

FULL COUNCIL
28TH November 2005

**Appendix to the report on Proposed Revisions
to Brent's Constitution**

PART 1

INTRODUCTION

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SUMMARY

1. The Council's Constitution

Brent Council has agreed a new Constitution which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that decision making is efficient, transparent and accountable to local people. Some of the procedures are required by law, while others are a matter for the Council. The Constitution is divided into 8 Parts. These contain the Articles of the Constitution, the Standing Orders and other rules, codes, protocols and the Members Allowances Scheme. In particular, Parts 3 and 4 set out the rules governing the conduct of the Council's business and which part of the Council is responsible for various functions.

2. The Articles

Article 1 of the Constitution commits the Council to providing clear leadership to the community and supporting the active involvement of citizens in the process of local democracy. It also commits the Council to help councillors represent their constituents more effectively, enable decisions to be taken transparently, efficiently and effectively; and to provide a means of improving the delivery of services to the community. Articles 2 – 15 explain the relationship between citizens and the Council; and the rules governing the Council's business. The full list of Articles is:

- The Constitution (Article 1).
- Members of the Council (Article 2).
- Citizens and the Council (Article 3).
- The Full Council (Article 4).
- The Mayor (Article 5).
- Overview and Scrutiny Committees and Sub-Committees (Article 6).
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3. The Full Council

The Council is comprised of 63 councillors who are elected every four years. Councillors are democratically accountable to the residents of their ward. The overriding duty of councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them. Councillors have to agree to follow a Code of Conduct to ensure high standards in the way they undertake their duties. The Standards Committee is responsible for ensuring training is provided to members and advising councillors on, and overseeing their compliance with, the Code of Conduct. Councillors meet together at meetings of Full Council where they decide the Council's overall policies and set the budget each year. The Council also has an important role in appointing and holding to account the Executive. Meetings of the Council are normally open to the public.

4. The Executive

The Executive is made up of the Leader and nine other councillors, who are elected to the positions of Leader and Executive Members by the other councillors present at a meeting of Full Council. The Executive is responsible for putting policies, which Full Council has approved, into effect. The Executive is the part of the Council which is responsible for most of the Council's day-to-day decision making not delegated to officers. A list of the Executive members, their portfolios and their addresses are given in this Part 1.

5. Key Decisions

When Key Decisions are to be discussed or taken, these are published in the Executive's Forward Plan, in so far as they can be anticipated. If the Executive is meeting to take Key Decisions or discuss them with Council officers present, it will generally meet in public, except where confidential or exempt information would be disclosed. The Executive has to make decisions which are in line with the Council's overall policies and budget. If it wishes to make a decision which is outside the budget or policy framework, this must be referred to the Council as a whole to decide.

6. Overview and Scrutiny

The Council has appointed one Overview Committee and one Scrutiny Committee which support the work of the Executive and the Council as a whole. There are also a number of Panels and Select Committees which are sub-committees of the Overview or Scrutiny Committees. The Scrutiny Committee holds the Executive to account by scrutinising its decisions, examining performance and asking questions of decision-makers and service providers. A decision which has been made by the Executive but not yet implemented can be called in for Scrutiny and will be considered by the Forward Plan Select Committee (or the Children and Families Scrutiny Panel if it relates to an education matter). They may recommend that the Executive reconsider the decision but cannot block a decision indefinitely or impose their own views on the Executive. The Overview Committee is involved in strategic and cross-cutting issues by supporting the Executive in the development and review of policy and is also responsible for overseeing health matters. There is an informal working group called the Management Board that assists the Scrutiny Committee in co-ordinating the activities of the Committee and its sub-committees and task groups.

7. Other Committees

In addition to the committees specifically mentioned above, the Council has established a number of committees and sub-committees to deal with staffing, planning, licensing and pension related functions. The Executive has also appointed a Highways Committee to deal with executive functions relating to highways and parking.

8. Membership of committees and sub-committees

The membership and terms of reference of the Council committees and sub-committees and any joint committees are set out in Part 5 of this Constitution. The membership and terms of reference of the Executive Committee(s) are set out in Part 4 of this Constitution. The structure of the Council and

Executive Committees are shown in the Decision Making Structure Chart included in this Part 1.

9. Consultative Forums

In order to give local citizens a greater say in Council affairs the Council has established a number of consultative forums.

Five Area Consultative Forums have been created. These cover Kingsbury & Kenton, Wembley, Harlesden, Willesden and Kilburn & Kensal. ~~Four~~ Area Housing Boards have been created. These cover ~~(1) North Wembley, and~~ South Wembley, ~~(2) South Kilburn, (3) North Kilburn, and (4) Harlesden, Brentfield and St Raphaels.~~ Seven Service User Forums have been created. These are Brent Youth Matters 2, Children, Disability and Mental Health, Private Sector Housing, Pensioners, Voluntary Sector Liaison and Black Minority and Ethnic Forum.

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These bodies provide a forum for residents and businesses to discuss and raise concerns about issues in their locality or which are important to the particular group for which the forum or board is designed. They also respond to consultation initiatives by the Council. The consultative forums involve relevant councillors and their meetings are generally held in public. Issues arising from the forums are fed back into the Council's decision making process.

10. The Council's Staff

The Council has people working for it (called 'officers') to give advice, implement decisions and manage the day-to-day delivery of its services. Some officers have a specific duty to ensure that the Council acts within the law and uses its resources wisely. The management structure of the Council's officers and the responsibilities of the various departments are shown in the Management Structure Chart and Table of Service Area Functions which are also included in this Part 1.

11. Citizens' Rights

The Council welcomes participation by its citizens in its work. Citizens have a number of rights in their dealings with the Council. Some of these are legal rights, whilst others depend on the Council's own processes. The local Citizens' Advice Bureau and Community Law Centre can advise on individuals' legal rights. Citizens have the right to:

- vote at local elections if they are registered;
- contact their local councillor about any matters of concern to them;
- obtain a copy of the Constitution;
- attend meetings of the Council and its committees except where, for example, confidential or exempt information would be disclosed;
- petition to request a referendum on an elected Mayor;
- contribute to reviews conducted by the Overview and Scrutiny Committees and/or their sub-committees or task groups;

- find out, from the Executive's Forward Plan, what Key Decisions are to be discussed by the Executive or decided by the Executive, its committees or officers, and when;
- attend meetings of the Executive or its committees when Key Decisions are being made, or discussed with officers present, except where exempt or confidential information is being discussed;
- see reports and background papers, and any record of decisions made by the Council and the Executive;
- complain to the Council about its service provision;
- complain to the Ombudsman if they think the Council has not followed its procedures properly. However, they should only do this after using the Council's own complaints process;
- complain to the Standards Board for England if they have evidence which they think shows that a councillor has not followed the Council's Code of Conduct; and
- inspect the Council's accounts and make their views known to the external auditor.

12. Rules of Procedure

The Council has adopted rules of procedure called Standing Orders which give effect to the general principles set out in the Articles and govern the conduct of Council business. These are set out in Part 3 of this Constitution. The Standing Orders cover the rules of debate and procedure for the conduct of meetings of Full Council and its various committees. There are also provisions relating to the Executive, the Overview and Scrutiny Committees and their sub-committees and the Standards Committee. There are separate Standing Orders relating to Staff and Contracts.

The Council has also adopted Financial Regulations which govern financial management and control within the Council. These are contained in Part 6 of this Constitution.

13. Responsibility for Functions

The functions of the Council are generally divided between Full Council and its committees and the Executive and its committees. This is either as a matter of law or where there is a choice, as set out in this Constitution. Officers may also carry out certain functions of the Council under powers delegated to them by Full Council or the Executive. Part 4 of this Constitution sets out in detail the division of functions between the Executive and the Council and the scheme of delegation to officers and committees and sub-committees.

14. Access to Council Meetings and Documents

The Council has adopted a set of rules called the Access to Information Rules which set out the Council's procedures for ensuring transparent decision making and a protocol which gives some further information and/or guidance about the type of information that will be given to members of the Council. These include the following rules relating to public access to Council meetings and documents:

- (a) Citizens can attend meetings of the Council or its committees except where exempt or confidential information is being discussed.
- (b) Citizens have the right to attend meetings of the Executive or its committees when Key Decisions are being made, or discussed with officers present, except where exempt or confidential information is being discussed.
- (c) Citizens also have the right to see reports and background papers, and any record of decisions made by the Council and the Executive, again subject to the rules relating to exempt and confidential information.

DEFINITIONS

The words and phrases defined in this definition section shall have the meaning set out below unless it is clear from another part or section of this Constitution that a different or alternative meaning is intended for the purposes of that part or section.

- The **Access to Information Rules** set out the Council's rules relating to access to meetings and documentation relating to meetings; and exempt and confidential information. These can be found in Part 6 of this Constitution.
- The **Annual Meeting** is the meeting of Full Council each year at which the Mayor is elected.
- The **Annual Policy Programme** means a document which may be produced by the Executive and approved by the Council which sets out the plans, policies and strategies which it proposes to develop or review over the following year; the consultation process it proposes to adopt; the timetable for the development or review of those plans, policies or strategies; and whether or not the Executive recommends them for a first reading debate. It may also include the matters which the Executive has indicated that it will or may implement during the following year.
- The **Articles** in the Constitution set out the overall framework of what is to be done and by whom. Standing Orders, Codes of Conduct and the other documents forming part of the Constitution set out how the Articles will be put into effect.
- The **Authority** means the London Borough of Brent.
- **Best Value** means the requirement under the Local Government Act 1999 that the Council make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- **Best Value Performance Plan** means the document produced and published by the Authority in accordance with section 6 of the Local Government Act 1999 setting out its performance during the past year and the proposed actions for improving services in future years.
- The **Brent Members Code of Conduct** means the document which has been adopted by the London Borough of Brent setting out what is expected of members and co-opted members of the Authority in terms of their conduct and behaviour, as set out in Part 7 of this Constitution.
- The **Borough Solicitor** is the chief legal officer within the Authority and heads the Authority's Legal and Democratic Services Unit. In the London Borough of Brent the Borough Solicitor performs the function of Monitoring Officer pursuant to sections 5 and 5A of the Local Government and Housing Act 1989. (See below)
- **Chair** means the person who presides over a meeting. At meetings of Full Council the Mayor chairs the meeting. Chairs of Council committees are appointed by Full Council (except that the Chairs of the Overview Committee and the Scrutiny Committee are appointed by the Committees themselves) and

Chairs of sub-committees are appointed by the relevant parent committee. The Leader will usually chair meetings of the Executive.

- The **Chief Executive** is the Head of Paid Service as defined in section 4 of the Local Government and Housing Act 1989 and below.
- The **Chief Finance Officer** is the officer appointed in accordance with section 151 of the Local Government Act 1972 who has responsibility for the administration of the financial affairs of the authority. In the London Borough of Brent the Chief Finance Officer is the officer appointed to the position of Director of Finance and Corporate Resources.
- **Chief Officers are defined in Article 13.**
- A **Code of Conduct or Code of Practice** is a document forming part of the Council's Constitution which guides and regulates the behaviour of various groups and individuals. There are three such codes forming part of the Constitution, namely the Brent Members' Code of Conduct, the Planning Code of Practice and the Licensing Code of Practice.
- A **Committee** is a group of members (including co-opted members) chosen or elected to perform a specific function or purpose. The Authority has various types of committees which are defined separately. There are both committees and sub-committees of the Council and there is a Highways Committee of the Executive. The terms of reference of the committees and sub-committees are set out in Parts 4 and 5 of this Constitution. There are also a number of joint committees.
- **Confidential Information** is defined in section 100A(3) of the Local Government Act 1972 as:
 - (a) Information furnished to the Council by a Government department upon terms (however expressed) which forbid the disclosure of the information to the public; and
 - (b) Information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court;
- The **Constitution** is a document adopted by Brent Council which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. The Constitution is divided into 15 Articles which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in Standing Orders and in separate rules and protocols, also forming part of the Constitution.
- A **Co-opted Member** means a person, not being an Independent Member as defined below, who is a member of any committee or sub-committee of the Council but is not a councillor or officer of the Council. Co-opted members generally do not have voting rights on committees, although statute permits certain co-opted members to vote, notably parent governor representatives and church representatives. There are 4 education co-opted members with voting rights on the Overview Committee, the Scrutiny Committee and the Children and Families Scrutiny Panel. There are a further 2 education co-opted members on those committees without voting rights. There are 2 non-voting co-opted

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members on the Pension Fund Sub-Committee. The voting education co-opted members may only vote on education matters.

- **Corporate Directors** are directors of corporate units within the Council. There are Corporate Directors of: Finance and Corporate Resources; Human Resources and Diversity; Communications and Consultation; and Policy and Regeneration.
- **Corporate Strategy** means the document adopted by the Council setting out the Council's vision, values and key commitments for the next four years.
- **Council Functions** are those functions of the Authority which cannot be exercised by the Executive. These functions may be carried out by the Full Council, a Council Committee, Council Sub-Committee, Joint Committee of the Council, officers or any other person authorised by the Full Council to carry out Council functions. Council Functions cannot be carried out by the Executive.
- **Day** means a clear working day unless it is clear from another part or section of this Constitution that a different or alternative meaning is intended for the purposes of that part or section.
- **Delegated Powers** are powers to make decisions which are delegated by a decision making body to another decision making body or decision maker, such as an officer.
- **Deputy Mayor** means a councillor, not being a member of the Executive, appointed by the Mayor to act as his or her deputy. In the absence of the Mayor, the Deputy Mayor will perform the functions of Mayor except that the Deputy Mayor will only chair a Full Council meeting, in the absence of the Mayor, if chosen to do so by the members of Full Council at that meeting.
- The **Executive** is the part of the Council which is responsible for implementing the Council's Policy Framework and Budget. The Executive is made up of the Leader and nine councillors elected to the Executive by Full Council. The Executive will carry out all of the Authority's functions which are not the responsibility of any other part of the Authority, whether by law or under the Constitution.
- **Executive Arrangements** are defined in section 10 of the Local Government Act 2000 as arrangements by a local authority-
 - (a) for and in connection with the creation and operation of an Executive of the authority; and
 - (b) under which certain functions of the authority are the responsibility of the Executive.
- **Executive Committees** are committees set up by the Executive and to which the Executive has allocated Executive functions under section 15 of the Local Government Act 2000. Members of Executive Committees will be members of the Executive. The Highways Committee is an Executive Committee.
- **Executive Functions** are any functions of the Authority which are not the responsibility of any other part of the Authority, whether by law or, where the law

provides a choice, under the Constitution. The division of functions between the Executive and the Council are set out in Part 4 of this Constitution.

Generally, the division of functions between the Executive and the Council is:

- (a) Determination of the Authority's budget, policies and strategies as set out in the Budget and Policy Framework are the responsibility of Full Council;
 - (b) Functions which will involve either determining an application from a person for a licence, approval, consent, permission or registration or direct regulation of a person together with any related enforcement actions (including prosecution) are the responsibility of the Council. Functions involving staffing issues and other specific matters as set out in Part 4 of the Constitution are also the responsibility of the Council. These functions will be carried out by officers or one of the Council's committees. They cannot be carried out by the Executive; and
 - (c) All other functions are to be the responsibility of the Executive. This includes making decisions on education, social services, most (but not all) highways and parking matters and housing functions. The Executive will award contracts, dispose of assets and will develop the policies to be approved by the Council.
- **Exempt Information** means information falling within the 15 categories set out in Schedule 12A of the Local Government Act 1972 and subject to the relevant qualifications set out in that schedule and, in the case of the Standards Committee, the further categories of information set out in the Relevant Authorities (Standards Committee) Regulations 2001. These rules are explained further in the Access to Information Rules, which form part of this Constitution.
 - An **Extraordinary Meeting** is a meeting of Full Council called by the Mayor. However, if the Mayor refuses to call an Extraordinary Meeting or does not do so within seven days after a request by five Councillors any five councillors may call an Extraordinary Meeting of Full Council.
 - The **Financial Regulations** are contained in Part 6 of this Constitution and set out the rules and procedure, which govern financial management and control within the Council.
 - The **Forward Plan** is a document prepared by the Democratic Services Manager on behalf of the Leader which contains details of all the matters likely to be the subject of Key Decisions to be taken by either the Executive or its Highways Committee or other committees or officers and may also include other important decisions to be taken by the Council, its committees or officers over the next four months.
 - A meeting of **Full Council** is a meeting to which all 63 councillors of the Authority are invited to attend.
 - The **Head of Paid Service** is the officer appointed by the Authority in accordance with section 4 of the Local Government and Housing Act 1989 who has overall corporate management and operational responsibility within the Council. In the London Borough of Brent the Head of Paid Service is the officer appointed to the position of Chief Executive.

- An **Independent Member** is a member of the Standards Committee who is not a councillor or officer of the Council or any other body having a Standards Committee.
- A **Joint Committee** is a committee comprising members of two or more local authorities created under section 102(1) of the Local Government Act 1972.
- The term **Key Decision** is defined in the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000. In Brent the Council will treat as a Key Decision all decisions taken at a meeting of the Executive or a committee of the Executive whether or not the decision would be classed as a Key Decision according to the statutory definition. Further, an officer decision will be a Key Decision if it relates to an Executive function and is likely:
 - (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
 - (b) to be significant in terms of its effects on communities living or working in an area comprising one or more wards or electoral divisions in the area of the local authority (notwithstanding that the statutory definition specifies an area comprising two or more wards).

Thus, the Brent definition of a Key Decision is more generous than the statutory definition. Further guidance on Key Decisions is included in the Access to Information Rules which form part of this Constitution.

- The **Leader** is a councillor, not being the Mayor or Deputy Mayor, elected by the Council to the position of Leader of the Executive. The Leader is generally the Leader of the majority political group.
- The **Licensing Code of Practice** means the document which has been adopted by the London Borough of Brent to regulate the performance of its licensing function. The main objectives of the Code are to guide Members and officers of the Council in dealing with licensing related matters and to inform potential licensees and the public generally of the standards adopted by the Council in the exercise of its licensing powers.
- The **Management Board** is an informal working group which meets on a regular basis to assist in the co-ordination of the activities of the Scrutiny Committee and its sub-committees and task groups. It is made up of the Chair and Vice Chair of the Scrutiny Committee and the Chairs of the Scrutiny sub-committees
- **Mayor** means a councillor, not being a member of the Executive, elected by the Council at the Annual Meeting to the position of chair of the Council. The Mayor, if present at a meeting of the Council, will preside and have a second or casting vote in the event of equality of votes on any question coming before a meeting of the full Council.

The Mayor of Brent Council is a symbol of the Authority and as such, the Mayor will normally carry out the ceremonial duties of the Council.

In addition to his or her roles and duties as a councillor, the Mayor will have the additional responsibilities set out in Article 5 of this Constitution.

- **Member** means a councillor generally or in relation to a committee or sub-committee a member of that committee or sub-committee.
- The **Members' Allowance Scheme** is contained in Part 8 of this Constitution and sets out the scheme under which councillors are entitled to receive allowances in respect of carrying out their duties as councillors and for fulfilling any special responsibilities allocated to them.
- The **Monitoring Officer** is the officer appointed by the Authority in accordance with section 5 of the Local Government and Housing Act 1989 to report to it on any proposal, decision or omission by the Authority or its committees or sub-committees or officers which has given, or may give rise, to a contravention of law or statutory code of practice or to such maladministration or injustice as is mentioned in Part III of the Local Government Act 1974. The Monitoring Officer is the 'qualified person' for the purposes of determining whether disclosure of particular information under the Freedom of Information Act 2000 would be likely to prejudice the effective conduct of public affairs. In the London Borough of Brent the Monitoring Officer is the officer employed as the Borough Solicitor.
- An **Ordinary Meeting** is a meeting of Full Council which is not an Annual Meeting or an Extraordinary Meeting. These terms are separately defined. Ordinary meetings are for the transaction of the general business of the Council.
- The **Overview Committee** is a committee established pursuant to section 21 of the Local Government Act 2000 and consists of 17 Councillors, not being members of the Executive, elected by the Full Council to the Overview Committee, 4 voting education co-opted members and 2 non-voting education co-opted members. The membership of the Overview Committee reflects the political balance of the Council. The Overview Committee has responsibility for strategic and cross-cutting issues by supporting the Executive in the development and review of policy. The Committee has a sub-committee called the Health Overview Panel which is responsible for overseeing health matters.
- A **Partnership Arrangement** is an arrangement between Brent Council and one or more other bodies or persons to achieve objectives of the Council and at least one of the other parties which involves one or more of the following:
 - sharing of risk in relation to the subject matter of the arrangement
 - joint planning and decision-making such as joint commissioning
 - joint delivery of services
 - sharing of resources

but which is not a contract for the provision by one party to another of a supply, service or works in exchange for a fee or other consideration.¹
- The **Planning Code of Practice** means the document, which has been adopted by the London Borough of Brent to regulate the performance of its planning function. The major objectives of the Code are to guide members and officers of

¹ This definition has been added to make clear the type of arrangements to which the proposed control framework contained in the revised Financial Regulations will apply.

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the Council in dealing with planning related matters and to inform potential developers and the public generally of the standards adopted by the Council in the exercise of its planning powers.

- The **Policy Framework** means (for the time being) the following plans, policies and strategies:
 - Annual Library Plan;
 - Best Value Performance Plan;
 - Children's Services Plan;
 - Community Care Plan (*may be replaced by the Health Improvement and Modernisation Plans in future years*);
 - Community Strategy;
 - Crime and Disorder Reduction Strategy;
 - Development Plan Documents;
 - Early Years Development Plan;
 - Education Development Plan;
 - Interim Local Implementation Plan for the Mayor's Transport Strategy;
 - Youth Justice Plan;
 - The strategy and plan which comprise the Housing Investment Programme;
 - Local Agenda 21 Strategy;
 - Adult Learning Plan;
 - Quality Protects Management Action Plan;
 - Corporate Strategy;
 - The Annual Policy Programme of the Executive; and
 - Statement of Licensing Policy

- **Portfolio** refers to the key responsibilities or roles allocated to an Executive Member by the Leader.

- **Proper Officer** has a statutory definition in section 270(3) of the Local Government Act 1972 and means, in relation to any purpose, the officer appointed for that purpose by the Authority or for that area, as the case may be. A non-exclusive list of the Proper Officers can be found in Table 5 of Part 4 of this Constitution.

- A **Protocol** is a document forming part of the Constitution which sets out a guide to the way certain individuals and groups interact with each other. They are not rules but they do give guidance on how things should operate.

- The **Scrutiny Committee** is a committee established pursuant to section 21 of the Local Government Act 2000 and consists of 17 Councillors, not being members of the Executive, elected by Full Council to the Scrutiny Committee, 4 voting education co-opted members and 2 non-voting education co-opted members. In Brent, the Chair of the Scrutiny Committee is not a member of the majority party. The membership of the Scrutiny Committee reflects the political balance of the Council. The Scrutiny Committee (or one or more of its sub-committees) has overall responsibility for examining the implementation of policy including:
 - (a) Overseeing the progress of policy implementation and scrutinising decisions made; and
 - (b) Calling in Executive decisions.

- A **Scrutiny Panel** is a sub-committee of the Scrutiny Committee which considers a particular function or functions of the Council (as described in the terms of reference for the panel) in-depth and/or over a period of time. The Scrutiny Panels are politically balanced.
- The **Section 151 Officer** is the officer appointed in accordance with section 151 of the Local Government Act 1972 and who has responsibility for the administration of the financial affairs of the authority. This position is also known as the Chief Finance Officer and in Brent the position is held by the Council's Director of Finance and Corporate Resources.
- A **Select Committee** is also a sub-committee of the Scrutiny Committee which is established to consider matters within its terms of reference but with a particular emphasis on taking evidence from others on matters within its remit. The sub-committees are politically balanced.
- The Council has four Service Areas. These are Children and Families, Housing and Community Care², Environment and Culture, and the Corporate Centre.
- **Service Area Directors** are those officers who are directors of the Council's service areas.
- **Service Unit Directors or Managers** are those officers who are directors or managers of the various service units which make up the service areas.
- The **Standards Committee** is a committee established pursuant to section 53 of the Local Government Act 2000. It consists of three Councillors (only 1 of whom may be a member of the Executive), other than the Leader, elected to the Standards Committee by the Full Council and two Independent Members. The Standards Committee is chaired by one of the Independent Members. The mandatory responsibilities of the Standards Committee are set out in section 54(1) of the Local Government Act 2000 as:
 - (a) Promoting and maintaining high standards of conduct by the members and co-opted members of the Authority; and
 - (b) Assisting members and co-opted members of the Authority to observe the Authority's code of conduct.

The full terms of reference for the Brent Standards Committee are set out in Part 5 of this Constitution.
- **Standing Orders** are rules which the Council has adopted to regulate its business and proceedings. There are also separate Standing Orders relating to the appointment and dismissal of staff and the process leading up to and the making of contracts. These are set out in Part 3 of this Constitution.

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² The Council's Executive agreed on Monday 10th October to establish a new Housing and Community Care Department with effect from Monday 31st October.

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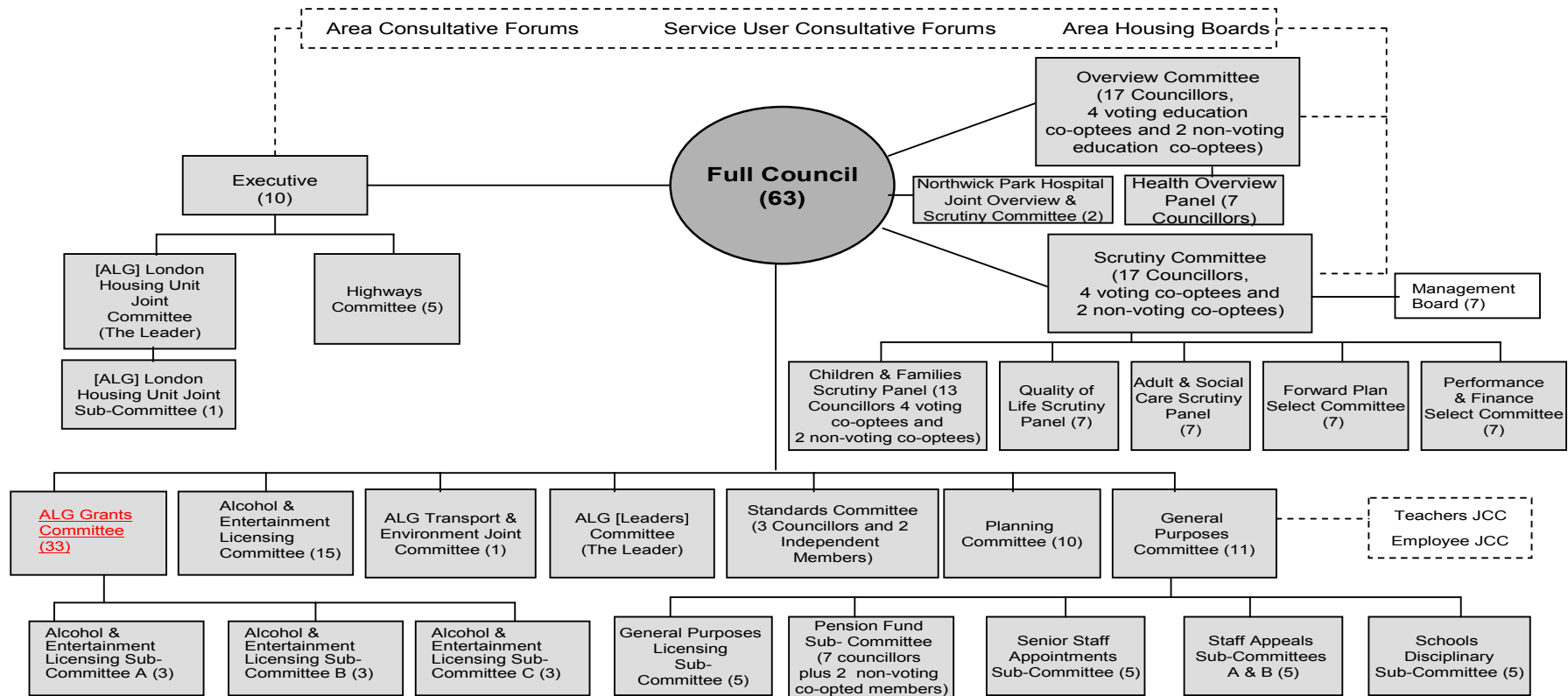
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- **Standing Panels** are panels that may be created by the Overview Committee or the Scrutiny Committee or their sub-committees to oversee or review the work or part of the work of a Service Area, Corporate Unit or functions.
- A **Sub-Committee** is a group of members (including where appropriate co-opted members) appointed by a committee to take responsibility for one or more aspects of its functions or function.
- **Task Groups** are groups created to undertake time-limited and task focused reviews and to report back to the body that created them.

LONDON BOROUGH OF BRENT DECISION MAKING STRUCTURE CHART

~~16TH MAY 2005~~



Brackets indicate number of councillors, and where relevant, others on committee
A broken line shows links to consultative forums

Register of Members of the Brent Executive

Address for Executive Members

The address for all correspondence to the Executive members is the Members Room, Labour Group Office, Brent Town Hall, Forty Lane, Wembley, Middlesex, HA9 9HD.

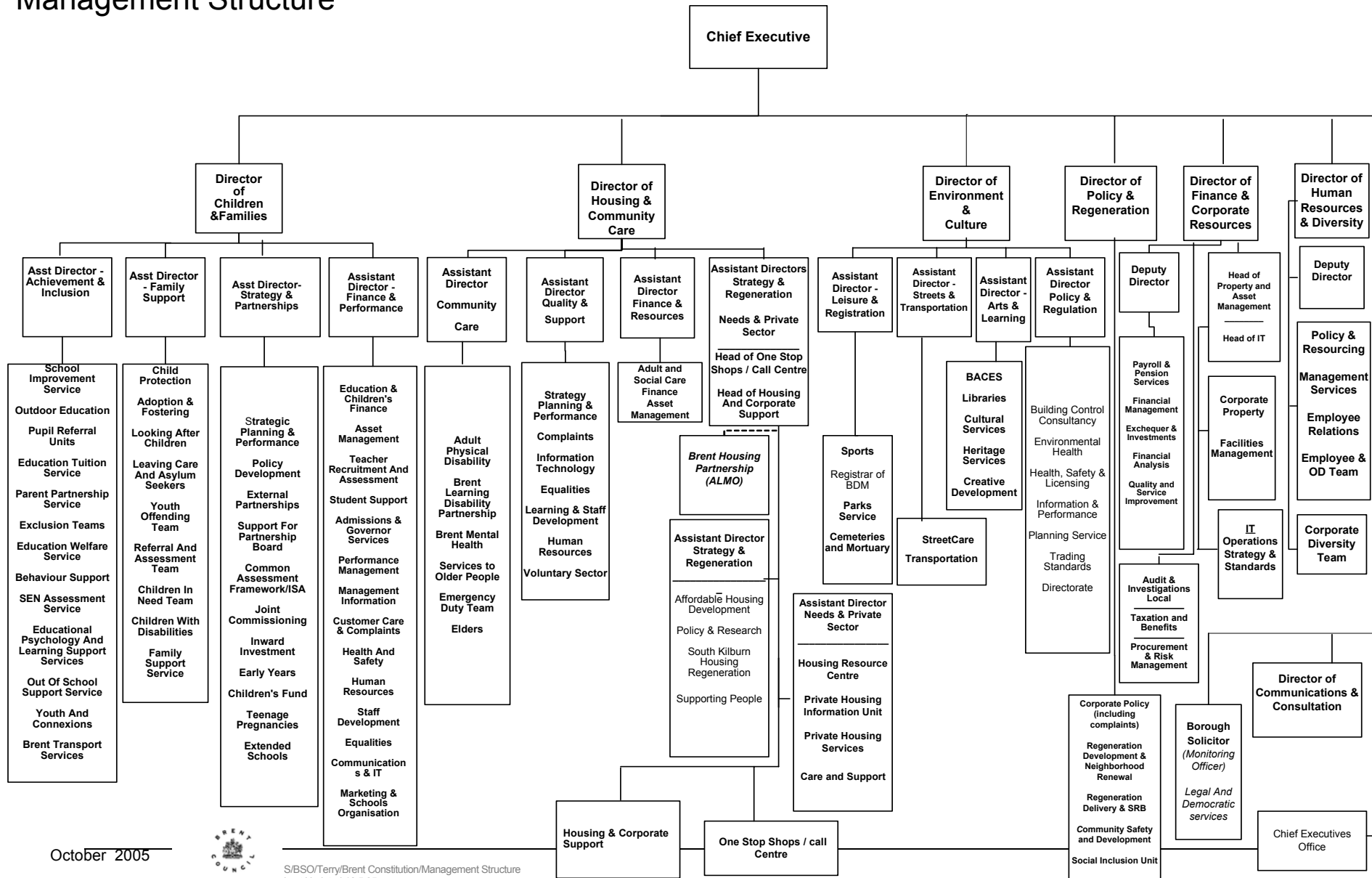
Post Title	Name	Portfolio	Ward
Leader	Councillor Ann John	Corporate Strategy & Policy Co-ordination	Stonebridge
Deputy Leader	Councillor David Coughlin	Finance, Risk Management & Corporate Resources	Harlesden
Executive Member	Councillor Lincoln Beswick	Crime Prevention & Public Safety	Harlesden
Executive Member	Councillor Ralph Fox	Adults, Health & Social Care	Dollis Hill
Executive Member	Councillor Lesley Jones	Environment, Planning & Culture	Willesden Green
Executive Member	Councillor Gabrielle Kagan	Local Democracy & Consultation	Willesden Green
Executive Member	Councillor Dorman Long	Human Resources & Diversity	Stonebridge
Executive Member	Councillor Michael Lyon	Children & Families	Dudden Hill
Executive Member	Councillor Ramesh Patel	Regeneration & Economic Development	Queensbury
Executive Member	Councillor Bobby Thomas	Housing & Customer Services	Dudden Hill

Register of Members of the Highways Committee of the Executive

The members of the Highways Committee of the Executive are as follows:

Councillor Lincoln Beswick
Councillor Ralph Fox
Councillor Lesley Jones
Councillor Gabrielle Kagan
Councillor Ramesh Patel

Brent Council Management Structure



October 2005



S:/BSO/Terry/Brent Constitution/Management Structure
Last Updated 16.5.05

SERVICE AREA FUNCTIONS

Corporate Centre

Audit and Investigations
Benefits Service
Brent Employee Pensions
Business Rates collection
Community Safety Crime Reduction Initiatives
Consultation with the community
Council Tax and Housing benefit
Electoral Registration
Interpreters Service
Insurance Claims Handling
Mayors Office
Press Office
Regeneration
Translation Service

Children & Families

After School Clubs
Brent Children's Play Service
Children in Need Under 5
Children with Disabilities (Aged 0-19)
Children's Information Service
Education Information Service
Education Maintenance Allowance
Education Welfare
Educational Psychology
Home to School Travel
Home Tuition Service
Hospital Teaching Service
Learning Support Service
Music Service
Out of School Support
School Access Fund
School Admissions
School Appeals
School Exclusions
School Governors
School Sickle Cell Service
Schools - free school meals
Special Educational Needs support/assessment
Student Loans and Grants
Teaching Children at Home
Travellers Support
Work Experience Placements
Youth Activities – Satellite Centres
Youth Activities – Schools
Youth Centres – Maintained
Youth Service
Children's Services
Fostering
Disabled Children's Services
Holiday Play Schemes
Leaving Care Services

Environment and Culture

Abandoned Vehicles
Accident Prevention
Allotments allocation
Animal Welfare Licensing
Births, deaths and marriages
Blocked Drains (Roads) and sewers clearance
BRAIN Community Website
Brent Adult and Community Education Service
Brent Archive
Building Control
Bulky Household Waste removal
Carriageway resurfacing
CCTV Monitoring
Cemeteries management and maintenance
Clinical Waste removal
Controlled Parking Zones
Dangerous Structures
Disabled Parking provision
Dog Welfare Service
Domestic Refuse Collection
Driveways maintenance
Education, Adult
Emergencies (24 Hour Service)
Emergency Planning
Energy Efficiency
Environmental Campaigns (Local Agenda 21)
Environmental Health
Environmental Services – Performance of
Festival Support
Fly Tipping enforcement
Food Safety
Footway (pavement) upgrades, maintenance, crossings
Graffiti removal
Grange Museum
Grass Verge Maintenance
Green Box Scheme
Gully Cleansing (Roads)
Health & Safety enforcement
Hedges and Shrubs maintenance
Infectious Diseases
Libraries Services
Licensing
Mortuaries
New Bridge Park Complex
Noise Service
Occupational Health & Safety
Parking Control and enforcement
Parks & Open Spaces
Pest Control
Planning
Playgrounds provision
Pollution Control
Public Conveniences
Recycling

Refuse Collection
 Road & Street Signage
 Road Cleaning
 Road Gritting
 Road Signs
 Safer Routes to Schools
 School Crossing Patrols
 Shop Trading
 Skip and scaffold licenses
 Sports Centres and pitches
 Sports Participation
 Street Lighting
 Street Trading
 Trading Standards
 Traffic Schemes implementation
 Transportation
 Trees and Plant Maintenance
 Waste Management
 Weddings

Housing and Community Care

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Advocacy Service
 Asylum Seekers - allocation of housing
 Blue Badge Scheme
 Brent Building Cleaning
 Burial or Cremation of Destitute Dead
 Catering provision
 Elders Day Care
 Emergency Social Worker service
 Enforcement of Repairs in Rented Properties
 Eviction Advice
 Finding a Place to Rent
 Freedom Pass
 Grants to Community and Voluntary Groups
 Health matters
 HIV/AIDS
 Home Improvement Grants
 Home Ownership (Right to Buy)
 Homefinders Service
 Housing Advice (Private)
 Housing Applications
 Housing Management Services
 Housing Register
 Housing Rent (Council)
 Housing Repairs (Council)
 Housing Repairs (Private)
 Housing Transfers
 Hygiene Service
 Landlord Incentives Scheme
 Learning Disability Services
 Meals on Wheels
 Mental Health Day Care Centre
 Mental Health Support
 Mortgage Arrears Advice
 Nursing Home Care

Occupational Therapy
One Stop Shops
Physical Disability Services
Racial Harassment-Reduction
Registration & Inspection
Rehousing (Chalkhill)
Residential Homes
Respite Care/Respite Grants
Rooms to Let
Sensory Impairment Services
Supported Employment
Tenancy Relations (Private Sector)
Tenants Initiatives Unit
Travellers Site Office
Unlawful Eviction
Vacant Accommodation
Voluntary Sector Support
Welfare Rights Benefit

Deleted: Adult & Social Care