

Appendix

PART 3 - RESPONSIBILITY FOR FUNCTIONS

9.4 The Chief Executive, and ~~Strategic~~Corporate 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, and councillors, on strategy and policy. Acting in an executive capacity by making decisions or ensuring a system is in place for other officers to make decisions, as authorised by the Council. Delivering probity, value for money and continuous improvement.

Management of corporate planning, policy, performance, scrutiny, Executive and Member Services (including electoral and Mayoral services), returning officer for the election of councillors, electoral registration officer. Responsibility for communications conference and events, the energy team, assets of community value, partnerships, performance improvement, complaints (including data protection and freedom of information) and chief executive office support. Human resources, equalities, ~~legal,~~ legal services, finance, audit and investigation.

~~(b) **Strategic Director Customer and Digital Services:**~~

~~IT/digital services (including information governance), nationality service, Registrar of Births, Deaths and Marriages, customer services, revenue and benefits, strategic commissioning and procurement.~~

~~(c) **Strategic Director Community Wellbeing:**~~

~~Statutory Director of (b) Corporate Director, Adult Social Care and Health:~~

~~Adult Social Services, community services, direct services and client affairs, adult physical disability, learning disability, mental health services, services to older people, safeguarding adults, emergency duty team, asylum, reablement, adult social care complaints, commissioning and quality, support planning and review, any other function listed in Schedule 1 of the Local Authority Social Services Act 1970 (not delegated to the Strategic Director Children and Young People, public health, housing (including housing needs, homelessness, housing strategy, housing management, right to buy management, housing partnerships, private housing services and disabled facilities grants) leisure and cultural services (including arts, libraries, museums and archives), Corporate Director, Children and Young People) and Health inequalities and Public Health.~~

~~(cd) **Strategic Corporate, Director Children and Young People:**~~

~~Statutory Director of Children's Services, school improvement service, outdoor education, pupil referral units, education tuition service, parent partnership service, exclusion teams, education welfare service, behaviour support, SEN assessment service, education psychology, youth and~~

connexions, family support, education, and schools organisation, child protection, [safeguarding, children's social care](#), adoption, fostering, placements, children with disabilities and all functions of the Local Authority not reserved to members including but not limited to early years education and school places, education and training provision for young people.

(de) **StrategieCorporate Director—, Communities and Regeneration—and Environment:**

Regeneration, urban renewal, economic development, building new education facilities, environmental infrastructure services, capital programme management, [regulatory services](#), statutory land use, planning, development and building control, land charges, [street naming and numbering](#), housing regeneration, affordable housing development, [employment and skills \(including adult and community education\)](#), [environmental health, licensing, street trading, trading standards, mortuary, health & safety, contaminated land, pollution control, food safety and pest control. Community safety and public protection, public realm \(including carbon project team\), transportation, highways, parking, street lighting, waste management and recycling, refuse and street cleansing, parks and open spaces, cemeteries, environment, CCTV monitoring, emergency planning and business continuity, property and facilities management, value and partnerships. Community Engagement and equalities. Community Safety and Prevent.](#)

(e) **Corporate Director, Finance and Resources:**

[Statutory s151 officer, finance, payroll and pensions, property and facilities management, IT/digital shared services, audit and investigations and insurance.](#)

(f) **Corporate Director, Governance**

[Statutory Monitoring Officer, SIRO, management of legal services, human resources, Executive and Member services \(including electoral and Mayoral services and Chief Executive office support\), complaints, health and safety and strategic commissioning and procurement.](#)

(g) **Corporate Director, Resident Services:**

[Nationality service, Registrar of Births, Deaths and Marriages, customer services, revenue and benefits, Housing \(including housing needs homelessness, housing strategy, housing management, right to buy management, housing partnerships, private housing services and disabled facilities grants\). Leisure and cultural services \(including arts, libraries, museums and archives. Regulatory services, street naming and numbering, employment and skills \(including adult and community education\), environmental health, licensing, street trading, trading standards, mortuary, contaminated land, pollutions control, food safety and pest control. Community safety and public protection, public realm \(including carbon project team\), transportation highways, parking, street lighting, waste management and recycling, refuse and street cleansing, parks and open spaces, cemeteries, environment, CCTV monitoring, emergency planning and business continuity. Transformation, including company governance, and data protection and freedom of information.](#)

PART 5 - TERMS OF REFERENCE

Health and Wellbeing Board Membership

Membership

Voting 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 an opposition member. An elected councillor will chair the Health and Wellbeing Board.
- 4 representatives of [Brent CCG North West London Integrated Care System Executive \(i.e. the Integrated Care Board\)](#)
- A representative of [Health Watch Healthwatch](#)
- [A representative of the nursing and care home sector](#)

Non-voting Membership

- Chief Executive, London Borough of Brent
- [Strategic Corporate Director - ~~Community Wellbeing, Adult Social Care and Health~~](#)
- [Strategic Corporate Director, Children and Young People](#)
- Director of Public Health
- [Strategic Director ~~Regeneration and Environment of Adult Social Services~~](#)

[An elected councillor will chair the Health and Wellbeing Board.](#) At least one of the [Brent CCG North West London Integrated Care System](#) 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 is 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. It will~~ ensure that both are updated at regular intervals ~~and that integrated care strategies that are prepared by the Brent Integrated Care Partnership (Brent ICP) are taken into account in this process.~~
 3. Oversee the implementation of the priorities in the ~~borough's health~~ [Joint Health and Wellbeing Strategy](#) and other work to reduce health inequalities in Brent.
~~. ——— Develop initiatives between the council and health service partners to improve health and wellbeing, focussing on tackling Brent's health inequalities.~~
 4. Promote integration and partnership working between health, ~~and the council,~~ [including](#) social care and public health, [across all ages](#) by ~~developing joined up commissioning plans.~~
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~~Provide~~providing steer and oversight to ~~CCG and social care commissioning plans to ensure they meet the Brent ICP board to meet~~ borough's health needs and the wider strategic plans for health and social care wellbeing.

5. ~~Develop initiatives between partners to housing, education, maximise opportunities for early intervention and the environment prevention.~~
6. ~~Provide leadership to ensure that there is an integrated response to partner agencies on tackling health and wellbeing priorities and health inequalities resulting from disparities in Brent housing, education, climate emergency, air quality, physical activity, disability and poverty.~~
7. ~~Review and respond with its opinion on the Forward Plans that are provided by the North West London Integrated Care System and if appropriate within its discretion, give its opinion on the Forward Plans to NHS England.~~
8. ~~Contribute to the implementation of strategies developed by partners such as the council's Borough Plan, the NHS Long Term Plan and the Office for Health Improvement and Disparities.~~
9. ~~Seek assurance of partner plans to responding~~ to a health related emergency, e.g. pandemics.
10. ~~Agree~~ the borough's pharmaceutical needs assessment, which ~~requires updating~~ is updated every three years.
11. Agree an annual work programme for the Board.
12. ~~Consider representations from Brent Scrutiny Committees and Healthwatch Brent on matters within the remit of the Health and Wellbeing Board.~~
13. ~~To receive updates on partner investments into the local health and wellbeing system and make representations at local and national level on sufficiency of resources (e.g finance, estates and workforce).~~

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SCRUTINY COMMITTEES

General

The general membership rules and terms of reference of the Council's scrutiny committees are set out below. Each scrutiny committee may exercise any of the functions set out in the general terms of reference only in respect of those functions which are relevant to the remit of the committee. Any additional functions which are specific to individual committees are set out separately.

The terms of reference of the scrutiny committees reflect the functions the Council must ensure its scrutiny committees can exercise as well as those functions which the Council has decided to delegate to its scrutiny committees. Scrutiny committees are unable to exercise any other functions.

From time to time an issue may arise which fall within the terms of reference of both Scrutiny committees. On these occasions, it may be convenient for the two committees to meet together to consider an item relating to that matter. Should this occur, as the committees remains separately constituted, each committee will continue to be required to meet its own quorum requirements, vote on recommendations at the end of the item (if a vote is required) and be chaired by its own chair.

In order to facilitate an orderly discussion of the item by members of the two committees, the committee chairs will seek to agree between them which of them will co-ordinate proceedings at the joint meeting. In the event that agreement is not reached, agreement will sought at an informal pre-meeting of both committees.
