

Leaders' Committee

9 October 2018 – 11:30 am

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

Refreshments will be provided

London Councils offices are wheelchair accessible

Labour Group: Room 2 and 3 10:00

(Political Adviser: 07977 401955)

Conservative Group: Room 5 10:00

(Political Adviser: 07903 492195)

Liberal Democrat Group: Room 1 10:00

(Political Adviser: 07588 219668)

Contact Officer: Derek Gadd

Telephone and email: 020 7934 9505 derek.gadd@londoncouncils.gov.uk

Lunch will be provided in Room 2 for members after the meeting

Agenda item	Page
1. Apologies for absence and Announcement of Deputies	
2. Declarations of Interest*	
3. Minutes of the Leaders' Committee held on 10 July 2018	1
4. Business Rates Retention Pilot: Strategic Investment Pot Outcome	9
5. The London HIV Prevention Programme	17
6. Feedback from Joint Boards:- <ul style="list-style-type: none"> • LCRB • LHB • LEAP • HfL Board 	Verbal Update
7. IHRA Definition of Antisemitism	25
8. Annual Audit Report 2017-18	35
9. Appointment of Digital Champion	55

10.	Minutes and summaries :- <ul style="list-style-type: none"> • TEC Minutes – 14 June 2018 • Audit Committee – 21 June 2018 • GLEF AGM – 28 June 2018 • CAB – 10 July 2018 • Grants AGM – 11 July 2018 • TEC Executive – 19 July 2018 • Audit Committee – 18 September 2018 	61
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***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

The Chairman to move the removal of the press and public since the following items are exempt from the Access to Information Regulations. Local Government Act 1972 Schedule 12(a) (as amended) Section 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Agenda item		Page
E1	Exempt Minutes of Leaders' Committee on 10 th July 2018	1
E2	Business Rate Retention Pilot 2019/20	7

London Councils

Minutes of the London Councils Leaders' Committee held on 10 July 2018
Cllr Peter John OBE chaired the meeting

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 Muhammed Butt
Cllr Colin Smith
Cllr Georgia Gould
Cllr Tony Newman
Cllr Julian Bell
-
Cllr Danny Thorpe
Mayor Philip Glanville
Cllr Sue Fennimore
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 Lib Peck
Mayor Damien Egan
Cllr Stephen Alambritis
Mayor Rokshana Fiaz OBE
Cllr Jas Athwal
Cllr Gareth Roberts
Cllr Peter John OBE
Cllr Ruth Dombey OBE
Mayor John Biggs
Cllr Clare Coghill
Cllr Ravi Govindia CBE
Cllr David Harvey
Ms Catherine McGuinness
-

Apologies:

ENFIELD
HAMMERSMITH & FULHAM
WESTMINSTER

Cllr Nesil Caliskan
Cllr Stephen Cowan
Cllr Nickie Aiken

Officers of London Councils were in attendance as was Mr John Barradell of the London Resilience Forum - Local Authorities' Panel for item 4.

1. Apologies for absence and announcement of deputies

The apologies and deputies listed above were noted.

2. Declarations of interest

Ms Catherine McGuinness declared a non-pecuniary interest in any item relating to London Councils' office property.

The Chairman moved, and Leaders' Committee agreed, the removal of the press and public to discuss items exempt from the Access to Information Regulations under the provisions of the Local Government Act 1972 Schedule 12(a) (as amended) Section 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

On the conclusion of those discussions the press and public were readmitted for the determination of the remainder of the committee's business.

3. Minutes of the Leaders' Committee AGM and business meeting 5 June 2018

As a matter arising from the minutes of the Leaders' Committee AGM on 5 June 2018 the following further appointments were agreed:

Conservative members:

GLPC Employers Side

Cllr David Harvey (Westminster)

Cllr Guy Senior (Wandsworth)

Cllr Philip Corthorne (Hillingdon)

Cllr Robert Benham (Havering)

Audit Committee substitute

Cllr Damien White (Havering)

Pensions CIV Lead Member

Cllr Mark Shooter (Barnet)

Liberal Democrat member:

Welfare, Empowerment and Inclusion Lead Member

Cllr Jon Tolley (Kingston).

Leaders' Committee agreed the minutes of the Leaders' Committee AGM and business meetings on 5 June 2018.

4. Strengthening local and collective resilience: Local Authorities' Panel Implementation Plan

The Chair invited Mr John Barradell Chair of the London Resilience Forum - Local Authorities' Panel to address Leaders' Committee. He did as follows:

- Leaders' Committee received the report of an independent Peer Challenge, on London's collective resilience arrangements at its meeting in February 2018 and went on to agree that the London Resilience Forum - Local Authorities' Panel would oversee implementation of the recommendations emerging from the Challenge
- There was an expectation that:
 - The Panel would work up a detailed implementation plan, which would be reported to Leaders' Committee in summer 2018.
 - A progress report on implementation would be brought to Leaders' Committee in 2019
- The Panel had prepared a detailed implementation plan, which was attached as an appendix to the report. The plan integrated the recommendations of the Panel's earlier review (known as EP2020 and reported to Leaders' Committee in 2017), which underpinned the peer review's recommendations
- Each borough and the City were independent entities that reflected their local communities but assurance was sought that collectively they could rely on each other's processes and systems in time of need
- Improved guidance on the role of council leaders and councilors was needed
- The role of chief executives also needed to be examined, with some having greater experience than others in this area and leaders were encouraged to call upon their chief executive to step up and play their part collectively in times of need despite the

heavy time commitment expected of them in their own borough. It was important to retain and foster the institutional knowledge of chief executives as changes in personnel occurred.

Cllr Lib Peck (Labour, Crime and Public Protection, Lambeth) said:

- The importance of this area of work could not be overestimated and the overall work needed clear political oversight
- There was a strong need for community interaction at a local level where incidents occurred.

Cllr Ruth Dombey OBE (Liberal Democrat, Sutton) offered her thanks for a helpful report and commented:

- Officers would be looking at different scenarios
- Training was of vital importance
- There would be instances where no borough could cope
- In the first 48hrs there must be a 'flag' which prompted London to move in to help.

Cllr Ravi Govindia (Conservative, Wandsworth) argued:

- That a large number of individual donations came in in the wake of a disaster and the question had to be posed – who was best at handling that? Local Government may not always be best placed
- Was there a clear enough idea of the cost in the implementation plan? It may be more than what boroughs were currently contributing to the central pot? In addition, were the timetables realistic? Any promises made, needed to be kept.

Cllr Elizabeth Campbell (Conservative, Royal Borough of Kensington and Chelsea) responded:

- Her borough was very grateful for the assistance it received from other local authorities across London who lent officers in the wake of the Grenfell Tower tragedy
- It had to be recognised that people who needed help were not always in the right place to ask for it

- The role of communications colleagues was of utmost importance, WhatsApp groups were set up almost immediately and it was all too easy to lose control of the information and messages going out
- The assistance of an extremely experienced chief executive was invaluable in helping to stabilize the situation
- In the recovery phase one of the most important themes running through was community engagement

Mayor Philip Glanville (Labour, Grants, Hackney) pointed to the communications issue and the perception that quickly grows up about leaders that if you weren't there you didn't care. Practitioners at emergency planning level still needed more help to embrace the broader agenda, see the potential of members and of effective communications rather than seeing it as something negative.

Cllr Darren Rodwell (Labour, Housing and Planning, Barking and Dagenham) argued that if a situation went beyond the Blue Light Services borough boundaries that should be the prompt to draw in a wider response.

Cllr Gareth Roberts (Liberal Democrat, Richmond) stressed the importance of:

- Training for Members and Leaders
- The quality of the guidance and the need for an ongoing annual review.

Cllr Graham Henson (Labour, Harrow) recounted how two large gas explosions in his borough had provided it with emergency incident experience. Training was often based on standardized power-point presentations and needed to be more developed, more sophisticated. Members' responses were very important, sometimes they were required to step in to break down barriers and sometimes they needed to step back to let officers get on with it.

Cllr Peck concluded by stressing the importance of the role of ward councillors as well as Leaders and that, along with that Mayor Glanville's points, needed to be reflected in the work.

The Chair urged that borough leaders needed to take ownership of this issue.

Mr John Barradell responded:

- The issue of insisting on providing support was less likely to be about formal council resolutions and more about hard wiring the practice and expectations of mutual support
- Two roles now operated – the Standard Gold role and a role of chief executives to chair Strategic Co-ordination Groups when residents demanded that response
- Training also needed to be provided for officers at the next level down from chief executives
- Sub-regional resilience was being beefed-up and helping chief executives to develop experience and expertise
- The Red Cross provided training for how to set up rest centres
- The Genfrell Public Inquiry had meant that the first London Resilience de-briefs were only just commencing
- Training should be provided but exercises were better.

The Chair thanked Mr Barradell for all of his work and that of his Panel on London Local Government's behalf. He concluded by expressing his hope that Mr Barradell would return to Leaders' Committee in a year's time and Leaders' Committee agreed to:

- Receive the Local Authorities' Panel integrated implementation plan attached as an appendix to the report
- Confirm the expectation that Leaders' Committee will receive an annual review of progress in respect of this plan, starting in 2019
- Note the paper summarising national guidance on the role of Leaders and Members in emergency planning attached as an appendix to the report.

5. Revising London Councils Priorities

The Chief Executive introduced the report saying at the meeting of the Leaders' Committee on 5 June 2018, the new Chair of London Councils began a conversation about establishing a revised set of London Councils priorities. He informally canvassed members at the meeting about the sort of priorities that underpinned Leaders' own work in their boroughs. This report summarised the

results from that initial exercise and sets out a proposed process for engaging in the development of revised London Councils priorities to come back to Leaders' Committee in October.

Leaders' Committee agreed:

- That Leaders' Committee note the summary of key priorities each individual borough Leader identified at the meeting on 5 June
- The process for establishing revised priorities for London Councils.

6. Minutes and summaries

Leader's Committee is recommended to note the minutes:

- Grants – Leadership in the Third Sector – 27 February 2018
- GLPC – 14 March 2018
- Grants – 21 March 2018
- Executive – 19 June 2018

The meeting ended at 11:30



Leaders' Committee and the Mayor of London

Business Rates Retention Pilot: Strategic Investment Pot Outcome

4

Report by: Peter Kane
Guy Ware

Job title: Chamberlain, City of London Corporation
Director Finance, Performance &
Procurement, London Councils

Date: 9 October 2018

Contact Officer: Chris Roberts

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Summary

This report informs the Leaders' Committee and the Mayor of London of the outcome of the Strategic Investment Pot (SIP) decision-making process, part of the London Business Rates Retention Pilot Pool.

From April 2018 London's boroughs, the City of London and the GLA agreed with Government to establish a 100% business rate retention pilot pool. Of the estimated net financial benefit, 15% (£52m) is set aside for a Strategic Investment Pot (SIP).

22 bids for SIP funding were received from 15 accountable boroughs for a total of £123.4m, with all authorities represented. London Councils and the Lead Authority (City of London Corporation) convened a Panel of Chief Officers from across London to evaluate the bids, and a recommendation was made to award funding to eight bids, totalling £46.83m. The Lead Authority consulted on the recommendation over the summer, achieving the broad support required to allocate funds. The report details this outcome and the funding decision.

The report also includes the next steps for the SIP, which include the provision of feedback to bidders, the financial administration arrangements, preparations for a future bidding round, and the lessons to be learnt from this first pilot year.

Recommendations Leaders' Committee and the Mayor of London are asked to note the report.

Business Rates Retention Pilot: Strategic Investment Pot Outcome

Background

1. This is the second year that London has piloted additional business rates retention, following an initial pilot for the GLA in 2017-18, in 2018-19 this has been extended to all 34 London authorities, who together are retaining 100% of business rates (adjusted for redistributive measures based on baselines set in 2013-14), which replace Revenue Support Grant (RSG) and the TfL Capital Grant. The operating principles of the pilot pool are detailed in a Memorandum of Understanding (MOU).
2. The MOU expands on the enhanced safety net from Government which means that London as a whole cannot lose more than 3% of its business rates income with an agreement that no authority will be worse off than under the previous arrangements. The overall budgeted additional benefit to London is estimated to be approximately £349m, and subsequent monitoring activity suggests this is broadly on target. However, the final figure will not be known until after the financial year has ended and accounts have been audited.
3. Under the agreed terms of the London pilot, 15% of the net financial benefit of pooling – currently estimated at approximately £52m – is reserved for the Strategic Investment Pot (SIP), to be spent on projects that:
 - i. contribute to the sustainable growth of London's economy and an increase in business rates income either directly or as a result of the wider economic benefits anticipated;
 - ii. leverage additional investment funding from other private or public sources; and
 - iii. have broad support across London government in accordance with the agreed governance process.

In addition, the Mayor of London has committed to spending the GLA's share of the additional net financial benefit from the pilot on strategic investment priorities. The allocation process for this fund (estimated at £112m) is currently underway, and the Mayor is expected to make decisions shortly.

4. The Government will carry out a qualitative evaluation of the pilot with a particular focus on the governance mechanism and decision-making process, and the resources dedicated to strategic investment.

Overview

5. As Lead Authority, the City of London Corporation wrote to all London Borough Leaders inviting bids to the SIP. 22 SIP bids were received from 15 accountable boroughs for a total of £123.4m. All boroughs were represented on at least one bid, and bids were received from across London.
6. Following agreement by London Councils' elected officers, the invitation to bid highlighted the following further guidance to bidders on the evaluation criteria, and the need to identify a package of proposals that would strike an appropriate balance between them:
 - i. **Contribution of anticipated outputs to key economic growth priorities:** e.g. housing and planning; transport and infrastructure (including digital infrastructure); skills, employment and business support. This could be evidenced, for example, by quantification of anticipated outputs (increase in homes, commercial floor space, jobs, etc.) and by alignment with existing regional, sub-regional and local strategies.
 - ii. **The anticipated scale of economic benefit**, both in absolute terms and, where appropriate, expressed as a ratio of anticipated return to investment required.
 - iii. **The breadth of geographic impact** – with a presumption that the broader the area of impact the better. Whilst strong local bids will be considered under other criteria, there will be a preference for joint proposals, including but not necessarily limited to those from existing sub-regional partnerships, or which to apply to the whole of London.
 - iv. **The scale of match funding**, both in absolute terms and expressed as a ratio of funding from other public or private sources to SIP investment required. The presumption will be that – all other things being equal – proposals that command a greater level of match funding will be preferred.
 - v. **Delivery timescales:** No strict cut-off point is defined; however, delivery timescales will be considered within the overall evaluation, with a presumption in favour of earlier completion (and therefore earlier economic returns) but ensuring an appropriate mix of recommended proposals between “oven-ready” schemes and longer-term investment projects.
7. A Panel of Chief Officers from across the London authorities and London Councils was convened to advise and assist the Lead Authority in reviewing and evaluating the bids. The Panel sought to identify a package of proposals that drew an appropriate balance between the agreed criteria, with the outcome of an initial, high level review reported to the

Congress of Leaders in July. Following that, the SIP Panel evaluated the bids in detail, supported by a working group.

8. As the exact size of the fund will not be finalised until the 2018-19 accounts are closed, two bidding and allocation rounds have been planned: this first round being reported in October 2018, and a second following the end of the financial year. If the pilot is extended by agreement the balance of 2018-19 funds (including any underspends) will be allocated along with the funds for 2019-20.
9. The process agreed for decision-making for SIP funds in establishing the pilot pool reflects the absence of a mechanism for joint decision-making by the 33 billing authorities and the Mayor of London. The formal decision must therefore be taken by the Members of the Lead Authority, subject to consultation with all of the participating authorities who decide whether or not to support based on their own decision-making processes. The MOU specifies the consultation requirements as:
 - i. the Mayor of London and the majority (two-thirds) of the 33 billing authorities agree,
 - ii. if all authorities in a sub-region do not recommend the project, it shall not be agreed.
10. The SIP Panel's report aimed to allocate the majority of the 2018-19 funds, and recommended eight bids totalling £46.83m for funding. This was issued to the 33 billing authorities and the GLA for consultation, and is attached at appendix 1. The deadline was Friday, 14 September 2018.
11. Consultation responses supporting the recommendation were received from the Mayor of London, from all of the sub-regions identified in the MOU, and from the following boroughs:

i. Barking & Dagenham	ii. Barnet	iii. Bexley
iv. Brent	v. Camden	vi. Croydon
vii. Ealing	viii. Enfield	ix. Greenwich
x. Hackney	xi. Hammersmith & Fulham	xii. Haringey
xiii. Harrow	xiv. Havering	xv. Hillingdon
xvi. Hounslow	xvii. Islington	xviii. Kensington & Chelsea
xix. Kingston upon Thames	xx. Lambeth	xxi. Merton
xxii. Newham	xxiii. Redbridge	xxiv. Richmond upon Thames
xxv. Southwark	xxvi. Sutton	xxvii. Tower Hamlets
xxviii. Waltham Forest	xxix. Wandsworth	

The threshold of two-thirds therefore supported the recommendations, and the funding decision will be taken by the Lead Authority in early October.

12. Westminster, Enfield and Lewisham have not yet taken the formal decision, although Officers have confirmed that their recommendation is to support the recommendation of the SIP Panel. Bromley have indicated that they will not be able to support the recommendation. The City of London Corporation's Members will consider their consultation response on 4 October along with making the formal decision, as administrator of the pilot, to allocate the funds in accordance with the consultation outcome.

13. The funding will therefore be awarded as per the recommendation:	£m
• South Dock Bridge	7.00
• Productive Valley:	5.75
○ South Tottenham Employment Area	
○ Investment Fund	
○ Rigg Approach	
• South London Innovation Corridor	8.00
• Open Data Standard for Planning	0.25
• Euston Recruitment Hub	3.00
• West London Alliance:	11.13
○ Skills & Productivity	
○ Investment in Digital	
• Local London Investment in Fibre	7.70
• South London Multi-Purpose Internet of Things Platform	4.00
Total Recommended Package	46.83

Feedback from the consultation, lessons learnt, and next steps

14. The financial administration arrangements are being prepared by the Lead Authority and will be recommended to its Members shortly. As requested in consultation responses and by the SIP Panel, these will aim to balance the conflicting objectives to minimise administrative burden on participating authorities whilst ensuring that bidders are accountable for delivering match funding, outputs and outcomes described in their bid documents. The current proposal is for this to be via a written commitment to the contents of the bid and phased release of cash based on two or three light touch monitoring returns through the project duration. For the avoidance of doubt, funds will be allocated as per the recommendation, and it is expected that these will be recognised in full in each authority's accounts as soon as the relevant agreement is signed.

15. Some projects have been allocated a lower amount of funding than in their bid, and consultation responses commented that outputs and outcomes will need to be revised by agreement between the Lead Authority and accountable borough. These discussions will

be carried out and documented as part of the administration and will aim to maximise delivery of outcomes despite reduced funding.

16. Other comments received in response to the consultation related to the timescales for projects to be completed and treasury management benefits associated with holding funds in the interim. As laid out in the bidding guidance and MOU, the aim of the SIP was to increase the level of business rates through a mix of direct intervention (i.e. construction) and other enabling activity (e.g. employment, skills and digital projects), so by nature these projects are generally longer term. The treasury management benefits will be allocated to the pool as per the MOU. In relation to the SIP, this will be on an estimated basis when the accounts are finalised.
17. A number of consultation responses referred to potential underspends in the projects allocated funding, or expressed concern that only 90% of estimated funds have been allocated. The total funds available in 2018-19 will not be known until after the accounts are closed and audited, so the funds being allocated are spent 'at risk' until this time (if between now and the end of the financial year there are significant write offs or valuation changes, there may not be sufficient funds in the pool to support the commitment made). However, monitoring activity to date suggests that this level of funding is likely to be achieved, and so this amount has been recommended for spending now. Any remaining or underspent funds will be allocated in 2019-20, along with that year's estimated SIP should the pilot be extended by agreement.
18. Consultation responses also referred to the next round of bidding, requested feedback, or suggested improvements to the bidding, assessment, and decision-making process. The Lead Authority will contact all bidders formally to thank them for their work in preparing bids, and to offer feedback on their bid by a member of the SIP Panel. A timetable for the 2019-20 bidding round will be prepared and circulated once the outcome of the 2019-20 pilot negotiation is known, and lessons will be learnt on the process based on the feedback received. There will also be further consideration given to potential changes to the decision-making process (such as reserve lists) to facilitate quicker decision-making and swifter access to funds for suitable projects.

Recommendations

19. Leaders' Committee and the Mayor of London are asked to note the report.

Financial Implications for London Councils

None

Legal Implications for London Councils

None

Equalities Implications for London Councils

None

London Councils' Leaders' Committee

The London HIV Prevention Programme Item 5

Report by: Clive Grimshaw **Job title:** Strategic Lead for Health and Adult Social Care

Date: 9 October 2018

Contact Officer: Clive Grimshaw

Telephone: 020 7934 9830 **Email:** Clive.grimshaw@londoncouncils.gov.uk

Summary This briefing sets out the background to the London HIV Prevention Programme, a summary of programme activity and impact and sets out the basis for renewal of the programme from 2019 onwards.

Recommendations Leaders are asked to –

Note and comment on the impact of the London HIV Prevention Programme.

Endorse the proposal to continue the programme for three years beyond March 2019, including a freeze in the overall programme budget.

The London HIV Prevention Programme

Introduction

1. Following the transfer of public health to local government in 2013, London boroughs undertook a comprehensive London HIV Prevention Needs Assessment and options appraisal. This needs assessment highlighted the case for delivering HIV prevention interventions at a London level. In particular, it focussed on interventions where a city-wide approach made sense in terms of ensuring economies of scale in the commissioning and/or delivery of services and ensuring the quality, consistency or reach of the interventions. In 2014, London Councils' Leaders' Committee agreed to establish a pan-London HIV Prevention Programme (LHPP), which would run for three years until March 2017. Subsequently, Leaders' Committee agreed to renew the LHPP for a further two years, commencing in April 2017.
2. The overarching aims of the LHPP are to reduce new HIV infections and increase earlier diagnosis of HIV by:
 - Increasing the uptake of HIV testing
 - Promoting condom use
 - Promoting safer sexual behaviours.
3. These aims are delivered by the LHPP through three key elements:
 - "Do It London" – multimedia communications on HIV for all Londoners, with specific campaigns targeted at the key at-risk groups (MSM and black African communities);
 - condom procurement, promotion and distribution; and
 - targeted outreach via face to face and digital channels.

HIV in London

4. Figures released in September 2018 confirmed HIV rates are continuing to decline, with a substantial decrease over the past two years. 1,675 people were diagnosed with HIV in London in 2017 compared to 2,090 in 2016. This represents a fall of 21 per cent in 2016-17 in London, compared to the UK-wide decrease of 17 per cent. The number of new diagnoses in 2015

was 2729, meaning London has seen a decrease of 38% between 2015 and 2017.

5. However, in 2016 there were more than 36,000 people in London living with diagnosed HIV, representing 43% of all people living with an HIV diagnosis in England. This number has risen significantly over the past 10 years, from around 25,000 in 2007. The key population groups at greatest risk of HIV infection are men who have sex with men (MSM) and black African communities.
6. While there has been good progress in reducing the prevalence of undiagnosed HIV in London, and reducing the proportion of cases diagnosed at a late stage of infection, there is still more to do. Between 2014 and 2016, 35% of new diagnoses in London were at a late stage of infection, and it is estimated that around 10% of Londoners living with HIV remain undiagnosed. Reducing late diagnoses and reducing the prevalence of undiagnosed HIV has important benefits both in terms of the health of individuals who are HIV positive and in terms of reducing the risk of onward transmission.
7. Finally, based on 2015 data, all boroughs now exceed the threshold for being a “high prevalence” area of 2 cases per 1,000.

The LHPP recent campaigns

8. The fall in new diagnoses suggests that the LHPP focus on testing and protection, alongside improvements in uptake and timely initiation of anti-retroviral therapy and the availability of Pre-Exposure Prophylaxis (PrEP), have been very significant developments in London’s efforts to tackle HIV.
9. In total, since its launch, the ‘Do It London’ campaign has delivered 68 million digital display advert impressions on Londoners’ mobiles, tablets and laptops. It has appeared on at least 30,000 ad panels inside London Underground Tube trains, just over 20,000 ad panels inside London’s buses and nearly 60,000 underground and roadside adverts. Between 2014 and the mid-2018, the free condom distribution scheme issued 5 million free condoms and lube packets to Londoners.

10. The 'Do It Your Way' Combination Prevention campaign was launched in August 2017. The campaign highlighted the number of ways to prevent HIV by giving people a range of choices with the tag line, test-protect-prevent. It was also the first campaign to reference PrEP, timed to coincide with the nation, NHS England-funded IMPACT trial. There was also a reference to the Treatment as Prevention (TasP) message and Undetectable Viral Load as proven methods within the "combination" approach to HIV prevention.
11. The latest 'Do It London' campaign was launched on 2 July 2018 and runs through until the autumn. The message will replicate the previous campaign, as recommended by the evaluation results. New aspects will include short films about each prevention method and continued targeting of hard to reach groups. In the light of London's increase of STIs, condom use will remain a key part of the messaging, as well as promoting testing.
12. In March 2018 LHPP was awarded Campaign of the Year at the Local Government Chronicle Awards.

Oversight of the LHPP

13. The LHPP provides quarterly reports to boroughs via Directors of Public Health. These give detailed information about the activity delivered through the outreach service and testing provision. Bi-monthly updates are circulated and form part of a wider update on sexual health activities, and reports and briefings are also cascaded to sexual health commissioners via the London Association of Directors of Public Health. Post campaign evaluation and analysis reports provide information about the campaign responses and how recommendations from the evaluation process are taken into account when new campaigns are developed. The LHPP commissioners presented an update to London Health and Wellbeing Board Chairs at a Network meeting on 12 October 2017 and London Councils published member briefings in July 2018 and January 2017.
14. The programme engages Londoners directly via the provision of the outreach service, online engagement and condom distribution. Quarterly

reports produced by the commissioned providers give details of service outputs and productivity as well as providing information about the sexual health promotion outreach service and HIV testing in high risk venues and clubs. For Quarter 4 (Jan 2018 - Mar 2018); 120 outreach sessions were carried out with 57 sessions taking place in high risk venues. 15,508 contacts were made receiving a level 1 intervention, which is a brief around testing, condom promotion, knowledge increase and risk reduction. 25% of all clients are from the BAME ethnic backgrounds and 171 MSM received a rapid HIV test.

15. In Quarter 4, a total of 240,216 condoms and 242,600 lubricants were delivered, with 53 venues visited. As part of the programme's outreach interventions with MSM groups, attitudinal and behavioural information is collected in order to gather knowledge around testing behaviours and risk reduction, including STIs and to signpost to other services if needed. This information is also used to inform future campaign strategies.

Achieving Value for Money

16. In 2013, PCTs spent £2.3 million per annum on London HIV prevention activities. Since 2013, London local government has commissioned a more focused and efficient programme of HIV prevention interventions, concentrating on those interventions best delivered at the London level. In recent years, London has seen a significant reduction in the rate of new diagnoses.
17. Funding for the LHPP is based on HIV prevalence per borough, involving contributions ranging from around £2,000 to £113,000 per year. The total income for the programme is £1.080 million per year (2017/2019).
18. As host to the LHPP, Lambeth has delivered a 13% saving in the cost of the programme between 2017/18 and 2018/19, higher than the planned 10% reduction originally envisaged. 95% of income from borough contributions is allocated to fund the contracted services. The overheads for the LHPP, including the legal, financial, procurement and management costs, are absorbed by LB Lambeth 'in-house'.

19. With regard to funding for 2019 – 2022, it is proposed that the programme budget will not change, meaning borough contributions totalling £1,080 million over the period and a real terms reduction once inflation is taken into account. It is the intention to deliver further efficiencies through the re-procurement process, in order to maximise investment/resources going into frontline delivery and the impact of the programme.
20. Lambeth undertakes the commissioning and management of the LHPP on behalf of all participating boroughs, including external contracts with suppliers of services to deliver the programme's various workstreams. In 2014, all LHPP contracts were tendered, in line with public authority and EU procurement regulations, and – in the case of media services – using the government's recommended Crown Commercial Services Framework, to ensure significant savings, competition and value for money. Those contracts were extended (and varied, to achieve savings and refocus outputs, following a 10% overall budget reduction) in 2017 to the March 2019.
21. LHPP services are valued at over £100,000, and therefore require a formal tendering process in accordance with the latest procurement guidelines from the UK Government, the European Union and in line with Lambeth Council's own commissioning processes. In its purchasing, Lambeth Council is committed to transparency, demonstrating the decisions it makes about spending are fair and open, publishing what it spends and with whom it contracts.
22. Subject to confirmation of the budget and extension of the programme to 2022, LB Lambeth will need to undertake analysis of existing contracts, latest epidemiological data and other evidence to determine the most robust approach to ensuring that services are fit for purpose and meet the objectives of the LHPP to 2022. Given the timescale, it may be necessary temporarily to extend current contracts by up six months, in order to ensure service continuity during the re-procurement process.

Proposal for 2019 to 2022

23. It is proposed that the programme be renewed for a further three year period and that the overall programme budget be frozen at the 2017 level (based on a 10% reduction to the 2014 budget). It is envisaged that a three year funding commitment will enable the LHPP to secure a greater level of savings in respect of the re-commissioning of services. This will also provide stability to HIV prevention service delivery during a period of transition, when the PrEP IMPACT Trial (which ends in late 2020) is still on-going, and changes to London's sexual health services as part of the London Sexual Health Transformation Programme and the roll out of the new sexual health e-service bed down.

Next steps

24. Subject to the endorsement of Leaders' Committee, steps will be taken to ensure stability of the LHPP through a full procurement process to deliver the programme between 2019 and 2022. The new programme will incorporate the necessary efficiencies to accommodate a budget freeze and will be specified to take into account the learning from most recent programme evaluation and wider prevention developments, including the PrEP IMPACT Trial.

Financial Implications for London Councils

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

Legal Implications for London Councils

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

Equalities implications for London Councils

There are no equalities implications for London Councils.

IHRA Definition of Antisemitism

Item No 7

Report by: Doug Flight **Job title:** Head of Strategic Policy

Date: 9 October 2018

Contact Officer: Doug Flight

Telephone: 020 7934 9805 **Email:** doug.flight@londoncouncils.gov.uk

Summary: This report provides background information on the International Holocaust Remembrance Alliance (IHRA) definition of antisemitism.

 The Secretary of State of Communities and Local Government wrote to to Leaders of Councils in Decmber 2017, encouraging the adoption of the IHRA definition of antisemitism and the working examples.

 We are aware of 18 London Boroughs that have adopted the IHRA definition since December 2017.

Recommendations: Leaders' Committee is asked to:

1. Commend consideration of the following, by those London local authorities that have not already done so:
 - a. adoption of the IHRA definition of antisemitism, including the agreed working examples.
 - b. inclusion of the IHRA defintion and working examples within individual councils' constitutions and codes of conduct for members and officers.
-

IHRA Definition of Antisemitism

Background

1. The International Holocaust Remembrance Alliance brings together governments and experts to strengthen, advance and promote Holocaust education, research and remembrance.
2. The IHRA, which was formerly known as the Task Force for International Cooperation on Holocaust Education, Remembrance and Research was initiated in 1998 by former Swedish Prime Minister Göran Persson. The IHRA's membership includes of 31 member countries, including the United Kingdom.
3. The IHRA supports policymakers and educational institutions and briefs government officials and NGOs active in global initiatives for genocide prevention.
4. The United Kingdom has been member of the IHRA since it was founded in 1998, the current head of the UK delegation is Lord Eric Pickles. The delegation consists of representatives from the Foreign and Commonwealth Office, academia, voluntary sector including the London Jewish Cultural Centre.
5. On 26 May 2016 in Bucharest, the Plenary of the International Holocaust Remembrance Alliance (IHRA) adopted a non-legally binding working definition of antisemitism:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

6. The IHRA has published examples to guide organisations on the implementation of the definition, these are set out in **Appendix A** and are considered to be essential supporting elements of working definition.
7. In December 2016, the Prime Minister announced the Government's intention to adopt the International Holocaust Remembrance Alliance definition of antisemitism and in January 2017, The Rt Hon Sajid Javid MP, the then Secretary of State for

Communities and Local Government wrote to Council Leaders encouraging them to adopt this definition of antisemitism (**Appendix C**).

8. Subsequently, 18 London councils and the Mayor of London have adopted resolutions on antisemitism by approving council resolutions on the subject. A model resolution prepared by the IHRA is attached as **Appendix B**.

Conclusion

9. Leaders' Committee is asked to consider commending consideration of the following, by those London local authorities that have not already done so:
 - a. adoption of the IHRA definition of anti-Semitism, including the agreed working examples.
 - b. inclusion of the IHRA definition and working examples within individual councils' constitutions and codes of conduct for members and officers.
10. It is envisaged that the IHRA and other relevant bodies with an interest on tackling anti-Semitism would be advised of the decision of Leaders Committee.

Financial implications for London Councils:

None

Legal implications for London Councils:

None

Equalities implications for London Councils:

The recommendation directly addresses equalities issues though seeking to deepen the understanding of antisemitism.

Attachments:

Appendix A: IHRA examples to guide organisations

Appendix B: Model resolution prepared by the IHRA

Appendix C: Letter from the Rt Hon Sajid Javid MP Secretary of State for Communities and Local Government, encouraging Council Leaders encouraging to adopt the IHRA definition of anti-Semitism.

Appendix A: IHRA examples to guide organisations

The IHRA has published examples to guide organisations on the implementation of the definition. The Alliance has pointed to the following examples which may serve as illustrations: Manifestations might include the targeting of the state of Israel, conceived as a Jewish collectivity. However, criticism of Israel similar to that levelled against any other country cannot be regarded as antisemitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for "why things go wrong." It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.

The IHRA advises that contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavour.
- Applying double standards by requiring of it a behaviour not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.

- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitic acts are criminal when they are so defined by law (for example, denial of the Holocaust or distribution of antisemitic materials in some countries).

Criminal acts are antisemitic when the targets of attacks, whether they are people or property – such as buildings, schools, places of worship and cemeteries – are selected because they are, or are perceived to be, Jewish or linked to Jews.

Antisemitic discrimination is the denial to Jews of opportunities or services available to others and is illegal in many countries.

Draft motion for councils to adopt the International Holocaust Remembrance Alliance definition of antisemitism

This council expresses alarm at the rise in antisemitism in recent years across the UK. This includes incidents when criticism of Israel has been expressed using antisemitic tropes. Criticism of Israel can be legitimate, but not if it employs the tropes and imagery of antisemitism.

We therefore welcome the UK Government's announcement on December 11th 2016 that it will sign up to the internationally recognised International Holocaust Remembrance Alliance (IHRA) guidelines on antisemitism which define antisemitism thus:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

The guidelines highlight manifestations of antisemitism as including:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavour.
- Applying double standards by requiring of it behaviour not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.”

This Council welcomes the cross-party support within the Council for combating antisemitism in all its manifestations. This Council hereby adopts the above definition of antisemitism as set out by the International Holocaust Remembrance Alliance and pledges to combat this pernicious form of racism.



Department for
Communities and
Local Government

Local Authority Leaders

The Rt Hon Sajid Javid MP

*Secretary of State for Communities and Local
Government*

***Department for Communities and Local
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30 January 2017

Dear Leader,

Adoption of the IHRA working definition of anti-Semitism

In December 2016, the Government formally adopted the International Holocaust Remembrance Alliance working definition of anti-Semitism; the first European Union country to do so.

The definition, although legally non-binding, is an important tool for public bodies to understand how anti-Semitism manifests itself in the 21st century, as it gives examples of the kind of behaviours which depending on the circumstances could constitute anti-Semitism. The full text of the definition can be found at:

https://www.holocaustremembrance.com/sites/default/files/press_release_document_antisemitism.pdf

We are well aware that anti-Semitism continues to be a problem in this country. It is therefore right that, as a Government, we are able to demonstrate the seriousness with which we take it, as for all forms of hate crime. Anti-Semitism must be understood for what it is – an attack on the identity of people who live, contribute and are valued in our society. In light of this, I would like to take this opportunity to strongly encourage you to formally adopt the definition and consider its application in your own authority.

THE RT HON SAJID JAVID MP

Leaders' Committee

Annual Audit Report 2017/18

Item no: 8

Report by: David Sanni **Job title:** Chief Accountant
Date: 9 October 2018
Contact Officer: David Sanni
Telephone: 020 7934 9704 **Email:** david.sanni@londoncouncils.gov.uk

Summary This report presents the annual audit report issued by KPMG, London Councils' external auditor, following the completion of its audit of London Councils accounts for the year ended 31 March 2018. The Audit Committee considered the contents of the audit report at its meeting on 18 September 2018.

Recommendations The Leaders' Committee is asked to note the contents of the Annual Audit Report for 2017/18 which can be found at Appendix A.

Annual Audit Report 2017/18

Background

1. At its meeting on 18 September 2018, London Councils' Audit Committee considered the annual audit report issued by KPMG following the completion of its audit of London Councils 2017/18 accounts. The audit report reflects the outcome of KPMG's audit of London Councils accounts for 2017/18. The accounts were approved by the Audit Committee on 18 September 2018 and KPMG issued unqualified audit opinions on all three committee accounts.
2. The audit report will be posted on London Councils' Website (www.londoncouncils.gov.uk under the "About us" sub-category) and a link to the document sent to all members of the Leaders' Committee, the Transport and Environment Committee, the Grants Committee and borough Chief Executives.

Financial Implications for London Councils

None

Legal Implications for London Councils

None

Equalities Implications for London Councils

None

Appendices

Appendix A – KPMG External Audit Report 2017/18

Background Papers

Annual Audit Report 2017/18 – Report to London Councils Audit Committee 18 September 2018;
and
Final accounts working files 2017/18.



External Audit Report 2017/18

London Councils

18 September 2018

Content

Contacts in connection with this report are:

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Important notice

1. Summary

2. Financial statements audit

Appendices

- 1 Materiality and reporting of audit differences
- 2 Audit differences
- 3 Audit independence
- 4 Audit quality framework

Page

3

4

5

12

This report is addressed to London Councils and has been prepared for the sole use of London Councils. We take no responsibility to any member of staff acting in their individual capacities, or to third parties.

External auditors do not act as a substitute for the audited body's own responsibility for putting in place proper arrangements to ensure that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

We are committed to providing you with a high quality service. If you have any concerns or are dissatisfied with any part of KPMG's work, in the first instance you should contact Neil Hewitson, the engagement lead to London Councils, who will try to resolve your complaint..



Important notice

Circulation of this report is restricted. The content of this report is based solely on the procedures necessary for our audit. This report is addressed to London Councils and has been prepared for your use only. We accept no responsibility towards any member of staff acting on their own, or to any third parties.

External auditors do not act as a substitute for London Councils' own responsibility for putting in place proper arrangements to ensure that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

Basis of preparation: This Report is made to London Councils' Audit Committee in order to communicate matters as required by International Audit Standards (ISAs) (UK and Ireland) and other matters coming to our attention during our audit work on the Joint Committee, Transport and Environment Committee and Grants Committee financial statements that we consider might be of interest and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone (beyond that which we may have as auditors) for this Report or for the opinions we have formed in respect of this Report.

Limitations on work performed: This Report is separate from our audit opinion and does not provide an additional opinion on London Councils' financial statements nor does it add to or extend or alter our duties and responsibilities as auditors. We have not designed or performed procedures outside those required of us as auditors for the purpose of identifying or communicating any of the matters covered by this Report. The matters reported are based on the knowledge gained as a result of being your auditors. We have not verified the accuracy or completeness of any such information other than in connection with and to the extent required for the purposes of our audit.

Status of our audit: Our audit is not yet complete and matters communicated in this Report may change pending signature of our audit reports. We will provide an oral update on the status of our audit at the Audit Committee meeting. Aspects of our final closedown procedures including final quality review processes and receiving the management representation letters are still ongoing.

Financial statements audit – see section 2 for further details

Subject to the final closedown being satisfactorily completed we intend to issue an unqualified audit opinion on London Councils' Joint Committee, Transport and Environment Committee and Grants Committee financial statements, following the Audit Committee adopting them and receipt of the management representations letters.

We have completed our audit of the consolidated Joint Committee financial statements which comprises the Joint Committee, Transport and Environment Committee, Grants Committee and London Councils Limited financial statements, and the Transport and Environment Committee and Grants Committee financial statements. We have read the Narrative Report and reviewed the Annual Governance Statements (AGS). Our key findings are:

- There are no unadjusted audit differences.
- We agreed presentational changes to all three financial statements with officers. These changes mainly related to compliance with the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.
- We are not seeking any specific management representations beyond those considered as standard for any of the three Committees;
- We reviewed the Narrative Reports and Annual Governance Statements and have no matters to raise with you.

Other matters

ISA 260 requires us to communicate to you by exception 'audit matters of governance interest that arise from the audit of the financial statements' which include:

- Significant difficulties encountered during the audit;
- Significant matters arising from the audit that were discussed, or subject to correspondence with management;
- Other matters, if arising from the audit that, in the auditor's professional judgment, are significant to the oversight of the financial reporting process; and
- Matters specifically required by other auditing standards to be communicated to those charged with governance (e.g. significant deficiencies in internal control; issues relating to fraud, compliance with laws and regulations, subsequent events, non disclosure, related party, opening balances, etc.).

There are no other matters which we wish to draw to your attention in addition to those highlighted in this report or our previous reports relating to the audit of London Councils 2017/18 financial statements.

We have made no recommendations as a result of our 2017/18 work.

Section Two

Financial statements audit

We audit your financial statements by undertaking the following:

Work Performed	Accounts production stage		
	Before	During	After
1. Business understanding: review your operations	✓	✓	–
2. Controls: assess the control framework	✓	–	–
3. Prepared by Client Request (PBC): issue our prepared by client request	✓	–	–
4. Accounting standards: agree the impact of any new accounting standards	✓	✓	–
5. Accounts production: review the accounts production process	✓	✓	✓
6. Testing: test and confirm material or significant balances and disclosures	–	✓	✓
7. Representations and opinions: seek and provide representations before issuing our opinions	✓	✓	✓

We have completed the first six stages and report our key findings below:

1. Business understanding	In our 2017/18 audit plan we assessed your operations to identify significant issues that might have a financial statements consequence. We confirmed this risk assessment as part of our audit work. We provide an update on each of the risks identified later in this section.
2. Assessment of the control environment	We assessed the effectiveness of your key financial system controls that prevent and detect material fraud and error. We found that the financial controls on which we seek to place reliance are operating effectively. We reviewed work undertaken by your internal auditors, in accordance with ISA 610 and used the findings to inform our work.
3. Prepared by client request (PBC)	We produced the PBC to summarise the working papers and evidence we ask you to collate as part of the preparation of the financial statements. We discussed and tailored our request with the Chief Accountant and this was issued as a final document to the finance team. We are pleased to report that this has resulted in good-quality working papers with clear audit trails.

Section Two

Financial statements audit

4. Accounting standards	<p>We work with you to understand changes to accounting standards and other technical issues. For 2017/18 these changes related to:</p> <ul style="list-style-type: none">• Updates to the presentation of the Comprehensive Income and Expenditure Statement and the Movements in Reserves Statement and the introduction of the new Expenditure and Funding Analysis;• Amended guidance on the Annual Governance Statement. <p>There were no issues arising from these changes that we need to report to you.</p>
5. Accounts Production	<p>We received complete draft accounts for all three Committees on 23 July 2018. The accounting policies, accounting estimates and financial statement disclosures are in line with the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.</p> <p>We thank Finance for their cooperation throughout the visit which allowed the audit to progress and complete within the allocated timeframe.</p>
6. Testing	<p>We have summarised the findings from our testing of significant risks and areas of judgement in the financial statements on the following pages. During the audit we identified only minor presentational issues which have been adjusted.</p>
7. Representations	<p>You are required to provide us with representations on specific matters such as your going concern assertion and whether the transactions in the accounts are legal and unaffected by fraud. We provided a draft of this representation letter to the Chief Accountant on 5 September 2018. We draw attention to the requirement in our representation letter for you to confirm to us that you have disclosed all relevant related parties to us. We are not seeking any specific management representations beyond those considered as standard.</p>

Section Two

Financial statements audit

ISA 260 requires us to communicate to you by exception 'audit matters of governance interest that arise from the audit of the financial statements' which include:

- Significant difficulties encountered during the audit;
- Significant matters arising from the audit that were discussed, or subject to correspondence with Management;
- Other matters, if arising from the audit that, in the auditor's professional judgment, are significant to the oversight of the financial reporting process; and
- Matters specifically required by other auditing standards to be communicated to those charged with governance (e.g. significant deficiencies in internal control; issues relating to fraud, compliance with laws and regulations, subsequent events, non disclosure, related party, opening balances, public interest reporting, questions/objections, etc.).

There are no others matters which we wish to draw to your attention in addition to those highlighted in this report or our previous reports.

To ensure that we provide a comprehensive summary of our work, we have over the next pages set out:

- The results of the procedures we performed over the annual IAS 19 valuation which was identified as a significant risk within our audit plan;
- The results of our procedures to review the required risks of the fraudulent risk of revenue recognition and management override of control; and
- Our view of the level of prudence applied to key balances in the financial statements.

Section Two

Financial statements audit

SIGNIFICANT audit risk	Account balances effected	Summary of findings
All three Committees: Pension assets and liabilities	Net Pension Liability as at 31 March 2018 – Joint Committee: Pension assets £52.72 million PY £50.47 million Pension liability £80.72 million PY £80.45 million Net pension liability £28.02 million, PY £29.99 million	<p>The net pension liability represents a material element of London Councils' balance sheet. London Councils is an admitted body of London Pension Fund Authority which had its last triennial valuation as at 31 March 2016. This forms an integral basis of the valuation as at 31 March 2018.</p> <p>The valuation of the Local Government Pension Scheme relies on assumptions, most notably around the actuarial assumptions, and actuarial methodology which results in London Councils' overall valuation.</p> <p>There are financial assumptions and demographic assumptions used in the calculation of London Councils' valuation, such as the discount rate, inflation rates, mortality rates etc. The assumptions should reflect the profile of the entity's employees, and should be based on appropriate data. The basis of the assumptions is derived on a consistent basis year to year, updated to reflect changes.</p> <p>There is a risk that the assumptions and methodology used in the valuation of London Councils' pension obligation are not reasonable. This could have a material impact to net pension liability accounted for in the financial statements.</p> <p>We evaluated the competency, objectivity and independence of Barnett Waddingham, your actuarial expert. We used our KPMG actuarial expert to review the appropriateness of the key assumptions made, compared them to expected ranges and found them to be appropriate. We reviewed the methodology applied in the valuation by Barnett Waddingham</p> <p>As part of our work we corresponded with the auditors of the administering authority to gain assurance over the controls operated by the administering authority, as well as the value and composition of scheme assets and scheme performance as at 31 January 2018 as passed to the actuary. We checked the disclosure in the financial statements were complete and supported by appropriate evidence.</p> <p>Our review did not identify any issues to bring to your attention.</p> <p>We set out our view of the assumptions used in valuing pension assets and liabilities at page 10.</p>

Section Two

Financial statements audit

Risks that ISAs require us to assess in all cases	Why	Our findings from the audit
All three Committees Fraud risk from revenue recognition	<p>Professional standards require us to make a rebuttable presumption that the fraud risk from revenue recognition is a significant risk.</p> <p>We do not consider this to be a significant risk for any of the committee's income as there is unlikely to be an incentive to fraudulently recognise revenue.</p>	<p>There are no matters arising from this work that we need to bring to your attention.</p>
All three Committees Fraud risk from management override of controls	<p>Management is typically in a powerful position to perpetrate fraud owing to its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Our audit methodology incorporates the risk of management override as a default significant risk.</p> <p>In line with our methodology, we carry out appropriate controls testing and substantive procedures, including over journal entries, accounting estimates and significant transactions that are outside the normal course of business, or are otherwise unusual.</p> <p>We have not identified any specific additional risks of management override relating to this audit.</p>	<p>There are no matters arising from this work that we need to bring to your attention.</p>

Section Two

Financial statements audit

Judgements in your financial statements

We consider the level of prudence in key judgements in your financial statements. We summarise our view below using the following scale:



Assessment of subjective areas				
Asset / liability class	CY	PY	Balance (£m)	KPMG comment
Accruals	3	3	£1.70M PY:£3.38M	<p>For each committee, we agreed a sample of the accruals recorded in the financial statements to supporting documentation, including confirmation of post-year end payment. We reviewed a sample of post-year end payments to check the cut-off of expenditure recorded in the period and ensured there are no unrecorded liabilities at the year end.</p> <p>We believe London Councils assessment for all three committees represent a balanced view of future payables.</p>
Pensions liability	4	3	£28.02M PY £29.99M	<p>We used our KPMG actuarial expert to review the actuarial assumptions used in the IAS 19 valuation and concluded they are reasonable.</p> <p>Barnett Waddingham (expert used by London Councils) was provided with fund returns from London Pension Partnership (PPP) to 31 January 2018 and the fund returns for the period 1 February 2018 to 31 March 2018 were estimated based on returns on market indices weighted by the Fund's asset allocation. The estimated return over this period was -3%.</p> <p>After the report was produced, Barnett Waddingham received the actual fund returns for those two months and the actual return experienced over this period was -1%. In addition they were notified after the production of the reports that some earlier months' Fund returns had been recalculated and updated by LPP as part of the year-end process. Combined, the overall impact is to reduce the total return over the year from 6% to 5%. Updating this would reduce London Councils' pension fund assets by around £500k.</p> <p>This difference in the estimate is below materiality and therefore is acceptable although our assessment of management's estimate is that they have been slightly optimistic when making the estimate.</p>

Section Two

Financial statements audit

Narrative Report and Annual Governance Statement

We reviewed London Council's Narrative Report and Annual Governance Statement and confirmed that it is consistent with the financial statements and our understanding of the entity.

Audit fees

Our fee for the audit was £35,100 exc. VAT (£35,100 exc. VAT in 2016/17). This fee was in line with that highlighted in our audit plan approved by the Audit Committee in March 2018. Our fee for London Councils Limited was £900 exc. VAT (£900 exc. VAT in 2016/17).

We have not performed any non-audit work outside of that already disclosed to you as part of our audit planning.

Materiality and reporting of audit differences

The assessment of what is material is a matter of professional judgment and includes consideration of three aspects:

- Material errors by **value** are those which are simply of significant numerical size to distort the reader's perception of the financial statements. Our assessment of the threshold for this depends upon the size of key figures in the financial statements, as well as other factors such as the level of public interest in the financial statements;
- Errors which are material by **nature** may not be large in value, but may concern accounting disclosures of key importance and sensitivity, for example the salaries of senior staff; and
- Errors that are material by **context** are those that would alter key figures in the financial statements from one result to another – for example, errors that change successful performance against a target to failure.

Materiality for the Joint Committee consolidated accounts was set at £1.3 million which equates to around 2% percent of gross expenditure. We design our procedures to detect errors in specific accounts at a lower level of precision. For the Joint Committee core statements we have used £190k for materiality.

Materiality for the Transport and Environment Committee accounts was set at £850k which equates to around 2% percent of gross expenditure.

Materiality for the Grants Committee accounts was set at £160k which equates to around 2% percent of gross expenditure.

We design our procedures to detect errors in specific accounts at a lower level of precision.

Reporting to Audit Committee

Whilst our audit procedures are designed to identify misstatements which are material to our opinion on the financial statements as a whole, we nevertheless report to the Audit Committee any misstatements of lesser amounts to the extent that these are identified by our audit work. Under *ISA 260*, we are obliged to report omissions or misstatements other than those which are 'clearly trivial' to those charged with governance. *ISA 260* defines 'clearly trivial' as matters that are clearly inconsequential, whether taken individually or in aggregate and whether judged by any quantitative or qualitative criteria. *ISA 450* requires us to request that uncorrected misstatements are corrected.

In the context of London Councils, an individual difference could normally be considered to be clearly trivial if it is less than £65,000 for the Joint Committee overall with £9,000 for its core activities, £8,000 for the Grants Committee and £40,000 for the Transport and Environment Committee.

Where management have corrected material misstatements identified during the course of the audit, we will consider whether those corrections should be communicated to the Audit Committee to assist it in fulfilling its governance responsibilities.

Appendix 2

Audit differences

Unadjusted audit differences

Under UK auditing standards (ISA (UK&I) 260) we are required to provide the Audit Committee with a summary of unadjusted audit differences (including disclosure misstatements) identified during the course of our audit, other than those which are 'clearly trivial', which are not reflected in the financial statements.

We are pleased to report that there are no unadjusted audit differences.

Adjusted audit differences

To assist the Audit Committee in fulfilling its governance responsibilities we present below a summary of non-trivial adjusted audit differences (including disclosures) identified during our audit.

We are pleased to report that there are no adjusted audit differences to the primary financial statements.

Appendix 2

Audit differences

Presentational adjustments

We identified presentational adjustments required to ensure that London Councils' financial statements for the year ending 31 March 2018 are fully compliant with the Code of Practice on Local Authority Accounting in the United Kingdom 2017-18 ('the Code'). Whilst the majority of these adjustments were not significant, we identified adjustments of a more significant nature and details of these are provided in the following table.

Presentational adjustments	
#	Basis of audit difference
1	<p>Salaries</p> <p>The Employers Pension Contribution in the Officers' Remuneration disclosure in the Joint Committee accounts (Note 24) for the Chief Executive had been incorrectly calculated by £354. This was adjusted</p> <p>The Chief Executive's remuneration was also included in the incorrect band for officers remuneration. This was adjusted.</p>
2	<p>Related parties transactions in Joint Committee accounts (Note 27) included income of £675k from Central Government. Upon review of the transaction listing used to prepare this figure, European Social Fund (ESF) grant funding was incorrectly classified as Central Government related party transactions. The Central Government related party disclosure was corrected to £280k.</p>

Audit independence

ASSESSMENT OF OUR OBJECTIVITY AND INDEPENDENCE AS AUDITOR OF LONDON COUNCILS

Professional ethical standards require us to provide to you at the conclusion of the audit a written disclosure of relationships (including the provision of non-audit services) that bear on KPMG LLP's objectivity and independence, the threats to KPMG LLP's independence that these create, any safeguards that have been put in place and why they address such threats, together with any other information necessary to enable KPMG LLP's objectivity and independence to be assessed.

In considering issues of independence and objectivity we consider relevant professional, regulatory and legal requirements and guidance, including the provisions of the Code of Audit Practice, the requirements of the FRC Ethical Standard and the requirements of Auditor Guidance Note 1 - General Guidance Supporting Local Audit (AGN01) issued by the National Audit Office ('NAO') on behalf of the Comptroller and Auditor General.

This Statement is intended to comply with this requirement and facilitate a subsequent discussion with you on audit independence and addresses: general procedures to safeguard independence and objectivity; breaches of applicable ethical standards; independence and objectivity considerations relating to the provision of non-audit services; and independence and objectivity considerations relating to other matters.

General procedures to safeguard independence and objectivity

KPMG LLP is committed to being and being seen to be independent. As part of our ethics and independence policies, all KPMG LLP partners, Audit Directors and staff annually confirm their compliance with our ethics and independence policies and procedures. Our ethics and independence policies and procedures are fully consistent with the requirements of the FRC Ethical Standard. As a result we have underlying safeguards in place to maintain independence through: instilling professional values; communications; internal accountability; risk management; and independent reviews.

We are satisfied that our general procedures support our independence and objectivity.

Independence and objectivity considerations relating to other matters

There are no other matters that, in our professional judgment, bear on our independence which need to be disclosed to the Audit Committee.

Confirmation of audit independence

We confirm that as of the date of this report, in our professional judgment, KPMG LLP is independent within the meaning of regulatory and professional requirements and the objectivity of the Audit Director and audit staff is not impaired.

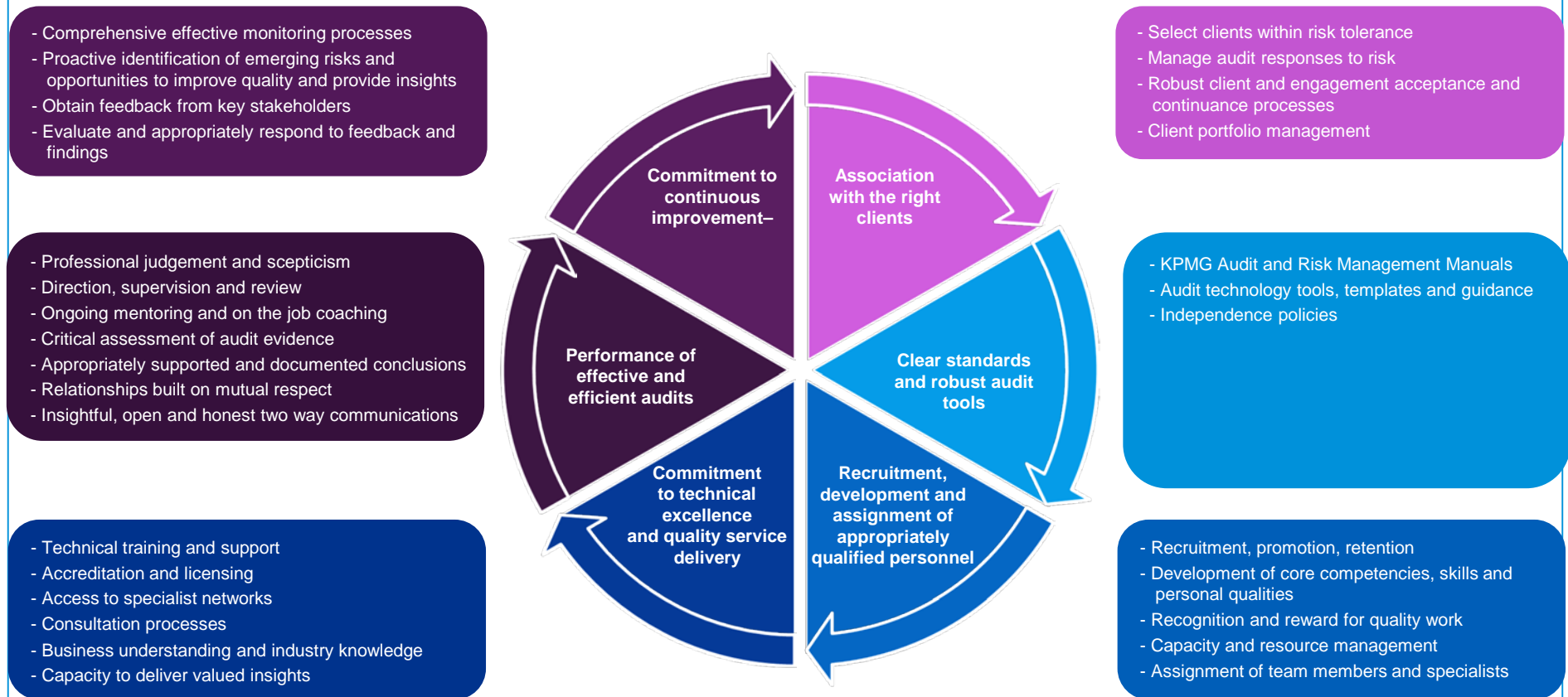
This report is intended solely for the information of the Audit Committee of London Councils and should not be used for any other purposes.

We would be very happy to discuss the matters identified above (or any other matters relating to our objectivity and independence) should you wish to do so.

KPMG LLP

Audit quality framework

Audit quality is at the core of everything we do at KPMG and we believe that it is not just about reaching the right opinion, but how we reach that opinion. To ensure that every partner and employee concentrates on the fundamental skills and behaviours required to deliver an appropriate and independent opinion, we have developed our global Audit Quality Framework





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Leaders' Committee

Appointment of a Digital Champion Item no: 9

Report by: Derek Gadd **Job title:** Head of Governance
Date: 9 October 2018
Contact Officer: Derek Gadd
Telephone: 020 7934 9505 **Email:** derek.gadd@londoncouncils.gov.uk

Summary: This report seeks Leaders' Committee endorsement to appoint a 'Champion' to advocate, at a political level, London Councils' work on promoting and facilitating the use of digital data, tools and technology

Recommendations: Leaders' Committee is recommended to agree that Mayor Philip Glanville (LB Hackney) be appointed as Digital Member Champion with Cllr Damian White (Leader of LB Havering) shadowing.

Appointment of a Digital Champion

1. London Councils is actively seeking to support boroughs' development of digital methods to better deliver local services. To this end there has been discussion with leading members about appointing a 'champion' to advocate, at a 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.
2. Party Groups have been consulted and it is proposed that Mayor Philip Glanville (LB Hackney) act as the Digital Member 'Champion' with Cllr Damian White (Leader of LB Havering) shadowing.
3. The Role Profile is attached as an appendix.

Recommendations

Leaders' Committee is recommended to agree that Mayor Philip Glanville (LB Hackney) be appointed as the Digital Member 'Champion' with Cllr Damian White (Leader of LB Havering) shadowing.

Financial Implications

There are no direct financial implications.

Equalities Considerations

There are no direct equalities considerations.

Legal Implications

There are no legal implications.

Appendix Digital Member Champion Role Profile

London Councils

Digital Member Champion – Role Profile

1. 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.

2. 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.

Leaders' Committee

Minutes and Summaries

Item no: 10

Report by: Derek Gadd **Job title:** Head of Governance
Date: 9th October 2018
Contact Officer: Derek Gadd
Telephone: 020 7934 9505 **Email:** Derek.gadd@londoncouncils.gov.uk

Summary Summaries of the minutes of London Councils

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

- TEC Minutes – 14 June 2018
- Audit Committee – 21 June 2018
- GLEF AGM – 28 June 2018
- CAB – 10 July 2018
- Grants AGM – 11 July 2018
- TEC Executive – 19 July 2018
- Audit Committee – 18 September 2018

Leaders' Committee

Report from the Transport & Environment Committee – 14 June 2018

Item no:

Report by: Alan Edwards **Job title:** Governance Manager
Date: 9 October 2018
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 14 June 2018

Recommendations: For information.

1. Attendance: Cllr Syed Ghani (LB Barking & Dagenham), Cllr Dean Cohen (LB Barnet), 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 Feryal Demirci (LB Hackney), Cllr Wesley Harcourt (LB Hammersmith & Fulham), Cllr Matt White (LB Haringey), Cllr Varsha Parmar (LB Harrow), Cllr Hanif Khan (LB Hounslow), Cllr Claudia Webbe (LB Islington), Cllr Will Pascall (LB Kensington & Chelsea), Cllr Hilary Gander (LB Kingston-upon-Thames), Cllr Sophie McGeevor (LB Lewisham – Deputy), Cllr Nick Draper (LB Merton - Deputy), Cllr Rachel Tripp (LB Newham), Cllr Alexander Ehmann (LB Richmond-upon-Thames), Cllr Richard Livingstone (LB Southwark), Cllr Manuel Abellan (LB Sutton), Cllr David Edgar (LB Tower Hamlets), Cllr Clyde Loakes (LB Waltham Forest), Cllr Richard Field (LB Wandsworth), Cllr Tim Mitchell (City of Westminster), and Alex Williams (Transport for London).

2. Apologies for Absence: Cllr Alex Sawyer (LB Bexley), Cllr Shama Tatler (LB Brent), Cllr Adam Harrison (LB Camden), Cllr Kirsten Hearn (LB Haringey), Cllr Claire Holland (LB Lambeth), Cllr Brenda Dacres (LB Lewisham), Cllr Martin Whelton (LB Merton), and Cllr John Howard (LB Redbridge).

3. Election of Chair of TEC for 2018/19
Councillor Julian Bell (LB Ealing) was elected as Chair of TEC for 2018/19

4. Election of Vice Chairs of TEC for 2018/19
The following members were elected to be the vice chairs of TEC: Cllr Feryal Demirci (LB Hackney – Labour Vice Chair), Cllr Tim Mitchell (City of Westminster – Conservative Vice Chair), and Cllr Manuel Abellan (Liberal Democrat Vice Chair)

5. Membership of London Councils' Transport & Environment Committee for 2018/19
The Committee noted and agreed the membership of TEC for 2018/19, subject to minor revisions being made.

6. Appointment to the TEC Executive Sub Committee for 2018/19

The following appointments to the TEC Executive Sub Committee were made:

Labour

Cllr Julian Bell (LB Ealing – Chair)
Cllr Feryal Demirci (LB Hackney)
Cllr Daniel Anderson (LB Enfield)
Cllr Claudia Webbe (LB Islington)
Cllr Rachel Tripp (LB Newham)
Cllr Denise Scott-McDonald (RB Greenwich)

Conservative

Cllr William Huntington-Thresher (LB Bromley)
Cllr Tim Mitchell (City of Westminster)
Cllr Richard Field (LB Wandsworth)
X 1 Conservative nomination – To follow

Liberal Democrat

Cllr Manuel Abellan

City of London

Christopher Hayward

7. Electric Vehicle Rapid Charging-Point Sub Group

The Committee received a report that set out the arrangements for the Electric Vehicle Rapid Charging-Point Sub Group.

The new membership of the EV Rapid Charging-Point Sub Group for the municipal year for 2018/19 was as follows:

Labour Member

Cllr Julian Bell (LB Ealing, Chair)
Cllr Feryal Demirci (LB Hackney)
Cllr Claudia Webbe (LB Islington)

Conservative Members

Cllr Tim Mitchell (City of Westminster)
Cllr William Huntington-Thresher (LB Bromley)

Liberal Democrat Member

Cllr Hilary Gander (RB Kingston upon Thames)

8. TEC Nominations to Outside Bodies

The Committee considered a report that sought nominations to the various outside bodies that related to the work of TEC for 2018/19.

The Committee: **(i)** agreed to pass on the names to the Chief Executive of London Councils for appointment to outside bodies, once they were all confirmed, and **(ii)** agreed that Alan Edwards would write to the outside bodies to inform them of the TEC nominations.

9. TEC AGM Minutes of 15 June 2017 (for noting – previously agreed)

The Committee noted the TEC AGM minutes of the 15 June 2017.

10. Constitutional Matters – Minor Variations to London Councils' Financial Regulations

The Committee received and noted a report that detailed proposed variations to the London Councils' Financial Regulations that were agreed by Leaders Committee on 5 June 2018.

It was agreed to take item 16 next – "Direct Vision Standard for Heavy Goods Vehicles".

16. Direct Vision Standard for Heavy Goods Vehicles

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

Alex Williams (Director, City Planning, Transport for London) introduced the report. He said that the number of deaths caused by HGVs continued to rise, especially among cyclists. The DVS would now create a 5-star rating system to ensure that HGVs were much safer than they currently were. Alex Williams said that approval was needed by TEC to allow the London Lorry Control Scheme (LLCS) traffic order to be used as a legal framework

The Committee: **(i)** noted the progress made in developing the DVS and proposals to ban or restrict the most unsafe HGVs from London's roads, **(ii)** noted the timeline and future TEC requirements, **(iii)** supported, in principle, the use of London Councils' LLCS traffic order as the most efficient legal mechanism to implement and enforce the HSSP Scheme (any final proposal to be subject to the outcome of statutory consultation), **(iv)** endorsed the formal notification of the HSSP Scheme to the European Commission by the Government under Directive(EU) 2015/1535 on the basis that the 1985 TRO is the implementation mechanism, and **(v)** noted that future DVS for HGVs reports would be presented to TEC, either individually, or incorporated in the Chair's report.

11. TEC Priorities and Business Plan for 2018/19

The Committee considered a report that provided members with a look back at what had been achieved in 2017/18 and look forward to the priorities to the priorities for 2018/19.

Spencer Palmer, Director of Transport and Mobility, London Councils, introduced the report, which outlined the key roles and responsibilities of TEC. This was divided into services (headed by Spencer Palmer) and the Transport and Environment policy function (headed by Katharina Winbeck).

Katharina Winbeck, Head of Transport, Environment and Infrastructure, London Councils, welcomed the new TEC members and said that TEC covered a wide range of areas like the setting of penalty notices for littering, skips etc, along with PCNs in general. She said that her team consisted of two policy officers, a LEDNet officer and a secondee from the GLA who was working on the Go Ultra Low City Scheme (GULCS) work.

The Committee: **(i)** noted the progress and key achievements of 2017/18, **(ii)** discussed and agreed the TEC priorities for 2018/19, and **(iii)** agreed to circulate to all TEC members the documents/discussions that had taken place so far on the ULEZ, in order for new TEC members to be brought up-to-speed in this area of TEC work.

12. Flooding Investment in London

The Committee received a report that gave TEC its annual update from the Thames Regional Flood and Coastal Committee (Thames RFCC) and explained the background to flood risk management in London. The report also presented a business case, on behalf of Thames RFCC for an increase in locally raised levy (1.99%) to invest in flood risk management schemes across the Thames catchment.

Robert Van de Noort, Chair of Thames RFCC introduced the report and informed members that he had been the Chair of the Thames RFCC for 4 years. He said that the role of the Thames RFCC was to reduce the risks of flooding in London, including surface water flooding, and protecting London's water supply

The Committee: **(i)** noted and discussed the report, **(ii)** agreed to look at potential projects that could be included in the long list for the next 6-year programme, and **(iii)** provided a steer to the TEC members who sat on the Thames RFCC to support a levy increase of 1.99% for 2019/20.

13. Chair's Report

The Committee received a report that updated members on transport and environmental policy since the last TEC meeting on 22 March 2018, and provided a forward look until the next TEC meeting on 11 October 2018.

The Committee: **(i)** noted that boroughs were encouraged to enter their schemes for the National Transport Awards, and **(ii)** noted the Chair's Report.

14. A New National Clean Air Act

The Committee considered a report that informed TEC about the latest data on air quality in London and suggested a strengthening of its current policy position to include support for a new national Clean Air Act.

Katharina Winbeck introduced the report. She said that air quality had been a priority for TEC for quite some time. More needed to be done though in order to spell out what TEC was trying to achieve with regards to air quality.

The Committee: **(i)** noted the issue of what UK legal air quality limits should be, once Britain left the EU. This could be incorporated into the Clean Air Act (as well as targets etc), **(ii)** agreed that TEC would actively call for a new National Clean Air Act with the details outlined in paragraph 9 and 16, and **(iii)** agreed to add a third recommendation to endorse a "Car Free Day" on 22 September 2018.

15. Action on Dockless Bicycles

The Committee received a report that informed TEC about the potential option for the coordination and enforcement of Dockless Bicycle hire schemes for London boroughs.

Katharina Winbeck said that boroughs did not have enough powers to currently manage Dockless Bicycles in London, and a Londonwide bye-law was now required. She said that an appropriate amendment would be needed to the TEC Agreement in order to delegate this power to TEC. Katharina Winbeck informed members that it would take approximately two years to get these powers.

The Committee: **(i)** noted that Public Space Protection Orders (PSPOs) could be used to remove bikes, but could not be used to manage incoming Dockless Bicycle schemes, **(ii)** agreed, in principle, that a draft scheme for a Londonwide bye-law to manage Dockless Bicycles in London should be prepared (paragraphs 17-21), **(iii)** recommended to the London boroughs that an appropriate amendment be made to the TEC Agreement to delegate to TEC the relevant power to make bye-laws to enable a Londonwide bye-law to be progressed; and **(iv)** agreed that a quicker short-term solution to manage Dockless Bicycles be sought, while the amendment to the TEC Agreement was being progressed.

17. Taxicard Update

The Committee considered a report that provided members with a summary of Taxicard scheme performance in 2017/18, and updated members with progress towards implementation of the new Taxicard supply contract in October 2018.

The Committee: **(i)** noted that there were concerns about a supply issue with regards to Taxicard in LB Enfield and this was being looked into and planned to be improved with the new contract changes later this year, and **(ii)** noted the contents of the report.

18. Freedom Pass Progress Report

The Committee received a report that provided members with an update on the Freedom Pass mid-term review and 2018 renewal exercise. The report also set out the result of negotiations with the Rail Delivery Group (RDG) regarding previous disruptions to Southern Rail.

The Committee: **(i)** noted the outcome of the Mid-Term Review of eligibility of Freedom Passes that expire on 31 March 2020, **(ii)** agreed that Eligibility Reviews were carried out every year, **(iii)** noted progress on the renewal of Freedom Passes that expired on 31 March 2018, **(iv)** accepted the Rail Delivery Group's offer of compensation, and **(v)** agreed that additional information regarding the disruption on Southern Rail and on the apportionment of the compensation to boroughs would be brought to the TEC Executive Sub Committee for agreement in July.

19. TEC & TEC Executive Sub Committee Dates for 2018/19

The Committee received and agreed a report that notified members of the proposed TEC and TEC Executive Sub Committee dates for 2018/19.

20. Minutes of the TEC Main Meeting held on 22 March 2018

The minutes of the TEC Main meeting held on 22 March 2018 were agreed as an accurate record.

It was agreed that officers would look into sending the minutes/summaries of the TEC meetings to members sooner, in order for members to chase up any actions in their boroughs.

The meeting finished at 16:35pm

Minutes of the Meeting of the Audit Committee

21 June 2018

Cllr Roger Ramsey was in the Chair

Members Present:

Cllr Roger Ramsey (LB Havering)
Cllr Stephen Alambritis (LB Merton)
Cllr Victoria Mills (LB Southwark)

In Attendance:

Jerry Mullins, Audit Manager, City of London
Martha Franco-Murillo, Senior Auditor, City of London
Stephen Lucas, Senior Manager, KPMG

London Councils' officers were in attendance.

1. Apologies for Absence

Apologies for absence were received from Councillor Yvonne Johnson (LB Ealing) and Councillor Robin Brown (LB Richmond).

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Audit Committee meeting held on 22 March 2018

The minutes of the Audit Committee meeting held on 22 March 2018 were agreed as being an accurate record.

4. Internal Audit Reviews

The Audit Committee received a report that provided members with an update of the internal audit reviews completed by the City of London's Internal Audit section since the last meeting held in March 2018.

David Sanni, Chief Accountant, London Councils, introduced the report, which updated members on the 2017/18 Internal Audit Plan, the implementation of recommendations and reviews that had occurred in earlier years. He informed Audit Committee that there were 11 amber priorities and no red priority recommendations.

David Sanni said that there had been some slippage on the 2017/18 plan. Appendix 1 showed that the review of financial controls for petty cash, inventories and procurement cards had been completed and the report presented at the last meeting. Draft reports had been issued for the reviews of controls on ICT remote access and mobile devices and the grants scheme, officers are in the process of preparing the management response to the reviews. The fieldwork for the final review on parking and traffic is due to be completed this month and all three outstanding reviews will be presented to the Audit Committee on 18 September 2018.

David Sanni said that Appendix 2 highlighted previous years' audit recommendations that were followed-up during 2017/18. He informed members that four recommendations had yet to be

implemented. Three recommendations arose from the information management and security review, including improvements around password controls, disposal of devices which hold personal data and encryption of portable media devices. The timetable for these had slipped, with a revised implementation dates of September 2018. The reason for the delay in following-up on the three 2013/14 recommendations was the transfer of IT support from in-house to the City of London contract with Agiliysis. The fourth recommendation regarding the UPS backup power supply had now been implemented.

The Chair said that the Audit Committee on 18 September 2018 was likely to have a full agenda and asked whether the outstanding audit reviews could be brought to a later meeting. Jerry Mullins, Audit Manager, City of London, said that he was working with colleagues to ensure that there was a more even spread of audit work. He said that the problem was down to how the City of London scheduled its audit work, and had nothing to do with London Councils. There was currently a bottleneck situation with the audit work. Jerry Mullins said that he had met with David Sanni and would be putting in firm dates for audit reviews. These would be staggered more evenly in the future and monitored.

The Chair asked if the outstanding ICT recommendations affect General Data Protection Regulation (GDPR) compliance. Frank Smith confirmed that this was not the case and that the recommendations enhanced existing controls.

The Audit Committee noted the internal audit reviews report.

5. Review of the Annual Governance Statement (AGS)

The Audit Committee received a report that (i) reviewed each element of the AGS, (ii) highlighted any continuing and potentially new areas for development (and those from previous years), and (iii) made recommendations for revisions that would be contained in the AGS to be included in the audited accounts for 2017/18.

David Sanni introduced the report, which gave a review of the draft Annual Governance Statement (AGS) for the 2017/18 annual accounts. The report also gave a summary of the internal audit reviews undertaken in 2017/18. The AGS had been prepared in accordance with the CIPFA/SOLACE framework to comply with Accounts and Audit Regulations. There had also been some minor changes to key elements in paragraph 7 of the report, incorporating more accurate descriptions of arrangements.

David Sanni informed members that Appendix A detailed the AGS that was in the audited accounts for 2016/17, along with recommended changes shown in red using track changes. Appendix B was a summary of the internal audit reviews completed in the 12 months to 31 March 2018 and the Head of Internal Audit and Risk Management's opinion on the overall control environment at London Councils. Appendix C was a "clean" version of the draft 2017/18 AGS. The Chair acknowledged that no issues had arisen as a result of the substantial changes caused by GDPR coming into effect.

The Audit Committee:

- Noted the summary of the internal audit reviews undertaken during 2017/8 and the opinion of the Head of Audit and Risk Management at the City of London on the overall control environment, as detailed in Appendix B of the report; and
- Approved the recommended changes to the AGS for 2016/17, as detailed in Appendix A of the report, to produce the AGS for 2017/8 for inclusion in London Councils' accounts for 2017/18, as detailed in Appendix C.

6. Risk Management: Services Risk Register

The Audit Committee received a report that presented the current Services Directorate Risk Register for consideration by members.

Yolande Burgess, Strategy Director, London Councils, introduced the risk register report, which was divided into six sections for Services: General Risks, Transport & Mobility, London Tribunals, Grants, Community Services and Young People, Education & Skills (YPES).

Stephen Boon, Chief Contracts Officer, London Councils, introduced sections B and C of the Services Risk Register. Two new risks were B12A and B12B (page 48 of the report). B12A related to a "Lorry Control System Failure" (if the new LLCS system case management and permission application system failed). B12B related to "Key Person Risk for Contractor" and referred to a possible over reliance of key contractor personnel. The Chair asked for details about the contractor risk. Stephen Boon confirmed that a control had been put in place whereby London Councils could gain access to the system keys should anything go wrong (keys needed to decrypt encrypted data, which was held in escrow). Councillor Alambritis said that SMEs needed to be supported, although there were always greater risks when dealing with smaller contractors.

Stephen Boon informed members that risks had been updated for B15 and B16 for the London European Partnership for Transport (LEPT). Brexit (B15) and TfL funding (B16) were the main risks, and the impact on both these risks was set to a 3-rating. Risk B18 "Taxicard Procurement" outlined the risk in procuring the new service. The contract had now been awarded and the risk had been downgraded to fairly low. Stephen Boon said that the new contract should generate savings of approximately 5% plus.

Stephen Boon said that risk numbers C6 and C7 related to "back office" functions. C6 referred to the newly awarded Northgate contract for operating London Tribunals, where there had been some initial teething problems. A number of appeals had been lodged, but had not been heard. Measures had been taken to control this and legal advice had been sought. The supplier would be responsible for any compensation to the appellants, and not the boroughs. The problems had now been rectified and the risk ratings had been reduced from 4 to 2.

Yolande Burgess said that changes to controls had been put in place for the Grants Programme (risk number D3). A risk from the previous year, relating to the failure to find sufficient match funding to draw down additional European Social Fund (ESF) monies, was no longer deemed a risk and had been removed. Controls had been improved and revised for risks E2, E3 and E4.

Yolande Burgess said that the rating for risk F4 which relates to London not adequately meeting the statutory requirements for young people with Special Education Needs and Disabilities had been reduced to reflect current circumstances. Risk F6 which related to the LEP funding of YPES had been removed as the funding had ceased (having been time-limited to the lifespan of the LEP).

The Audit Committee noted the current Services Directorate Risk Register and the changes contained in the cover report.

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

The Audit Committee considered a report that provided members with an update on the London Councils work on the General Data Protection Regulation and the Data Protection Bill 2018.

Frank Smith introduced the report and informed members that a more detailed GDPR report had been presented to Audit Committee in March 2018. A report had initially been presented to London

Councils' Executive on 16 January 2018. This report updated Audit Committee on where London Councils currently stood with regards to implementing the GDPR.

Frank Smith said that, although the date for GDPR coming into force had now passed (25 May 2018), the work on GDPR for London Councils will be an on-going process of continuous review. Local authorities would now be looking at how the Information Commissioner applies penalties for breaches of the new laws. Frank Smith said that indications are that the Information Commissioner wanted local authorities to demonstrate that they have taken steps to review and improve their data protection arrangements, rather than go in heavy handed and dish out significant fines.

Frank Smith informed members that London Councils had identified a total of 98 contractors which had varying risks with regards to the use of personal data. All 98 contractors had been contacted and given the latest GDPR guidance, and no objections had been received to date. Frank Smith said he would be supporting Emily Salinger who would be policing GDPR on behalf of London Councils.

Emily Salinger informed the Committee that she had been appointed the Data Protection Officer for London Councils. The Chair asked whether London Councils had any privacy notices. Emily Salinger said that London Councils had a number of these. The Chair asked whether there was a link to privacy notices on emails sent to the public. Emily Salinger said that the latest e-bulletin was on the website, and this would be used to enable people to sign up to a new mailing list in the future. She said that there was one distribution list that London Councils felt uncomfortable about sending information to and had, therefore, been discontinued, with a notice posted on the relevant website page informing users to indicate if they wish to receive information in the future.

Frank Smith reminded members that a decision was required on how often they would like to receive updates on GDPR. The Chair said that GDPR should be on the agenda for each Audit Committee meeting, until further notice.

The Audit Committee:

- Noted the work done in relation to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA18); and
- Agreed that GDPR updates would be presented to all future Audit Committee meetings, until further notice.

The meeting finished at 11:05am

Action Points

None

7. Implementing the GDPR and DPA 2018

Action

To ensure that a GDPR update was brought to every Audit Committee meeting until further notice

Progress

Ongoing

Leaders' Committee

Report from the Greater London Employment Forum – 28 June 2018

Item no:

Report by: Steve Davies **Job title:** Head of Regional Employers Organisation
Date: 28 June 2018
Contact Officer: Steve Davies
Telephone: 020 7934 9963 **Email:** Steve.davies@londoncouncils.gov.uk

Summary: Summary of the minutes of the Greater London Employment Forum held on 28 June 2018

Recommendations: For information.

1. Attendance: Cllr Sade Bright (Barking & Dagenham), Cllr Tom Miller (Sub) (Brent), Cllr Alison Kelly (Sub) (Camden), Cllr Simon Hall (Croydon), Cllr Carole Williams (Hackney), Cllr Katherine Dunne (Hounslow), Cllr Tricia Clarke (Islington), Cllr Malcolm Self (Kingston), Cllr Amanda De Ryk (Lewisham), Cllr Mark Allison (Merton), Mayor Rokhsana Fiaz (Newham), Cllr Jas Athwal (Redbridge), Cllr Geoff Acton (Richmond), Cllr Stephanie Cryan (Southwark), Cllr Richard Clifton (Sutton), Mayor John Biggs (Chair) (Tower Hamlets), Cllr Clyde Loakes (Waltham Forest), Cllr Guy Senior (Wandsworth), Cllr Angela Harvey (Westminster), Edward Lord, OBE, JP (City of London), Helen Reynolds (UNISON), April Ashley (UNISON), Sean Fox (UNISON), Margaret Griffin (UNISON), Gloria Hanson (UNISON), Kim Silver (UNISON), Jacqueline Lewis (UNISON), Simon Steptoe (UNISON), Janet Walker (UNISON), Danny Hoggan (Unite), Penny Robinson (GMB), Jonathon Coles (GMB), Peter Murphy (GMB), Donna Spicer (GMB) and Vaughan West (GMB). **In attendance:** Mehboob Khan, Political Advisor to the Labour Group (London Councils), Jade Appleton, Political Advisor to the Conservative Group (London Councils), Terry Stacy, Political Advisor to the Liberal Democrat Group (London Councils), Steve Davies (London Councils), Debbie Williams (London Councils) and Julie Kelly (UNISON)

2. Apologies for Absence: Apologies were received from Cllr Margaret McClennan (Brent), Cllr Steven Hall (Bexley), Cllr Richard Olszewski (Camden), Cllr Nesil Caliskan (Enfield), Cllr Christine Grice (Greenwich), Cllr David Lindsay (Kensington & Chelsea), Cllr Jack Hopkins (Lambeth), Mary Lancaster (UNISON), Clara Mason (UNISON), Onay Kasab (Unite), Gary Cummins (Unite), Susan Matthews (Unite), Kath Smith (Unite), Pam McGuffe (Unite), Mick Callanan (Unite), Wendy Whittington (GMB) and Dennis McNulty (GMB)

3. Election of Chair and Vice-Chair 2018-19: Donna Spicer (GMB) was elected Chair of the GLEF for 2018-19. Mayor John Biggs (Tower Hamlets) was elected Vice Chair.

4. Confirmation of GLEF Membership 2018-19: GLEF membership for 2018-19 was noted.

Borough	Rep	Party	Deputy
Barking & Dagenham	Sade Bright	Lab	Irma Freeborn
Barnet	Richard Cornelius	Con	Daniel Thomas
Bexley	Steven Hall	Con	Nick O'Hare
Brent	Margaret McLennan	Lab	Amer Agha

Bromley	Pauline Tunnicliffe	Con	Michael Turner
Camden	Richard Olszewski	Lab	Alison Kelly
Croydon	Simon Hall	Lab	Patsy Cummings
Ealing	Jasbir Anand	Lab	
Enfield	Nesil Caliskan	Lab	Mary Maguire
Greenwich	Christine Grice	Lab	Chris Kirby
Hackney	Carole Williams	Lab	Philip Glanville
Hammersmith & Fulham	Andrew Jones	Lab	
Haringey	Noah Tucker	Lab	Khaled Moyeed
Harrow	Antonio Weiss	Lab	
Havering	Robert Benham	Con	Viddy Persuad
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
Lambeth	Jack Hopkins	Lab	Andy Wilson
Lewisham	Amanda De Ryk	Lab	Joe Dromey
Merton	Mark Allison	Lab	Marsie Skeete
Newham	Mayor Rokhsana Fiaz	Lab	Charlene McLean
Redbridge	Jas Athwal	Lab	Kam Rai
Richmond upon Thames	Geoff Acton	LD	
Southwark	Stephanie Cryan	Lab	Leo Pollak
Sutton	Richard Clifton	LD	Joyce Melican
Tower Hamlets	Mayor John Biggs	Lab	
Waltham Forest	Clyde Loakes	Lab	Simon Miller
Wandsworth	Guy Senior	Con	
Westminster	Angela Harvey	Con	Rachael Robathan
City of London	Edward Lord, OBE, JP	Ind	The Revd Stephen Decatur Haines

UNISON: Helen Reynolds, April Ashley, Sean Fox, Margaret Griffin, Gloria Hanson, Kim Silver, Mary Lancaster, Jacqueline Lewis, Susan Plain, Simon Steptoe, Clara Mason, Fran Hammond, Kai Pokawa, Jennifer Kingaby, Janet Walker, Julie Kelly. **Unite:** Onay Kasab, Gary Cummins, Danny Hoggan. Susan Matthews, Kath Smith, Pam McGuffie, Mick Callanan. **GMB:** Penny Robinson, Jonathon Coles, Wendy Whittington, Peter Murphy, Dennis McNulty, Donna Spicer, Vaughan West

5. Minutes of the Meeting held on 15 February 2018 and Matters Arising: GLPC Job Evaluation Train the Trainer Session (Page 5) - The Employers' Side Joint Secretary informed colleagues that a Train the Trainer session was held at London Councils on 16 & 17 June 2018.

Agreed: Employers' Side and Joint Side Secretary would meet following this meeting for a discussion.

Regionalisation of Adoption Services (Page 6) - The Union Side raised concern that this was not an item on the agenda for this meeting.

Agreed: Employers' Side and Joint Side Secretary would meet following this meeting for a discussion.

Memorandum of Co-operation for Adult Social Workers (Page 6) - Steve to share updated list of London Boroughs who have signed the memorandum with the Union Side.

Apprenticeships: Update/Feedback – Differences in London boroughs (Page 7) - The Employers' Side Secretary informed colleagues that at the GLEF meeting held on 15 February 2018 it was agreed to share an update at the meeting scheduled for 21 February 2019 as we will have better information and statistics by then.

There were no further matters arising.

The minutes of the meeting held on 15 February 2018 were agreed as a correct record.

6. London Pensions Collective Investment Vehicle (LCIV) – Verbal Update – Mark Hyde-Harrison, Chief Executive LCIV and Sir Bob Kerslake

Sir Bob Kerslake informed colleagues of the following:

- LCIV is 2½ years old and was initially set up by London boroughs to be the pool for London pensions.
- The way it works is that LCIV make propositions of potential investments to London boroughs who then make the final decision on whether to invest, how much and which investments.
- LCIV was set up voluntarily. The Government has since made it a requirement that pooled arrangements for pension funds be set up across the country. London is ahead of the pack.
- Local authority pensions are defined benefit schemes and the responsibility for pension funds stands with an individual authority.
- In the private sector the pension scheme are defined contribution schemes that depend on how well the fund performs and potentially it is the individual that holds most of the risk.
- If LCIV had a long period of under performance in the pension scheme then there would be a risk to investments.
- The protection of the pension scheme comes from the individual council.
- When LCIV was initially set up there was no role for the Trade Unions. There is a legitimate interest by the Trade Unions and a perfectly strong case for their involvement.
- Sir Bob Kerslake has been in discussions with John Gray and Helen Reynolds (UNISON).
- The issue of Trade Union involvement in LCIV went out for formal consultation.
- The proposal agreed was that the Trade Unions be invited to LCIV's AGM, six monthly meetings and also become an observer at the quarterly meetings.
- Shareholders Committee – the LCIV were happy to have Trade Unions involved as full members. Decision at the Pensions CIV Sectoral Joint Committee was different to LCIV's view.
- Trade Unions are now actively able to join in at the Shareholders Committee.

Danny Hoggan (Unite) responded that LCIV have shown a total lack of disrespect, if I worked for Rolls Royce or the like I would have the right to sit on the Board. Workers pay a percentage of our hard earned wages into the pension scheme. Danny Hoggan requested a few years ago that he sit on the Board and query decisions. Why as a representative worker in the scheme who has a personal interest are we treated differently than people who work outside of the public sector? As a Unite member he questioned why we should participate in this? There was a time Councils were allowed in the Scheme and then kicked out. You are duty bound.

40% of all councils have now put all their funds into LCIV, can you clarify?

We fought very hard to get a status at borough level and have 40% ability to scrutinise. Our view still remains that we have full status on LCIV. You need to go back to Leaders and say observer status is unacceptable.

Vaughan West (GMB) added to the sentiments of Danny Hoggan and felt that observer status was a mere sop and the unions would need to consider if they should put anyone forward.

Sir Bob Kerslake responded that he does not want the Trade Unions to take the decision as a lack of respect personally. He has personally fought strongly in Government for the role of the Trade Unions.

There are some differences in the private sector. There is a case for union involvement and we have tried to change this.

Personally, Sir Bob Kerslake said he would be happy for a Trade Union member to be a full member at meetings however it was decided to give observer status. He said he felt sure Cllr Yvonne Johnson (Ealing), Chair of LCIV, will want the Trade Unions to have a seat on the committee and he committed to keep this under review.

When he said 40%, he meant of the total value of local authority pension funds, the LCIV holds 40%

You do not lose influence in the Pension Committees in your individual boroughs.

Decision on what LCIV invest in is made by each of the London boroughs at their Pension Committees.

Sir Bob Kerslake said that he did not want the unions to go away and say boroughs have lost out. He sees the unions being full active members of the committee. Personally, he said he would be happy for a Trade Union member to be a full member of the committee but unfortunately at Leaders Committee they decided to give observer status.

Mayor John Biggs (Tower Hamlets) stated that he is pleased to be a new member of the GLEF but decisions need to be made at other Boards and informed colleagues that the Sectoral Committee has taken a view of a new structure, recommended to Leaders who made the decision to give observer status.

Sir Bob Kerslake highlighted that in terms of pension fund responsibilities councils have an oversight at local level. It is in a state of flux and if the Government does make it compulsory then quite rightly we all want to know what is going to happen with our pensions.

Just to be clear there will never be investors around the table. Decisions are made with investors input.

Sir Bob Kerslake said he was happy to keep conversations going with Helen Reynolds and John Gray.

Mayor Rokhsana Fiaz (Newham) endorsed Mayor Biggs comments and made a specific comment about the discomfort at the Trade Unions not being a member of the Board. She said she has only been in post for eight weeks but would like for it to be recorded that she would be happy to have the Trade Unions on the Board. Newham are moving towards the unions being part of our Pension's Board and they have a right to raise concerns.

Cllr Malcolm Self (Kingston) asked Sir Bob Kerslake if he is saying that the Shareholder Committee is not a decision making Committee then he would like to concur with Mayor Rokhsana Fiaz and want the Trade Unions to be a full member.

Sir Bob Kerslake responded that this is a fair point and it was recommended at LCIV but the CIV Sectoral Joint Committee did not agree. Some members were keen but others were not.

Danny Hoggan (Unite) stated that if there are going to be 24 Board members and one observer, this could be expanded to having four or five union members. He said he was happy with some comments today but would like to take this away and through the Joint Secretaries have a discussion about a place on the Board.

7. Flexible Working – Claire Campbell, Timewise: Claire's presentation covered the work of Timewise which is a social business that helps organisations get better at flexible working and flexible hiring.

Claire also gave an overview of the demand for flexible working and what some of the barriers are and informed colleagues of the Timewise Accreditation programme which showcase Councils who are working to increase access to flexible working both in their organisation and their local community.

There is a cost to Timewise in terms of attendance at workshops, consultations etc but in terms of councils changing their policies and ways of working there is no cost.

Colleagues in attendance made the following comments/feedback:

- Biggest problem with flexible working is the employer as it is seen as an inconvenience – not recognising the benefits for the individual or the organisation.
- Camden Council signed up to Timewise and has lots of brilliant people working more flexibly.
- We share the same needs and it is helping people getting back in to work. Great opportunity for employers and our residents – getting them back in to work
- The wider wellbeing and less stress levels are excellent for the individual and the organisation.
- Croydon are trying to deliver flexible apprenticeships – Timewise are excellent to work with.

- Sounds very positive but hard to capture informal flexibility e.g. working from home – it can depend on what agreed between employee and manager.
- In some boroughs it is compulsory to work flexibly due to lack of space in offices – managers need to be able to manage flexibly, and what is right for the individual needs to also be right for the organisation.

8. ACAS Advice: Workplace Support for Parents with Premature or Sick Babies – Stuart Petrie, Head of HR and Cllr Clyde Loakes, Waltham Forest

Cllr Clyde Loakes informed colleagues that at a previous meeting of GLEF the Union Side tabled ACAS's Advice on Workplace Support for Parents with Premature or Sick Babies. Following this meeting he went straight back to Waltham Forest and started asking how we can make this happen quickly, not waiting for the Government to make it mandatory.

As of the 1 January 2018 we introduced a new policy in Waltham Forest. There is no reason why others should not do this happen. It makes such a difference to people's lives.

Stuart Petrie, Head of HR (Waltham Forest) presentation informed colleagues of the following:

- Waltham Forest has 2.5k staff, 70% of which are women.
- Estimates based on two years of maternity data calculated there would only be 13-14 cases of premature births, so small numbers.
- New policy – at or before 37 weeks people who trigger that will receive full pay and additional leave given at the end of maternity leave. This is now incorporated into Waltham Forest terms and conditions.
- Encouraging/recommending schools implement.
- Implementation welcomed by unions.
- Advertised in weekly newsletter and all staff currently on maternity leave have been written to.
- 17 councils around the country and all Heads of HR in London Boroughs have received a copy of our new policy.
- In reality, when we looked back at all 2017 – 85 maternity cases, only four cases were premature. These four cases will receive backdated pay/leave.
- Looking at how we encourage our contractors and partners to adopt this campaign.
- Received interest from local private businesses that are looking at increasing the extra leave at the end of maternity/paternity leave.

Cllr Loakes had asked Smallest Things Campaign to attend today, but unfortunately they are unable to do so. However they have provided the link to their Best Employers Charter pack which includes lots of facts and figures which members may find useful -

<https://thesmallestthingsdotorg1.files.wordpress.com/2018/02/best-employer-guidance-pack1.pdf>

The Union Side responded that it was good to see this happen and requested a list of boroughs which are looking to follow suit and review their policies be shared with the Joint Secretaries.

9. Unite Construction Charter – Danny Hoggan, Unite informed colleagues that Unite had tabled their Construction Charter at GLEF previously and asked for it to be an item on the agenda for this meeting.

The Charter is self-explanatory. Grenfell has changed the realisation for councils and the work they undertake. Many boroughs may have constructions that have been poor.

This Charter is good practice for local authorities. Contractors are paying less than the minimum wage, workers are being exploited, Health & Safety and training is poor and employees are not being supported.

Scottish authorities have implemented this Charter. It is a way for us up and down the country to have good practice.

It is the big companies who sub contract and also additional sub contracts down the chain where the real problems are found.

We need to get apprenticeships into the building trade with Brexit looming.

Mayor John Biggs (Tower Hamlets) responded that the Employer's Side note the Charter and will take back to our authorities. We recognise that Unite may bring this back to GLEF at a future date.

10. Any Other Business: Vaughan West (GMB) mentioned that at the last GLEF meeting we gave thanks and said goodbye to Cllr Colin Tandy (Bexley) for his 44 years of service. Comments were made that colleagues in attendance may not be in attendance at today's meeting following the local elections so would like to extend thanks of GLEF and GLPC committees to Cllr Doug Taylor (Enfield) former Chair of GLEF and GLPC for his services.

There was no further business.

The meeting was concluded at 12.54pm

Leaders' Committee

Report from the Capital Ambition Board Item no: – 10 July 2018

Report by: Ana Gradiska **Job title:** Principal Governance and Projects Officer
Date: 9 October 2018
Contact Officer: Ana Gradiska
Telephone: 020 7934 9781 **Email:** Ana.gradiska@londoncouncils.gov.uk

Summary: Summary of the minutes of the Capital Ambition Board held on 10 July 2018

Recommendations: For information.

1. **Attendance:** *Members:* Cllr Steve Curran (Chair), LB Hounslow Cllr Stephen Alambritis (LB Merton), Cllr Kevin Davies (RB Kingston upon Thames), Cllr Yvonne Johnson (sub - LB Ealing); *Advisors:* John Hooton (Chief Executive, LB Barnet) Paul Najsarek (Chief Executive, LB Ealing); *London Councils:* Frank Smith, Guy Ware Thomas Man, Tom Patey, Ana Gradiska; *EY:* Darra Singh OBE, Shu Fei Wong, Chess Dennis; *Xantura:* Wajid Shafiq, Hannah Celia; *The Cornerstone Partnership:* Helen Costa.
2. **Apologies for Absence:** Cllr Victoria Mills (LB Southwark - Cllr Yvonne Johnson was substitute), Andrew Blake-Herbert (LB Havering) and Victoria Evans (EY).
3. **Declarations of Interest:** There were no interests declared.
4. **Capital Ambition - Director's Report and London Ventures Progress Report**

The Director, Finance, Performance and Procurement gave an overview of the Director's report and London Ventures update, which outlined the current financial position and the work carried out since the last meeting. He said that this was the first meeting since the formal review of the London Ventures work for the rest of the programme and that the business plan included London Ventures workstreams for the next 18 months. He added that the Board would be asked again in February 2019 to consider the future direction of the programme. The Director of Corporate Resources explained the funding position as at 31 March 2018 set out in Appendix A of the Director's report, and pointed out staffing costs would decrease in the future due to the time delay resulting from the recruitment of a new programme manager in the Capital Ambition team.

5. London Ventures presentation – Cornerstone and Xantura

Ms Costa delivered a presentation on the Cornerstone programme, the aim of which was to improve the lives of children and families involved in the care system. Wajid Safiq and Hannah Celia from Xantura delivered a presentation about their offer, which was one of London Ventures' long standing partners.

6. Any Other Business

There was no other business.

7. Minutes of the meeting held on 13 March 2018

The minutes were agreed as an accurate record of the meeting held on 13 March 2018.

Members resolved to exclude the press and public from the meeting for the exempt part of the meeting.

E.1 Minutes of Exempt Capital Ambition Board meeting held on 13 March 2018

The minutes were agreed as an accurate record of the exempt part of the meeting held on 13 March 2018.

The meeting finished at 16:15.

Leaders' Committee

Report from the Grants Committee AGM Item no: – 11 July 2018

Report by: Ana Gradiska **Job title:** Principal Governance and Projects Office
Date: 9 October 2018
Contact Officer: Ana Gradiska
Telephone: 020 7934 9781 **Email:** Ana.gradiska@londoncouncils.gov.uk

Summary: Summary of the minutes of the London Councils' Grants Committee AGM held on 11 July 2018

Recommendations: For information.

1. Attendance: Cllr Saima Ashraf (LB Barking and Dagenham), Cllr David Leaf (LB Bexley), Cllr Margaret McLennan (LB Brent), Cllr Mary Maguire (dep – LB Enfield), Cllr Miranda Williams (RB Greenwich), Cllr Philip Glanville (Chair – LB Hackney), Cllr Mark Blake (LB Haringey), Cllr Sue Anderson (LB Harrow), Cllr Viddy Persaud (LB Havering), Cllr Janet Burgess (dep - LB Islington), Cllr Gerard Hargreaves (RB Kensington and Chelsea), Cllr Jon Tolley (RB Kingston upon Thames), Cllr Edith Macauley (LB Merton), Cllr Charlene McLean (LB Newham), Cllr Helen Coomb (LB Redbridge), Cllr Gareth Roberts (LB Richmond), Cllr Marian James (LB Sutton), Cllr Candida Ronald (LB Tower Hamlets), Cllr Louise Mitchell (LB Waltham Forest), Cllr Paul Ellis (LB Wandsworth) and Cllr David Harvey (City of Westminster)

2. Apologies for Absence:

Apologies were received from Cllr Colin Smith (LB Bromley), Cllr Jonathan Simpson (LB Camden), Alderman Alison Gowman (City of London), Cllr Nesil Caliskan (LB Enfield – Cllr Mary Maguire deputising), Cllr Kaya Comer-Schwartz (LB Islington – Cllr Janet Burgess deputising), Cllr Ben Coleman (LB Hammersmith and Fulham) and Cllr Jonathan Slater (LB Lewisham)

2. Declarations of Interest

Cllr Helen Coomb declared that her sister was a trustee of Redbridge CVS.

3. Acknowledgement of new members of the Grants Committee

Yolande Burgess, Strategy Director: Young People's Education and Skills, Grants and Community Services at London Councils welcomed new members of the Grants Committee, and welcomed back the existing members.

4. Election of Chair of the Grants Committee for the 2018/19 Municipal Year

Mayor Philip Glanville was elected as Chair of the Grants Committee – nominated by Cllr Saima Ashraf (LB Barking and Dagenham) and seconded by Cllr Paul Ellis (LB Wandsworth).

5. Election of Vice-Chairs for the Grants Committee for the 2018/19 Municipal Year

Cllrs Ashraf, Ellis and Roberts were elected as the Vice Chairs.

6. Election of the Grants Executive for the 2018/19 Municipal Year

The Chair said that political proportionality of the Grants Executive would be worked out after the meeting and asked for expressions of interest. Grants Committee agreed to delegate to the Chair the power to determine the composition of the Grants Executive.

It was agreed that the Grants Exec comprises 10 members - 5 Labour, 3 Conservative, 1 Liberal Democrat and 1 City of London. The following members were subsequently appointed:

Labour - Mayor Philip Glanville (Chair), LB Hackney, Cllr Saima Ashraf, Barking & Dagenham, Cllr Kaya Comer-Schwartz, LB Islington, Cllr Miranda Williams, RB Greenwich, Cllr Charlene McLean, LB Newham.

Sub - Cllr. Louise Mitchell, LB Waltham Forest

Conservative - Cllr Paul Ellis, LB Wandsworth (group lead), Cllr Gerard Hargreaves, RB Kensington & Chelsea, Cllr David Leaf, LB Bexley

Sub - Cllr David Harvey, City of Westminster

Liberal Democrat - Cllr Gareth Roberts, LB Richmond.

Sub – Cllr Marian James, LB Sutton

City of London - Alderman Alison Gowman

Sub – Cllr Druv Patel

7. Minutes of the Grants Committee AGM held on 12th July 2017 (for noting – previously agreed)

Members noted the minutes of the July 2017 Grants AGM.

8. Minutes of the Grants Committee held on 21 March 2018

The minutes were agreed as an accurate record of the meeting which took place on 21 March 2018.

9. Constitutional Matters

Members noted the changes to the constitutional documents previously agreed at Leaders' Committee on 5 June 2018, namely London Councils Financial Regulations. Ms Burgess noted that there were no specific implications for the Grants Committee in the report, and highlighted the key changes regarding EU procurement thresholds and the General Data Protection Regulation.

10. Operation of the Grants Committee

Grants Committee noted:

- The Terms of Reference for the Grants Committee
- The programme of Grants Committee meetings – listed below:

Grants Main Meeting		
Date	Time	Main Business
21 November 2018	11.00 am	Grants Committee
20 March 2019	11.00 am	Grants Committee
10 July 2019 (AGM)	11.00 am	Grants Committee AGM
13 November 2019	11.00 am	
Grants Executive		
Date	Time	Main Business
18 September 2018	2:00 pm	Grants Executive
7 February 2019	2:00 pm	Grants Executive
17 September 2019	2:00 pm	Grants Executive

11. Presentations from providers at future meetings

Ms Burgess said that providers and their beneficiaries were often asked to present at Grants Committee meetings which helped give members an overview of their programme. As Priority 3 partners had not presented to Grants Committee, and considering issues related to the European Social Fund (ESF), officers were proposing that a Priority 3 provider be invited to the next meeting.

12. Performance of Grants Programme 2017-21 April 2017-March 2018 (Year one, Quarters one to four)

Ms Burgess introduced this report and said that it contained the key performance metrics for each priority. She drew members' attention to the significant issues faced by Priority 3 projects, which targeted people who were furthest from the job market in order to help them find and retain employment.

The meeting finished at 12:05

Leaders' Committee

Report from the TEC Executive Sub Committee – 19 July 2018

Item no:

Report by: Alan Edwards **Job title:** Governance Manager
Date: 9 October 2018
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 19 July 2018.

Recommendations: For information.

1. Attendance: Cllr Julian Bell (LB Ealing – Chair), Cllr Daniel Anderson (LB Enfield), Cllr Feryal Demirci (LB Hackney), Cllr Hilary Gander (RB Kingston - Observer), Cllr Rachel Tripp (LB Newham), Cllr Richard Field (LB Wandsworth) and Cllr Tim Mitchell (City of Wandsworth).

2. Apologies for Absence

Apologies for absence had been received from Cllr Denise Scott-McDonald (RB Greenwich), Cllr Claudia Webbe (LB Islington), Cllr Manuel Abellan (LB Sutton) and Christopher Hayward (City of London).

3. Briefing on Vision Zero and Walking Action Plan, Lilli Matson, Director of Transport Strategy, TfL

Lili Matson, Director of Transport Strategy, TfL, introduced the report and made the following comments:

- This was the first stage of the Mayor's "Vision Zero" Action Plan, which was being launched on 24th July 2018 and would span over a 25 year period.
- A Walking strategy had been launched today in the borough of Hackney.
- Good progress had been made at reducing accidents that mainly involved pedestrians, cyclists and motorcyclists - 80% of all killed or seriously injured (KSIs).
- Many boroughs had already introduced 20mph speed limits on their roads.
- Vision Zero followed a safe system approach to look at taking the risks out and addressing these, and reducing speed and dealing with the potential dangers posed by lorries and buses etc.
- Speed limits on the Transport for London Road Network (TLRN) were being reviewed

The Committee: **(i)** agreed that TfL would look at working with Wayfinder system and "Legible London" with regards to looking at cross-borough routes, including less well known ones, **(ii)** agreed that TfL would map walking routes in London that were less polluted, **(iii)** agreed that TfL to follow-up the issue of utilities not providing adequate pedestrian access during major roadworks, **(iv)** noted that TfL had data on junctions that could be shared with TEC, and **(v)** noted that boroughs should contact Lilli Matson with any further queries they had.

4. Defra's Draft Clean Air Strategy – London Councils' Response

The TEC Executive Sub Committee received a report that set out London Councils' proposed response to the recently published Defra's draft Clean Air Strategy.

Owain Mortimer, Principal Policy Officer | Transport, Infrastructure & Environment, London Councils introduced the report and made the following comments:

- There were five main pollutants and a number of strategies to deal with these.
- The report gave a brief overview of London Councils' response to the Defra Clean Air Strategy.
- Boroughs needed more support in order keep within the World Health Organisation's air quality guidelines.

The TEC Executive Sub Committee: **(i)** agreed that comments made at the meeting, along with any other comments would be fed into the proposed response. Responses should be sent to Owain Mortimer at London Councils. A further draft would then be sent the Chair and vice chairs of TEC, for sign off, prior to the 14 August 2018 consultation deadline, and **(ii)** noted that the issue of all boroughs not being uniform when it came to clean air would be worked into the consultation response.

5. Transport & Mobility Services Performance Information

The TEC Executive Sub Committee received a paper that provided members with details of the London Councils' Transport and Mobility Services performance information for Quarter 4 in 2017/18.

The TEC Executive Sub Committee: **(i)** agreed that Councillor Field would let Spencer Palmer have details of his experiences of contacting the Freedom Pass team; and **(ii)** noted the performance information report for Quarter 4 and the improvements that had been made.

6. TEC Pre-Audited Financial Results 2017/18

The TEC Executive Sub Committee considered a report that gave members details of the provisional pre-audited accounts for the Transport and Environment Committee for 2017/18.

The TEC Executive Sub Committee: **(i)** noted the provisional pre-audited final results for 2017/18, which showed an indicative surplus of £1.941 million for the year, **(ii)** agreed the transfer of £377,000 out of the provisional surplus to the specific reserve, in accordance with usual Committee practice, **(iii)** agreed the carry forward of the underspend on the IT system development budget of £44,000 into 2018/19, **(iv)** agreed the carry forward of the underspend on the London Lorry Control Scheme review budget of £86,000 into 2018/19, and **(v)** noted the provisional level of reserves, as detailed in paragraph 39 and the financial outlook, as detailed in paragraphs 40-41 of this report.

7. Freedom Pass – Rail Delivery Groups' Compensation

The TEC Executive Sub Committee received a report that gave further details of the apportionment of the £150,000 compensation for disruption from the Southern Rail network, from the Rail Delivery Group.

The TEC Executive Sub Committee accepted "option 3" as the basis of apportioning costs from the compensation offered by the Rail Delivery Group

8. Minutes of the TEC Main Meeting held on 14 June 2018 (for noting)

The minutes of the TEC Main meeting held on 14 June 2018 were noted.

9. Minutes of the TEC Executive Sub Committee Meeting held on 8 February 2018

The minutes of the TEC Executive Sub Committee held on the 8 February 2018 were agreed as an accurate record.

The meeting finished at 11:12 am.

Minutes of the Meeting of the Audit Committee 18 September 2018

Cllr Roger Ramsey was in the Chair

Members Present:

Cllr Roger Ramsey (LB Havering)
Cllr Yvonne Johnson (LB Ealing)
Cllr Robin Brown (LB Richmond)
Cllr Victoria Mills (LB Southwark)

In Attendance:

Jerry Mullins, Audit Manager, City of London
Martha Franco-Murillo, Senior Auditor, City of London
Stephen Lucas, Senior Manager, KPMG

London Councils' officers were in attendance.

1. Apologies for Absence

An apology for absence was received from Councillor Stephen Alambritis (LB Merton).

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Audit Committee meeting held on 21 June 2018

The minutes of the Audit Committee meeting held on 21 June 2018 were agreed as being an accurate record.

4. Draft Annual Audit Report 2017/18

The Audit Committee received a report that presented members with the annual audit report to those charged with governance (ISA260) prepared by KPMG, London Councils' external auditor, in respect of the 2017/18 financial year.

David Sanni, Chief Accountant, London Councils, introduced the annual audit report for 2017/18. The external audit report for 2017/18 could be found at Appendix A, and summarised the key findings that arose from the audit. The draft management representation letter could be found at Appendix B and would need to be signed by Frank Smith, Director of Corporate Resources, London Councils, and passed to the auditors before the accounts are signed off.

Stephen Lucas, Senior Manager, KPMG, informed members that the summary of the audit could be found at page 11 of Appendix A. The outcome of the review of significant risks (pension assets and liabilities) could be found at page 15. KPMG's audit tests included a review of the assumptions used in the calculation of the pension fund deficit. Stephen Lucas confirmed that the assumptions fell within the expected range.

Stephen Lucas said that there were no matters arising from the assessment of two risks which KPMG are obliged to consider in accordance with the International Standards on Auditing. The risks detailed on page 16, were in relation to (i) fraud risk from revenue recognition (KPMG was required to make a rebuttable presumption that the fraud risk was significant), and (ii) fraud risk

from management override of controls (KPMG had carried out appropriate control testing and substantive proceedings, including journal entries and accounting estimates, and no specific additional risks had been identified).

Stephen Lucas said that page 17 of the report highlighted two key areas of judgement, namely: (i) Accruals, and (ii) Pensions liabilities. The calculation of the pension liability included estimated return on assets for the last two months of the financial year. However, the actual returns for those months were lower resulting in a reduction in the total return over the year from 6% to 5% and the value of London Councils' pension fund assets by approximately £500k. This overstatement was below KPMG's materiality level and within their range of acceptable results, therefore, an adjustment to the accounts was not required. The Chair asked whether this was due to a difference in judgement or factual information. Stephen Lucas said that this was down to judgement at the end of January 2018 when estimated returns for February and March 2018 were used to calculate the value of the pension fund assets. In June and July 2018, actual data was available which revealed the discrepancy.

Councillor Mills asked about the rates of returns. Stephen Lucas said that this was dependent on the stock market, and it would be very difficult to get this absolutely accurate. He said that KPMG was not concerned about the difference. Councillor Brown asked whether the information received from the Local Pension Partnership (LPP) needed to be revisited. Stephen Lucas said that the variance occurred when the real data had been received and this was quite normal.

Stephen Lucas informed the Committee that KPMG was independent and did not provide any non-audit services to London Councils. He said that the accounts that had been received from London Councils were of a very good quality.

The Audit Committee:

- Noted the contents of the annual audit report included at Appendix A; and
- Approved the draft letter of representation included at Appendix B.

5. Financial Accounts 2017/18

The Audit Committee received a report that presented the audited statement of accounts for 2017/18 for approval. The accounts to be approved comprised of the London Councils' Consolidated Statement of Accounts for 2017/18, London Councils' Transport and Environment Committee Statement of Accounts for 2017/18 and London Councils' Grants Committee Statement of Accounts for 2017/18

David Sanni introduced the report. He said that the consolidated accounts showed a combined surplus of £3.7 million after including net transfers from reserves of £4.3 million. Table 3 of the report (page 34) showed how the surplus was disclosed in the accounts with the transfers from reserves excluded and the actuarial gain on the pension scheme included to arrive at the Total Comprehensive Income and Expenditure in accordance with Local Authority Accounting. Table 5 (page 36) showed a combined value of audited usable reserves as at 31 March 2018 of £13.9 million. David Sanni informed members that the individual accounts could be found separately on the yellow, green and pink coloured papers.

The Chair said that there were significant underspends against budgets. Frank Smith said that a number of TEC activities were demand-led through boroughs and other stakeholders and were outside the direct control of London Councils. There were also other ranges of underspend. Councillor Johnson asked where the resources were held. Frank Smith said that the City of London held London Councils' funds. London Councils paid the City a premium of two basis points (0.02%) as an indemnity against any capital losses.

The Audit Committee approved the statement of accounts, as detailed at Appendices A to C of this report.

6. London Councils' Corporate Risk Register

The Audit Committee received a report that presented the current Corporate Risk Register for consideration by members.

Christiane Jenkins, Director of Corporate Governance, London Councils, introduced the report, which was presented to the Audit Committee annually, every September. All of London Councils Risk Registers were monitored four times a year by the Corporate Governance Group and twice a year by the Corporate Management Board (CMB). The last CMB review was in August 2018.

Christiane Jenkins informed members of the following changes to the Corporate Risk Register since September 2017:

Corporate Risk 2 - Business Continuity Disaster/Recovery plans not in place or inadequate – now includes the timetable for the review and reporting of an annual BCP report being sent to the Audit Committee at the March 2019 meeting;

Corporate Risk 3 - Inadequate corporate governance – enhanced to build in the work done throughout the year to prepare for GDPR and new data protection legislation;

Corporate Risk 5 - Non delivery of London Tribunals – expanded to include the Tribunals' new role re Appeals against penalty charge notices for the Low Emission Zone (LEZ) Ultra Low Emissions;

Corporate Risk 10 – Failure to lead and manage change effectively flowing from the London Councils' Challenge: This was a new risk and related to the organisation undergoing change as a result of the London Councils' Challenge (e.g. the building, how colleagues worked together etc).

The Chair said that London Councils' BCP came into effect as a result of the London Bridge attacks this year, and worked very well. He informed members that Corporate Risk 9 – “failure to deliver ongoing efficiency savings”, was well in hand, and there was no need for concern over the “Red” rating of “6” attributed to this risk. Frank Smith confirmed that a balanced budget was set by London Councils each year.

Councillor Brown asked for further details on the London Councils' Challenge. John O'Brien, Chief Executive, London Councils, explained that the “Challenge” was a peer-based review process, undertaken by members and borough chief executives. The review was to ensure that London Councils was fit for purpose over the next 4 to 5 years. The review included internal work, like how to make best use of the building. There was a risk involved against failing to manage this.

The Audit Committee noted the current Corporate Risk Register for 2018/19, as at Appendix 2 of the report.

7. Internal Audit Reviews

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

David Sanni introduced the report. He said that there were four appendices to the report – (1) Appendix A provided the internal audit plan “Progress Report for 2017/18, (2) Appendix B of the report was the internal audit report on “Remote Access and Mobile Devices”, (3) Appendix C was the internal audit report on “Grants Monitoring and Payments”, and (4) the internal audit plan “Progress Report for 2018/19”.

Jerry Mullins, Audit Manager, City of London, provided an update on the status of the 2017/18 and 2018/19 audit plans. He said that 2017/18 plan was nearing completion with only one review outstanding. A draft report for the final review of 2017/18 was currently at the review stage and would soon be issued to London Councils' officers for comment. He said that work on the 2018/19 plan is progressing with the fieldwork for the pan London mobility schemes completed. The remaining two audits for 2018/19 have been deferred to Quarter 4 in response to requests from the City of London's IT Director and London Councils officers.

Councillor Johnson asked whether Appendix B (Remote Access and Mobile Devices) had anything to do with GDPR. Frank Smith said that GDPR dominated a lot of this work. Councillor Johnson asked whether a person's device could be wiped clean in the event of a leak of information. Frank Smith said that this would be the case and would be rolled out on the new devices. The Chair said that discussions had taken place regarding the risks on this, and a number of these were tied up with the current IT transformation programme.

The Chair sought clarification on whether the management response to recommendation 5 (new starter checklists) on page 73 had been accepted by officers. Roy Stanley, Information and Communications Technology and Facilities Manager, London Councils, confirmed that the recommendation was accepted. Councillor Mills said that some of the issues that were raised in the report represented good housekeeping and the implementation of these recommendations should not be dependent on the completion of the IT transformation programme. Roy Stanley said that some of the recommendations had earlier target implementation dates. Jerry Mullins said that there would be a follow-up review on the implementation of the recommendations that would be reported back to the Audit Committee.

The Chair said that the "Grants Monitoring and Payments Audit" report could be found on page 82 of the report. He informed members that there had previously been a "tightening-up" of Grant monitoring controls and this report referred to further improvements. Councillor Mills acknowledged that there had been monitoring issues in the past and asked, with reference to the 1 to 2 visits carried out per year, whether one visit to the voluntary organisations was enough. Yolande Burgess, Strategy Director, Young People's Education and Skills, Grants and Community Services, London Councils, said that usually two visits took place per year. She said that discussions took place with the voluntary organisations on a regular basis, and quarterly reports from the organisations were used to present performance updates to the Grants Committee.

Councillor Mills asked, with regards to the European Social Fund (ESF) grant programme, whether the total performance of only 30% of profile for quarters 1 and 2, could have been picked up earlier. Yolande Burgess said that this could have been picked up earlier, although financial concerns were mitigated as it was not possible to make overpayments as payments were only made once the work had been delivered.

Councillor Brown, with reference to Appendix D, asked whether there were any underlying reasons for postponing the ICT Information Governance review to Quarter 4. Roy Stanley said that there were no issues and this was just down to capacity. Jerry Mullins said this was a request from the City of London and not London Councils.

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

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

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

Frank Smith said that the report provided an update on the work that had taken place on GDPR/DPA18 since June 2018. Frank Smith said that one of the new requirements was the

mandatory reporting of breaches to the Information Commissioner's Office. He informed Committee that London Councils now had a "breach log" that contained some minor incidents, should the Commissioner's Office request to look at. Frank Smith said that work on GDPR/DPA18 was proceeding very well at London Councils. He confirmed that Emily Salinger, as the London Councils' Data Protection Officer, was responsible for the GDPR/DPA18 work on behalf of the organisation.

Councillor Mills said that there was an article out that mentioned how GDPR could actually make hacking easier. She asked whether any guidance was available. Emily Salinger confirmed that GDPR did not make accessing people's information easier. She said that people's rights, under GDPR were made better. Councillor Mills asked whether London Councils adherence to the new GDPR/DPA18 was robust enough. Emily Salinger confirmed that it was. Councillor Brown asked whether London Councils received a large number of access requests. Emily Salinger said that it did not.

The Chair said that GDPR/DPA18 would remain on the agenda for each Audit Committee meeting.

The Audit Committee noted the work done in relation to the GDPR and DPA18.

9. Dates of Audit Committee Meetings for 2019/20

The Audit Committee received a report that notified member of the proposed Audit Committee meeting dates for 2019/20

The Audit Committee agreed the proposed Audit Committee meeting dates for 2019/20.

The meeting finished at 11:05am

Action Points

	Action	Progress
8. Implementing the General Data Protection Regulation (GDPR) and Data Protection Regulation Act 2018 Update	<i>To continue to ensure that a GDPR/DPA18 Update was brought to every Audit Committee meeting until further notice</i>	Ongoing