

## Appendix 1

# 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. In addition, one non-voting co-opted member of the London Borough of Richmond. The committee will require at least six voting 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 and the Sustainability and Transformation Plan for North West London; in particular the implementation plans and actions by the North West London Collaboration of Clinical Commissioning Groups ('NWL CCGs') and its Joint Committee, focusing 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 and the Sustainability and Transformation Plan for North West London, 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 the Sustainability and Transformation Plan 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 and the Sustainability and Transformation Plan for North West London, 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' and the Sustainability and Transformation Plan for North West London).

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 all participating authorities decide otherwise. This does not preclude individual authorities from leaving the Committee beforehand. The Committee will keep under review whether it has fulfilled its remit and any recommendation of the Committee will be reported to a Full Council meeting of each participating authority. 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.

## Appendix 2.

### Dependants' Carers' Allowance

5 (1) A dependants' carers' allowance may be claimed by a councillor in respect of such expenses of arranging for the care of their children or dependants as are

necessarily incurred in the attendance at meetings or the performance of functions of a type specified in Schedule 2 provided that:

- i) the allowance will be for reimbursement only of the reasonable costs of such care which shall be equal to the hourly rate of the London Living Wage (unless special care is required and approved);
- ii) receipts shall be produced; and
- iii) written approval of the claim is obtained from the Head of Executive and Member Services prior to the meeting.

(2) For the purposes of regulation 7(1)(h) of the Local Authorities (Members' Allowances) (England) Regulations 2003 (see Schedule 2), the following are approved duties in respect of which councillors are entitled to claim a dependants' carers' allowance:

- i) all approved internal and external learning and development sessions as part of the Council Member Learning and Development programme;
- ii) meetings with government departments and other official bodies;
- iii) meetings and/or briefings convened or authorised by Chief Officers provided that councillors of at least two political groups have been invited;
- iv) Cabinet member/officer meetings;
- v) formal inspections and site visits authorised by the Council;
- vi) conferences that a councillor is appointed to attend;
- vii) formal joint meetings with members of other authorities; and
- viii) meetings of all other bodies to which councillors are appointed as a representative of the Council or a Committee. These include:
  - a. joint committees with staff;
  - b. working panels;
  - c. steering groups; and
  - d. advisory groups and outside bodies (appointed to by the Council).



## Appendix 3

### 11. Acquiring, managing and disposing of land and buildings

- 11.1 Only the Strategic Director Resources may acquire or dispose of an interest in land or buildings. The restrictions placed upon such acquisitions or disposals are set out in paragraphs 11.2 and 11.3 below.
- 11.2 The Strategic Director Resources may dispose of or acquire freehold land or buildings up to a value, in his or her view, of £1250k. The Strategic Director Resources may acquire or dispose of leases, licences, and easements in respect of land or buildings except where
- i. the annual rental value (excluding other outgoings) exceeds £250k
  - ii. if acquired or disposed of at a premium the value would, in his or her view, exceed 250k£1m in value or
  - iii. where the leasehold term exceeds 125 years
- 11.3 Where any disposal or acquisition of an interest in land or buildings is, in the view of the Strategic Director Resources, of a value over 1£250k and below 250k£1m, or where any leasehold interest has an annual value over £25100k or below £250k, or where the lease length is between 50 and 125 years he or she shall consult with the Lead Member.
- 11.4 The Chief Finance Officer should be advised of any disposal or acquisition undertaken by this delegated authority within three months of any transaction.
- 11.5 All Members of the Cabinet will receive a report at least yearly on all these delegated authority transactions.
- 11.6. The Strategic Director Resources may not sell or grant any lease or easement, licence or otherwise dispose of any land or buildings unless the consideration received, as confirmed by them is the best that can reasonably be obtained, whether or not the grant, sale or disposal is covered by a general or specific consent from the relevant Secretary of State.
- 11.7 Nothing in this paragraph 11 shall prevent the Strategic Director Community Wellbeing, from granting, in accordance with the Council's policies and procedures, any secure tenancy of housing accommodation nor from selling the leasehold or freehold interest in any residential property pursuant to the right to buy scheme or the voluntary sales scheme as promoted by the Secretary of State from time to time.
- 11.8 Nothing in this paragraph 11 shall prevent the Strategic Director Resources acquiring or disposing of freehold land or acquiring granting or disposing of leasehold land for any term of years or licences and easements in respect of land and buildings where:
- (a) there is an statutory entitlement to a freehold or leasehold interest arising from a claim made in respect of residential land under the statutory enfranchisement provisions of the Leasehold Reform, Housing and Urban Development Act 1993 or Leasehold Reform Act 1967 as amended or re-enacted or

- (b) there is an statutory entitlement to a freehold or leasehold interest in accordance with the Academies Act 2010 as amended or re-enacted or other education legislation regulation order direction under education legislation or where the acquisition grant or disposal of a freehold or long leasehold term or easement is advised in accordance with a circular or guidance issued by the Secretary of State from time to time in respect of school land inclusive of the designation provision or conversion of a school into an academy or the provision of land for any school or
  - (c) statutory undertakers, telecommunication undertakings or other utilities are providing installations or equipment or laying cables pipes or other service media to in and over or through land or buildings
- 11.9 In acquiring, selling or disposing of any land or buildings or granting any lease, licence or easement in respect thereof regard shall be had to any relevant Corporate Standards on property acquisitions, management and disposals.
- 11.10 No person shall create or grant a service tenancy or service occupancy without the prior written approval of the Chief Executive.
- 11.11 In any cases where officers do not have or may not exercise delegated powers in respect of land or buildings the matter shall be determined by the Cabinet (unless precluded by law or the Constitution from exercising that power in which case the matter will be determined by the General Purposes Committee where possible or the Full Council if not possible).
- 11.12 For the avoidance of doubt the rules in this paragraph do not apply to the adoption of highways and footways if there is no legal transfer of title to land.

## Appendix 4

### 41 Motions

- (a) Members may put motions to council.
- (b) A maximum of 3 motions will be put to Council at any one meeting (two by the administration group and one by the opposition group) which will be debated.
- (c) Each group must give notice in writing of their motion to the Head of Executive and Member Services not less than 5 days before the date of the meeting. This shall include a copy of the Motion they are intending to move at the meeting. A copy of the motion shall be circulated to all members at least 2 days before the date of the meeting.
- (d) Any amendments to the motions can be accepted provided they are set out in writing to the Head of Executive and Member Services by 5.00pm on the previous working day.
- (e) The debate shall commence with the proposer being invited to speak for up to 23 minutes during which time they shall move the Motion notified to the Head of Executive and Member Services.
- (f) The proposer of an amendment will then be invited to speak for up to 32 minutes during which time they shall move the Amendment notified to the Head of Executive and Member Services.
- (g) Further speakers shall then be called by the Mayor, each limited to 2 minutes.  
~~Up to 3 speakers shall be allowed for each motion (2 from the administration group and 1 from the opposition group), each limited to 2 minutes.~~
- (h) The mover of the motion shall then have a right of reply for up to 1 minute. If one or more amendments have been moved, the mover of each amendment shall also have a right of reply for up to 1 minute in the order in which the amendments were moved.
- (i) The matter shall be put to the vote at the end of the debate. Where one or more amendments have been moved the voting process in Standing Order 43(a) and (b) shall apply.
- (j) Up to 10 minutes shall be set aside for each motion.
- (k) Up to 30 minutes shall be set aside for this item.
- (l) The Chief Executive, with the benefit of advice from the Director of Legal and HR Services, may reject a Motion if it:
  - (i) is not about a matter for which the Council has a responsibility or which affects the area;
  - (ii) is defamatory, frivolous or offensive;
  - (iii) is substantially the same as a Motion asked within the last six months;
  - (iv) requests the disclosure of information which is confidential or

- (v) exempt; or names, or clearly identifies, a member of staff or any other individual.



## Appendix 5

### 19. Developing proposals for the budget and capital programme

- (a) In the case of the Council's annual budget and of the capital programme, ~~the Resources and Public Realm Scrutiny Committee shall, meet (on more than one occasion if necessary) to consider the financial position statement prepared by the Chief Finance Officer, and to receive evidence from the Chief Executive and Strategic Directors regarding what they consider to be the critical issues for their respective departments.~~
- (b) ~~—~~ The Cabinet shall present receive a report from the Chief Finance Officer ~~to Full Council~~ setting out the financial position of the Council, financial forecasts for the following year and the possible expenditure priorities of the executive.
- (~~b~~e) The Resources and Public Realm Scrutiny Committee shall ~~then meet again~~ (on more than one occasion if necessary) to consider the Report to ~~Full Council~~ Cabinet and the issues raised. The Committee may receive evidence from Cabinet Members and others and shall then produce a report setting out its view of the budget priorities and any other issues it considers relevant. This report shall be submitted to each Cabinet Member and each Group Leader in order to inform budget proposal discussions.
- (~~c~~e) Prior to being agreed by the Cabinet, the Cabinet's budget proposals shall be sent to members of the Resources and Public Realm Scrutiny Committee which will then meet to consider the proposals, and, if it wishes, to receive evidence from Cabinet Members and others. The Committee shall submit a note of its deliberations and comments on the proposals to the Cabinet.
- (~~d~~f) Prior to agreeing its budget proposals the Cabinet shall take into account the issues raised and the note of the deliberations and comments from the Resources and Public Realm Scrutiny Committee submitted to the Cabinet under paragraph (c).
- (~~e~~g) A meeting of Full Council shall be convened in accordance with Standing Orders for the purpose of agreeing the Council's budget and setting the Council Tax.