

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

Dismissal Advisory Panel

Joint Committees

MEMBERSHIP AND TERMS OF REFERENCE OF COUNCIL COMMITTEES AND SUB-COMMITTEES

Introduction

1. The Council has determined that functions of the Council may be discharged by the committees and sub-committees set out below.

Council Committees

2. The Council has appointed the following committees:

- Health and Wellbeing Board
- Standards Committee
- Audit Committee
- Corporate Parenting Committee
- General Purposes Committee
- Planning Committee
- Alcohol and Entertainment Licensing Committee
- Scrutiny Committee
- Equalities Committee
- Dismissal Advisory Panel

Council Sub-Committees

3. The General Purposes Committee has appointed the following sub-committees:

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

4. The Alcohol and Entertainment Licensing Committee has appointed 3 Sub-Committees known as Alcohol and Entertainment Licensing sSub-Ceommittee A, B ander C.

Task Groups, Panels and Commissions

5. The Scrutiny Committee may, establish task groups, panels or Commissions.

Political Balance

6. The rules on political balance will apply to all committees and sub-committees except the Alcohol and Entertainment Licensing Committee and its sub-committees. The rules on political balance are disappplied in relation to the Health and Wellbeing Board.

Terms of Reference and Membership

7. The terms of reference and membership of the committees and any special rules relating to membership are set out below.

Joint Committees

8. 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.
9. The terms of reference and make up of these committees are described below (even though some of the functions are executive functions).
10. The Council has also established the Northwest London Joint Health Overview and Scrutiny Committee.

Health and Wellbeing Board

Membership

- 5 elected councillors to be nominated by the Leader of the Council. Four councillors will be Cabinet members from the majority party. The fifth member will be ~~from an opposition~~ party member. An elected councillor will chair the Health and Wellbeing Board
- 4 representatives of Brent CCG
- A representative of Health Watch
- Chief Executive, London Borough of Brent
- Director of Adult Social Care
- Director of Children's Services
- Director of Public Health
- Strategic Director Regeneration and Growth~~Director of Environment and Neighbourhood Services~~

At least one of the Brent CCG members shall be a GP.

All members of the Health and Wellbeing Board have voting rights, except council officers.

The quorum for the Health and Wellbeing Board be four voting members, with at least two councillors and two other voting members present in order for a meeting to take place.

Terms of Reference

Brent's Health and Wellbeing Board will:

1. Lead the improvement of health and wellbeing in Brent, undertaking duties required by the Health and Social Care Act 2012.
2. Lead the needs assessment of the local population and subsequent preparation of the borough's Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy and ensure that both are updated at regular intervals.
3. Oversee the implementation of the priorities in the borough's health and wellbeing strategy and other work to reduce health inequalities in Brent.
4. Develop initiatives between the council and health service partners to improve health and wellbeing, focussing on tackling Brent's health inequalities.
5. Promote integration and partnership working between health, social care and public health by developing joined up commissioning plans.
6. Provide steer and oversight to CCG and social care commissioning plans to ensure they meet the borough's health needs and the wider strategic plans for health and social care.

7. Consider the wider determinants of health including (but not limited to) housing, education, and the environment to ensure that there is an integrated response to tackling health and wellbeing priorities and health inequalities in Brent.
8. Oversee the borough's plans to respond to a health related emergency.
9. Oversee the development of the borough's pharmaceutical needs assessment, which requires updating every three years.
10. Agree an annual work programme for the Board.

STANDARDS COMMITTEE

Membership

The committee comprises 6 members.

5 members are elected councillors and one member who is a non voting co opted member.

The Leader shall not be a member of the committee.

No more than 1 member of the Executive may be a member of the committee.

Terms of reference

The committee is responsible for the following functions:-

1. To promote and maintain high standards of conduct by members including any co-opted members.
2. To assist members and co-opted members to observe the Brent Members' Code of Conduct, the Planning Code of Practice, the Licensing Code of Practice and any other code of conduct or practice which is adopted ("the Codes").
3. To monitor the operation, effectiveness of and compliance with the Codes and to recommend adoption or revisions of the Codes to the Council.
4. To advise members and co-opted members on matters relating to the Codes and on any other matters related to their conduct and treatment of their pecuniary interests.
5. To provide or arrange training for members and co-opted members on matters relating to the Codes.
6. To receive reports from the Monitoring Officer.
7. To receive allegations referred to it by the Monitoring Officer that a member (including a co-opted member) failed, or may have failed, to comply with the Council's Code of Conduct.
8. To decide whether to ask the Monitoring Officer to investigate allegations or a breach of the Code, or to take no further action.
9. To hold hearings into allegations of misconduct against Councillors once they have been investigated, to consider the views of the Independent Person, and to decide whether in the circumstances:
 - a There was a breach of the Code of Conduct and if so what action should be taken;
 - b There was a breach of the Code of Conduct but that in the circumstances no further action should be taken; or
 - c That there was no breach of the Code of Conduct.

10. To carry out all other functions relating to complaints about members' conduct set out in the Localism Act 2011 and the Code of Conduct.

AUDIT COMMITTEE

Membership

- The committee comprises 5 non-executive councillors and 1 non voting co-opted member.

Terms of Reference

Audit Activity

1. To consider the Head of Internal Audit's annual report and opinion, and a summary of internal audit activity (actual and proposed), and the strategic and annual audit plans, and consider the level of assurance these can give over the council's corporate governance arrangements.
2. To consider summaries of specific internal audit reports as appropriate.
3. To consider the annual review of the effectiveness of internal audit.
4. To consider, as required, reports from internal audit on agreed audit recommendations not implemented within a reasonable timescale.
5. To consider specific reports as agreed with the external auditor.
6. To comment on the scope and depth of external audit work and to ensure it gives value for money.

Regulatory Framework

7. To maintain an overview of the Council's constitution in respect of Contract Standing Orders and financial regulations.
8. To review any issue referred to it by the chief executive or a director, or any council body.
9. To monitor the effective development and operation of risk management and corporate governance in the Council.
10. To monitor council policies to facilitate confidential reporting by employees of suspected fraud, corruption or any other wrongdoing, the Council's anti-fraud and anti-corruption policies.
11. To oversee the production of the Council's Statement on Corporate Governance and Internal Control and to recommend its adoption.
12. To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
13. To consider the Council's compliance with its own and other published standards and controls.

- 14 To monitor the handling of any reports from the Local Government Ombudsman.

Accounts

15. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
16. To review and approve the statement of accounts and consider whether there are any issues from the financial statements or from the audit that need to be brought to the attention of the Council.

CORPORATE PARENTING COMMITTEE

Membership:

Lead member for children and young people (Chair), five members of the Council and up to four non-voting co-opted members.

Terms of reference:

1. To secure sustained improvements in the life chances of looked after children and care leavers in Brent and work within an annual work plan to that end.
2. To ensure the Council is fulfilling its duties for looked after children and care leavers corporately and with other partners and statutory agencies to ensure services are responsive to the needs of looked after children and care leavers.
3. To monitor and review the quality and effectiveness of services across the council, partner agencies and commissioned services to achieve continuing improvements in outcomes for looked after children and care leavers.
4. To provide a forum for children in care in Brent to talk about issues relating to their experience of being looked after by the Council and to participate in decision making.
5. To directly receive the views of children and young people looked after and leaving care via the Children in Care Council mechanisms and annual consultation to ensure their views and experiences directly influence decisions made at this level.
6. To promote joint-working arrangements between council departments and partner agencies in order to improve outcomes for looked after children.
7. To consider recommendations from internal and external inspections and reviews, to agree the actions needed to address any issues identified and to evaluate the implementation of any agreed plan.
8. To champion the educational achievement of children in care.
9. To develop, maintain and keep under review the Brent Looked After Children and Care Leaver Strategy and Action Plan.
10. To consider matters referred to the Committee within its terms of reference and to make recommendations as appropriate to the relevant committee, portfolio holder, officer or partner agency.
11. To provide an annual report on the work of the Committee, highlighting strengths and areas for development in supporting looked after children in Brent.

SCRUTINY COMMITTEE

Membership

- The Committee consists of fourteen members in total comprising of eight Councillors, 4 voting education co-opted members and 2 non voting education co-opted members.

None of the members shall be members of the Cabinet. Membership should not include members who are members of the Health and Wellbeing Board

Terms of reference

The Scrutiny Committee shall perform the following functions. These functions are subject to the limitations set out below.

1. To review or scrutinise the decisions made or other action taken in connection with the discharge of any of the Authority's executive functions.
2. To make reports and/or recommendations to the Council, or to the Cabinet in connection with the discharge of executive functions, or to their respective committees or sub-committees as the case may be.
3. To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive and to make reports or recommendations to the Council or the Cabinet in respect of such matters.
4. To make reports and/or recommendations to the Council and/or the Cabinet or their committees or sub-committees on matters which affect the Council's area or the inhabitants of that area.
5. To review and scrutinise the performance of any organisational body carrying out any function on behalf of or in partnership with the Council
6. To scrutinise and review planning, provision and operation of health providers in the area.
7. To consider and draft recommendations to Full Council in response to any consultation relating to a substantial development of or variation in the health service in the local authority's area.
8. To coordinate the activities of the Committee with scrutiny undertaken by the voluntary sector and other bodies.
9. To meet as and when required to consider any matter 'called in' in accordance with Standing Orders and to make recommendations thereon.

10. To consider appeals on petitions as set out in the council's Standing Orders relating to petitions.
11. To produce and publish an annual report of it's work.
12. To commission a number of in depth evidence based reviews.

Limitations

- (a) The Scrutiny Committee will not scrutinise decisions made in respect of matters concerning individual applications for consent, permission, approval or grants, particularly individual decisions on planning, licensing, registration, etc.
- (b) The voting co-opted members may only vote on matters relating to school education and the non-voting co-opted members may not vote on any matter.

GENERAL PURPOSES COMMITTEE

Membership

- The committee ~~is~~ comprises 8 councillors.

Terms of Reference

1. Subject to paragraph 10 below, to carry out those functions specified in this Constitution as being the responsibility of the General Purposes Committee, except to the extent that those functions have been delegated to officers or sub-committees of the General Purposes Committee, including but not limited to: -
 - (a) closing and creating footpaths, public rights of way and bridleways;
 - (b) public path and railway extinguishments orders; and
 - (c) agreeing changes to appointments to outside bodies.
2. To appoint its sub-committees as set out in the Constitution.
3. To set the Council Tax Base.
4. To agree the calculation of estimated income from National Non-Domestic Rates.
5. To determine the terms and conditions on which staff appointed by the Senior Staff Appointments Sub-Committee shall hold office, including procedures for their dismissal, and to determine the grading structure to be applied to posts appointed by the Senior Staff Appointments Sub-Committee.
6. To determine the overall framework of terms and conditions of service for employee.
7. To determine matters referred to it by the Chief Finance Officer or the Pension Fund Sub-Committee concerning the Council's functions under the Local Government Pension Scheme.
8. To hear and determine applications under licensing legislation (other than the Licensing Act 2003 or the Gambling Act 2005) which are considered significantly contentious by the Strategic Director Regeneration and Growth or in respect of which an applicant is entitled to be heard by a committee or sub-committee of members.
9. To hear and determine appeals against officer decisions regarding licence applications under the Scrap Metal Dealers Act 2013.
10. To carry out any non-executive functions which are not the responsibility of any other person or Council committee or sub-committee, except where prevented by law from doing so or by any other provision in this Constitution.

11. To carry out any other functions which are non-executive functions and which have been delegated to its sub-committees or officers but which the relevant sub-committee or officer is for whatever reason unable or unwilling to so exercise.

PENSION FUND SUB-COMMITTEE

Membership

The sub-committee comprises 7 councillors and 2 non-voting co-opted members from the College of North West London and Brent Care at Home

Terms of Reference

1. To undertake statutory functions on behalf of the Local Government Pension Scheme and ensure compliance with legislation and best practice.
2. To determine policy for the investment, funding and administration of the pension fund.
3. To consider issues arising and make decisions to secure efficient and effective performance and service delivery.
4. To appoint and monitor all relevant external service providers for the Brent Pension Fund, namely:
 - fund managers;
 - custodian;
 - corporate advisers;
 - independent advisers;
 - actuaries;
 - governance advisers;
 - all other professional services associated with the pension fund.
5. To monitor performance across all aspects of the service.
6. To ensure that arrangements are in place for consultation with stakeholders as necessary
7. To consider the annual statement of pension fund accounts.
8. To consider and approve the Brent Pension Fund actuarial valuation

SENIOR STAFF APPOINTMENTS SUB-COMMITTEE

Membership

- The sub-committee ~~is~~ comprises 5 councillors, at least one of whom shall be a member of the Cabinet.

Terms of Reference

To make appointments to the senior posts set out in the Standing Orders relating to Staff, subject to first complying with the procedures for such appointments set out in those Standing Orders and on the terms and conditions agreed by the General Purposes Committee.

STAFF APPEALS SUB-COMMITTEE A AND B

NB: There are two sub-committees which will meet on an ad hoc basis in rotation or as determined by the Head of Executive and Member Services.

Membership

The sub-committee ~~is~~ comprised of 5 councillors.

Terms of Reference

To consider and determine, in accordance with the relevant terms and conditions of service, any appeal by any person employed or purportedly employed by the Council against any dismissal arising out of disciplinary action.

PLANNING COMMITTEE

Membership

- The committee ~~is~~ comprises -8 councillors.

Terms of Reference

1. To determine applications for planning permission, consent or approval (including listed building and conservation area consent) in respect of the following types of development:-
 - (i) construction of 20 or more dwellings;
 - (ii) outline residential development with a site larger than 0.1 hectare (approximately ¼ acre);
 - (iii) construction of non-residential building exceeding 500 sq. metres in floorspace outside a designated employment area; and
 - (iv) outline non-residential development with a site larger than 0.1 hectare (approximately ¼ acre), outside a designated primary employment area.
2. To determine applications for planning permission, consent or approval (including listed building and conservation area consent) which the Planning Committee has specifically indicated it wishes to consider itself.
3. To determine any application for planning permission, consent or approval (including listed building and conservation area consent) which at least three members of the Council have requested, in accordance with the Planning Code of Practice, be considered by the Planning Committee
4. To determine any other application for planning permission, consent or approval (including listed building and conservation area consent) in respect of which written objections have been received from 3 or more households or businesses except where those objections relate to:-
 - (i) Alterations to residential buildings including extensions, outbuildings (including garages), walls, vehicular accesses and hardstandings, and porches
 - (ii) satellite television dishes or aerials
 - (iii) other domestic aerials
 - (iv) certificates of lawful use or development (except applications which relate to the lawfulness of the use of a dwelling house by more than one family unit)

AND except where the officers are in any event minded to refuse the permission, consent or approval.

5. To determine any application for planning permission, consent or approval (including listed building and conservation area consent) which would, in the reasonable opinion of the Strategic Director Regeneration and Growth or the Head of Area Planning, significantly conflict with Council policies.

6. To determine any application for, or revocation of, planning permission or consent or approval (including listed building and conservation area consent) in case where the approval or revocation would, in the reasonable opinion of the Strategic Director Regeneration and Growth or the Head of Area Planning, give rise to the payment of compensation.
7. To authorise the service of an enforcement or stop notice in respect of breaches of planning, listed building, advertisement and hazardous substances control where such action would involve the payment of compensation.
8. To agree to enter into agreements pursuant to section 106 of the Town and Country Planning Act 1990, section 38 of the Highways Act 1980 or any other agreements required in connection with any permission, consent or approval granted by the committee and to authorise officers to make such agreements subject to such restrictions as it considers appropriate.
9. To determine any matter relating to planning or hazardous substances which are delegated to officers, other than Executive functions, but which the Strategic Director Regeneration and Growth or Head of Area Planning considers appropriate for the committee to consider.
10. To authorise the making of Tree Preservation Orders in cases where the relevant officer has declined to make an order.
11. In relation to other planning and/or development control matters:
 - (a) where requested by officers or the Cabinet to do so, to provide comments back to them on any applications for development in neighbouring boroughs and any changes to planning policy in other boroughs.
 - (b) to consider and recommend to the Cabinet or officers amendments to adopted or draft development plan documents, supplementary planning documents, planning briefs or other similar documents.
 - (c) to comment on development proposals following presentations by applicants and their agents of more significant proposals at a pre-application stage.
12. To determine, agree, or authorise matters delegated to the Council under the Old Oak and Park Royal Development Corporation (OPDC) Scheme of Delegation and the Protocol agreed by Full Council on 2nd March 2015, so far as they fall within those functions delegated to this Committee as set out in paragraphs 1 -11 above and subject to limitations below.

Limitations

- (a) None of the above will apply to any application for permission or consent which the Council is required to refuse in accordance with a direction to do so from the Mayor of London or any Minister of the Crown issued pursuant to any legislative provision in which case the refusal shall be issued by the Strategic Director Regeneration and Growth or the Head of Area Planning but reported to the Planning Committee for information.

- (b) Nothing in paragraphs 1-12 above shall apply to applications for permission for telecommunication masts submitted by telecom operators under Part 24 of Town and Country Planning (General Permitted Development) Order if the meeting at which the matter would be considered would take place after the deadline specified in that order for responding to the application in which case the application may, for the avoidance of doubt, be determined by officers under delegated powers.

ALCOHOL AND ENTERTAINMENT LICENSING COMMITTEE

Membership

- The Committee ~~is~~ comprises 15 members.

Terms of Reference

1. To oversee the discharge of all licensing functions of the Council as the licensing authority under the Licensing Act 2003 and the Gambling Act 2005, except the determination of the Council's Statement of Licensing Policy and the publication of that Statement under either Act and the making of a resolution not to issue a casino premises license under section 166 of the Gambling Act.
2. To establish and appoint to sub-committees to determine matters under the Licensing Act 2003 regarding personal licences, premises licences, club premises certificates, provisional statements, variation of the designated premises supervisor, interim authorities, ~~police~~ objections to temporary event notices and any applications requiring a hearing under the Act and to determine matters under the Gambling Act 2005 regarding premises licenses, provisional statements, variations of premises licenses, transfers of premises licenses, reviews of premises licenses and any applications requiring a hearing under the Act.
3. To arrange for the discharge of the functions governed by the Licensing Act 2003 and the Gambling Act 2005 by its sub-committees or by officers except where prohibited from doing so by those or any other statutory provision.
4. To receive and consider annual reports, where appropriate, on the needs of the local tourist economy, employment and investment in the area and any other matter directly related to the licensing functions in the borough.
5. To direct officers to report to the Planning Committee, where appropriate, on the situation regarding licensed premises in the area, including the general impact of alcohol related crime and disorder.

Alcohol and Entertainment Licensing Sub-Committee 'A' / 'B' / 'C'

Membership

- Each sub-committee comprises 3 members.
- All members and alternate members must be members of the Alcohol and Entertainment Licensing Committee.

Terms of Reference

Licensing Act 2003

1. To determine applications for personal licences where the police have served an objection notice.
2. To determine applications for premises licences, club premises certificates and provisional statements where a relevant representation is made.
3. To determine applications to vary premises licences and club premises certificates where a relevant representation is made.
4. To determine applications to vary a designated premises supervisor where a police objection is received.
5. To determine applications for transfer of a premises licences where a police objection is received.
6. To determine applications to review premises licences and club premises certificates.
7. To determine applications for interim authorities where a police objection is received.
8. To determine an ~~an~~-police objection to a temporary event notice.

Gambling Act 2005

9. To determine applications for premises licences and provisional statements where representations have been made
10. To determine applications for variation of premises licences where representations have been made.
11. To determine applications for transfer of premises licences where representations from the Gambling Commission are received.

12. To review premises licences under section 201.

General

13. To determine any application or variation which is capable of being determined by officers but which the Strategic Director Regeneration and Growth considers appropriate for the Sub-Committee to consider.

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 ensure the Council's plans and practice reflect current and future equalities legislation and guidance.
2. To oversee the council's achievement and maintenance of the Excellent Standard in the Equalities Framework for Local Government.
3. To monitor the progress of the Equalities & HR Policies Review Action Plan.
3. ~~To meet quarterly.~~

DISMISSAL ADVISORY PANEL

Membership

- The Panel comprises 3 independent persons appointed under s28(7) of the Localism Act 2011 and in accordance with the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 (“the 2015 Regulations”).
- The Panel shall be appointed at least 20 working days before any meeting of Full Council to consider whether or not to approve a proposal to dismiss the Chief Executive, Monitoring Officer or Chief Finance Officer for any reason other than redundancy, permanent ill-health or infirmity of mind or body.

Terms of reference

1. The function and remit of the Panel are as set out in the 2015 Regulations. Accordingly, the Panel can give advice, express its views and make recommendations to Full Council before it meets to consider whether or not to approve a proposal to dismiss the Chief Executive, Monitoring Officer or Chief Finance Officer.”

JOINT COMMITTEES

1. INTRODUCTION

The Council is a member of a number of joint committees under the umbrella of London Councils (formerly known as the Association of London Government or the ALG). The ALG Agreement dated 1 April 2000 (as varied by an agreement dated 13 December 2001) established the Leaders' Committee, the Grants Committee and the London Housing Unit Committee as joint committees. There is a further agreement dated 15 January 1998 (as varied by the Agreement dated 13 December 2001), which established another joint committee known as the Transport and Environment Committee. The Council is also a member of the Northwest London Joint Health and Overview and Scrutiny Committee [and the West London Economic Prosperity Board](#).

2. LONDON COUNCILS' COMMITTEE (KNOWN AS THE LEADERS' COMMITTEE)

Membership

- The Leaders' Committee is comprised of the Leader of each of the 33 London Local Authorities including the Leader of Brent Council.

Terms of Reference

The terms of reference of the Committee are set out in full in the Agreement dated 1 April 2000 and are summarised below:

1. To consult on the common interests of the London Local Authorities and to discuss matters relating to Local Government.
2. To represent the interests of the London Local Authorities to national and Local Government, to Parliament, to the European Union and other international organisations and to other bodies and individuals, and to negotiate as appropriate on behalf of member authorities.
3. To formulate policies for the development of democratic and effectively management Local Government.
4. To provide forums for the discussion of matters of common concern to the London Local Authorities and a means by which their views may be formulated and expressed.
5. To appoint representatives or staff to serve on any other body.
6. To represent the interests of the London Local Authorities as employers.
7. To provide services to the London Local Authorities including the dissemination of information on Local Government and on other relevant issues.
8. To provide information to the public, individuals and other organisations on the policies of London Councils and Local Government issues relevant to London.

9. To act as the regional body of the Local Government Association.
10. To act for, and on behalf of London Local Authorities in their role as employers, through the provision and development of a range of services.

Rules of Procedure

The rules of debate and procedure for the conduct of meetings of the Leaders' Committee are set out in Standing Orders contained in the 1 April 2000 Agreement and which are also published on the London Councils' website. London Councils is also required to comply with Financial Regulations contained in the ALG Agreement. These Standing Orders and Financial Regulations also apply to the other London Councils joint committees detailed below.

3. TRANSPORT AND ENVIRONMENT COMMITTEE

Membership

- This Committee was established under an Agreement dated 15 January 1998, which was varied by Agreements dated 13 December 2001 and 1 May 2003. The Committee is comprised of one councillor from each of the London Local Authorities including a councillor from Brent Council and Transport for London.

Terms of Reference

The terms of reference of the Committee are set out in full in the Agreement of 13 December 2001 and are summarised below:

1. Appoint and provide accommodation and administrative support for parking adjudicators and determine the places at which parking adjudicators are to sit.
2. Determine the penalty charge levels and fees for de-clamping, vehicle recovery, storage and disposal subject to the approval of the Secretary of State.
3. Determine the rate of discount for early payment of penalty charge notices.
4. Determine the form for aggrieved motorists to make representations to London Local Authorities under Section 71 of the Road Traffic Act 1991.
5. The publication and updating as necessary of the Code of Practice for Parking in London.
6. The co-ordination and maintenance of vehicle removal and clamping operations.
7. The establishment of links with the Metropolitan and City Police and County Courts and the DVLA.
8. Ticket processing, general data collection and service monitoring.
9. The establishment of common training standards in connection with parking standards, the accreditation of training centres and award qualifications.
10. The establishment of London-wide parking schemes.

11. Implementation and enforcement of the London Lorry Ban.
12. Managing the Concessionary Fares Scheme.
13. Managing the London Taxicard Scheme.

4. GRANTS COMMITTEE

Membership

- This Committee was established to take decisions in relation to the London Councils Grants Scheme which was established under section 48 of the Local Government Act 1985. The members of the Grants Committee are from the 33 London Boroughs (this includes the City of London).

Terms of Reference

The Terms of Reference of the Committee are:

1. to ensure the proper operation of the London Borough Grants Scheme;
2. to make recommendations to the Leaders' Committee on overall policies, strategy and priorities;
3. to make recommendations to the Leaders' Committee on the annual budget for the London Borough Grants Scheme;
4. to consider grant applications and make grants to eligible voluntary organisations; and
5. to make all decisions relating to the making of grants and the operation of the scheme save those which are specifically reserved to constituent councils.

5. LONDON HOUSING CONSORTIUM

Membership

- The London Housing Consortium is a joint committee and is a building procurement consortium for housing, schools and corporate buildings. There are 12 Full Members of the London Housing Consortium which comprise of ten London Boroughs, Buckinghamshire County Council and one registered social landlord.

Terms of Reference

The Terms of Reference of this Committee are:

1. To provide specialist technical and procurement services related to building programmes undertaken by London Housing Consortium constituent authorities and other public sector bodies.
1. To establish, develop and manage framework agreements for the procurement of building components and services for the use and benefit of all constituent authorities and other public sector bodies.

NORTH WEST LONDON JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Membership

One nominated voting member from each Council participating in the North West London Joint Health Overview and Scrutiny Committee plus one alternate member who can vote. The committee will require at least six members in attendance to be quorate.

Chair and Vice Chair

The North West London Joint Health Overview and Scrutiny Committee will elect its own chair and vice chair. Elections will take place on an annual basis each May, or as soon as practical thereafter, such as to allow for any annual changes to the committee's membership.

Terms of Reference

1. To scrutinise the 'Shaping a Healthier Future' reconfiguration of health services in North West London; in particular the implementation plans and actions by the North West London Collaboration of Clinical Commissioning Groups ('NWL CCGs'), focussing on aspects affecting the whole of North West London.
2. To review and scrutinise decisions made or actions taken by NWL CCGs and/or other NHS service providers, in relation to the 'Shaping a Healthier Future' reconfiguration, where appropriate.
3. To make recommendations to NWL CCGs, NHS England, or any other appropriate outside body in relation to the 'Shaping a Healthier Future' plans for North West London; and to monitor the outcomes of these recommendations where appropriate.
4. To require the provision of information from, and attendance before the committee by, any such person or organisation under a statutory duty to comply with the scrutiny function of health services in North West London.

The stated purpose of the North West London Joint Health Overview and Scrutiny Committee is to consider issues arising as a result of the Shaping a Healthier Future reconfiguration of health services, taking a wider view across North West London than might normally be taken by individual Local Authorities. Individual local authority members of the North West London Joint Health Overview and Scrutiny Committee will continue their own scrutiny of health services in, or affecting, their individual areas (including those under 'Shaping a Healthier Future').

Participation in the Joint Health Overview and Scrutiny Committee will not preclude any scrutiny or right of response by individual boroughs. In particular, and for the sake of clarity, this joint committee is not appointed for and nor does it have delegated to it any of the functions or powers of the local authorities, either individually or jointly, under Section 23 of the local authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

Duration

The Joint Health Overview and Scrutiny Committee will continue until March 2018, to match the planned implementation timeframe for the Shaping a Healthier Future programme. During this period, the committee will also hold an annual review in May each year, or as soon as practical thereafter, where it will consider and decide whether there is a need for the Joint Health Overview and Scrutiny Committee to continue or whether it has fulfilled its remit and should terminate earlier than 2018. This does not preclude individual local authorities from leaving the Joint Health Overview and Scrutiny Committee before this date. Should there be any proposals for a Joint Health Overview and Scrutiny Committee beyond this date, this would need to be considered by each participating authority in line with its own constitution and policies.

WEST LONDON ECONOMIC PROSPERITY BOARD

Membership

1 member from each participating borough. Brent Council will be represented by the Leader or another Member of the Cabinet nominated by the Leader.

Terms of Reference

The participating boroughs have agreed arrangements for certain of their functions to be discharged jointly with the intention of promoting economic prosperity in West London as detailed in the Board's Functions and Procedure Rules and other governance documentation.