

Appendix

PART 1 - INTRODUCTION

2. The Full Council

The Council is comprised of ~~5763~~ members, otherwise called councillors, who are elected every four years. ~~Three~~ Councillors are elected by the voters of each ward in accordance with a scheme drawn up by the Local Government Commission for England and approved by the Secretary of State. Only registered voters of the Borough or those living or working in the Borough will be eligible to hold the office of councillor.

7. Other Committees

- The Audit and Standards Advisory Committee includes up to ~~35~~ voting co-opted (Independent) members.

PART 2 - PROCEDURAL RULES

35. Questions from the Opposition and Non Cabinet Members

- (a) Non Cabinet members (except the Mayor and Deputy Mayor) will be permitted to put a maximum of ~~45~~(five)~~4~~ written questions to the Cabinet on any matter which is the responsibility of the Cabinet. Each non-Cabinet member may only put one written question to the Cabinet in any one question time session. The 4 written questions are to be ~~divided~~ as follows: 1 from each of the opposition groups, and 3 from the administration group.

41 Motions

- (a) Members may put motions to council.
- (b) A maximum of ~~43~~ motions will be put to Council at any one meeting (two by the administration group and one by each of the opposition groups) which will be debated.

Up to ~~430~~ minutes shall be set aside for this item.

Standing Order 75

- (d) The terms and conditions of any of the posts mentioned in paragraph (b) above and the grading structure to be applied to them may only be determined by the General Purposes Committee. The Chief Executive may, in consultation with the Chair of the General Purposes Committee, agree that the holder of any such post may work part

time or to any flexible working pattern.

PART 3 - RESPONSIBILITY FOR FUNCTIONS

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9. Powers Delegated to Officers

9.3.4.

~~*—The Chief Executive shall have authority to:~~

~~1. 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.~~

~~2. To determine the overall framework of terms and conditions of service for employees.~~

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10. Exemptions, Restrictions and Limitations on Powers Delegated to Officers

10.1 Chief Officers exercising delegated authority (~~other than the Chief Executive in the case of (a), (k), (l) or (m) below~~) shall take all reasonable steps (including the taking of financial, legal and other similar advice) to ensure that no function is exercised or decision taken if, in their reasonable opinion:-

PART 4 - TERMS OF REFERENCE FOR COUNCIL COMMITTEES AND SUB-COMMITTEES

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AUDIT AND STANDARDS ADVISORY COMMITTEE

1 MEMBERSHIP

- The committee comprises 7 non-executive councillors and up to ~~35~~ voting co-opted members, one of whom will be the Chair of the committee.

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JOINT COMMITTEES

1. INTRODUCTION

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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

(This joint committee discharges executive and non-executive functions)

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

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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

(This joint committee discharges executive and non-executive functions)

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

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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

(This joint committee discharges executive functions)

The Terms of Reference of the Committee are:

PART 5 - CODES AND PROTOCOLS

BRENT MEMBERS' CODE OF CONDUCT

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- 20 You must attend Safeguarding, Equalities and Data Protection training provided by the Council and receive, attend and consider updates as appropriate. In the event that you fail to attend mandatory Data Protection training your access to the council's IT systems may be restricted.
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LOCAL CODE OF CORPORATE GOVERNANCE

3. DEFINING OUTCOMES IN TERMS OF SUSTAINABLE ECONOMIC, SOCIAL AND ENVIRONMENTAL BENEFITS

- The Council has a Borough Plan for the period of 2019 to 2023 agreed by the Cabinet, Partners for Brent and Full Council

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- A new borough plan will be adopted following the Local Elections in May 2022.

4. DETERMINING THE INTERVENTIONS NECESSARY TO OPTIMISE THE ACHIEVEMENT OF THE INTENDED OUTCOMES

- We have a number of strategies and plans in place to achieve Brent 2020 is our vision for Brent which sets out the actions we need to take, with our partners, to deliver our priorities and support the residents of Brent. ~~Brent 2020 supports delivery of the targets and outcomes in our Borough Plan with a specific focus on five key priorities to meet the challenges we face in the coming years.~~ We are seeking to build on the successes achieved to-date in transforming the Council and the Borough while developing a much sharper focus on services designed around the individual and creating better outcomes for those residents with complex circumstances. We are directing our resources towards priorities which will have a more significant impact in improving local people's opportunities and life chances. Our approach is intended to facilitate much closer cross council and inter-agency working on common themes and address the big issues affecting the future of the borough. A programme of activity has been in place to support delivery of this vision and the Borough Plan with reports on progress provided regularly to CMT and elected councillors.

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1.1 PROTOCOL FOR MEMBER / OFFICER RELATIONS

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12. WHEN ISSUES ARISE

12.1 Procedure for officers

From time to time the relationship between a councillor and officers may break down or become strained. Whilst it will always be preferable to resolve matters informally, through conciliation by an appropriate senior manager, officers can have recourse to the Chief Executive, as appropriate to the circumstances. Officers also have recourse to the Council's Whistleblowing Procedure or can refer the matter to the Director of Legal, HR, Audit and Investigations (the council's Monitoring Officer) if they consider that a councillor has broken the Code of Conduct.

12.2 Procedure for Councillors

In the event that a Councillor is dissatisfied with the conduct, behaviour or performance of an officer, the matter should be raised with the appropriate Director. Where the officer concerned is a Director the matter should be raised with the Chief Executive. Where the employee concerned is the Chief Executive the matter should be raised with the Director of Legal, HR, Audit & Investigations.

PART 6 - MEMBERS' ALLOWANCE SCHEME

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Allowances for the education co-opted members and the independent members on Audit and Standards Advisory Committee

4. For each year an allowance as set out in Schedule 1 of this Scheme shall be paid to the education co-opted members and the independent members on the Audit and Standards Advisory Committee. The allowance will be paid in two instalments during the municipal year. For terms of office commencing from or after 18 May 2022 the allowance will only be paid where the co-opted/independent member has not been absent for a majority of meetings over the previous 6 months.