

Leaders' Committee

Minutes and Summaries

Item no: 9

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

Date: 3rd December 2019

Contact Officer: Christiane Jenkins

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Summary Summaries of the minutes of London Councils

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

- Audit Committee – 17 September 2019
- Grants Executive – 17 September 2019
- TEC Executive – 18 September 2019
- TEC – 10 October 2019
- YPES – 17 October 2019
- CAB – 17 October 2019
- Executive – 12 November 2019

Minutes of the Meeting of the Audit Committee 18 September 2019

Cllr Roger Ramsey was in the Chair

Members Present:

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

In Attendance:

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

London Councils' officers were in attendance.

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Audit Committee meeting held on 21 June 2019

The minutes of the Audit Committee meeting held on 21 June 2019 were agreed as being an accurate record.

4. Annual Audit Report 2018/19

The Audit Committee received a report that informed members of the annual audit report to those charged with governance (ISA260) prepared by KPMG, London Councils' external auditor, in respect of the 2018/19 financial year.

David Sanni, Chief Accountant, London Councils, introduced the annual audit report for 2018/19. He said that the draft letter of representation could be found at Appendix B (page 27) of the report and would be signed off by Frank Smith, Director of Corporate Resources.

Stephen Lucas, Senior Manager, KPMG, said that the annual audit had gone very smoothly, and he thanked the London Councils' finance team for this. He said that page 17 of the report contained details of the committees' pension assets and liabilities. He informed members that adjustments had been made to reflect the impact of the McCloud and Sargeant Court ruling in June 2019 (page 22), which related to age discrimination in the implementation of changes to the Judicial and Fire Pensions schemes. The adjusted audit differences amounted to a credit of £150,000. Stephen Lucas informed Committee that there were no problems with regards to fraud risks, and he was content that any potential risks had been addressed.

The Chair asked whether the pensions liability rating "4" on page 19 of the report, was too optimistic. Stephen Lucas said that this related to the previous year and was within the acceptable range of expectations for KPMG. Councillor Brown asked whether anything surprising had arisen

from the annual audit report. Stephen Lucas confirmed that there were no surprises and that this had been a very straightforward audit. The Chair thanked KPMG for all their work undertaken on behalf of the London Councils Audit Committee.

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 of the report.

5. Financial Accounts 2018/19

The Audit Committee received a report that presented members with the financial accounts 2018/19.

David Sanni introduced the report, which contained the three consolidated statement of accounts, namely, London Councils' Joint Committee, Transport and Environment Committee (TEC) and the Grants Committee.

David Sanni informed members that there was an audited surplus of £2.519 million for the year, after transfers from reserves (Table 2) in the report. He said that the actuarial gains on pension assets/liabilities had been included in Table 3 of the report. The consolidated audited usable reserves as at 31 March 2019 came to £14.726 million and could be found in Table 5 of the report. Frank Smith confirmed that the outturn position had already been presented to the various London Councils' committees.

Councillor Johnson asked where London Councils kept the pension funds. David Sanni confirmed that the pensions were held by the London Pensions Fund Authority (LPFA), and this was where the monthly contributions were made. Councillor Brown asked about the provision of the European Social Fund (ESF). David Sanni said that there were two parts to this programme – one part was funded by the Grants' Committee, and the other discretionary part was funded by the boroughs. He said that some costs of the scheme were not fully covered by the ESF matched grant funding. A review of balances held for previous ESF schemes would be carried out to identify funds that could be used to offset the deficit.

The Chair asked why there had been an increase in the level of debtors and if it was due to amounts owed by the GLA. David Sanni informed members that the GLA had now settled all of its debts. He said that other debts had increased, including the European Social Fund scheme (£2 million), where grant funding had not been received. Frank Smith, Director of Corporate Resources, London Councils, said that the Grants Committee's funding to the ESF ended on 30 June 2019 but there were claims for ESF grant which were still outstanding and had not yet been paid.

Frank Smith said that one of the larger debts was for Taxicard in TEC. He explained to members that there was an underspend in Taxicard last year, and this meant that there was a reduced amount that needed to be claimed from Transport for London (TfL). However, a new arrangement for claiming their contribution was introduced in 2018/19 and as a result of this, it was taking TfL longer than usual to pay for its share of the Taxicard scheme. Frank Smith informed members that a report on outstanding debts had recently been discussed at London Councils' Executive.

The Audit Committee approved London Councils' Consolidated Statement of Accounts for 2018/19, the Transport and Environment Committee's Statement of Accounts for 2018/19 and the Grants Committee's Statement of Accounts for 2018/19.

6. London Councils' Corporate Risk Register

The Audit Committee received a report that provided members with the London Councils' Corporate Risk Register.

Christiane Jenkins, Director of Corporate Governance, London Councils, introduced the report, which went to Audit Committee every year in September. She said that the following changes had been made since the report was last seen by this Committee in September 2018:

Corporate Risk 2: Business Continuity Plan

The wording had been revised to reflect that the Business Continuity Plan had been updated and approved by London Councils' Corporate Management Board (CMB).

Corporate Risk 4: Pan London Mobility Services

The residual rating had been increased from a "2" rating to a "4" rating to reflect performance issues with the new Taxicard contract.

Corporate Risk 5: London Tribunals

The wording had been revised to include the new Ultra Low Emission Zone (ULEZ) penalty charge appeal work being undertaken by London Tribunals.

Corporate Risk 9: Emerging Priorities and Pledges

The residual risk had been reduced from a "6" rating to a "4" rating to reflect the priorities and pledges had all been agreed and were now at the implementation/delivery stage.

Corporate Risk 10: London Councils' Challenge Process

Residual risk had also been reduced from a "6" rating to a "4" rating to reflect the progress that had been made, and the roll-out of the agile working pilot to the rest of London Councils.

Councillor Robin Brown asked for more details regarding the risks to the Taxicard contract. Stephen Boon, Chief Contracts Officer, London Councils, explained that the Taxicard contract had been re-let and a new pricing structure had been implemented (a fixed rate per mile, rather than the meter amount). He said that performance had dropped off in the first few months of the new pricing system. In July 2019, the meter pricing for drivers was reinstated. Uptake had since increased (200 to 300 drivers were needed in order for the scheme to be effective).

The Audit Committee noted the London Councils' Corporate Risk Register for 2019/20, as at Appendix 2 in the report.

7. Internal Audit Reviews

The Audit Committee received a report that provided members with an update of the internal audit work that had been undertaken since the last Audit Committee meeting on 21 June 2019.

David Sanni introduced the report and informed members that this was an update on the internal audit plans for 2018/19 and 2019/20. He said that Appendix B (page 67) was the final report on London Councils' Information Governance and General Data Protection Regulations (GDPR). David Sanni confirmed that a sound control environment was in place. London Councils was awaiting formal sign-off for the HR system elements for GDPR which was under the remit of the City of London.

The Chair said that there had been delays in carrying out a number of reviews in previous years. David Sanni said that a number of the reviews included in the 2019/20 plan had already commenced and that Internal Audit were on course to complete the plan in the current year. The Chair said that he welcomed these improvements. He said that the GDPR report was very thorough and reflected well on what London Councils was currently undertaking. The Chair said

that the City of London needed to be chased-up with regards to the sign-off for the HR system elements for GDPR.

The Audit Committee:

- Noted that the Business Continuity Arrangements review, deferred from 2018/19 to the 2019/20 audit plan, will be reported as part of the 2019/20 audit plane, following agreement with London Councils' officers; and
- Agreed to remind the City of London that it needed to sign-off the HR system elements for GDPR.

8. Business Continuity Plan (BCP)

The Audit Committee considered a report that presented members with a revised version 4.0 of the Business Continuity Plan (BCP) document that had been produced and approved by the London Councils' Corporate Management Board (CMB) on 5 June 2019.

Frank Smith introduced the BCP report. He said that it was beneficial to review the BCP, in light of the new IT infrastructure programme and the implementation of agile working at London Councils. He informed members that a pilot had taken place on agile working on the 3rd floor at London Councils, and this would be rolled-out to the rest of the building over the next 9 months.

Councillor Johnson asked whether the information on staff members' laptops and smart phones could be wiped clean in the event of the computer or mobile phone being lost or stolen. Roy Stanley, ICT and Facilities Manager, London Councils, confirmed that any information on lost or stolen laptops and mobile phones could be deleted. The Chair said that the report on the BCP was very thorough. He asked whether there was a sufficient supply of laptops and smart phones for London Councils' staff. Roy Stanley said that were enough laptops and smart phones for all staff.

The Audit Committee noted the revised Business Continuity Plan, as at Appendix A of the report. Plan

9. Dates of the Audit Committee Meetings for 2020/21

The Audit Committee received a report that notified members of the proposed Audit Committee meeting dates for 2020/21.

The Audit Committee agreed the proposed dates of the Audit Committee for 2020/21.

The meeting finished at 11:03am

Action Points

	Action	Progress
Internal Audit Reviews (carried over from minutes of 20 June 2019)	<i>Agreed that evidence would be provided for the management accounts and proper scrutiny on the grants work.</i>	Completed
7. Internal Audit Reviews	<i>Agreed to ask the City of London to sign-off the HR systems elements for GDPR</i>	

LONDON COUNCILS GRANTS COMMITTEE EXECUTIVE MEETING

Minutes of the Grants Committee Executive meeting held in Room 7, London Councils, on Wednesday 12 September 2019

Members	Mayor Philip Glanville (Chair)	LB Hackney
	Cllr. Saima Ashraf (Vice Chair)	LB Barking and Dagenham
	Cllr. Paul Ellis (Vice Chair)	LB Wandsworth
	Cllr. Gareth Roberts (Vice Chair)	LB Richmond
	Cllr. Charlene McLean	LB Newham
	Cllr. Jonathan Slater	LB Lewisham
	Cllr. David Leaf	LB Bexley

London Councils officers

Yolande Burgess, Strategy Director
Frank Smith, Director of Corporate Resources
Sam Armit, ESF Technical Adviser
Daniel Houghton, Liberal Democrat Political Advisor
Jade Appleton, Conservative Political Advisor
Mehboob Khan, Labour Political Advisor
Ana Gradiska, Principal Governance and Projects Officer

The Chair welcomed members and officers to the meeting, and said he was pleased at the high turnout.

1 Apologies for Absence

- 1.1 Apologies were received from Cllr Miranda Williams (RB Greenwich), Cllr Iain Bott (City of Westminster) and Dhruv Patel (City of London).

2 Deputies and Declarations of Interest

- 2.1 There were no deputies or declarations of interest.

3 Minutes of the Grants Executive held on 7 February 2019

- 3.1 Members agreed the minutes of the meeting which took place on 7 February 2019.

4 Minutes of Grants Committee AGM held on 10 July 2019 (for noting)

- 4.1 Members noted the minutes of the Grants Committee AGM which took place on 10 July 2019.

5 Month 3 Revenue Forecast 2019/20

- 5.1 The Director of Resources introduced this report, which outlined the actual income and expenditure against the approved income and expenditure in the budget to the end of June

2019. The report also provided a forecast of the outturn position for 2019/20 for both actual and committed expenditure. The Director of Resources added that:

- 5.1.1 at this stage, the projected surplus is £36,000 for the year, which relates to Priority 1 and 2 activities
- 5.1.2 the projected S.48 ESF programme reserves (Priority 3), which have now been audited by external auditors, is £972,000, subject to adjustment as final claims are processed
- 5.1.3 the projected £759,000 held in respect of S.48 reserves (Priorities 1 and 2) is currently c.£500,000 above the £250,000 reserves benchmark established by this committee in September 2013 - Members had expressed a wish for this benchmark to be reviewed in due course
- 5.1.4 one of the options proposed was for the Priority 1 and 2 reserves to be held as a contingency to be applied during the course of the new 2021-25 grants programme - this would be discussed further at the November grants meeting
- 5.1.5 London Councils' committee reserves are ringfenced for each of the statutory committees (e.g. Grants, TEC or the Joint Committee). In certain circumstances, reserves can be transferred between committees, subject to appropriate member approvals. In 2011, this supported in the Grants Committee work, as reserves from TEC and the Joint Committee were transferred to the Grants Committee following a judicial review on proposed reductions to the grants programme. In terms of potential future transfers required in respect of Challenge related works, it is now unlikely that there would be any call on the Grants Committee reserves for this purpose and proposed works on the Southwark Street building would likely feed through in increased central recharges.

6 Grants Programme 2021-25

- 6.1 The Chair said that the draft 2021-25 programme was received positively in his political group. He drew members' attention to the recommendations in the report, which included discussing the various options concerning priority 3, "Tackling Poverty". He added that members had expressed a wish to include emerging priorities in the programme.
- 6.2 The Director of Strategy said that the steer from the Grants Committee AGM was that priorities 1 and 2 should continue to be the core priorities, as they fit in with the Leaders' pledges to Londoners and were best carried out through a pan-London vehicle. General employment projects, delivered through Priority 3, were now mainly embedded within the boroughs.
- 6.3 Members agreed that the core aim of Priority 3, Tackling Poverty, could lead to other programmes of activity, rather than general employment projects, for example projects aimed at tackling youth violence, through relieving youth poverty. Cllr Leaf suggested that there may be gaps in borough provision in terms of young offenders work which Priority 3 could potentially fill.
- 6.4 The Chair noted that, increasingly, 16 to 18-year-olds not engaged in employment, education or training (NEETS) were falling through the net, as they were usually too young for job brokerage programmes and lacked the skills for apprenticeships.
- 6.5 The Strategy Director noted the reported problem of schools illegally off-rolling pupils, and a reported increase in parents being asked to home educate their children.

- 6.6 Cllr Leaf said that the challenge of youth obesity, food poverty, and poor health outcomes all related to Priority 3, Tackling Poverty.
- 6.7 In answer to Cllr Ashraf's question about whether there could be a priority that focused solely on young people, the Strategy Director noted that all priorities had service areas which focused on particular aspects of support/services e.g. providing refuge provision under Priority 2, tackling youth homelessness under Priority 1.
- 6.8 Cllr Ellis said that outer borough members needed assurances that the work was evenly distributed in the boroughs, as in the past, most resources were concentrated on inner London. The Chair agreed and said that the London landscape had changed in the last 10 years and that many outer London boroughs were now experiencing similar problems to those in inner London, in part due to significant numbers of Londoners being relocated from inner to outer boroughs.
- 6.9 The Strategy Director was tasked with drafting some initial proposals for Priority 3, focusing on tackling youth poverty, to present to November Grants Committee.

The meeting ended at 3.00pm

Leaders' Committee

Report from the TEC Executive Sub Committee – 12 September 2019

Item no:

Report by: Alan Edwards **Job title:** Governance Manager
Date: 3 December 2019
Contact Officer: Alan Edwards
Telephone: 020 7934 9911 **Email:** Alan.e@londoncouncils.gov.uk

Summary: Summary of the minutes of the London Councils' TEC Executive Sub Committee held on 12 September 2019.

Recommendations: For information.

1. Attendance: Cllr Julian Bell (LB Ealing – Chair), Cllr William Huntington-Thresher (LB Bromley), Cllr Denise Scott-McDonald (RB Greenwich), Cllr Wesley Harcourt (LB Hammersmith & Fulham), Cllr Claire Holland (LB Lambeth), Cllr Zulfiqar Ali (LB Newham), Cllr Richard Livingstone (LB Southwark) Cllr Manuel Abellan (LB Sutton), Cllr Guy Humphries (LB Wandsworth - Deputy) and Cllr Tim Mitchell (City of Wandsworth).

2. Apologies for Absence

Apologies for absence had been received from Cllr Claudia Webbe (LB Islington), Cllr Richard Field (LB Wandsworth), and Alastair Moss (City of London).

3. LEDNet & Association of Directors of Public Health (ADPH) Air Quality Position

The TEC Executive Sub Committee received a report that provided members with the combined views of the London Environment Directors' Network (LEDNet) and the Association of Directors of Public Health – London (ADPH) on how tackling air quality could most effectively be achieved.

Dagmar Zeuner, Director of Public Health, London Borough of Merton, introduced the report and made some of the following comments:

- The purpose of the position statement was to have a shared narrative when it came to tackling air pollution, to lobby, and to bring together professionals in order to reach more people
- Air pollution affected the health of children, and impaired cognitive behaviour and caused problems with regards to sedantry behaviour, like obesity and mental health
- There were a number of untapped resources and supply chains that could help with tackling air pollution – the NHS has a long-term plan and was now committed to dealing with air pollution. LEDNet and ADPH were working at a London level

Dipti Patel, Vice Chair of LEDNet, made the following comments:

- Air quality was getting worse and one of the recommendations was advocating for at least 2.5% of UK annual GDP to be spent on tackling air quality and climate change in the UK
- Children needed to be protected from air pollution
- A "Healthy Streets" approach was being implemented to help deal with air pollution

The TEC Executive Sub Committee: **(i)** agreed that adjustments would be made to the LEDNet and ADHP joint position on air quality and this would be shared the Cahir and vice chairs of TEC, and **(ii)** noted and commented on the report.

4. Climate Change – Borough Actions So Far & Future Activity

The TEC Executive Sub Committee received a report that provided members with an update on the work that London Councils had carried out to support local authorities to develop their climate change programmes, including an overview of and outcomes from the recent workshop for lead climate change officers.

Owain Mortimer, Principal Policy Officer, London Councils, introduced the report and made the following comments:

- The report provided a brief update since the discussions that took place on the climate emergency at the TEC Executive Sub Committee on 18 July 2019
- Engagement between London Councils and UK:100 had continued to take place.
- A workshop had taken place with borough officers to identify joint issues and solutions, and how best London Councils could provide support.
- This was the first step at bringing officers and other parties together.
- At the last TEC meeting, 16 boroughs had declared a climate emergency. Now 24 boroughs had declared a climate emergency.

The TEC Executive Sub Committee: **(i)** agreed to provide members with details relating to borough positions on the climate emergency, and **(ii)** agreed that a more detailed report on climate change would be presented to members at the full TEC meeting on 10 October 2019.

5. The Final Report of the Task & Finish Group on Car Clubs

The TEC Executive Sub Committee considered a report that informed members of the Task and Finish Group that was brought together by London Councils' officers to provide an in-depth analysis of the current state of Car Clubs in London, and to identify ways in which car sharing could contribute in responding to environmental, population growth and congestion challenges.

Paulius Mackela, Principal Policy and Projects Officer, London Councils, introduced the report, and made the following comments:

- This was the first milestone for the future mobility agenda
- A previous update on the Task and Finish Group on Car Clubs was presented to the TEC Executive Sub Committee on 18 July 2019
- The recommendations came from the Task and Finish Group, and not London Councils
- There were 6 categories on each recommendation. They were as follows: Understanding Car Sharing, Data and Evidence Base, Operational Arrangements, Low Emission Zones, EVs and Car Sharing, Coordinating London's Car Sharing Policy and On-going Engagement between Car Clubs and Government

The TEC Executive Sub Committee: **(i)** agreed that any decisions made regarding the funding of a part-time officer be taken to the TEC Executive on 14 November 2019, **(ii)** agreed that the car club companies be made aware of any "asks" made of them, with regards to the future funding of a part-time officer role, **(iii)** noted that external sources of funding should be looked into, as well as the role of IT in order to make things more efficient, and **(iv)** agreed the final recommendations put forward by the Task and Finish Group on Car Clubs.

5. Future Mobility Agenda: Task & Finish Group on Smart Mobility and Mobility as a Service (MaaS)

The TEC Executive Sub Committee received a paper that informed members of the significant positive impacts on the efficiency, environmental performance and safety of the transport network. TEC was well placed to play a stronger role in understanding the potential of Smart Mobility and Mobility as a Service (MaaS) platforms in the capital and it was proposed that a Task and Finish Group be set-up to look to help shape this policy agenda going forward.

Paulius Mackela introduced the “Future Mobility Agenda” report, which was the next focus of the Task and Finish Group. He said that the structure of the report would be the same as the car clubs and would comprise of up to 15 members and identify the role of the London boroughs and local government going forward. The final report from this Task and Finish Group would be presented to the TEC Executive Sub Committee on 6 February 2010.

The TEC Executive Sub Committee: **(i)** agreed to bring a more detailed report on the Task and Finish Group on Smart Mobility and MaaS to the TEC Executive Sub Committee on 14 November 2019, and **(ii)** agreed the purpose, topics, size, composition and timescales of the proposed Task and Finish Group on Smart Mobility and MaaS.

7. Transport & Mobility Performance Information

The TEC Executive Sub Committee considered a report that detailed the London Councils’ Transport and Mobility Services performance information for Quarter 1 in 2019/20.

Spencer Palmer, Director of Transport and Mobility, London Councils, introduced the report which provided the performance information for Quarter 1 for 2019/20.

Spencer Palmer said that although customer satisfaction remained very high, targets were still struggling to be met in Freedom Pass section of the report, resulting in the three “red” ratings. He said that measures had been put in place to rectify this but pointed out that customer service standards were set quite high compared to other local authority services. He said that he would be reviewing these standards in the future. The two “red” ratings for the Taxicard section of the report were still mainly the result of the new contract changes, especially the move to a fixed price structure as requested by customers.

Spencer Palmer said that the “red” rating for the London Lorry Control Scheme was due to the relatively low number of appeals received, which caused the performance against these targets to fluctuate.

The TEC Executive Sub Committee noted the report.

8. TEC Month 3 Revenue Forecast 2019/20

The TEC Executive Sub Committee received a report that outlined actual income and expenditure against the approved budget to the end of June 2019 for TEC and provided a forecast of the outturn position for 2019/20.

Frank Smith, Director of Corporate Resources, London Councils, introduced the report and informed members that, at this early stage, there was currently a budget surplus forecast of £299,000. He said that there were projected surpluses from the Committee’s trading activities, as well as from the London Lorry Control Scheme PCN income and income from replacement Freedom passes.

Frank Smith said that the TEC budget was in a healthy position. The TEC reserves continued to breach the agreed 15% upper benchmark, and the decrease in costs for the 2020 Freedom Pass re-issue exercise (£3 million down to £1 million) had contributed further to this position.

The TEC Executive Sub Committee: **(i)** noted that the gross expenditure budgets by £3.125 million was an underspend, and not an overspend (paragraph 3, page 2 – Variance from Budget), **(ii)** noted the projected surplus of £299,000 for the year, and the forecast net underspend of £3.505 million for overall Taxicard trips, as detailed in the report, and **(iii)** noted the projected level of Committee reserves, as detailed in paragraph 5 of the report, and the commentary on the financial position of the Committee included in paragraphs 6 to 8.

9. Minutes of the TEC Executive Sub Committee held on 18 July 2019

The minutes of TEC Executive Sub Committee held on 18 July 2019 were agreed as an accurate record.

The meeting finished at 11:35am

Leaders' Committee

Report from the Transport & Environment Committee – 10 October 2019

Item no:

Report by: Alan Edwards **Job title:** Governance Manager
Date: 3 December 2019
Contact Officer: Alan Edwards
Telephone: 020 7934 9911 **Email:** Alan.e@londoncouncils.gov.uk

Summary: Summary of the minutes of the London Councils' Transport & Environment Committee held on 10 October 2019

Recommendations: For information.

1. Attendance: Cllr Syed Ghani (LB Barking & Dagenham), Cllr Krupa Sheth (LB Brent), Cllr William Huntington-Thresher (LB Bromley), Cllr Paul Scott (LB Croydon, Deputy), Cllr Julian Bell (LB Ealing - Chair), Cllr Denise Scott-McDonald (LB Greenwich), Cllr Jon Burke (LB Hackney), Cllr Kirsten Hearn (LB Haringey), Cllr Chloe Smith (LB Harrow, Deputy), Cllr Claudia Webbe (LB Islington), Cllr Hilary Gander (LB Kingston), Cllr Jackie Meldrum (LB Lambeth, Deputy), Cllr Martin Whelton (LB Merton), Cllr James Asser (LB Newham), Cllr Martin Elengorn (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 Dean Cohen (LB Barnet), Cllr Peter Craske (LB Bexley), Cllr Stuart King (LB Croydon), Cllr Varsha Parmar (LB Harrow), Cllr Claire Holland (LB Lambeth), Cllr Brenda Dacres (LB Lewisham), Cllr John Howard (LB Redbridge), Cllr Alex Ehmann (LB Richmond) and Alastair Moss (City of London).

3. Environment & Traffic Adjudicators Annual Report

The Committee received and noted the statutory joint Annual Report by the Environment and Traffic Adjudicators for the 2018/19 reporting year.

4. Crossrail Update

This item was withdrawn.

5. London Waste & Recycling Board (LWARB) 2020 Strategy

The Committee received a report that provided members with a summary update on the London Waste and Recycling Board activities. It was suggested that London Councils' TEC would receive these updates on a six-monthly basis to improve visibility of LWARB's activities.

Liz Green, Chair of LWARB, introduced the presentation, stating that LWARB is seeking views on its next business plan and wanted to report back to members about the flats recycling work that LWARB was undertaking before handing over to Antony Buchan, Head of Programme, Resource London, who made the following comments:

New Business Plan

- LWARB was established in 2008 and had four local authority members on its Board, along with two independents, and Shirley Rodrigues, the Deputy Mayor for Environment and Energy.
- Significant investment in waste infrastructure had taken place over the past 10 years. Significant support was also being provided to enable London's route to a more circular economy, with a greater focus on waste reduction.
- Part of the post 2020 focus would be to help support local authorities to tackle the climate emergency and help reduce consumption-based CO₂ emissions and restrict global warming to 1.5C.
- There is a £7.5 million budget to help achieve the aims of LWARB. The last funding received from Central Government was in 2015, and LWARB is now securing private sector funding.

The Committee: **(i)** noted that the draft LWARB Business Plan would be presented to the Board on 31 October 2019, and **(ii)** noted that the next LWARB update would be presented to TEC on 26 March 2020.

6. Chair's Report

The Committee received a report that updated members on transport and environment activity since the last TEC meeting on 13 June 2019 and provided a forward look until the next TEC meeting on 5 December 2019.

The Committee: **(i)** noted that any changes to the corridor formula for borough LIP funding had been deferred until 2022. There would be no changes to LIP funding until then (subject to any external funding influences like Crossrail or a no-deal Brexit), and **(ii)** noted the report.

7. Electric Vehicle Coordination Function

The Committee considered a report that provided members with an overview of the proposed electric vehicle (EV) coordination function activities for review and feedback.

Katharina Winbeck, Strategic Lead, Environment, Transport and Infrastructure, London Councils, introduced the report and informed members that there had been a great deal of activity in the roll out of EV infrastructure this year and in order for this to continue, a form of co-ordination function was required. She said that the role of GULCS Senior Lead was paid for up to March 2020, and it would be very beneficial for this to continue beyond this date.

The Committee: **(i)** agreed that relevant TEC members would progress sign-off and return the proposed amendment to the LCTEC agreement for their borough by the end of 2019. This would give London Councils permission to actively participate in the delivery of the EV coordination function. (The following boroughs had not yet signed the variation to the TEC Agreement: Bexley, Brent, Bromley, Greenwich, Hammersmith & Fulham, Haringey, Havering, Hillingdon, Kensington & Chelsea, Lambeth, Newham, Southwark, Sutton, Tower Hamlets, Waltham Forest and the City of London), **(ii)** agreed to bring a report to look at resourcing the EV coordination function to the TEC Executive Sub Committee on 14 November 2019, and **(iii)** reviewed and provided feedback on the proposed activities of the electric vehicle coordination function provided in Appendix B.

8. Climate Change Update

The Committee received a report that outlined a programme of activities where London Councils could usefully support boroughs' individual and collective actions on climate change in the interest of value for money and efficiencies. This work area was within the functions delegated to Leaders' Committee.

Katharina Winbeck said that 25 boroughs, had now declared a climate emergency. She said that London Councils would be coordinating some work on climate change policy on behalf of the boroughs, initially focusing on getting an accurate and robust baseline. The table in paragraph 14 of the report outlines some ways in which London Councils could help support local authorities. Katharina Winbeck said that this table would need to be signed off by Leaders' Committee before the work was taken forward

The Committee: **(i)** noted that the climate change proposals would have to be signed off by Leaders' Committee, prior to going back to TEC, **(ii)** noted that if Leaders' Committee agree to the climate change proposals, the issue of how to resource these proposals will need to be addressed, potentially either by a

recharge to TEC from the Joint (Leaders) Committee, or by a transfer from TEC Uncommitted Reserves to the Joint Committee, and (iii) agreed to refer to climate change as a climate change “emergency” in future wording.

9. Traffic Signals Budget 2020/21

The Committee considered a report that set out the cost to boroughs of maintaining traffic signals in London in 2020/21 based on the “actual cost” model agreed in December 2018, and recommended a new four-year transitioned approach for the apportionment of the costs to each authority based on the average of controller site locations and mid-2018 Office of National Statistics population statistics.

The Committee: (i) Agreed the total cost to boroughs for maintaining traffic signals in London for 2020/21, which was £11,019,852.37 as shown in Appendix 1, (ii) agreed that this cost was apportioned between boroughs based on controller site locations and mid-2018 Office of National Statistics population calculations, as shown in Appendix 2, (iii) agreed to a four-year transition period to help smooth the impact of resulting significant cost changes for many boroughs, as outlined in Appendix 3, and (iv) noted that any borough queries about potential errors found with the TfL data and calculations would be investigated and where necessary, retrospective adjustments would be made to the following year’s apportionment calculations.

10. Safe Speeds in London Review

The Committee received a report that provided members with an update on the legal advice received from Counsel regarding the constraints on the ability of local authorities to enforce speeding limits in London.

Spencer Palmer introduced the report, which listed a number of options for Committee to consider. He informed members that further legal advice on what could or could not be carried out had been sought.

The Committee: (i) Agreed to lobby Central Government for the new primary legislation required for partial decriminalisation to allow local authorities to enforce some (but not all) speeding offences. The steering group to look into the definition of what partial decriminalisation should include, (ii) agreed to support TfL and the MPS plans for boroughs to play a more active role in where speed enforcement took place and where cameras were located, (iii) agreed to explore the development of borough-led pilots of increased speed data and intelligence gathering for sharing with the police to pursue prosecutions or to inform subsequent police deployments, (iv) agreed to pursue the borough provision of speed awareness courses in conjunction with the lobbying for partial decriminalisation, (v) agreed to support TfL and the MPS with regards to their speed awareness publicity campaigns, (vi) agreed to continue to support TfL with the implementation of their speed enforcement action plan, (vii) agreed to support TfL in delegating speed enforcement powers to Police Community Support Officers (PCSOs) and for the TEC Chair to send a letter of support to the Mayor and the Met Police Commissioner outlining this support, (viii) agreed to continue to support TfL in developing the revised methodology for safety cameras with boroughs on London roads, (ix) agreed to support the development of TfL proposals for borough funded cameras, at locations chosen by boroughs, to help implement trials in a small number of boroughs before further roll-out is considered, and (x) agreed to support the trialling of ‘moveable’ camera technologies to enhance enforcement opportunities and build flexibility into the network.

11. Freedom Pass Progress Report

The Committee received a report that provided members with an update on the 2019 mid-term review of the eligibility and the 2020 renewal of Freedom passes.

Stephen Boon, Chief Contracts Officer, London Councils, introduced the report. He said that members were being asked to decide on whether or not to automatically send new passes to people that had not used their passes in the last year. Councillor Huntington-Thresher felt that a one-year period of inactivity to not automatically renew a pass was too short, especially if a passholder had been in hospital for a long period of time. He said that where renewal letters were sent to those that appear to have changed address, the letter should also state that if the person no longer used their pass, then they need not reapply.

The Committee: (i) noted the information and advice for their authorities within the report, (ii) agreed not to automatically renew passes for pass holders that had not used their Freedom pass for **two** years, and

in instances where it was necessary to write to pass holders to verify that they were still eligible, to state in this letter that the pass holder need not reapply if they no longer used their pass, and **(iii)** agreed to support their borough concessionary travel teams in respect of Disabled Persons' Freedom Pass renewals and agreed that London Councils would ask each individual authority to ensure borough resources were in place to undertake the 2020 review of disabled pass holders.

12. Taxicard Update

The Committee considered and noted a report that provided members with a progress update on the implementation of the new Taxicard contract. It highlighted savings made to date, some issues with performance and analysed the reasons, setting out the mitigating steps that were being taken to improve the situation.

13. Minutes of the TEC Main Meeting held on 13 June 2019

The minutes of the TEC Main meeting held on 13 June 2019 were agreed as an accurate record.

14. Minutes of the TEC Executive Sub Committee held on 12 September 2019

The minutes of the TEC Executive Sub Committee meeting held on 12 September 2019 were noted.

The meeting finished at 16:53pm

Young People's Education and Skills Board

Date	17 October 2019	Venue	London Councils
Meeting Chair	Cllr Georgia Gould, Leader of Camden Council and London Councils Lead Member for Employment and Skills		
Contact Officer	Peter O'Brien		
Telephone	020 7934 9743	Email	peter.obrien@londoncouncils.gov.uk

Present

Cllr Georgia Gould	Leader of Camden Council and London Councils Lead Member for Employment and Skills
Gail Tolley	London Borough of Brent (Representing the Association of London Directors of Children's Services]
John Prior	Orchard Hill College (representing NATSPEC)
Kate Myhill	Greater London Authority (GLA, standing in pro tem for Deputy Mayor of London Joanne McCartney)
Dr Sam Parrett OBE	London South East Colleges Group (representing Association of Colleges [AoC] – General Further Education Colleges)
Yolande Burgess	London Councils

Officer

Peter O'Brien	London Councils
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Apologies

Arwel Jones	Association of School and College Leaders (ASCL)
Ben Anderson	Landsec (Employer Representative)
Dave Keogh / Brian McKeown	Department of Work and Pensions
Dr Graeme Atherton	Access HE
Mary Vine-Morris	AoC London Region
Michael Heanue	GLA/London Economic Action Partnership
Cllr Nickie Aitken	Leader, Westminster City Council (Conservative member representative)
Sarah Wilkins	GLA
Tim Shields	London Borough of Hackney (representing the Chief Executive London Committee (CELC))

1 Welcome, Introductions and apologies

- 1.1 The Chair welcomed Board members, especially those attending for the first time.
- 1.2 The meeting agreed to take the presentation supporting item 5 on the agenda before moving to other items on the agenda and to discuss the paper on the Skills and Employment Call for Action (item 4) after agenda item 6.

2 London Post-16 Trajectories Review

- 2.1 Yolande Burgess explained that the report was now expected to be launched and published at Skills London on 18 November 2019, when it will be circulated to the Board. Yolande presented highlights and recommendations from the report, which the Board agreed to take forward in conjunction with the Skills and Employment Call for Action (see below).

3 Declarations of interest

3.1 There were no declarations of interest.

4 Minutes of previous meeting and actions arising

4.1 The notes of the previous meeting were agreed.

4.2 An updated progress report on actions agreed at the Board meeting held on 6 June will be incorporated into the post-meeting note.

5 Policy Update

5.1 Peter O'Brien spoke to the paper that had been sent with the agenda and tabled a supplement (paper 6(s)) and update on London Ambitions (both tabled papers will be incorporated into the post-meeting note).

5.2 Peter read out comments from Sarah Wilkins about the London Ambitions update, which Sarah had submitted in her absence. The Board was asked to provide comments on the London Ambitions paper by 29 November.

5.3 The Board agreed to take forward the actions identified in the Policy Update, Supplement and updated London Ambitions report in conjunction with the Call for Action (see below).

5.4 Peter reminded attendees that the meeting was taking place during Colleges Week and drew members' attention to the Association of Colleges' on-going campaign for a sustained increase in FE funding.

Action: Board members to provide comments on the London Ambitions update to Peter O'Brien by 29 November.

Action: Yolande Burgess to ask the London Councils Communications Team to circulate the Board's Policy Updates to policy leads in boroughs

6 Skills and Employment Call for Action

6.1 After discussing the paper introduced by Yolande Burgess, the Board agreed the following:

- The Young People's Education and Skills Team should prepare a detailed policy framework showing how the actions recommended in the Trajectories Review, London Ambitions update and the Call for Action could be taken forward
- The above policy framework should be prepared in conjunction with the Policy and Public Affairs Division at London Councils
- The proposed policy framework should also recommend how the young people's education and skills agenda could be better advanced through different working arrangements between London Councils and the Skills for Londoners Board.

Action: Young People's Education and Skills team to produce a policy framework to take forward the recommendations arising from the Trajectories Review, London Ambitions update and the Call for Action.

Action: Yolande Burgess to convene a meeting with Gail Tolley and John Prior, together with nominees from the GLA, to agree a specific programme of action on careers guidance.

7 Performance Update

7.1 Peter O'Brien informed the Board that the provisional figures on attainment at Key Stages 4 and 5 and destinations of students after these key stages had been published immediately prior to the meeting; an analysis of both would be sent with the post-meeting note.

8 There was no other business

Date of the next meeting: Thursday 30 January 2020 at 10:00 in London Councils

Leaders' Committee

Report from the Capital Ambition Board Item no: meeting on 17 October 2019

Report by: Ana Gradiska **Job title:** Principal Governance and Projects Officer

Date: 3 December 2019

Contact Officer: Ana Gradiska

Telephone: 020 7934 9781 **Email:** Ana.gradiska@londoncouncils.gov.uk

Summary: Summary of the minutes of the London Councils' Capital Ambition Board held on 17 October 2019

Recommendations: For information.

Members Cllr Steve Curran (Chair, LB Hounslow), Cllr Kevin Davis (LB Richmond upon Thames) Cllr Victoria Mills (LB Southwark), Cllr David Simmonds CBE (LB Hillingdon); **London Councils** Frank Smith, Director of Corporate Resources, Thomas Man, Head of Capital Ambition, Anton Nisbeth, Capital Ambition Programme Manager, Ana Gradiska, Principal Governance and Projects Officer; **EY** Victoria Evans, Director, Amy Luca, Manager; **autonoMe**: William Britton, CEO, Laura Ladd, Director of Business and Development; **everyLIFE**: Duncan Campbell, Director, Nicola Swift, Business Development Manager.

1. **Declarations of Interest**

1.1 There were no declarations of interest.

2. **Apologies for absence**

2.1. Apologies were received from Cllr Stephen Alambritis (LB Merton), Andrew Blake-Herbert (Chief Executive, LB Havering), John Hooton (Chief Executive, LB Barnet), Sarah Ireland (Director, Corporate and Commercial, RB Kingston upon Thames), Paul Najsarek (Chief Executive, LB Ealing) and Jon Rowney (Executive Director, Corporate Services, LB Camden) and Guy Ware (Director of London Government Performance and Finance, London Councils).

3. **Minutes of the meeting held on 15 May 2019**

3.1 The minutes were agreed as an accurate record of the meeting held on 15 May 2019.

3. **Presentations from London Ventures partners**

4.1 Thomas Man, Head of Capital Ambition, introduced the venture partners autonoMe and everyLIFE to the Board members, who then gave presentations on their respective projects.

5. Capital Ambition – Director’s Report and London Ventures Progress Report

- 5.1 The Head of Capital Ambition introduced this report which provided a summary of Capital Ambition funded activity. In summary the report included updates on the procurement of London Ventures programme support, general London Ventures programme activity since May 2019, Changes to CAB’s Terms of Reference and to London Councils’ constitutional documents.
- 5.2 Since the last Board meeting in May 2019, a number of key activities have taken place including:
- The successful completion of the programme management and delivery support for London Ventures 2019-20 procurement. The procurement was approved using the urgency procedure by CAB and the contract was awarded to EY.
 - The commercial deals for Blue Prism and Oxygen Finance were approved using the urgency procedure.
 - London Ventures introductory meetings have been arranged with a number of London boroughs that have undergone changes at senior leadership level over the last year. Meetings have already been held with LB Bexley, Bromley, Lambeth and Newham with more being planned for the next few months.
 - The GDPR addendum for the previous contract was finalised and signed by London Councils and EY.
 - A roundtable event for Xantura was held at the London Fire Brigade headquarters with a number of boroughs attending as well as the Department for Education. There were very well received presentations from LB Barking and Dagenham and Thurrock Council on how they are implementing and using the Xantura capability.
 - EY held two innovation events giving London Ventures partners an opportunity to showcase their offer to a broad and diverse range of stakeholders including local authorities.
 - Sessions were held with the Procurement Network, Pan London Transformation Network and a number of local authorities to discuss children and families targeted ventures activity as well as making introductions to specific venture partners. The LAs included: Croydon, Enfield and various WLA members.
 - LB Ealing has signed up with Fiscal Technologies.
- 5.3 The current financial position at 30 September 2019 indicated that there was a potential unallocated balance of £32,347 by the end of March 2021.
- 5.4 The three behavioural science projects funded by the Board should be reporting back to members at the December meeting.
- 5.5 As part of the deliverables for the current London Ventures contract EY were required to produce a one-year delivery plan to set out they key activities and milestones for the London Ventures programme. The delivery plan set out the five key workstreams to be delivered by August 2020:
- 5.6 Members were provided with a detailed update on the first cycle of targeted ventures work that they seed funded the development of detailed concepts. In summary both PLACE and Capital Letters were progressing positively with established entities to take the work forward. Both transition insurance and predictive analytics concepts while not having further longevity did have some notable achievements including the securing of £3.6 million of MHCLG grant funding for transition insurance.
- 5.7 Capital Ambition Board members noted the amendments to their terms of reference agreed at Leaders’ Committee AGM on 4 June 2019.
- 5.8 As part of the current London Ventures contract, EY were tasked with the development of funding models to support the future financial sustainability of the London Ventures programme. EY and London Councils officers proposed holding a workshop in November 2019 to provide members and advisers with an opportunity to have an in-depth discussion of the funding proposals and options that were being developed and how they could be delivered.

- 5.9 The Chair offered to host the workshop in LB Hounslow.
- 5.10 The Chair stated that there was a need to accelerate and expand the promotion and advocacy of the London Ventures programme across London. If the programme was going to raise its levels of success then it needed to demonstrate the successes of the venture partners through case studies and examples. CAB could then support greater promotion of the programme through an advocacy campaign.
- 6. Any other business**
- 6.1 Members congratulated Victoria Evans and Any Luca on their promotions within EY.

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

**Minutes of the Meeting of the Executive
Tuesday 12th November 2019 10:00 am**

Cllr Peter John OBE was in the chair

Present

Member	Position
Cllr Peter John OBE	Chair
Cllr Teresa O'Neill OBE	
Cllr Nickie Aiken	
Cllr Julian Bell	
Cllr Darren Rodwell	
Cllr Clyde Loakes	Substitute
Cllr Ray Puddifoot MBE	
Catherine McGuinness	

Cllr Ravi Govindia CBE was in attendance.
London Councils officers were in attendance.

The Chair opened the meeting by congratulating Cllr Rodwell on his award as Local Government Information Unit (LGIU) Leader of the Year, and also Cllr Aiken on her selection as a Parliamentary candidate for the Cities of London and Westminster.

1. Apologies for absence and announcement of deputies

Apologies were received from Cllr Muhammed Butt, Cllr Ruth Dombey OBE, Cllr Georgia Gould and Cllr Clare Coghill for whom Cllr Clyde Loakes was substituting.

2. Declaration of interest

There were no declarations of interest.

3. Minutes of the Executive Meeting held on 10th September 2019

The minutes of the Executive meeting held on 10th September 2019 were agreed as an accurate record of the meeting

4. Climate Change Policy

Cllr Bell introduced the report, informing members that:

- Climate change had increased in importance for most local authorities, and the issue had also been discussed at London Councils' Transport and Environment Committee (TEC) in terms of how boroughs could be supported in implementing their Climate Emergency Action Plans

- The programme of work being developed, estimated to cost a maximum of £289,000, could be funded from TEC's own resources. However, climate change related activities were outside that Committee's formal authority
- The report therefore required in principle approval from the Executive to take a full report to Leaders' Committee requesting that this work should be undertaken

Members made the following points:

- An effective method of regular reporting back to Executive and, on occasion, to Leaders' Committee on the development of this work, over and above receiving minutes of meetings, was required
- In addition to the baseline of emissions mentioned in the table of goals within the report, there should also be a baseline of boroughs' own performance measures in reducing their overall carbon footprint
- Consideration should be given to the focus on a range of alternative fuels, for example hydrogen, in addition to that on electric charging points
- Consideration should be given to responding to some of the wider London challenges such as the increase in road traffic occasioned by rise of online deliveries and taxi services
- There needed to be a recognition that the issue would need to be addressed differently in different boroughs and that some things that could help mitigate climate change effects – eg investment in major public transport infrastructure – was beyond the direct control of individual boroughs
- There should be a good level of ambition in the work and 'polluter pays' principles should be considered
- It would be important for the work to coalesce around two or three big things that boroughs could exercise most influence over. That may not be straightforward, but it was important to reach some common lines as well as supporting boroughs' own work in this area.

Members agreed the recommendation for a report to be taken to Leaders' Committee on 3rd December 2019 regarding the funding of the climate change work, and the Chair thanked the Executive for their input to shape future work on the subject.

5a. Audited Accounts 2018/19

The Director of Corporate Resources introduced the accounts, which followed on from the report of the Auditor's Letter to Leaders' Committee at its last meeting and now included the adjustments agreed with KPMG.

Members agreed to adopt the Accounts.

5b. Month 6 Revenue Forecast 2019/20

The Director of Corporate Resources reported a marginal increase in the overall forecast surplus, primarily as a result of TEC's income projections becoming clearer.

Members noted the revenue forecast position as at 30 September 2019.

5c. Proposed Revenue Budget and Borough Subscriptions and Charges 2020/21

The Director of Corporate Resources introduced the proposed budget for 2020/20, noting that it:

- Absorbed all the budgetary pressures anticipated in the next financial year
- Included proposed additional income arising from a smarter use of the Southwark Street building via adaptations, building improvements and the rollout of agile working
- Highlighted the strategic discussions members of the Executive had commenced about the future capacity and resourcing of the organization that would need to be reflected in budgetary planning from 2021/22 onward.

Members were informed that there were no increases in the contributions and charges to boroughs in 2020/21 and there were also recommended reductions on appeal charges within TEC, and in the call on reserves which had been reduced by £745,000. Proposed draft Grants Committee and TEC budgets would be discussed by those Committees in the days following this meeting.

Subject to agreement regarding the budgets, there would be uncommitted reserves of approximately £10 million.

Referring to paragraph 12 of the report, Cllr Puddifoot recognised that boroughs were now contributing significantly less than in the past as a result of London Councils reducing its overall costs and congratulated the team for its work in establishing the strong financial position demonstrated in the 2020/21 budget.

In response to a question from Cllr Aiken regarding a fall in the number of Parking Charge Notices issued by boroughs and the subsequent impact on borough income, it was pointed out that as part of the TEC budget setting process account was taken of emerging trends arising from volumes generated by parking systems, including the issuing of PCNs.

Members recommended the revenue budget and subscriptions for 2020/21 as set out in the report.

The meeting ended at 10.30am

Action points

	Item	Action by	Progress
4.	Climate Change Policy <ul style="list-style-type: none">• Report back on progress with climate change work to be made to Executive on a regular basis	Strategic Lead for Transport and Environment Policy	Ongoing