

# Leaders' Committee AGM

4 June 2019 : 11:30am

At London Councils offices, 59½ Southwark St., London SE1 0AL

Refreshments will be provided

London Councils offices are wheelchair accessible

**Labour Group:** Rooms 2 & 3 10:00  
Political Adviser: 07977 401955)

**Conservative Group:** Room 5 10:00  
(Political Adviser: 07903 492195)

**Liberal Democrat Group:** Room 4 10:30  
(Political Adviser: 07940 502683)

**Contact Officer:** David Dent

**Telephone and email:** 020 7934 9753 david.dent@londoncouncils.gov.uk

**Lunch will be provided in Room 4 for members after the meeting**

Note: A document ***Composition of London Councils' member bodies and appointment of office-holders*** will be tabled at the meeting which will cover items 7 – 14: nominations to Leaders' Committee, TEC, Grants, & GLEF and proposed appointments for GLPC, London Councils Executive, Party Group Leads, Audit Committee, Capital Ambition and YPES

Agenda item	Page
1 Declarations of Interest*	
2 Apologies for Absence and notification of Deputies	-
3 Election of Chair	-
4 Election of Deputy Chair and up to three Vice-Chairs	-
5 Minutes of the Leaders' Committee AGM held on 5 June 2018 (for noting – previously agreed)	1
6 Appointment of London Councils Co-Presidents for 2019/20	-
7 Membership of Leaders' Committee 2019/20	To be Tabled
8 Note of borough nominations to the Transport and Environment Committee and Grants Committee	To be Tabled
9 (a) Membership of Greater London Employment Forum	To be Tabled
9 (b) Membership of Greater London Provincial Council Employers Side	To be Tabled

10	Appointment of London Councils Executive	To be Tabled
11	Appointment of party group lead members	To be Tabled
12	Appointment of Audit Committee and election of its Chair and Deputy Chair	To be Tabled
13	Appointment of Capital Ambition Board and election of its Chair and Deputy Chair	To be Tabled
14	Approval of YPES Board members	See note above
15	Constitutional Matters: A: London Councils' Scheme of Delegations to Officers B: Establishing of and Terms of Reference for, Sub Committees and forums C: Standing Orders D: Amendments to London Councils Financial Regulations	17
16	London Councils Policies and Protocols which apply to Leading Members	81
17	Papers for Committee Meetings	181
18	London Councils Meeting dates 2019/20	187
19	Business Plan 2019/20	193
20	London Councils Annual Review 2018/19	To be tabled

### **\*Declarations of Interests**

If you are present at a meeting of London Councils' or any of its associated joint committees or their sub-committees and you have a disclosable pecuniary interest\* relating to any business that is or will be considered at the meeting you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting, participate further in any discussion of the business, or
- participate in any vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

It is a matter for each member to decide whether they should leave the room while an item that they have an interest in is being discussed. In arriving at a decision as to whether to leave the room they may wish to have regard to their home authority's code of conduct and/or the Seven (Nolan) Principles of Public Life.

\*as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

# London Councils

Minutes of the Annual General Meeting of the London Councils Leaders' Committee held on 5 June 2018

Cllr Peter John OBE chaired the meeting from item 3

## Present:

BARKING AND DAGENHAM  
BARNET  
BEXLEY  
BRENT  
BROMLEY  
CAMDEN  
CROYDON  
EALING  
ENFIELD  
GREENWICH  
HACKNEY  
HAMMERSMITH & FULHAM  
HARINGEY  
HARROW  
HAVERING  
HILLINGDON  
HOUNSLOW  
ISLINGTON  
KENSINGTON & CHELSEA  
KINGSTON  
LAMBETH  
LEWISHAM  
MERTON  
NEWHAM  
REDBRIDGE  
RICHMOND UPON THAMES  
SOUTHWARK  
SUTTON  
TOWER HAMLETS  
WALTHAM FOREST  
WANDSWORTH  
WESTMINSTER  
CITY OF LONDON  
LFEPA

Cllr Darren Rodwell  
Cllr Richard Cornelius  
Cllr Teresa O'Neill OBE  
Cllr M. A. Butt  
Cllr Kate Lymer  
Cllr Georgia Gould  
Cllr Tony Newman  
Cllr Julian Bell  
-  
Cllr Danny Thorpe  
Mayor Philip Glanville  
Cll Stephen Cowan  
Cllr Joseph Ejiofor  
Cllr Graham Henson  
Cllr Damien White  
Cllr Ray Puddifoot MBE  
Cllr Steve Curran  
Cllr Richard Watts  
Cllr Elizabeth Campbell  
Cllr Liz Green  
Cllr Jack Hopkins  
-  
Cllr Stephen Alambritis  
Cllr Charlene McLean  
Cllr Jas Athwal  
Cllr Gareth Roberts  
Cllr Peter John OBE  
Cllr Ruth Dombey OBE  
Mayor John Biggs  
Cllr Clare Coghill  
Cllr Jonathan Cook  
Cllr Nickie Aiken  
Ms Catherine McGuinness  
-

CO-PRESIDENT

Lord Toby Harris of Haringey

## Apologies:

BROMLEY  
ENFIELD  
LAMBETH  
LEWISHAM  
NEWHAM  
WANDSWORTH

Cllr Colin Smith  
Cllr Nesil Caliskan  
Cllr Lib Peck  
Mayor Damien Egan  
Mayor Rokshana Fiaz OBE  
Cllr Ravi Govindia CBE

Officers of London Councils were in attendance.

The Chief Executive introduced Lord Toby Harris of Haringey, one of London Councils' Co-Presidents, and reported the apologies of Baroness Joan Hanham and Baroness Sally Hamwee.

The Chief Executive informed the meeting that Baroness Hamwee had tendered her resignation as a Co-President and he thanked her for her fifteen years service in that role and he thanked all the Co-Presidents for their service to London Councils, in particular for their work on the organisation's behalf in parliament.

Lord Harris recollected that he had been the chair of the body that was now called London Councils from its inception in 1995 to 2000 and that it had been created as the coming together of two borough organisations that had divided on party political lines. The organisation had developed with the addition of other London-wide bodies to become a counterweight to the Mayor and Greater London Authority when that had come into existence. He went on to argue that making London local government's case particularly when others were prepared to argue that London received a disproportionately large slice of resources, was as important as it had ever been and made London Councils' existence all the more necessary.

### **1. Declarations of interest**

There were no declarations of interest.

### **2. Apologies for absence and notification of deputies**

Apologies are listed above.

### **3. Election of Chair**

Lord Harris called for nominations for the position of Chair of London Councils and Cllr Peter John OBE (Southwark, Labour) was nominated by Cllr Georgia Gould (Camden, Labour) and seconded by Cllr Teresa O'Neill OBE (Bexley, Conservative). In the absence of any other nominations he was elected Chair and took over chairing the meeting.

The Chair thanked Lord Harris and his fellow Co-presidents, Baroness Hanham and Baroness Hamwee (including for her commitment over a long period on the occasion of her standing down) for their support and positive contribution they made to the work of London Councils from the House of Lords. The Chair invited Lord Harris to stay if he so wished.

### **4. Election of Deputy Chair and up to three Vice-Chairs**

The Chair then invited nominations for the Deputy Chair and up to three Vice-chairs and he nominated the following who were seconded by Cllr Nicki Aiken (Westminster, Conservative) and in the absence of any other nominations were returned unopposed:

Deputy Chair	Cllr Lib Peck (Labour, Lambeth)
Vice-Chair	Cllr Teresa O'Neill OBE (Conservative, Bexley)
Vice-Chair	Cllr Ruth Dombey OBE (Lib Dem, Sutton)
Vice-Chair	Ms Catherine McGuinness (Ind, City of London)

## **5. Minutes of the meeting of the AGM Leaders' Committee on 17 July 2017**

Leaders' Committee agreed to note the minutes of the meeting of the AGM of Leaders' Committee on 17 July 2017 already agreed by Leaders' Committee on 10 October 2017.

## **6. Appointment of London Councils Co-Presidents for 2017/18**

The Chair asked for nominations for the posts of Co-Presidents and the following: Lord Graham Tope, Baroness Joan Hanham and Lord Toby Harris were put forward and Leaders' Committee agreed to appoint them as London Councils' Co-Presidents.

## **7.-14. Composition of London Councils' member bodies and appointment of office-holders**

The Chair proposed to take items 7-14 *en bloc*; items 7-9 (a) were the noting of the members of Leaders' Committee, the Transport and Environment Committee (TEC) the Grants Committee, the Pensions CIV Sectoral Joint Committee and the Greater London Employment Forum on the nomination of boroughs. Items 9 (b) – 14 were the appointment of the employers side of the Greater London Provincial Council, London Councils Executive (including Portfolios), the appointment of party group lead members, the Group Whips, the appointment of the Audit Committee and election of its Chair and the appointment of the Capital Ambition Board and the election of its Chair and Deputy Chair and the YPES board members. These are listed on the pages that follow and all were agreed by Leaders' Committee.

In the tables on the following pages all those listed are councillors unless otherwise specified.

## 7. LEADERS'

Borough	Rep	Party	Deputy 1	Party	Deputy 2	Party		
Barking & Dagenham	Darren Rodwell	Lab	Saima Ashraf	Lab	Sade Bright	Lab		
Barnet	Richard Cornelius	Con	Daniel Thomas	Con	Barry Rawlings	Con		
Bexley	Teresa O'Neill	Con	Louie French	Con	David Leaf	Con		
Brent	Muhammed Butt	Lab	Margaret McLennan	Lab				
Bromley	Colin Smith	Con	Peter Fortune	Con	Kate Lymer	Con		
Camden	Georgia Gould	Lab						
Croydon	Tony Newman	Lab	Alison Butler	Lab	Stewart Collins	Lab		
Ealing	Julian Bell	Lab	Yvonne Johnson	Lab	Bassam Mahfouz	Lab		
Enfield	Nesil Caliskan	Lab	Daniel Anderson	Lab	Mary Maguire	Lab		
Greenwich	Danny Thorpe	Lab	David Gardner	Lab	Jackie Smith	Lab		
Hackney	Philip Glanville	Lab	Anntoinette Bramble	Lab	Feryal Demirci	Lab		
Hammersmith & Fulham	Stephen Cowan	Lab	Sue Fennimore	Lab	Adam Connell	Lab		
Haringey	Joseph Ejiofor	Lab	Emine Ibrahim	Lab	Peray Ahmet	Lab		
Harrow	Graham Henson	Lab	Adam Swersky	Lab				
Havering	Damian White	Con	Robert Benham	Con	Roger Ramsey	Con		
Hillingdon	Ray Puddifoot	Con	David Simmonds	Con	Philip Corthorne	Con		
Hounslow	Steve Curran	Lab	Lily Bath	Lab	Guy Lambert	Lab		
Islington	Richard Watts	Lab	Janet Burgess	Lab	Paul Smith	Lab		
Kensington & Chelsea	Elizabeth Campbell	Con	Kim Taylor-Smith	Con	Will Pascall	Con		
Kingston upon Thames	Liz Green	LD	Malcolm Self	LD	Kevin Davis	Con		
Lambeth	Lib Peck	Lab	Jack Hopkins	Lab				
Lewisham	Damien Egan	Lab	Kevin Bonavia	Lab				
Merton	Stephen Alambritis	Lab	Nick Draper	Lab	Mark Allison	Con		
Newham	Rokhsana Fiaz	Lab	Charlene McLean	Lab				
Redbridge	Jas Athwal	Lab	Kam Rai	Lab	Elaine Norman	Lab		
Richmond upon Thames	Gareth Roberts	LD	Alexander Ehmann	LD	Liz Jaeger	LD		
Southwark	Peter John	Lab	Rebecca Lury	Lab	Victoria Mills	Lab		
Sutton	Ruth Dombey	LD	Jayne McCoy	LD				
Tower Hamlets	John Biggs	Lab	Rachel Blake	Lab	Sirajul Islam	Lab		
Waltham Forest	Clare Goghill	Lab	Clyde Loakes	Lab	Grace Williams	Lab		
Wandsworth	Ravi Govindia	Con	Jonathan Cook	Con	Guy Senior	Con		
Westminster	Nickie Aiken	Con	David Harvey	Con	Tim Mitchell	Con		
City of London	Catherine McGuinness	Ind	Simon Duckworth	Ind	Tom Sleight	Ind	Christopher Hayward	Ind

## 8 Note of borough nominations to the Transport and Environment Committee, Grants Committee and Pensions CIV Sectoral Joint Committee

TEC	borough	Rep	Party	Deputy 1	Party	Deputy 2	Party	Deputy 3	Party
Barking & Dagenham		Syed Ghani	Lab	Cameron Geddes	Lab				
Barnet		Dean Cohen	Con	Peter Zinkin	Con	Alan Schneiderman	Con	Geof Cooke	Con
Bexley		Peter Craske	Con	Alex Sawyer	Con	Melvin Seymour	Con		
Brent		Shama Tatler	Lab	Krupa Sheth	Lab				
Bromley		William Huntington-Thresher	Con	Kira Gabbet	Con	Will Harmer	Con	David Jeffreys	Con
Camden		Adam Harrison	Lab	Meric Apak	Lab				
Croydon		Stuart King	Lab	Paul Scott	Lab				
Ealing		Julian Bell	Lab						
Enfield		Daniel Anderson	Lab	Dinah Barry	Lab	Ian Barnes	Lab		
Greenwich		Denise Scott-McDonald	Lab	Sizwe James	Lab	Gary Parker	Lab		
Hackney		Feryal Demirci	Lab	Guy Nicolson	Lab	Jon Burke	Lab		
Hammersmith & Fulham		Wesley Harcourt	Lab						
Haringey		Kirsten Hearn	Lab	Matt White	Lab	Preston Tabois	Lab		
Harrow		Varsha Parmar	Lab	Chloe Smith	Lab	Jerry Miles	Lab		
Havering		Osman Dervish	Con	Jason Frost	Con	Viddy Persuad	Con	Robert Benham	Con
Hillingdon		Keith Burrows	Con						
Hounslow		Hanif Khan	Lab	Guy Lambert	Lab	Candice Atterton	Lab	Sue Sampson	
Islington		Claudia Webbe	Lab	Phil Graham	Lab	Rowena Champion	Lab	Tricia Clarke	
Kensington & Chelsea		Will Pascall	Con	Malcolm Spalding	Con				
Kingston upon Thames		Hilary Gander	LD	Liz Green	LD	Malcolm Self	LD	Dave Ryder-Mills	LD
Lambeth		Claire Holland	Lab	Nigel Haselden	Lab				
Lewisham		Brenda Dacres	Lab	Sophie McGeevor	Lab	Alan Smith	Lab		
Merton		Martin Whelton	Lab	Nick Draper	Lab				
Newham		Rachel Tripp	Lab						
Redbridge		John Howard	Lab	Sheila Bain	Lab	Ross Hatfull	Lab	Jas Athwal	Con
Richmond upon Thames		Alexander Ehmann	LD	Martin Elengorn	LD				
Southwark		Richard Livingstone	Lab	Johnson Situ	Lab				
Sutton		Manuel Abbelan	LD	Richard Blake	LD	Ali Mirhashem	LD	Steve Penneck	LD
Tower Hamlets		David Edgar	Lab	Rachel Blake	Lab	Amina Ali	Lab		
Waltham Forest		Clyde Loakes	Lab	Naheed Asghar	Lab	Grace Williams	Lab		
Wandsworth		Richard Field	Con	Jonathan Cook	Con	Guy Humphries	Con		
Westminster		Tim Mitchell	Con	Karen Scarborough	Con				
City of London		Christopher Hayward	Ind	Jeremy Simons	Ind	Alistair Moss	Ind	Keith Bottomly	
TfL		Alex Williams		Colin Mann					

## GRANTS

Borough	Rep	Party	Deputy 1	Party	Deputy 2	Party	Deputy 3	Party
Barking & Dagenham	Saima Ashraf	Lab	Sade Bright	Lab				
Barnet	Richard Cornelius	Con	Daniel Thomas	Con	Reema Patel	Con	David Longstaff	Con
Bexley	David Leaf	Con	Alex Sawyer	Con				
Brent	Magaret McLennan	Lab	Amer Agha	Lab				
Bromley	Colin Smith	Con	Peter Fortune	Con	Diane Smith	Con	Kate Lymer	
Camden	Jonathan Simpson	Lab	Angela Mason	Lab	Richard Olszewski		Abdul Hai	
Croydon	Hamida Ali	Lab	Oliver Lewis					
Ealing	Jasbir Anand	Lab	Julian Bell	Lab	Bassam Mahfouz	Lab		
Enfield	Nesil Caliskan	Lab	Mary Maguire	Lab	Daniel Anderson	Lab		
Greenwich			Denise Scott-McDonald					
	Miranda Williams	Lab		Lab	Christine Grice		Averil Lekau	
Hackney	Philip Glanville	Lab	Caroline Selman	Lab	Antionette Branble	Lab	Jon Burke	Lab
Hammersmith & Fulham	Ben Coleman	Lab	Sharon Holder	Lab				
Haringey	Mark Blake	Lab	Zena Brabazon	Lab	Charles Adje	Lab		
Harrow	Sue Anderson	Lab	Graham Henson	Lab	Christine Robson	Lab	Philip O'Dell	Lab
Havering	Viddy Persaud	Con	Jason Frost	Con		Con		
Hillingdon	Douglas Mills	Con	J Bianco	Con				
Hounslow	Katherine Dunne	Lab	Shantanu Rajawat	Lab	Sue Sampson	Lab	Pritam Grewal	
Islington	Kaya Comer-Swartz	Lab	Andy Hull	Lab	Asima Shaikh	Lab	Janet Burgess	Lab
Kensington & Chelsea	Gerard Hargreaves	Con	Emma Will	Con	Sarah Addenbrooke	Con		
Kingston upon Thames	Jon Tolley	LD	Malcolm Self	LD	Liz Green	LD	Margaret Thompson	Con
Lambeth	Andy Wilson	Lab	Mo Seedat	Lab				
Lewisham	Jonathan Slater	Lab	Joan Millbank	Lab				
Merton					Caroline Cooper-Marbiah			
	Edith Macauley	Lab	Nick Draper	Lab		Lab		
Newham	Charlene McLean	Lab	John Gray	Lab				
Redbridge	Helen Coomb	Lab	Kam Rai	Lab	Elaine Norman	Lab	John Howard	Lab
Richmond upon Thames	Gareth Roberts	LD	Michael Wilson	LD				
Southwark	Rebecca Lury	Lab	Evelyn Akoto	Lab				
Sutton	Marian James	LD	Ruth Dombey	LD				
Tower Hamlets	Candida Ronald	Lab	David Edgar	Lab	Asma Begum		Amina Ali	
Waltham Forest	Louise Mitchell	Lab	Clyde Loakes	Lab	Ahsan Khan	Lab		
Wandsworth	Paul Ellis	Con	Cllr. Senior	Con	John Locker	Con		
Westminster	David Harvey	Con	Tim Mitchell	Con	Heather Acton	Con		
City of London	Alison Gowman	Ind	Dhruv Patel	Ind				



## Pensions CIV

borough	Rep	Party	Deputy 1			
Barking & Dagenham	Dominic Twomey	Lab	Dave Miles	Lab		
Barnet	Mark Shooter	Con	John Marshall	Con		
Bexley	Steve Hall	Con		Con		
Brent	Shafique Choudhary	Lab	Margaret Mclennan	Lab		
Bromley	Keith Onslow	Con	Russell Mellor	Con		
Camden	Rishi Madhani	Lab	Richard Olszewski	Lab		
Croydon	Simon Hall	Lab	Andrew Pelling	Lab	Clive Fraser	Lab
Ealing	Yvonne Johnson	Lab				
Enfield	Doug Taylor	Lab				
Greenwich	Peter Brooks	Lab	Olu Babatola	Lab		
Hackney	Robert Chapman	Lab	Rebecca Rennison	Lab		
Havering	John Crowder	Con	Jason Front	Con		
Hammersmith & Fulham	Iain Cassidy	Lab	Mike Adam	Con		
Haringey	Matt White	Lab	John Bevan	Lab		
Harrow	Nitin Parekh	Lab				
Hillingdon	Philip Corthorne	Con	Mike Markham	Con		
Hounslow	Rajinder Bath	Lab	Sukhbir Dhaliwal	Lab		
Islington	Mick O'Sullivan	Lab	Andy Hull	Lab		
Kensington & Chelsea	Mary Weale	Con				
Kingston upon Thames	Mark Beynon	LD	Alikson Holt	LD	Dennis Goodship	LD
Lambeth	Iain Simpson	Lab	Josh Lindsey	Lab		
Lewisham	Mark Ingleby	Lab				
Merton	Owen Pritchard	Lab	Mark Allison	Lab		
Newham	John Gray	Lab				
Redbridge	Elaine Norman	Lab	Kam Rai	Lab		
Richmond upon Thames	Geoff Acton	LD	Ian Craigie	Con		
Southwark	Victoria Mills	Lab	Peter John	Lab		
Sutton	Jill Whitehead	LD	Sunita Gordon	LD		
Tower Hamlets	Muhammad Harun	Lab				
Waltham Forest	Paul Douglas	Lab				
Wandsworth	Guy Senior	Con	Melanie Hampton	Con	Rory O'Broin	
Westminster	Antonia Cox	Con	Rachael Robathan	Con		
City of London	Mark Boleat	Ind	Andrew MCMurtrie	Ind		

**9. (a) Note of borough nominations to the employers side of the Greater London Employment Forum**

<b>GLEF</b>	<b>borough</b>	<b>Rep</b>	<b>Party</b>	<b>Deputy</b>	<b>Party</b>
	Barking & Dagenham	Sade Bright	Lab	Irma Freeborn	Lab
	Barnet	Richard Cornelius	Con	Daniel Thomas	Con
	Bexley	Steven Hall	Con	Nick O'Hare	Con
	Brent	Margaret McLennan	Lab	Amer Agha	Lab
	Bromley	Pauline Tunnicliffe	Con	Michael Turner	Con
	Camden	Richard Olszewski	Lab	Alison Kelly	Lab
	Croydon	Simon Hall	Lab	Patsy Cummings	Lab
	Ealing	Jasbir Anand	Lab		
	Enfield	Nesil Caliskan	Lab	Mary Maguire	Lab
	Greenwich	Christine Grice	Lab	Chris Kirby	Lab
	Hackney	Carole Williams	Lab	Philip Glanville	Lab
	Hammersmith & Fulham	Andrew Jones	Lab		
	Haringey	Noah Tucker	Lab	Khaled Moyeed	Lab
	Harrow	Antonio Weiss	Lab		
	Havering	Robert Benham	Con	Viddy Persuad	Con
	Hillingdon	Philip Corthorne	Con		
	Hounslow	Katherine Dunne	Lab		
	Islington	Tricia Clarke	Lab		
	Kensington & Chelsea	David Lindsay	Con		
	Kingston upon Thames	Malcolm Self	LD	Dave Ryder-Mills	LD
	Lambeth	Jack Hopkins	Lab	Andy Wilson	Lab
	Lewisham	Joe Dromey	Lab	Amanda De Ryk	Lab
	Merton	Mark Allison	Lab	Marsie Skeete	Lab
	Newham	Mayor Rokhsana Fiaz	Lab	Charlene McLean	Lab
	Redbridge	Jas Athwal	Lab	Kam Rai	Lab
	Richmond upon Thames	Geoff Acton	LD		
	Southwark	Kieron Williams	Lab	Leo Pollak	Lab
	Sutton	Richard Clifton	LD	Joyce Melican	LD
	Tower Hamlets	Mayor John Biggs	Lab		
	Waltham Forest	Asim Mahmood	Lab	Sally Littlejohn	Lab
	Wandsworth	TBC	Con		
	Westminster	Angela Harvey	Con	Rachael Robathan	Con
	City of London	Edward Lord	Ind	The Revd Stephen Decatur Haines	Ind

## 9 (b) Appointment of Greater London Provincial Council Employers Side

<b>Barking &amp; Dagenham</b>	<b>Sade Bright</b>	<b>Lab</b>
<b>Camden</b>	<b>Richard Olszewski</b>	<b>Lab</b>
<b>Croydon</b>	<b>TBC</b>	<b>Lab</b>
<b>Enfield</b>	<b>Nesil Caliskan</b>	<b>Lab</b>
<b>Greenwich</b>	<b>Christine Grice</b>	<b>Lab</b>
<b>Hackney</b>	<b>Carole Williams</b>	<b>Lab</b>
<b>Hounslow</b>	<b>Katherine Dunne</b>	<b>Lab</b>
<b>Kingston</b>	<b>Malcolm Self</b>	<b>LD</b>
<b>Lambeth</b>	<b>Jack Hopkins</b>	<b>Lab</b>
<b>Lewisham</b>	<b>Joe Dromey</b>	<b>Lab</b>
<b>Waltham Forest</b>	<b>Asim Mahmood</b>	<b>Lab</b>

Conservative nominees to be confirmed

## **10. Appointment of London Councils Executive (including Portfolios)**

Leaders' Committee agreed to establish an Executive comprising twelve members

- **Cllr Peter John OBE** Chair of London Councils
  - Public Service Reform and Devolution
  - Finance & Resources
- **Cllr Lib Peck** Deputy Chair and Crime & Public Protection
- **Cllr Teresa O'Neill OBE** Vice Chair and Conservative lead for Public Service Reform and Devolution; Finance & Resources,
- **Cllr Ruth Dombey OBE** Vice Chair
- **Ms Catherine McGuinness** Vice Chair
- **Cllr Muhammad Butt** Welfare, Empowerment & Inclusion
- **Cllr Clare Coghill** Business Engagement, Europe and Good Growth
- **Cllr Julian Bell** Transport & Environment
- **Cllr Darren Rodwell** Housing & Planning
- **Cllr Ray Puddifoot MBE** Health & Care (including Adult Care Services)
- **Cllr Georgia Gould** Skills & Employment
- **Cllr Nickie Aiken** Schools & Children's Services (including Education, Children's Social Care and Safeguarding)

### **Substitutes**

Labour: Mayor Philip Glanville (Hackney), Mayor John Biggs (Tower Hamlets), Cllr Clyde Loakes (Waltham Forest)

Conservative: Cllr. Ravi Govindia CBE (Wandsworth)

Liberal Democrat: Cllr Liz Green (Kingston)

## 11. Appointment of party group lead members

Policy area	Portfolio holder/Chair	Party lead (Labour)	Party lead (Conservative)	Party lead (Liberal Democrat)
Chair including: <ul style="list-style-type: none"> <li>Finance and Resources</li> <li>Devolution and Public Service Reform</li> </ul>	Cllr Peter John OBE		Cllr Teresa O'Neill OBE	Cllr Ruth Dombey OBE
Welfare, Empowerment & Inclusion	Cllr Muhammad Butt		Cllr Damien White	To be confirmed
Business, Europe and Good Growth (including high streets, lead liaison with Wider South East, leisure, sport & culture)	Cllr Clare Coghill		Cllr David Harvey	Cllr John Coombs
Transport & Environment	Cllr Julian Bell	Cllr Feryal Demirci (Vice Chair)	Cllr Tim Mitchell	Cllr Manuel Abellan
Housing & Planning	Cllr Darren Rodwell		Cllr Richard Cornelius	Cllr Jayne McCoy
Crime & Public Protection	Cllr Lib Peck		Cllr Nickie Aiken	Cllr Liz Jaeger
Health & Care (including Adult Care Services)	Cllr Ray Puddifoot MBE	Cllr Richard Watts		Cllr Margaret Thompson
Skills & Employment	Cllr Georgia Gould		Cllr Catherine Faulks	Cllr Alison Holt
Schools & Children's Services (including Education, Children's Social Care and Safeguarding)	Cllr Nickie Aiken	Cllr Danny Thorpe		Cllr Penny Frost
Greater London Employment/ Greater London Provincial Council	Mayor John Biggs		Cllr Angela Harvey	Cllr Malcolm Self
Capital Ambition	Cllr Steve Curran (Chair)	Cllr Victoria Mills (Vice Chair) Cllr Stephen Alambritis	Cllr David Simmonds CBE Cllr Kevin Davis TBC	
Audit Committee	Cllr Roger Ramsey (Chair)	Cllr Stephen Alambritis (Vice Chair) Cllr Victoria Mills Cllr Yvonne Johnson		Cllr Robin Brown
Grants	Mayor Phil Glanville	Cllr Saima Ashraf (Vice Chair)	Cllr Paul Ellis	Cllr Gareth Roberts
Pensions CIV Sectoral Joint Committee	Sir Mark Boleat (City)	Cllr Yvonne Johnson	To be confirmed	Cllr Jill Whitehead

### Group whips

- Labour** Cllr Clyde Loakes (Waltham Forest)

- **Conservative** Cllr Ravi Govindia CBE (Wandsworth)
- **Liberal Democrat** Cllr Liz Green (Kingston)

## **12. Appointment of Audit Committee and election of its Chair and Deputy Chair**

- Cllr Roger Ramsey (Chair)
- Cllr Stephen Alambritis (Labour, Merton) (Deputy Chair)
- Cllr Yvonne Johnson (Labour, Ealing)
- Cllr Victoria Mills (Labour, Southwark)
- Cllr Robin Brown (LD Richmond)

**Substitutes** Labour: Cllr David Gardner (Greenwich)  
Conservative nominees to be confirmed

## **13. Appointment of Capital Ambition Board and election of its Chair and Deputy Chair**

- Cllr Steve Curran (Chair)
- Cllr Victoria Mills (Labour, Southwark) (Deputy Chair)
- Cllr Stephen Alambritis (Labour, Merton)
- Cllr David Simmonds CBE (Conservative, Hillingdon)
- Cllr Kevin Davis (Conservative, Kingston) TBC
- **Substitutes** Labour: Mayor Philip Glanville (Hackney), Cllr Yvonne Johnson (Labour, Ealing)  
Conservative nominees to be confirmed

Conservative:

## **14. YPES Board**

- Cllr Georgia Gould (Labour, Camden, Chair)
- Cllr Nickie Aiken (Conservative, Westminster)

## **15. London Councils Members Remuneration Scheme**

Leaders' Committee agreed:

- To accept and implement the Panel's recommendations for the London Councils Members' Remuneration Scheme
- The baseline for applying the annual up-lifts set out in Annex 2 of the report (below)

- That the panel's recommendations on annual uprating in line with the officers pay award would be applied each year.

	<b>From April 2018<sup>1</sup></b>	<b>Plus 2% from April 2019</b>
<b>Executive</b>		
Chair	£21,417	£21,845
Deputy Chair, Vice-Chair (x3) and other Executive members with portfolios	£10,709	£10,923
without portfolio	£5,355	£5,462
<b>Party Group Policy Leads</b>	£2,678	£2,731
<b>Grants Committee</b>		
Chair	£10,709	£10,923
Grants Vice-Chair (x3)	£2,678	£2,731
<b>Transport and Environment Committee</b>		
Chair	£10,709	£10,923
Vice-Chair (x 3)	£2,678	£2,731
<b>Greater London Employers' Forum</b>		
Chair	£10,709	£10,923
Vice-Chair (x2)	£2,678	£2,731
<b>Pensions CIV Joint Committee</b>		
Chair	£10,709	£10,923
Vice-Chair	£2,678	£2,731

<sup>1</sup> Includes the 2% increase in line with the officers' cost of living pay award as recommended by the Independent Panel on Members Remuneration

	<b>From April 2018<sup>1</sup></b>	<b>Plus 2% from April 2019</b>
Audit Committee Chair	£5,355	£5,462
Capital Ambition Chair	£5,355	£5,462
Lead member for Equalities <sup>2</sup>	£5,355	£5,462
Whips (x3)	£5,355	£5,462

## **16. Constitutional matters**

Leaders Committee agreed the variations set out in the reports to:

- A: London Councils' Scheme of Delegations to Officers
- B: Terms of Reference for Sub Committees and forums
- C: Amendments to London Councils Financial Regulations

## **17. Extension of External Audit Contract**

The Director of Corporate Resources introduced the item saying that the Audit Committee had agreed to recommend the extension of KPMG's three-year contract by one year.

Leaders' Committee agreed:

- To note the recommendation of the Audit Committee and
- Approve the extension of the external audit contract with KPMG for an additional year to include the audit of the 2018/19 accounts.

## **18. Role profiles for London Councils' Remunerated Members**

Leaders' Committee agreed to note the role profiles for members of the Executive and for Party Group Policy Leads.

## **19. London Councils meeting dates 2017/18**

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<sup>2</sup> To be deleted and become part of the Welfare, Empowerment and Inclusion portfolio



Leaders' Committee agreed the meeting dates for 2018/19 set out in an appendix to the report.

## **20. Annual Review 2017/18**

Leaders' Committee agreed to note the annual review.

## **21. Any other business**

There was no other business.

The meeting ended at 11:50

# Leaders' Committee AGM

## Constitutional Matters – Approval of London Councils Scheme of Delegations to Officers

Item no: 15A

**Report by:** Christiane Jenkins

Director Corporate Governance

**Date:** 4 June 2019

**Contact Officer:** Christiane Jenkins

**Telephone:** 020 7934 9540

**Email** [christiane.jenkins@londoncouncils.gov.uk](mailto:christiane.jenkins@londoncouncils.gov.uk)

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### Summary

This report requests the approval of changes to London Councils' Scheme of Delegations to Officers

### Recommendations

Leaders' Committee is asked to approve changes to London Councils Scheme of Delegations to Officers, as set out in paragraphs 1.2, 1.3 and 1.4 and Appendix One of this report.

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## **Constitutional Matters - Scheme of Delegations to Officers**

### **Background**

- 1.1 In line with London Councils Standing Orders, London Councils Scheme of Delegations to Officers is approved annually at Leaders' Committee's AGM, although additional delegations may be made during the year. The current Scheme was approved at Leaders' Committee AGM on 5 June 2018.
- 1.2 London Councils' joint committees have retained the authority to make decisions on policy and service provision and have delegated to officers the administrative functions relating to the running of London Councils.
- 1.3 The Scheme of Delegations to Officers reflects the current structure of London Councils and enables effective and transparent decision-making processes. It does not seek to repeat the delegations contained within the Governing Agreements in full, only repeating them if it enhances the usefulness and clarity of the relevant delegation. The Scheme also does not repeat the specific delegations granted to the Director, Corporate Resources, where the responsibilities are included within the financial regulations. The Scheme of Delegations to Officers refers largely to administrative functions such as staffing, which are delegated in the first instance to the Chief Executive.
- 1.4 There is one addition which relates to the authorisation of the signing of contracts of employment, see paragraph 13 in Appendix One – attached and 1.5 below. There are also a small number of recommended changes to Appendix A which is within Appendix One, to bring the document in line with current legislation and to update the list of London Councils' 'Proper Officers.'
- 1.5 The additional delegation refers to the Director of Corporate Governance as authorised signatory for contracts of employment. This delegation was previously contained in Appendix 5 of London Councils Financial Regulations 2017. As the Financial Regulations relate to financial administration, and consistent with the staffing delegations already contained in the Scheme of Delegations to Officers, it is considered more appropriate to include this delegation in the Scheme of Delegations to Officers.
- 1.6 The changes in Appendix A Part A (Page 10) are: changing the reference to the Data Protection Act 1998 to the General Data Protection Regulation (EU) 2016/679 and Data

Protection Act 2018 and updating the persons authorised to reflect the current statutory provision. The words.... *“Duty to notify the Information Commission of any changes in accordance with Section 20 of the DPA 1998”* have been deleted as this is no longer a legal requirement. The addition of the words *“To act as Data Protection Officer under Article 37 of GDPR”* have been added, as this is a new legal requirement.

**Recommendations:** Leaders’ Committee is asked to approve changes to London Councils Scheme of Delegations to Officers, as set out in paragraphs 1.2, 1.3 and 1.4 and Appendix One of this report.

**Financial Implications for London Councils:**

There are no specific financial implications arising from this report.

**Legal Implications for London Councils:**

It is important that London Councils’ joint committees properly delegate the exercise of functions to Officers in a manner which is consistent with the relevant Governing Agreements, and any legal restrictions on delegable functions, to ensure that the work of London Councils (through Leaders’ Committee, Grants Committee and LCTEC) is delivered efficiently and effectively and to avoid any grounds for challenge to decisions made pursuant to those delegations.

**Equalities Implications for London Councils:**

There are no specific equalities implications for London Councils arising from this report.

**Appendices:**

**Appendix One** - London Councils Scheme of Delegations to Officers 2019 (document with track changed amendments as outlined in 1.2, 1.3 and 1.4 of this report).

# Scheme of delegations to officers<sup>1</sup>

## ~~July~~ June ~~2017~~ 2019

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<sup>1</sup> Last approved at Leaders' Committee June 2018 with no changes from 2017.



## **Scheme of Delegations to Officers**

### **INTRODUCTION**

London Councils<sup>2</sup> may, and only in a manner consistent with the London Councils Governing Agreements<sup>3</sup>:

- (i) delegate to officers of London Councils those of its functions as are permitted by statute to be delegated; and
- (ii) in relation to any of those functions, require that the exercise of those functions be subject to such conditions as London Councils deems fit to impose, including, where appropriate, prior consultation with the leading member on London Councils of each political party or group before taking such action.<sup>4</sup>

London Councils must formally resolve to delegate the exercise of one or more of their functions to officers by either:

- (i) a decision taken at a meeting of London Councils, i.e. on a case-by-case basis;
- (ii) agreeing a general scheme of delegations to officers.

This document is the general scheme of delegations to London Councils officers. It is not the intention of this document to reproduce details of functions which have been delegated to officers under the London Councils Governing Agreements<sup>5</sup>. This document will, however, be kept under annual review and any additional general delegations to officers which may be made by London Councils throughout the year, will be considered for inclusion in this scheme as part of that review.

As a general rule, the functions delegated to the London Councils joint committees and their sub committees reflect the purpose of the organisation in best representing the interests of the 32 London Boroughs and the City of London. Decisions about policy directions, lobbying and scope of services remain reserved to Member Committees unless specifically delegated on an issue by issue basis. The authority to manage the administrative aspects of the organisation's work has been delegated to officers within the conditions specified below to enable the effective and efficient running of the organisation.

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<sup>2</sup> The reference to London Councils in this Scheme of Delegations to Officers encompasses any joint committee of elected Members (including Leaders' Committee, the London Councils Transport and Environment Committee, Grants Committee and the London Pensions CIV Sectoral Joint Committee, and any of their sub-committees authorised to take decisions).

<sup>3</sup> The London Councils (Leaders' Committee) Governing Agreement, dated 13 December 2001 (as amended); and the London Councils Transport and Environment Committee Governing Agreement, dated 13 December 2001 (as amended).

<sup>4</sup> Paragraph 22 of Schedule 6 (Standing Orders) of the London Councils (Leaders' Committee) Governing Agreement, dated 13 December 2001 (as amended); .

<sup>5</sup> Op cit, footnote 3.



## **Section 1 - General Conditions Of Delegations To Officers**

### **Day-to-Day Management**

1. The Chief Executive and the Directors of any corporate service (and their nominated deputies) shall, in accordance with this Scheme of Delegations, have authority delegated to them for carrying out the day-to-day management of the London Councils services for which they are responsible. (Day-to-day management should include those items which have been recognised as such by past practice or by specific decision/resolution of a committee, or where the Chief Executive, in consultation with the relevant Director, agrees is ancillary to or analogous with matters accepted as being within the scope of day-to-day business exercisable by officers of London Councils). This includes authority to:
  - (a) appoint and manage staff in accordance with agreed policies and procedures, having regard to Section 2. below;
  - (b) place orders and enter into contracts for the supply of goods and services in line with the Financial Regulations and to authorise or incur any other expenditure for which provision has been made in the appropriate budget subject to limits set out in the Financial Regulations and subject to these not being in conflict with existing contracts.

### **Limitations**

2. Any exercise of delegated powers by officers shall comply with London Councils current Financial Regulations<sup>6</sup> and Standing Orders. The Financial Regulations will not form part of this scheme but must be read alongside it.
3. The Chief Executive will have the authority to extend an existing policy or procedure only if it relates to the internal administration of the organisation and when exercised subject to the conditions below.
4. The Chief Executive, the Finance Officer (Director of Corporate Resources), and any other person authorised under the Financial Regulations, will have the authority to negotiate and agree minor variations to contracts, to write off debts and to undertake all other actions authorised under the Financial Regulations
5. With the exception of policies referred to in paragraph 3, any exercise of delegated powers shall not involve a new policy or extend an existing policy of the organisation unless the Chief Executive is ~~acting under the urgency procedures as contained in the current~~ Standing Orders<sup>7</sup>.
6. Any delegation to the Chief Executive or the Finance Officer may be exercised by any officer authorised by the Chief Executive or the Finance Officer (as the case may be) either generally or specifically for the purpose (except where restrictions exist in employment policies which have been agreed in accordance with Section 2 below).
7. The Chief Executive will nominate the ~~Corporate~~ Director of Policy and Public Affairs to assume authority to exercise all powers delegated to him in his absence.
8. In the event of the Chief Executive being unexpectedly indisposed, authority will be granted to the Corporate Director, Policy and Public Affairs to take over as interim Chief Executive until such time as Elected Officers are able to determine what temporary or transitional arrangements will apply following such indisposition (or death).
9. The Chief Executive may exercise any delegated function in the absence of an officer to whom that authority has been specifically delegated.

<sup>6</sup> Current Financial Regulations dated [2/6/15](#) 5/6/18

<sup>7</sup> Current Standing orders dated [7/6/16](#) 11/7/17

10. All ~~delegations are without prejudice to the~~ overriding rights and powers of a London Councils' joint committee or decision-making sub-committee to exercise those functions delegated to it. Any officer may refer a matter to a London Councils joint committee or decision-making sub-committee in lieu of exercising delegated powers.
11. Subject to the foregoing conditions, and to any special conditions which may have been or may in future be applied in respect of particular matters, the Chief Executive will be expected to make such decisions and to take such action as he/she deems necessary in the interests of the efficient running of the organisation and the services provided and administered.

## **Section 2 - Staffing Delegations**

12. The Chief Executive has been granted delegated authority, in consultation with the Corporate Management Board (CMB), to approve policies and procedures relating to human resources and corporate policies and procedures<sup>8</sup> subject to the following conditions-;
  - (a) any policy relating to internal organisational functions which also applies to Members will be referred to the London Councils' (Leaders) Executive Sub-Committee for approval;
  - (b) all new or amended policies relating to the internal administration of the organisation will only be approved following consultation with the Joint Consultative Committee (JCC);
  - (c) in the event that CMB and the JCC are unable to reach an agreement on the terms of a policy that policy will be referred to the London Councils' (Leaders) Executive Committee for approval;
  - (d) any delegations to officers made in accordance with these policies and procedures shall be considered, to be general delegations from the Chief Executive or the Finance Officer (as the case may be) in accordance with paragraph 6 above.
13. ~~13. In addition, the Director of Corporate Governance is authorised to sign all contracts of employment<sup>9</sup>, once the appropriate post approval form (PAF) has been signed - and/or in accordance with the relevant employment policies and procedures which have been agreed in accordance with paragraph 12 above.~~

## **Section 3 – Officers authorised for certain purposes**

~~13.14.~~ In accordance with the specific statutory functions delegated to the London Councils joint committees or otherwise to allow the proper and efficient exercise of those functions in accordance with section 111 of the Local Government Act 1972, ~~officers~~ have been individually authorised to act in respect of particular matters (i.e. they are an “authorised officer” for those purposes). Where permitted under the applicable legislation these powers may be further delegated, whether specifically or generally, to another officer to act in the absence of the proper officer.

~~14.15.~~ The Chief Executive has been appointed:

- (a) to act as the “proper officer” for the purposes of the Access to Information provisions of the Local Government Act 1972 (as amended) except insofar as such powers have been specifically delegated to another officer; and

<sup>8</sup> Corporate policies and procedures would include, but not be limited to, the code of conduct, health and safety and information management policies

<sup>9</sup> Including secondment agreements

- (b) to be responsible for the preparation of papers for London Councils Member Body meetings, the preparation of minutes and the promulgation of decisions of such meetings.

~~15-16.~~ The Chief Executive, in consultation with the Chair of the relevant sub-committee, will have the authority to amend the programme of ordinary meetings approved by the relevant joint committee for the sub-committees it appoints at its AGM in accordance with Standing Order 1.8. as required throughout the year.

~~16-17.~~ The Director, Corporate Resources (Finance Officer) has been appointed to act as the proper officer for the purposes of Section 151 of the Local Government Act 1972 and section 114 of the Local Government Finance Act 1988. The officer to be responsible for the proper administration of London Councils' financial affairs and to issue a report to Members if there is or is likely to be unlawful expenditure or an unbalanced budget.

~~17-18.~~ Additional delegations to named officers, some of which do not strictly apply to London Councils but which are adopted as a matter of best practice to allow the proper and efficient exercise of the functions delegated to the London Councils joint committees, in accordance with section 111 of the Local Government Act 1972, are set out in Appendix A with reference to the relevant legislative provisions.

#### **Section 4 - Nominations of elected members to outside bodies**

~~18-19.~~ The Chief Executive has delegated authority to nominate elected Members to serve on outside bodies subject to:

- (a) those decision being taken in accordance with guidelines agreed by the London Councils Appointments Panel (set out at paragraph ~~19-20~~ below);
- (b) having regard to the Nolan principles, and
- (c) those decisions being reported to the next meeting of the Appointments Panel.<sup>10</sup>

~~19-20.~~ Nominations will be made by the Chief Executive under paragraph ~~18-19~~ in consultation with elected Members.. In making nominations the Chief Executive will first apply the **Particular Principles** at (a) below but will also seek to ensure that nothing is done to depart from the **General Principles** at (b) below. Regard should also be had to the **General Conditions** at (c), below.

##### **(a) Particular Principles**

- (i) In cases where a single nomination is required, in first instance the relevant portfolio-holder will be considered and if that is not a suitable appointment then the Chief Executive will consult elected Members on an alternative candidate.
- (ii) In cases where an outside body requires more than a single nomination-

*The first principle* to be applied in such cases is any reasonable external requirement placed on London Councils in making the nomination<sup>11</sup>.

*The second principle* to be applied, if the first principle does not obtain, is the number of nominations made from each political party shall reflect the balance of

<sup>10</sup> In accordance with the decision of the London Councils' Executive acting in their capacity as its Appointments Panel on 29 May 2012

<sup>11</sup> For example the mechanism employed in determining the number of **nominations** for each political party made by London Councils to the London Fire and Emergency Planning Authority is set out in legislation – the Greater London Authority Act 1999. This will be determined by the application of the d'Hondt formula

the parties represented on Leaders' Committee at that time.

## **(b) General Principles**

- (i) When the Chief Executive is applying the Particular Principles set out above they will seek to reflect any particular interest that the body to be nominated to has expressed to London Councils<sup>12</sup>.
- (ii) The Chief Executive will also be mindful of other factors that it would be reasonable or proper for London Councils to consider, for example specialist knowledge and skills, stability of service, diversity as well as the Nolan principles set out below and the Chief Executive may, in consultation with elected Members, override the Particular Principles set out above when there is a compelling case to do so.
- (iii) All public bodies are under a duty to follow the Seven Principles of Public Life set out by the Committee for Standards in Public Life, formerly chaired by Lord Nolan (the principles are often called the "Nolan Principles"). In particular, the Chief Executive will seek to ensure that the following three Nolan principles are applied-

### Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.<sup>13</sup>

### Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

- (iv) The Chief Executive will give consideration to the elected Members of the City of London Corporation when making any nominations to outside bodies.

## **(c) General conditions**

- (i) When a nominee to an outside body ceases to be an elected Member of a London local authority, London Councils will, in general, take whatever steps are necessary to remove them from that outside body.
- (ii) At a freeze date, being the date of the meeting of the London Councils' (Leaders) Executive Sub-Committee in May of each year, a report will be brought to that meeting setting out the total number of nominations made to outside bodies for each of the political parties with a calculation of how this reflects the agreed principles (above) for nominations, and the variation from the balance of the parties on Leaders' Committee. That report may also contain recommendations to rectify any variations that may exist.

## **Section 5 – Appointments to Young People's Education and Skills Board (YPES Board)**

20-21. The YPES Board is a Forum (or sub-committee) of London Councils Leaders' Committee

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<sup>12</sup> For example outside bodies occasionally ask for cross-party appointments

<sup>13</sup> Members will be expected to regularly attend meetings of the bodies they are appointed to and may be accountable to and from, London Councils for their actions in that capacity.

which operates under a constitution (terms of reference) approved by Leaders' Committee in accordance with Standing Orders. Leaders' Committee has the power to approve the appointment of representatives to the YPES Board upon their nomination by those organisations who are members of the Board. On behalf of Leader' Committee, the Chief Executive will have delegated authority from Leaders' Committee to approve appointments to casual vacancies of the YPES Board.

## Appendix A

### PERSONS AUTHORISED BY LONDON COUNCILS TO EXERCISE POWERS

#### CONSISTENT WITH FUNCTIONS OF THE PARTICIPATING LOCAL AUTHORITIES

#### **PART A**

The following statutory provisions give powers to duly authorised Proper Officers/Authorised Persons in most local authorities in London. Some of these functions have been expressly delegated by the 33 London local authorities to the London Councils joint committees, some have not and are instead captured within the general delegations to the joint committee.

The following table sets out the persons authorised for the functions identified. This list includes delegations to named officers, some of which do not strictly apply to London Councils' joint committees but which are followed as a matter of best practice in accordance with the exercise of the functions expressly delegated to the joint committees.

Authorised Persons should nominate, in writing, an appropriate deputy to carry out any statutory duties during planned absences. Officers should also ensure arrangements are in place to authorise another officer in the event of unplanned absence. These may vary according to the nature of the responsibility but will be approved by the Corporate Management Board.

	STATUTORY PROVISION	PERSONS AUTHORISED
<b>LOCAL GOVERNMENT ACT 1972</b>		
1	Section 84 – The officer to whom written notice of resignation of elected office shall be delivered	Chief Executive
2	Section 96 – The officer to whom general notices and recording of disclosures of interests under Section 94 should be given	Director of Corporate Governance
3	Section 99 + Schedule 12 - To give notice and send summonses in respect of any London Councils committee meeting	Chief Executive
4	Section 100 - To give public notice of any meeting to which the public are entitled to attend, provide copies of agenda and facilities for the press	Chief Executive
5	Section 100B (2) – The officer to exclude from committees or sub Committees meeting agendas any information to be dealt with in a meeting from which the public are likely to be excluded	Director of Corporate Governance
6	Section 100B (7)(c) – The officer to supply to any newspaper copies of documents supplied to Members of committees or sub-committees in connection with an item for consideration at their meetings	Director of Corporate Governance
7	Section 100C (2) – The officer to prepare a written summary of proceedings of committees or sub-committees from which the public were excluded	Director of Corporate Governance
8	Section 100D (1)(a) – The officer to prepare a list of background papers for reports considered by committees or sub-committees	Director of Corporate Governance
9	Section 100D (5) – The officer to determine which documents constitute background papers; and under Section 100H – to be responsible for charging for copies of those documents	Director of Corporate Governance

	<b>STATUTORY PROVISION</b>	<b>PERSONS AUTHORISED</b>
10	Section 100F (2) – The officer to decide which documents are not, by virtue of containing exempt information, required to be open to inspection	Director of Corporate Governance
11	Section 100G - To maintain a register of the names and addresses of Elected Members and membership of committees, lists of delegations and the like	Director of Corporate Governance
12	Section 115 – The officer to whom money properly due from officers shall be paid	Finance Officer (Director of Corporate Resources)
13	Section 151 (and section 114 of the Local Government Finance Act 1988) – The officer to be responsible for the proper administration of the London Councils' financial affairs (and to issue a report to elected Members if there is or is likely to be unlawful expenditure or an unbalanced budget)	Finance Officer (Director of Corporate Resources)
14	Section 223 - Authorising officers to attend court and appear on behalf of London Councils under Local Government Act 1972 and the County Courts Act 1984	Chief Executive and all Directors
15	Section 225 (1) – The officer to receive and retain statutory documents on behalf of London Councils	Chief Executive
16	Section 229 (5) – The officer to certify photographic copies of documents	Chief Executive
17	Section 233 – The officer to receive documents required to be served on London Councils	Chief Executive
18	Section 234 (1) & (2) – The officer to authenticate documents on behalf of London Councils	Chief Executive
19	Schedule 12 [paragraphs 4(1)(a) & 4(3)] – The officer responsible for issuing summons to meetings at which business is proposed	Chief Executive
20	Schedule 14 [paragraph 25(7)] – The officer responsible for the certification of true copies of resolutions	Chief Executive
<b>LOCAL GOVERNMENT ACT 1974</b>		
21	Section 30(5) - Notice of Local Government Ombudsman's Report	Chief Executive
<b>LOCAL GOVERNMENT FINANCE ACT 1988</b>		
22	Section 116 - Notification to London Councils' auditor of any meeting to be held under Section 15 of the 1988 Act (meeting to consider any report of the Finance Office under Section 114)	Finance Officer (Director of Corporate Resources)
23	Section 139A - Provision of information to the Secretary of State in relation to the exercise of his powers under this Act as and when required	Finance Officer (Director of Corporate Resources)
<b>LOCAL GOVERNMENT AND HOUSING ACT 1989</b>		
24	Section 2 – The officer to hold on deposit the list of politically restricted posts and Section 2 - provision of certificates as to whether a post is politically restricted	Director of Corporate Governance
25	Section 4 – The officer to be designated Head of Paid Service	Chief Executive
26	Sections 15 – 17 (and regulations made thereunder) – The officer to receive notices relating to the membership of political groups	Chief Executive

	STATUTORY PROVISION	PERSONS AUTHORISED
<b>CIVIL EVIDENCE ACT 1995</b>		
27	To certify Council records for the purposes of admitting the document in evidence in civil proceedings.	Any member of the Corporate Management Board
<b>LOCAL GOVERNMENT (CONTRACTS) ACT 1997</b>		
28	Certification of relevant powers to enter into contracts	Chief Executive and Director of Corporate Resources
<b><u>GENERAL DATA PROTECTION REGULATION (EU) 2016/679</u> PROVISIONS and DATA PROTECTION ACT <del>1998</del>2018</b>		
29	<del>Duty to notify the Information Commission of any changes in accordance with Section 20 of the DPA 1998</del> <u>appoint To act as Data Protection Officer under Article 37 of GDPR.</u>	<del>Director of Corporate Governance Manager</del> <u>Director of Corporate Governance</u>
<b>TRAFFIC MANAGEMENT ACT 2004 and CIVIL ENFORCEMENT OF PARKING CONTRAVENTIONS (England) REPRESENTATIONS AND APPEALS REGULATIONS 2007</b>		
30	Section 81(4)(a) requires enforcement authorities to provide administrative staff for adjudicators. The Schedule to the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 provides that one of the members of the administrative staff required by section 81 shall be appointed to perform the functions of proper officer as set	Head of Support Services – London Tribunals
<b>LOCAL GOVERNMENT ACT 2003</b>		
31	Requirement to report to London Councils annually on the robustness of estimates and financial reserves	Finance Officer (Director of Corporate Resources)
<b>MONEY LAUNDERING REGULATIONS 2003 - PROCEEDS OF CRIME ACT 2002</b>		
32	Money Laundering Reporting Officer for the purposes of receiving disclosure on suspicions of money laundering and reporting as necessary	Finance Officer (Director of Corporate Resources)
<b>LOCALISM ACT 2011</b>		
33	Section 2 - The officer to grant a dispensation for a Member to take part in any discussion and vote on a matter in which they have a disclosable pecuniary interest, in some circumstances.	Chief Executive
<b>OTHER MISCELLANEOUS PROPER OFFICER FUNCTIONS</b>		



34	Any other miscellaneous proper or statutory officer functions not otherwise specifically delegated by the Authority	Chief Executive or his/her delegate
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## **PART B**

All London Councils officers shall have regard to the following insofar as is relevant within their job description and for the effective performance of their duties and responsibilities.

B1	Audit	To comply with any powers and duties contained in directions made by the Audit Commission, or any other body which may be responsible for audit of the exercise of London Councils functions, including publication of performance standards and provision of information.
B2	Disabled Persons	Make provision for the supply of services and admission to public buildings and premises for those who are disabled, ensure proper signage and make appropriate adjustments for staff and service users.
B3	Criminal Proceedings	Have regard to London Council's protocol in relation to the bringing of proceedings when deciding whether a person should be charged with any offence.
B4	Best Value	To have regard to London Councils' Best Value duties when providing services and to keep under review the provision of all services to ensure Best Value.
B5	Equalities	Ensure that London Council's functions are carried out to eliminate discrimination and promote equality of opportunity and good relations and carry out appropriate equalities impact assessments of service delivery, policies and strategies and any changes.
B6	Identity Checks	To comply with any powers or duties contained in any Regulations or statutory provisions with regard to the necessity to check identification before the provision of public services.
B7	Proceeds of Crime and Money Laundering	To notify the Council's Money Laundering Officer (Finance Officer (Director of Corporate Resources)) of any matter where proceeds from crime maybe used to fund an acquisition, benefit, agreement or services from the Council or where there is a suspicion that same are may be harbouring the proceeds of crime.
B8	Human Rights	To notify the Finance Officer of any matter where proceeds from crime maybe used to fund an acquisition, benefit, agreement or services from London Councils or where there is a suspicion that someone maybe harbouring the proceeds of crime.

## Leaders' Committee AGM

### Constitutional Matters – Establishment of and Terms of Reference for, Sub-Committees and Forums

Item no: 15B

**Report by:** Christiane Jenkins      **Job title:** Director, Corporate Governance  
**Date:** 4 June 2019  
**Contact Officer:** Christiane Jenkins  
**Telephone:** 020 7934 9540      **Email:** [Christiane.jenkins@londoncouncils.gov.uk](mailto:Christiane.jenkins@londoncouncils.gov.uk)

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

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**Recommendations:** Leaders' Committee is asked to agree to the continuation of and 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. Fire Safety Members Group.

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## **Constitutional Matters – Establishment of and Terms of Reference for, Sub-Committees and Forums**

1. In accordance with London Councils Standing Orders, London Councils Leaders' Committee should, at its Annual General Meeting (AGM):
  - (a) decide which sub-committees and forums to establish for the municipal year;
  - (b) decide the size and Terms of Reference (TOR) 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) Fire Safety Members Group.

It is proposed that these continue in their current form.

3. The TOR for Leaders' Committee Executive, Audit Committee, YPES Board and the Fire Safety Members Group were last approved by Leaders' Committee in June 2018 and the Capital Ambition Board TOR were last approved by Leaders' Committee on 5 February 2019.

4. The TOR for each sub-committee/forum are listed in Appendix 1.

Two changes are proposed from the previous year's document, namely:

- Capital Ambition Board – this includes the changes approved at Leaders' Committee on 5 February 2019;
- Fire Safety Members Group – there has been a small change to the description of the Group, redefining it from 'sub-committee' to 'forum.'

5. 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, and the London Councils Transport and Environment Committee.

## **6. Recommendations**

Leaders' Committee is asked to agree to the continuation of and 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. Fire Safety Members Group.

## **Financial Implications**

The cost of supporting these bodies is provided for in current budgetary provision.

## **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

## **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 any 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;
12. In the matter of pension considerations relating to London Councils Chief Executive, any decision(s) will be taken by an appointed three-member sub-committee drawn from the Elected Officers of London Councils Leaders' Committee which has been set up for these purposes.

## **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 and support 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: and
  - c. continuing to fund projects that meet the funding criteria agreed by Leaders' Committee on 14<sup>th</sup> December 2010
2. Strategic oversight and operational responsibility for the London Ventures programme including by –
  - a. Managing and monitoring the London Ventures support services and consultancy contract; and
  - b. In accordance with funding criteria agreed by Leaders' Committee on 14<sup>th</sup> December 2010:
    - i. reviewing business cases and selecting projects under that programme; and
    - ii. commissioning activity and/or funding activity in line with those funding priorities;
  - c. Undertaking any other functions to support the successful delivery of the London Ventures programme

3. Oversight and monitoring of the 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, the London Ventures programme, project performance and efficiency savings achieved.

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

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.

The key tasks of the London Councils Young People's Education and Skills Board are to:

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;
2. lobby for the best resources for London's young learners;

In partnership with the LEAP:

3. develop a clear picture of the changing jobs landscape and skills needs in London to help shape the development of provision;
4. support stakeholders with the provision of high-quality impartial information for all London's young people;
5. alert London providers to known regionally unmet needs and gaps in the market;
6. contribute to the production and analysis of data, including demographic data, to inform planning at a provider level;
7. promote consistent scrutiny of 16 to 18 provision, challenging poor quality and championing excellence across the capital;
8. support local authorities and providers to operate in the collective interest of London, particularly in addressing the needs of vulnerable learners;
9. 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
10. undertake any other tasks as directed by Leaders' Committee.

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.

### **Fire Safety Members Group**

The Fire Safety Members' Group is a Forum established by Leaders' Committee, formed to consider the emerging pan-London response to developing fire safety issues, reporting back to Leaders' Committee.



## Terms of Reference

1. Provide a dedicated Leader level forum for discussion of fire safety issues and to offer advice on any pan-London response to Leaders' Committee working together through London Councils decision making machinery including Executive and Leaders' Committee on associated policy and practical issues arising. The Members' Group will also receive reports from the work of the London Housing Directors' Fire Safety Sub Group. These reports would include but not be limited to:
2. Taking an overview of considerations on management and remediation where fire safety issues are found in borough stock and sharing information and learning.
3. Taking an overview of developing practice of managing fire safety issues in privately owned stock, including considering where changes to current guidance could make it easier for boroughs to ensure the safety of residents.
4. Considering any appropriate pan-London responses to fire safety aspects of upcoming reports (including but not limited to the Hackitt review and aspects of the Grenfell Inquiry).

The Fire Safety Members' Group will report back to Executive and Leaders' Committee, having no delegated authority of its own.

# Leaders' Committee AGM

## Constitutional Matters – Amendments to London Councils Standing Orders

Item no: 15C

**Report by:** Christiane Jenkins **Job title:** Director, Corporate Governance

**Date:** 4 June 2019

**Contact Officer:** Christiane Jenkins

**Telephone:** 020 7934 9540 **Email:** [christiane.jenkins@londoncouncils.gov.uk](mailto:christiane.jenkins@londoncouncils.gov.uk)

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**Summary:** This report proposes a number of amendments to London Councils Standing Orders.

These provide additional clarity to procedures and consistency of wording throughout the document.

**Recommendations:** Leaders' Committee is asked to agree to the proposed amendments to London Councils Standing Orders, as detailed in this report and Appendix One.



## **Constitutional Matters – Amendments to London Councils Standing Orders**

1. London Councils Standing Orders (SOs) are contained in Schedule 6 of the Leaders' Committee Governing Agreement.
2. In accordance with section 27.2 of the SOs, they can be amended by a decision of London Councils Leaders' Committee. The SOs have been amended a number of times since 2001. The current version was last amended by Leaders' Committee in July 2017.
3. The proposed amendments are detailed in Appendix One.
4. There are four proposed changes:

a) Urgency (section 19)

In the last line of section 19.1, inclusion of the word '*in writing*' between the words 'agree' and 'that the matter is urgent...' in the fourth line, and the deletion of the words '*subject to the decision being recorded in writing and signed by the Elected Officers agreeing the recommendation and of the Chief Executive.*'

b) Declarations of Interest (section 20)

In section 20.1, removal of the words "*and set out in paragraph 20.5 below*" in that the reference referred to in paragraph 20.5 had been removed in 2015.

c) Delegations of Functions (section 22)

This change should be read in conjunction with the changes under section 25 below. In 22.1 it is proposed to remove the words '*and any Forum of London Councils*' to aid clarity in understanding the difference between a 'sub- committee' and a 'Forum.' The key difference being that a London Councils sub-committee can discharge the functions delegated to it by the relevant joint committee and a Forum (sometimes described as a working party), performs an advisory or consultative role and does not discharge functions.

d) Forums of London Councils (section 25)

Some amendments to the wording of this section are proposed in conjunction with the change to section 22 above, namely:

- A change of the section title to '*Sub-Committees, Forums etc of London Councils*'
- 25.1 The replacement of existing words and addition of new wording (in italics) in this section: 'London Councils shall establish *sub committees* ~~Forums~~ to discharge the functions set out in Schedule 2 and such further *sub committees*, forums and consultative groups as it considers appropriate.'
- 25.4 The replacement of existing words and addition of new wording (in italics) in this section: 'The Chair and Deputy Chair of London Councils shall be ex-officio members of every and any *sub committee* ~~Forum~~ but shall not be entitled to speak or vote at such meetings in that capacity.'

### **Recommendations**

Leaders' Committee is asked to agree to the proposed amendments to London Councils Standing Orders, as detailed in this report and Appendix One.

### **Financial Implications for London Councils**

There are no specific financial implications arising from this report.

### **Legal Implications for London Councils**

It is necessary that changes to London Councils governance documents are properly made in a manner which is consistent with the joint committees' Governing Agreements. Leaders' Committee has the authority to approve changes to London Councils Standing Orders. Should these revised Standing Orders be approved, they will be deemed to be substituted as Schedule 6 to the Leaders' Committee Governing Agreement.

### **Equalities Implications for London Councils**

There are no specific equalities implications for London Councils from this report.

### **Appendix One:**

London Councils Standing Orders June 2019 with proposed amendments shown as track changes.

## Standing orders

~~July 2017~~ June 2019

# **London Councils STANDING ORDERS<sup>1</sup>**

## **INTRODUCTION**

These are the Standing Orders and rules of debate and procedure for the conduct of meetings of the London Councils joint committees. The Standing Orders apply to the London Councils' Leaders' Committee and, wherever appropriate, to the associated joint committees (the Grants Committee and London Councils Transport and Environment Committee), any sectoral joint committees, and any sub-committees (sometimes referred to as 'Panels') and forums of London Councils; and any reference to 'London Councils' is a collective reference to all of them. The Standing Orders have been drawn up having regard to Government best practice, guidance and statutory requirements.

In the event of any conflict between the provisions of the Standing Orders and the provisions of the Leaders' Committee Governing Agreement (which includes the London Grants Scheme) or the London Councils Transport and Environment Committee (LCTEC) Governing Agreement, the relevant provision of the Leaders' Committee Governing Agreement or the LCTEC Governing Agreement shall prevail.

**Revised ~~7 June 2016~~ 14 June 2019**

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<sup>1</sup> Also known as Schedule 6 of London Councils Agreement, -2001

## CONTENTS

### Contents

1. MEETINGS .....	4
2. MEMBERSHIP .....	7
3. TIME AND PLACE OF MEETINGS .....	9
4. NOTICE OF AND SUMMONS TO MEETINGS .....	9
5. CHAIR OF MEETING .....	10
6. QUORUM .....	10
7. DURATION OF MEETING .....	11
8. DEPUTATIONS .....	11
9. MOTIONS ON NOTICE .....	11
10. MOTIONS WITHOUT NOTICE .....	12
11. RULES OF DEBATE .....	13
12. PREVIOUS DECISIONS AND MOTIONS .....	17
13. VOTING .....	18
14. MINUTES .....	19
15. RECORD OF ATTENDANCE .....	20
16. EXCLUSION OF PUBLIC .....	20
17. MEMBERS' CONDUCT .....	20
18. DISTURBANCE BY PUBLIC .....	20
19. URGENCY .....	21
20. DECLARATIONS OF INTEREST .....	22
21. ANNUAL SUBSCRIPTIONS .....	23
22. DELEGATIONS OF FUNCTIONS .....	24
23. SUPPLY OF INFORMATION TO MEMBERS .....	24
24. MEETINGS WITH OUTSIDE BODIES .....	24
25. FORUMS OF LONDON COUNCILS .....	25
26. ACCESS TO MEETINGS AND DOCUMENTS .....	25
27. SUSPENSION AND AMENDMENT OF STANDING ORDERS .....	25



## **1. MEETINGS**

### **Generally**

- 1.1 Leaders' Committee, its associated joint committees (the Grants Committee and the Transport and Environment Committee (TEC)) and any sectoral joint committees shall each hold a minimum of 2 meetings<sup>2</sup> each year, one of which shall be an annual general meeting.
- 1.2 Subject to 1.1 above, meetings of London Councils shall be called, and the procedure to be adopted at such meetings shall be determined in accordance with the provisions of these Standing Orders.
- 1.3 Any member London Local Authority may give written notice of an item to be placed on the Agenda for any meeting. All notices of items for agendas and reports for circulation with agenda must be received by the Chief Executive not less than ten working days prior to the meeting to which the agenda relates.
- 1.4 Each London Local Authority subscribing to Leaders' Committee, its associated joint committees, and any sectoral joint committee, shall be entitled to receive from the Chief Executive sufficient copies of the Agenda, papers and minutes of the proceedings of the meetings of the joint committees and any Forums and sub-committees thereof.
- 1.5 Deputations shall be entitled, upon prior notification being given to the Chief Executive and at the discretion of the Chair, to attend and address the meeting for not more than ten minutes and to answer questions from members for a further ten minutes.

### **Calling Meetings**

- 1.6 Meetings may be called by:
  - (i) Leaders' Committee, or the associated joint committee or sectoral joint committee by resolution;
  - (ii) the Chair of the relevant joint committee;
  - (iii) a requisition signed by not less than one third of the representatives, delivered to the Chief Executive at least ten working days before the date mentioned in the requisition.

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<sup>2</sup> Any reference to meetings relates to formal, decision making meetings rather than 'for information' meetings

## **Business**

- 1.7 The Summons to any such meeting shall set out the business to be transacted thereat, and no business other than that set out in the summons shall be considered at the meeting unless by reason of special circumstances, which shall be specified in the minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

## **Annual Meetings of Leaders' Committee and associated joint committees and sectoral joint committees**

### **Timing and Business**

- 1.8 Leaders' Committee, each associated joint committee and each sectoral joint committee shall hold an Annual General Meeting (AGM) before the end of July of each year.

The relevant joint committee will at its AGM:

- (i) appoint a Chair and up to three Vice Chairs;
- (ii) approve the minutes of the last meeting of that joint committee;
- (iii) receive the minutes of the last Annual General Meeting;
- (iv) receive any announcements from the Chair and/or Head of Paid Service;
- (v) appoint such sub committees and forums as considered appropriate to deal with matters which are not otherwise reserved to London Councils, LCTEC, Grants Committee or any sectoral joint committee;
- (vi) decide the size and terms of reference for those sub committees and forums;
- (vii) decide the allocation of seats [and substitutes] to political groups<sup>2</sup> in accordance with the political balance rules, unless the terms of reference (or constitution) of a sub-committee or forum makes specific provision for the make up of its membership;

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<sup>2</sup> Whilst not specifically bound by the legislation that governs this issue in borough councils, London Councils has operated on a similar basis to boroughs in recognising a party group as being one with two or more members which declare themselves as a group with a Leader. In the context of London Councils, members are the members of Leaders' Committee. No other metric - for example the overall proportion of London councillors – is used in determining proportionality among the groups. Current practice is that party groups are able to offer seats to other elected representatives but are under no obligation to do so.

- (viii) approve a programme of ordinary meetings for the joint committee, sub committee or forum for the year;
- (ix) consider any business set out in the notice convening the meeting.

1.9 London Councils Leaders' Committee will also:

- (i) appoint a Deputy Chair;
- (ii) agree the scheme of delegation to officers;
- (iii) receive nominations of Councillors appointed to Committees by the participating London Local Authorities.

1.10 Transport and Environment Committee will also:

- (i) receive a report recommending nominations to outside bodies.

1.11 Grants Committee will also:

- (i) approve any delegations to sub-committees or Officers in relation to the management of the London Grants Scheme.

### **Ordinary meetings**

1.12 Ordinary meetings of Leaders' Committee, the associated joint committees, and any sectoral joint committee, will take place in accordance with a programme decided at the relevant AGM. Ordinary meetings will:

- (i) elect a person to preside if the Chair, Deputy Chair, or Vice Chairs are not present;
- (ii) approve as a correct record and sign the minutes of the last meeting;
- (iii) receive any declarations of interest from members;
- (iv) receive any announcements from the Chair or the Chief Executive;
- (v) receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting and the submission of which have complied with Standing Order 8;

- (vi) deal with any business from the last meeting;
  - (vii) receive and consider reports/presentations from the London Councils sub-committees, forums and associated joint committees and receive questions and answers on any of those reports;
  - (viii) receive nominations and make appointments to fill vacancies arising in respect of any sub-committee, forum or outside body for which the joint committee is responsible;
  - (ix) receive and consider minutes of meetings, any sub committees and forums which have taken place since the joint committee last met.
  - (x) consider motions; and
  - (xi) consider any other business specified in the summons to the meeting.
- 1.13 The order of business of any associated committee shall be as shall be determined by the joint committee.
- 1.14 The Chair may at his/her discretion alter the order in which business is taken.
- 1.15 Leaders' Committee will also receive and consider minutes of meetings, of associated joint committees, any sectoral joint committee, and their sub committees as necessary and relevant to the operation and governance of London Councils.

## **2. MEMBERSHIP**

- 2.1 Each London Local Authority, that is the 32 London boroughs and the Common Council of the City of London, shall appoint its Leader as its representative to London Councils Leaders' Committee.
- 2.2 Each London Local Authority, that is the 32 London boroughs and the Common Council of the City of London, shall make an appropriate appointment to London Councils Transport and Environment Committee.
- 2.3 Each London Local Authority, that is the 32 London boroughs and the Common Council of the City of London, shall make an appropriate nomination to London Councils Grants Committee. Any nominations to Grants Committee must be a Cabinet Member or have appropriate delegated authority from their council.

- 2.4 Each London Local Authority that subscribes to a sectoral joint committee shall make an appropriate nomination to that sectoral joint committee, ensuring that nominees have the appropriate delegated authority.
- 2.5 The Chairs of each of the associated joint committees, any sectoral joint committee, any Forums or any sub-committees of Leaders' Committee shall also be entitled to sit ex officio (but not to vote in such capacity) on Leaders' Committee.
- 2.6 Any Lead Member appointed in respect of any issue by any of the London Councils joint committees shall be entitled to sit ex officio (but not to vote in such capacity) on Leaders' Committee.
- 2.7 London Councils may admit to membership such representatives of such other bodies as it considers appropriate or is required as the result of any legislation to admit from time to time on such terms as shall be agreed with such other bodies. Such representatives shall be entitled to sit ex officio but not to vote in such capacity.
- 2.8 The Chief Executive of each of the London Local Authorities or his/her nominated representative shall be entitled to attend as an observer but not to speak or vote at any meeting.

### **Deputy Representatives**

- 2.9 If the appointed representative of a London Local Authority is unable to be present at a meeting of Leaders' Committee, an associated joint committee or sectoral joint committees, that member authority may be represented by a deputy who shall be duly appointed for the purpose. A deputy attending a meeting shall declare him/herself as such but shall otherwise be entitled to speak and vote as if he/she were a member of that London Councils committee.

### **Elected Officers**

- 2.10 The following shall be the Elected Officers of Leaders' Committee:
- (i) Chair
  - (ii) Deputy Chair
  - (iii) Vice Chairs
- 2.11 The following shall be the Elected Officers of the Transport and Environment Committee:

- (i) Chair
- (ii) Vice Chairs

2.12 The following shall be the Elected Officers of the Grants Committee:

- (i) Chair
- (ii) Vice Chairs

2.13 The following shall be the Elected Officers of any sectoral joint committee:

- (i) Chair
- (ii) Vice Chairs

2.14 The following shall be the Elected Officers of any sub-committee appointed by Leaders' Committee, associated joint committees or sectoral joint committees:

- (i) Chair
- (ii) Vice Chair/Deputy/s

2.15 The overall balance of which shall be such as to ensure proportional representation of party political groupings on London Councils.

2.16 In a year in which there are council elections, the elected officers of London Councils and all its member bodies shall cease to hold office on the day of the council elections and shall cease to be remunerated save that Leaders' Committee may, by agreement, decide to remunerate members for activity in pursuance of the discharge of the business of London Councils under SO 19.2. Notwithstanding, the outgoing Chair shall be able to preside at the subsequent AGM until a new Chair is elected.

### **3 TIME AND PLACE OF MEETINGS**

3.1 The date, time and place of meetings will be determined by the Chief Executive and notified in the summons.

### **4 NOTICE OF AND SUMMONS TO MEETINGS**

4.1 The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules

4.2 The Chief Executive shall, not less than five clear working days before the intended meetings of Leaders' Committee and any associated joint committee or sectoral joint committee,

circulate a notice thereof to each representative and deputy representative and the Town Clerk/Chief Executive or the nominated officer of every London Local Authority subscribing to Leaders' Committee, the associated committees or sectoral joint committee. The notice will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available. Where the recipient has given consent for the summons to attend the meeting to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), the summons may be sent in electronic form to that address.

- 4.3 Provided that the failure of any such notice to be delivered shall not affect the validity of the meeting or of the business transacted thereat. Provided also that at times it may be necessary to circulate reports in a second despatch or to circulate them at the meeting.

## **5 CHAIR OF MEETING**

- 5.1 At every meeting the Chair if present shall preside. If the Chair is absent the Deputy Chair if present, shall preside. If both the Chair and the Deputy Chair are absent a Vice Chair if present, shall preside. If neither the Chair, Deputy Chair or a Vice Chair is present the meeting shall elect a chair from one of its members.
- 5.2 For the purposes of these Standing Orders references to the Chair, in the context of the conduct of business at meetings, shall mean the person presiding under this Standing Order.
- 5.3 The person presiding at the meeting may exercise any power or duty of the Chair. Where these rules apply to sub-committee or forum meetings, references to the Chair also include the chair of sub-committees or forums.

## **6 QUORUM**

- 6.1 The quorum shall be one third of, or the number nearest to one third, but not less than three Members (except for the quorum for Audit Committee, which because of both its size and the nature of its business is a special case and therefore is only two) entitled to be present at Leaders' Committee, and any associated joint committees, sectoral joint committees or sub committees of London Councils.
- 6.2 If within half an hour of the time appointed for the meeting to commence, a quorum is not present, the meeting shall be dissolved.

- 6.3 Remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.
- 6.4 If, during the meeting, the person presiding, after causing the number of members present to be counted, declares that there is not a quorum present, the meeting shall stand adjourned for fifteen minutes. If, after fifteen minutes there is still no quorum present, the meeting shall be brought to an end and all business not completed before the meeting has been brought to an end shall be postponed to the next meeting, whether ordinary or extraordinary.
- 6.5 If during the meeting any member absents themselves permanently making the meeting inquorate, the meeting will stand adjourned.

## **7 DURATION OF MEETING**

- 7.1 Subject to Standing Order 27 (suspension of Standing Orders) if, after two and a half hours after the time appointed for the start of the meeting, the business on the agenda has not been completed, subject to a contrary resolution the meeting of London Councils or any associated committee or sectoral joint committee shall automatically adjourn and any debate then proceeding shall be suspended and all business unfinished shall stand adjourned to the next meeting.

## **8 DEPUTATIONS**

- 8.1 Deputations shall be entitled, upon prior notification being given to the Chief Executive and at the discretion of the Chair, to attend and address meetings of London Councils for not more than ten minutes and to answer questions from members of London Councils for a further ten minutes.

## **9 MOTIONS ON NOTICE**

### **Notice**

- 9.1 Except for motions which can be moved without notice under Standing Order 10 or consideration of any matters of urgency brought forward by leave of the Chair, written notice of every motion, signed by at least 5 members, must be delivered to the Chief Executive not later than 10 clear days before the date of the meeting and clear days are deemed to exclude the day of delivery, the day of the meeting and any Sunday. These will be open to public inspection.



## **Motions set out in agenda**

- 9.2 Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

## **Scope**

- 9.3 Motions must be about matters for which London Councils has a responsibility.

## **10 MOTIONS WITHOUT NOTICE**

- 10.1 The following motions may be moved without notice:

- (i) to appoint a chair of the meeting at which the motion is moved;
- (ii) in relation to the accuracy of the minutes;
- (iii) to change the order of business in the agenda;
- (iv) to refer something to an appropriate body or individual;
- (v) to appoint a sub committee or member arising from an item on the summons for the meeting;
- (vi) to receive reports or adoption of recommendations of committees or sub committees or officers and any resolutions following from them;
- (vii) to withdraw a motion;
- (viii) to amend a motion;
- (ix) to proceed to the next business;
- (x) that the question be now put;
- (xi) to adjourn a debate;

- (xii) to adjourn a meeting;
- (xiii) that the meeting continue beyond two and a half hours in duration;
- (xiv) to suspend a particular Standing Order;
- (xv) to exclude the public and press in accordance with the Access to Information Rules;
- (xvi) to not hear further a member named under Standing Order 17.1 or to exclude them from the meeting under Standing Order 17.2; and
- (xvii) to give the consent of London Councils where its consent is required by this Agreement.

## **11 RULES OF DEBATE**

### **Speakers to Address the Chair**

- 11.1 All speakers shall address the Chair. All members shall preserve order whilst the speaker is speaking. A speaker shall give way if the Chair rises.

### **No discussion until motion seconded**

- 11.2 A motion or amendment shall not be discussed until it has been proposed and seconded.

### **Right to require motion in writing**

- 11.3 Unless notice of the motion has already been given, the Chair may require it to be written down and handed to him/her before it is discussed.

### **Mover and seconder's speech**

- 11.4 The mover and seconder of a motion shall be deemed to have spoken thereon. When seconding a motion or amendment, a member may reserve their speech until later in the debate.

### **Content and length of speeches**

- 11.5 Speeches must be directed to the question under discussion or to a personal explanation or point of order. The mover of a motion shall be allowed 5 minutes and the seconder and succeeding speakers 3 minutes each. The time limit for speakers may be extended by an affirmative vote of the members.

### **When a member may speak again**

- 11.6 A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:
- (i) to speak once on an amendment moved by another member;
  - (ii) to move a further amendment if the motion has been amended since he/she last spoke;
  - (iii) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
  - (iv) by the mover of an original motion in exercise of a right of reply, and this shall close the discussion.

### **Amendments to motions**

- 11.7 An amendment to a motion must be relevant to the motion and will either be:
- (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
  - (ii) to leave out words;
  - (iii) to leave out words and insert or add others; or
  - (iv) to insert or add words;

as long as the effect of (ii) to (iv) is not to negate the motion.

- 11.8 Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.

- 11.9 If an amendment is not carried, other amendments to the original motion may be moved.
- 11.10 If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- 11.11 After an amendment has been carried, the Chair will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

### **Alteration of motion**

- 11.12 A member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- 11.13 A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- 11.14 Only alterations which could be made as an amendment may be made.

### **Withdrawal of motion**

- 11.15 A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

### **Right of reply**

- 11.16 The mover of any original motion, but not of any amendment, may reply to the discussion for a period of not more than 3 minutes without introducing new material and this shall close the discussion.
- 11.17 If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- 11.18 The mover of the amendment has no right of reply to the debate on his or her amendment.

## **Motions which may be moved during debate**

11.19 When a motion is under debate, no other motion may be moved except the following procedural motions:

- (i) to withdraw a motion;
- (ii) to amend a motion;
- (iii) to proceed to the next business;
- (iv) that the question be now put;
- (v) to adjourn a debate;
- (vi) to adjourn a meeting;
- (vii) that the meeting continue beyond two and a half hours in duration;
- (viii) to exclude the public and press in accordance with the Access to Information Rules;  
and
- (ix) to not hear further a member named under Standing Order 17.1 or to exclude them from the meeting under Standing Order 17.2.

## **Closure motions**

11.20 A member may move, without comment, the following motions at the end of a speech of another member:

- (i) to proceed to the next business;
- (ii) that the question be now put;
- (iii) to adjourn a debate; or
- (iv) to adjourn a meeting.

- 11.21 If a motion to proceed to next business is seconded and the Chair thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- 11.22 If a motion that the question be now put is seconded and the Chair thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- 11.23 If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

#### **Point of order**

- 11.24 A member may raise a point of order at any time. The Chair will hear them immediately. A point of order may only relate to an alleged breach of these Standing Orders or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Chair on the matter will be final.
- 11.25 A speaker may give way to a point of information, and must give way to a point of order if it is accepted by the Chair.

#### **Personal explanation**

- 11.26 A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Chair on the admissibility of a personal explanation will be final.

#### **Ruling of Chair**

- 11.27 The Chair shall decide all questions of order and his/her ruling upon such questions or upon matters arising in debate shall be final and shall not be open to discussion.

## **12 PREVIOUS DECISIONS AND MOTIONS**

### **Motion to rescind a previous decision**

- 12.1 A motion or amendment to rescind a decision made at a meeting of London Councils within the past six months cannot be moved unless the notice of motion is signed by at least 5 members.

### **Motion similar to one previously rejected**

- 12.2 A motion or amendment in similar terms to one that has been rejected at a meeting in the past six months cannot be moved unless the notice of motion or amendment is signed by at least 5 members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

## **13 VOTING**

- 13.1 One representative from each London Local Authority subscribing to Leaders' Committee and its associated joint committees or sectoral joint committees shall be entitled to vote on behalf of his/her authority in each meeting of Leaders' Committee, either associated joint committee or sectoral joint committees.
- 13.2 Subject to Clause 11.1, 12.1 of the Leaders' Committee Governing Agreement and Standing Order 21.1, and any provisions of this Agreement or the LCTEC Governing Agreement requiring unanimity, questions arising at any meeting of London Councils shall be determined by a show of hands and shall be decided by a simple majority of votes.
- 13.3 At Transport and Environment Committee representatives from Transport for London or any London local authority, shall only be entitled to speak or vote or receive papers in respect of functions which they have delegated to the Transport and Environment Committee and shall not be counted as part of the quorum except in respect of those functions.

### **Equality of votes**

- 13.4 In the case of an equality of votes at the annual meeting and on motions to suspend or amend the Standing Orders under Standing Order 27 at ordinary meetings, each of the party Group Leaders shall have second or casting votes.
- 13.5 Subject to 13.4 above, in the case of an equality of votes at ordinary meetings of London Councils, the Chair shall have a second or casting vote to be exercised in accordance with

13.6 below.

- 13.6 Where the Chair exercises a casting vote under Standing Order 13.5 above it will be used only for one or more of the following purposes:
- (i) to permit further discussion of an issue;
  - (ii) to maintain the status quo;
  - (iii) to ensure that London Councils meets any legal obligations or any requirements of the London Councils Agreement or London Councils' Standing Orders.
- 13.7 On the requisition of any representative made before any vote is taken on a motion or an amendment, and supported by five representatives, the voting shall be recorded so as to show how each representative present and voting voted. The name of any representative present and not voting shall also be recorded.
- 13.8 Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

#### **Voting on appointments to London Councils Committees**

- 13.9 If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

### **14 MINUTES**

#### **Agreeing the minutes**

- 14.1 The Chair will move that the minutes of the previous meeting be agreed as a correct record.
- 14.2 Where in relation to any meeting, the next meeting for the purpose of agreeing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to agreeing of minutes.



## **Form of minutes**

- 14.3 Minutes will contain all motions and amendments in the exact form and order the Chair put them.

## **15 RECORD OF ATTENDANCE**

- 15.1 At every meeting, the Clerk to the Meeting will record the attendance of each representative of a member authority and all other representatives present in accordance with Standing Order 2 (Membership).

## **16 EXCLUSION OF PUBLIC**

- 16.1 Members of the public and press may only be excluded either in accordance with the Access to Information Rules or Standing Order 18.

## **17 MEMBERS' CONDUCT**

### **Member not to be heard further**

- 17.1 If a member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

### **Member to leave the meeting**

- 17.2 If the member continues to behave improperly after such a motion is carried, the Chair may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

### **General disturbance**

- 17.3 If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary.

## **18 DISTURBANCE BY PUBLIC**

### **Removal of member of the public**

- 18.1 If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room.

## **Adjournment**

- 18.2 In the event of a general disturbance which, in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair, in addition to any other power vested in the Chair, may without question adjourn the meeting for such period as in the Chair's discretion shall be considered expedient.

## **19 URGENCY**

- 19.1 If at any time the Chief Executive of London Councils considers that any matter is urgent and should be decided on prior to the next meeting of London Councils, then he/she shall consult the Elected Officers of London Councils. If at least two of the Elected Officers, of whom one will be the Chair, if available, and the other will be from another political party or no party, agree [in writing](#) that the matter is urgent and agree on the Chief Executive's recommendation, then the decision shall be taken by the Chief Executive in accordance with such recommendation, ~~subject to the decision being recorded in writing and signed by the Elected Officers agreeing the recommendation and the Chief Executive.~~
- 19.2 In the event the provisions of Standing Order 19.1 are inoperable following local government elections and there is a need for urgent action, the Chief Executive is authorised to take executive action having consulted as appropriate, such action to be reported to the next meeting of London Councils.
- 19.3 The Elected Officers of London Councils and the Chief Executive may nominate persons to act in their absence for the purposes of this Standing Order.
- 19.4 A copy of the record of a decision taken under this Standing Order shall be kept at the office of the Chief Executive.
- 19.5 All decisions taken under this Standing Order shall be reported to the next meeting of London Councils.
- 19.6 The urgency procedure to be followed by Transport and Environment Committee is as in 19.1-19.5 above, with the substitution of "Director, Transport & Mobility" for "Chief Executive" and referring to the Elected Officers of the Transport and Environment Committee.

- 19.7 The urgency procedure to be followed by the Grants Committee is as in 19.1-19.5 above, with the substitution of “the Planning and Strategy Director” for “Chief Executive” and referring to the Elected Officers of the Grants Committee.
- 19.8 The urgency procedure for any sectoral joint committees is as in 19.1-19.5 above, referring to the Elected officers of the appropriate sectoral joint committee and a senior Officer designated by the committee.
- 19.9 The urgency procedure to be followed by any sub-committee appointed by Leaders’ Committee, associated joint committees or sectoral joint committees is as in 19.1 – 19.5 above, referring to the Elected Officers of that sub-committee and the senior officer, designated by that sub-committee.

## 20 DECLARATIONS OF INTEREST

- 20.1 If a member is present at a meeting of London Councils Leaders' Committee or any of its associated joint committees or any sub-committees or any sectoral joint committee and has a disclosable pecuniary interest as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (“the Regulations”) ~~and set out in paragraph 20.5 below~~ relating to any business that is or will be considered at the meeting, that member must not:
- (i) participate in any discussion of the business at the meeting, or if on becoming aware of the disclosable pecuniary interest during the meeting, participate further in any discussion of the business; or
  - (ii) participate in any vote or further vote taken on the matter at the meeting.
- 20.2 These prohibitions apply to any form of participation, including speaking as a member of the public.
- 20.3 It is a matter for each member to decide whether they should leave the room while an item that they have an interest in is being discussed. In arriving at a decision as to whether to leave the room they may wish to have regard to their home authority’s code of conduct and/or the Seven (Nolan) Principles of Public Life.
- 20.4 In certain circumstances, London Councils may under s.33 of the Localism Act 2011 grant a dispensation to permit a member to take part in the business notwithstanding that the

member has a disclosable pecuniary interest relating to that business. These circumstances are where London Councils considers that:

- (i) without the dispensation so great a proportion of London Councils members would be prohibited from participating in that business as to impede London Councils transaction of that business;
- (ii) without the dispensation the representation of different political groups dealing with that business would be so upset as to alter the likely outcome of any vote;
- (iii) the granting of the dispensation is in the interests of people living in the London Councils' area;<sup>3</sup>
- (iv) without the dispensation each member of the London Councils Executive would be prohibited from participating in the business; or
- (v) it is otherwise appropriate to grant a dispensation.

20.5 If a member wishes to apply for a dispensation, they must make a written application to be received not less than three working days before the meeting setting out the grounds for the application to the officer responsible for processing such requests.<sup>4</sup>

20.6 A member must declare any private interests, both pecuniary and non-pecuniary, including membership of any Trade Union that relate to any public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests.

## **21 ANNUAL SUBSCRIPTIONS**

21.1 London Councils Leaders' Committee shall by a majority of at least two-thirds of those representatives present at the meeting and entitled to a vote in respect of each of those functions, approve by no later than 31st January in each year the subscriptions or contributions payable by the London Local Authorities for each of the groups of functions set out in Schedule 2. If London Councils fails to agree by such date the subscriptions or contributions for the ensuing financial year, then that subscription or contribution shall be at the same amount as the subscription for the current financial year. The annual budget (including any contingency sum) in respect of any function shall not be exceeded without the prior approval of a two-thirds majority of the representatives of those London Local

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<sup>3</sup> The London Councils area is that area covered by the London boroughs and the City of London

<sup>4</sup> That person designated by the scheme of delegation, currently (June 2016) the Chief Executive

Authorities who are present at the meeting to which the proposal to exceed the budget is under consideration and authorised to vote.

- 21.2 Contributions to the London Grants Scheme, at schedule 5 of the Leaders' Committee Governing Agreement (as substituted by the variation to that Agreement dated 1 February 2004).
- 21.3 Contributions to London Councils Transport and Environment Committee are as set out in the LCTEC Governing Agreement dated 13 December 2001 (as amended).
- 21.4 Any sectoral joint committee shall approve the subscriptions payable by each London Local Authority subscribing thereto in such a manner as shall be determined by such sectoral joint committee as set out in the London Councils Governing Agreement.

## **22 DELEGATIONS OF FUNCTIONS**

- 22.1 London Councils, its associated joint committees, sectoral joint committees, or sub-committee thereof ~~and any Forum of London Councils~~ may delegate to officers such of their functions as are permissible under statute and may, in relation to any of those functions, require that the exercise of those functions be subject to such conditions as London Councils deems fit to impose, including, where appropriate, prior consultation with the Leading Member on London Councils of each political party or group before taking such action.

## **23 SUPPLY OF INFORMATION TO MEMBERS**

- 23.1 Members of London Councils, its associated joint committees, sectoral joint committees or sub-committee thereof and any Forums of London Councils, shall be entitled to receive from officers such information as they may require in order to enable them to carry out their duties as members of such committee or sub-committee.
- 23.2 In addition, the leading members on London Councils of each political party or group shall be entitled to receive briefings and briefing papers from officers on the same basis as the Chair.

## **24 MEETINGS WITH OUTSIDE BODIES**

- 24.1 A representative of each political party or group shall be entitled to be notified of and to attend any meeting with an outside body at which a Member of London Councils is present

and which has been arranged on behalf of London Councils. (This Standing Order shall not apply to those meetings convened by political advisers.)

## **25 SUB-COMMITTEES, FORUMS ETC OF LONDON COUNCILS**

- 25.1 London Councils shall establish sub-committees~~Forums~~ to discharge the functions set out in Schedule 2 and such further sub-committees, forums and consultative groups as it considers appropriate.
- 25.2 All or any of the London Local Authorities wishing to delegate a function to London Councils or any sectoral joint committee may request London Councils' consent to the delegation of such function in accordance with the terms of this Agreement, such consent not to be unreasonably withheld or delayed.
- 25.3 The terms of reference of any consultative group of London Councils shall be subject to the approval of London Councils.
- 25.4 The Chair and Deputy Chair of London Councils shall be ex-officio members of every and any sub-committee ~~Forum~~ but shall not be entitled to speak or vote at such meetings in that capacity.

## **26 ACCESS TO MEETINGS AND DOCUMENTS**

- 26.1 Admission of members of the public to meetings of London Councils, any associated committee, sectoral joint committee any sub-committee thereof and any Forum and access to documents thereof shall be in accordance with the Access to Information legislation in force from time to time.
- 26.2 Applications to film or record meetings of London Councils are requested 48 hours before the meeting. Filming will be permitted in accordance with The Openness of Local Government Bodies Regulations 2014 and any relevant guidance issued by the government at the relevant time.

## **27 SUSPENSION AND AMENDMENT OF STANDING ORDERS**

### **Suspension**

- 27.1 Any of these Standing Orders except Standing Orders 13.7, 14.2 and 27.2 may be

suspended at any meeting, in respect of any business on the agenda for such meeting, provided that the majority of the representatives of authorities in membership of London Councils or its associated who are present and entitled to vote so decide PROVIDED THAT any suspension hereunder complies with any legislation in force from time to time.

### **Variation and Revocation**

- 27.2 Any addition to, or variation or revocation of these Standing Orders shall be by majority vote of those present and entitled to vote at any meeting of London Councils or its associated committees. Any motion to vary or revoke these Standing Orders shall require confirmation at the next ordinary meeting of London Councils or associated committee as the case may be before the proposed variation or revocation shall have effect -PROVIDED THAT any addition, variation or revocation hereunder complies with any legislation in force from time to time.



# Leaders' Committee

## Constitutional matters – Amendments to London Councils Financial Regulations

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<b>Report by:</b>	Frank Smith/ Christiane Jenkins	<b>Job title:</b>	Director of Corporate Resources Director of Corporate Governance
<b>Date:</b>	4 June 2019		
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<b>Summary</b>	This report recommends changes to Appendices of the London Councils Financial regulations, specifically Appendix 5 (Authorised Signatories), Appendix 6 (Procurement Toolkit) and Appendix 9 (Registration of Gifts and Hospitality)
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to:

- Update staffing/organisational changes since June 2018;
- Update the form and guidance note for staff on when to register for any offers of gifts and hospitality;
- Update the OJEU financial thresholds;
- Add references to Modern Slavery Act 2015;
- Update template contracts to include GDPR clauses;
- Build in mandatory requirements for bidders to evidence data processor contracts and data security arrangements.

**Recommendations** Leaders' Committee is asked to:

- Agree to the proposed changes to Appendix 5, 6 and Appendix 9 of the Financial Regulations as detailed below.





# Constitutional matters – Amendments to London Councils Financial Regulations

## Introduction

The Financial Regulations for London Councils have been reviewed during the year. Although the Regulations remain unchanged, there are proposed changes to three of the Financial Regulations' Appendices:

**Appendix 5** – Authorised Signatories: there are several changes made to job titles and the delegated authority of the Director of Corporate Governance in relation to the signing of employment contracts, which is now included in London Councils Scheme of Delegation to Officers 2019 – this is attached.

**Appendix 6** – Procurement Toolkit. The changes are:

- Updating of the Official Journal of the European Union (OJEU) financial thresholds: the thresholds were approved at the June 2018 AGM in respect of the Financial Regulations. The Procurement Toolkit along with all associated annexes, has now been updated to reflect the increase to the OJEU threshold of £181,302 as published in January 2018. The threshold applies to all contracting authorities, as defined by the Public Contracts Regulations 2015, including all central government departments, their Executive Agencies, Non-Departmental Public Bodies, Executive Agencies and the wider public sector;
- Addition of references to Modern Slavery Act 2015: Section 9.7 of the Procurement Toolkit has been updated to make reference to the Modern Slavery Act 2015, in particular emphasising to Procuring Managers that due consideration be taken as to whether to include Modern Slavery clauses within the contract let by London Councils as a result of each procurement activity;
- Updating of template contracts to include GDPR clauses: template contracts included at Annexe 6 of the Procurement Toolkit have been updated to include relevant clauses in relation to the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018 in line with the relevant Procurement Policy Note (Action Note PPN 02/18, published in May 2018);
- Building in mandatory requirements for bidders to evidence data processor contracts and data security arrangements: Annexe 18 to the Procurement Toolkit has been included to reflect the mandatory obligations for data processor contracts, including an obligation that the processor may only process personal

data on the documented instructions of the controller and that the processor must keep the personal data secure.

Examples of technical security requirements for contracts let by London Councils have been provided in the Toolkit as an indication of the types of measures that might be considered, in order to protect Personal Data. This section of the Toolkit emphasises that more, or less, measures may be appropriate depending on the subject matter of the contract, but the overall approach must be proportionate.

The technical requirements must also be compliant with legislative and regulatory obligations for content and data, such as GDPR.

**Appendix 9** to the Financial Regulations – Registration of Gifts and Hospitality: changes have been made to the guidance note and form for officers on when to register an offer of any gifts and hospitality.

#### **Financial Implications for London Councils:**

These are outlined in the body of the report.

#### **Legal Implications for London Councils:**

The changes to the Procurement Toolkit bring London Councils in line with current legislation.

#### **Equalities Implications for London Councils:**

None

#### **Recommendations**

Leaders' Committee is asked to: Agree to the proposed changes to Appendix 5 and Appendix 6 to the Financial Regulations as detailed above.

#### **Appendix:**

- Appendix 5 to the Financial Regulations - Authorised Signatories – track changed version

**Background Documents:**

- Procurement Toolkit) – track changed version (Appendix 6 to the Financial Regulations 2018) including annexes 1.1, 2, 3.1, 6.1, 6.2, 6.2A, 18 and 19.
- Appendix 9 to the Financial Regulations – Registration of Gifts and Hospitality
- London Councils Financial Regulations 2018

The Financial Regulations and all of the appendices can be viewed on London Councils website: <https://www.londoncouncils.gov.uk/node/4818>

## LONDON COUNCILS FINANCIAL REGULATIONS - APPENDIX 5

### AUTHORISED SIGNATORIES

(Updated ~~45~~ June 201~~89~~)

#### PART A:

##### All Tenders, quotations, deeds\* and contracts;

<b><i>DIRECTORATE</i></b>	<b><i>TITLE</i></b>
Chief Executive's	Chief Executive
Chief Executive's	Director of Corporate Governance
Chief Executive's	Director of Corporate Resources
Chief Executive's	Chief Accountant
PaPA	Corporate Director
Services	Director, Transport & Mobility
Services	Strategy & <del>Planning</del> Director

\*Deeds must be signed by one authorised signatory and witnessed by another.

Any of the persons authorised above are authorised to sign or witness the signing of a deed. No-one else is authorised to witness the signing of a deed which binds London Councils.

#### PART B:

##### Tenders and quotations not exceeding £75,000:

<b><i>DIRECTORATE</i></b>	<b><i>TITLE</i></b>
Chief Executive's	Chief Executive
Chief Executive's	Director of Corporate Governance
Chief Executive's	Head of London Regional Employers Organisation
Chief Executive's	Director of Corporate Resources (Finance Officer)
Chief Executive's	Chief Accountant
Policy & Public Affairs	Corporate Director
Policy & Public Affairs	Director of Communications
Policy & Public Affairs	<del>Strategic Head of Lead:</del> -Strategic Policy <u>Group</u>
Policy & Public Affairs	Head of Children and Young People Services
	<del>Interim Director:</del> <u>-of Local Government Finance</u> , Performance & <del>Procurement</del> <u>Finance</u>
Policy & Public Affairs	Strategic Lead for Finance, Performance & <del>Procure</del> <u>Improve</u> ment
Policy & Public Affairs	<u>Strategic Lead: Enterprise, Head of</u> Economy, <del>Culture</del> & <u>Skills</u> <del>Tourism</del>
Policy & Public Affairs	Strategic Lead for Health & Adult Social Care
Policy & Public Affairs	<u>Strategic Lead: Head of</u> Transport & Environment
Policy & Public Affairs	<u>Strategic Lead: Head of</u> Housing & Planning
Services	Director, Transport & Mobility
Services	Chief Contracts Officer

**DIRECTORATE****TITLE**

Services

~~Head of Community Services & Grants~~

Services

Strategy &amp; Planning Director

~~In addition, the Director of Corporate Governance is authorised to sign all contracts of employment, once the appropriate post approval form (PAF) has been signed by two of the relevant office holders (1) the Finance Officer and one of (2) the Chief Executive; Corporate Director PaPA; Director, Transport & Mobility; Strategy & Planning Director, including secondment agreements into/out of the organisation<sup>1</sup>.~~

**PART C:****Orders for Works, Goods and Services (FR para 16.2)**

Official orders, including those within a computerised ordering system, shall be in a form approved by the Finance Officer and are only to be authorised by the Chief Executive or his/her nominated deputy as set out below. These authorised officers shall then be responsible for the issue of official orders. The names of the authorised officers shall be sent to the Finance Officer together with specimen signatures. Changes shall be notified to the Finance Officer as they occur. Additional guidance on the completion of official orders can be found at appendix 10.

The schedule of authorised Purchase Order signatories by Job/post from ~~45~~ June 201~~89~~ is shown below.

**DIRECTORATE****TITLE**

Chief Executive's

Chief Executive

Chief Executive's

Head of Chief Executive's office

Chief Executive's

Secretary to Head of Office

Chief Executive's

Director of Corporate Governance

Chief Executive's

Head of Governance

Chief Executive's

Head of London Regional Employers Organisation

Chief Executive's

Director of Corporate Resources (Finance Officer)

Chief Executive's

Chief Accountant

Chief Executive's

Management Accountant

Chief Executive's

ICT &amp; Facilities Manager

Chief Executive's

Governance Manager

Policy &amp; Public Affairs

Corporate Director

Policy &amp; Public Affairs

Director of Communications

Policy &amp; Public Affairs

~~Strategic Lead: Head of Strategic Policy Group~~

Policy &amp; Public Affairs

Head of Children and Young People Services

Policy &amp; Public Affairs

~~Interim Director: Local Government of Finance, Performance &~~

<sup>1</sup> This authorisation for the Director of Corporate Governance to sign contracts of employment is now in the Scheme of Delegations to Officers

**DIRECTORATE****TITLE**~~Procurement~~Finance

Strategic Lead for Finance, Performance &amp;

~~Procurement~~Improvement

Policy &amp; Public Affairs

~~Head of Improvement~~~~Strategic Lead: Enterprise, Head of Economy, Culture &~~~~Skills Tourism~~

Policy &amp; Public Affairs

Policy &amp; Public Affairs

Strategic Lead for Health &amp; Adult Social Care

Policy &amp; Public Affairs

~~Strategic Lead: Head of~~Transport & Environment

Policy &amp; Public Affairs

~~Strategic Lead: Head of~~Housing & Planning

Policy &amp; Public Affairs

Promotions Manager

Policy &amp; Public Affairs

E-communications Manager

Policy &amp; Public Affairs

Publishing Manager

Policy &amp; Public Affairs

Media Manager; Head of Capital Ambition;

Programme Manager – Capital Ambition

Services

Director, Transport &amp; Mobility

Services

Chief Contracts Officer

Services

Head of Support Services

Services

Transport Manager

Services

Mobility Services Manager

Services

Strategy & ~~Planning~~ Director –

Services

ESF Technical Adviser

Services

Principal Programme Manager (Operations)

Services

Principal Programme Manager (Quality)

Services

Regional Commissioning Manager – YPES

Services

Executive Assistant – YPES

Any new requests / amendments agreed by completion of the “Authorised Signatory Form” and signed by the Chief Executive, ~~Corporate Director PaPA~~, Director, Transport & Mobility or Strategy & ~~Planning~~ Director  
(See below)

Those signatories listed in PART C can also accept tenders and quotations where the value is under £10,000.

## AUTHORISED SIGNATORY FORM

<b>Name of signatory</b>	
<b>Job Title</b>	
<b>Division/Section</b>	
<b>Start Date</b>	
<b>Specimen signature</b>	

	<b>Contracts</b>	<input style="width: 60px; height: 25px;" type="checkbox"/>
Authorised to sign (Please tick the relevant box)	<b>Purchase Orders Only</b>	<input style="width: 60px; height: 25px;" type="checkbox"/>
	<b>Invoices Only</b>	<input style="width: 60px; height: 25px;" type="checkbox"/>
	<b>Both Purchase Orders &amp; Invoices</b>	<input style="width: 60px; height: 25px;" type="checkbox"/>

Approved by (to be completed by signatory's Chief Executive/Corporate Director PaPA/Director, Transport & Mobility/Strategy ~~& Planning~~ Director)

<b>Name</b>	
<b>Job Title</b>	
<b>Division</b>	
<b>Signature</b>	
<b>Date</b>	



# Leaders Committee

## London Councils Policies and Protocols which apply to Leading Members

Item No 16

**Report by:** Christiane Jenkins                      Director Corporate Governance  
**Date:** 4 June 2019  
**Contact Officer:** Christiane Jenkins  
**Telephone:** 020 7934 9540                      **Email**    [christiane.jenkins@londoncouncils.gov.uk](mailto:christiane.jenkins@londoncouncils.gov.uk)

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**Summary**                      There are a number of London Councils policies and protocols which apply to Members who undertake leading roles on behalf of London local government through London Councils.  
These are:

- Declaration and Registration of Interests protocol;
- Gifts and Hospitality protocol;
- Member and Officer Relations protocol;
- Members' Rights of Access to Information protocol;
- Note on Securing Political Sign-off;
- Guidance on the Use of the Urgency Procedure;
- Media Protocol;
- Party Group/Political Adviser/London Councils Relations protocol;
- Whistleblowing policy;
- Combatting Fraud, Bribery and Corruption policy.

Also included with this report is a codification of London Councils working conventions.

**Recommendations**    That Leaders' Committee notes these policies and protocols and the codification of working conventions.

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## **London Councils Policies and Protocols which apply to Leading Members**

1. There are a number of London Councils policies and protocols which apply to Members who undertake leading roles on behalf of London local government through London Councils. These are:
    - Declaration and Registration of Interests protocol;
    - Gifts and Hospitality protocol;
    - Member and Officer Relations protocol;
    - Members' Rights of Access to Information protocol;
    - Note of Securing Political Sign-off;
    - Guidance on the Use of the Urgency Procedure;
    - Media Protocol;
    - Party Group/Political Adviser/London Councils Relations protocol;
    - Whistleblowing policy;
    - Combatting Fraud, Bribery and Corruption policy.
  2. A review has been undertaken of these policies and protocols and only minor amendments, if any, have been required.
  3. These policies are available to view on London Councils website:  
<http://www.londoncouncils.gov.uk/aboutus/governance/protocols.htm>  
And are also attached as appendices
- They are also on the Members website: [www.members.londoncouncils.gov.uk](http://www.members.londoncouncils.gov.uk) and on request from the Director of Corporate Governance.
4. In addition to these policies and protocols, also attached is a codification of London Councils working conventions. This document brings together a number of conventions which have been practiced and previously agreed by members and, along with a number of relevant standing orders, form an overview of how London Councils operates. This can be found at Appendix Eleven.

## **Recommendations:**

That Leaders' Committee notes these policies and protocols and the codification of working conventions.

**Financial Implications for London Councils:**

There are no financial implications for London Councils arising from this report.

**Legal Implications for London Councils:**

There are no legal implications for London Councils arising from this report.

**Equalities Implications for London Councils:**

There are no equalities implications for London Councils arising from this report.

**Appendices:**

- Appendix One: Declaration and Registration of Interests protocol;
- Appendix Two: Gifts and Hospitality protocol;
- Appendix Three: Member and Officer Relations protocol;
- Appendix Four: Members' Rights of Access to Information protocol;
- Appendix Five: Note on Securing Political Sign-off Protocol;
- Appendix Six: Guidance on the Use of the Urgency Procedure;
- Appendix Seven: Media Protocol;
- Appendix Eight: Party Group/Political Adviser/London Councils Relations protocol;
- Appendix Nine: Whistleblowing policy;
- Appendix Ten: Combatting Fraud, Bribery and Corruption policy;
- Appendix Eleven: London Councils Conventions.

**Background Documents:**

- Tracked changed versions of Appendices One to Ten

## Declaration and Registration of Interests

### **Members' Interests**

In 2012 a new declaration and registration of members' interests' regime was put in place by government<sup>1</sup>. The new rules require councils to agree their own arrangements within a context of some national rules.<sup>2</sup>

The declaration and registration of Members' interests is dealt with in paragraph 20 of Schedule 6 (Standing Orders) of the London Councils Agreement.<sup>3</sup>

Members should be aware that they remain bound by their own authority's Code of Conduct whenever involved in activities for London Councils.

### Registration of Interests

Under the national rules a member must act in conformity with the Seven Principles of Public Life. One of these is the principle of honesty - that 'holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest' A member's registration of personal interests should be guided by this duty. A person's pecuniary interests are their business interests (for example their employment, trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and assets including land and property).

### Declaring interests at meetings

If a member is present at a meeting of London Councils Leaders' Committee, Grants Committee, Transport and Environment Committee, or their Executive Committees or Audit Committee, Capital Ambition Board, Young People's Education & Skills or any other meeting, and has a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, they must not: participate in any discussion of the business at the meeting, or if they become aware of their disclosable pecuniary interest during the meeting, participate further in any discussion of the business, or participate in any vote or further vote taken on the matter at the meeting.

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<sup>1</sup> The national rules are in Chapter 7 of the Localism Act 2011 and in the secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I. 2012/1464).

<sup>2</sup> Such rules, in one form or another, have existed for decades. The new rules are similar to the rules that were in place prior to the Standards Board regime. Those rules, originating in the Local Government Act 1972 and the Local Government and Housing Act 1989, involved local authority members registering their pecuniary interests in a publicly available register, and disclosing their interests and withdrawing from meetings in certain circumstances. Failure to comply with those rules was in certain circumstances a criminal offence, as is failure to comply in certain circumstances with the new rules.

<sup>3</sup> Refer to Appendix A for paragraph 20 of Schedule 6 (Standing Orders) of London Councils Agreement.

These prohibitions apply to any form of participation, including speaking as a member of the public.

In certain circumstances members can request a dispensation from these prohibitions<sup>1</sup>.

What is a disclosable pecuniary interest?

A member has a disclosable pecuniary interest if they, or their spouse or civil partner, have a pecuniary interest listed in the national rules (see Appendix B For this purpose a spouse or civil partner includes any person with whom a member is living with as husband or wife, or as if they were a civil partner. There is no requirement to differentiate a member's disclosable pecuniary interests between those which relate to them personally and those that relate to their spouse or civil partner.

What if a member declares an interest?

It is a matter for each member to decide whether they should leave the room while an item that they have an interest in is being discussed. In arriving at a decision as to whether to leave the room they may wish to have regard to their home authority's code of conduct and/or the Seven (Nolan) Principles of Public Life (see Appendix C).

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<sup>1</sup> Section 20.5 of London Councils Standing Orders

## **Appendix A**

### **London Councils Standing Orders: Section 20**

#### **20. DECLARATIONS OF INTEREST**

20.1 If a member is present at a meeting of London Councils' Committee or any of its associated joint committees or any sub-committees and has a disclosable pecuniary interest as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 ("the Regulations") relating to any business that is or will be considered at the meeting, that member must not:

- participate in any discussion of the business at the meeting, or if on becoming aware of the disclosable pecuniary interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

20.2 These prohibitions apply to any form of participation, including speaking as a member of the public.

20.3 It is a matter for each member to decide whether they should leave the room while an item that they have an interest in is being discussed. In arriving at a decision as to whether to leave the room they may wish to have regard to their home authority's code of conduct and/or the Seven (Nolan) Principles of Public Life.

20.4 In certain circumstances, London Councils may under s.33 of the Localism Act 2011 grant a dispensation to permit a member to take part in the business notwithstanding that the member has a disclosable pecuniary interest relating to that business. These circumstances are where London Councils considers that:

- without the dispensation so great a proportion of London Councils members would be prohibited from participating in that business as to impede London Councils transaction of that business,
- without the dispensation the representation of different political groups dealing with that business would be so upset as to alter the likely outcome of any vote,

- the granting of the dispensation is in the interests of people living in the London Councils' area<sup>4</sup>,
- without the dispensation each member of the London Councils Executive would be prohibited from participating in the business, or
- it is otherwise appropriate to grant a dispensation.

20.5 If a member wishes to apply for a dispensation, they must make a written application to be received not less than three working days before the meeting setting out the grounds for the application to the officer responsible for processing such requests<sup>5</sup>.

20.6 A member must declare any private interests, both pecuniary and non-pecuniary, including membership of any Trade Union that relate to any public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests.



## Appendix B

### Description of disclosable pecuniary interests

If you have any of the following pecuniary interests, they are disclosable pecuniary interests under the Regulations. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. The relevant period is the 12 months ending on the day when you tell the monitoring officer about your disclosable pecuniary interests following your election or re-election, or when you became aware you had a disclosable pecuniary interest relating to a matter on which you were acting alone.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

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<sup>4</sup> The London Councils area is that area covered by the London boroughs and the City of London.

<sup>5</sup> That person designated by the scheme of delegation, currently is the Director of Corporate Governance.

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) -  
o the landlord is your council or authority; and  
o the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

(a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and

(b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

## **Appendix C**

### **The Seven Principles of Public Life**

#### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

#### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

#### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### **Leadership**

Holders of public office should promote and support these principles by leadership and example.

**Revised May 2019**

## **REGISTRATION OF GIFTS AND HOSPITALITY**

### **OFFICERS**

Officers must register with the Director of Corporate Resources each gift, favour, reward or hospitality offered by a person or organisation that is doing or seeking to do business with London Councils.<sup>1</sup>

#### **Paragraph 2.3 of London Councils' Financial Regulations states: -**

"The Finance Officer<sup>2</sup> shall maintain a register in which officers shall enter each gift, favour, reward or hospitality offered by a person or organisation doing or seeking to do business with the organisation".

As such employees MUST register the receipt/offer of any gift or hospitality. The Finance Officer has a standard form for employees that must be completed in order for the receipt/offer to be registered.

Offers of gifts or hospitality (this refers to both gifts or hospitality received by and offered to third parties) must be treated with caution whenever any suggestion of improper influence could arise. To prevent any improper behaviour, or suggestion of improper behaviour arising employees must take great care when a gift or hospitality is offered/received. Gifts or hospitality offered/received should not be extravagant and nor should they be taken from or given to the same client or individual on a frequent basis.

The Director of Corporate Resources has a standard form with a guidance note for officers that must be completed in order for an offer to be registered. A copy of the officers' form is contained in Appendix A. This is also available on the intranet.

### **MEMBERS**

Pursuant to their local authority's Code of Conduct for Members, Members will have a similar duty to register gifts and hospitality with their local authority's Monitoring Officer. Nevertheless, London Councils requires Members to also register with the Director of Corporate Resources any offer of a gift or hospitality that is:

- a) over the value of £25; and
- b) is from a person or organisation that is doing, or seeking to do business with London Councils,

within 28 days of receiving that offer.

Members and officers are personally responsible for their actions in connection with any offer of a gift, favour, reward or hospitality and the completion of the register does not relieve them of the responsibility to justify their acceptance of such an offer.

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<sup>1</sup> Paragraph 2.3 of Schedule 7 (Financial Regulations) of the London Councils Leaders' Committee Governing Agreement.2001 (as amended) and paragraph 2.14 of the Code of Conduct for Employees

<sup>2</sup> The Director of Corporate Resources

The Director of Corporate Resources has a standard form for Members that must be completed in order for an offer to be registered. A copy of the Members' form is contained in Appendix B.

Breaches of this duty will be taken very seriously and may result in disciplinary action for officers and a formal complaint being made to the relevant authority, for Members.

## Appendix A

### OFFICERS DECLARATION OF RECEIPT OR OFFER OF GIFTS AND/OR HOSPITALITY

<b>Name</b>	
<b>Date</b>	
<b>Particulars of how Offer or Receipt of Gift or Hospitality arose</b>	
<b>Who is offering the Gift or Hospitality and what is the value?</b>	
<b>Benefit to the committee from accepting or offering the Gift or Hospitality</b>	
<b>View of Director/Corporate Director/Chief Executive (delete as appropriate)</b>	
<b>Approval Given/Denied</b>	
<b>Staff Signature &amp; Date</b>	
<b>Director/Corporate Director/Chief Executive (delete as appropriate)</b>  <b>Signature and Date</b>	
<b>For CMB only: description for publication purposes</b>	

**Please send to Frank Smith, Director of Corporate Resources**  
(frank.smith@londoncouncils.gov.uk)

#### **Guidance on declaring gifts and hospitality**

London Councils employees must register any gifts, favours, rewards or hospitality offered or given to them by a person or organisation which is doing or seeking to do business with London Councils. A form for registering gifts and hospitality can be downloaded from the intranet. Once completed, the form should be sent to the Director of Corporate Resources.

Before accepting any gift or hospitality, approval must be obtained in advance from the relevant Director, Corporate Director or the Chief Executive.

Offers of gifts or hospitality must be treated with caution whenever any suggestion of improper influence could arise. To prevent any improper behaviour or suggestion of improper behaviour arising, employees must take great care when a gift or hospitality is offered. You should not accept gifts or hospitality which are extravagant nor those given by the same client or individual on a frequent basis.

London Councils has a special process to deal with gifts received at Christmas. Given that it is common practice for gifts to be offered at this time, gifts are collected by the Director of Corporate Resources and raffled and the proceeds are donated to a designated charity.

Any employee accepting/offering money for doing or not doing anything or showing favour or disfavour to any person in their official capacity shall be subject to immediate dismissal.

### **Special Dispensation**

Employees should only accept/give offers of gifts or hospitality if there is a genuine need to impart information or represent London Councils in the community and must comply with the provisions below:

- Employees shall be allowed to receive books, diaries, pens, pencils, calendars and similar articles provided that the overall value of the gift is not more than £20
- Working lunches are permissible provided that the employee has the approval of their Director/Chief Executive
- The Chief Executive and Directors shall be entitled to attend working lunches and functions as representatives of London Councils
- Employees can represent London Councils at functions, openings, launches and other similar functions with the approval of the relevant Director
- Employees may receive gifts on behalf of London Councils from visiting dignitaries and must then declare these using the declaration of receipt or offer of gifts and/or hospitality form.
- The decision as to whether the employee can personally retain the gift will be made by their Director/Chief Executive
- Any such other matters as the Chief Executive and the Director of Corporate Resources may approve from time to time.

Employees still must register the receipt/offer of any gift or hospitality even if it is included in the list above.

Employees are personally responsible for their actions in connection with any offer of a gift, favour, reward or hospitality and the completion of the register does not relieve them of the responsibility to justify their acceptance of such an offer.

Breaches of this duty will be taken very seriously and may result in disciplinary action.

**Revised May 2019**

## **Appendix C**

### **MEMBERS' DECLARATION OF AN OFFER OR RECEIPT OF GIFTS AND/OR HOSPITALITY**

I,

Name \_\_\_\_\_

Position \_\_\_\_\_

In accordance with the Registration of Gifts and Hospitality Protocol, I wish to inform the Director of Corporate Resources of the \*offer / receipt of the following:

#### **\*Gifts**

Description:

Donor:

#### **\*Hospitality**

Description:

Donor:

#### **\*Other**

Description:

Donor:

Signature:

Date:

\*Delete as necessary

**Please send to Frank Smith, Director of Corporate Resources**  
(frank.smith@londoncouncils.gov.uk)



## **MEMBER/OFFICER RELATIONS**

### **1. INTRODUCTION**

The purpose of this Protocol is to guide Members and officers of London Councils in their working relations with one another. It brings together many of the practices and values which contribute to a successful partnership but also acknowledges areas which may potentially cause embarrassment or difficulty. Equality, natural justice and reasonableness are strong underlying intentions throughout.

The Protocol is intended to be clear and understandable by all. It seeks to exclude any scope for misunderstanding which might lead to unreasonable behaviour or inappropriate action. The Protocol therefore offers some form of protection for both Members and officers.

The Protocol also operates under the general premise that both Members and officers are working towards the same goals and priorities. It has regard to London Councils' aim to be open and honest in its dealings within and outside London Councils, to work corporately, and to do so in a manner which encourages a participative culture.

### **2. THE DISTINCTIVE ROLES OF MEMBERS AND OFFICERS**

It is important that both Members and officers respect their distinctive roles in order for relations to be clear and appropriate.

#### **Members**

It is members role to:

- a) on 33-member bodies to represent the interests of their authority and, by extension, local citizens and communities and ensure that their best interests are considered and that their views are brought into London Councils decision making;
- b) the Chair and elected officers of London Councils and members of Joint Committee Executive shall also pay particular regard to advancing the interests of London Councils corporately. When operating as a member of a Joint Committee Executive or as an elected officer, members will dictate and shape common policy positions on a cross party basis and advance those positions externally;
- c) set London Councils strategic direction, the policy framework, corporate goals, overall priorities and targets;
- d) develop policy proposals with professional advice from officers;
- e) monitor the implementation and effect of their decisions.

## **Officers**

Officers are employed by London Councils to undertake an organisational role. It is their role to:

- a) deliver services to member councils and, where relevant, to the public according to the policies and requirements set by London Councils;
- b) shape, develop and implement policies, positions and services which accord with the overall framework set by Members;
- c) give professional advice to members in a clear, independent and non-partisan fashion;
- d) manage London Councils.

Put simply, Members are responsible for determining policy and London Councils' strategic direction; officers are responsible and accountable for implementing policy and delivering services.

Given these roles, officers are employed to work within and pursue London Councils' policies and priorities, unaffected by personal inclinations.

Officers are accountable to their line managers and ultimately their most senior director or the Chief Executive and must work to the instructions of their director/Chief Executive, or line manager, and not to individual Members, regardless of the office a Member might hold. Members should not interfere with matters that are properly the responsibility of officers.

## **3. WHAT MEMBERS CAN EXPECT OF OFFICERS**

Members can expect officers:

- a) to do their job effectively and efficiently;
- b) to strive to provide services to member councils and the public which offer value for money and best practice;
- c) to behave in a manner which accords with the standards set by London Councils;
- d) to be helpful, respectful and courteous to Members;
- e) to assist Members in carrying out their role within London Councils in connection with London Councils business (they cannot, however, assist with party political or campaigning activity, or with private business);
- f) to deal with Members' enquiries fairly and efficiently;
- g) to be open and honest with Members. To tell the whole story, giving any bad news as well as the good;
- h) to work with all Members equally and fairly;
- i) to act lawfully;
- j) to give advice or recommendations based on reasoned options;

- k) to ensure that Members have all the information necessary to make informed judgments;
- l) to maintain confidentiality where it is proper for them to do so;
- m) not to canvass Members or otherwise seek to gain favour from them for personal or career advantage; and
- n) to have regard to social hours and generally to be sensible about contacting Members at potentially inconvenient times, unless in an emergency or otherwise agreed.

#### **4. WHAT OFFICERS CAN EXPECT OF MEMBERS**

Officers can expect Members:

- a) to accept that officers are accountable to their line manager/director/Chief Executive;
- b) to be helpful, respectful and courteous to officers; and treat them in a reasonable manner;
- c) not to become involved in the day-to-day management of London Councils;
- d) to accept that officers act independently of political bias, whilst recognising the special position of political advisers;
- e) to fully consider advice and recommendations for the purpose of making informed judgments;
- f) not to ask officers to breach London Councils' policy or procedures, or to act unlawfully, or outside the terms of their job;
- g) not to exert influence or pressure, or request special treatment, because they are a Member;
- h) not to request unauthorised access to resources or information held by London Councils;
- i) to be open and honest with officers;
- j) to act lawfully and to maintain confidentiality when appropriate to do so; and
- k) to respect that officers have private lives and to be mindful of that boundary in contacting officers outside of normal working hours.

## 5. POLITICAL NEUTRALITY AND IMPARTIALITY OF OFFICERS

Officers serve London Councils as a whole. They will ensure that they:

- a) respect the individual rights of all Members;
- b) serve all Members and not just those of the largest political grouping; and
- c) will co-operate even-handedly with Members engaged in all aspects of London Councils' functions.

By law<sup>1</sup>, posts which:

- a) involve the post holders giving advice on a regular basis to London Councils or any London Councils Member Body<sup>2</sup>;
- b) involve the post holder speaking on behalf of London Councils on a regular basis to journalists or broadcasters; or
- c) are senior appointments (i.e. Head of Paid Service, Statutory and Non-Statutory chief officers)),

are designated as politically restricted.

If a person holds a politically restricted post, they are:

- a) disqualified from becoming or remaining a member of a local authority<sup>3</sup>; and
- b) restricted in the political activities they can undertake. They may not for example, hold particular types of office in a political party, act as an agent or canvass at any election, nor speak or write publicly on matters of party political debate.<sup>4</sup>

Members should not discuss party politics with officers nor must they assume that there is an allegiance to a particular party. Members should not place officers in an embarrassing situation where, for example, they feel they have to agree with a particular political line. However, officers must follow the agreed programme of work set out for London Councils by Members, while performing their duties.

Within the framework of a formal meeting it is natural that Members will make political statements. Officers should have an awareness of London Councils' political direction and acknowledge that at a strategic level, this will have an influence. It is not for officers to challenge such direction and they will co-operate with it, unless it is considered illegal following advice from London Councils legal advisers.

It is not improper that officers may sometimes wish to seek political guidance in framing policy proposals. However, when they write reports or give advice, they have a duty to give independent, objective and professional advice and to make Members aware of all the options available.

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<sup>1</sup> Section 2 of the Local Government and Housing Act 1989.

<sup>2</sup> "London Councils Member Body" includes all London Councils Member groupings, committees, steering groups, forums, etc.

<sup>3</sup> Section 1(1) of the Local Government and Housing Act 1989.

<sup>4</sup> Refer to the Local Government Officers (Political Restrictions) Regulations 1990 for a more detailed account of what restrictions are placed upon politically restricted post holders.

## **6. PARTY GROUP MEETINGS**

It is common practice for Party Groups to give preliminary informal consideration to London Councils business in advance of the formal decision-making process. Officers may, from time to time, be asked to attend Party Group meetings to brief Members in a professional capacity. Such attendance will be on the understanding that other Party Groups will be similarly served should they so request. The political neutrality of any officer attending a group meeting must be respected.

Officers will respect the confidentiality of any Party Group discussions at which they are present and, in particular, not relay any such discussion to another group.

All requests for an officer to attend a Party Group meeting should be made through the Chief Executive (or, in the Chief Executive's absence, their Deputy or another member of the Corporate Management Board) who will judge which officer is the most appropriate to attend. This avoids any danger of an individual officer being identified with the party concerned.

Officers may also be asked to give support in other ways such as briefing Chairs or spokespersons prior to a London Councils Member Body meeting.

In all these instances it is important that Members and officers understand the following:

- a) Officer support cannot extend beyond providing information and advice in relation to London Councils business - officers cannot be involved in party business. Where possible, this rule can be made easier to observe if officers are not present when party business is being discussed - thought should be given to the way in which the business for the meeting in question is structured;
- b) Party Group meetings cannot make London Councils decisions and any conclusions reached cannot be interpreted as such or acted upon;
- c) Where officers provide information and advice to a Party Group this cannot act as a substitute for providing all necessary detail to a London Councils Member Body meeting.

Special care is needed where officers are involved in providing information or advice to a Party Group meeting where people are present who are not elected Members of a local authority. Such people will not be bound by a local authority's Code of Conduct for Members and therefore officers should not disclose confidential information.

Any cases of particular difficulty or uncertainty in relation to officer advice to Party Groups should be raised with the Chief Executive.

The Political Advisers to the Party Groups are employed by London Councils Ltd. The references to political neutrality and attendance at Party Group meetings do not apply to these employees. However, the references to confidentiality and the prohibition on relaying any discussion to another Party Group do apply.

## **7. MEMBER CONTACT WITH OFFICERS**

## **General**

Members are free to approach any London Councils directorate for any information, explanation or advice that they need to assist them in carrying out their role as a Member at London Councils.<sup>5</sup>

Contact between Members and officers will normally be at a senior level or with officers whose role is naturally associated with Members. Generally, enquiries should be made to the appropriate Head of Service or to a designated liaison officer within the directorate. However, this does not mean that Members should have no contact with officers at all levels - general communication and interaction is encouraged.

Members should contact the relevant director or Chief Executive if the matter is very serious or sensitive, or if they are experiencing difficulties in getting a response from a more junior officer.

Members may request their Party Group's Political Advisers to approach officers on their behalf.

Officers must ensure that all written communications to Members contain the contact details of an appropriate officer.

## **Undue influence**

Members should not put pressure on any officer in relation to matters which have been delegated to officers. This might lead officers to make decisions that:

- a) are not objective and cannot be accounted for; and/or
- b) favour, unfairly, one member or group of the public over another.

Equally, Members should avoid bringing any influence to bear on an officer to take any action which is:

- a) against normal procedures or London Councils policy;
- b) a breach of the Code of Conduct for Employees;
- c) in conflict with the London Councils Agreement, Standing Orders or Financial Regulations; and/or
- d) unlawful.

Officers have a duty to report to their director any attempt by a Member to exert improper influence. The director will inform the Chief Executive who will investigate where appropriate.

## **Complaints against officers**

Care must be taken to ensure that a complaint, as opposed to an enquiry, is put through the official complaints procedure.<sup>6</sup>

## **8. MEMBERS AND THE RECRUITMENT OF OFFICERS**

Members, or more specifically the Elected Officers, will be invited to assist in the

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<sup>5</sup> Refer to the Members' Access to Information and London Councils Documents Protocol for further information.

<sup>6</sup> Refer to section 13 of this Protocol to complain about an officer or Member.

recruitment of officers for the posts of:

- a) Chief Executive;
- b) Directors; and
- c) Political Advisers.

All other recruitment decisions regarding officers are the responsibility of London Councils' management and Human Resources. Refer to the Recruitment and Selection Procedure for further details regarding the recruitment of officers.

<http://www.londoncouncils.gov.uk/intranet/hr/policiesandprocedures/default.htm>

## **9. FAMILIARITY, FRIENDSHIPS AND RELATIONSHIPS**

Close personal relationships between Members and officers should be avoided as far as possible as this can damage working relationships and prove embarrassing to colleagues on both sides. In particular, it could bring into question an officer's ability to deal impartially with other Members, and vice-versa.

However, it is recognised that it is possible that a close personal, family or business relationships may exist between some Members and officers. Officers should disclose such relationships to the Chief Executive. Members should disclose such relationships to the Leader of their Party Group, or another Member of the group if so designated as the contact point.

Members or officers engaged in such relationships should:

- a) take special care not to seek, or be seen, to influence their positions through their respective friend or partner. Even if there is no actual impropriety, the situation may give rise to suspicion and the public may perceive that the opportunity for improper influence exists.
- b) Members must at all times abide by London Councils' Declaration of Interests protocol and officers, paragraph 2.8 of the Code of Conduct for Employees<sup>7</sup>;

[\(http://www.londoncouncils.gov.uk/intranet/hr/policiesandprocedures/default.htm\)](http://www.londoncouncils.gov.uk/intranet/hr/policiesandprocedures/default.htm)

And

- c) ensure that colleagues are not placed in an awkward or embarrassing situation as a result of a friendship or relationship.

## **10. OFFICERS AS CONSTITUENTS**

Officers who live in the Greater London area may attend public meetings in a

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<sup>7</sup> Paragraph 2.8 of the Code of Conduct for Employees states: "Employees must register any personal interests (financial and non-financial) that may inform their approach to particular issues or give rise to a conflict of interest. Financial interests may include:

- a) Additional/other employment where employees have to declare taxes;
- b) Any contract for goods, services or works between London Councils and an organisation where an employee has some beneficial interest.

Non-financial interests may include:

- a) A close personal relationship or related to any person in any organisation which has business dealings with London Councils.
- b) Membership of an organisation whose principal purposes include the influence of public opinion or policy."

personal capacity as a resident or service user. The officer may wish to voice concerns about certain local authority services or facilities, to ask questions or make suggestions. This is natural and acceptable provided that certain boundaries are maintained. Officers should take care not to:

- a) maliciously undermine London Councils by adverse or negative comments;
- b) raise personal issues concerning their employment; or
- c) disclose confidential information gained in the course of their work.

Members will respect the rights of the officer as a resident or service user. They will not:

- a) treat the officer concerned as an employee at such meetings;
- b) raise work issues with the officer; or
- c) hold grudges against officers that raise reasonable concerns in public forums.

## **11. MEMBERS AND THEIR USE OF LONDON COUNCILS SERVICES AS A RESIDENT OF LONDON**

There will be times when Members use London Councils' services. In all instances, the officer providing the service will maintain full confidentiality where this is appropriate and will treat the Member concerned in the same way as any other customer. The Member will not seek or expect any preferential treatment.

## **12. CORRESPONDENCE**

### **Correspondence on behalf of London Councils**

Correspondence on behalf of London Councils should normally be sent out in the name of the appropriate officer rather than a Member. However, there will be exceptions where it may be appropriate for correspondence to be sent out in the name of a Member (e.g. representations to a Government Minister).

Members should not:

- a) coerce officers to send particular correspondence or to write, or refrain from writing, a particular statement; and
- b) write letters which create obligations or give instructions on behalf of London Councils.

Members and officers should at all times adhere to the London Councils' Publicity and Media Protocol:

**<http://www.londoncouncils.gov.uk/intranet/knowhow/corporate/corporatepolicies.htm>**

### **Correspondence between a Member and an officer**

Officers will not normally copy correspondence they receive from an individual Member to any other Member. However, there may be times where this is necessary. Before copying the correspondence, the officer must ensure they:



- a) clearly inform the relevant Member what they intend to do with the correspondence; and
- b) procure the Member's consent.

### **13. COMPLAINTS AND CRITICISM**

A Member or officer may wish to make a complaint against, or criticise the actions of, the other. Whilst it is preferable to resolve such matters informally through conciliation by an appropriate senior manager, formal complaints can be made.

#### **Formal complaint by a Member about an officer**

Where a Member is dissatisfied with the conduct, behaviour or performance of an officer, and they want to make a formal complaint, they should put their complaint in writing and address it to the officer's director.

Within 5 working days, the director will respond in writing:

- a) acknowledging receipt of the complaint;
- b) indicating what action they intend to take; and
- c) approximately how long any investigation of the matter will take or any other action that they intend to take.

Members have a right to be told the outcome of any disciplinary investigation, but no right to detailed information about the investigation.

Members must not:

- a) insist, or be seen to insist, that the officer is disciplined; or
- b) influence the level of any disciplinary action which might be taken against an officer.

If a Member is not satisfied with the result of the disciplinary investigation, they may refer the complaint to the Chief Executive for an independent assessment.

#### **Formal complaint by a Member about a Director**

A formal complaint about a director should be made in writing to the Chief Executive.

Within 5 working days, the Chief Executive will respond in writing:

- a) acknowledging receipt of the complaint;
- b) indicating what action they intend to take; and
- c) approximately how long any investigation of the matter will take or any other action that they intend to take.

Members have a right to be told the outcome of any disciplinary investigation, but no right to detailed information about the investigation.

Members must not:

- a) insist, or be seen to insist, that the director is disciplined; or
- b) influence the level of any disciplinary action which might be taken against a director.

### **Formal complaint by a Member about the Chief Executive**

A formal complaint about the Chief Executive must be dealt with in accordance with the Local Authorities (Standing Orders) Regulations 1993.

### **Formal complaint by an officer about a Member**

A formal complaint by an officer about a Member should be made in writing to the officer's director<sup>8</sup>. Within 5 working days, the director will respond in writing:

- a) acknowledging receipt of the complaint;
- b) indicating what action they intend to take; and
- c) approximately how long the investigation will take.

The Director will:

- a) investigate the matter;
- b) send a copy of the complaint to the Chief Executive; and
- c) advise the Party Group Leader of the complaint.

Officers have a right to be told whether London Councils will make a formal complaint to the relevant authority's monitoring officer as a result of the investigation, but no right to detailed information about the investigation.

If an Officer is not satisfied with the result of the investigation, they may refer the complaint to the Chief Executive for independent assessment.

### **Formal complaint by an officer about a Party Group Leader**

A formal complaint about a Party Group Leader should be made in writing to the Chief Executive.

Within 5 working days, the Chief Executive will respond in writing:

- a) acknowledging receipt of the complaint;
- b) indicating what action they intend to take; and
- c) approximately how long the investigation will take.

Officers have a right to be told whether London Councils will make a formal complaint to the relevant authority's monitoring officer as a result of the investigation, but no right to detailed information about the investigation.

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<sup>8</sup> The Local Authorities (Standing Orders) Regulations 1993, Part II **Investigation of alleged misconduct 3.**—(1) Where...it appears to a relevant authority that a complaint of misconduct by the head of its paid service ("the relevant officer") requires to be investigated, the authority shall appoint ...a person ("the designated independent person"), being such person as may be agreed between the authority and the relevant officer or, in default of such agreement, appointed by the Secretary of State *to investigate the complaint*.

### **Formal complaint by an officer about the Chair of London Councils**

A complaint about the Chair of London Councils should be made in writing to the Chief Executive.

Within 5 working days, the Chief Executive will respond in writing:

- a) acknowledging receipt of the complaint;
- b) indicating what action they intend to take; and
- c) approximately how long the investigation will take.

Officers have a right to be told whether London Councils will make a formal complaint to the relevant authority's monitoring officer as a result of the investigation, but no right to detailed information about the investigation.

### **Confidentiality**

All complaints are to be treated with the strictest of confidence and on a 'need to know' basis at all times. Usually only the investigating officers, the Chief Executive and the Chair of London Councils need to know the full details of a complaint. Witnesses will only be told what they need to know in order for them to give evidence regarding the complaint. Any information provided to a witness must be treated with the strictest of confidence.

The identity of the person making a complaint should also be made known only on a 'need to know' basis. The complainant's identity should not be revealed to any other person or made public by London Councils.

### **Monitoring complaints**

The Chief Executive will nominate an officer to be responsible for monitoring complaints by both officers and Members<sup>9</sup>.

## **14. BREACHES OF THE PROTOCOL**

Relevant sections of this Protocol offer advice as to how to deal with any difficulties around, or breaches of, this Protocol. It is hoped that these routes will successfully and quickly resolve any issues.

In all other cases, a breach of the Protocol should be dealt with by making a formal complaint under this Protocol.

Breaches of this Protocol will be taken very seriously and may result in disciplinary action for officers.

### **Other relevant protocols/policies/role profiles:**

- Role Profile for Executive Members;

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<sup>9</sup> Nominated officer is the Corporate Complaints Officer post holder

- Role Profile for Party Group Member Policy Lead
- Anti-fraud, bribery and corruption policy;
- Member and officer relations protocol;
- Members' rights of access to information protocol;
- Political Sign-off;
- Guidance on use of Urgency Procedure;
- Media Protocol;
- Party Group/Political Adviser/London Councils relations protocol;
- Whistleblowing policy;
- Declaration and registration of Interests protocol; and,
- Gifts and hospitality protocol.

These policies are available to view on London Councils website:

<http://www.londoncouncils.gov.uk/aboutus/governance/protocols.htm>

and also on the Members website: [www.members.londoncouncils.gov.uk](http://www.members.londoncouncils.gov.uk)

or on request from the Director of Corporate Governance.

**Revised May 2019**

## MEMBERS' RIGHTS OF ACCESS TO INFORMATION

### Introduction

The purpose of this protocol is to set out members' rights of access to information held by London Councils in the form of reports to member bodies<sup>1</sup> and to information held generally.

This protocol does not deal with the rights of access of the public and the press which are set out in the Access to Information Rules.

### General Principles

A member's right of access to information derives from three sources:

- London Councils Standing Orders
- Statutory rights peculiar to members of London Councils' member bodies
- Statutory rights enjoyed by all ordinary citizens

### Standing Orders

London Councils Standing Order 23 provides that:

*23.1: Members of London Councils, its associated joint committees, sectoral joint committees or sub-committee thereof and any Forums of London Councils, shall be entitled to receive from officers such information as they may require in order to enable them to carry out their duties as members of such committee or sub-committee.*

*23.2: In addition, the leading members on London Councils of each political party or group shall be entitled to receive briefings and briefing papers from officers on the same basis as the Chair.*

Standing Order 23.1 enshrines the long-standing right of members to be given access to material to enable them to fulfil their functions as members. This has been referred to as a 'common law right'<sup>2</sup>.

Standing Order 23.2 reflects the understanding set out elsewhere<sup>3</sup> that political party groups will receive equal treatment.

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<sup>1</sup> Leaders' Committee, Transport and Environment Committee (TEC), Grants Committee and their Executives and sub-committees including Audit Committee, Capital Ambition Board (CAB) and any other member body that may be set up from time to time. The same rights are enjoyed by designated Lead Members.

<sup>2</sup> Deborah Upton *Knowles on Local Authority Meetings* Seventh edition, 2014, 73

<sup>3</sup> For example in the Member/Officer Relations protocol.

## **Statutory rights**

### **Rights of members**

This 'common law right' referred to above was formally written into local government law in 1972 and 1985<sup>4</sup> - a right to inspect any document that 'is in the possession or under the control of a principal council<sup>5</sup> and contains material relating to any business to be transacted at a meeting of the council or a committee or sub-committee'. So, the right of access to information derives from the conditions put in place so that a member can be fully informed and make proper decisions at meetings. However, the information accessible by members is narrowly defined to that 'relating to any business to be transacted at a meeting' and this gives rise to the notion of a 'need to know'. This notion has been refined by case-law and judgements have made clear:

- There is no right to 'a roving commission to go and examine the books or documents of a corporation'
- 'Mere curiosity or desire to see and inspect documents is not sufficient' and
- 'Nor can a councillor properly exercise the right for some indirect motive'<sup>6</sup>

The relevant Director will determine whether an application made by a member to be given access to particular information meets the definition of a 'need to know' or falls outside of any reasonable definition of the term. They may take legal advice in arriving at a decision.

### **Rights of citizens**

A member enjoys the same right of access to information afforded to an ordinary citizen through the Freedom of Information Act 2000.

## **Confidentiality**

A member must respect the confidentiality of material, particularly that conferred by exemption from the access to information regulations<sup>7</sup>. Advice should be sought if a member is unsure of the confidentiality of any particular document.

## **Application of Principles**

In practice, members are free to approach officers of appropriate seniority to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as a member of a London Councils member body. Such approaches should normally be directed to the relevant Director or another senior officer of the directorate concerned.

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<sup>4</sup> S. 100F of the Local Government Act 1972 and the Local Government (Access to Information) Act 1985

<sup>5</sup> That is London Councils

<sup>6</sup> Ibid in note 2, 74

<sup>7</sup> "Exempt information" is described in Schedule 12A to the Local Government Act 1972 (as amended), subject to the qualifications in section 100F.

If a Director thinks that meeting a request for information would involve an unreasonable commitment of resources, the member making the request shall be so advised. If the member persists in requesting the information then the Director will refer the request to the Chief Executive.

## **Note on Securing Political Sign-off**

The success of London Councils as a lobbying body is based on its ability to speak on behalf of all London local authorities. In order to achieve multi-authority consensus, it needs to operate on a cross-party basis and in addition, ensure the confidence of member councils not subject to party political control. Care always needs to be taken to ensure that no party considers that its view has not, at least, been taken into account.

Clearly, there is a suite of agreed policy and lobbying positions that members have agreed and action can be progressed in any case in respect of those. This note applies to new areas of potential clearance.

*Quotes from source documents are in italics*

### **Formal mechanisms**

#### **1. Leaders' Committee - Decision-making power:**

The London local authorities have devolved to London Councils' Leaders' Committee the power to:

*formulate policies for the development of democratic and effectively managed local government including matters relating to Transport, the Environment and Grants<sup>1</sup>*

**Rationale:** The boroughs have given broad powers to London Councils Leaders' Committee to develop policies in the boroughs collective interest. They have also made explicit that, despite the existence of the Grants and Transport and Environment Committees, it is Leaders' Committee that has been devolved strategic oversight of these matters.

#### **2. Executive Committee - Decision-making power:**

Leaders' Committee has devolved to the Executive the power to:

- *play an active role in giving effect to the policy direction already agreed by Leaders' Committee*
- *broker a London Councils' position on strategic issues for submission to Leaders' Committee and*
- *agree routine consultation responses<sup>2</sup>*

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<sup>1</sup> The London Councils (Leaders Committee) Governing Agreement, dated 13 December 2001 (as amended)

<sup>2</sup> Agreed Terms of Reference for the Leaders' Committee Executive



**Rationale:** While retaining to itself overall power to determine policy, Leaders' Committee acknowledges that there are frequently matters that can better be determined by a smaller group of members within the general parameters set by Leaders' Committee

### **3. Securing political sign-off for decisions between meetings – Urgency decisions Decision-making power:**

There is a procedure in Standing Orders that allows for decisions to be made between meetings if the Chief Executive considers them urgent, by consulting:

- *the Elected Officers of London Councils. If at least two of the Elected Officers, of whom one will be the Chair, if available, and the other will be from another political party or no party, agree in writing that the matter is urgent and agree the Chief Executive's recommendation, then the matter is agreed<sup>3</sup>*

**Rationale:** Matters can crop up that require a decision before the next scheduled meeting and which do not merit convening a special meeting.

## **Non-formal mechanisms**

### **1. Urgency decisions - Decision-making power:**

If the portfolio-holder of the policy area of an urgency is not amongst the decision-making Elected Officers, they are copied into the urgencies circulation and their view taken into account even though their view cannot be counted as the two requisite agreeing members.

**Rationale:** The portfolio-holder needs to be 'on board' and should, in any event, have been consulted before the matter came to be dealt with as an urgency

### **2. Urgency decisions - Decision-making power:**

If any member asks for a decision requested under the urgency procedure to be amended then that amendment is circulated to all Elected Officers, effectively as a fresh request for an urgency decision. If any member objects to an urgency or if unanimity cannot be achieved on an amended urgency it is deemed by officers to have been rejected

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<sup>3</sup> London Councils Standing Orders - Section 19

**Rationale:** Even though an urgency could have obtained the agreement of the two requisite members, an objection lodged by a member clearly denotes a lack of political buy-in and it would normally be inappropriate for that objection not to be considered at least one more time by the other members.

### **3. Obtaining political buy-in - Decision-making power:**

When developing any policy, the relevant portfolio-holder would need to be involved from the outset. Those portfolio-holders would consult the other party groups to gauge the likelihood of cross-party agreement depending on circumstance. Liaising with identified party leads is a responsibility of the portfolio holder as set out in the role profile (which has been agreed by Leaders' Committee).

This course of action is one which the more controversial an item the broader and deeper the necessity of the cross-party consultation. In all cases the Party Group Advisers would need to be copied into the consultation with members. In many cases it would be wise to consult with them before taking it to members to see if there was a fundamental problem that they are aware of, but the policy officer may not be and in some cases, it may be possible to obtain sign-off from them without needing to trouble a member for a view.

**Rationale:** A policy officer will need to take a judgement on what mechanism to use in order to obtain political buy-in ranging, on a spectrum from decision by Leaders' Committee to sign-off by a Party Group Adviser. The mechanisms are governed by rules on which Corporate Governance can advise but the judgement is one that a policy officer will need to make for themselves normally in consultation with their manager/corporate director/chief executive.

In short, there is a judgement on the depth of feeling on the issue in the parties. The deeper the feeling the further towards the formal end of the decision spectrum would need to go.

A policy officer should of course draw upon previously agreed policy or action in helping this consideration, where relevant.

One further caveat is that some issues have distinct spatial dimensions – inner/outer London and sub-regional, for example. This would also need to be taken into account.

## Guidance on the use of the Urgency Procedure

### Standing Orders Governing the Urgency Procedure

1. The use of the urgency procedure is set out in Section 19 of London Councils Standing Orders, in particular at paragraph 19.1:

*“If at any time the Chief Executive of London Councils considers that any matter is urgent and should be decided on prior to the next meeting of London Councils, then he/she shall consult the Elected Officers of London Councils. If at least two of the Elected Officers, of whom one will be the Chair if available, and the other will be from another political party or no party, agree in writing that the matter is urgent and agree on the Chief Executive’s recommendation, then the decision shall be taken by the Chief Executive in accordance with such recommendation.*

2. Please try to avoid using the urgency procedure wherever possible. Officers should be aware of the committee cycle, in particular dispatch dates, and conscious of the need to obtain decisions at meetings and through the urgency procedure in only the most exceptional circumstances. Please plan ahead so that the urgency procedure is only used on this basis.

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### Preparation for using the Urgency Procedure

3. The papers required for a decision to be requested under the urgency procedure are sent out by the Democratic Services Team (referred to as “Democratic Services” below), in the Corporate Governance Division, Chief Executives Directorate.
4. The papers for an urgency consist of i) a report, and ii) a cover letter.
5. If you are asked to put out an urgency, you will have to i) write the report, and ii) provide certain details to Democratic Services as explained below.
6. The report should have exactly the same format as for a report to the Executive or to Leaders’ Committee – the same form of title page (with your details, the title and date, the London Councils logo and a summary and recommendations), numbered paragraphs, financial, legal and equalities implications, and lists of appendices and background papers. The only difference is that the committee heading should be “Elected Officers – Urgency”. Please use the “Report” template for this. Examples of reports can be found here ...//[Urgency Report](#)
7. As always, it should be as brief as possible. Where the urgency procedure is being used to agree London Councils’ response to a consultation, the consultation response should be an appendix to a very brief covering report.
8. Please be aware that, just as for any report to Leaders’ Committee or the Executive, it will need to be signed off by your Director and by the Chief Executive. Please get it signed off by your Director before emailing it to Democratic Services. They will then ensure the Chief Executive clears it before it is sent out.
9. An example of the cover letter can be seen here ...//[Urgency Letter](#)

This will be prepared by Democratic Services, but you will need to supply the Team with a) the reason for the urgency and b) the date by which a decision is needed:

- a) Reason for the urgency: an item is usually dealt with under urgency if there is an external deadline that needs to be met (for example, for responses to a consultation by a Government department) which falls before the next meetings of both

Executive and Leaders' Committee. The reason for the need for the urgency will ideally be set out in a sentence or two as to why the decision could not have been taken at a previous meeting and why it must be taken before the next one, as in this example:

*"Details of the Bill need to be included in a newspaper advertisement which has to be placed in the second week of August. Neither of these items was available at the time of the last Leaders' Committee meeting on 10 July."*

Sometimes, Leaders' Committee or the Executive explicitly requested that the decision be taken under urgency. If so, this should form the basis of the reason for urgency, as in this example:

*"It was agreed at Leaders' Committee on 10 July 2018 that London Councils' response would be agreed under the urgency procedure. The deadline for responses to the consultation is 31 July 2018."*

b) Date by which agreement is needed. This will generally be determined by an external deadline. In such cases, as a general rule of thumb, the Elected Officers should be given as much time to deal with the issue as the deadline allows. If your external deadline is weeks away (but before the next Committee), then set the date by which a response is needed from them a day or two before the external deadline, to allow you time to send in a response and/or deal with any matters arising from their replies. If your deadline is much closer, as a general rule of thumb, you should at very least allow time (after clearance by the Chief Executive) for the papers to be sent to the Elected Officers and for them to reply by return of post and for the replies to arrive back at London Councils in the post. If this looks difficult, please contact Democratic Services and discuss it with them. If you have any questions about setting a date, please contact Democratic Services.

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### Procedure of handling an urgency

10. On receiving an urgency report, Democratic Services will complete the cover letter and get the papers cleared with the Chief Executive. They will then email them out. Urgencies are always sent to the five Elected Officers (the Chair, the Deputy Chair and three Vice-Chairs – who's signatures are sought. If the subject of the urgency relates to a Portfolio of one of the other members of the Executive, then the urgency will be also be sent to them with a note explaining that it is for their information only. The urgency email is copied in to the Political Advisers, the Chief Executive and the Head of the Chief Executive's Office, the report's author and staff in the offices of the Elected Officers. Others may be copied in as appropriate.
11. In accordance with Standing Order 19, if at least two of the Elected Officers, of whom one will be the Chair, if available, and the other will be from another political party or no party, agree the recommendation by the deadline, then it is taken to be agreed. They may give their agreement by post, by email or verbally by the deadline, provided that the signed cover letter is eventually received by Corporate Governance. If you are informed of an Elected Officer's agreement directly, please email Corporate Governance so that the email can be kept on record until the signed cover letter is received.
12. If the appropriate Elected Officers have not indicated their agreement by the deadline, then the urgency has not been agreed by members. For consultation responses, for example, this means that any response that is submitted should be clearly marked as an officer response which has not had member approval.

## Item 16 – Appendix Six

13. Please be aware that at any time between the urgency being sent out and the deadline for Elected Officers' replies, one or more Elected Officers may request changes to be made to the item being considered. If you are not in the office over this entire period, please make sure that there is someone in your office who can handle any requested alterations. If a member requests an alteration the item should be re-circulated with the change made and Elected Officers asked to agree the change.
14. Please note – the urgency procedure is also available for TEC and Grants.

The procedure is exactly the same as that set out above.

## **Media Protocol**

### **1. DAY TO DAY CONTACT WITH JOURNALISTS**

#### **Who speaks to the media?**

The press office should be the first point of contact for any media enquiry received by London Councils.

The press office will then liaise with the relevant officer to formulate the appropriate response. Heads and directors are encouraged to develop links with journalists in their own areas of speciality – with the support of the press office. While this means they will sometimes be contacted directly by journalists, or make contact directly with journalists themselves, the press office should be informed at all times.

#### **When should officers talk to the media?**

The press office may need an officer to speak to a journalist to give them a technical briefing on an issue or to answer any technical questions a journalist may have. The officer with the best knowledge of the subject area will be the first point of call for briefing journalists. This person should be agreed by the press office and the relevant head/director.

Whoever provides the briefing to the media should follow the lines agreed with the press office.

Senior officers (heads or above) will build up their own network of contacts as a result of any media work they undertake. If a known and trusted media contact approaches a senior officer directly, it is important that the press office is informed as soon as possible. The press office will need to know who the journalist was, where he/she was from, and what was said.

If a senior officer does not know the journalist, then the journalist should be referred to the press office.

#### **Lines given by policy officers to the press office for use in the media**

Any lines provided by officers to assist the press office to respond to any media enquiries must be agreed by the policy lead officer and the lead member before it is provided to the press office.

The press office should not be the conduit for clearing previously unused lines and views with politicians before they are given to the media.

### **2. CLEARANCE PROCEDURE**

The protocol for media clearance is predicated on members of the Executive acting in the interests of London Councils. The Chair and Executive or leading members will develop lines which represent the agreed views of the organisation and not of a particular political group or individual authority. Responses to emerging issues will also be developed with reference to the cross-party nature of the Executive.

There will be occasions when members will be approached to comment on issues in their role as group leaders or party-political figures. As long as it is made clear that they are commenting in that capacity and not on behalf of London Councils this is acceptable.

**Where a position has been agreed by Leaders' Committee, the Executive, or other formal 33-member meetings**

Material only needs to be cleared by the Chair (for issues on which they are leading) or the lead member (for a portfolio-related issue) and his/her political adviser (if there is one). The press office will contact members directly and copy political advisers into all correspondence. Copies of all agreed statements will be shared with political advisers.

**Emerging issues (where the view of a 33-member grouping is unknown, but the issue requires an immediate response)**

London Councils' relevant lead policy officers will first of all agree the line to take with the Chair (for issues on which they are leading) or the lead member (for portfolio issues) and the relevant group Adviser.

The press office will then draft a response which will then be cleared by the lead member and the relevant Group Adviser and shared with the other Group Advisers with a realistic deadline in which to respond.

Where an issue will ultimately be going to one of the three Joint Committees or their respective Executives for decision it must be agreed by at least two of the groups before a statement can be issued.

If the appropriate lead member is not available to clear press lines on an emerging issue the press office will clear the line with the Chair and then share that line with the political advisers.

If an issue requires an even quicker response it may be impractical to give the political advisers of the other groups an hour to respond. However, every effort will be made to ensure that they get an opportunity to see a response, and not doing so will be the exception and not the rule.

### **3. FILMING AND RECORDING AT LONDON COUNCILS MEETINGS**

**Cameras and recordings at meetings**

The final decision on whether filming or any other recording can take place at a London Councils meeting (either held here or at alternative venues) will be made by the chair of the relevant committee.

For any meetings held at London Councils:

- When sending out meeting agendas, the press office will tell broadcast media that if they want to attend with cameras or any other recording equipment, they must inform the press office by 10am on the day before the committee is scheduled to be held. They would be advised that their filming/recording is at the discretion of the committee chair and that they should also indicate which item they are interested in;
- Any crews failing to inform the press office by this time or simply turning up with a camera may not be permitted into the meeting;
- If any bids are made, the press office will contact the chair of the relevant committee to check they are happy for the broadcast media to attend the committee;
- A decision on whether to allow any recording of a meeting should if possible be made by 1pm on the day before committee;
- Once a decision has been made the press office will inform the relevant media outlet;
- Due to constraints on space in the conference suite and meeting rooms at London Councils there is only room for one camera. If more than one camera crew approaches

London Councils for access to a meeting they would need to discuss pooling arrangements between themselves;

- The number of cameras that can attend London Councils meetings held in external venues would be governed by the size of the venue;
- The camera crew attending committee should arrive no later than 15 minutes before the start of the committee to set up. Access to the meeting room will also be governed by when any group meetings being held in the meeting room finishes.

### **Informing people of possible filming/recording**

- The committee listings page on the London Councils website will carry a notice that all meetings may be recorded by broadcast media at the discretion of the committee chair;
- It will be the responsibility of any policy officer arranging for a person to carry out a presentation at a committee to inform them that our meetings may be filmed or recorded;
- There could be an issue at this stage with people declining the offer of attending the meeting because of the possibility of proceedings being filmed or recorded. If this happens, a decision would need to be taken by the chair of the committee as to whether they will want the broadcast media at the meeting;
- London Councils press office will inform the relevant organisation's press office of the possibility that cameras or other recording equipment will be at the meeting. London Councils press office would also inform the organisation's press office of any media interest should it arise;
- London Councils press office will keep the Chief Executive and senior members and relevant officers (including political advisers) informed about filming and recording requests.

### **Advised protocol for meetings where cameras/media are attending**

- For the benefit of the other committee members and the audience, the chair of the committee should announce at the start of any meeting where the media are attending that they are there;
- Once the item the camera crews are interested in has finished a short adjournment should be taken to allow the broadcast media to pack up and leave.

## **4. BROADCAST INTERVIEWS**

London Councils often needs to put spokespeople up for broadcast media interviews. It is the responsibility of the press office to organise a spokesperson for any interviews. Any London Councils officer approached by the media to take part in any interviews should direct the request to the press office.

London Councils policy is that all broadcast interviews should be carried out by members, unless the relevant lead member agrees that a senior officer can do it instead.

Broadcast interviews should be conducted by the Chair or appropriate lead member. When the Chair or lead member agrees, they can be conducted by the chief executive or a director. Only in exceptional circumstances can any other officer give a broadcast interview, and this will need to be cleared by the Director of Communications. Only those who have completed a media training course will be offered for broadcast interviews.



### **Briefing media spokespeople**

As with any media interview the press office will be responsible for liaising with the spokesperson over the arrangements for the interview. The press office will also be responsible for providing the key messages the spokesperson would use in the interview.

The relevant London Councils policy officer would be responsible for ensuring the briefing has the correct background information and statistics.

### **Informing boroughs/London Councils officers**

If a member is being put forward as a spokesperson, London Councils press office is responsible for informing that member's borough press office of the scheduled interview. Depending on the media request, London Councils press office should also consider informing all borough press offices in case they are subsequently approached for views.

### **Repeating spokespeople**

There may be some circumstances where the media need regular interviews – e.g. providing hourly updates.

If this is required, to maintain the continuity, the spokesperson put up in the first instance should be available throughout the time of the incident.

If this cannot be achieved, care should be taken not to put up a senior member or officer for the initial update if a more junior member or officer will be used for the other interviews.

## **PARTY GROUP/POLITICAL ADVISER/LONDON COUNCILS RELATIONS**

### **INTRODUCTION**

This Protocol establishes guidelines for relations between the London Councils' Political Advisers, Party Groups and the rest of the organisation.

### **THE ROLE OF POLITICAL ADVISERS**

1. The role of the Political Advisers is to serve and support London local government and London Councils as a whole. They primarily seek to do this by supporting the collective work of the relevant London Councils political group and its members. These are publicly funded posts – they are appointed by and report directly to London Councils staff.
2. They do not work for the national political parties or their regional organisations (although a valuable part of their work is contact and influence with those parties) and it is important that this separation is maintained.
3. Political Advisers are the main point of contact between London Councils and other national/regional or local groupings of their respective political parties.
4. London Councils Leaders' Committee, the Transport and Environment Committee (TEC) and the Grants Committee (our statutory Committees), supported by other Member bodies, make policy, and the mainstream officers will do associated policy development work. Political Advisers may supplement this policy work by providing a particular Party Group perspective to their own members and will advise members of their particular Party Group during the process of developing this policy.

### **INTERNAL LONDON COUNCILS RELATIONSHIPS**

1. Political Advisers should be copied into all correspondence addressed to all councillors that are part of their Party Group (except correspondence which contains confidential staffing matters, or is of a routine nature).
2. Arrangements for a substitute for any Member should be conducted through the relevant Political Adviser.
3. Any London Councils Member Body meeting should be notified in advance to the relevant Political Adviser/s and they have attendance rights at those meetings (except when that meeting is discussing confidential staffing matters).
4. Member level meetings or significant events (e.g. dinners) with representatives of external organisations should be notified to the relevant Political Adviser/s. The relevant Political Adviser/s may be invited to any pre-meeting of Members.
5. Any meeting involving members of only one party should normally be organised by the relevant Political Adviser. Exceptions might include a meeting between

the Chair of a London Councils' Member Body and a Minister or the Mayor, when that meeting was not political (for example, when civil servants or officers would be accompanying the Minister/Mayor)

Other officers from London Councils can be invited to attend these meetings.

6. Political Advisers do not have attendance rights for formal London Councils internal officer meetings but can be invited for all or part of any such meetings.
7. Political Advisers have the same level of access to London Councils' core resources as other officers. This includes room bookings for London Councils' use, reasonable use of support services, access to papers and links to the communications and public affairs resource.

The access is equal for all Political Advisers. Any request for support or information should be responded to positively where practicable. The Chief Executive will settle any dispute.

8. The Communications Team will:
  - a. provide advice and support to Political Advisers; and
  - b. ensure that all Political Advisers are supplied with any materials they publish on behalf of London Councils in a timely way.
9. Political Advisers have access to any London Councils Member Body reports, published documents and circulars (except those documents which contain confidential staffing matters). As a general rule any information that would be released to a member authority should be made available to Political Advisers.
10. When sending out printed materials on behalf of individual political groups, the Group Advisers will use notepaper that clearly denotes that it is a party communication and if possible, includes the group logo.

## **OUTSIDE RELATIONSHIPS**

All meetings between Members or officers and an Outside Representative<sup>1</sup> of a political party should be notified to the relevant Political Adviser. Ministerial meetings (i.e. meetings with an MP/Peer in their ministerial role) and official-level meetings with Outside Representatives should normally be reported to all Political Advisers<sup>2</sup>.

This does not preclude meetings with the same MPs/Peers on a political basis. These should normally be organised through the relevant Political Adviser.

1. If an Outside Representative of a political party initiates contact, the relevant Political Adviser should be told as soon as possible and be involved in deciding the best response.

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<sup>2</sup> "Outside Representatives" in this clause includes any elected member of a political party acting in the capacity of their elected position (e.g. MPs, MEPs, GLA members, etc) and those non-elected members of a party who perform the functions of elected politicians (e.g. Peers).

2. Where non-political briefings are being sent out to Outside Representatives of political parties, these must be copied to all Political Advisers.
3. Where material is being prepared for an Outside Representative or group of representatives of only one party and, that material will only be distributed to that representative or group of representatives of that party, the relevant Political Adviser must have an opportunity to review and comment on that material before its distribution.

## **BUDGET**

Each Party Group has a small budget to be used for e.g. that Party's away day, banners at party conferences. The budget is managed by the respective Political Adviser.

## Whistleblowing Policy

**May 2019**

The whistleblowing policy encourages officers of London Councils to feel confident in raising any serious concerns that they might have. It describes the process by which concerns can be raised, explains how they will be investigated, and reassures officers that they can raise concerns without fear of victimisation, discrimination or disadvantage.

**Please bring this policy to the attention of any contractors with whom you have dealings.** Going forward, this policy should be brought to the attention of any new contractors as soon as is practicable.

<b>Policy Agreed</b>	
<b>Joint Consultative Committee</b>	<b>19 April 2010</b>
<b>Corporate Management Board</b>	<b>22 April 2010</b>
<b>Audit Committee</b>	<b>21 March 2012</b>
<b>Corporate Management Board – updated</b>	<b>25 November 2013</b>
<b>Audit Committee</b>	<b>20 March 2014</b>
<b>Corporate Management Board</b>	<b>Reviewed February 2016</b>
<b>Corporate Management Board</b>	<b>Reviewed May 2019</b>
<b>Leaders' Committee</b>	<b>4 June 2019</b>
<b>Audit Committee</b>	<b>20 June 2019</b>

## **Whistleblowing Policy**

This policy aims to encourage officers of London Councils and others to feel confident in raising any serious concerns that they may have regarding the existence of fraud, bribery or corruption. This policy further aims to provide clear avenues through which those concerns can be raised, and to reassure officers who raise concerns that they will not be victimised if they have a reasonable belief that their disclosure is in the public interest.

Officers may feel reluctant to come forward to raise concerns - to 'blow the whistle' - for a range of reasons. For example, officers may feel that:

- They are unaware of the 'right way';
- It's 'none of their business';
- It's only a suspicion;
- It would be disloyal;
- There may be 'recriminations'.

Although it may seem easier to 'look the other way', each officer of London Councils has a responsibility to be alert to and to voice any serious concerns they may hold about malpractice on the part of others. This policy makes clear that you can do so without fear of victimisation, harassment, discrimination or disadvantage.

Whistleblowers are an asset to London Councils and will be treated as witnesses, not as complainants. Any disclosures will be treated sympathetically, and all allegations of fraud, bribery and corruption will be investigated thoroughly.

### **Scope**

This policy is intended to cover concerns which affect clients, colleagues, or London Councils itself. Section 43B of the Public Interest Disclosure Act 1998 provides examples of those concerns which may be disclosed. These include concerns:

- That a criminal offence has been committed, is being committed or is likely to be committed;
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject;
- That a miscarriage of justice has occurred, is occurring or is likely to occur.
- That the health or safety of any individual has been, is being or is likely to be endangered;
- That information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed;
- That some other form of unethical conduct has taken place, (including any attempts to cover up the above or any offence likely to be committed).

This list is not exhaustive, but is indicative of the kind of misconduct or malpractice that is covered by this policy.

This policy provides for disclosures from all persons in the London Councils workplace including both full-time and part-time employees, junior and senior members of staff, temporary staff, secondees, consultants and contractors.

London Councils takes a zero-tolerance position on bribery, fraud and corruption, and is committed to robust compliance with the Bribery Act 2000. Please see London Councils' Anti-Fraud, Bribery and Corruption Policy for further information.

### **Protection of whistleblowers**

Protection for whistleblowers was introduced by the Public Interest Disclosure Act 1998, which is available online at: <http://www.legislation.gov.uk/ukpga/1998/23>.

Officers who disclose information should not suffer any detrimental treatment, provided that the following conditions are satisfied:

- The officer believes on reasonable grounds that the information is accurate;
- The officer believes on reasonable grounds that their disclosure is being made in the public interest;
- The officer has not gained a financial or non-financial benefit from the disclosure;
- The officer has followed the correct internal procedure in raising the matter of misconduct or malpractice within London Councils.

London Councils will provide the following protection to whistleblowers:

- Protection from being subjected to a detriment (including threats, disciplinary action, loss of work or pay, or damage to career prospects) by an employer or another worker on the grounds that the employee has made a protected disclosure;
- Protection from dismissal where the principle reason for dismissal is that the employee has made a protected disclosure.

London Councils will not tolerate the victimisation of whistleblowers by other members of staff. Any victimisation of a whistleblower will be treated as a serious disciplinary matter.

### **Confidentiality**

If an officer who has raised a concern does not want to reveal their identity, London Councils will not press for the officer's involvement in the investigation, unless the situation necessitates their inclusion. There may be occasions when London Councils has no alternative but to take action that would break this confidence. This may occur where London Councils has a duty of care to its clients and members of the public, and evidence provided by an officer is the only means by which London Councils can take appropriate action. If the matter needs to progress more formally, there may be cases where an officer will be required to make a statement or give evidence at a formal hearing.

If it is determined that the matter cannot proceed without officer involvement, London Councils will approach the officer in the first instance to discuss the matter, and make a decision from this discussion on how to proceed.

### **Anonymous allegations**

As a general rule, you should put your name to an allegation, even if you wish for this allegation to be treated in confidence.

Concerns which are expressed anonymously will be considered at the discretion of the person to whom you express the concern. Factors to be taken into account would include:

- The seriousness of the issue raised;
- The credibility of the concern;
- The likelihood of confirming the allegations from attributable sources.

## Support

Officers who wish to disclose information may discuss the matter in confidence with their trade union if appropriate. The trade union can represent officers at any formal meetings and give advice on how to resolve the concerns raised.

If the officer is unclear about the procedure, the matter can be discussed with the Director of Corporate Governance- Christiane Jenkins ([christiane.jenkins@londoncouncils.gov.uk](mailto:christiane.jenkins@londoncouncils.gov.uk)

or

**Protect** (formerly known as *Public Concern at Work*) - an independent whistleblowing charity. They can give free, confidential advice at any stage about raising a concern about serious wrongdoings or malpractice at work. <http://www.pcaw.org.uk>, 020 3117 2520.

## Reporting concerns

Officers should report concerns in the first instance to their immediate line manager (or another appropriate manager), either verbally or in writing, and demonstrate that there are reasonable grounds for the concern. Where this is not appropriate the officer should raise the concern with their Director or the Chief Executive of London Councils.

Where the concerns are raised with the manager, the manager should where practical take immediate steps to deal with the concerns raised. The manager will also need to consider the support available to officers who may be affected. The manager should bear in mind the following when considering support issues; counselling, temporary adjustment to working arrangements, special leave and the organisations 'employee assistance programme'.

## Responding to concerns

The initial stage is for the manager to contact the Director of Corporate Resources Frank Smith ([frank.smith@londoncouncils.gov.uk](mailto:frank.smith@londoncouncils.gov.uk)), to inform him of the concerns. Then, with the permission of the Director of Corporate Resources, the manager should interview the person raising the issue. The officer has the right to be accompanied to this interview by a trade union representative or work colleague. The manager must confirm in writing the issue raised within 3 working days.

The issues raised under this procedure may lead to other London Councils procedures being instigated, such as:

- London Councils disciplinary procedure;
- An investigation under London Councils financial regulations;
- In the case of criminal matters, informing the police.



Where other London Councils procedures are invoked, the officer raising the issue should be informed as soon as possible. In any case the officer should receive a written response within 20 days setting out the manager's views or indicating what further steps, with time scales, will be taken before a final response is given.

The manager must give feedback at the earliest opportunity to the officer who raised the concerns. The feedback process should assist the officer in deciding whether the response is adequate to alleviate the concerns.

For further information about how London Councils will investigate serious concerns, please see London Councils' Anti-Fraud, Bribery and Corruption Policy:

### **Where allegations of malpractice are found to be groundless**

If an allegation is not found proven by the investigation, no action will be taken against the whistleblower provided that the conditions laid out in the 'Protection of Whistleblowers' section above are met.

If it is found that the whistleblower raised an allegation which they knew to be untrue, disciplinary action may be taken against that employee.

### **Raising concerns outside of London Councils**

This policy is intended to provide you with an avenue within the organisation to raise concerns. Any legitimate concerns will be robustly assessed and acted upon. If you do not feel that this has been the case, and you feel that it is right to take the matter outside of the organisation, you may use the following contact points:

- *Protect*: <https://protect-advice.org.uk/> or ring 020 3117 2520
- Pat Stothard, Head of Audit and Risk Management at the City of London ([pat.stothard@cityoflondon.gov.uk](mailto:pat.stothard@cityoflondon.gov.uk)) on 020 7332 1299

Where the concern relates to criminal matters the relevant Director will need to involve the police or other bodies. The Chief Executive of London Councils should be consulted before this happens unless there is an immediate risk.

## London Councils' Policy to Combat Fraud, Bribery and Corruption

May 2019

<b>Policy Agreed</b>	
Joint Consultative Committee	19 April 2010
Corporate Management Board	22 April 2010
Audit Committee	21 March 2012
Corporate Management Board	25 November 2013
Audit Committee	20 March 2014
Leaders Committee AGM (for noting)	15 July 2014
Corporate Management Board	Reviewed 2016
Corporate Management Board	Reviewed May 2019
Leaders' Committee	4 June 2019
Audit Committee	20 June 2019

**Reviewed May 2019**

# London Councils' Policy to Combat Fraud, Bribery and Corruption

## Introduction

London Councils employs around 120 members of staff and is primarily funded by borough subscriptions. Each of the 32 London boroughs and the City of London pays variable amounts, depending on their size, which amounted to £5.9 million in 2018/19.

London Councils also run direct services on member authorities' behalf, such as the Freedom Pass and Taxicard schemes. In 2018/19, these schemes collectively cost approximately £358.9 million. London Councils also provides a grants scheme on behalf of the 32 London boroughs and the City of London which, in 2018/19, provided £6.2 million of grant funding to voluntary organisations.

The boroughs, along with Transport for London and the Greater London Authority, also pay nearly £8.7 million for a variety of parking and traffic related services provided by London Councils. These figures, together with other income, provided London Councils with a total turnover of nearly £382.2 million in 2018/19.

This level of turnover and expenditure entails a certain risk of fraud, bribery and corruption, from both internal and external sources, which London Councils must act to control.

This policy sets out London Councils' commitment to the prevention and detection of fraud, bribery and corruption. It summarises the responsibilities of members and officers and outlines the procedures to be followed where suspicion of fraud, bribery or corruption is raised.

This document replaces the previous Anti-Fraud and Anti-Corruption Policy and incorporates the changes to corruption legislation that have been included in the Bribery Act 2010.

## Definitions

Fraud:

*The intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to conceal the misappropriation (misuse) of assets or otherwise for gain.*

Corruption:

*The offering, giving, soliciting, or acceptance of an inducement or reward which **may** influence any person to act inappropriately.*

Bribery:

*The giving or receiving of a financial or other advantage in connection with the 'improper performance' of a position of trust, or a function that is expected to be performed impartially or in good faith.*

## **London Councils Policy:**

London Councils takes a zero-tolerance position on bribery, fraud and corruption, and is committed to robust compliance with the Bribery Act 2010<sup>1</sup>.

London Councils strives to provide services which meet the requirements of its stakeholders in accordance with its core values. In conducting its business, it is committed to reducing the risk of bribery, fraud and corruption. Where there is a possibility of bribery, fraud or corruption, London Councils will deal with it in a firm and controlled manner.

London Councils is committed to an effective policy to combat fraud, bribery and corruption which is designed to:

- promote standards of honest and fair conduct;
- deter and prevent fraud, bribery and corruption;
- detect and investigate fraud, bribery and corruption;
- prosecute offenders;
- recover any losses;
- maintain strong systems of internal control;
- raise awareness of London Councils' anti-fraud, bribery and corruption stance, reporting and response arrangements.

## **Conduct**

London Councils expects all people and organisations associated with it to be honest and fair in their dealings. London Councils expects its elected members and managers to lead by example.

### **Members**

Members are required to operate within the framework of the internal rules and regulations of London Councils which are set out in:

- London Councils' Standing Orders;
- London Councils' Member and Officer Relations Protocol.

These include the requirement to declare at meetings, and to register with the Director of Corporate Governance, potential areas of conflict between their London Councils duties and responsibilities and other areas of their personal and professional lives where appropriate.

### **Officers**

Similarly, London Councils expects its officers to ensure that they are familiar with:

- London Councils' Standing Orders;

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<sup>1</sup> <https://www.legislation.gov.uk/ukpga/2010/23/contents>

- London Councils' Financial Regulations;
- London Councils' policies and procedures;
- Code of Conduct for officers of London Councils.

Officers must comply with London Councils' policy regarding the receipt of any gifts or hospitality. They are recommended to err on the side of caution if they are unsure as to what course of action they should take in such circumstances and, if necessary, seek the advice of their Director.

Officers should be aware that offering, promising, giving or accepting any financial or other advantage, to induce the recipient or any other person to act improperly in the performance of their functions, or to reward them for acting improperly, or where the recipient would act improperly by accepting the advantage, may constitute an offence under the Bribery Act 2010.

If an officer believes that there is a conflict between their professional duties and those owed to London Councils, then they must raise the matter with the Director of Corporate Resources in order that arrangements can be made to manage or resolve the conflict in an appropriate manner.

London Councils encourages officers to report any concerns and provide information if they suspect a fraud or irregularity. Please see London Councils' Whistleblowing Policy:

<https://www.londoncouncils.gov.uk/node/1986>

## **Managers**

Managers are expected to ensure that all officers have access to London Councils' policies and procedures.

Managers must ensure that suitable levels of internal checks are present in working procedures, especially financial procedures. It is important that duties are organised so that no one person can carry out a complete transaction without some form of checking process being built into the system.

## **Channels for reporting concerns**

London Councils recognises the dilemma faced by individuals who wish to report concerns that may indicate fraudulent or corrupt activity. In view of this, London Councils has a Whistleblowing Policy which aims to encourage people to feel confident in raising any serious concerns that they might have regarding the existence of fraud, bribery or corruption.

It is the intention of London Councils that the Whistleblowing Policy and the Policy to Combat -Fraud, Bribery and Corruption are widely publicised to contractors and London Councils stakeholders, members and officers. Any information which is disclosed through the provisions of these policies will be investigated properly.

## **Internal Audit**

Internal Audit plays a key role in the prevention of fraud, bribery and corruption by its independent and systematic examination of London Councils systems and procedures, geared to maintaining strong systems of internal control.

The scope of each Internal Audit review incorporates fraud awareness and ensures 'spot checks' are performed in between system reviews to test the probity of arrangements. Internal Audit is actively involved in national data matching exercises with a view to both identifying and reducing London Councils' exposure to fraud.

The Audit Committee is responsible for monitoring this Policy to Combat Fraud, Bribery and Corruption, as stated in the Audit Committee Terms of Reference.

The Director of Corporate Resources – Frank Smith ([frank.smith@londoncouncils.gov.uk](mailto:frank.smith@londoncouncils.gov.uk)), is responsible for disclosing to the Audit Committee all information in relation to fraud or suspected fraud. The Internal Audit Committee will review any fraud matters which are disclosed to them and help to bring improvements in the control of risk.

The Head of Audit and Risk Management at the City of London – Pat Stothard ([pat.stothard@cityoflondon.gov.uk](mailto:pat.stothard@cityoflondon.gov.uk)), is an accredited PiNS9A officer, who has the authority to make enquiries and to obtain key information from banks and utility companies to assist in investigations, where requested by London Councils' Director of Corporate Resources.

## **Detection and investigation**

As required by London Councils' Financial Regulations and encouraged in London Councils' Whistleblowing Policy, officers should report any suspected cases of fraud, bribery or corruption to their line manager or if necessary, to their Director. Reporting cases in this way is essential because it ensures that:

- suspected cases of fraud, bribery and corruption are investigated properly;
- all cases are dealt with by a standard process;
- the interests of individuals and London Councils are safeguarded.

Investigations into suspected cases of fraud, bribery or corruption should be led by the Director of Corporate Resources in the first instance or, if more appropriate, by the Chief Executive or their delegated representative. Investigations should be carried out with discretion and sensitivity. Those carrying out the investigation should confine themselves to investigating those matters which are the subject of, or are relevant to, the suspected fraud.

Once the investigation has been completed, a written report will be prepared which states the facts discovered by the investigation. The report will avoid speculation and no statement shall be made that cannot be supported by the facts.

## **Prosecution**

London Councils will press for the prosecution of offenders and will aim to recover from perpetrators any losses that it sustains as a result of fraud, bribery or corruption.

Officers of London Councils should not directly notify the police unless there is an immediate risk. The Director of Corporate Resources will first consult with the Chief Executive and the

City of London's Head of Audit and Risk Management when it is thought appropriate to involve the police.

In deciding whether a fraud should be reported to the police, the following will be taken into account:

- the seriousness of the case;
- the level of evidence available;
- the level of money involved;
- whether the public interest will be served.

This procedure will be operated in conjunction with London Councils' disciplinary procedure. Any offending officers will be subject to general disciplinary procedures in addition to any criminal or civil prosecution processes.

### **Recovery of loss**

Where London Councils has suffered pecuniary loss, restitution will be sought of any benefit or advantage obtained, and the recovery of costs will be sought from the individual responsible for fraud.

As a first step the individual concerned will be asked to make good the loss.

It may be appropriate to consider recovering the loss from any monies due to the individual on termination, if the perpetrator is an officer of London Councils. The advice of the Director of Corporate Resources should be sought before attempting to make good any recovery.

Where an officer is a member of London Councils' pension scheme, and is guilty of fraud, London Councils may be able to recover the loss from the capital value of the individual's accrued benefits in the scheme, which are then reduced as advised by the actuary. If such action may be appropriate, legal advice should be sought in the first instance. If the individual will not make good the loss, consideration should be given to taking civil action to recover the loss, subject to legal advice received.

### **Post investigation**

The Director of Corporate Resources will be responsible for ensuring that lessons learned from any investigations are evaluated and result in the strengthening of the systems involved. The Director of Corporate Resources will also consult with the Chief Executive to determine whether it would be of benefit to London Councils to publicise the outcome of the investigation as a deterrent to other potential perpetrators.

In cases where an individual is suspected of fraud which a subsequent investigation does not substantiate, it is important that the potential damage to the individual's reputation is minimised. Whoever originally reported the suspected fraud or irregularity will be informed that the investigation revealed no evidence of wrongdoing.

## **Deterrence and prevention**

London Councils seeks to deter and prevent potential acts of fraud, bribery and corruption by:

- publicising that London Councils does not tolerate fraud, bribery or corruption, as demonstrated by this policy and the related Whistleblowing Policy;
- taking robust action when fraud, bribery or corruption is detected, as outlined in this policy;
- encouraging a strong anti-fraud, bribery and corruption culture amongst officers and members;
- deploying robust systems of internal control to mitigate the opportunity for fraud and corruption;
- keeping and regularly assessing corporate risk registers and implementing appropriate strategies to mitigate any risks of fraud, bribery or corruption which are identified.

## **Controls for specific risk areas**

### **Access to networks, systems and databases**

It is the responsibility of line managers to ensure that newly recruited staff are given the appropriate network level access. It is the responsibility of the relevant systems administrator to ensure that officers are given the appropriate level of access to systems and databases for their role, and to revoke access when it is not appropriate.

It is the responsibility of all staff to ensure that any password issued to them for use on any London Councils computer system is kept secure and confidential. This is stated in the London Councils Internet, Email and Telephone Use Policy.

## **Recruitment**

Officers must be appointed in accordance with London Councils' recruitment and selection procedures. Written references should be obtained and should include information regarding the honesty and integrity of potential staff. Actual evidence of key qualifications claimed by prospective employees should also be obtained and checked.

## **Freedom Pass and Taxicard Schemes**

London Councils aims to ensure that the Freedom Pass and Taxicard schemes are not used fraudulently by persons who are not eligible for the scheme. Thorough eligibility checks (to prove age, address and disability as appropriate) are completed as part of the application process. The Freedom Pass and Taxicard databases are also regularly reviewed to mitigate the fraud risk that passes are held or used by individuals who are not entitled. This includes National Fraud Initiative checks, which are completed twice each year including mortality



screening and also mid-term eligibility reviews to verify pass holders' continued eligibility for the scheme half way through the life span of their pass.

## **Grants**

The London Councils Grants Committee ensures that the selection of grants is made on the basis of funding priorities and an assessment of the strengths of individual applications, and guards against bribery and corruption in the selection of grants.

The Grants Committee monitors all grants to ensure that grant money is used solely for the agreed purposes. London Councils requires audited accounts and budgets to be provided for organisations that are to receive funds and completes due diligence checks.

Organisations receiving grants will not receive funds until a grant agreement is in place between the organisation, partners and London Councils, setting out the delivery of the service and arrangements for monitoring.

The organisations funded by London Councils' grants programme are subject to a strict audit regime. At audit, financial claims must be able to be verified against programme and project records. Where the records do not match claims made, irregularities are reported.

## **London Tribunals**

London Councils provides administrative support, accommodation, services and facilities for the Environment and Traffic Adjudicators (ETA) and the Road User Charging Adjudicators (RUCA) via London Tribunals. The adjudicators who determine environment, traffic, parking and congestion appeals are impartial and independent of all parties to appeals, including local authorities and Transport for London. The adjudicators are also independent of London Councils and make their determinations without any input or interference from officers of London Councils. The administrative role of London Councils is kept entirely separate from the judicial role of adjudicators.

Clearly, London Councils staff, are able to use any of these appeal services if they get a penalty charge notice in their private lives. However, in order to maintain independence, staff should never do so using a London Councils address which would include email.

For transparency and monitoring purposes, if *an officer or member* of London Councils wishes to register an appeal at either tribunal, they should first notify the Director of Transport and Mobility.

## London Councils Conventions

### 1 Background

Ways of working at London Councils are designed to maximise the opportunities for advancing the collective interests of London local government and the communities and Londoners it represents.

Accordingly, London Councils seeks to operate on a cross party, consensual basis as a legitimate voice of those representing and leading localities across London. It seeks to reach broadly agreed positions on policy so as to maximise its impact in seeking to influence Government, the Mayor and Greater London Authority, other public services and the wider public debate on key issues,

In seeking to reach those broadly agreed positions, however, London Councils recognises the right to diversity; there is more than one correct response to many issues and member councils have the right to respond to the needs of their communities in different ways. Difference must be respected and minority views must be able to be heard within London Councils. It follows that member councils will seek to avoid criticising other individual member councils in the course of normal London Councils business.

London Councils will seek to find solutions to problems by discussion; it will endeavour to avoid styles of debate which assume that opposing views are incorrect because of their source.

### 2 Governance Structure of London Councils

There are three principal joint committees that come under the aegis of London Councils:

#### ***Leaders' Committee:***

- London Councils is a joint committee set up in pursuance of arrangements made under section 101 (5), 101 (5B), 102, 111, 112, 113, 141 and 142 Local Government Act 1972; section 1 Local Authorities (Goods and Services) Act 1970; section 20 Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) Regulations 2000.
- The Leaders' Committee is London Councils' main decision-making body. The Committee includes the Leaders of each London borough council and the Chairman of the City of London's Policy and Resources Committee. It is chaired by the Chair of London Councils.

***Transport and Environment Committee (TEC):***

- The London Councils TEC is a joint committee set up in pursuance of arrangements made under sections 73 and 74 Road Traffic Act 1991 (as amended by section 283 Greater London Authority Act 1999), sections 101(5) and 101(5B) and 102 Local Government Act 1972, section 20 Local Government Act 2000, the Local Authorities (Arrangements for the Discharge of Functions) Regulations 2000, the Local Authorities (Goods and Services) Act 1970
- TEC is responsible for a range of operational services such as London Tribunals, the London Lorry Control Scheme, the Freedom Pass and Taxicard schemes. TEC aims to ensure that London boroughs' concerns and best practice are taken fully into account in the development and implementation of a range of transport and environment policies generated by Government departments, the European Union and the Mayor of London.

***Grants Committee:***

- The London boroughs have delegated to London Councils the functions specified in section 48 (10) of the Local Government Act 1985 (Grants to Voluntary Organisations). The London Boroughs Grants Committee is required to submit a proposal for reviewing the needs of Greater London to London Councils Leaders' Committee for approval each year.
- The Grants Programme is funded and governed by the 32 London Boroughs and the Corporation of London. Leaders' Committee sets the overall funding strategies, policies and priorities for grants to voluntary organisations. Decisions on individual commissions, funding of applications and operation are made by the Grants Committee<sup>1</sup>.

Each of the three joint committees also has a separate Executive – comprised of a smaller number of its membership – in order to provide strategic direction to the work.

The terms of reference for each of the joint committees and their respective Executives are set out in Appendix A.

The Leaders' Committee Executive allocates a number of Lead Member roles to provide political leadership in key policy and service areas. These lead members work with shadow portfolio holders from the other political groups that are different from that of the lead member. The role profiles for Executive lead members and shadow portfolio holders are attached at Appendix B.

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<sup>1</sup> The Common Council of the City of London is the designated Council in accordance with the requirements of Section 48 Local Government Act 1985

## Item 16 – Appendix Eleven

Lead members will, from time to time, convene discussions with shadow portfolio holders on key issues to help determine agreed positions and actions. They will also, from time to time, engage with all relevant borough portfolio holders on issues of current interest.

### ***Representation of Employer Interest***

In addition, London Councils is the host for the Regional Employer machinery. This comprises:

***The Employers side of 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.

***The Greater London Employment Forum (GLEF)*** – which is 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.

## **3 Office Holders**

London Councils' constitution provides for five elected officers:

- Chair
- Deputy Chair
- (Up to) 3 Vice Chairs

The office holders for the Executives of TEC and Grants are comprised as follows:

- Chair
- (Up to) 3 Vice Chairs

Elected officers and the members of joint committee Executives are expected to pay particular attention to establishing – on a consensual basis – and then advancing the common positions of London Councils. Collectively, they will also take a particular responsibility for providing guidance, support and challenge to the overall direction of the work of managing the organisation that is being led by officers.

#### **4 Reflecting Party Political Proportionality**

The elected officers of London Councils – including the Chair – are elected by the Annual General Meeting of London Councils. Similar procedures are followed in respect of the AGMs of TEC and Grants. The constitution provides for a broad reflection of the respective strength of political parties represented on the joint committee in the election of elected officers. This does not preclude one or more of the roles being undertaken by a representative in a way that does not formulaically reflect the distribution of political groups on the joint committee.

The allocation of places on Executives is informed by overall party proportionality on the joint committee but, again, is not absolutely determined by it in a formulaic way. Once the new political balance of the joint committee is known, it is for the parties to discuss their preferred way to reflect that principle.

#### **5 Attendance at meeting of Executives**

Other than for 'exempt' items, meetings of Executives – as with joint committees – are held in public.

In terms of attendance by members at the meeting and ability to speak, Party Group Whips are entitled to attend and speak, but are not formal members of the Executive and do not have voting rights.

#### **6 Substitutes**

Boroughs are able to nominate substitutes for meetings of 33 member forums.

Executives are different as members are not primarily representing their own authority when sitting on Executives. So, substitution for Executive members are via party groups, where relevant, not via the authority of the member unable to attend Executive. This is further reinforced by the fact that Executives are sub-committees of their 'parent' committee and, as such, substitutes must be appointed by the parent committee. This can be done at any time, but normally substitutes are appointed for the year at the respective AGM's with the first call being on Group Whips.

#### **7 Determining Work Plans and Priorities**

The Joint Committee Executives will formulate work plans that will be shared with the Joint Committees. The Chair of London Councils will, on an annual basis, meet with lead members on the Executive and their shadow lead spokespeople to inform priorities and the business plan for that particular portfolio area. Leaders' Committee also agrees a series of pledges that Leaders of councils commit to act on and will seek London Councils support on.

## **8 Arrangements around the time of the London Borough Elections**

During the year of the London Borough Elections, in the period between the start of election purdah and polling day when meetings are not normally taking place, the day-to-day direction of London Councils will be managed by the Chief Executive<sup>2</sup> using the Urgency Procedure (Standing Order 19.1, whereby two ‘elected officers’ – one of whom will be from a ‘minority party - are needed to confirm an officer recommendation).

In the period between polling day and the Annual General Meeting of London Councils, Standing Order 19.2 is operative, and the Chief Executive takes action having consulted ‘as appropriate’.

## **9 Working with the Mayor of London and the GLA**

In many of the policy and service areas that London Councils focuses on, there is a requirement to liaise with the Mayor of London and the Greater London Authority (note - this latter reference is to the Authority – the organisation - not specifically the London Assembly). This will be achieved, in part, by lead Executive members and senior officers maintaining close contact with relevant City Hall contacts, including the Mayor, Deputy Mayors, Mayoral Directors and GLA officers. It will, however, also be achieved by representation on various Boards established by the Mayor, or the Mayor, London Councils and other partners jointly. London Councils political groups will normally seek, within the terms of the conventions about appointment to outside bodies (see below), to nominate relevant lead members and shadow portfolio holders to such Boards.

In addition, the joint work of the Mayor of London and London Councils is kept under review by a meeting of the Congress of all Leaders and the Mayor which meets twice a year. In addition, there is a Congress Executive that also meets twice a year comprising the following:

- the Mayor
- the London Councils Leaders’ Committee Executive
- Chairs of the main four sub-regional partnership groups (Local London; Central London Partnership, West London Alliance and South London Partnership) if they are not already members of the Leaders’ Committee Executive.

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<sup>2</sup> London Councils Scheme of Delegations to Officers Section 1 (1)

## Item 16 – Appendix Eleven

At times, joint letters from London Councils portfolio holders with the Mayor, GLA and other bodies may be appropriate. When joint letters are agreed, these should be circulated to party groups for information in advance of despatch where possible.

### 10 **Nominations to Outside Bodies**

Nominations to outside bodies are delegated by Leaders' Committee to an appointments panel (the elected officers) which further delegates them to the Chief Executive, to be made within agreed guidelines and according to certain principles. Nominations are reported to the next subsequent meeting of the Executive. The guidelines/principles applied by the Chief Executive include:

- Consultation with the appropriate leading member
- Adherence to general political proportionality
- The 'Nolan' principles of public life
- Reflection of the diversity of London's councillors

London Councils aspires to reflect the broad balance of the party groups on Leaders' Committee in the distribution and of nominations to outside bodies. A report goes to the May meeting of the Executive each year to that end, with a status update on the London Councils nominated members to outside bodies.

The guidelines were refined in 2012 with a fresh set of principles agreed – see Appendix C.

### 11 **Working with Sub-Regional Groupings**

The majority of London boroughs are also members of sub-regional partnerships of councils within London. London Councils seeks to work in a mutually productive way with each of the partnerships, drawing upon their work, insight and intelligence to add value to its work on behalf of London local government as a whole. In addition, London Councils seeks opportunities for further devolution of power and resource to London local government – some of which it is appropriate to see managed on sub-regional geographic footprints.

These mutual relationships are essentially informal in nature. There is no separate, federal aspect to London Councils governance structures.

## **12 Working with the Local Government Association**

Many member authorities at London Councils are also members of the Local Government Association and some elected members also play a role on behalf of the LGA. Whilst the two organisations are committed to working closely together on behalf of the sector overall and member councils, there is not a formal constitutional linkage. The LGA does not operate a federal structure.

The LGA Executive, however, provides for each of the Chairs of regional groupings of councils to be a member. Accordingly, the Chair of London Councils serves on the LGA Executive in that capacity and is briefed in respect of that role by London Councils officers. From time to time other informal briefings reflecting London Councils positions and London interests may be provided for leading members who are participating separately in LGA forums. Ordinarily, however, London Councils officers do not routinely brief London members who are engaged in LGA member forums.

## **13 Working with Advisers from London local government and professional groups**

London Councils officers work closely with senior officers in London local government. In particular, they draw upon the resource of networks of senior professionals to add insight and weight to its work. London Councils also supports the work of a number of these networks. The networks are voluntary groupings of professional colleagues supporting one another in order to help them to do the best job they are able to do on behalf of their employing authorities. London Councils does not direct the work of these networks. It does, however, draw upon a number of individuals in such networks, in particular by appointing a number of 'Lead' Chief Executive advisers to work with it in a number of key policy areas. This is undertaken by the Chief Executive in consultation with the Chair of the Chief Executives London Committee. This specific aspect of the work of the Lead Advisor is within the framework of policies agreed by members.

## **14 Attendance at Ministerial Meetings**

When meetings are held between London Councils and ministers, the convention is that an Executive member from each of the party groups – or, where appropriate, the shadow portfolio holder – is invited. Where it does not prove possible – because of short notice meetings and diary pressure for example, or a limitation on numbers by ministerial offices – all party groups will be asked to contribute comments in advance, receive the London Councils briefing and any read out from the meeting.

When London Councils is invited to join a London delegation to a ministerial meeting that has been arranged with or by the Mayor of London, effort will be made to seek to accommodate broader party group attendance beyond the relevant portfolio holder – which, of course, could come from different party groups in any case – or the Chair. There is a recognition, however,



## Item 16 – Appendix Eleven

that in practice this can be very difficult. London Councils will only be one third of the principals at such meetings – ministers and the Mayor, or relevant Deputy Mayor, making up the other two thirds – and securing multiple places at these meetings, frequently convened at relatively short notice, is often not possible. In those cases, similar provisions around prior consultation and reporting back will be followed as set out in the preceding paragraph.

Clearly, in either type of meeting, any and all London Councils representation will be there to present the collectively agreed position of the organisation and not the views of an individual party group, authority or individual portfolio holder. This is consistent with the broad role profiles of Executive members as set out at Appendix B.

### **15 Attendance before Parliamentary Select Committees/Assembly Committees etc**

When a request is received to provide representation between a Parliamentary Select Committee, the Executive portfolio holder should be consulted first, followed by the shadow portfolio holders for the respective policy area. If such representation is not possible, officers should discuss alternative representation with the political advisers, including the possibility of officer representation. Again, the collectively agreed position of the organisation should be the basis of the evidence provided.

### **16 Support for Political Groups**

A Political Group at London Councils is defined as one with two or more members of Leaders' Committee declaring themselves to be part of a particular political group.

Each Group is entitled to support from one Group Adviser. These are publicly funded posts and the postholders are employed by London Councils Ltd and not by individual party groups. The role of the Group Advisers is to serve and support London local government and London Councils as a whole. They primarily seek to do this by supporting the collective work of the respective London Councils political groups and their members.

The postholders are not politically restricted, but there are limitations placed on the political roles that Group Advisers can play if they hold elected office in London. These are as follows:

*Post-holders will not be able to hold any leading positions as a councillor, including any executive role in an Administration, any shadow roles including Leader or Deputy Leader of other groups, shadow portfolio holder or chair of any scrutiny committee. London Assembly Members will also not be able to hold a political adviser role at London Councils*

Group Advisers will be appointed by the Chief Executive of London Councils in consultation with the Leader of the relevant party group.

## Item 16 – Appendix Eleven

Each political Group Adviser has a small budget allocation to be used for their expenses such as conference accommodation/passes/catering, or a group awayday.

### 17 **Mainstream staff of London Councils**

London Councils is legally required to ensure that certain employees are politically restricted. These posts/employees are reviewed annually by the Corporate Management Board and posted on London Councils website.

London Councils typically has 30 posts which are politically restricted at any one time.

### 18 **Public statements on behalf of London Councils**

This is set out in the media protocol at Appendix D. All media work for London Councils is managed by the Press Team. The protocol for media clearance is predicated on Members of the Executive acting in the interests of London Councils overall and within collectively agreed policy parameters. The Chair and Executive, or leading members will develop lines which represent the agreed views of the organisation and not of a particular political group. Responses to emerging issues will also be developed with reference to the cross-party nature of the Executive.

## **Appendices:**

- Appendix A – Terms of Reference for Leaders' Committee and Executive; Transport and Environment Committee and Executive; Grants Committee and Executive; Capital Ambition Board, Audit Committee; and Young People's Education and Skills Forum;
- Appendix B – Role profiles for Executive lead members and shadow portfolio holders;
- Appendix C – Nomination Principles 2012;
- Appendix D – London Councils Media Protocol

## **Appendix A**

# **LONDON COUNCILS COMMITTEE STRUCTURES**

**2018/19**

**1. Leaders' Committee:**

- 1.1 Constitution
- 1.2 Quorum
- 1.3 Membership
- 1.4 Terms of Reference

**2. Executive**

- 2.1 Constitution
- 2.2 Quorum
- 2.3 Membership
- 2.4 Terms of Reference

**3. Transport and Environment Committee (TEC)**

- 3.1 Constitution
- 3.2 Quorum
- 3.3 Membership
- 3.4 Terms of Reference

**4. TEC Executive**

- 4.1 Constitution
- 4.2 Quorum
- 4.3 Membership
- 4.4 Terms of Reference

**5. Grants Committee**

- 5.1 Constitution
- 5.2 Quorum
- 5.3 Membership
- 5.4 Terms of Reference

**6. Grants Executive**

- 6.1 Constitution
- 6.2 Quorum
- 6.3 Membership
- 6.4 Terms of Reference

**7. Audit Committee**

- 7.1 Constitution
- 7.2 Quorum
- 7.3 Membership
- 7.4 Terms of Reference

**8. Capital Ambition**

- 8.1 Constitution
- 8.2 Quorum
- 8.3 Membership
- 8.4 Terms of Reference

**9. Greater London Provincial Council (GLPC)**

- 9.1 Constitution
- 9.2 Quorum
- 9.3 Membership – Employers side and Union side
- 9.4 Terms of Reference

**10. Greater London Employment Forum (GLEF)**

- 10.1 Constitution
- 10.2 Quorum
- 10.3 Membership - Employers side and Union Side
- 10.4 Terms of Reference

**11. Pensions CIV Joint Committee**

- 11.1 Constitution
- 11.2 Quorum
- 11.3 Membership
- 11.4 Terms of Reference

**12. Young People's Education and Skills Board (YPES)**

- 12.1 Purpose
- 12.2 Quorum
- 12.3 Membership
- 12.4 Terms of Reference

**13. Fire Safety Members Group**

- 13.1 Purpose
- 13.2 Quorum
- 13.3 Membership
- 13.4 Terms of Reference

**14. Electric Vehicle Rapid Charging-Point Sub Group**

- 14.1 Purpose
- 14.2 Quorum
- 14.3 Membership
- 14.4 Terms of Reference

## **1. Leaders' Committee**

- 1.1** London Councils Leaders' Committee is a joint committee set up in pursuance of arrangements made under section 101 (5), 101 (5B), 102, 111, 112, 113, 141 and 142 Local Government Act 1972; section 1 Local Authorities (Goods and Services) Act 1970; section 20 Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) Regulations 2000.

Leaders' Committee is London Councils' main decision-making body. The Committee includes the Leaders of each London borough council and is chaired by the Chair of London Councils. Leaders' Committee sets policy and takes decisions on the latest developments affecting London local government.

### **1.2 Quorum**

The quorum shall be one third.

### **1.3 Terms of Reference**

- To consult on the common interests of the London Local Authorities and to discuss matters relating to local government
- To represent the interests of the London Local Authorities to national and local government, to Parliament, to the European Union and other international organisations and to other bodies and individuals, and to negotiate as appropriate on behalf of member authorities
- To formulate policies for the development of democratic and effectively managed local government including matters relating to Transport, the Environment and Grants.
- To provide forums for the discussion of matters of common concern to the London Local Authorities and a means by which their views may be formulated and expressed
- To appoint representatives or staff to serve on any other body
- To represent the interests of the London Local Authorities as employers
- To provide services to the London Local Authorities including the dissemination of information on local government and on other relevant issues
- To provide information to the public, individuals and other organisations on the policies of the London Councils and local government issues relevant to London
- To act as the regional body of the Local Government Association

## **2. Executive**

- 2.1** The Executive is a sub-committee of Leaders' Committee (decision from Leaders' Committee 12/09/2006)

### **2.2 Quorum**

The quorum shall be one third of, or the number nearest to one third

### **2.3 Terms of Reference**

The Executive will:

- play an active role in giving effect to the policy direction already agreed by Leaders' Committee
- broker a London Councils' position on strategic issues for submission to Leaders' Committee
- agree routine consultation responses

- deal with internal staffing, finance and related matters, including best value
- consider items for Leaders' Committee in advance, and submit recommendations to Leaders' Committee
- have the power to refer any item within the remit of any Leaders' Sub-Committee, Forum or associated London Councils' joint Committee to the Leaders' Committee for discussion
- consider the annual corporate plan and budget before final approval by Leaders' Committee
- monitor performance of London Councils quarterly by reference to:
  - Financial and budgetary information
  - Progress on priorities set out in the business plan
  - Progress on key policy issues
- monitor performance of London Councils annually, by receiving staffing information
- act as the Appointments Committee
- receive reports on decisions taken under urgency procedures relating to the functions of Leaders' Committee, or any sub-committee or Forum of Leaders' Committee
- in the matter of pension considerations relating to London Councils Chief Executive, any decision (s) will be taken by an appointed three member sub-committee drawn from the Elected Officers of London Councils Leaders' Committee which has been set up for these purposes.

### **3 Transport and Environment Committee (TEC)**

- 3.1** The Transport and Environment Committee (TEC) provides a range of high quality operational services such as parking and traffic appeals, the London night-time and weekend lorry ban, the Freedom Pass and Taxicard schemes. TEC aims to ensure that London boroughs' concerns and best practice are taken fully into account in the development and implementation of the whole range of transport and environment policies generated by Government departments, the European Union and the Mayor of London. The Committee deals with a wide array of issues.

#### **3.2 Quorum**

The quorum shall be one third of, or the number nearest to one third.

#### **3.3 Terms of Reference**

TEC is an associated joint committee of London Councils. When the Transport Committee for London (TCfL) became part of the then new Association of London Government in April 2000, there was a need to retain a separate identity because of the statutory involvement of Transport for London in the Committee's work for certain functions. Leaders' Committee agreed that TCfL should also undertake the role of the old ALG Transport and Environment panel and so the new Committee was renamed Transport and Environment Committee (TEC).

TEC is a statutory committee with specific responsibility for:

- Functions under the Road Traffic Act 1991 – including appointment of parking adjudicators and determining penalty charge levels and fees for declamping, vehicle recovery storage and disposal
- The provision of an independent appeals service for Parking on Private Land in England and Wales (POPLA)
- Operation of the TRACE service for locating towed-away vehicles
- Operation of the Health Emergency Badge scheme for medical practitioners

- Implementation and enforcement of the Greater London (Restriction of Goods Vehicles) Traffic Order 1985 ("The London Lorry Control scheme")
- Travel concession arrangements under section 244 of the Greater London Authority Act 1999 – including negotiation of settlements with Transport for London, the Association of Train Operating Companies (ATOC) and independent bus operators
- Setting of fixed penalties, issuing of Codes of Practice and other functions under the London Local Authorities Acts 2004 and 2007
- Operation of the London Taxicard scheme

TEC also initiates and develops policies across a range of areas:

- transport policy issues (including road, rail and airports)
- environment issues (including air quality and biodiversity)
- trading standards and public protection issues
- waste issues

In considering transport and environment matters which have implications and relevance to Londoners, TEC aims to ensure that:

- The transport and environment needs of London are recognised and promoted
- The allocation of resources and the development of policies and legislation influenced to the best effect for London; and
- Borough interests (financial and otherwise) are represented and protected.

## **4 TEC Executive**

**4.1** The TEC Executive is a sub Committee of TEC

### **4.2 Quorum**

The quorum of the TEC Executive is one third of, or the number nearest to one third

### **4.3 Terms of Reference**

TEC agreed that all the executive functions of TEC should be delegated to the Executive Sub Committee with the exception of the following:

- election of committee officers;
- election of members of the sub-committee;
- agreement of budget;
- agreement of work programme;
- agreement of annual report;
- appointment of adjudicators;
- agreement of parking penalties;
- agreement to major changes in policy for the lorry ban;
- agreement to the annual concessionary fares scheme;
- agreement of the draft annual policy statement for agreement with the London Councils' Leaders' Committee; and
- consideration and agreement of major transport and environmental policy issues.

The TEC Main Committee as a whole will continue the role of considering and, where necessary, confirming the actions of the Sub Committee through consideration of the minutes of the Sub Committee and calling for other actions and reports as members. All

members of the Main Committee will receive the Sub Committee's agenda and will be welcome to attend Sub Committee meetings.

## **5 Grants Committee**

- 5.1** The London Councils Grants scheme is funded and governed by the 32 London Boroughs and the Corporation of London. Leaders' Committee sets the overall funding strategies, policies and priorities for grants to voluntary organisations. Decisions on individual commissions, funding of applications and operation are made by the Grants Committee.

The constituent councils have resolved to delegate the function specified in section 48(10) Local Government Act 1985 (review of needs of Greater London) to London Councils from 1 April 2000 and shall submit, via the Grants Committee, a proposal for reviewing the needs of Greater London to London Councils for approval annually.

### **5.2 Quorum**

The quorum of any meeting of the London Councils Grants Committee shall be one third of, or the number nearest to one third,

### **5.3 Terms of Reference**

- To ensure the proper operation of the Grants Scheme for the making of grants to eligible voluntary organisations in Greater London
- To have due regard to the needs of Greater London in operating the Scheme and to keep those needs periodically under review
- To make recommendations to Leaders' Committee on overall policies, strategy and priorities
- To make recommendations to Leaders' Committee, and the constituent authorities, on the annual budget for the Grants Scheme
- To consider grant applications and make grants to eligible voluntary organisations
- To establish any sub-committees and other groups of Members it considers appropriate

London Councils Officers will:

- keep under review the needs of Greater London and report to the Grants Committee and Leaders' Committee from time to time on a strategy for collective grant giving devised with due regard to those needs
- draw up and submit for consideration and approval by the Grants Committee detailed criteria and policies for grant giving in the light of the agreed strategy
- prepare and submit an annual budget for consideration by the Grants Committee and London Councils by the end of November each year for the financial year commencing the following April. This budget shall include the costs of staffing, office and support services considered necessary to facilitate the effective and efficient operation of the Scheme, as well as expenditure proposals for grant aid to eligible voluntary organisations, and any contingency provision
- receive, assess and process grant applications from eligible voluntary organisations and report on them and make recommendations to the Grants Committee and/or any sub-committees it may establish.



- administer the payment of approved grants to eligible voluntary organisations and monitor the use made of such funding;
- convene and service meetings of the Grants Committee, its sub-committees and any other bodies established by it.

## **6. Grants Executive**

**6.1** Grants Executive is a sub committee of Grants Committee. The aim of the Grants Executive is to allow greater scrutiny of the grants programme by a smaller group of members appointed by the Grants Committee, to provide comfort to the overall Grants Committee members where the amount of business does not permit this level of detailed discussion. This function also aims to minimise the total amount of detailed reporting to the Grants Committee.

### **6.2 Quorum**

The quorum shall be one third of, or the number nearest to one third, but not less than three members.

### **6.3 Terms of Reference**

- Grants Executive shall have delegated authority to exercise all of the executive functions of the Grants Committee (including the power to make decisions) with the exception of:
  - Election of committee members
  - Election of members of the sub committee
  - Agreement of the budget
  - Agreement of the work programme
- The Grants Executive will:
  - Closely monitor the progress of the current grants scheme by reference to:
    - Financial and budgetary information
    - Progress of the programme via regular performance reporting
  - Recommend to Grants Committee any changes to the present grants programme to maintain the overall integrity of the scheme objectives
  - Review criteria and policies for grant giving in line with agreed strategy for approval by the Grants Committee
  - Consider grants scheme thematic priority reports to allow members to more closely scrutinise grants priorities

## **7. Audit Committee**

**7.1** The Audit Committee is a sub-Committee of Leaders' Committee.

### **7.2 Quorum**

The quorum shall be two members.

## **7.3 Terms of Reference**

### **Audit Activity**

- 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;
- To consider specific internal audit reports as requested;
- To consider reports dealing with the management and performance of the provider of internal audit services;
- To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale;
- To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance;
- To consider specific reports as agreed with the external auditor;
- To comment on the scope and depth of external audit work and to ensure it gives value for money;
- To make a recommendation to Leaders' Committee on the appointment, re-appointment and removal of the external auditor, and
- To commission work from internal and external audit.

### **Regulatory Framework**

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

### **Accounts**

- 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
- To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

## **8. Capital Ambition**

**8.1** Capital Ambition is a sub Committee of Leaders' Committee. Its aim is to ensure that priorities for investment are managed by;

- Encouraging the use of innovation to support public sector service delivery and improvement
- Enhancing collaborative procurement
- Developing shared services
- Supporting service redesign or significantly improving productivity
- Addressing workforce planning and productivity
- Supporting major policy programmes

## **8.2 Quorum**

The quorum shall be one third of, or the number nearest to one third, but not less than three members.

## **8.3 Terms of Reference**

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

1. Strategic direction and support 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: and
  - c. continuing to fund projects that meet the funding criteria agreed by Leaders' Committee on 14<sup>th</sup> December 2010
2. Strategic oversight and operational responsibility for the London Ventures programme including by –
  - a. Managing and monitoring the London Ventures support services and consultancy contract; and
  - b. In accordance with funding criteria agreed by Leaders' Committee on 14<sup>th</sup> December 2010:
    - i. reviewing business cases and selecting projects under that programme; and
    - ii. commissioning activity and/or funding activity in line with those funding priorities;
  - c. Undertaking any other functions to support the successful delivery of the London Ventures programme
3. Oversight and monitoring of the 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, the London Ventures programme, project performance and efficiency savings achieved.

## **9. Greater London Provincial Council (GLPC)**

- 9.1** The GLPC constitution provides for 15 employer representatives to be appointed “by London Councils”. The function of making appointments has transferred to the Leaders’ Committee. The London Councils (ALG) Agreement (Schedule 2 Part 2). provides that Leaders’ Committee makes the appointments to the GLPC “in such numbers as are provided for in the GLPC constitution” . Regarding which members should be nominated, the GLPC constitution provides that the members of the council shall retire each year and shall be eligible for re-appointment, provided that they remain in membership of the body making the original appointment. This implies that the employers’ side representatives should now be the members of Leaders’ Committee themselves, although this requirement would be satisfied if they were to nominate deputies. The Council’s AGM is to be held by the end of October each year.

### **9.2 Quorum**

The quorum for GLPC is ‘one half of each side’s membership’ resulting in 8 members.

### **9.3 Membership GLPC - Employers’ Side**

The Employers’ Side of the GLPC will comprise 15 employer representatives appointed by London Councils.

#### **Membership - Union Side**

The Union Side of the GLPC will comprise 16 representatives apportioned as determined by the trade unions party to the London Agreement: GMB, UNISON and UNITE.

### **9.3 Terms of Reference for GLPC**

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.

## **10. Greater London Employment Forum (GLEF)**

- 10.1** 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.

### **10.2 Quorum**

The quorum of the GLEF is ‘will be one quarter of each sides membership’ resulting in 8 members.

### **10.3 GLEF Membership - Employers’ Side**

The 33 employer representatives on the GLEF will be appointed by London Councils on the basis of one elected member representative per authority, including the Corporation of London.

### **Union Side**

The Union Side of the GLEF will comprise 32 representatives apportioned as determined by the Trade Unions GMB, UNISON and Unite

## **10.4 GLEF Terms of Reference**

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

## **12. Young People's Education and Skills Board (YPES)**

**12.1** 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.

### **12.2 Quorum**

The quorum shall be one third or the number nearest to one third of the voting members of London Councils Young People's Education and Skills Board. If, within half an hour of the time appointed for the meeting to commence, a quorum is not present, the meeting shall dissolve.

### **12.3 Membership**

London Local Authority Members comprising one Councillor nominated by each of the party groups.

London Local Authority Officers comprising two Directors of Children's Services to be nominated by ALDCS and one Chief Executive to be nominated by CELC.

London Enterprise Panel comprising one co-chair and one employer from the Skills and Employment Working Group.

London Strategic Partners comprising one nomination from each from an employer representative body and the Greater London Authority.

Providers of education services comprising three representatives to be nominated by the AoC in consultation with the Sixth Form College Forum and NATSPEC (one shall be a General Further Education College; one shall be a Sixth Form College, and one shall represent learners with special educational needs and disabilities); one representative from a school, Academy or Free School sixth form nominated by ASCL; and one representative

to be nominated by the LWBLA. Each of these representatives shall be a direct provider in their own right.

## **12.4 Terms of Reference**

The key tasks of the London Councils Young People's Education and Skills Board are to:

- 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;
- lobby for the best resources for London's young learners;
- in partnership with the LEAP:
  - develop a clear picture of the changing jobs landscape and skills needs in London to help shape the development of provision;
  - support stakeholders with the provision of high-quality impartial information for all London's young people;
  - alert London providers to known regionally unmet needs and gaps in the market;
- contribute to the production and analysis of data, including demographic data, to inform planning at a provider level;
- promote consistent scrutiny of 16 to 18 provision, challenging poor quality and championing excellence across the capital;
- support local authorities and providers to operate in the collective interest of London, particularly in addressing the needs of vulnerable learners;
- 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
- undertake any other tasks as directed by Leaders' Committee.

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.

## **13. Fire Safety Members Group**

13.1 The Fire Safety Members' Group is a sub-Committee of Leaders' Committee, formed to consider the emerging pan-London response to developing fire safety, reporting back to Leaders' Committee.

### **13.2 Quorum**

The quorum shall be one third of, or the number nearest to one third, but not less than three members.

### **13.3 Terms of Reference**

1. Provide a dedicated Leader level forum for discussion of fire safety issues and to offer advice on any pan-London response to Leaders' Committee working together through London Councils decision making machinery including Executive and Leaders' Committee on associated policy and practical issues arising. The Members' Group will also receive reports from the work of the London Housing Directors' Fire Safety Sub Group. These reports would include but not be limited to:
2. Taking an overview of considerations on management and remediation where fire safety issues are found in borough stock and sharing information and learning.
3. Taking an overview of developing practice of managing fire safety issues in privately owned stock, including considering where changes to current guidance could make it easier for boroughs to ensure the safety of residents.
4. Considering any appropriate pan-London responses to fire safety aspects of upcoming reports (including but not limited to the Hackitt review and aspects of the Grenfell Inquiry).

The Fire Safety Members' Group will report back to Executive and Leaders' Committee, having no delegated authority of its own.

## **14. Electric Vehicle Rapid Charging - Point Sub Group**

14.1 The Fire Safety Members' Group is a sub-Committee of LC TEC, formed to consider the emerging pan-London response to developing Electric Vehicle Rapid Charging-Point issues.

### **14.2 Quorum**

The quorum shall be one third of the membership as set out in London Councils Standing Orders.

### **14.3 Terms of Reference**

- 1) To provide a dedicated TEC member Sub-Committee for discussion of electric vehicle rapid charging-point issues and to offer advice on any pan-London response to TEC.
- 2) To consult and engage with relevant stakeholders, including the Go Ultra Low City Scheme, in relation to the development of policy in respect of electric vehicles rapid charging-point issues.
- 3) The Sub-Committee will report back to TEC and, where appropriate, its Executive.

## **Appendix B**

### **London Councils**

#### **Executive Members – Role Profile**

##### **1. Purpose of the Role**

To support the Chair of London Councils in his/her role and to take responsibility for decision making within the Executive on the basis of individual and/or collective responsibility for a portfolio of services or functions of London Councils.

To actively engage with other party groups in developing the work of the portfolio.

To contribute actively through the portfolio and membership of the Executive to the formation and scrutiny of London Councils' policies, budget, strategies and service delivery.

##### **2. Key Tasks**

- To drive the implementation of agreed policies by taking responsibility, individually, or collectively, for the portfolio they have been allocated.
- To have a clear understanding of the respective portfolio and an awareness of current agreed, London Councils policies, positions and services in respect of that portfolio area.
- To engage with relevant London borough Portfolio holders in the respective policy or service area via email updates and/or meetings on key issues.
- To consult and communicate with members of all party groups, London Councils officers and key partners as appropriate to ensure decision are well informed and that London Councils' positions and services are widely understood and positively promoted.
- To engage with a small, cross party sounding board of leading members on issue related to the portfolio to help inform the development of London Councils' positions, services and work. In particular, the Executive member will engage with the designated Party Group Policy Lead from a different political party on these matters. Sounding Boards will vary between Executives of Joint Committees (Leaders, TEC, Grants), existing groups of leading members coming together as part of preparation for joint representation of London Councils on key Mayoral bodies (eg LCRB, LHB, HfL Board) and, other than that, Sounding Boards separately established for these consultative purposes. It is envisaged that some of this may be via physical meetings but will also be achieved via conference calls and/or email exchange. At least four meetings and/or conference calls would be expected in each area during the course of a year.



- Providing a lead on securing cross borough, cross party agreement to London Councils' policy and positioning in the relevant policy/service area.
- Working as a team with other members of the Executive on cross-cutting activities.
- Representing and acting as ambassador for London Councils and representing the collective position of London Councils at events, forums and on external bodies and partnerships, including with the Mayor, GLA and central government.

## **London Councils**

### **Member Role Profile – Party Group Policy Lead**

#### **1. Introduction**

Each party group will have a member that takes a lead role in a policy/service area where the other political party holds the relevant Executive portfolio or chairs the relevant Executive of one of the three joint committees. In the case of the three joint committees, the Party Group Policy Lead will normally be a Vice Chair of the relevant joint committee.

#### **2. Purpose of the Role**

To take a lead role in developing their party's position on a portfolio/service area in discussion within their group.

To contribute actively – through the lead position they take for their party in the relevant policy/portfolio area or member body – to the formation and scrutiny of London Councils' policies, positions, budget, strategies and service delivery.

#### **3. Key Tasks**

- To have a clear understanding and knowledge of the respective portfolio/service
- Working with the portfolio holder and a small, cross party Sounding Board to help inform the development of London Councils' position on the respective portfolio/service area.
- To develop links within their own political party nationally and regionally on the relevant policy/portfolio area and to seek to influence on London local government's behalf.
- To have an awareness of current agreed London Councils' policies on the respective portfolio/service.
- To articulate issues, concerns and positions from their own party group in discussion with relevant portfolio holders and sounding boards in the development of London Councils' policy and work.
- To act, where required, as one of London Councils' nominees on external and mayoral bodies relevant to the portfolio area.

## **London Councils**

### **Digital Member Champion – Role Profile**

#### **3. Purpose of the Role**

To champion at political level London Councils' work on promoting and facilitating the use of digital data, tools and technology by London local government, in order to enhance the quality, accessibility and cost-effectiveness of local public services.

To actively engage with the political leadership of boroughs and other partner organisations, including the GLA, NHS and Government, in developing this work.

#### **4. Key Tasks**

- To have a clear understanding of the digital agenda, to help establish London Councils' policies, positions and services in respect of that theme, and to lead on securing any required cross borough, cross party agreement.
- To engage with relevant London borough digital portfolio holders or Leads via email updates and/or meetings on key issues.
- To engage with a small, cross party sounding board of leading members on issues related to the digital agenda to help inform the development of London Councils' positions, services and work. It is envisaged that some of this may be via physical meetings but will also be achieved via digital exchange.
- To work in collaboration with members of the Executive on cross-cutting activities and to help realise the opportunities that digital technology and innovation can bring to services within their portfolios.

## **Appendix C**

### **Principles to be applied in making appointments**

**Agreed by London Councils Leaders' Committee Executive 29 May 2012**

#### **Introduction**

Appointments to outside bodies have been delegated by members to the Chief Executive. These appointments will be made by the Chief Executive in consultation with members as appropriate. In making appointments the Chief Executive will apply the Particular Principles (1, below) first but will also seek to ensure that nothing is done to depart from the General Principles (2, below). General Conditions (3, below) are included for guidance.

#### **1 Particular Principles**

##### a) In cases where a single appointment is required

- (i) In first instance the relevant portfolio-holder will be considered and if that is not a suitable appointment then the Chief Executive will consult members on an alternative candidate.

##### b) In cases where an outside body requires more than a single appointment

- (i) The first principle to be applied in such cases is any reasonable external requirement placed on London Councils in making the appointments<sup>1</sup>.
- (ii) The second principle to be applied, if the first principle does not obtain, is that the number of appointments made from each political party reflects the balance of the parties on Leaders' Committee<sup>2</sup> at that time.

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<sup>1</sup> For example, the mechanism employed in determining the number of appointments for each political party made by London Councils to the former London Fire and Emergency Planning Authority was set out in legislation – the Greater London Authority Act 1999.

<sup>2</sup> This will be determined by the application of the d'Hondt formula.

## 2 General Principles

- (i) When the Chief Executive is applying the particular principles set out above, they will seek to reflect any particular interest that the body to be appointed to has expressed to London Councils<sup>3</sup>.
- (ii) The Chief Executive will also be mindful of other factors that it would be reasonable or proper for London Councils to consider, for example specialist knowledge, stability of service, diversity as well as applying the Nolan principles set out below and the Chief Executive may - in consultation with members – override the principles set out above when there is a compelling case to do so.
- (iii) All public bodies are under a duty to follow the *Seven Principles of Public Life* set out by the Committee for Standards in Public Life, formerly chaired by Lord Nolan (the principles are often called the *Nolan Principles*). In particular, the Chief Executive will seek to ensure that the following three Nolan principles are applied:

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.<sup>4</sup>

### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

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<sup>3</sup> For example, outside bodies occasionally ask for cross-party appointments.

<sup>4</sup> Members will be expected to regularly attend meetings of the bodies they are appointed to and may be accountable to and from, London Councils for their actions in that capacity.

- (iv) The Chief Executive will give consideration to the members of the Corporation of London when making any appointments to outside bodies.

### **3 General conditions**

- (i) When an appointment to an outside body ceases to be a member of a London local authority, London Councils will, in general, take whatever steps are necessary to remove them from that outside body.
- (ii) At a freeze date, being the date of the meeting of the London Councils Executive in May of each year, a report will be brought to that meeting setting out the total number of appointments made to outside bodies for each of the political parties with a calculation of how this reflects the agreed principles (above) for appointments and the variation from the balance of the parties on Leaders' Committee.
- (iii) Any variations in proportionality to be dealt with by the groups and whips.

## Media Protocol

### 1. DAY TO DAY CONTACT WITH JOURNALISTS

#### Who speaks to the media?

The press office should be the first point of contact for any media enquiry received by London Councils.

The press office will then liaise with the relevant officer to formulate the appropriate response. Heads and directors are encouraged to develop links with journalists in their own areas of speciality – with the support of the press office. While this means they will sometimes be contacted directly by journalists, or make contact directly with journalists themselves, the press office should be informed at all times.

#### When should officers talk to the media?

The press office may need an officer to speak to a journalist to give them a technical briefing on an issue or to answer any technical questions a journalist may have. The officer with the best knowledge of the subject area will be the first point of call for briefing journalists. This person should be agreed by the press office and the relevant head/director.

Whoever provides the briefing to the media should follow the lines agreed with the press office.

Senior officers (heads or above) will build up their own network of contacts as a result of any media work they undertake. If a known and trusted media contact approaches a senior officer directly, it is important that the press office is informed as soon as possible. The press office will need to know who the journalist was, where he/she was from, and what was said.

If a senior officer does not know the journalist, then the journalist should be referred to the press office.

#### Lines given by policy officers to the press office for use in the media

Any lines provided by officers to assist the press office to respond to any media enquiries must be agreed by the policy lead officer and the lead member before it is provided to the press office.

The press office should not be the conduit for clearing previously unused lines and views with politicians before they are given to the media.

### 2. CLEARANCE PROCEDURE

The protocol for media clearance is predicated on members of the Executive acting in the interests of London Councils. The Chair and Executive or leading members will develop lines which represent the agreed views of the organisation and not of a particular political group or individual authority. Responses to emerging issues will also be developed with reference to the cross-party nature of the Executive.

There will be occasions when members will be approached to comment on issues in their role as group leaders or party-political figures. As long as it is made clear that they are commenting in that capacity and not on behalf of London Councils this is acceptable.

### **Where a position has been agreed by Leaders' Committee, the Executive, or other formal 33-member meetings**

Material only needs to be cleared by the Chair (for issues on which they are leading) or the lead member (for a portfolio-related issue) and his/her political adviser (if there is one). The press office will contact members directly and copy political advisers into all correspondence. Copies of all agreed statements will be shared with political advisers.

### **Emerging issues (where the view of a 33-member grouping is unknown, but the issue requires an immediate response)**

London Councils' relevant lead policy officers will first of all agree the line to take with the Chair (for issues on which they are leading) or the lead member (for portfolio issues) and the relevant group Adviser.

The press office will then draft a response which will then be cleared by the lead member and the relevant Group Adviser and shared with the other Group Advisers with a realistic deadline in which to respond.

Where an issue will ultimately be going to one of the three Joint Committees or their respective Executives for decision it must be agreed by at least two of the groups before a statement can be issued.

If the appropriate lead member is not available to clear press lines on an emerging issue the press office will clear the line with the Chair and then share that line with the political advisers.

If an issue requires an even quicker response it may be impractical to give the political advisers of the other groups an hour to respond. However, every effort will be made to ensure that they get an opportunity to see a response, and not doing so will be the exception and not the rule.

## **3. FILMING AND RECORDING AT LONDON COUNCILS MEETINGS**

### **Cameras and recordings at meetings**

The final decision on whether filming or any other recording can take place at a London Councils meeting (either held here or at alternative venues) will be made by the chair of the relevant committee.

For any meetings held at London Councils:

- When sending out meeting agendas, the press office will tell broadcast media that if they want to attend with cameras or any other recording equipment, they must inform the press office by 10am on the day before the committee is scheduled to be held. They would be advised that their filming/recording is at the discretion of the committee chair and that they should also indicate which item they are interested in;
- Any crews failing to inform the press office by this time or simply turning up with a camera may not be permitted into the meeting;
- If any bids are made, the press office will contact the chair of the relevant committee to check they are happy for the broadcast media to attend the committee;
- A decision on whether to allow any recording of a meeting should if possible be made by 1pm on the day before committee;
- Once a decision has been made the press office will inform the relevant media outlet;
- Due to constraints on space in the conference suite and meeting rooms at London Councils there is only room for one camera. If more than one camera crew approaches



London Councils for access to a meeting they would need to discuss pooling arrangements between themselves;

- The number of cameras that can attend London Councils meetings held in external venues would be governed by the size of the venue;
- The camera crew attending committee should arrive no later than 15 minutes before the start of the committee to set up. Access to the meeting room will also be governed by when any group meetings being held in the meeting room finishes.

### **Informing people of possible filming/recording**

- The committee listings page on the London Councils website will carry a notice that all meetings may be recorded by broadcast media at the discretion of the committee chair;
- It will be the responsibility of any policy officer arranging for a person to carry out a presentation at a committee to inform them that our meetings may be filmed or recorded;
- There could be an issue at this stage with people declining the offer of attending the meeting because of the possibility of proceedings being filmed or recorded. If this happens, a decision would need to be taken by the chair of the committee as to whether they will want the broadcast media at the meeting;
- London Councils press office will inform the relevant organisation's press office of the possibility that cameras or other recording equipment will be at the meeting. London Councils press office would also inform the organisation's press office of any media interest should it arise;
- London Councils press office will keep the Chief Executive and senior members and relevant officers (including political advisers) informed about filming and recording requests.

### **Advised protocol for meetings where cameras/media are attending**

- For the benefit of the other committee members and the audience, the chair of the committee should announce at the start of any meeting where the media are attending that they are there;
- Once the item the camera crews are interested in has finished a short adjournment should be taken to allow the broadcast media to pack up and leave.

## **4. BROADCAST INTERVIEWS**

London Councils often needs to put spokespeople up for broadcast media interviews. It is the responsibility of the press office to organise a spokesperson for any interviews. Any London Councils officer approached by the media to take part in any interviews should direct the request to the press office.

London Councils policy is that all broadcast interviews should be carried out by members, unless the relevant lead member agrees that a senior officer can do it instead.

Broadcast interviews should be conducted by the Chair or appropriate lead member. When the Chair or lead member agrees, they can be conducted by the chief executive or a director. Only in exceptional circumstances can any other officer give a broadcast interview, and this will need to be cleared by the Director of Communications. Only those who have completed a media training course will be offered for broadcast interviews.

### **Briefing media spokespeople**

As with any media interview the press office will be responsible for liaising with the spokesperson over the arrangements for the interview. The press office will also be responsible for providing the key messages the spokesperson would use in the interview.

The relevant London Councils policy officer would be responsible for ensuring the briefing has the correct background information and statistics.

### **Informing boroughs/London Councils officers**

If a member is being put forward as a spokesperson, London Councils press office is responsible for informing that member's borough press office of the scheduled interview. Depending on the media request, London Councils press office should also consider informing all borough press offices in case they are subsequently approached for views.

### **Repeating spokespeople**

There may be some circumstances where the media need regular interviews – e.g. providing hourly updates.

If this is required, to maintain the continuity, the spokesperson put up in the first instance should be available throughout the time of the incident.

If this cannot be achieved, care should be taken not to put up a senior member or officer for the initial update if a more junior member or officer will be used for the other interviews.

# Leaders' Committee

## Papers for Committee Meetings

Item no: 17

**Report by:** Christiane Jenkins    **Job title:** Director of Corporate Governance  
**Date:** 4 June 2019  
**Contact Officer:** Christiane Jenkins  
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### Summary

Leaders' Committee is asked to consider whether London Councils should discontinue the practice of sending printed copies of committee papers to members of London Councils committees as a standard practice. Should this be agreed, it would be down to members to decide whether they wish to print the papers within their own authority – via the link to the published papers on the *London Councils* website sent to all members as now or access the PDF version on-line using their own laptop, tablet or smartphone device across the London Councils Members Wi-Fi service.

As a contingency, during the year 2019/20, it is proposed that a hard copy printed set of papers will be dispatched if requested by individual members.

### Recommendations

Leaders' Committee to:

Consider whether to agree that London Councils discontinues sending printed committee papers;

if agreed, this to take effect post the respective committee AGM's.



## **Papers Committee Meetings**

### **Background**

1. In 2015, the Local Government (Electronic Communications) (England) Order was passed which amended the 1972 Local Government Act and provided for meeting papers, where a member has given consent, to be sent electronically.

### **Current Position**

2. London Councils currently produces and despatches hard copy papers for all of its committee meetings in line with the requirements of the Local Government Act 1972 and the Local Government Access to Information Act 1985 to all members unless, they have indicated otherwise.

### **Proposal**

3. It is proposed that London Councils stops printing hard copies of meeting papers for its Committee meetings post the respective committee AGM's.

This is to include:

- Leaders Committee and its Executive Committee;
  - Transport and Environment Committee and its Executive Committee;
  - Grants Committee and its Executive Committee;
  - Capital Ambition Board;
  - Audit committee;
  - Greater London Provincial Council; and
  - Greater London Employers Forum.<sup>1</sup>
4. A major benefit of such a proposition would be the reduction of the organisation's carbon footprint. Paper and stationery usage is reduced, less energy is used to produce printed papers, less printing equipment is required and less transport is involved.

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<sup>1</sup> Papers are not printed for Young People's Education & Skills (YPES) and Congress of Leaders and Congress Executive

5. It is also proposed that if Leaders' Committee agrees to this proposal, that this decision acts as authority for London Councils not to produce papers for any of its committees and that the need for individual member consent to this change is waived<sup>2</sup>. Clearly, of course, papers will still be sent electronically via an email with the link to the website and this would allow members to have the papers printed locally should they wish.
6. In addition, it is proposed that individual committee members should still be able to request from the relevant committee administrator a hard copy set of papers if a printed version is required and it is not possible for them to be printed locally. It is proposed to review demand for this contingency in the summer of 2020.
7. Through the London Councils website and a web-enabled laptop or tablet, members will be able to access meeting papers from any place, at any time to suit personal commitments. All portable laptops, tablets and smartphones come web and Wi-Fi enabled, so there is the convenience of being able to use familiar devices.
8. The London Councils website retains previous papers and can be accessed and referred to at any time (including during meetings), improving access to information.

## **Recommendations:**

Leaders' Committee to:

- Consider whether to agree that London Councils discontinues sending printed committee papers;
- if agreed, this to take effect post the respective committee AGM's.

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## **Financial Implications for London Councils**

There will be savings for London Councils resulting from a reduction in paper, printing and postage, if Leaders' Committee decides that hard copies of committee papers are no longer produced.

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<sup>2</sup> The Local Government (Electronic Communications) (England) Order 2015 permits delivery of an electronic summons to Members for a Committee meeting subject to the consent of the Member.

**Legal Implications for London Councils**

These are covered in the body of this report.

The security settings within the London Councils website allow for all common types of information to be published securely, safeguarding sensitive documents and applying where necessary the exemption criteria relevant to Access to Information legislation.

**Equalities implications for London Councils**

London Councils will continue to ensure accessibility to committee papers.

# Leaders' Committee AGM

## London Councils' Meeting Dates 2019/20

Item no: 18

**Report by:** Lisa Dominic      **Job title:** Senior Governance Support Officer  
**Date:** 4 June 2019  
**Contact Officer:** Lisa Dominic  
**Telephone:** 020 7934 9843      **Email:** [Lisa.dominic@londoncouncils.gov.uk](mailto:Lisa.dominic@londoncouncils.gov.uk)

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**Summary:** This report sets out a proposed meetings schedule for the formal London Councils member groupings for 2019/20

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**Recommendations:** Leaders' Committee is recommended to agree the meeting dates for 2019/20 as set out in Appendix 1.





# London Councils' Meeting Dates 2019/20

1. This report sets out the schedule of dates for meetings of the London Councils' member groupings: Leaders' Committee, Leaders Committee Executive, Audit Committee, Transport and Environment Committee and Executive, Grants Committee and Executive, Capital Ambition, Greater London Provincial Council, Greater London Employment Forum, Committee for 2019/20 and YPES.
2. This schedule follows the pattern established in previous years after discussion with the party groups.

## **Recommendations**

Leaders' Committee is recommended to agree the meeting dates for 2019/20 as set out in Appendix 1.

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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 legal implications.

## **Appendix 1 - Proposed meeting dates for 2019/20**

## LONDON COUNCILS MEETING DATES – 2019/20

### Meetings with the Mayor of London

<p><b>Leaders Committee</b> (11:30 with Labour, Conservative Group and Liberal-Democrat Group pre-meetings at 10.00 unless otherwise indicated*)</p> <p><b>2019</b> 9 July 2019 (*pre-meets at 9.30) (Congress of Leaders 10.30) 15 October 2019 3 December 2019</p> <p><b>2020</b> 11 February 2020 (*pre-meets at 9.30) (Congress of Leaders 10.30) 24 March 2020 2 June 2020 (AGM) 7 July 2020</p> <p><b>Executive (9:30 unless otherwise stated)</b> <b>2019</b> 18 June 2019 10 September 2019 12 November 2019 (Congress Executive at 11)</p> <p><b>2020</b> 21 January 2020 3 March 2020 19 May 2020 16 June 2020</p> <p><b>Grants Committee (11:00– pre-meets at 10:00)</b> <b>2019</b> 10 July 2019 (AGM) 13 November 2019</p> <p><b>2020</b> 18 March 2020 8 July 2020 (AGM) 11 November 2020</p> <p><b>Grants Executive (2:00 – 4:00pm)</b> <b>2019</b> 12 September 2019</p> <p><b>2020</b> 5 February 2020 16 September 2020</p> <p><b>Audit Committee</b> <b>2019</b>  20 June 2019 19 September 2019</p>	<p><b>Audit Committee</b> <b>2020</b> 19 March 2020 18 June 2020 17 September 2020</p> <p><b>Capital Ambition (10:30 – 12:30) unless stated</b> <b>2019</b> 11 July 2019 17 October 2019 5 December 2019</p> <p><b>2020</b> 13 February 2020 14 May 2020 16 July 2020</p> <p><b>TEC (2:30 –pre-meets at 1:30)</b> <b>2019</b>  13 June 2019 10 October 2019 5 December 2019</p> <p><b>2020</b> 26 March 2020 11 June 2020 15 October 2020 10 December 2020</p> <p><b>TEC Exec (10:00)</b> <b>2019</b>  18 July 2019 12 September 2019 14 November 2019</p> <p><b>2020</b> 6 February 2020 16 July 2020 17 September 2020 12 November 2020</p> <p><b>Greater London Employment Forum (GLEF)</b> <b>2019</b>  27 June 2019</p> <p><b>2020</b> 20 February 2020 25 June 2020 (AGM)</p>
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<b>Young People's Education and Skills Board (YPES) 2019</b>  6 June 2019 17 October 2019  <b>2020</b> 30 January 2019	<b>Greater London Provincial Council (GLPC) 2019</b>  24 October 2019  <b>2020</b> 26 March 2020 29 October 2020
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Leaders' Committee, Grants Committee, GLEF and TEC include representatives from all boroughs. The executive meetings and GLPC are for a smaller number of members who are nominated by those respective committees. Audit Committee and Capital Ambition Board members are nominated by the party groups.

#### Conference Dates 2019

<b>Labour</b>	Sunday 22 <sup>nd</sup> September – Wednesday 25 <sup>th</sup> September – Brighton
<b>Conservative</b>	Sunday 29 <sup>th</sup> September – Wednesday 2 <sup>nd</sup> October - Manchester
<b>Lib Dem</b>	Sunday 14 <sup>th</sup> – Wednesday 17 <sup>th</sup> September - Bournemouth
<b>LGA Annual Conference</b>	Tuesday 2 <sup>nd</sup> – Thursday 4 <sup>th</sup> July - Bournemouth

#### Bank Holidays 2019

August Bank Holiday – 26<sup>th</sup> August 2019

#### Bank Holidays 2020

Good Friday – 10<sup>th</sup> April 2020

Easter Monday – 13 April 2020

May Bank Holiday – 4<sup>th</sup> May 2020

Spring Bank Holiday – 25<sup>th</sup> May 2020

August Bank Holiday – 31<sup>st</sup> August 2020

# Leaders' Committee

## London Councils Business Plan 2019/20

Item no: 19

**Report by:** John O'Brien      **Job title:** Chief Executive  
**Date:** 4 June 2019  
**Contact Officer:** John O'Brien  
**Telephone:** 020 7934 9509      **Email:** [john.o'brien@londoncouncils.gov.uk](mailto:john.o'brien@londoncouncils.gov.uk)

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**Summary**      This paper sets out the main text of London Councils' Business Plan for 2019/20. The content of this and the agreed work areas, as reflected in Appendix Two attached, summarises the discussions which have taken place in recent months with the Chair of London Councils and individual Portfolio Holders. Leaders' Committee previously noted a working draft of this document – prior to the completion of the suite of Portfolio Holder meetings with the Chair, on 19 March 2019.

**Recommendations**

- Leaders' Committee is asked to note the main text of the London Councils Business Plan for 2019/20



# **Main Text of London Councils Business Plan 2019/20**

## **Purpose**

**London Councils helps to influence the development of London as a world city and to secure outcomes on behalf of individual localities across London. London Councils is:**

- the collective **voice** for London local government. It seeks to be an influential advocate for the interests of boroughs and fights for the resources, powers and freedoms that boroughs need to serve local communities effectively;
- a **hub** for co-ordination and co-operation between boroughs designed to drive better services and outcomes for Londoners;
- a focal point for **brokering** the collective relationship between London local government and partners - nationally and within London;
- the **provider** of the direct delivery of a defined range of services, as well as acting as an incubator for other shared activities, campaigns and initiatives between boroughs.

## **Key themes**

**Our key themes are:**

### **Resourcing London**

Lobbying for London's interests in the distribution of funding and resources, promoting fiscal devolution and working with boroughs and partners to help mitigate the impact of reductions in resource levels.

### **Shaping London and its localities**

Seeking to boost the supply of housing, supporting moves to allow London to invest in its strategic and local infrastructure, allowing boroughs a critical influence in shaping local places and supporting sustainable growth.

### **Reforming London's public services**

Working to negotiate further devolution for London, brokering on behalf of boroughs with Government and other partners to develop opportunities to lead further reform in public services, as well as supporting reform via shared analysis, learning and frameworks.

## **Supporting London to deliver**

Providing a defined range of direct services to Londoners directly on behalf of boroughs and working to support key political, professional and managerial groupings across London local government.

## **Influencing and strengthening London local government's wider contribution**

Ensuring strong and credible London local government influence on national policy, a critical role in the leadership and governance of the Capital and building key relationships with councils and groups of councils nationally.

## **Our priorities to 2022**

The Leaders and Directly Elected Mayors of all 32 London boroughs and the City of London Corporation have come together through London Councils to agree a comprehensive set of plans for joint action that will improve life for Londoners by 2022.

They have agreed 46 key pledges that we believe offer the most chance of improving the lives of Londoners by 2022. They are connected by the common thread of how local borough leadership integrates public services to deliver against the big challenge facing communities across London.

Not all of these relate directly to action by London Councils itself, but they do describe:

- individual borough commitments where we share common ambitions;
- the added value that comes through our collaboration through London Councils;
- the direct support that London Councils provides for boroughs to deliver for London.

## **Our work plan**

The priorities set out in full at Appendix One, form part of our wider Work Plan. This work is divided into the following key areas:

- Transport and Environment
- Crime and Public Protection



- Housing and Planning
- Schools and Children's Services
- Welfare, Empowerment and Inclusion
- Health and Adult Social Care
- Grants and Community Services
- Skills and Employment
- Young People's Education and Skills
- Business, Europe and Good Growth
- Finance Resourcing and Improvement
- Devolution and Public Service Reform
- Grants and Community Services
- London Regional Employers

Our work plan is set out at Appendix Two

### **Strengthening our organisation**

In response to the London Councils Challenge we have embarked upon a range of work to develop and further strengthen our organisation. This included a wide-ranging engagement with external stakeholders and has also featured a series of projects with cross cutting groups of staff internally.

As a result of all of that, we will:

- continue to adapt the organisation and its way of working, including the wider introduction of agile working;
- continue working with the internal Challenge working groups to ensure that how we develop our operational model and approach to organisational development resonates with staff;
- continue to manage our resources to drive on-going improvements in value for our member authorities, in a way which continues to meet their needs over the next four years;
- further equip ourselves with the skills, knowledge and competences required to support London local government in this critical period;

- continue to create an environment in which we continue to attract talented people and challenge them to deliver outstanding performance;
- continue to provide members with accountable financial and robust governance mechanisms to help enable continued strong political leadership of our work that is transparent and rooted in clear legitimacy.

## **The way we work**

Underpinning the way we work is the following set of principles:

- We are a cross party, politically-led organisation motivated by our common commitment to the interests of London and London local government.
- We seek to harness the power that comes from the practice and the people of our member authorities – individually and in groupings of boroughs.
- We work closely with a range of public, private and third sector partners across London and more broadly to secure our aims.
- We campaign to highlight the needs, achievements and potential of London and London local government.
- We work in partnership with the national Local Government Association and seek mutually to reinforce our respective work on local government overall behalf.
- We strive continuously to improve the efficiency and effectiveness of our organisation on behalf of our member authorities and seek to make London Councils an attractive and challenging place for people to develop their careers.

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## **Recommendations:**

- Leaders' Committee is asked to note the main text of the London Councils Business Plan for 2019/20

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**Financial implications for London Councils**

The work plan will be delivered within London Councils' approved budgetary provision.

**Legal implications for London Councils**

None

**Equalities implications for London Councils**

There are no direct equalities implications for London Councils as a result of this report.

**Appendices:**

- **Appendix One:** Priorities to 2022;
- **Appendix Two:** London Councils Business Plan Work Areas by Portfolio.

## **Appendix One**

### **London Councils Pledge to Londoners**

#### The London Borough Commitment to Londoners

The Leaders and Mayors of all 32 London boroughs and the City of London Corporation have come together through London Councils, to agree a comprehensive set of plans for joint action that will improve life for Londoners by 2022.

London local government works together in three ways; arguing with one voice for the common interests shared by our different communities; collaborating to deliver better solutions for Londoners by pooling our abilities and efforts; and by delivering directly through London Councils our representative body.

In this plan we list 46 key pledges that we believe offer the most chance of improving the lives of every Londoner by 2022. We have divided these into seven key areas, but they are connected by the common thread of how local borough leadership integrates public services to deliver against the big challenges facing communities across London.

Our pledges describe:

- Individual borough commitments where we share common ambitions;
- The added value that comes from our collaboration through London Councils;
- The direct support that London Councils provides for boroughs to deliver for London.

#### Housing

London is still growing fast and we need more homes. Yet it is not enough to build either penthouses, or little boxes. Londoners need homes and communities. We must not only build more, we must build for the different needs of different Londoners, whether family homes, council homes or market rents. All homes must meet good standards. All communities need social infrastructure including GP surgeries and schools to be in place as homes are built. London boroughs are already delivering large scale housing projects across the capital. We therefore commit to:

- Seek new powers to further raise our delivery potential and so better meet the needs of London's population through developing an agreement with government on extending the powers and financial flexibilities of London boroughs.
- Create a suite of shared home building services that can be used by all London boroughs. This will include for example:
  - Expanding the London boroughs' collaborative precision manufacturing company PLACE to deliver homes across the capital by 2022.
  - Co-designing with the building industry a standard platform for planning major developments.
  - Ensuring that construction apprentices funded through section 106 deals have access to work and training across all London boroughs.
- Agreeing a common standard across all boroughs to ensure safety and decency for all homes; especially taking action on rogue landlords.
  - We will lobby government to provide new powers so that the financial burden of enforcing standards is paid by rogue landlords themselves and that landlord licensing decisions can be enforced at the borough level.
  - Engage with government to ensure a full response to the Hackitt Review that delivers clear guidance, enforces swift remediation of buildings of all tenures with dangerous cladding and other fire safety issues; and is effectively funded.
- Supporting each other to reduce homelessness through collaboration across London including:
  - Committing to use the boroughs' joint company Capital Letters as a procurement vehicle for temporary accommodation.
  - Providing a homelessness prevention service in every London borough based on boroughs sharing their best in class services and gaining adequate funding from central government.
  - Developing a borough led pan-London strategy to end rough sleeping.
  - Engage government to create more effective and fully funded solutions for homelessness and temporary accommodation in London.

### Crime and Public Protection

A safe city is the first duty of London government. London boroughs will do their part to help ensure that every Londoner can feel safe. Acting together, city government can reverse the upward trend in serious violence. We will:

- Protect young people from knife crime through collaboration to deliver violence reduction action plans in each borough based on the contributions of all relevant local agencies.
- Create a platform for sharing by all boroughs, including data sharing, a review of inter-borough protocols and best practise transfer.
- Call for increases in front line police officers to protect Neighbourhood and Community Policing.
- Hold MOPAC and the MPS to account for gaps in policing service that follow from the changes to the configuration of Borough Command Units.
- Better safeguard women and girls through delivery of our VAWG strategy including the establishment of a pan-London approach to commissioning refuges for women suffering domestic abuse.
- Investigate extending the refuge model to young people threatened by gangs; as part of building a wider strategy to protect young people from gangs and county lines criminal enterprises.
- Reach agreement with government on devolving offender rehabilitation to London.
- Work alongside the Mayor to rebalance policing and crime reduction funding to better fit local needs.
- Commit to providing and accepting mutual support following major emergencies and to embody a culture of London wide resilience co-ordination and support within our own authorities reinforced by appropriate support, training and guidance.

### Better Health and Care

Most health and care services are provided locally and a healthy life depends on an environment that is shaped locally. The London boroughs are an essential partner to jointly develop faster improvements in our health and care services, while also making London a healthier city. The democratic accountability of London local government is the best foundation on which to engage citizens and build public support for the changing face of 21<sup>st</sup> century health care. We will:

- Seek agreement on funding and devolved powers in order to offer a new deal to transform London's aging GP and primary care premises as part of a wider improvement in the quality of primary care service offered to all Londoners.
- Develop proposals for a step change in integrated health and care through an offer of borough level commissioning across London, as part of a refreshed devolution agreement.
- Take forward the world class borough collaboration on HIV prevention to collaborate on provision of local sexual health services throughout London.

- Argue for further devolution of public health funding, autonomy and powers to London boroughs.
- Lobby for adequate funding of social care and public health services.

### Supporting Business and Inclusive Growth

London is the business capital of Europe and the most outward looking global city on the planet. All London boroughs are committed to nurturing that success and ensuring that all Londoners can share in it. We aspire to be the first choice of every London business when it wants a conversation with London government. London boroughs will work together towards the achievement of these goals by:

- Co-designing a Charter for Business with London businesses, improving London as a place to do business, promoting inclusive growth and positive dialogue.
- Lobbying to ensure that post-Brexit development funding provides at least as much support to London as the current EU ESIF programme.
- Working alongside the Mayor to transform adult skills training through the devolved powers starting in 2019; supporting in work progression and ensuring that we meet the job aspirations of learners and the skills needs of business in each part of London.
- Working towards a better start for young people through improved careers advice, work experience for every young Londoner and building the case to extend skills devolution to include 14-19 provision.
- Working in partnership with London businesses to help government reform the apprenticeship levy; including using London levy underspends to support training within London.
- Creating a comprehensive local welfare support offer for those transferring to Universal Credit or at risk of homelessness, supported by work with government to develop more effective funding models based on invest to save principles.
- Supporting 55,000 disadvantaged Londoners towards a job through the devolved employment programme agreed with the DWP.
- Lobbying government for co-location and joint working of council and Job Centre Plus services.

## Transport and Environment

As London grows, pan-London transport infrastructure improvements are essential to ensure growth without environmental damage or harm to health. Yet it is local interventions, service design and urban planning that creates a liveable city that, for instance, makes walking and cycling accessible to all. London Councils will:

- Support the promotion of a new Clean Air Act and the introduction of ULEZ across much of London to protect Londoners from harmful polluted air.
- Deliver at least 2500 charging points for electric vehicles by 2022, including the option for 20 rapid charge points in each borough.
- Work towards including a target of one tree for every Londoner in our local plans.
- Hold TfL to account for improving the bus route network in every London borough.
- Lobby for improved certainty and levels of local road funding through TfL's LIP process.
- Press for London borough representation on the TfL Board.
- Create, cost and lobby for a programme of local transport infrastructure delivery; addressing enhanced connectivity, platform extensions and related responses to growing demand.
- Lobby for the delivery of major transport investment including CR2, HS2, Euston redevelopment, Bakerloo Line extension, West London Orbital and Tram network.
- Work to agree new forms of London borough influence on the specification, management and award of rail franchises so that the borough voice is at the heart of commissioning; and argue for further devolution to London.
- Lobby for fiscal devolution of transport taxes including a proportion of VED to help fund highway maintenance, and new fiscal levers to unlock home building.

## Funding London

London boroughs will work together to ensure that each London borough is better resourced across the full range of public services; to ensure that London receives its fair share of funding; to win more freedom for Londoners to decide how they raise funds for services and to guarantee continuous efficiency improvements in how Londoners' money is spent. We will:

- Lobby to deliver an end to austerity in local government and try and ensure that no London borough loses from the Spending Review 2019.
- Highlight the vital role of cities in funding UK public services by driving economic growth, where London contributes £32.5 billion in taxes after funding its own public services.



- Press for government recognition of the unique cost demands on Britain's cities which in London include 34% of all unaccompanied asylum seeking children, two thirds of all people in temporary accommodation and £54 million on those with no recourse to public funds.
- Press for London's fair share of the Fair Funding Review and recognition that dramatic increases in the costs of supporting SEND are creating unsustainable deficits across local authorities.
- Lobby for the extension of business rates retention and its conversion into a genuinely devolved tax.
- Argue for greater fiscal devolution to London, in line with the London Finance Commission, so that the city can fund the foundations for future growth.

### New Ways of Working

All London boroughs are committed to improving our own working practises wherever that can benefit Londoners. We will:

- Explore new opportunities to use commissioning and procurement to create social value, strengthen community institutions and embed resilience in our communities.
- Challenge and support each other to drive improvement and value in our activities.
- Engage with innovations designed to improve outcomes and experiences for Londoners via partners on digital delivery and wider technology and data collaborations.
- Explore how London's governance now compares to other parts of urban England and whether any lessons can be learned in terms of delivering better results for Londoners.

## **Appendix Two**

### **London Councils Business Plan Work Areas by Portfolio**

#### **Transport & Environment**

##### **Policy and Public Affairs**

1. Promote local leadership of transport infrastructure investment to support good growth.
2. Empower boroughs to create a cleaner, healthier city.

##### **Transport and Mobility Services**

###### **Freedom Pass**

3. Negotiating the Freedom Pass annual settlements with Transport for London (TfL) and other transport operators.
4. Carry out the next major renewal exercise, as ¾ million passes will expire in March 2020.
5. Exploring a significantly different and cheaper way of completing the renewal with additional data cleansing upfront to reduce correspondence costs.

###### **Taxicard Scheme**

6. Make further improvements to systems, driving more applications and bookings online.
7. Ensure new contract improvements such as driver training and maximum price guarantee are implemented effectively.

###### **London Lorry Control Scheme**

8. Develop and implement outstanding scheme review recommendations.
9. Work with TfL on the implementation of the Direct Vision Standard scheme.

##### **Traffic and Parking Policy and Advice**

10. Complete a review of speed enforcement management in London, considering greater borough involvement and options for a transfer of powers from the police to boroughs.

###### **Health Emergency Badge**

11. Complete major review of the scheme.

###### **TRACE**

12. Continue to provide this valuable service for people whose vehicles have been towed away, driving more interactions on line.

###### **London European Partnership for Transport (LEPT)**

13. Maximise funding, networking and knowledge opportunities in Europe and beyond.

## London Tribunals

14. Continue to provide the administrative support and infrastructure to the Environment and Traffic Adjudicators and Road User Charging Adjudicators.
15. Implement further system enhancements and efficiencies.
16. Implement changes and additional resources to manage the introduction of the ULEZ scheme.

## Crime and Public Protection

### Policy and Public Affairs

17. Act to ensure every Londoner feels safe, supported by both front line policing and borough commitment to crime prevention.
18. Work with partners to reduce all forms of serious violence, including violence against women and girls.
19. Ensure effective pan-London resilience.

## Housing and Planning

### Policy and Public Affairs

20. Accelerate housing delivery to meet London's needs, with the right mix of homes.
21. Ensure Londoners live in safe, good quality and fit for purpose homes – regardless of tenure.
22. Develop solutions to address homelessness in London.
23. Strengthen borough led planning and placemaking.

## Schools and Children's Services

### Policy and Public Affairs

24. Deliver world-class, inclusive education for London's children and young people that is properly resourced.
25. Create partnerships to keep London's children and young people safe; especially from gangs.

## Welfare Empowerment and Inclusion

### Policy and Public Affairs

26. Highlight the impact of welfare reform on Londoners; and design a comprehensive local welfare support offer.
27. Promote social integration and inclusion.

## Health and Adult Social Care

### Policy and Public Affairs

28. Act with partners to transform both access and quality of health and care services for Londoners.
29. Campaign for adequate funding of adult social care and public health.
30. Champion and build on borough public health achievements in enhancing health and wellbeing for Londoners.

## **Skills and Employment**

### **Policy and Public Affairs**

31. Transform the skills system to improve Londoners jobs opportunities and meet business needs.
32. Support disadvantaged Londoners into work and lobby for further reform of employment services to achieve inclusive economic growth.

## **Young People's Education and Skills**

33. Ensure appropriate provision is in place for all 16 to 19-year olds (and 16 to 25-year olds with special educational needs and disabilities).
34. Secure additional resources for young people's education and skills in London and maximise the impact of investment.
35. Liaise directly with the Department for Education on performance measures, high needs funding and further education.
36. Continue to support local authorities to implement the new 0 to 25 Special Educational Needs system.

## **Business, Europe and Good Growth**

### **Policy and Public Affairs**

37. Work with London's businesses to improve the city as a place to do business, ensuring inclusive growth.
38. Help local culture and sport services to contribute to stronger communities and Londoners' health and well-being.

## **Finance, Resourcing and Improvement**

### **Policy and Public Affairs**

39. Deliver fair levels of funding for local public services in London.
40. Campaign for more fiscal autonomy in London that goes beyond reforms to business rates and council tax.
41. Support London boroughs to drive continual improvement.
42. Deliver a successful London Office of Technology and Innovation (LOTI).
43. Support local authorities to innovate and transform their service delivery through Capital Ambition initiatives.

## **Devolution and Public Service Reform**

### **Policy and Public Affairs**

44. Investigate the potential to deliver better outcomes for Londoners through learning from governance models across urban England.

## **Grants and Community Services**

45. Continue close working with the Mayor's Office for Policing and Crime to identify and address gaps in services for victims of sexual and domestic violence.
46. Scope out and agree proposals for the April 2021 to March 2025 Grants Programme.
47. Subject to central government negotiations with the European Union, explore potential of maximising Grant funding alongside the UK Shared Prosperity Fund.

48. Deliver London Care Services, improving access to placements for borough officers and continue to influence the children's care market.
49. Deliver Notify for borough Housing Directors.

## **London Regional Employers**

London Councils provides the London Regional Employers' Organisation which is one of the eleven regional employers' groups which represents the interests of local authorities as major employers across the United Kingdom. We will:

50. Act as the regional employer for London local authorities, undertaking the Employers Joint Secretary Role including regular meetings with Trade Union Side secretaries.
51. As the Employers Regional Secretary, ensure an appropriate deal for London is reached with unions and employers in any pay negotiations for April 2020 onwards.
52. Support and service London Councils member bodies – Greater London Provincial Council GLPC / Greater London Employers Forum GLEF.
53. Support and promote networking, linkages, learning and join up of HR professionals across London boroughs and wider public service partners on all workforce related matters.
54. Provide a conciliation service to support the resolution of local and regional disputes.
55. Promote innovation and transformation of workforce practices which support improvement and efficiency in public service delivery.