



Brent

SUMMONS TO ATTEND ANNUAL COUNCIL MEETING

Wednesday 20 May 2015 at 7.00 pm

Grand Hall - Brent Civic Centre, Engineers Way,
Wembley, HA9 0FJ

To the Mayor and Councillors of the London Borough of Brent and to each and every one of them.

I hereby summon you to attend the ANNUAL MEETING OF THE COUNCIL of this Borough.

CHRISTINE GILBERT
Chief Executive

Dated: 12 May 2015

For further information contact: Peter Goss, Democratic Services Manager
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For electronic copies of minutes, reports and agendas, and to be alerted when the minutes of this meeting have been published visit:
democracy.brent.gov.uk

Whilst the meeting is open to the press and public, because of the limitation on space, attendance is by ticket only.

Agenda

Apologies for absence

Item	Page
1 To elect the Mayor of the borough for the municipal year 2015/16	
2 Appointment of a councillor of the borough to be Deputy Mayor	
3 Vote of thanks to the outgoing Mayor	
4 By election result	1 - 2
The outcome of the Kenton Ward by election held on 05 March 2015 for noting.	
5 Minutes of the previous meeting	3 - 14
6 Declarations of personal and prejudicial interests	
Members are invited to declare at this stage of the meeting, any relevant personal and prejudicial interests and discloseable pecuniary interest in any matter to be considered at this meeting.	
7 Long Service Citation	
8 Notification of Executive appointments	
To receive notification of appointments to the Cabinet, Highways Committee and the Barham Park Trust Committee.	
9 Representation of political groups on committees and political assistants	15 - 20
This report deals with rules to be applied on the allocation to political groups of seats on committees established by the Council and the position regarding political assistants.	
10 Appointments to committees and outside bodies and appointment of chairs/vice chairs	
11 Calendar of meetings	21 - 40
The Council will be asked to agree the dates on which it shall meet during	

the ensuing year, and to settle, as far as is considered advisable and practical, the dates and times at which the Cabinet, committees and other bodies shall meet.

12 Member's absence from meetings 41 - 42

13 Changes to the constitution 43 - 62

This report sets out various proposed changes to the constitution.

14 Urgent business

At the discretion of the Mayor to consider any urgent business.



Please remember to switch your mobile phone to silent during the meeting.

- The meeting room is accessible by lift and seats will be provided for members of the public.

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LONDON BOROUGH OF BRENT

FULL COUNCIL – 20 MAY 2015

KENTON BY-ELECTION HELD ON 05 MARCH 2015 - RESULT

Candidate/party	Number of votes
LICHTEN, Michaela (Green)	121
LO, Vincent (Labour)	839
MAURICE, Michael (Conservative)	1097 ELECTED
WHARTON, Robert (Liberal Democrat)	70

The elected member has signed the Declaration of Acceptance of Office.

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LONDON BOROUGH OF BRENT

**Minutes of the ORDINARY MEETING OF THE COUNCIL
held on Monday 2 March 2015 at 7.00 pm**

PRESENT:

The Worshipful the Mayor
Councillor Kana Naheerathan

The Deputy Mayor
Councillor Lesley Jones B.Ed MA

COUNCILLORS:

Aden	Agha
Ahmed	Allie
Bradley	Butt
Carr	S Choudhary
A Choudry	Colacicco
Collier	Colwill
Conneely	Crane
Davidson	Denselow
Dixon	Duffy
Eniola	Ezeajughi
Filson	Harrison
Hirani	Hoda-Benn
Hossain	Hylton
Kabir	Kansagra
Kelcher	Khan
Long	Mahmood
Marquis	Mashari
McLeish	McLennan
Miller	Moher
J Mitchell Murray	W Mitchell Murray
Nerva	M Patel
RS Patel	Pavey
Perrin	Shahzad
Ms Shaw	Ketan Sheth
Krupa Sheth	Southwood
Stopp	Tatler
Van Kalwala	Warren

Apologies for absence

Apologies were received from: Councillors Daly, Farah, Hector, Oladapo and Thomas.

1. **Minutes of the previous meeting**

RESOLVED:-

that the minutes of the previous meeting held on 19 January 2015 be approved as an accurate record of the meeting.

2. **Declarations of personal and prejudicial interests**

Councillor Nerva declared a non pecuniary interest in relation to item 6 – Budget 2015/16 and Council Tax by virtue of his membership of the Local Government Information Unit.

3. **Mayor's announcements (including any petitions received)**

The Mayor pointed out that this was the last meeting at which he would be Mayor before the annual meeting in May.

The Mayor announced that his end of year party would be on 16 May and that details would follow.

The Mayor drew attention to the list of current petitions showing progress on dealing with them which had been circulated around the hall.

4. **Procedural motion**

The Chief Whip moved a procedural motion in relation to debating the item on the 2015/16 Budget and Council Tax.

Councillor Warren moved an amendment to the procedural motion seeking to allow a longer time to be given to the contributions by the Leaders of the Brondesbury Park Conservative Group and the Conservative Group, which was put to the vote and declared LOST.

RESOLVED:

- (i) that the Leader of the Council be permitted to speak for up to 15 minutes in presenting the report on the 2015/16 budget and Council Tax to the meeting, setting out the Cabinet's proposals for the budget, after which the following arrangements be agreed for the purpose of debating and voting upon the 2015/16 Budget and Council Tax:

the Leader of the Brondesbury Park Conservative Group be permitted to speak for up to 10 minutes,

the Leader of the Conservative Group be permitted to speak for up to 10 minutes,

the Deputy Leader of the Council be permitted to speak for up to 10 minutes,

the Chair of the Scrutiny Committee be permitted to speak for up to 5 minutes,

a general debate to follow during which the usual rules for debate will apply as set out in Standing Orders 46 and 47 save as set out in this procedural motion,

the Leader of the Council be permitted to speak for up to 5 minutes to submit his closing remarks;

(ii) that voting on each Group's budget proposals be taken *en bloc*.

5. Appointments to committees and outside bodies and appointment of chairs/vice chairs (if any)

None.

6. Budget 2015/16 and Council Tax

The Council had before it a report seeking approval of the 2015/16 revenue and capital budgets and to the Council Tax to be levied. It set out the process for developing the budget, a breakdown of service area budgets and the overall budget requirement in 2015/16.

The Leader of the Council, Councillor Butt, addressed the meeting in support of the proposed budget. He stated that the decisions before Council were between what services to continue and what to cease in the face of more than £50m worth of savings the Council was being forced to make over the next two years. The proposals sought to provide hope for a more prosperous, inclusive and healthier borough. The proposals had been prepared in consultation with local people so that their priorities could be reflected in the Council's priorities. He noted that those boroughs facing the greatest cuts were those with the highest levels of poverty. He referred to some of the cuts to Council services having to be made and how Councils were no longer able to help vulnerable families as they once did. He stated that there were those that wanted to defend council services by not setting a legal budget but pointed out the consequences of the Government stepping in to run the Council; some argued for a rise in council tax but he countered this with the financial situation Brent's residents faced. Councillor Butt stated that Council Tax was now outdated and raising it would create as many problems as it would solve. He referred to some of the more controversial measures contained in the budget and explained why these decisions had been taken. He referred to the wide-ranging public consultation that had taken place and paid tribute to all those people who had taken part. As a consequence, the Leader referred to the decisions taken not to cut some services and how further savings were being sought from the back office services. Nevertheless there were difficult decisions that had to be taken.

Following repeated interruptions by a person sitting in the public gallery and repeated warnings from the Mayor not to interrupt, the Mayor asked the person concerned to leave the meeting.

The Leader continued by stating that the Council had to become a champion for fair pay and security at home. The proposed budget marked a beginning for people

who cared about Brent to find solutions to make the borough a more pleasant, secure and prosperous place.

Councillor Warren referred to what he felt was a bizarre discussion on the budget at the Cabinet meeting the previous week which he had not been able to follow. He referred to the public consultation carried out on the budget which he stated had only been used as an opportunity to criticise the Government. Budget proposals in the names of the Brondesbury Park Conservative councillors were circulated at the meeting. Councillor Warren thanked those who had helped him with his proposals. He outlined his proposals for a Council Tax cut, rejecting some of the savings in the budget put forward by the Leader and imposing additional savings elsewhere. He also put forward a list of growth spending. Councillor Warren referred to Government funding and stated that the list of Government grants given to Brent in the current year totalled £794M; and for the next year Brent would receive £787M. This contrasted with the repeated messages given out that Government funding was being severely reduced. He claimed that the biggest threat to Council funding over the next few years was the Labour Party's approach to the New Homes Bonus. He moved his budget proposals by saying he had struck a balance between protecting front line services, eliminating waste and introducing the first of several Council Tax cuts over the next few years leading up to the 2018 local elections.

Councillor Kansagra welcomed the proposed council tax freeze and pointed out that it was the fifth year of a freeze during which time front line services had been protected. He pointed out that it was the freeze grant from central Government that had allowed this. He referred to the Government's actions on income tax and spending on the NHS and schools and creating more employment opportunities. Councillor Kansagra outlined some amendments to the proposed budget which sought to protect the Stonebridge play centre, improve income opportunities from the use of the Civic Centre, maintain the Welsh Harp Education Centre, withdraw the garden tax and reduce councillor allowances back to 2013 levels.

Councillor Pavey, Lead Member for Resources and Deputy Leader, stated that the Council faced the most difficult financial settlement in the history of the borough and in response to this the proposed budget was built around protecting the most vulnerable residents. He referred to failed economic policy by the Government and the level of cuts the Council was now facing. He pointed out that as a result of the consultation, decisions had been taken not to pursue some of the proposals put forward. He thanked Councillors for their contributions to the budget and outlined how their views had been taken account of. In protecting many frontline services over 60% of the savings would be achieved through introducing efficiency measures and income would be increased through higher fees and charges for council services. Acknowledging that some people held the view that council tax should be increased, Councillor Pavey stated that this would be kept under review and re-considered next year. Councillor Pavey criticised the alternative proposals put forward by Councillors Warren and Kansagra claiming that Councillor Warren's proposals did not add up and that Councillor Kansagra had failed to mention any of the critical social care services the Council was responsible for.

After further interruptions by a person sitting in the public gallery, the Mayor issued a final warning that he should stop interrupting the meeting or face being removed.

Councillor Choudry, Chair of Scrutiny Committee, provided an update on the work of scrutiny since the last meeting of Full Council. This included the work of task groups and particularly the Budget Task Group which had reported its findings back to the Scrutiny Committee and these were now included in the papers before councillors. The task group had welcomed the range of public consultation carried out and the choices people were able to make. The task group welcomed the fact that £34.9M savings had been identified through efficiencies savings but warned that such savings needed to be monitored to ensure final delivery.

A general debate followed with councillors commenting on the proposed budget and the amendments put forward. Reference was made to the closure of children centres around the country and how welcome it was that the Council was committed to keeping them open. A number of councillors expressed support for a budget that protected local people in the face of such cuts imposed by Government and acknowledged the achievement in managing to identify the level of efficiency savings put forward. A suggestion was made that the proposed budget was built on scaremongering with messages of how desperate the Council's financial position was and it was submitted that the Brondesbury Park Conservatives offered clear alternatives and leadership. Further reference was made to the amount of funding the Council would receive under the New Homes Bonus. A view was put that it was easier in opposition to put forward alternative proposals but that there were very difficult decisions for the Administration to take when faced with such severe spending cuts. A critical view was expressed of the Opposition's proposals being in response to high publicity issues. A reference was made to the Conservatives campaigning in the forthcoming Kenton by election to support an increase in spending on roads and preventing flytipping but that these two areas had not received a mention in the current debate. A comment was made that the proposals put forward by the Brondesbury Park Conservatives would use the Council's reserves and so amounted to one-offs. A reference was made to vulnerable adults facing a cut in services and it was submitted that there would be a need to evaluate how personal budgets were working. Sorrow was expressed over staff losing their jobs. A criticism was submitted over the consultation on the budget and it was claimed that decisions had been made before the consultation was completed. A view in support of raising the council tax was expressed by reference to other Labour Councils across the country putting up Council Tax. A view was submitted that the decision taken on Stonebridge playground had been driven by the developer's needs. It was submitted that there had been insufficient scrutiny of the budget carried out. A point was made that, for those councillors who did not live in a CPZ area, increases in parking charges had no affect. A question was also asked why councillors should receive free car parking at the Civic Centre. A reference was made to the past Labour Government making cuts and the view expressed that there needed to be honesty about what funding was spent on. Questions were asked about how much rent the Council received from letting part of the Civic Centre to Air France and how much the old Town Hall was sold for.

The Leader thanked everyone for their contribution. He expressed his commitment to the provision of housing and pointed to the proposed Wembley and Alperton housing action zones which would provide quality homes. The Council was committed to delivering positive outcomes for children, employment through regeneration schemes and was committed to working with the voluntary sector. The budget ensured there was care support for those residents that needed it and he commended the proposed budget to the Council.

RESOLVED:

- (i) that there be no increase in the Council's element of council tax for 2015/16;
- (ii) that the General Fund revenue budget for 2015/16 be agreed and the indicative budget for 2016/17 be noted, as summarised in Appendix B of the report submitted;
- (iii) that the Service Area budgets including the cost pressures and savings detailed in Appendices C and D of the report and the dedicated schools' grant set out in section 6 of the report submitted, be agreed;
- (iv) that the budgets for central items as detailed in Appendix G of the report submitted be agreed;
- (v) that the Housing Revenue Account budget set out in Appendix I(ii) of the report submitted be agreed;
- (vi) that the 2015/16 to 2016/17 capital programme as set out in Appendix J of the report submitted be agreed;
- (vii) that the Treasury Management Strategy and the Annual Investment Strategy for 2015/16 set out in Appendix K of the report submitted be agreed;
- (viii) that the Prudential Indicators measuring affordability, capital spending, external debt and treasury management set out in Appendix L of the report submitted be agreed;
- (ix) that the report from the Chief Finance Officer in Appendix E of the report submitted in respect of his statutory duty under Section 25 of Local Government Act 2003 be received;
- (x) that the advice of the Chief Legal Officer as set out in Appendix M of the report submitted be noted;
- (xi) that the levels of unsupported borrowing forecast for 2015/16, based on the borrowing levels agreed by the Council on 3 March 2014 be noted;
- (xii) that the instalment dates for council tax and NNDR for 2015/16, and the recovery policy for council tax as set out in Appendix H(ii) of the report submitted be agreed;
- (xiii) that decisions on individual applications for reducing council tax payable in accordance with section 13A(1)(c) of the Local Government Finance Act 1992 be delegated to the Chief Finance Officer;
- (xiv) that in relation to the council tax for 2015/16:-

the following amounts be now calculated by the Council for the year 2015/16 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

- (a) £995,477,173 being the aggregate of the amount that the Council estimates for the items set out in Section 31A(2) of the Act,
- (b) £907,798,000 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A(3) of the Act,
- (c) £87,679,173 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year,
- (d) £1,058.94 being the amount at (c) above, divided by the amount for the tax base specified above calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year, and
- (e) Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
705.96	823.62	941.28	1,058.94	1,294.26	1,529.58	1,764.90	2,117.88

being the amounts given by multiplying the amount at (d) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

- (xv) that it be noted that for the year 2015/16 the proposed Greater London Authority precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, in respect of the Greater London Authority, for each of the categories of dwellings shown below:

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
196.67	229.44	262.22	295.00	360.56	426.11	491.67	590.00

- (xvi) that, having calculated the aggregate in each case of the amounts at (e) and (xv) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2015/16 for each of the categories of dwellings shown below:

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
902.63	1,053.06	1,203.50	1,353.94	1,654.82	1,955.69	2,256.57	2,707.88

(xvii) that it be noted that the Chief Finance Officer has determined that the Council's basic amount of council tax for 2015/16 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Act 1992;

(xviii) that the Chief Finance Officer be and is hereby authorised:-

- (a) to give due notice of the said council tax in the manner provided by Section 38(2) of the Local Government Act 1992,
- (b) when necessary to apply for a summons against any council tax payer or non-domestic ratepayer on whom an account for the said tax or rate and any arrears has been duly served and who has failed to pay the amounts due to take all subsequent necessary action to recover them promptly, and
- (c) to collect revenues and distribute monies from the Collection Fund and is authorised to borrow or to lend money in accordance with the regulations to the maximum benefit of each fund

In accordance with The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 which require local authorities to take recorded votes when budget decisions are being taken, the voting on Councillor Warren's amendments was recorded as follows:

For	Against	Abstained	Absent
Councillors Carr, Davidson, Shaw and Warren (4)	Councillors Aden, Agha, Ahmed, Allie, Bradley, Butt, Choudry, Choudhary, Colacicco, Collier, Conneely, Crane, Denselow, Dixon, Duffy, Eniola, Ezeajughi, Farah, Filson, Harrison, Hirani, Hoda-Benn, Hossain, Hylton, Kabir, Kelcher, Khan, Mahmood, Marquis, Mashari, McLeish, McLennan, Miller, Moher, J Mitchell Murray, W Mitchell Murray, Nerva, M Patel, R Patel, Pavey, Perrin, Shahzad, Ketan Sheth,	HW The Mayor, Councillor Naheerathan, Deputy Mayor, Councillor Jones and Councillors Colwill, Kansagra and Long, (5)	Councillors Chohan, Daly, Hector, Oladapo and Thomas (5)

	Krupa Sheth, Southwood, Stopp, Tatler and Van Kalwala (48)		
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The voting on the recommendations contained in the report submitted, as moved by the Leader, was recorded as follows:

For	Against	Abstained	Absent
Councillors Aden, Agha, Ahmed, Allie, Bradley, Butt, Choudry, Choudhary, Colacicco, Collier, Conneely, Crane, Denselow, Dixon, Duffy, Eniola, Ezeajughi, Farah, Filson, Harrison, Hirani, Hoda-Benn, Hossain, Hylton, Kabir, Kelcher, Khan, Mahmood, Marquis, Mashari, McLeish, McLennan, Miller, Moher, J Mitchell Murray, W Mitchell Murray, Nerva, M Patel, R Patel, Pavey, Perrin, Shahzad, Ketan Sheth, Krupa Sheth, Southwood, Stopp and Tatler (47)	Councillors Carr, Colwill, Davidson, Kansagra, Shaw and Warren (6)	HW The Mayor, Councillor Naheerathan, Deputy Mayor, Councillor Jones and Councillors Long and Van Kalwala (4)	Councillors Chohan, Daly, Hector, Oladapo and Thomas (5)

7. **Brent's Borough Plan 2015-2019**

The Borough Plan constitutes a community strategy for Brent and sets out how the Council, its partner services, local residents, local business and the voluntary and community sector will, working together, improve the quality of life locally. The Cabinet had considered the Draft Borough Plan at its meeting on 15 December 2014 and since then the draft document had been the subject of detailed discussion with partners in the statutory and voluntary sectors. Members were now being asked to agree the plan.

RESOLVED:

that the Borough Plan for 2015-2019 be agreed and the Chief Executive be authorised to make any minor changes before publication.

8. Old Oak and Park Royal Development Corporation Scheme of Delegation

The agreement of Members was sought for the Old Oak and Park Royal Development Corporation (OPDC) Scheme of Delegation, which was an arrangement between the OPDC and the London Borough of Brent to formalise the delegation of certain planning functions.

RESOLVED:

- (i) that the OPDC Scheme of Delegation for Planning Functions in the London Borough of Brent, as set out in Appendix A of the report submitted, be agreed;
- (ii) that the Protocol for handling planning applications and other planning related functions attached as Appendix B of the report submitted, be approved;
- (iii) that the functions to be discharged by the Council on behalf of the OPDC be delegated to the Planning Committee and officers in accordance with the current arrangements for carrying out planning functions and that the Planning Committee's terms of reference and Part 4 of the Constitution be amended accordingly, as shown underlined in Appendix C of the report submitted;
- (iv) that any minor ancillary matters arising from time to time in respect of the Scheme of Delegation or the Protocol be delegated to the Strategic Director, Regeneration & Growth;
- (v) that the matters set out in (i) – (iv) above take effect from 1 April 2015 or such other time as the OPDC planning functions become effective.

9. Pay Policy Statement

The purpose of the report before Members was to inform them of the arrangements that had been put in place to meet the requirement to produce a pay policy statement on an annual basis. The statement in draft had been approved by the General Purposes Committee on 29 January 2015.

Councillor Warren proposed an amendment to the pay policy statement by adding to the key strategic aims for 2015/19 reference to adopting a zero tolerance to bullying of staff by fellow staff members. In response, Councillor Pavey assured members that the recommendations in his review of equalities and HR policies would be implemented and, whilst agreeing with the sentiments of Councillor Warren's proposed amendment, pointed out that the document before Members was a pay policy and not an HR strategy.

Councillor Warren's amendment was put to the vote and declared LOST.

RESOLVED:

that the draft pay policy statement attached to the report submitted be approved as an accurate and factual representation of the Council's pay arrangements for 2015/16.

10. Updates to the Constitution

The report before Members proposed that the Constitution be amended so as to reflect the senior manager restructuring agreed by the Cabinet, and to address changes in the law in relation to procurement. There was also a minor change in relation to meetings of the Teachers' Joint Consultative Committee.

Councillor Warren moved a procedural motion that would enable him to propose an additional amendment to the Constitution, notice of which had not been put before the Mayor. The procedural motion was put to the vote and declared LOST.

RESOLVED:

- (i) that the changes made to the Constitution as shown in Appendix 1 of the report submitted in relation to the senior management restructure to take effect from 1 April 2015 be agreed;
- (ii) that the Chief Legal Officer be delegated authority to make such other incidental changes to the Constitution as are necessary in relation to the senior management restructure;
- (iii) that any previous delegations made by the Council, its committees, or the Cabinet, and its committees to post titles now deleted be regarded as delegations to those Chief Officers to whom that function has now transferred;
- (iv) that the changes to Contract Standing Orders as shown in Appendix 2 be agreed;
- (v) that the frequency of meetings of the Teachers' Joint Consultative Committee be varied from at least once per every school term to ad hoc.

11. Urgent business

The Mayor authorised the following report as urgent and not admitting of delay because the date of the next Council meeting would be too late for the matter to be considered.

12. Member's absence from Council meetings


RESOLVED:

- (i) that Councillor Oladapo's absence from meetings of the Council since 27 November 2014 be approved on the basis of his ill-health and that the position be reviewed, if required, at the first Ordinary Meeting of Full Council for the 2015/16 Municipal Year;

- (iii) that the Council's wishes for a speedy return to good health be passed on to Councillor Oladapo.

The meeting closed at 9.05 pm

COUNCILLOR KANA NAHEERATHAN
Mayor

 Brent	Full Council 20 May 2015 Report from the Chief Legal Officer
For Action Wards Affected: ALL	
Report on Representation of Political Groups on Committees	

1.0 Summary

- 1.1 This report fulfils the Council's duty to review the representation of different political groups on committees at its annual meeting or as soon as practicable thereafter. This year's review takes into account the proposal to establish a new committee.

2.0 Recommendations

- 2.1 That the Council:
- (i) agree the size of each committee.
 - (ii) agree (where the rules of political balance apply) the allocation of seats on committees to each of the political groups as set out in paragraph 3.12.
 - (iii) note that the political balance on sub-committees will be reviewed at the first meetings of the General Purposes Committee and the Alcohol and Entertainment Licensing Committee.

3.0 Detail

Political Balance of Committees

- 3.1 The Council is required to review and determine the representation of the political groups on committees and allocate committee places to political groups accordingly at, or as soon as practicable after, its Annual Meeting. The allocation is determined by applying the "political balance rules" under the

Local Government and Housing Act 1989. These are designed to ensure that the political composition of the Council's decision making and deliberative committees, as far as possible, replicates the political composition of the full Council. Committees are subsequently required to carry out a similar process in relation to any sub-committees they may have.

- 3.2 This report sets out the allocation of seats on committees on the basis of there being two political groups: (1) the Labour Group, and (2) the Conservative and the Brondesbury Park Conservative Group combined; and one Liberal Democrat councillor.
- 3.3 In accordance with the Local Government (Committees and Political Groups) Regulations 1990 a political group for this purpose is a group of two or more members. The sole Liberal Democrat councillor is not therefore part of a group.
- 3.4 The 1990 Regulations also provide that Members are treated as being from the same political group for the purpose of political balance rules, where at the election more than half of the members in each political group were shown on the election nomination forms to be in the same party. This is why the opposition groups are treated as one combined group because the members are described as Conservative.
- 3.5 The rules are that seats must be allocated so far as reasonably practicable in accordance with 4 overriding principles:
- (a) that not all the seats on the body are allocated to the same political group;
 - (b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
 - (c) subject to paragraphs (a) and (b) above, that each political group is allocated the same proportion of the total seats across all the ordinary committees of the Council as the proportion of the members of the authority that belong to that group; and
 - (d) subject to paragraph (a) to (c) above, that each political group is allocated the same proportion of the seats on each relevant body as the proportion of the members of the authority that belong to that group.
- 3.6 Principle (c) refers to "ordinary committees" which under the Act means those appointed under section 102(1) of the Local Government Act 1972, namely General Purposes Committee, Audit Committee, Standards Committee, Corporate Parenting Committee, Planning Committee and the Equalities Committee if its establishment has been approved at this meeting.
- 3.7 Principle (d) applies to a "body" to which the Council makes appointments. The Act provides that the bodies to which this principle applies include

ordinary committees (as defined above) and ordinary sub committees, advisory committees and sub-committees, and joint committees where at least 3 seats are allocated. By virtue of the Local Government Act 2000, principle (d) also applies to the Scrutiny Committee.

- 3.8 Accordingly under principle (c) above, the General Purposes Committee, Audit Committee, Standards Committee, Corporate Parenting Committee, Planning Committee and the Equalities Committee (if established) first have to be taken together to determine the number of seats that should be allocated to each group. Then, in accordance with paragraph (d) above, the political balance rules have to be applied to each of those committees individually.
- 3.9 In relation to the Scrutiny committee, only principle (d) applies; the additional requirement in (c), namely consideration of the combined impact of seat allocation, does not apply.
- 3.10 The political balance principles do not apply to the London Councils' Joint Committees or the Joint Health Overview and Scrutiny Committee because only one appointment is made to each.
- 3.11 The current membership of the authority is 63 consisting of 56 Labour Group councillors; 3 Conservative Group councillors; 3 Brondesbury Park Conservative Group councillors and 1 Liberal Democrat councillor. As explained, however, for the purpose of political balance, the opposition groups are treated as one combined group.
- 3.12 The table below sets out the required allocation of seats on the ordinary committees and other committees of the Council according to the political balance rules described above having regard to the rules relating to political groups. Based on committee sizes of 8 and 5, seats have been allocated to the two political groups to strictly comply with principles (a) and (b) (see paragraph 3.5) and then to give effect to principles (c) and (d) (see paragraph 3.5) as far as reasonably practicable based on committee sizes of 5 and 8.

Ordinary Committees	Size	Labour Group	Conservative and Brondesbury Park Conservative Group combined	Liberal Democrats
		56 88.88%	6 9.52%	1 1.59%
General Purposes Committee	8	7	1	0
Planning Committee	8	7	1	0
Audit Committee	5	4	1	0
Standards Committee	5	4	1	0
Corporate Parenting Committee	5	4	1	0
Equalities Committee	5	4	1	0
Total seats	36	30	6	0
Other Committees	Size	Labour Group	Conservative and Brondesbury Park Conservative Group combined	Liberal Democrats
		56 88.88%	6 9.52%	1 1.59%
Scrutiny Committee	8 (plus 4 voting co-opted members and 2 non-voting co-opted members)	7	1	0

- 3.13 In addition, the Council has two committees which are not required by law to be subject to the political balance rules described above. Under the Local Authority (Public Health and Wellbeing Boards and Health Scrutiny) Regulations 2013, the above provisions of the 1989 Act are disapplied in relation to the Health and Wellbeing Board. It has been previously agreed that this Board comprise 4 members from the Cabinet and one member from the opposition. Nor do the political balance rules apply to the Alcohol and Entertainment Licensing Committee. It is agreed that the political balance rules will as a matter of policy (not law), be applied to the Alcohol and Entertainment Licensing Committee. The effect of this is that the allocation of seats on this committee is as follows:

Committees	Size	Labour Group	Conservative and Brondesbury Park Conservative Group combined	Liberal Democrats
		56 88.88%	6 9.52%	1 1.59%
Alcohol and Entertainment Licensing Committee	15	13	2	0

- 3.14 It will be for committees to review the political balance of sub-committees. The review and a determination of the allocation of seats on sub-committees must be carried out as soon as practicable after any occasion on which the members of the committee are changed in consequence of a determination under the 1989 Act and may be carried out on other occasions. It is proposed that such a review take place at the first meeting of the General Purposes Committee which is the only committee to have sub-committees to which the political balance rules apply. Due to the balance of seats held by the political parties, the political balance rules do not readily apply to the Alcohol and Entertainment Licensing sub-committees of 3 and accordingly the sub-committees will not be politically balanced.

4.0 Financial Implications

- 4.1 These can be met from within existing budgets.

5.0 Legal Implications

- 5.1 These are addressed in the body of the report.

6.0 Diversity Implications

- 6.1 None.

Background Papers


None

Contact Officers

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Brent Council, Brent Civic Centre, Engineers Way, Wembley HA9 0FTJ

Tel: 020 8937 1366

Fiona Alderman
Chief Legal Officer

	<p style="text-align: center;">Annual Council 20 May 2015</p> <p style="text-align: center;">Report from the Chief Operating Officer</p>
For Action	Wards Affected: All
<p>Municipal Calendar of Meetings 2015/2016</p>	

1. Summary

- 1.1 This report presents a calendar of meetings for the 2015/16 Municipal Year (Appendix 1). It reflects the structure proposed in the earlier report on the Council's constitution.

2. Recommendations

- 2.1 That Members agree, in principle, the dates for Full Council and other meetings to take place during the municipal year 2015/2016, as attached in Appendix 1.
- 2.2 That Members agree that the Head of Executive and Member Services be authorised to make any alterations deemed necessary to the Municipal Calendar during the course of the municipal year having consulted the Leader of the Council; the Leader of the Principal Opposition Group and the Chair of the affected meeting.

3. Detail

- 3.1 Members are asked to agree the dates in the calendar of meetings for the 2015/16 municipal year, on which the council, and its committee/sub-committee meetings, meetings of the Cabinet and other bodies should be held.
- 3.2 In general, meetings of Full Council and the Cabinet take place on Mondays whilst most other meetings take place on Tuesdays and Wednesdays. With the exception of the Fostering Panel, Fridays are avoided entirely and Thursdays where possible.

- 3.3 As a basis for putting together the calendar, an attempt has been made to avoid clashes of appointments for Members on the basis of memberships of committees in 2014/2015. However, where memberships change it may be necessary to review the frequency of any clashes.
- 3.4 Religious holidays have been included on the calendar and meetings have not been arranged on evenings where it has been deemed inappropriate to hold meetings because of the importance associated with any particular religious holiday.
- 3.5 For information purposes, the calendar will also list some events organised by other bodies such as the Brent Housing Partnership Board.
- 3.6 The dates of the meetings proposed for Full Council are as follows:
- 22 June 2015
7 September 2015
23 November 2015
18 January 2016
22 February 2016 (Council Tax and Budget Setting)
18 May 2016 (Annual meeting of Council and Mayor Making)
- 3.7 Meetings of the Cabinet and the Highways Committee are aligned with publication of the Forward Plan and call in dates to give a coherent pattern.
- Following the successful daytime Cabinet meetings, it is proposed to hold a number of Cabinet meetings at 2pm. It is intended that these meetings will take place across the Borough. Evening meetings of the Cabinet will take place in the Civic Centre.
- 3.8 Meetings of the Scrutiny Committee have been provisionally scheduled to take place in between Cabinet meetings to ensure that any key decisions of the Cabinet that are called in may be considered
- 3.9 Dates for the Health and Wellbeing Board have been included in the calendar; it will meet quarterly.
- 3.10 In general, there are no planned meetings in August.
- 3.11. Provisional dates for the Equalities Committee and Pensions Board have been identified and will be scheduled subject to confirmation by Full Council.
- 3.12 As was the case last year, the Employees' Joint Consultative Committee and the Teachers' Joint Consultative Committee are not calendared as they will meet on an ad hoc basis when required.
- 3.13 Tentative provision has been made for Member Learning and Development sessions throughout the municipal year.

- 3.14 Meetings of the Welsh Harp Joint Consultative Committee have to be agreed by Barnet Council.
- 3.15 The Trading Standards Joint Advisory Board meetings have been provisionally put in the calendar with three meetings scheduled for the year.
- 3.16 The dates of the five Brent Connects Forums are included. Each Forum will meet four times during the year.
- 3.17 The dates of the Brent Housing Partnership Talkback Forum for 2015/2016 are awaiting confirmation.

4. Financial Implications

- 4.1 There are none specific to this report.

5. Legal Implications

- 5.1 There are none specific to this report.

6. Diversity Implications

- 6.1 As outlined above, religious holidays have been included on the calendar and meetings have not been arranged on evenings where it has been deemed inappropriate to hold meetings because of the importance associated with any particular religious holiday.

7. Background Information

- 7.1 London Borough of Brent Municipal Calendar 2014/15
Municipal Calendar of Meetings 2014 report
BBC Calendar of Religious Festivals
Time and date website
When is website

Thomas Cattermole
Head of Executive and Member Services

Lorraine Langham
Chief Operating Officer

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LONDON BOROUGH OF BRENT

CALENDAR OF MEETINGS 2015/2016

MAY 2015			
FRI	1	<i>Fostering Panel</i>	
SAT	2		
SUN	3		
MON	4	Early May Bank Holiday	
TUES	5		
WED	6		
THUR	7	<i>Parliamentary Election</i>	
FRI	8		
SAT	9		
SUN	10		
MON	11	<i>Adoption Panel</i>	
TUES	12		
WED	13	Conservative Group – AGM	
THUR	14		
FRI	15		
SAT	16	Labour Group Group – AGM	
SUN	17		
MON	18		
TUES	19		
WED	20	ANNUAL COUNCIL (Mayor Making)	
THUR	21		
FRI	22		
SAT	23	Eve of Shavuot	
SUN	24	Shavuot	
MON	25	Shavuot Spring Bank Holiday Summer half term school holiday starts	
TUES	26	Alcohol and Entertainment Licensing Committee	
WED	27	Member Development Programme	
THUR	28	General Purposes Committee Member Development Programme (Licensing and Planning training)	6pm
FRI	29	Summer half term school holiday ends	
SAT	30	Brent Youth Parliament Planning Committee site visit	
SUN	31		

JUNE 2015

MON	1	Cabinet	7pm
TUES	2	Member Development Programme	
WED	3	Planning Committee	
THUR	4		
FRI	5	Fostering Panel	
SAT	6		
SUN	7		
MON	8	Adoption Panel	
TUES	9	Member Development Programme	
WED	10	Alcohol and Entertainment Licensing Sub-Committee (A)	
THUR	11	Trading Standards Joint Advisory Board	
FRI	12		
SAT	13		
SUN	14		
MON	15		
TUES	16	Scrutiny Committee	
WED	17	Member Development Programme	
THUR	18	Ramadan begins	
FRI	19		
SAT	20		
SUN	21		
MON	22	COUNCIL	
TUES	23	Audit Committee	
WED	24	Alcohol and Entertainment Licensing Sub-Committee (B) Planning Committee**	
THUR	25	Highways Committee	
FRI	26		
SAT	27	Brent Youth Parliament Planning Committee site visit	
SUN	28		
MON	29	Cabinet BRENT CONNECTS	2pm 7pm
TUES	30	BRENT CONNECTS	

JULY 2015

WED	1	Member Development Programme	
THUR	2	Planning Committee	
FRI	3	Fostering Panel	
SAT	4		
SUN	5		
MON	6	Member Development Programme	
TUES	7	Health and Wellbeing Board Pensions Board	
WED	8	Alcohol and Entertainment Licensing Sub-Committee (C) BRENT CONNECTS	
THUR	9	BRENT CONNECTS	
FRI	10		
SAT	11		
SUN	12		
MON	13	Adoption Panel BRENT CONNECTS	
TUES	14	Scrutiny Committee	
WED	15	Member Development Programme	
THUR	16	Ramadan Ends	
FRI	17	Eid Ul Fitr	
SAT	18		
SUN	19		
MON	20	End of summer term for most Brent schools	
TUES	21	Corporate Parenting Committee Brent Pension Fund Sub-Committee	5pm
WED	22	Alcohol and Entertainment Licensing Sub-Committee (A) Welsh Harp Joint Consultative Committee	
THUR	23		
FRI	24		
SAT	25	Brent Youth Parliament Planning Committee site visit	
SUN	26		
MON	27	Cabinet	
TUES	28		
WED	29	Brent Housing Partnership Board Planning Committee	
THUR	30		
FRI	31		

AUGUST 2015			
SAT	1		
SUN	2		
MON	3		
TUES	4		
WED	5	Alcohol and Entertainment Licensing Sub-Committee (B)	
THUR	6		
FRI	7	Fostering Panel	
SAT	8		
SUN	9		
MON	10	Adoption Panel	
TUES	11		
WED	12	Scrutiny Committee	
THUR	13		
FRI	14		
SAT	15		
SUN	16		
MON	17		
TUES	18		
WED	19	Alcohol and Entertainment Licensing Sub-Committee (C)	
THUR	20		
FRI	21		
SAT	22	Planning Committee site visit	
SUN	23		
MON	24	Cabinet	2pm
TUES	25		
WED	26	Planning Committee	
THURS	27	Brent Housing Partnership Talkback Forum	
FRI	28		
SAT	29		
SUN	30		
MON	31	August Bank Holiday	

SEPTEMBER 2015

TUES	1	Start of autumn term for most Brent schools	
WED	2	Alcohol and Entertainment Licensing Sub-Committee (A)	
THUR	3		
FRI	4	Fostering Panel	
SAT	5	Janmashtami	
SUN	6		
MON	7	COUNCIL	
TUES	8	Health and Wellbeing Board	
WED	9	Scrutiny Committee	
THUR	10		
FRI	11		
SAT	12		
SUN	13	Eve of Jewish New Year (Rosh Hashanah)	
MON	14	Jewish New Year (Rosh Hashanah) Adoption Panel	
TUES	15	Jewish New Year (Rosh Hashanah)	
WED	16	Alcohol and Entertainment Licensing Sub-Committee (B)	
THUR	17		
FRI	18		
SAT	19	Liberal Democrat Party Conference Planning Committee site visit	
SUN	20	Liberal Democrat Party Conference	
MON	21	Liberal Democrat Party Conference Cabinet	
TUES	22	Eve of Yom Kippur Liberal Democrat Party Conference	
WED	23	Eid Al Adha Yom Kippur Liberal Democrat Party Conference	
THUR	24	Planning Committee	
FRI	25		
SAT	26	Brent Youth Parliament	
SUN	27	Eve of Tabernacles Labour Party Conference	
MON	28	1 st Day of Tabernacles Labour Party Conference	
TUES	29	2 nd Day of Tabernacles Labour Party Conference	
WED	30	Labour Party Conference Alcohol and Entertainment Licensing Sub-Committee (C) Audit Committee Brent Housing Partnership Board	

OCTOBER 2015			
THUR	1	Standards Committee	
FRI	2	Fostering Panel	
SAT	3	Eve of 7 th Day of Tabernacles	
SUN	4	7 th Day of Tabernacles Conservative Party Conference	
MON	5	8 th Day of Tabernacles Conservative Party Conference	
TUES	6	Conservative Party Conference BRENT CONNECTS	
WED	7	Conservative Party Conference	
THUR	8	Scrutiny Committee	
FRI	9		
SAT	10		
SUN	11		
MON	12	Adoption Panel BRENT CONNECTS	
TUES	13	Navaratri begins	
WED	14	Alcohol and Entertainment Licensing Sub-Committee (A) Planning Committee**	
THUR	15	Barham Park Trust Committee Muslim New Year	
FRI	16		
SAT	17	Planning Committee site visit	
SUN	18		
MON	19	Cabinet	
TUES	20	Highways Committee	
WED	21	Navaratri ends Planning Committee	
THUR	22		
FRI	23		
SAT	24	Brent Youth Parliament	
SUN	25		
MON	26	Autumn half term school holiday starts	
TUES	27	BRENT CONNECTS	
WED	28	Brent Pension Fund Sub-Committee Alcohol and Entertainment Licensing Sub-Committee (B) BRENT CONNECTS	
THUR	29	Brent Housing Partnership Talkback Forum	
FRI	30	Autumn half term school holiday ends	
SAT	31		

NOVEMBER 2015			
SUN	1		
MON	2		

TUES	3	Corporate Parenting Committee BRENT CONNECTS	5pm 7pm
WED	4	Scrutiny Committee	
THUR	5		
FRI	6	Fostering Panel	
SAT	7		
SUN	8	Remembrance Sunday	
MON	9	Adoption Panel Trading Standards Joint Advisory Board	
TUES	10	Alcohol and Entertainment Licensing Sub-Committee (C) Health and Wellbeing Board	
WED	11	Diwali	
THUR	12	Hindu New Year	
FRI	13		
SAT	14	Planning Committee site visit	
SUN	15		
MON	16	Cabinet	2pm
TUES	17	Brent Pension Fund Sub-Committee	
WED	18	Planning Committee	
THUR	19	Welsh Harp Joint Consultative Committee	
FRI	20		
SAT	21		
SUN	22		
MON	23	COUNCIL	
TUES	24	Alcohol and Entertainment Licensing Sub-Committee (A)	
WED	25	Birthday of Guru Nanak Brent Housing Partnership Board	
THUR	26		
FRI	27		
SAT	28	Brent Youth Parliament	
SUN	29		
MON	30	St Andrew's Day	

DECEMBER 2015			
TUES	1	Brent Pension Fund Sub-Committee	
WED	2	Scrutiny Committee	
THUR	3		
FRI	4	Fostering Panel	
SAT	5		
SUN	6	Eve of 1 st Day of Hanukkah	
MON	7	1 st Day of Hanukkah	
TUES	8		
WED	9	Alcohol and Entertainment Licensing Sub-Committee (B)	
THUR	10		
FRI	11		
SAT	12	Planning Committee site visit	
SUN	13		
MON	14	Hanukkah ends Adoption Panel Cabinet	
TUES	15		
WED	16	Planning Committee	
THUR	17		
FRI	18	End of autumn term for most Brent schools	
SAT	19		
SUN	20		
MON	21	Alcohol and Entertainment Licensing Sub-Committee (C)	
TUES	22		
WED	23		
THUR	24	Birthday of Mohammed (Sunni) Christmas Eve	
FRI	25	Christmas Day – Bank Holiday	
SAT	26	Boxing Day	
SUN	27		
MON	28	Bank Holiday	
TUES	29	Birthday of Mohammed (Shia)	
WED	30		
THUR	31	New Year's Eve	

JANUARY 2016			
FRI	1	New Year's Day – Bank Holiday	
SAT	2		
SUN	3		
MON	4	Start of spring term for most Brent schools	
TUES	5	Audit Committee	
WED	6	Alcohol and Entertainment Licensing Sub-Committee (A) Scrutiny Committee	
THUR	7	Standards Committee	
FRI	8	Fostering Panel	
SAT	9	Planning Committee site visit	
SUN	10		
MON	11	Adoption Panel	
TUES	12	BRENT CONNECTS	
WED	13	Planning Committee	
THUR	14	Highways Committee	
FRI	15		
SAT	16		
SUN	17		
MON	18	COUNCIL	
TUES	19	BRENT CONNECTS	
WED	20	Alcohol and Entertainment Licensing Sub-Committee (B) Cabinet	2pm
THUR	21		
FRI	22		
SAT	23		
SUN	24		
MON	25	General Purposes Committee	
TUES	26	Health and Wellbeing Board Planning Committee**	
WED	27	Holocaust Memorial Day Brent Housing Partnership Board	
THUR	28		
FRI	29		
SAT	30	Brent Youth Parliament	
SUN	31		

FEBRUARY 2016

MON	1	BRENT CONNECTS	
TUES	2	Pensions Board BRENT CONNECTS	
WED	3	Alcohol and Entertainment Licensing Sub-Committee (C) BRENT CONNECTS	
THUR	4	Brent Housing Partnership Talkback Forum Corporate Parenting Committee	
FRI	5	Fostering Panel	
SAT	6	Planning Committee site visit	
SUN	7		
MON	8	Cabinet Adoption Panel	2pm
TUES	9	Scrutiny Committee	
WED	10	Planning Committee	
THUR	11		
FRI	12		
SAT	13		
SUN	14		
MON	15	Spring half term school holiday begins	
TUES	16		
WED	17	Alcohol and Entertainment Licensing Sub-Committee (A)	
THUR	18		
FRI	19	Spring half term school holiday ends	
SAT	20		
SUN	21		
MON	22	COUNCIL	
TUES	23	Brent Pension Fund Sub-Committee	
WED	24	Scrutiny Committee	
THUR	25		
FRI	26		
SAT	27	Brent Youth Parliament	
SUN	28		
MON	29		

MARCH 2016

TUES	1	St David's Day	
WED	2	Alcohol and Entertainment Licensing Sub-Committee (B)	
THUR	3		
FRI	4	Fostering Panel	
SAT	5	Planning Committee site visit	
SUN	6		
MON	7		

TUES	8		
WED	9	Planning Committee	
THUR	10	Trading Standards Joint Advisory Board	
FRI	11		
SAT	12		
SUN	13		
MON	14	Adoption Panel Cabinet	
TUES	15	Welsh Harp Joint Consultative Committee	
WED	16	Alcohol and Entertainment Licensing Sub-Committee (C) Highways Committee	
THUR	17	St Patrick's Day	
FRI	18		
SAT	19		
SUN	20		
MON	21	Standards Committee	
TUES	22	Health and Wellbeing Board	
WED	23	Audit Committee	
THUR	24	End of spring term for most Brent schools	
FRI	25	Good Friday – Bank Holiday	
SAT	26		
SUN	27	Easter Sunday	
MON	28	Easter Bank Holiday	
TUES	29		
WED	30	Alcohol and Entertainment Licensing Sub-Committee (A) Brent Housing Partnership Board	
THUR	31		

APRIL 2016

FRI	1	Fostering Panel	
SAT	2	Planning Committee site visit	
SUN	3		
MON	4		
TUES	5	Scrutiny Committee	
WED	6	Planning Committee	
THUR	7		
FRI	8		
SAT	9		
SUN	10		
MON	11	Start of summer term for most Brent schools Adoption Panel Cabinet	
TUES	12	Alcohol and Entertainment Licensing Sub-Committee (B) Planning Committee**	

WED	13	Baisakhi BRENT CONNECTS	
THUR	14		
FRI	15		
SAT	16		
SUN	17		
MON	18	BRENT CONNECTS	
TUES	19	BRENT CONNECTS	
WED	20	BRENT CONNECTS	
THUR	21		
FRI	22	Eve of 1 st Day of Passover	
SAT	23	1 st Day of Passover St George's Day	
SUN	24	2 nd Day of Passover	
MON	25		
TUES	26	Scrutiny Committee	
WED	27	Alcohol and Entertainment Licensing Sub-Committee (C) BRENT CONNECTS	
THUR	28	Corporate Parenting Committee	
FRI	29	7 th Day of Passover	
SAT	30	8 th Day of Passover	

MAY 2016			
SUN	1		
MON	2	Early May Bank Holiday	
TUES	3		
WED	4		
THUR	5	London Mayor and GLA Elections	
FRI	6	London Mayor and GLA Elections Count Fostering Panel	
SAT	7	Planning Committee site visit	
SUN	8		
MON	9	Adoption Panel	
TUES	10		
WED	11	Alcohol and Entertainment Licensing Sub-Committee (A) Planning Committee	
THUR	12		
FRI	13		
SAT	14		
SUN	15		
MON	16		
TUES	17		
WED	18	ANNUAL COUNCIL (Mayor Making)	
THUR	19		
FRI	20		
SAT	21		
SUN	22		
MON	23		
TUES	24		
WED	25	Alcohol and Entertainment Licensing Sub-Committee (B)*	
THUR	26		
FRI	27		
SAT	28		
SUN	29		
MON	30	Spring Bank Holiday Summer half term school holiday begins	
TUES	31		


JUNE 2016			
WED	1		
THUR	2		
FRI	3	Summer half term school holiday ends Fostering Panel	
SAT	4	Planning Committee site visit*	
SUN	5		
MON	6		
TUES	7		
WED	8	Alcohol and Entertainment Licensing Sub-Committee (C)* Planning Committee*	
THUR	9		
FRI	10		
SAT	11	Eve of Shavuot	
SUN	12	Shavuot	
MON	13	Shavuot Adoption Panel*	
TUES	14		
WED	15		
THUR	16		
FRI	17		
SAT	18		
SUN	19		
MON	20		
TUES	21	Scrutiny Committee*	
WED	22	Alcohol and Entertainment Licensing Sub-Committee (A) Highways Committee*	
THUR	23		
FRI	24		
SAT	25		
SUN	26		
MON	27	Cabinet*	
TUES	28	Planning Committee**	
WED	29		
THUR	30		

JULY 2016			
FRI	1	Fostering Panel	
SAT	2	Planning Committee site visit*	
SUN	3		
MON	4		
TUES	5		
WED	6	Alcohol and Entertainment Licensing Sub-Committee (B)* Planning Committee*	
THUR	7		
FRI	8		
SAT	9		
SUN	10		
MON	11	Adoption Panel*	
TUES	12		
WED	13	Scrutiny Committee*	
THUR	14		
FRI	15		
SAT	16		
SUN	17		
MON	18	COUNCIL*	
TUES	19		
WED	20	End of summer term for most Brent schools Alcohol and Entertainment Licensing Sub-Committee (C)*	
THUR	21		
FRI	22		
SAT	23		
SUN	24		
MON	25	Cabinet*	
TUES	26		
WED	27		
THUR	28		
FRI	29		
SAT	30		
SUN	31		

Footnote

- * **Provisional** All dates after 20 May 2015 are provisional.
- ** **Planning Committee** meetings marked with asterisks will not consider any planning or other applications

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 <p>Brent</p>	<p>Full Council 20 May 2015</p> <p>Report from the Chief Operating Officer</p>
<p style="text-align: right;">Wards Affected: ALL</p>	
<p>Member's Absence from Council Meetings</p>	

1.0 Summary

- 1.1 The Local Government Act 1972 expressly provides that where a council member fails to attend any meeting of the council for 6 consecutive months from the date of their last attendance, subject to certain exceptions, they cease to be a member of the authority unless failure was due to some reason approved by the Council before the expiry of that period.
- 1.2 Councillor Tayo Oladapo, Member for Kilburn, last attended a Council meeting (Scrutiny Committee) on 26 November 2014. His absence from meetings was reviewed and approved by Full Council at its meeting on 02 March 2015 on the basis of his ill-health.
- 1.3 It was agreed that Full Council would review Councillor Oladapo's absence in May 2015. His ill-health is presently ongoing.

2.0 Recommendations

Full Council is asked to agree:

- (i) that Councillor Oladapo's absence from meetings of the Council since 27 November 2014 be approved on the basis of his ongoing ill-health and that the position be reviewed, if required, at the Full Council meeting in September 2015;
- (iii) that the Council's wishes for a speedy return to good health be passed on to Councillor Oladapo.

4. Legal implications

4.1 Section 85 Local Government Act 1972 provides

if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.


Background Papers

Local Government Act 1972
Council minutes 13 June 2001

Contact Officer

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LORRAINE LANGHAM
CHIEF OPERATING OFFICER

 <p>Brent</p>	<p>Full Council</p> <p>20 May 2015</p> <p>Report from the Chief Legal Officer</p>
<p>For Action</p>	<p>Wards Affected: ALL</p>
<p>Changes to the constitution</p>	

1.0 Summary

- 1.1 This report sets out various proposed changes to the constitution including the need to determine which political group is the Principal Opposition Group for the purposes of the Members' Allowance Scheme; the establishment of a new Equalities Committee; recording the establishment of a Pension Board and a Local Safeguarding Adults Board and the establishment of Old Oak and Park Royal Development Corporation; delegating certain powers to the Chief Executive to act in cases of urgency and delegating to the Chief Legal Officer certain powers to make changes to the constitution.

2.0 Recommendations

That the Council:

- (i) Determine who should be the Principal Opposition Group for the purposes of the Members' Allowance Scheme.
- (ii) Establish an Equalities Committee on the basis set out in the report.
- (iii) Agree the changes to the constitution shown marked up in Appendix [1].

3.0 Detail

Principal Opposition Group

- 3.1 The Council's current Members' Allowance Scheme, which was approved by Full Council at its meeting on 8 September 2014, makes provision for the payment of special responsibility allowances to the Group Leader of the

Principal Opposition Group and the Principal Opposition Group itself. Having regard to the law relating to Members' allowances, this means that the Principal Opposition Group can nominate either its deputy leader or a spokesman to receive the allowance.

- 3.2 On 8 September 2014, Full Council determined that the Conservative Group led by Councillor Kansagra should be recognised as the Principal Opposition Group. However, following the death of Councillor Bhiku Patel, the Brondesbury Park Conservative Group, as the second largest group, qualified as the Principal Opposition Group for the purposes of the Members' Allowance Scheme.
- 3.3 As, following the outcome of the recent Kenton by-election, both opposition groups now have three Members each and are therefore of the same size, Council needs to determine again whether the Conservative Group or the Brondesbury Park Conservative Group should be recognised as the Principal Opposition Group. Council's decision will continue to have effect until it is reviewed or until the Group is no longer at least the same size as any other opposition group, whichever occurs first.

Equalities Committee

- 3.4 At its meeting on 29 January 2015 the General Purposes Committee considered a review conducted by Councillor Pavey of equalities and HR policies and practice at Brent. Amongst other things, the Committee recommended that the council should establish a committee of elected Members to oversee progress towards the Excellent Standard in the Equalities Framework for Local Government. This would involve both support for development and close scrutiny of the Council's approach to equalities, including monitoring the progress of the action plan responding to the recommendations of the Pavey review.
- 3.5 To give effect to the recommendation of the General Purposes Committee it is proposed that a new Equalities Committee be established as per the terms of reference set out in Appendix [1]. As an ordinary committee of the Council, political balance rules will apply (unless waived by Full Council); the Committee will be chaired by the Cabinet Member with responsibility for Equalities and meet quarterly.

Pension Board

- 3.6 At its meeting on 25 February 2015, the General Purposes Committee discharged the Council's new statutory duty to establish the Pension Board of the London Borough of Brent. The Pension Board forms part of a Central Government initiative to change the governance of pensions generally. The Pension Board is not a committee of the Council and therefore none of the rules which apply to committees, including the requirement for political balance, are relevant. Council's approval is sought to amend the constitution to record the establishment of a Pension Board as marked up in Appendix [1].

Local Safeguarding Adults Board and delegation of adult safeguarding responsibilities

- 3.7 At its meeting on 14 April 2015, Cabinet was informed of the Council's new statutory duty to undertake safeguarding enquiries in relation to adults at risk who are or maybe experiencing abuse or neglect. In order to secure the operational or day to day discharge of this new duty, Cabinet delegated it to the Strategic Director Adults. It is important to note, however, that the delegation does not prevent Cabinet from exercising the Council's new adult safeguarding responsibilities at any time. Cabinet also discharged its statutory duty to establish a Local Safeguarding Adults Board and decided other related matters. Council's approval is sought to amend the constitution to reflect the decisions made by Cabinet as marked up in Appendix [1].

Old Oak and Park Royal Development Corporation (OPDC)

- 3.8 On 2 March 2015, the terms of reference of the Planning Committee were approved by Full Council further to the establishment of the OPDC. It is proposed that the establishment of the OPDC be recorded in the constitution as set out in Appendix [1].

General delegation to keep the constitution up to date

- 3.9 As the constitution is a legal document, it is important that it records and reflects the decision making powers the council exercises; the decision making arrangements it has agreed and the legal framework the council operates within as quickly and accurately as possible.
- 3.10 Currently, as well as at a meeting of Full Council, the Chief Legal Officer may also vary the constitution if it is "a minor variation or is required to be made to remove any other inconsistency or ambiguity or is required to be made so as to comply with any statutory provision". Other than minor variations, the changes have to be referred to Full Council for approval.
- 3.11 It is proposed the constitution be amended as set out in Appendix [1] to clarify that the Chief Legal Officer may make legal, factual, administrative and other technical changes to the constitution without the need for Full Council's approval. This will allow changes to be made to the constitution to reflect personnel changes or departmental re-structures if already approved in accordance with the constitution; changes to statutory references and other technical or textual changes, which do not amount to substantive decision making. No changes, however, can be made to standing orders, for example, without the approval of Full Council. Further, all such changes will be reported to a meeting of Full Council for Members' information.

General delegation to the Chief Executive to act in cases of urgency

- 3.12 It is proposed that the constitution be amended as set out in Appendix [1] to allow for the Chief Executive to exercise urgency powers. The current provision is set out in paragraph of 2.3 of Part 4 of the Constitution and states

“The Chief Executive may exercise any functions delegated to other officers and may delegate decisions or functions to one or more officers in any of the Council’s departments unless expressly prohibited by law from doing so. The Chief Executive shall also have the authority to carry out all executive functions in the interim in the event of there being no Leader, or Deputy Leader appointed and insufficient members of the Cabinet appointed to achieve a quorum.”

- 3.13 It is recommend that the following amendment to the constitution is adopted because it is considered to be good practice that a Chief Executive has the authority to act in circumstances when a function of the Council needs to be discharged quicker than it would be possible for Members to do so at a properly arranged meeting or because, temporarily, there is no one else who can discharge the function:

“2.3.1 The Chief Executive shall also have the authority to carry out all executive functions in the interim in the event of there being no Leader, or Deputy Leader appointed and insufficient members of the Cabinet appointed to achieve a quorum.

2.3.2 Exceptionally, notwithstanding anything in this Constitution, the Chief Executive shall be authorised to exercise either executive or non-executive functions where the matter is urgent unless this is prohibited by law.

2.3.3 If the Chief Executive acts in the circumstances set out in paragraphs 2.3.1 and 2.3.2 above, the Chief Executive shall notify, as appropriate, the Leader or Deputy Leader of the Council, the Lead Member with portfolio responsibility for the matter to which the decision relates and the Leader of the Principal Opposition Group of any such action.”

4.0 Financial Implications

- 4.1 There are none arising directly from this report.

5.0 Legal Implications

- 5.1 These are addressed in the body of the report.

6.0 Diversity Implications

- 6.1 None.

Background Papers

None

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PART 2

ARTICLES

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| Article 1 | The Constitution |
| Article 2 | Members of the Council |
| Article 3 | Citizens and the Council |
| Article 4 | Full Council |
| Article 5 | The Mayor |
| Article 6 | Scrutiny Committee |
| Article 7 | The Cabinet |
| Article 8 | Regulatory and other Committees |
| Article 9 | The Standards Committee |
| Article 10 | Consultative Forums |
| Article 11 | Other Bodies and Panels |
| Article 12 | Joint Arrangements |
| Article 13 | Officers |
| Article 14 | Decision Making |
| Article 15 | Finance, Contracts and Legal Matters |

- ensure that no one will review or scrutinise a decision in which they were directly involved;
- ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for decisions; and
- provide a means of improving the delivery of services to the community.

Interpretation of the Constitution

- 1.5 Where this Constitution permits the Council to choose between different courses of action, the Council will always choose that option which it thinks is closest to the purposes stated above.
- 1.6 The Mayor shall decide on the construction or application of this Constitution to any proceedings of Full Council subject to the procedure set out in Standing Order 4. The Chief Legal Officers shall decide in other cases.

Monitor and Review of the Constitution

- 1.7 The Monitoring Officer and the Audit Committee will monitor and review the operation of the Constitution to ensure that its aims and principles are given full effect and will make recommendations for changes as they consider appropriate.
- 1.8 In undertaking this task the Monitoring Officer may:
- (a) observe meetings of different parts of the councillor and officer structures;
 - (b) undertake an audit trail of a sample of decisions;
 - (c) record and analyse issues raised with him or her by councillors, officers, the public and other relevant stakeholders; and
 - (d) compare practices in this authority with those in other comparable authorities, or national examples of best practice.

Changes to the Constitution

1.9 Adoption:

The Constitution was first adopted by Full Council on 22 May 2002 and is reviewed and updated from time to time by Full Council.

1.10 Changes:

The Constitution may only be varied as set out in this Article.

- (a) This Constitution may be varied at a meeting of Full Council. Any variation shall come into effect at the close of the meeting of Full Council at which the variation was approved.
- (b) The Constitution may be varied by the Chief Legal Officer if in her reasonable opinion a variation is a minor variation (which includes legal, factual, administrative and other technical changes) or is required to be made to remove any other inconsistency or ambiguity or is required to be made

so as to comply with any statutory provision. Any such variation made by the Chief Legal Officer shall come into effect on the date specified by him or her but (other than in the case of minor variations) such variations shall be referred to Full Council for approval within a reasonable period and shall continue to have effect only if Full Council so agree.

- (c) Amendments to the Constitution made necessary by the Leader changing executive arrangements or the arrangements for the discharge of executive functions shall be made by the Chief Legal Officer upon the Leader having followed the notification and reporting processes set out in Article 7.

1.11 Suspension of Standing Orders

The Standing Orders may only be suspended or waived by Full Council and only where permitted by law to be so suspended or waived. Such suspensions shall apply only to that meeting or item of business as the case may be.

Change from a Leader and Cabinet form of Executive to another form of Executive or alternative arrangements:

- 1.12 The Council must take reasonable steps to consult with local electors and other interested persons in the Borough when drawing up proposals to change from a Leader and Cabinet form of Executive to any other form of Executive or to alternative arrangements. A referendum will be held if there is a proposal to move to an elected Mayor form of executive arrangements.

Publication

- 1.13 The Head of Executive and Member Services will:

- (a) inform each Councillor about how to inspect, or obtain, a copy of the Constitution;
- (b) ensure that copies of this Constitution are available for inspection at Council offices, libraries and other appropriate locations, and can be purchased by members of the local press and the public on payment of a reasonable fee; and
- (c) ensure that the summary of this Constitution is made widely available within the area and is updated as necessary.

Responsibility for Functions

- 1.14 Part 4 sets out the allocation of functions between the Council and the Cabinet and their respective committees and sub-committees. It also describes the delegations of powers to officers and other bodies.

Article 11 – Other Bodies and Panels

Introduction

11.1 There are a number of panels or bodies other than those specifically mentioned elsewhere in these Articles which have links to the Council.

- Adoption and Permanency Panel
- Fostering Panel
- Local Safeguarding Children Board
- Independent Review Panel
- Independent Admission Appeals Panel
- Trading Standards Joint Advisory Board
- Schools Forum
- Admissions Forum
- Brent Housing Partnership
- [Local Safeguarding Adults Board](#)
- [Old Oak and Park Royal Development Corporation](#)
- [Pension Board](#)

Adoption and Permanency Panel

- 11.2 (a) The Adoption and Permanency Panel (“the Panel”) fulfils the role of the statutory Adoption Panel required by the Adoption Agencies Regulations 2005 (as amended by the Adoption Agency and Independent Review of Determinations (Amendment) Regulations 2011 and the Adoption Agencies (Panel and Consequential Amendments) Regulations 2012.
- (b) The purpose of the Panel is to make recommendations to the Operational Director Children’s Social Care as to:
- (i) Whether or not a relinquished child should be placed for adoption in accordance with Regulation 18 of the 2005 Regulations.
 - (ii) whether any advice should be given to the agency in terms of the matters which fall to be considered under Regulation 18(3) (subject to the amendments by 2012 Regulations)
 - (iii) suitability of prospective adopters to adopt in accordance with the terms of Regulation 26 of the Regulations
 - (iv) whether any advice should be given to the adoption agency in respect of the number of children the prospective adopter may be suitable to adopt, their age range, sex, likely needs and background in accordance with Regulation 26(3)
 - (v) whether the child should be placed for adoption with particular prospective adopters in accordance with Regulation 32 of the Regulations
 - (vi) whether any advice should be given to the adoption agency in respect of the provision of support services, the plan for contact and

- (v) one Special School Head;
- (vi) one Special School Governor;
- (vii) one Nursery School Head;
- (viii) one Nursery School Governor;
- (ix) one Voluntary Aided Sector representative; and
- (x) one Trade Union representative.

11.9 Number not in use

11.10 Number not in use

Brent Housing Partnership

- 11.11 (a) Brent Housing Partnership Limited ("BHP") is a limited liability company wholly owned by the Council, which was established as part of central government's programme of Arms Length Management Organisations.
- (b) With effect from 1 October 2002, BHP is responsible for performing the majority of the Council's landlord functions in respect of the Council's residential housing stock, including leasehold properties.
- (c) The operation of the company is governed by its Memorandum and Articles of Association and its Standing Orders and Financial Regulations, as well as the Management Agreement between BHP and the Council.
- (d) A Board of 13 directors, consisting of 3 Council nominees, 4 tenant representatives and 6 independents, is responsible for running the company.
- (e) The services delivered by BHP on behalf of the Council include rent accounting and recovery, enforcement of tenancy terms and conditions, responsive repairs, planned maintenance (including raising the rented properties to central government's "decent homes standard"), void management, ground maintenance, building cleaning, service charge collection, and resident participation.

Local Safeguarding Adults Board

- 11.12 (a) The Care Act 2014 requires each Local Authority to establish a Local Safeguarding Adults Board, to be made up of representatives from the agencies and bodies which have regular contact with adults in need of care and support or responsibilities for services to them in the local area.
- (b) The Brent Local Safeguarding Adults Board will be the key statutory mechanism for agreeing how the relevant organisations in the London Borough of Brent will co-operate to safeguard and promote the welfare of adults at risk of or experiencing abuse and neglect in the area, and for ensuring the effectiveness of what the agencies do.
- (c) Objectives of the Board: to improve local safeguarding arrangements and ensure partnerships act to help and protect adults at risk of or experiencing neglect and/or abuse.

- (i) To co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of adults at risk in the London Borough of Brent; and
- (ii) (To ensure the effectiveness of what is done by each such person or body for those purposes.

(d) Terms of Reference of the Board:

- (i) The role, responsibility, authority and accountability with regard to the action each agency and professional group should take to ensure the protection of adults.
- (ii) establish ways of analysing and interrogating data on safeguarding notifications and completed enquiries which increases the SABs understanding of prevalence of abuse and neglect locally that builds up a picture over time;
- (iii) establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements;
- (iv) Develop and implement policies and strategies for protecting adults which should be formulated, not only in collaboration and consultation with all relevant agencies but also take account of the views of adults who have needs for care and support, their families, advocates and carer representatives;
- (v) develop preventative strategies that aim to reduce instances of abuse and neglect in its area;
- (vi) identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry, including referral pathways and thresholds for intervention;
- (vii) formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults;
- (viii) develop strategies to deal with the impact of issues of race, ethnicity, religion, gender and gender orientation, sexual orientation, age, disadvantage and disability on abuse and neglect;
- (ix) balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a 'need-to-know basis';
- (x) identify mechanisms for monitoring and reviewing the implementation and impact of policy and training to meet the training needs of staff across all agencies to work effectively together to safeguard and promote the welfare of adults at risk;
- (xi) carry out safeguarding adult reviews and advise the local authority and Board Partners on lessons to be learned;

- (xii) produce a Strategic Plan and an Annual Report;
- (xiii) evidence how Board members have challenged one another and held other Boards to account and determine arrangements for peer review and self-audit; and
- (xiv) Review and comment on the impact for safeguarding of individual member agencies' operational strategic decision making, including budgetary considerations.

(e) Membership

- (i) The Brent Local Safeguarding Adults Board will be chaired by an Independent Chair. Membership will be drawn from:

- Brent Council
 - Strategic Director Adults
 - Strategic Director of Children and Young People
 - Operational Director of Housing Services
 - Operational Director of Regulatory Services
- Metropolitan Police: Brent
- National Probation Trust
- Community Rehabilitation Company
- Brent Clinical Commissioning Group
- NHS England (London)
- North West London Healthcare NHS Trust
- Central and North West London NHS Foundation Trust
- London Ambulance Service
- Healthwatch
- London Fire Brigade
- Care Quality Commission
- Brent Community Voluntary Services
- Brent User/Carers Group
- Department for Work and Pensions
- Crown Prosecution Service

- (ii) Other membership of the LSAB who will act in an advisory/observer role will include:

- Cabinet Member Adults, Health and Wellbeing
- The Director of Public Health
- Designated Health Professionals
- Principle Social Worker
- Legal Advisor to the Board

Old Oak and Park Royal Development Corporation

- 11.13 (a) Under the Localism Act 2011 the Mayor of London has powers to establish a Mayoral Development Corporation ('MDC'). The Old Oak and Park Royal Development Corporation Establishment Order was made on 23 January 2015 and came into effect on 1 April 2015. The Old Oak and Park Royal Development Corporation (OPDC) has

been established to drive forward the regeneration of Old Oak and Park Royal in light of the proposed HS2 interchange. The corporation boundary includes land within Brent, Ealing and Hammersmith & Fulham. The OPDC can acquire planning functions for the area covered by the MDC. Pursuant to a Planning Order made by the MDC, which came into effect on 1 April 2015, the OPDC is the Local Planning Authority for the land within its boundary. The OPDC has a Planning Committee that includes one elected member from each of the three boroughs affected. The Council is represented on the Planning Committee by the Chair of its Planning Committee.

11.13 (b) The OPDC has a Board comprising an elected member from each of the three boroughs affected, a representative from the Greater London Authority, Transport for London, Department for Transport, High Speed 2, Network Rail, a local business representative, a representative from the residential community, the Chair of the OPDC Planning Committee, an independent business representative, an expert in regeneration and an expert in education. The Council is represented on the Board by its Leader.

11.13 (c) Under the Localism Act 2011, the OPDC can delegate some of its planning functions back to the Council. On 2 March 2015, Full Council agreed that certain functions to be discharged by the Council on behalf of the OPDC be delegated to the Planning Committee and officers in accordance with the current arrangements for carrying out planning functions.

Pension Board

Membership

11.14 (a) The membership of the Pension Board shall consist of:

- 3 Brent Council Pension Fund employer representatives (2 Brent Council representatives and 1 representing an employer other than the Council)
- 3 Brent Council Pension Fund member representatives (2 Trade Union representatives and 1 pension scheme member)
- 1 independent member (chair)

11.14(b) No substitutes are permitted.

11.14 (c) Members of the Pension Board shall be appointed by the General Purposes Committee.

Terms of Reference

11.14 (d) Under the Local Government Pension Scheme Regulations 2013 (as amended):

- (i) To assist the Council as scheme manager in securing compliance with:

 - 1. the Local Government Pension Scheme Regulations 2013 (as amended);
 - 2. any other legislation relating to the governance and administration of the Local Government Pension Fund Scheme (LGPS);
 - 3. requirements imposed by the Pensions Regulator in respect of the LGPS;
 - 4. such other matters as the LGPS regulations may specify
- (ii) To assist the Council in securing the effective and efficient governance and administration of the scheme;
- (iii) To consider cases that have been referred to the Pension Regulator and/or the Pension Ombudsman; recommending changes to processes, training and/or guidance where necessary;
- (iv) To produce an annual report outlining the work of the Board throughout the financial year to the General Purposes Committee.

PART 4

RESPONSIBILITY FOR FUNCTIONS

General

Powers Delegated to Officers

Exemptions Restrictions and Limitations on Powers Delegated to Officers

Acquiring, managing and disposing of land and buildings

Decisions by individual members

Decisions to be taken only by Full Council

Table 1 Functions which cannot be exercised by the Cabinet

Table 2 Functions where the Council has a choice of exercising them through either the Cabinet or the Council and the person or body to whom, if any, the function has been delegated

Table 3 Functions not to be the sole responsibility of the Cabinet

Table 4A The Membership and Terms of Reference of the Highways Committee of the Cabinet

Table 4B The Membership and Terms of Reference of the Barham Park Trust Committee of the Cabinet

Table 5 Proper and Statutory Officer Provisions

Table 6 List of functions that may only be exercised by Full Council

purpose will be identified. Any other function not otherwise specified in the Tables or elsewhere in this Constitution is the responsibility of the Cabinet, unless specifically precluded by law from so being, in which case it shall be the responsibility of the General Purposes Committee (unless specifically reserved to Full Council in which case it shall be exercised by Full Council).

- 1.12 All functions shall be exercised in accordance with this Constitution including, for the avoidance of doubt, the Standing Orders and Financial Regulations and this Part 4 and Part 5.
- 1.13 In exercising any function or making any decision, the decision making body or person shall take into account all relevant considerations and ignore all irrelevant considerations and shall comply with the Access to Information Rules.
- 1.14 A number of joint committees have been established with other London Boroughs under the umbrella of the London Councils. The London Councils' Committee and the Transport and Environment Committee exercise executive and non-executive functions. The terms of reference and make up of these committees and the sub-committee are described in Part 5.

2. Powers Delegated to Officers

- 2.1 Those officers named in the Tables or elsewhere in the Constitution have delegated to them the powers specified therein but subject to the limitations specified therein. For the avoidance of doubt, this includes an officer appointed to a named post on an acting interim or temporary basis.
- 2.2 References in this Part 4 to a 'director' or 'relevant director' are references to one or more of the officers specified in paragraph 2.4 below.

2.3 ~~2.3~~ —The Chief Executive may exercise any functions delegated to other officers and may delegate decisions or functions to one or more officers in any of the Council's departments unless expressly prohibited by law from doing so.

2.3.1 The Chief Executive shall also have the authority to carry out all executive functions in the interim in the event of there being no Leader, or Deputy Leader appointed and insufficient members of the Cabinet appointed to achieve a quorum.

2.3.2 ~~Exceptionally, notwithstanding anything in this Constitution, the Chief Executive shall be authorised to exercise either executive or non-executive functions where the matter is urgent unless this is prohibited by law.~~

2.3.3 ~~If the Chief Executive acts in the circumstances set out in paragraphs 2.3.1 and 2.3.2 above, the Chief Executive shall notify, as appropriate, the Leader or Deputy Leader of the Council, the Lead Member with portfolio responsibility for the matter to which the decision relates and the Leader of the Principal Opposition Group of any such action.~~

- 2.4 The Chief Executive, Chief Operating Officer and Strategic Directors listed below shall have responsibility for the following general and related areas:-

(a) Chief Executive:

Head of Paid Service. Managerial leadership of the Council including responsibility for overall corporate management and operational responsibility for all staff. Providing and securing of advice to the Council,

PART 5

TERMS OF REFERENCE FOR COUNCIL COMMITTEES AND SUB- COMMITTEES

Introduction

Health and Wellbeing Board

Standards Committee

Audit Committee

Corporate Parenting Committee

Scrutiny Committee

General Purposes Committee

- *Pension Fund Sub-Committee*
- *Senior Staff Appointments Sub-Committee*
- *Staff Appeals Sub-Committees A and B*

Planning Committee

Alcohol & Entertainment Licensing Committee

- *Alcohol & Entertainment Licensing Sub-Committees A, B & C*

[Equalities Committee](#)

Joint Committees

Equalities Committee

Membership

- The committee comprises 5 councillors and will be chaired by the Cabinet Member with responsibility for Equalities.

Terms of Reference

1. To oversee the council's achievement and maintenance of the Excellent Standard in the Equalities Framework for Local Government.
2. To monitor the progress of the Equalities & HR Policies Review Action Plan.
3. To meet quarterly.