

Leaders' Committee

Minutes and Summaries

Item no: 9

Report by: Lisa Dominic **Job title:** Senior Governance Support Officer

Date: 4th June 2019

Contact Officer: Christiane Jenkins

Telephone: 020 7934 9540 **Email:** Christiane.jenkins@londoncouncils.gov.uk

Summary

Summaries of the minutes of London Councils

Recommendations Leader's Committee is recommended to note the attached minutes:

- TEC Executive – 7 February 2019
- YPES – 28 February 2019
- Grants – 20 March 2019
- TEC – 21 March 2019
- Audit Committee – 21 March 2019

Leaders' Committee

Report from the TEC Executive Sub Committee – 7 February 2019

Item no:

Report by: Alan Edwards **Job title:** Governance Manager
Date: 4 June 2019
Contact Officer: Alan Edwards
Telephone: 020 7934 9911 **Email:** Alan.e@londoncouncils.gov.uk

Summary: Summary of the minutes of the London Councils' TEC Executive Sub Committee held on 7 February 2019.

Recommendations: For information.

1. Attendance: Cllr Huntington-Thresher (LB Bromley), Cllr Daniel Anderson (LB Enfield), Cllr Denise Scott-McDonald (RB Greenwich), Cllr Feryal Demirci (LB Hackney – Acting Chair), Cllr Claudia Webbe (LB Islington), Cllr Manuel Abellan (LB Sutton), Cllr Richard Field (LB Wandsworth) and Cllr Tim Mitchell (City of Wandsworth).

2. Apologies for Absence

Apologies for absence had been received from Cllr Julian Bell (LB Ealing), Cllr Zulfiqar Ali (LB Newham), and Christopher Hayward (City of London).

3. Update on the Ultra Low Emission Zone (ULEZ) – Shirley Rodrigues, Deputy Mayor for Environment and Energy, GLA

Shirley Rodrigues, Deputy Mayor for Environment and Energy, GLA, introduced the item and made the following comments:

- Up to 9,000 premature deaths in London a year are caused by poor air quality in London. This had a big impact, especially on vulnerable groups.
- Poor air quality was an environmental health and social injustice issue.
- The Mayor had brought forward the ULEZ in order to tackle diesel polluting vehicles, which makes up 40% of all air pollution in London.
- ULEZ starts on 8 April 2019 and will operate in the existing central London Congestion Charge Zone and will operate 24 hours a day.

The Committee: **(i)** agreed that Shirley Rodrigues would take back the issue to the GLA of converting borough winter vehicles (eg salt carriers) to make them EU air quality compliant, **(ii)** agreed that Shirley Rodrigues would let Cllr Scott McDonald have a list of where the 453 primary school that exceeded legal air quality limits were located, and **(iii)** noted that boroughs could contact Shirley Rodrigues should they have any queries regarding the upcoming ULEZ

4. Air Quality Update

The TEC Executive Sub Committee received a report that provided an update on London Councils' activities on air quality policy, specifically regarding officers' work on achieving and influencing new clean

air legislation on London Councils' draft response to the Environment, Food and Rural Affairs (Efra) Select Committee inquiry into the draft Environment (Principles and Governance) Bill.

Owain Mortimer, Principal Policy and Projects Officer, London Councils, introduced the report which highlighted what work London Councils was carrying out with regards to air quality. Councillor Demirci informed members that these issues had been discussed at previous TEC meetings and officers were asked to discuss these issues in their boroughs.

Owain Mortimer made the following comments:

- At the TEC meeting in June 2018, members had agreed to support a new Clean Air Act.
- London Councils had compiled a draft consultation response to the Efra Select Committee inquiry that scrutinised the draft Environment (Principles and Governance) Bill to the Secretary of State.
- A number of workshops have been held with borough officers and the GLA, and a number of proposals have been put forward.
- Further details would be made available at a later TEC meeting

The TEC Executive Sub Committee: **(i)** agreed the approach to influencing new clean air legislation, and **(ii)** agreed the response to the Efra Select Committee inquiry.

5. Future Mobility Agenda

The TEC Executive Sub Committee received a report on the time limited work undertaken by the Task and Finish Group on car clubs. The London Councils' TEC Executive Sub Committee was well-placed to play a stronger role in understanding the complexities of the Car Club industry in the Capital and to help shape this policy agenda going forward.

Paulius Macklea, Principal Policy and Project Officer, London Councils, introduced the report and made the following comments:

- One of the aims was to bring key stakeholders together.
- Eight meetings were due to take place over a five month period. Work of the Task and Finish Group on Car Clubs should be finalised by Autumn 2019.
- CoMoUK and the British Vehicle Rental and Leasing Association (BVRLA) would be invited to be regular members of the Group, along with London Councils, boroughs, TfL and the GLA.
- The timeline for the Task and Finish Group was approximately February to July 2019. Meetings were scheduled to take place on Wednesday mornings at the offices of London Councils. A final report was due to go to the TEC Executive Sub Committee meeting on 12 September 2019.

The TEC Executive Sub Committee agreed the purpose, topics, size, composition and timescales of the Task and Finish Group on Car Clubs.

6. Transport & Mobility Services Performance Information.

The TEC Executive Sub Committee considered a report that detailed the London Councils' Transport and Mobility Services performance information for Quarter 3 in 2018/19

The TEC Executive Sub Committee: **(i)** noted that customer satisfaction data would be included in the performance data for the TEC Executive on 18 July 2019, and **(ii)** noted that the performance stats for Taxicard "advanced bookings" figures would be worse in the next quarter due to a number of reasons (new fixed prices from 1st January 2019 that Black Cabs no longer want to take part in/loss of 20% of Black Cab drivers etc).

7. TEC Month 9 Revenue Forecast 2018/19

The TEC Executive Sub Committee received a paper that outlined actual income and expenditure against the approved budget to the end of December 2018 for TEC and provided a forecast outturn for 2018/19.

The TEC Executive Sub Committee: **(i)** noted the projected surplus of £1,411,000 for the year, plus the forecast net underspend of £1,627,000 for overall Taxicard trips; and **(ii)** noted the projected level of Committee reserves, as detailed in paragraph 5 of the report, and the commentary on the financial position of the Committee included in paragraphs 6-8.

8. Minutes of the TEC Executive Sub Committee held on 15 November 2018

The minutes of the TEC Executive Sub Committee held on 15 November were agreed as an accurate record.

9. Minutes of the Main Meeting held on 6 December 2018 (for noting)

The minutes of the TEC Main Meeting held on 6 December 2018 were noted.

The meeting finished at 11:25 am.

Young People's Education and Skills Board

| | | | |
|------------------------|-------------------------|--------------|--|
| Date | 28 March 2019 | Venue | London Councils |
| Meeting Chair | Gail Tolley, Vice Chair | | |
| Contact Officer | Anna-Maria Volpicelli | | |
| Telephone | 020 7934 9779 | Email | Anna-maria.volpicelli@londoncouncils.gov.uk |

Present

| | |
|------------------------------|--|
| Gail Tolley (Chair) | Association of London Directors of Children's Services (ALDCS) |
| Derek Harvey | Department for Work and Pensions (DWP) |
| Dr Graeme Atherton | AccessHE |
| John Prior | Association of Colleges (AoC) /NATSPEC (for Dr Caroline Allen OBE) |
| Laraine Smith | AoC/Further Education College representative |
| Mary Vine-Morris | AoC London Region |
| Sarah Wilkins | Greater London Authority (GLA) (for Joanne McCartney) |
| Yolande Burgess | London Councils Young People's Education and Skills |

Speakers

| | |
|---------------|-----------------|
| Phil Rossiter | MIME Consulting |
|---------------|-----------------|

Officers

| | |
|---------------------------|--|
| Anna-Maria Volpicelli | London Councils Young People's Education and Skills |
| Peter O'Brien | London Councils Young People's Education and Skills |
| Spike van der Vliet-Firth | London Councils Economic Development, Skills and Culture |

Apologies

| | |
|-------------------------------------|---|
| Arwel Jones | Association of School and College Leaders |
| Ben Anderson | London Economic Action Partnership |
| Dr Caroline Allen OBE | Association of Colleges/NATSPEC |
| David Jeffrey | Department for Education |
| Doniya Soni | Greater London Authority (London Economic Action Partnership) |
| Cllr Georgia Gould (Chair) | London Councils Shadow Executive member (Labour) |
| Jane Hickie | Association of Employment and Learning Providers |
| Cllr Nickie Aiken | London Councils Executive Member (Conservative) |
| Paul Wakeling | AoC/Sixth Form Colleges |
| Tim Shields | Chief Executives London Committee |

1 Welcome, Introductions and apologies

- 1.1 The Chair welcomed members and noted apologies.

2 Declarations of interest

- 2.1 There were no declarations of interest.

3 Minutes of previous meeting and actions arising

- 3.1 The notes of the previous meeting were agreed. The [Post-16 Special Educational Needs and Disabilities Review](#) discussed at the last meeting was published today.

4 Post-16 Education Trajectories Review

- 4.1 The findings from the London Post 16 Education Trajectories Review, a project jointly commissioned by London Councils and the GLA and undertaken by MIME Consulting and University College London Institute of Education, were presented.

Actions: Key points of the discussion to be taken to the Project steering Group; the final report to be presented to the next Board meeting.

5 Updates

Performance Update: Participation, Achievement and Progression

- 5.1 The paper provided an update on the levels of participation of young Londoners in education and training, the level of their achievement and progression at the end of the learning process.

Policy

- 5.2 A draft response to the DfE's consultation on Level 2 and Level 3 qualifications will be provided to the next Board meeting; the DfE had sent a grant determination letter to the GLA setting out the Adult Education Budget for 2019 to 2020. There is concern around the diminishing funding for apprenticeships and how this was changing providers' practices.

Action: A draft response to the consultation on Level 2 and Level 3 qualifications to be considered at the next Board meeting.

London Ambitions (verbal update)

- 5.3 From 1 April users of the London Ambitions portal are being directed to a national system. Careers Clusters commissioned by the GLA continued to perform well and clusters specifically addressing the needs of students with SEND would feature in the next procurement round.

Apprenticeship Update (verbal update)

- 5.4 London local authorities have explored the potential for collaboratively procuring Apprenticeship provision for roles where there is cross-borough demand. The Apprenticeship Subgroup will undertake its annual data collection exercise for numbers of local authority apprenticeships delivery and pay scales; this report goes to Leaders, Chief Executives, ALDCS, ASG members and respondents (pay scales report is shared with ASG members and respondents only). There is concern that September will see a several employers losing unspent levy funds.

Action: Updates on apprenticeship activity to be provided at each Board meeting.

6 Annual Statement of Priorities

- 6.1 Some of the context and actions from last year's Statement should be carried forward into this year's statement. The meeting also agreed some textual amendments. The Board agreed that a framework for a three-year vision to 2023 should be presented to its next meeting.

Action: Incorporate suggestions and re-circulate to Board for final sign off. Present a framework for a three-year vision to 2023 to the next Board meeting.

7 Revised Terms of Reference – Operational Sub-group

- 7.1 The meeting agreed to an amendment - sub-regional representation by local authorities should be agreed with ALDCS. Subject to that change, the Board agreed revised terms of reference.

Action: Incorporate revisions to OSG Terms of Reference.

8 AOB

- 8.1 The 'Love our Colleges Campaign' is continuing with a hundred and forty-six MPs signed up. The focus is now on ensuring increased funding for both delivery and pensions.
- 8.2 The DWP is working closely with the Careers and Enterprise Company's Enterprise Advisors in its programme of engaging with schools on careers advice.

Date of the next meeting: Thursday 6 June 2019, 10am – 12noon, London Councils

Leaders' Committee

Report from the London Councils' Grants Committee – 20 March 2019

Item no:

Report by: Ana Gradiska **Job title:** Principal Governance and Projects Officer
Date: 4 June 2019
Contact Officer: Ana Gradiska
Telephone: 020 7934 9781 **Email:** ana.gradiska@londoncouncils.gov.uk

Attendance: Cllr David Leaf (LB Bexley), Cllr Margaret McLennan (LB Brent), Alderman Dhruv Patel (dep – City of London), Cllr Hamida Ali (LB Croydon), Cllr Miranda Williams (RB Greenwich), Cllr Philip Glanville (Chair – LB Hackney), Cllr Patrick Perryman (dep – LB Haringey), Cllr Sue Anderson (LB Harrow), Cllr Viddy Persaud (LB Havering), Cllr Katherine Dunne (LB Hounslow), Cllr Gerard Hargreaves (RB Kensington and Chelsea), Cllr Sam Foulder-Hughes (RB Kingston Upon Thames), Cllr Una O'Halloran (LB Islington), Cllr Jonathan Slater (LB Lewisham), Cllr Edith Macauley (LB Merton), Cllr Charlene McLean (LB Newham), Cllr Helen Coomb (LB Redbridge), Cllr Gareth Roberts (LB Richmond), Cllr Rebecca Lury (LB Southwark), Cllr Marian James (LB Sutton), Cllr Candida Ronald (LB Tower Hamlets), Cllr Paul Ellis (LB Wandsworth), Cllr Tim Mitchell (dep – City of Westminster), Connie Cullen, London Hub Manager at Shelter UK (for Item 4), and London Councils officers

1. Apologies for Absence and Announcement of Deputies

1.1 Apologies were received from Cllr Saima Ashraf (LB Barking and Dagenham), Cllr Richard Cornelius (LB Barnet), Cllr Colin Smith (LB Bromley), Cllr Jonathan Simpson (LB Camden), Cllr Ben Coleman (LB Hammersmith and Fulham), Cllr Mark Blake (LB Haringey), Cllr Douglas Mills (LB Hillingdon), Cllr Andy Wilson (LB Lambeth), Cllr Louise Mitchell (LB Waltham Forest), and Cllr David Harvey (City of Westminster).

The Chair welcomed Una O'Halloran, who has replaced Cllr Kaya Comer Schwartz as the representative for LB Islington, and congratulated Cllr Margaret McLennan for her new role on the Grants Executive.

2. Declarations of Interest

2.1 Cllr Helen Coomb (LB Redbridge) declared that her sister was a trustee of Redbridge CVS. 2.2 The Chair declared that he used to work closely with Shelter in his role as Cabinet Member for Housing. 2.3 Cllr Anderson noted that her son may have received support through the European Social Fund (ESF).

3. Minutes of the Grants Committee meeting held on 21 November 2018

3.1 The minutes of the Grants Committee meeting held on 21 November were agreed. The Chair requested that in future, as well as going to the Leaders Committee, the minutes of the Grants Executive should be presented at the Grants Committee meetings, for noting.

4. Thematic Review – Co-Location: Shelter and Ealing Council

4.1 Connie Cullen, London Hub Manager, gave apologies on behalf of LB Ealing representatives who were due to attend the meeting but were delayed due to transport issues.

- Ms Cullen gave a presentation on the STAR (Supporting Tenancies, Accommodation and Reconnections) partnership, a multi-agency partnership programme which provides free housing, welfare and debt advice, delivers support to clients in the private rented sector, and helps clients to access employment and training. She said that the majority of existing clients (81 per cent) are single people with no dependents, living in overcrowded properties with extended families.

4.2 Other features of the partnership include:

- Co-location - Joint working with LB Ealing in order to prevent homelessness, such as working together to resolve rent arrears.
- Working in partnership with other agencies such as outreach teams for single homeless people.

5. Performance of Grants Programme 2017-21

5.1 Yolande Burgess, Strategy Director, introduced this paper and said that:

5.1.1 Priority 1 and 2 commissions were performing well in general.

5.1.2 One of the commissions in Priority One – Signhealth – was currently RAG rated AMBER, due to lower outcomes achievement and a reduction in their Contract Compliance score (i.e. accuracy, timeliness and risk management). Ms Burgess said that the Grants team was satisfied that this was a temporary issue related to changes in staffing and that Signhealth's RAG score was expected to recover in subsequent quarters. Meanwhile, the commission's performance would be kept under review.

5.1.3 The delivery of the Priority 2 Commission that works within schools - Tender Education and Arts - is subject to the academic year timetable and this is reflected in its outcomes.

5.1.4 Two London Councils funded commissions (delivering across Services Areas 2.2 and 2.3) have submitted bids to the Home office to deliver national domestic violence helpline services. The Home Office has yet to announce its decision. Officers will keep Members informed as to any potential impact to the London Councils grant funded services.

5.1.5 In response to members' queries about over-performance and whether this meant that some targets may have been set too low, Ms Burgess said that this was being monitored closely; the majority of commissions were reporting a significant increase in demand for services.

5.1.6 In response to members' concerns about whether the strong performance of New Horizons Youth Centre would continue following the award of a grant from the Mayors' Fund for Londoners, which may put pressure on their resources, Ms Burgess said that there were no indications that the existing commission would be adversely affected.

5.1.7 All Priority 3 projects are RAG rated Red and are at highest level of risk intervention. This is due to the risks associated with the compliance regime for ESF. All partners in this priority are subject to a monthly 100 per cent check of activity and evidence to mitigate the risk of non-compliance with ESF and to closely monitor performance. With the introduction of a robust quality assurance process, and payments based on delivery of results, a monthly payment model is low risk.

5.1.8 Options for using the projected underspend related to the withdrawal of a Priority 3 partner and the under delivery across the Priority, were discussed with Grants Executive in February 2019; these will be discussed under item 6.

6. Priority 3: Options for anticipated underspend

6.1 The Chair introduced this report and noted that a correction had been tabled for the information contained in Table 1.3. He added that:

6.1.1 The Priority 3 strand of the 2017-2021 London Councils Grants Programme – Tackling poverty through employment – will complete at the end of June 2019. The programme is funded by the Grants Committee and is match-funded by ESF. Based on the delivery profile to-date, the programme is estimated to outturn on completion at over £3 million; half this value is attributable to the Grants programme. Considering management and administration costs, it is projected that circa £1,135,000 will be returned to the Grants Programme once Priority 3 has completed (this is an estimated value).

6.1.2 Tendering a new commission through an open bid procedure, to meet a London-wide priority, had been discussed and considered by Grants Committee Executive members at their February meeting. It was noted that having a new tender that would address a pan-London issue would require a lengthy, resource intensive process. Along with all the associated risks attached to tendering, it was agreed that a new tender was not a preferred option.

6.2 The Grants Committee was then asked to comment on the remaining three options:

Option 1: To commission additional activity within existing commissions delivering across Priority 1 and Priority 2 to address the needs of London residents impacted by No Recourse to Public Funds (NRPF) - that is, residents who are permitted to live in the UK but are subject to the condition of no entitlement to public funds such as welfare benefits and housing assistance from the state. The mid-programme review had highlighted that there are services at capacity due to increases in demand and a rise in complexity of need.

Option 2: To hold the underspend in reserves to allow the Grants Committee more time to consider the redeployment of funds.

Option 3: To return funds to the boroughs through a one-off repatriation from reserves in 2020-21

Following key considerations during their discussions - geography/reach (pan-London); no duplication with existing borough services; impact (improved outcomes), and; savings to boroughs - Grants Executive members considered that investing additional resources in addressing the needs of those with NRPF would be a reasonable course of action. It was noted that:

- There is currently significant pressure on local authority staff resources relating to NRPF; for example, following up with the Home Office, gathering caseload information, resolving priority cases.
- NRPF related pressures impact all the boroughs, placing increased service and financial pressure as local authorities are often left with the responsibility to provide for subsistence and accommodation needs that, under different circumstances, would be centrally funded. At the moment, local authorities receive no additional funding for these costs
- NRPF related expenditure for the boroughs mainly arises through the need to support families with children, and care leavers.
- The issues of NRPF, homelessness and domestic violence are interrelated.

6.3 Grants Committee members agreed that Option 3 should not be taken forward on the basis that the funding can have a greater impact pan-London.

6.4 The Grants Committee decided that whilst the option of holding the underspend in reserves for now should not be taken off the table, Option 1 - investing the funding in addressing issues related to NRPF - would be the preferred option to be presented to the Leaders' Committee in the summer.

The Chair asked Ms Burgess to undertake further work to examine NRPF issues and potential solutions necessary to address them, to present at the next Grants Committee meeting.

The meeting finished at 12.30

Leaders' Committee

Report from the Transport & Environment Committee – 21 March 2019

Item no:

Report by: Alan Edwards **Job title:** Governance Manager
Date: 4 June 2019
Contact Officer: Alan Edwards
Telephone: 020 7934 9911 **Email:** Alan.e@londoncouncils.gov.uk

Summary: Summary of the minutes of the London Councils' Transport & Environment Committee held on 21 March 2019

Recommendations: For information.

1. Attendance: Cllr Syed Ghani (LB Barking & Dagenham), Cllr Shama Tatler (LB Brent), Cllr William Huntington-Thresher (LB Bromley), Cllr Stuart King (LB Croydon), Cllr Julian Bell (LB Ealing - Chair), Cllr Daniel Anderson (LB Enfield), Cllr Denise Scott-McDonald (LB Greenwich), Cllr Chris Kennedy (LB Hackney- Deputy), Cllr Wesley Harcourt (LB Hammersmith & Fulham), Cllr Matt White (LB Haringey - Deputy) Cllr Chloe Smith (LB Harrow - Deputy), Cllr Osman Dervish (LB Havering), Cllr Hanif Khan (LB Hounslow), Cllr Claudia Webbe (LB Islington), Cllr Hilary Gander (RB Kingston-upon-Thames), Cllr Claire Holland (LB Lambeth), Cllr Brenda Dacres (LB Lewisham), Cllr Nick Draper (LB Merton - Deputy), Cllr John Howard (LB Redbridge), Cllr Alexander Ehmann (LB Richmond-upon-Thames), Cllr Richard Livingstone (LB Southwark), Cllr Manuel Abellan (LB Sutton), Cllr Clyde Loakes (LB Waltham Forest), Cllr Richard Field (LB Wandsworth), Cllr Tim Mitchell (City of Westminster), Cllr Jeremy Simons (City of London – Deputy), and Alex Williams (Transport for London).

2. Apologies for Absence: Cllr Dean Cohen (LB Barnet), Cllr Feryal Demirci (LB Hackney), Cllr Kirsten Hearn (LB Haringey), Cllr Varsha Parmar (LB Harrow), Cllr Martin Whelton (LB Merton), and Christopher Hayward (City of London).

3. Ultra Low Emission Zone (ULEZ) Update

Shirley Rodrigues, Deputy Mayor for Environment and Energy, GLA, made some of the following comments:

- Mayor had brought forward the ULEZ to address the health crisis caused by London's toxic air.
- Number of people have lifelong illnesses due to air pollution, with the poorest being the most affected.
- Vehicles, especially diesel vehicles, were the main causes of air pollution.
- Central London ULEZ starts on 8 April 2019 and will operate 24 hours a day, every day of the year. There would be a charge of £12.50 per day for non-compliance (cars, motorcycles and vans), and £100 for lorries, buses and coaches.
- The ULEZ replaces the T-Charge in central London and vehicles must meet strict emission standards to drive in the ULEZ area.
- ULEZ extension to inner London takes place from October 2021 and LEZ would be Londonwide (lorries over 3.5T) on 26 October 2020.

A Q and A session then took place. The Chair thanked Shirley Rodrigues for her presentation.

It was agreed to take item 6 “Air Quality Update” in the agenda next.

6. Air Quality Update

The Committee received a report that provided members with an update on London Councils’ proposals and engagement plans for air quality policy in the upcoming Environment Bill.

The Chair welcomed Jeremy Simons and the other City of London Corporation colleagues. Katharina Winbeck, Head of Transport, Environment and Infrastructure, informed members that the Environment Bill would go before Parliament in late June 2019. She said that although a number of issues would be included in the Bill, it did not address all clean air legislation. What was required a “stand alone” Clean Air Act. Katharina Winbeck said that London Councils had signed up to an “agreed position”, details of which could be found at Appendix 1 of the report. She said that London Councils supported a Clean Air Bill, and any important issues needed to be raised now.

Jeremy Simons, Chair of City of London Corporation, Public Health and Environmental Services Committee, said that the City of London had issues with regards to air quality. He said that the Bill focused on a number of measures to improve air quality, like dealing with idling cars and reducing wood stove burning. Jaysen Sharpe, City of London Assistant Parliamentary Affairs Counsel, informed Committee that the Private Members Bill would be introduced in the House of Lords in the next Parliament.

A Q and As session took place.

The Committee: **(i)** noted and commented on the report, and **(ii)** agreed the approach to influencing new clean air legislation.

4. Chair’s Report

The Committee considered a report that updated members on transport and environment policy since the last TEC meeting on 6 December 2018 and provided a forward look until the next TEC meeting on 13 June 2019.

The Committee: **(i)** noted that more clarity was needed with regards to TEC’s advisory role on the TfL Board, and that further discussions would take place with the Deputy Mayor for Transport on this matter; and **(ii)** noted the Chair’s report.

5. London Fuel Poverty Partnership

The Committee received a report that provided members on the work of the London Fuel Poverty Partnership (LFPP). Councillor Webbe (LB Islington) was the TEC representative on the London Fuel Poverty Partnership.

Councillor Webbe introduced the report, which discussed the impact people’s health that arose from people not being able to afford to heat their homes. She informed members that between 2015 and 2018, an average of 3,240 more people died in London each winter, compared with the rest of the year. Councillor Webbe said that the LFPP was established in May 2018 and brought together a large number of stakeholders including local government, social care and energy suppliers.

The Committee: **(i)** noted and commented on the report, and **(ii)** agreed to work with colleagues in their boroughs to implement recommendations from the Fuel Poverty Partnership, as outlined in paragraph 9 of the report.

7. Go Ultra Low City Scheme (GULCS) Project Update

The Committee received a report that updated members on the progress of Phase 1 of the GULCS project and current plans for Phase 2. The report also reminded TEC members to sign the amendment to the TEC Agreement to delegate the borough’s functions relating to Electric Vehicle Charging Apparatus to London Councils’ TEC, which was a requirement for London Councils to play an active role in Phase 2 of the project (see paragraph 12).

The Chair thanked the boroughs that sent in their 20 rapid charging sites on time.

Katharina Winbeck introduced the report and made some of the following comments:

- Boroughs had made good progress in procuring suppliers to deliver electric vehicle (EV) charging points in residential areas.
- Approximately 400 charge points had already been installed, along with 800 forecasted to be installed by 31 March 2019.
- This was a “good news” story, with better prices being negotiated. Thanks to boroughs for all their hard work on this.
- Phase 2 stage of the GULCS project could now be looked at again, including an objective to provide a centralized delivery partnership.

The Committee: **(i)** agreed to send an individual letter to those boroughs that had not yet signed the amendment to the TEC Agreement, which would give London Councils permission to actively participate in Phase 2 of the project, and **(ii)** agreed that Alex Williams would look to see where TfL were with regard to the installation of rapid charging points in the Royal Borough of Kingston.

8. Fixed Penalty Levels for new Wandsworth Byelaws

The Committee considered a report that informed members of the request from LB Wandsworth to TEC to set Fixed Penalty Notice (FPN) levels for the new Wandsworth byelaws relating to parks and open spaces, so that local authorities could issue FPNs rather prosecute offenders.

The Committee: **(i)** agreed that London Councils consulted on the levels of fixed penalty for breaching the new Wandsworth byelaws, as set out at Appendix A; and **(ii)** agreed that London Councils consulted on a fixed penalty level of £80, payable within 28 days and an early payment reduction to £50, if paid within 14 days.

9. Enforcing London Speed Limits Update

The Committee received a report that provided members with an update following TEC’s agreement in December 2018 to explore the feasibility of boroughs enforcing speed limits on London roads.

Spencer Palmer, Director of Transport and Mobility, London Councils, said that Committee had agreed at its meeting on 6 December 2018 that it would carry on with the work on enforcing London speed limits. This report gave an update on the progress with this. TEC had been working in collaboration with TfL and the Metropolitan Police and had formed a Steering Group to provide a strategic overview of the aims of the review, and setting out reporting structure and strategy. Spencer Palmer said that a further update would be presented to TEC at the meeting on 13 June 2019.

Councillor Loakes thanked officers for the update. He said that some boroughs now wanted to undertake their own trials to ensure the compliance of speed limits on their roads. Councillor Loakes said that boroughs now needed the ability to enforce speed limits, sooner rather than later, as this would help to improve people’s lives.

Councillor Field said that enforcing London speed limits should be put high up on the agenda and TEC should have this as an “ongoing” project. He said that 20mph speed limits saved lives.

The Committee: **(i)** noted that a further update on enforcing London speed limits would be presented to TEC on 13 June 2019, **(ii)** noted that Alex Williams would find out the timetable for 20mph limits on TfL roads in the borough of Wandsworth, **(iii)** noted that Alex Williams would look into 20mph limits at Seven Sisters, **(iv)** noted that education should not be neglected, with regards to the road safety reasons for implementing speed limits, **(v)** agreed to consider setting up a separate TEC sub-group to provide political oversight and to report back to TEC, **(vi)** noted that members were unhappy with the extent and pace of progress with this matter and that the TEC Reserve budget could be used to fund additional resources and to fund a borough speed enforcement pilot (subject to legal constraints on boroughs’ current powers), **(vii)** noted that Alex Williams would feed back member comments regarding 20mph speed limits on the TLRN, **(viii)** noted that London Councils efforts on this work should be focused on acquiring the necessary legislative powers for boroughs to carry out their own speed enforcement; and **(ix)** noted that ensuring boroughs can enforce their local speed limits effectively was a top priority for TEC.

10. Direct Vision Standard for Heavy Goods Vehicles

The Committee received a report that updated members on the development of a Direct Vision Standard (DVS) and the proposed London Heavy Goods Vehicles (HGVs) Safety Permit (HSP) Scheme to reduce road danger in London.

Spencer Palmer introduced the report, which sought member formal approval to appoint TfL, on its behalf, to undertake Phase 2c consultation on the finalized HGV Safety Permit.

The Committee: **(i)** noted the borough stakeholder and other responses to the Phase 2b consultation, **(ii)** approved, for the purposes of the Phase 2c Consultation: 1. the final HGV Safety Permit HSP Scheme proposals, 2. the promotion by TEC of an Amendment Order to amend the 1985 Order Appendix A and related Statement of Reasons Appendix B, 3. the LLCS & HSP Policy Statement Appendix C and 4. HSP Scheme Conditions draft Appendix D, **(iii)** appointed TfL to undertake the Phase 2c Consultation on its behalf, beginning on 26 April 2019, and (subject to recommendation (4) below and to consultation with London Councils' Director, Transport & Mobility where any potentially significant issues/ matters arise), to draft the Amendment Order to reflect Appendix A and to make any necessary provisional public inquiry arrangements, **(iv)** noted that a report may be brought to the Committee's June meeting to consider any formal objections to the Amendment Order and other relevant representation received in response to the Phase 2c consultation; and **(v)** noted the position regarding Barnet LBC participating in the HSP Scheme and the LLCS.

11. Freedom Pass Progress Report

The Committee considered a report that provided members with an update on the outcome of the Freedom Pass mid-term review, proposals for the future administration of the renewal exercises, a reminder to boroughs regarding the assessment of eligibility for the disabled persons Freedom Pass scheme, and the outcome of negotiations with the Rail Delivery Group (RDG) in respect of the 2019/20 Freedom Pass settlement.

Stephen Boon, Chief Contracts Officer, London Councils, introduced the report. He said that the Committee was recommended to agree Option B for processing future renewal exercises. TEC was also being asked to decide whether to grant London Councils' permission to formally consider taking over the administration of the disabled persons' scheme after the 2020 renewal.

The Committee: **(i)** noted the progress of the 2018 mid-term review and 2019 renewal, **(ii)** agreed to Option B for processing future renewal exercises, **(iii)** noted the roles and responsibilities of borough concessionary travel teams in respect of disabled persons Freedom Pass renewals and ensure sufficient resources are in place to undertake the 2020 renewal, **(iv)** agreed to come back to a future TEC with cost proposals for London Councils to undertake the administration of the disabled persons Freedom Pass scheme, and **(v)** approved the reduced RDG settlement amount of £19,450,000.

12. TEC & TEC Executive Sub Committee Dates 2019/20

The Committee received a report that notified members of the proposed TEC and TEC Executive Sub Committee dates for the year 2019/20. The Committee agreed the dates for TEC and TEC Executive Sub Committee meetings for the year 2019/20.

13. Minutes of the TEC Executive Sub Committee meeting held on 7 February 2019 (for noting)

The minutes of the TEC Executive Sub Committee held on 7 February 2019 were noted.

14. Minutes of the TEC Main Meeting held on 6 December 2018 (for agreeing)

The minutes of the TEC Main meeting held on 6 December 2018 were agreed as an accurate record.

The press and public were asked to leave the room while the exempt part of the agenda was discussed.

The meeting finished at 16:55pm

Minutes of the Meeting of the Audit Committee 21 March 2019

Cllr Roger Ramsey was in the Chair

Members Present:

Cllr Roger Ramsey (LB Havering)
Cllr Stephen Alambritis (LB Merton)
Cllr Robin Brown (LB Richmond)

In Attendance:

Pat Stothard, Head of Audit & Risk Management, City of London
Martha Franco-Murillo, Senior Auditor, City of London
Neil Hewitson, Director, KPMG

London Councils' officers were in attendance.

1. Apologies for Absence

An apology for absence was received from Councillor Victoria Mills (LB Southwark).

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Audit Committee meeting held on 18 September 2018

The minutes of the Audit Committee meeting held on 18 September 2018 were agreed as being an accurate record.

4. Internal Audit Plan 2019/20

The Audit Committee received a report that informed members of the draft internal audit plan for 2019/20, as proposed by the City of London's Internal Audit section under terms of the service level agreement for financial and payroll services.

David Sanni, Chief Accountant, London Councils, introduced the internal audit plan for 2019/20, and the proposed five-year rolling programme covering the period up to 2023/24. He said that the internal audit section had invited London Councils' Corporate Management Board to recommend any areas to be included in the plan. David Sanni confirmed that all areas of operational risk are examined at least once during the five-year period.

The Chair asked whether the Pension Scheme Administration review (page 11), that related to the pension arrangements for the parking adjudicators, would require 10 audit days, as this was a small pension scheme. Pat Stothard, Head of Internal Audit, City of London, informed Committee that the 10 audit days was the normal amount of time expected to be spent on this, although the work might be able to be completed in less days.

Councillor Brown said that there was a big gap between the date of the last audit (2017) for the "ICT Data and Information Security" (page 13) and the new audit (2021/22). Pat Stothard said that this represented the current London Councils' base plan, although this work area could be brought forward to a shorter cycle, if so required.

The Audit Committee approved the internal audit plan for 2019/20 and the rolling five-year programme, covering the period 2023/24 as proposed by the City of London and detailed in Appendix A of this report.

5. External Audit Plan 2018/19

The Audit Committee received a report that presented members with the draft external audit plan for 2018/19, prepared by London Councils' external auditor, KPMG. The draft audit plan informed the Audit Committee of the scope of the external audit for London Councils for 2018/19.

David Sanni introduced the report, which detailed the external audit plan, along with any significant risks. Neil Hewitson, Director, KPMG, said that the plan covered the three main London Councils' committees (Leaders, Transport and Environment Committee and Grants). He informed members that two significant risks had been identified – management override of controls and pensions liabilities assets.

Neil Hewitson informed Committee that the audit fee had increased from £36,000 in 2017/18 to £38,000 in 2018/19. The £2,000 increase was due to new accounting requirements relating to IFRS 9, IFRS 15, along with reporting requirements associated with the AR27 Employers' Association annual return. The Chair asked whether the £2,000 increase in fees for the IFRS 15 and AR27 was provisional. Neil Hewitson said that there was uncertainty around how much work would be involved in the certification of AR27.

The Audit Committee approved the draft external audit plan for 2018/19 in principle, and the increase of the annual audit fee. The draft plan was included at Appendix A.

6. Internal Audit Reviews

The Audit Committee received a report that provided members with an update of internal audit work that had been undertaken since the last Committee meeting in September 2018.

David Sanni introduced the report and said that a progress report for 2018/19 could be found on page 67 of the report. He said that two reviews had been completed since the last meeting on Parking and Traffic and the Pan London Mobility Schemes. There was one "red" recommendation and six "amber" recommendations included in the "Parking and Traffic" audit report. The "red" rated recommendation related to the adequacy of checks carried out on the Congestion Charge adjudicators' pay claims.

David Sanni said that there were eight "amber" recommendations included in the internal audit report on the pan-London Mobility Schemes, incorporating the Taxicard and Freedom pass schemes. All eight recommendations had been accepted, including the improved reporting of Key Performance Indicators (KPIs). Pat Stothard, Head of Audit Risk Management, City of London, informed members that the work on Business Continuity and GDPR would be completed shortly.

Frank Smith, Director of Corporate Resources, London Councils, said that the first strand of London Councils' IT transformation programme had taken place, with all staff being issued with their own laptop. The second strand would be the migration of data into the Cloud.

Councillor Brown asked whether random checks on eligibility were taking place. Stephen Boon, Chief Contracts Officer, London Councils, confirmed that they were. He said that the target date was 1 April 2019. A small sample would be looked at and this would be carried out on a monthly basis.

The Audit Committee noted and commented on the contents of the report and the appendices.

7. Treasury Management Update

The Audit Committee received a report that provided members with an update on London Councils' treasury management strategy. London Councils' cash balances were held by the City of London under the service level agreement for the provision of financial support services.

David Sanni introduced the report and informed members that it had been agreed by Audit Committee in September 2009 that the Committee would receive annual reports on the City of London's treasury management activities. This report informed the Audit Committee of the City's treasury activities for the coming year. David Sanni said that the balances held by the City on behalf of London Councils were protected against capital losses. The forecast investment return for the 2019/20 is one percent. David Sanni said that London Councils was satisfied that the City's treasury management function was run in a prudent manner. The Chair said that the indemnity of 0.02% that the City charge London Councils for any potential future losses of cash balances was very reasonable.

The Audit Committee noted the City of London's Treasury Management Strategy Statement and Annual Investment Strategy for 2019/20, which could be found at Appendix A.

8. Risk Management: Policy and Public Affairs Risk Register

The Audit Committee considered a report that presented members with the current Policy and Public Affairs directorate risk register for consideration.

Doug Flight, Head of Strategic Policy Group, introduced the Policy and Public Affairs (PaPA) risk register. He informed members that the PaPA risk register was reviewed on a quarterly basis by both the PaPA Divisional Management Team and London Councils' Corporate Governance Officer Group as well as half-yearly by the London Councils' Corporate Management Board (CMB).

Doug Flight highlighted the PaPA 1 risk, which related to the loss of member authority support (eg withdrawing from London Councils) and PaPA 2 risk, which related to the inability to meet all borough expectations with the resources available. Doug Flight said that PaPA risk 7 "IT failure with website/intranet" had now been heightened in terms of likelihood but would be kept under review following a recent IT modernisation programme. PaPA risks 12, 13 and 14 all related to the Capital Ambition (CA) programme. PaPA risk 14 had been given a risk rating (with control) of 8 to allow for the potential of different outcomes.

The Chair asked whether the Capital Ambition programme had been reviewed. Thomas Man, Head of Capital Ambition, London Councils, said that approval was given at the March 2019 Leaders' Committee meeting to undertake a procurement process to extend the London Ventures contract beyond August 2019 and to explore alternative sustainable funding options which was also strongly supported by the Capital Ambition Board. Officers recognised that the very nature of this risk had changed and would review the risk.

Councillor Brown said that PaPA risks 1 and 2 appeared to be the hardest to mitigate, especially considering the constraint on borough budgets at present. He emphasised the need for boroughs to get value for money for the subscriptions being paid to London Councils. He said that boroughs were also fighting hard to get a decent financial settlement for London. Doug Flight said that London Councils was carrying out extensive campaigning for the upcoming Spending Review and was working with external organisations and businesses. Councillor Brown said that this needed to be communicated to lead finance officers.

Councillor Alambritis said that Leaders had been issued with a pamphlet on the areas that London Councils was working on. Doug Flight confirmed that Leaders' Committee had considered a

document which set out a series of pledges that London Councils was committed to work over the next 4-years.

The Audit Committee noted the current Policy and Current Affairs directorate risk register.

9. Review of Risk Management Strategy and Framework

The Audit Committee received a report that summarised the recent review of London Councils' Risk Management Strategy and Framework and associated documents.

Christiane Jenkins, Director of Corporate Governance, London Councils, introduced the report. She informed members that the London Councils' Risk Management Strategy and Framework was last reviewed in September 2016. It was a recommendation of an internal audit which was carried out in 2016 that the Strategy would be reviewed on a "periodic basis" to ensure it was still fit for purpose.

Christiane Jenkins said that the Strategy now included a reference to Information Risks, in the to reflect the importance of protecting information in the light of the new data protection legislation. There were some minor changes to the Strategy and Framework. London Councils' now had a data Protection Officer, Emily Salinger, who was present at the meeting.

The Audit Committee:

- Agreed the proposed revisions to the Strategy and Framework, and
- Noted the changes to the guidance notes

10. Implementing the General Data Protection Regulation (GDPR) and Data Protection Act 2018

The Audit Committee received a report that provided members with an update on London Councils' work on the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA18).

The Chair said that it had been agreed to have the GDPR and Data Protection Act 2018 on the agenda for each Audit Committee meeting, owing to the seriousness of the issue and potential non-compliance. The Chair suggested that the GDPR item should now be brought to this Committee on a yearly basis.

Frank Smith said that the GDPR had been a standing item on the Audit Committee agenda for the last 18 months. The report highlighted the continuing work since the new GDPR was introduced on 25 March 2018. He said that Emily Salinger, the London Councils' Data Protection Officer, had been carrying out robust work with regards to GDPR and DPA18. London Councils' staff were being given a detailed training programme on matters relating to GDPR and DPA18, including "Bob's Business" training, where an online test needed to be completed every month. Frank Smith said that records of staff training activities were kept by London Councils. Continuous training was also taking place at CMB and regular face-to-face training with staff was also taking place.

Frank Smith said that the high risk areas for London Councils were in areas where large amounts of personal data was kept, like for Freedom Pass and Taxicard holders. Staff had been trained on the potential implications of holding this data.

The Audit Committee:

- Noted the work carried out in relation to the GDPR and DPA18; and

- Agreed that this report would now be presented to the Audit Committee once a year in March.

The press and public were asked to leave the meeting while the exempt part of the agenda was being discussed.

The meeting finished at 11:14am

Action Points

10. Implementing the General Data Protection Regulation (GDPR) and Data Protection Regulation Act 2018 Update

Action

It was agreed that a GDPR/DPA18 Update would now be brought to the Audit Committee meeting once a year, in March

Progress

Ongoing