the Committee must not be a Member of the Executive;
- 12.3 The appointment of co-opted/independent members can be considered;
- 12.4 The Independent Persons are not members of GARMS and shall be invited to meetings only if there is a Standards item on the agenda.

### **(III) Health and Wellbeing Board**

	<b>Labour</b>	<b>Conservative</b>
<b>I. Members</b>	<b>Simon Brown</b> <b>Graham Henson (CH)</b> <b>Christine Robson</b> <b>Krishna Suresh</b>	<b>Janet Mote</b>
<b>II. Reserve Members</b>	1. Sue Anderson 2. Niraj Dattani 3. Dean Gilligan 4. Maxine Henson	1. Dr Lesline Lewinson

(CH)

\*

= Chair

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

#### **Board Members:**

Sheik Auladin - Chief Operating Officer, Harrow, Brent and Hillingdon, Clinical Commissioning Group  
Marie Pate, Healthwatch Harrow  
Dr Muhammad Shahzad, Chair, Clinical Commissioning Group  
Dr Genevieve Small, (VC), Chair, Clinical Commissioning Group  
1 Vacancy, GP Representative, Clinical Commissioning Group

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

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

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

Inspector Edward Baildon, Harrow & Brent Police  
Carole Furlong, Director of Public Health, Community, Health and Wellbeing Group  
Paul Hewitt, Corporate Director - People, Harrow Council  
John Higgins – Voluntary & Community Sector  
Chris Miller, Chair of the Harrow Safeguarding Boards  
Angela Morris, Director Adult Social Services, Harrow Council  
Vacancy, NW London NHS England  
Vacancy, Harrow Clinical Commissioning Group

## **Terms of Reference**

### **1. Accountability**

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

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

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

2.1. The Government proposes that statutory health and wellbeing boards will have 3 main functions:

- to assess the needs of the local population and lead the statutory joint strategic needs assessment
- to promote integration and partnership across areas, including through promoting joined up commissioning plans across NHS, social care and public health
- to support joint commissioning and pooled arrangements, where all parties agree this makes sense

The Board will cover both adult and children's issues.

2.2. The purpose of the Board is to improve health and wellbeing for the residents of Harrow and reduce inequalities in outcomes. The Board will hold partner agencies to account for delivering improvements to the provision of health, adult and children's services social care and housing services.

### **3. Key Responsibilities**

3.1. The key responsibilities of the Health and Wellbeing Board shall be:

- 3.1.1. To agree health and wellbeing priorities for Harrow
- 3.1.2. To develop the joint strategic needs assessment
- 3.1.3. To develop a joint health and wellbeing strategy
- 3.1.4. To promote joint commissioning
- 3.1.5. To ensure that Harrow Council and the CCG commissioning plans have had sufficient regard to the Joint Health and Wellbeing strategy
- 3.1.6. To have a role in agreeing the commissioning arrangements for local Healthwatch
- 3.1.7. To consider how to best use the totality of resources available for health and wellbeing.
- 3.1.8. To oversee the quality of commissioned health services
- 3.1.9. To provide a forum for public accountability of NHS, public health, social care and other health and wellbeing services

- 3.1.10. To monitor the outcomes of the public health framework, social care framework and NHS framework introduced from April 2013)
- 3.1.11. To authorise Harrow's Clinical Commissioning Group annual assessment
- 3.1.12. To produce a Pharmaceutical Needs Assessment and revise every three years
- 3.1.13. Undertake additional responsibilities as delegated by the local authority or the Clinical Commissioning Group e.g. considering wider health determinants such as housing, or be the vehicle for lead commissioning of learning disabilities services.

#### **4. Membership**

4.1. The Chair of the Board will be nominated by the Leader of Harrow Council.

4.2. The voting membership will be:

- Members of the Council nominated by the Leader of the Council (5)
- Chair of the Harrow Clinical Commissioning Group (vice chair)
- GP representative of the Harrow Clinical Commissioning Group
- A further representative of the Harrow Clinical Commissioning Group
- CCG Accountable Officer or nominee
- Representative of Healthwatch Harrow

4.3. The following Advisors will be non-voting members:

- Director of Public Health
- Chief Officer, Voluntary and Community Sector
- Senior Officer of Harrow Police
- Chair of the Harrow Safeguarding Children Board
- Chief Operating Officer – CCG
- Corporate Director, People
- Director Adult Social Services

4.4. The voluntary and community sector representative shall be nominated by the Voluntary Community Sector Forum on an annual basis.

4.5. Members are appointed annually. Members of the Board shall each name a reserve who will have the authority to make decisions in the event that they are unable to attend a meeting.

4.6. Board members shall sign a register of attendance at each meeting and should not normally miss more than one meeting within a financial year.

4.7. The chair of the Clinical Commissioning Group will serve as the vice chair of the Health and Wellbeing Board.

4.8. Providers will be invited to attend meetings as required depending on the subject under discussion.



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

- 4.9.1. NHS England must appoint a representative to join Harrow's Health and Wellbeing Board for the purpose of participating in the Boards preparation of the JSNA and JHWS.
- 4.9.2. The Health and Wellbeing Board can request the participation of the NHS England representative when the Health and Wellbeing Board is considering a matter that relates to the exercise or proposed exercise of the commissioning functions of NHS England in relation to Harrow.

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

- 4.10.1. The Board shall meet bi monthly subject to review
- 4.10.2. An extraordinary meeting will be called when the Chair considers this necessary and/or in the circumstances where the Chair receives a request in writing by 50% of the voting membership of the Board

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

- 4.11.1. The purpose of the Health and Wellbeing Board Executive is to:
  - Develop and deliver a programme of work based on the Joint Commissioning priorities and the Joint Health and Wellbeing Strategy
  - Shape future years joint commissioning
  - Shape the agenda for future HWB meetings
  - Engage and understand the views of different organisations (including providers)
  - Bring together a collective view of partners and providers to the bi-monthly Health and Wellbeing Board
  - Share Commissioning Intentions and common priorities
  - Govern and quality assure the Health and Wellbeing Board work programme
  - Be aware and discuss emerging policy and strategy
  - Problem Solving
- 4.11.2. The meetings of the Executive will be scheduled to meet before the Board.
- 4.11.3. Membership will consist of senior representatives from both the Council and Clinical Commissioning Group, including the Directors of Adults, Children's, and Public Health services, the Chair of Harrow Clinical Commissioning Group, Accountable Officer, Chief Operating Officer, GP Clinical Directors, and finance officers.
- 4.11.4. The chairing of the Executive will alternate between the council's Corporate Director of People Services and the Chief Operating Officer, Harrow CCG.

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

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

4.12.1.1. Local Safeguarding Adults Board

4.12.1.2. Harrow Local Children's Safeguarding Board

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

4.13.1. Meetings of the Board will be held in public except where the public are excluded from the meeting by resolution in accordance with Access to Information Act.

4.13.2. The quorum of the Board shall be 50% of the voting membership – however there must be attendance of at least one voting member from both the Council and the Clinical Commissioning Group. Should the quorum not be secured the meeting will not take place.

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

4.13.4. Each meeting will have provision for the public to ask questions. There will be a total limit of 15 minutes for the asking and answering of public questions.

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

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

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

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

#### **(IV) Independent Panel (2)**

**Independent Members:** Mr J Coyle  
Mr J Kirkland

The Independent Panel shall consist of 2 independent persons appointed under s.27(7) of the Localism Act 2011. The Panel has the following duties:

- (a) to consider reports recommending dismissal made by the Independent Investigator and the Chief Officers' Employment Panel in accordance with the disciplinary procedure applying to the Head of Paid Service, Chief Finance Officer and Monitoring Officer;
- (b) to prepare a report to Council stating whether it agrees or disagrees with the recommendation to dismiss, including its reasons.

## **(V) Licensing and General Purposes Committee (15)**

	<b>Labour (8)</b>	<b>Conservative (7)</b>
<b>I. Members</b>	<b>Michael Borio Sarah Butterworth Pamela Fitzpatrick Dean Gilligan Maxine Henson Ajay Maru Angella Murphy-Strachan Primesh Patel (CH)</b>	<b>Richard Almond * Ramji Chauhan Chetna Halai John Hinkley Amir Moshenson Kanti Rabadia Stephen Wright</b>
<b>II. Reserve Members</b>	<b>1. Dan Anderson 2. Niraj Dattani 3. James Lee 4. Kareema Marikar 5. Kiran Ramchandani 6. Sachin Shah 7. Sasi Suresh 8. Honey Jamie</b>	<b>1. Nitesh Hirani 2. Ameet Jogia 3. Marilyn Ashton 4. Susan Hall 5. Mina Parmar 6. Vina Mithani 7. Paul Osborn</b>
<b>(CH)</b>	<b>= Chair</b>	
<b>*</b>	<b>Denotes Group Members for consultation on Delegated Action and/or administrative matters.</b>	

### **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.

## **(VI) Overview and Scrutiny Committee (9)**

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

Voting Co-opted Members:

- (1) Two representatives of Voluntary Aided Sector
  - Mr N Ransley / Reverend P Reece
  - Ms M Trivedi (Primary) / Mr M Chandran (Secondary)

Harrow Youth Parliament Representative

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

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

### **Terms of Reference**

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

1. To oversee an agreed work programme that can help secure service improvement through in-depth investigation of poor performance and the development of an effective strategy/policy framework for the council and partners;
2. To have general oversight of the council's scrutiny function;
3. To offer challenge and critical support to the Executive's policy development function and the long-term strategic direction of the borough;
4. To anticipate policy changes and determine their potential impact on residents and to recommend changes where these are appropriate;
5. To consider the council and partners' strategic approach to service delivery, using, where necessary, the power of overview and scrutiny committees to receive information from partner agencies and to require partner authorities to respond to

reports and recommendations from the Committee, as set out under Part Five of the Local Government and Public Involvement in Health Act 2007;

6. To undertake detailed investigation of service/financial performance in order to recommend policy changes to the Executive and to commission investigations by the Performance and Finance Sub-Committee;
7. To have regard, in carrying out its functions, to the requirement to involve local representatives, as set out in Part Seven of the Local Government and Public Involvement in Health Act 2007;
8. To report scrutiny findings and recommendations to the Executive within 8 weeks of being published or to its next meeting, whichever is the sooner, in accordance with the council's constitution
9. To consider items included in the Forward Plan;
10. To consider Councillor Call for Action in terms of
  - a. Local Government Matters (Section 119, Local Government and Public Involvement in Health Act 2007)
  - b. Local Crime & Disorder Matters (Section 19, Police & Justice Act 2006)
11. To discharge the functions conferred by Section 21(f) of the Local Government Act 2000 of reviewing and scrutinising, in accordance with regulations under Section 7 of the Health and Social Care Act 2001, matters relating to the planning, provision and operation of health services in Harrow.
12. To respond to consultations from local health trusts, Department of Health and any organisation which provides health services outside the local authority's area to inhabitants within it.
13. To review and make appropriate recommendations on an annual basis for the arrangements for processing applications for support from the voluntary sector, including grants, concessionary lettings, use of the community premises and other council premises, and discretionary rate relief.

## **(VII) Pension Board (1)**

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

### **Terms of Reference**

#### **1. Introduction**

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

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

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

#### **3. Role of the Board**

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

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

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

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

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

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



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

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

#### **4. Membership**

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

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

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

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

Each member of the Board will serve for a period of three years, subject to compliance with conditions of appointment. Members will be appointed on a rotational basis with effect April 2017.

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

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

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

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

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

## **5. Appointment of Board members**

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

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

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

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

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

## **7. Knowledge and Skills**

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

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

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

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

## **8. Accountability**

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

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

9. **Decision making**

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

10. **Quorum**

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

11. **Meetings**

The Board shall meet at least twice a year but no more than four times.

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

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

12. **Publication of Pension Board Information**

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

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

13. **Advice to the Board**

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

14. **Expense Reimbursement**

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

15. **Definitions**

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

*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

*Board Member* 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.]

## **(VIII) Pension Fund Committee (4)**

	<b>Labour (2)</b>	<b>Conservative (2)</b>
<b>I. Members</b>	<b>Keith Ferry Nitin Parekh (CH)</b>	<b>Norman Stevenson Bharat Thakker *</b>
<b>II. Reserve Members</b>	1. Dean Gilligan 2. Antonio Weiss	1. Kanti Rabadia 2. Amir Moshenson
	Harrow UNISON Co-optee (Non-voting): Vacancy 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.

## **(IX) Planning Committee (7)**

	<b>Labour (4)</b>	<b>Conservative (3)</b>
<b>I. Members</b>	<b>Simon Brown Pamela Fitzpatrick (CH) Maxine Henson Nitin Parekh</b>	<b>Marilyn Ashton * Christopher Baxter Anjana Patel</b>
<b>II. Reserve Members</b>	1. Peymana Assad 2. Dean Gilligan 3. James Lee 4. Ajay Maru	1. Bharat Thakker 2. Norman Stevenson 3. Ameet Jogia
<b>(CH)</b>	= Chair	
<b>*</b>	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.

**(X) Standing Advisory Council for Religious Education (3)**

	<b>Labour (2)</b>	<b>Conservative (1)</b>
<b>I. Members</b>	<b>Angella Murphy-Strachan Christine Robson</b>	<b>Camilla Bath</b>
<b>II. Reserve Members</b>	1. Simon Brown 2. Sasi Suresh	1. Dr Lesline Lewinson

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

**Other Representatives**

Group A: Religious Traditions and Christian Churches	<ul style="list-style-type: none"><li>- Ms M Afnan</li><li>- Mr M Amar</li><li>- Mr R Dawson</li><li>- Mr D Cryer</li><li>- Ms V Dodhia</li><li>- Mrs P Gan-Kotwal</li><li>- Mr T Hashmi</li><li>- Mr V Hirani</li><li>- Mr Z Khalid</li><li>- Ms C O'Brien</li><li>- Ms C O'Flaherty</li><li>- Mr A Omar</li><li>- Mrs G Ross</li><li>- Mrs D Samuels</li><li>- Mr P Singh-Kohli</li><li>- Ven Sumana Sramaner</li><li>- Vacancy</li></ul>	<ul style="list-style-type: none"><li>- Baha'i</li><li>- Muslim (Harrow Mosque)</li><li>- Christian (Free Church Federal Council)</li><li>- Humanist (Harrow Humanist Association)</li><li>- Jain</li><li>- Zoroastrian</li><li>- Muslim (representing Harrow Central Mosque)</li><li>- Hindu (Swaminaryan)</li><li>- Muslim (representing Harrow Muslim Council)</li><li>- Christian (Catholic)</li><li>- Christian (Catholic)</li><li>- Muslim</li><li>- Jewish</li><li>- Jewish</li><li>- Sikh</li><li>- Buddhist</li><li>- Rastafarian</li></ul>
Group B: Church of England	<ul style="list-style-type: none"><li>- Mrs M Abbott</li><li>- Rev'd K Blake</li><li>- Rev'd J Power</li></ul>	
Group C: Teachers' Associations	<ul style="list-style-type: none"><li>- Ms T-L O'Brien</li><li>- Mrs M Radia</li><li>- Mrs A Stowe (CH)</li></ul>	
Officer	<ul style="list-style-type: none"><li>- Ms L Prior</li></ul> <p>(Adviser to SACRE on behalf of the Corporate Director, People)</p>	
Clerk	<ul style="list-style-type: none"><li>- Ms V Wright</li></ul>	

## **Terms of Reference**

- (1) As requested by the local authority or of its own volition, to advise the local authority on matters connected with:
  - a. religious worship in community schools or foundation schools which do not have a religious character, and
  - b. Religious education, in accordance with the Agreed Syllabus

The matters referred to above include, in particular, teaching methods, choice of materials and teacher training.
- (2) To deal with applications from schools for a determination on whether the statutory requirement for Christian collective worship should apply.
- (3) To determine the manner and form of applications under (2) above.
- (4) To convene from time to time an Agreed Syllabus Conference to review the agreed syllabus. The representative groups on SACRE, other than Group D, may at any time require a review of the agreed syllabus. Each of the three representative groups concerned shall have a single vote on the question of whether to require such a review.
- (5) To publish an annual report as to the exercise of their functions and any action taken by representative groups on the council under (4) above during the preceding year.

## **Membership**

Group A – Representatives of Christian and other religious denominations (22)

Group B – Representatives of the Church of England (3)

Group C – Representatives of Teachers (6)

Group D – Representatives of the Local Education Authority (3)

SACRE may also include co-opted members (that is, persons co-opted as members of SACRE by members of SACRE who have not themselves been so co-opted).

Any member who fails to attend three consecutive meetings of SACRE shall cease to be a member of the Council unless, at the third such meeting, SACRE approves the reason for non-attendance.

An adviser nominated by the Corporate Director, People Services shall also be invited to attend meetings of SACRE.



## Working Groups 2021-22

To note the membership of the following informal bodies.

### Constitution Review Working Group (5)

	<b>Labour (3)</b>	<b>Conservative (2)</b>
<b>I. Members</b>	<b>Simon Brown Keith Ferry (CH) Graham Henson</b>	<b>Paul Osborn * Norman Stevenson</b>
<b>II. Reserve Members</b>	<b>1. Jeff Anderson 2. Pamela Fitzpatrick 3. Varsha Parmar</b>	<b>1. Amir Moshenson 2. Chris Mote</b>

### Member Development Working Group (5)

	<b>Labour (3)</b>	<b>Conservative (2)</b>
<b>I. Members</b>	<b>Jeff Anderson Sue Anderson (CH) James Lee</b>	<b>Jean Lammiman * Mina Parmar</b>
<b>II. Reserve Members</b>	<b>1. Simon Brown 2. Pamela Fitzpatrick 3. Natasha Proctor</b>	<b>1. Janet Mote 2. Kanti Rabadia</b>

### Planning Policy Working Group (7)

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

(CH) = Chair

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

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# **ANNUAL COUNCIL**

## **5 MAY 2021**

### **APPOINTMENT OF CHAIRS TO COMMITTEES**

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## REPORT FOR: **ANNUAL COUNCIL**

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**Date of Meeting:** 5 May 2021

**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 (Conservative Group)</u>	<u>Nominee (Labour Group)</u>
Governance, Audit, Risk Management and Standards	-	<b>Councillor David Perry</b>
Health and Wellbeing Board	-	<b>Councillor Graham Henson</b>
Licensing and General Purposes	-	<b>Councillor Primesh Patel</b>
Overview and Scrutiny	-	<b>Councillor Sachin Shah</b>
Planning	-	<b>Councillor Pamela Fitzpatrick</b>
Pension Fund	-	<b>Councillor Nitin Parekh</b>

### **FOR DECISION**

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# **ANNUAL COUNCIL**

**5 MAY 2021**

## **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

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## Appointments to Outside Bodies 2021/22

Name of body	No. reps.	Current representatives 2020/21	Current Deputies where applicable (for 2020/21)	Proposed Appointee (for 2021/22)	Proposed Deputies where applicable (for 2021/22)
(Brent and Harrow) Trading Standards Joint Advisory Board	3 (+ 3 deputies)	1. Cllr Keith Ferry 2. Cllr Angella Murphy- Strachan 3. Cllr Vina Mithani	1. Cllr Peymana Assad 2. Cllr Varsha Parmar 3. Cllr Paul Osborn	1. Cllr Keith Ferry 2. Cllr Angella Murphy- Strachan 3. Cllr Vina Mithani	1. Cllr Peymana Assad 2. Cllr Varsha Parmar 3. Cllr Paul Osborn
Association for Public Service Excellence (APSE)	1	1. Cllr Phillip O'Dell	N/A	1. Cllr Phillip O'Dell	N/A
Bentley Priory Nature Reserve Management Committee <b>Appointment from May 2018 for a 4-year term</b>	4	1. Vacancy 2. Vacancy 3. Cllr Philip Benjamin 4. Cllr Camilla Bath	N/A	1. Cllr Peymana Assad 2. Cllr James Lee 3. Cllr Philip Benjamin 4. Cllr Camilla Bath	N/A
Central and North West London NHS Foundation Trust <b>Appointment from May 2019 for a 3-year term</b>	1	1. Vacancy	N/A	1. <b>Cllr To be appointed</b>	N/A
4 Deputy Lord Lieutenant's Committee	4 (+ Mayor)	1. Cllr Keith Ferry 2. Labour Vacancy 3. Cllr Ghazanfar Ali 4. Cllr Chris Mote 5. Cllr Camilla Bath	N/A	1. Cllr Ghazanfar Ali 2. Cllr Keith Ferry 3. Cllr Krishna Suresh 4. Cllr Chris Mote 5. Cllr Camilla Bath	N/A
Edward Harvist Charity <b>Appointment from May 2018 for a 4-year term</b>	1	1. Cllr Nitin Parekh	N/A	1. Cllr Nitin Parekh	N/A
Greater Stanmore Country Park Management Committee <b>Appointment from May 2018 for a 4-year term</b>	2 Majority Party 1 Opposition	1. Cllr Keith Ferry 2. Cllr Natasha Proctor 3. Cllr Camilla Bath	N/A	1. Cllr Keith Ferry 2. Cllr Natasha Proctor 3. Cllr Camilla Bath	N/A
Harrow Association of Disabled People <b>Appointment from May 2020 for a 2-year term</b>	2	1. Cllr Ghazanfar Ali 2. Cllr Norman Stevenson	N/A	1. Cllr Natasha Proctor 2. Cllr Norman Stevenson	N/A
Harrow Citizens' Advice Bureau	1 Majority Party 1 Opposition	1. Cllr Dan Anderson 2. Cllr Richard Almond	N/A	1. Cllr Dan Anderson 2. Cllr Richard Almond	N/A

Name of body	No. reps.	Current representatives 2020/21	Current Deputies where applicable (for 2020/21)	Proposed Appointee (for 2021/22)	Proposed Deputies where applicable (for 2021/22)
Harrow Heritage Trust Executive Committee	3	1. Cllr Simon Brown 2. Cllr Sarah Butterworth 3. Cllr Janet Mote	N/A	1. Cllr Simon Brown 2. Cllr Sarah Butterworth 3. Cllr Janet Mote	N/A
Harrow in Europe Committee	5	1. Cllr Michael Borio 2. Cllr Dean Gilligan 3. Cllr James Lee 4. Cllr Jean Lammiman 5. Cllr John Hinkley	N/A	1. Cllr Michael Borio 2. Cllr Dean Gilligan 3. Cllr James Lee 4. Cllr Jean Lammiman 5. Cllr John Hinkley	N/A
Harrow Nature Conservation Forum	3	1. Cllr Keith Ferry 2. Cllr Natasha Proctor 3. Cllr Norman Stevenson	N/A	1. Cllr Keith Ferry 2. Cllr Natasha Proctor 3. Cllr Norman Stevenson	N/A
50 Harrow on the Hill Forum	6 (3 ward members 3 group members)	<b>Ward:</b> 1. Cllr Dan Anderson 2. Cllr Sarah Butterworth 3. Cllr Honey Jamie <b>Group:</b> 1. Cllr Ghazanfar Ali 2. Cllr Dr Antonio Weiss 3. Cllr Marilyn Ashton	N/A	1. Cllr Dan Anderson 2. Cllr Sarah Butterworth 3. Cllr Honey Jamie  1. Cllr Sue Anderson 2. Cllr Dr Antonio Weiss 3. Cllr Marilyn Ashton	N/A
Harrow Safer Neighbourhood Board	1 rep and deputy from each group (Community Safety PH Shadow)	1. Cllr Krishna Suresh 2. Cllr Anjana Patel	N/A	1. Cllr Peymana Assad 2. Cllr Kanti Rabadia	N/A
Harrow Weald Common Board of Conservators <b>Appointment from May 2018 for a 4-year term</b>	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
Homes Limited	2 (Ward Cllrs)	1. Cllr Graham Henson 2. Cllr Dean Gilligan	N/A	1. Cllr Graham Henson 2. Cllr Maxine Henson	N/A
John Pardoe Charity	4	1. Cllr Nitin Parekh 2. Cllr Camilla Bath 3. Cllr Philip Benjamin 4. Cllr Jean Lammiman	N/A	1. Cllr Nitin Parekh 2. Cllr Camilla Bath 3. Cllr Philip Benjamin 4. Cllr Jean Lammiman	N/A

Name of body	No. reps.	Current representatives 2020/21	Current Deputies where applicable (for 2020/21)	Proposed Appointee (for 2021/22)	Proposed Deputies where applicable (for 2021/22)
Joint Health Overview and Scrutiny Committee (Chair and Vice-Chair of Health and Social Care Scrutiny Sub-Committee)	2	1. Cllr Rekha Shah 2. Cllr Vina Mithani	N/A	1. Cllr Rekha Shah 2. Cllr Vina Mithani	N/A
LBH Bus & Highways Liaison Meeting	4 (from different groups)	1. Cllr Jeff Anderson 2. Cllr Jerry Miles 3. Cllr Camilla Bath 4. Cllr John Hinkley	N/A	1. Cllr Jeff Anderson 2. Cllr Jerry Miles 3. <b>Cllr Camilla Bath / Phillip O'Dell</b> 4. Cllr John Hinkley	N/A
LBH Rail Liaison Meeting	4 (from different groups)	1. Cllr Sue Anderson 2. Cllr Phillip O'Dell 3. Cllr Camilla Bath 4. Cllr John Hinkley	N/A	1. Cllr Sue Anderson 2. Cllr Phillip O'Dell 3. <b>Cllr Camilla Bath / Jerry Miles</b> 4. Cllr John Hinkley	N/A
League of Friends of Northwick Park Hospital	1 (+ 1 deputy)	1. Cllr James Lee	1. Cllr Rekha Shah	1. Cllr James Lee	1. Cllr Rekha Shah
5 → Lee Valley Regional Park Authority <b>Appointment from 1 July 2021 for a 4-year term to 30 June 2025</b>	1	1. Cllr Paul Osborn	N/A	1. Cllr Paul Osborn	N/A
Local Government Association - General Assembly Meetings LGA & London Councils appts sent separately	4 (+ 4 deputies)	1. Cllr Keith Ferry 2. Cllr Graham Henson 3. Cllr Paul Osborn 4. Cllr Marilyn Ashton	1. Cllr Sue Anderson 2. Cllr Phillip O'Dell 3. Cllr Stephen Greek 4. Cllr Christopher Baxter	1. Cllr Graham Henson 2. Cllr Natasha Proctor 3. Cllr Paul Osborn 4. Cllr Marilyn Ashton	1. Cllr Keith Ferry 2. Cllr Phillip O'Dell 3. Cllr Stephen Greek 4. Cllr Christopher Baxter
Local Government Information Unit	1	1. Cllr Niraj Dattani	N/A	1. Cllr Dr Antonio Weiss	N/A
London Councils' Arts/Culture, Tourism, Sport and Leisure Lead Member	1	1. Cllr Keith Ferry	N/A	1. Cllr Keith Ferry	N/A
London Councils' Children and Young People/Safeguarding and Schools Lead Member	1	1. Cllr Christine Robson	N/A	1. Cllr Christine Robson	N/A
London Councils' Crime & Public Protection Lead Member	1	1. Cllr Krishna Suresh	N/A	1. Cllr Peymana Assad	N/A
London Councils' Economic Development/Business Lead	1	1. Cllr Ajay Maru	N/A	1. Cllr Ajay Maru	N/A

Name of body	No. reps.	Current representatives 2020/21	Current Deputies where applicable (for 2020/21)	Proposed Appointee (for 2021/22)	Proposed Deputies where applicable (for 2021/22)
Member					
London Councils' Finance and Corporate Services Lead Member	1	1. Cllr Adam Swersky	N/A	1. Cllr Natasha Proctor	N/A
London Councils' Grants Committee (Associated Joint Committee) <b>NB:</b> must all be Cabinet Members	1 (+ 4 deputies)	1. Cllr Sue Anderson	1. Cllr Simon Brown 2. Cllr Keith Ferry 3. Cllr Graham Henson 4. Cllr Phillip O'Dell 5. Cllr Varsha Parmar 6. Cllr Christine Robson 7. Cllr Krishna Suresh 8. Cllr Adam Swersky	1. Cllr Sue Anderson	1. Cllr Simon Brown 2. Cllr Keith Ferry 3. Cllr Graham Henson 4. Cllr Philip O'Dell 5. Cllr Varsha Parmar 6. Cllr Christine Robson 7. Cllr Peymana Assad 8. Cllr Krishna Suresh 9. Cllr Natasha Proctor
London Councils' Greater London Employment Forum <b>NB:</b> Member responsible for human resources	1 (+ 1 deputy)	1. Cllr Adam Swersky	1. Vacancy	1. Cllr Natasha Proctor	1. Cllr Adam Swersky
London Councils' Health and Social Care including Adult Services Lead Member	1	1. Cllr Simon Brown	N/A	1. Cllr Simon Brown	N/A
London Councils' Housing and Regeneration Lead Member	1	1. Cllr Phillip O'Dell	N/A	1. Cllr Phillip O'Dell	N/A
London Councils' Leaders' Committee (s101 Joint Committee)	1 (+ 2 deputies)	1. Cllr Graham Henson	1. Cllr Keith Ferry 2. Vacancy	1. Cllr Graham Henson	1. Cllr Natasha Proctor <b>2. Cllr To be appointed</b>
London Councils' London CIV	1 (+ 1 deputy)	1. Cllr Nitin Parekh	1. Cllr Keith Ferry	1. Cllr Nitin Parekh	1. Cllr Keith Ferry
London Councils' Planning/ Infrastructure/Development Lead Member	1	1. Cllr Keith Ferry	N/A	1. Cllr Pamela Fitzpatrick	N/A
London Councils' Skills and Employment Lead Member	1	1. Cllr Keith Ferry	N/A	1. Cllr Keith Ferry	N/A
London Councils' Transport & Environment Committee (Associated Joint Committee) NB: Usually Lead Member for transport or environment	1 (+ 4 deputies)	1. Cllr Varsha Parmar	1. Cllr Jerry Miles 2. Cllr Chloe Smith 3. Vacancy 4. Vacancy	1. Cllr Varsha Parmar	1. Cllr Jerry Miles <b>2. Cllr To be appointed</b> <b>3. Cllr To be appointed</b> <b>4. Cllr To be appointed</b>
London Road Safety Council	2	1. Cllr Jerry Miles	N/A	1. Cllr Jerry Miles	N/A

Name of body	No. reps.	Current representatives 2020/21	Current Deputies where applicable (for 2020/21)	Proposed Appointee (for 2021/22)	Proposed Deputies where applicable (for 2021/22)
		2. Cllr Anjana Patel		2. Cllr Anjana Patel	
London Youth Games	1	1. Cllr David Perry	N/A	1. Cllr David Perry	N/A
Mayor of Harrow's Charity Fund Trustees	3 (+ 4 Burgesses)	1. Alderman Keith Toms 2. Cllr Sasi Suresh 3. Cllr Jean Lammiman Burgesses: 1. Mrs G Branch 2. Cllr Camilla Bath 3. Mrs B Cripps 4. Vacancy	N/A	1. Cllr Sasi Suresh 2. Cllr Peymana Assad 3. Cllr Jean Lammiman Burgesses: 1. Mrs G Branch 2. Cllr Camilla Bath 3. Mrs B Cripps 4. Vacancy	N/A
Middlesex Guildhall Collection and Trust Fund	3	1. Cllr James Lee 2. Cllr Camilla Bath 3. Cllr Jean Lammiman	N/A	1. Cllr James Lee 2. Cllr Camilla Bath 3. Cllr Jean Lammiman	N/A
Greenable Ltd (formerly Greater London Enterprise Ltd)	1	1. Cllr Peymana Assad	N/A	1. Cllr Peymana Assad	N/A
Relate London North West	1	1. Cllr Maxine Henson 2. Cllr Dean Gilligan	N/A	1. Cllr Maxine Henson 2. Cllr Dean Gilligan	N/A
Reserve Forces and Cadets Association for Greater London	1	1. Cllr Peymana Assad	N/A	1. Cllr Peymana Assad	N/A
Sir John Wolstenholme Charity	2	1. Cllr Nitin Parekh 2. Cllr Camilla Bath	N/A	1. Cllr Nitin Parekh 2. Cllr Camilla Bath	N/A
Standing Advisory Council for Religious Education (SACRE)	3 (+3 deputies)	1. Cllr Ghazanfar Ali 2. Cllr Angella Murphy-Strachan 3. Cllr Camilla Bath	1. Cllr Simon Brown 2. Labour Vacancy  3. Cllr Dr Lesline Lewinson	1. Cllr Christine Robson 2. Cllr Angella Murphy-Strachan 3. Cllr Camilla Bath	1. Cllr Sasi Suresh 2. Cllr Simon Brown  3. Cllr Dr Lesline Lewinson
Victoria Hall Trust <b>Appointment from May 2018 for a 4-year term</b>	1	1. Cllr Ghazanfar Ali	N/A	1. Cllr Ghazanfar Ali	N/A
West House and Heath Robinson Museum Trust	1	1. Cllr Paul Osborn	N/A	1. Cllr Paul Osborn	N/A
West London Alliance	1 (Leader only)	1. Cllr Graham Henson	N/A	1. Cllr Graham Henson	N/A
West London Waste Authority	1	1. Cllr Graham Henson	N/A	1. Cllr Graham Henson	N/A

