

# Leaders' Committee AGM

## Constitutional Matters - Terms of Reference for Sub-Committees & the Sectoral Joint Committee

Item no: 15D

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**Date:** 7 June 2016  
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**Summary:** In accordance with London Councils Standing Orders, the Terms of Reference for relevant sub-committees and forums are presented to the Leaders' Committee AGM for approval each year.

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**Recommendations:** Leaders' Committee is asked to approve the terms of reference for the following sub-committees/forums:

- a. Leaders' Committee Executive;
- b. Audit Committee;
- c. Capital Ambition Board;
- d. Young People's Education and Skills Board (YPES);
- e. Greater London Employment Forum (GLEF);

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## Committee Structures

1. In accordance with London Councils Standing Orders, London Councils Leaders' Committee should, at its annual general meeting:
  - (a) Decide which sub-committees and forums to establish for the municipal year;
  - (b) decide the size and terms of reference for those sub-committees and forums;  
(London Councils Standing Order 1.8 (v) and (vi))
2. Leaders' Committee has currently appointed the following sub-committees/forums;
  - (a) Leaders' Committee Executive
  - (b) Audit Committee
  - (c) Capital Ambition Board
  - (d) Young People's Education and Skills Board (YPES)
  - (e) Greater London Employment Forum (GLEF)
3. The Terms of Reference (TOR) for Leaders' Committee Executive, Audit Committee and the YPES Board were last approved by Leaders' Committee in June 2015. The TOR for Capital Ambition Board were last approved by Leaders' Committee in December 2015. The TOR for GLEF remain unchanged since 2006
4. The TOR for each sub-committee/forum are listed in Appendix 1.  
No changes are being proposed to these sub-committees/forums.
5. Separate reports have already been considered by Leaders' Committee AGM for approval of the appointments to these sub-committees/forums.
6. The TOR and membership for all the London Councils' joint committees, their sub-committees and forums and the sectoral joint committee will be available on London Councils website following the AGMs of Leaders' Committee, Grants Committee, the London Councils Transport and Environment Committee and the Pensions CIV Sectoral Joint Committee.

### Recommendations

Leaders' Committee is asked to approve the terms of reference for the following sub-committees/forums:

- a. Leaders' Committee Executive;
- b. Audit Committee;
- c. Capital Ambition Board;
- d. Young People's Education and Skills Board (YPES);
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**Financial Implications**

There are no direct financial implications.

**Equalities Considerations**

There are no direct equalities considerations.

**Legal Implications**

There are no direct legal implications although delegations of the exercise of functions by Leaders' Committee to its sub-committees/forums should be consistent with the functions that Leaders' Committee may exercise under the Governing Agreement, and should be clear to ensure that decisions by the sub-committees/forums are made with appropriate authority.

**Appendix**

Appendix 1 - Terms of Reference for sub-committees and forums appointed by Leaders' Committee

## **Appendix 1 – Terms of Reference for Sub-Committees and Forums appointed by Leaders’ Committee**

### **The Executive**

The Executive will:

1. Play an active role in giving effect to the policy direction already agreed by Leaders’ Committee;
2. Broker a London Councils position on strategic issues for submission to Leaders’ Committee;
3. Agree routine consultation responses;
4. Deal with internal staffing, finance and related matters, including best value;
5. Consider items for Leaders’ Committee in advance, and submit recommendations to Leaders’ Committee;
6. Have the power to refer any item within the remit of another Leaders’ Sub-Committee, Forum, or associated London Councils’ joint committee to the Leaders’ Committee for discussion;
7. Consider the annual corporate plan and budget before final approval by Leaders’ Committee;
8. Monitor performance of London Councils quarterly by reference to:
  - a. Financial and budgetary information
  - b. Progress on priorities set out in the business plan
  - c. Progress on key policy issues;
9. Monitor performance of London Councils annually by receiving staffing information;
10. Act as the Appointments Committee;
11. To receive reports on decisions taken under urgency procedures relating to the functions of Leaders’ Committee, or any sub-committee or Forum of Leaders’ Committee.

### **Audit Committee**

The Audit Committee will:

#### **Audit Activity**

1. To consider the Chief Internal Auditor’s annual audit opinion and a summary of internal audit activity (actual and proposed) and the level of assurances it can give over London Councils’ corporate governance arrangements;
2. To consider specific internal audit reports as requested;
3. To consider reports dealing with the management and performance of the provider of internal audit services;
4. To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale;
5. To consider the external auditor’s annual letter, relevant reports, and to report to those charged with governance;
6. To consider specific reports as agreed with the external auditor;
7. To comment on the scope and depth of external audit work and to ensure it gives value for money;
8. To make a recommendation to Leaders’ Committee on the appointment, reappointment and removal of the external auditor.
9. To commission work from internal and external audit.

## **Regulatory Framework**

10. To maintain an overview of London Councils' contract procedure rules, financial regulations and codes of conduct and behaviour;
11. To review any issue referred to it by the Chief Executive or the Director of Corporate Resources;
12. To monitor the effective development and operation of risk management and corporate governance in London Councils;
13. To monitor London Councils' anti-fraud and anti-corruption strategy and London Councils' complaints process;
14. To oversee the production of London Councils' Annual Governance Statement and to recommend its adoption;
15. To consider the results of the annual review of London Councils' corporate governance arrangements and agree necessary actions to ensure compliance with best practice; and
16. To consider London Councils' compliance with its own and other published standards and controls.

## **Accounts**

17. To approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Leaders' Committee; and
18. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

## **Capital Ambition**

The Capital Ambition Board will, operating within the policy and governance framework of the Leaders' Committee, be responsible for:

1. Strategic direction for improvement, efficiency, transformation and innovation in London local government including by: –
  - a. encouraging participation in, and garnering support for, shared and collaborative solutions in commissioning and service delivery within local government; and
  - b. engaging with key stakeholders to promote this ethos, products and outcomes.
2. Strategic oversight and operational responsibility for the London Ventures programme by:
  - a. reviewing business cases and selecting projects under that programme in accordance with funding criteria agreed by Leaders' Committee on 14 December 2010; and
  - b. commissioning activity and/or funding commercial contracts in line with those funding priorities;
3. Oversight and monitoring of the existing portfolio of projects funded by the Board, or its predecessor organisations, and of the efficiency savings that these projects will deliver.
4. Reporting regularly to the London Councils Leaders' Committee on the work of the Board including the status of the investment fund, project performance and efficiency savings achieved.

## **London Councils Young People's Education and Skills Board (YPES)**

- 1.1 The role of the London Councils Young People's Education and Skills Board is to provide pan-London leadership for 14 to 19 education and training provision in relation to the current and future needs of learners and employers, support local authorities in undertaking their statutory functions, and assist other stakeholders in planning, policy and provision.
- 1.2 The key tasks of the London Councils Young People's Education and Skills Board are to:
  - 1.2.1 develop the strategic vision of the market for 14 to 19 provision in London, influencing and shaping sufficient diversity and specialism to promote full participation;
  - 1.2.2 lobby for the best resources for London's young learners;
  - 1.2.3 in partnership with the LEP:
    - 1.2.3.1 develop a clear picture of the changing jobs landscape and skills needs in London to help shape the development of provision;
    - 1.2.3.2 support stakeholders with the provision of high-quality impartial information for all London's young people;
    - 1.2.3.3 alert London providers to known regionally unmet needs and gaps in the market;
  - 1.2.4 contribute to the production and analysis of data, including demographic data, to inform planning at a provider level;
  - 1.2.5 promote consistent scrutiny of 16 to 18 provision, challenging poor quality and championing excellence across the capital;
  - 1.2.6 support local authorities and providers to operate in the collective interest of London, particularly in addressing the needs of vulnerable learners;
  - 1.2.7 co-ordinate the development of specialist education and training across London – including both provision for learners with learning difficulties and disabilities and specialist vocational provision; and
  - 1.2.8 undertake any other tasks as directed by Leaders' Committee.
- 1.3 In pursuing these ambitions it is recognised that there may be the need to undertake specific commissioning activities at a regional level on behalf of local authorities, based on clear business cases.

## **GREATER LONDON EMPLOYMENT FORUM (GLEF)**

### **PRE-AMBLE AND SCOPE**

1. The London authorities within the scope of the London Agreement and the Trade Union representatives representing the employees in those authorities have determined new arrangements for the conduct of employment related business, consultation and negotiation at regional level. These arrangements provide the regional link between local employee relations issues and the National Joint Council.
2. The GLEF comprises the London authorities covered by the London Agreement (detailed in Appendix 1) and the Corporation of London.
3. The trade unions party to the London Agreement are:
  - GMB
  - Unite
  - UNISON
4. The arrangements comprise:
  - **The Greater London Employment Forum (GLEF)** - a joint forum comprising representatives of the London authorities within the scope of the London Agreement and the Corporation of London. The purpose of the GLEF is to provide a forum where London employer and employee representatives can meet to discuss and debate employment matters of concern to the London authorities and their workforces and, where appropriate, recommend areas/opportunities for regional agreement and working.
  - **The Greater London Provincial Council (GLPC)** - a joint forum comprising employer and employee representatives with delegated authority to act on behalf of the authorities covered by the London Agreement. The purpose of the GLPC is to consult on, negotiate and determine regional agreements and/or advice on behalf of the authorities and their employees, including the resolution of differences and disputes directly concerning the interpretation of regional agreements. As the decision making body for the joint arrangements, the GLPC will ratify changes to the GLEF constitution on its behalf.

### **FUNCTIONS**

13. The GLEF may consider and debate any employment, development, efficiency, performance and improvement related matter affecting the employees of the London authorities which could include:
  - pay and conditions of employment including equal pay and the achievement of single status employment;
  - measures to improve recruitment and retention;
  - productivity and performance management;
  - measures to improve efficiency, effectiveness and value for money;
  - measures to increase the skills and capacity of the workforce;
  - equality and diversity in the workplace;
  - employee health, safety and well being.