

Leaders' Committee AGM

Constitutional Matters – Amendments to London Councils Standing Orders

Item no: 14 A

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

Date: 13 October 2020

Contact Officer: Christiane Jenkins

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

Summary: This report proposes an amendment to London Councils Standing Orders.

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

Constitutional Matters – Amendments to London Councils Standing Orders

1. London Councils Standing Orders (SOs) are contained in Schedule 6 of the Leaders' Committee Governing Agreement. In accordance with section 27.2 of the SOs, they can be amended by a decision of London Councils Leaders' Committee. The SOs have been amended a number of times since 2001. The current version was last amended by Leaders' Committee in July 2019.
2. The proposed amendment is detailed in Appendix One. In addition to the proposed change as set out in paragraph 3 below, Members should be advised that, in relation to the 'Time and Place of Meeting' section of the Standing Orders, the Protocol for 'virtual' meetings, agreed at Leaders Committee on 7 July 2020, will be included as an Appendix to the Standing Orders (attached here as Appendix Two).
3. There is one proposed change:

Duration of Meeting (section 7)

This section has been amended to give the meeting the discretion to extend beyond the previously agreed maximum time of two and a half hours if a simple majority of the members present wish the meeting to continue, and subject to there being a quorum.

Recommendations

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

Appendices:

Appendix One:

London Councils Standing Orders October 2020 with proposed amendments shown as track changes.

Appendix Two:

Protocol for 'virtual' meetings as agreed at Leaders Committee on 7 July 2020

Financial Implications for London Councils

There are no specific financial implications arising from this report.

Legal Implications for London Councils

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

Equalities Implications for London Councils

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

Standing orders

~~June 2019~~ October 2020

London Councils STANDING ORDERS¹

INTRODUCTION

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

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

Revised 4 June 2019 13 October 2020

¹ Also known as Schedule 6 of London Councils Agreement, 2001

CONTENTS

Contents

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

1. MEETINGS

Generally

- 1.1 Leaders' Committee, its associated joint committees (the Grants Committee and the Transport and Environment Committee (TEC)) and any sectoral joint committees shall each hold a minimum of 2 meetings² each year, one of which shall be an annual general meeting.
- 1.2 Subject to 1.1 above, meetings of London Councils shall be called, and the procedure to be adopted at such meetings shall be determined in accordance with the provisions of these Standing Orders.
- 1.3 Any member London Local Authority may give written notice of an item to be placed on the Agenda for any meeting. All notices of items for agendas and reports for circulation with agenda must be received by the Chief Executive not less than ten working days prior to the meeting to which the agenda relates.
- 1.4 Each London Local Authority subscribing to Leaders' Committee, its associated joint committees, and any sectoral joint committee, shall be entitled to receive from the Chief Executive sufficient copies of the Agenda, papers and minutes of the proceedings of the meetings of the joint committees and any Forums and sub-committees thereof.
- 1.5 Deputations shall be entitled, upon prior notification being given to the Chief Executive and at the discretion of the Chair, to attend and address the meeting for not more than ten minutes and to answer questions from members for a further ten minutes.

Calling Meetings

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

² Any reference to meetings relates to formal, decision making meetings rather than 'for information' meetings

Business

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

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

Timing and Business

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

The relevant joint committee will at its AGM:

- (i) appoint a Chair and up to three Vice Chairs;
- (ii) approve the minutes of the last meeting of that joint committee;
- (iii) receive the minutes of the last Annual General Meeting;
- (iv) receive any announcements from the Chair and/or Head of Paid Service;
- (v) appoint such sub committees and forums as considered appropriate to deal with matters which are not otherwise reserved to London Councils, LCTEC, Grants Committee or any sectoral joint committee;
- (vi) decide the size and terms of reference for those sub committees and forums;
- (vii) decide the allocation of seats [and substitutes] to political groups² in accordance with the political balance rules, unless the terms of reference (or constitution) of a sub-committee or forum makes specific provision for the make up of its membership;

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

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

1.9 London Councils Leaders' Committee will also:

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

1.10 Transport and Environment Committee will also:

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

1.11 Grants Committee will also:

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

Ordinary meetings

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

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

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

2. MEMBERSHIP

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

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

Deputy Representatives

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

Elected Officers

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

- (i) Chair
- (ii) Vice Chairs

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

- (i) Chair
- (ii) Vice Chairs

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

- (i) Chair
- (ii) Vice Chairs

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

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

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

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

3 TIME AND PLACE OF MEETINGS

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

4 NOTICE OF AND SUMMONS TO MEETINGS

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

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

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

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

5 CHAIR OF MEETING

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

6 QUORUM

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

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

7 DURATION OF MEETING

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

8 DEPUTATIONS

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

9 MOTIONS ON NOTICE

Notice

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

Motions set out in agenda

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

Scope

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

10 MOTIONS WITHOUT NOTICE

- 10.1 The following motions may be moved without notice:

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

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

11 RULES OF DEBATE

Speakers to Address the Chair

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

No discussion until motion seconded

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

Right to require motion in writing

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

Mover and seconder's speech

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

Content and length of speeches

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

When a member may speak again

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

Amendments to motions

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

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

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

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

Alteration of motion

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

Withdrawal of motion

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

Right of reply

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

Motions which may be moved during debate

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

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

Closure motions

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

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

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

Point of order

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

Personal explanation

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

Ruling of Chair

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

12 PREVIOUS DECISIONS AND MOTIONS

Motion to rescind a previous decision

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

Motion similar to one previously rejected

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

13 VOTING

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

Equality of votes

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

13.6 below.

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

Voting on appointments to London Councils Committees

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

14 MINUTES

Agreeing the minutes

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

Form of minutes

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

15 RECORD OF ATTENDANCE

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

16 EXCLUSION OF PUBLIC

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

17 MEMBERS' CONDUCT

Member not to be heard further

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

Member to leave the meeting

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

General disturbance

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

18 DISTURBANCE BY PUBLIC

Removal of member of the public

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

Adjournment

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

19 URGENCY

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

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

20 DECLARATIONS OF INTEREST

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

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

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

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

21 ANNUAL SUBSCRIPTIONS

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

³ The London Councils area is that area covered by the London boroughs and the City of London

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

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

22 DELEGATIONS OF FUNCTIONS

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

23 SUPPLY OF INFORMATION TO MEMBERS

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

24 MEETINGS WITH OUTSIDE BODIES

- 24.1 A representative of each political party or group shall be entitled to be notified of and to attend any meeting with an outside body at which a Member of London Councils is present and which has been arranged on behalf of London Councils. (This Standing Order shall not apply to those meetings convened by political advisers.)

25 SUB-COMMITTEES, FORUMS ETC OF LONDON COUNCILS

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

26 ACCESS TO MEETINGS AND DOCUMENTS

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

27 SUSPENSION AND AMENDMENT OF STANDING ORDERS

Suspension

- 27.1 Any of these Standing Orders except Standing Orders 13.7, 14.2 and 27.2 may be suspended at any meeting, in respect of any business on the agenda for such meeting, provided that the majority of the representatives of authorities in membership of London Councils or its associated who are present and entitled to vote so decide PROVIDED THAT

any suspension hereunder complies with any legislation in force from time to time.

Variation and Revocation

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

Item 14 A - Appendix Two

Protocol for London Councils Joint Committee Meetings¹:

- All meetings will be conducted virtually using *Microsoft Teams*
- The relevant committee agendas will indicate that the “meeting place” is “virtual”
- The notice of meeting and publication of relevant agendas and papers will continue to comply with the five working day *Access to Information* Regulations and will be available on London Councils website
- All meetings will be formally minuted and attendance recorded
- The normal quorum requirements will apply
- All votes will be dealt with by a roll call by the Chair or by the affirmation of the meeting if there is no dissent [by assent]
- Any Member participating in a remote meeting who declares a disclosable pecuniary interest, or other declarable interest, in any item of business that would normally require them to leave the room, must also leave the remote meeting. Their departure will be confirmed by the Democratic Services Officer or meeting facilitator, who will invite the relevant Member by link, email or telephone, to re-join the meeting at the appropriate time
- For exempt items, the Chair will “clear the room” of press and public and the livestreaming will then be stopped. Each Member in remote attendance must ensure that there are no other persons present who are not entitled to be (either hearing or seeing) consideration of such items, and/or recording the proceedings
- In the event of any apparent failure of the conferencing connection, the Chair should immediately determine if the meeting is still quorate:
 - if it is, then the business of the meeting will continue; or
 - if there is no quorum, then the meeting shall adjourn for a period specified by the Chair, expected to be no more than ten or fifteen

¹ This protocol applies to: London Councils Leaders’ Committee and its sub-committees; London Councils Transport and Environment Committee (TEC) and its sub-committees; Grants Committee and its sub-committees; Greater London Provincial Council (GLPC); Greater London Employers Forum (GLEF); Young Persons Education & Skills Board (YPES) and should be read in conjunction with London Councils Standing Orders 2019

minutes, to allow the connection to be re-established.

- Should any aspect of an individual's remote participation fail, the Chair may call a short adjournment of up to five minutes or so to determine whether the connection can quickly be re-established, either by video technology or telephone in the alternative. If the connection is not restored within that time, the meeting should continue to deal with the business whilst this happens, providing the meeting remains quorate and the public are able to hear
- In the event of connection failure, the remote Member(s) will be deemed to have left the meeting at the point of failure and if the connection cannot be re-established to those Member(s) before the end of the meeting, then the presumption will be that the meeting should continue to deal with the item/s
- If the connection is successfully re-established, then the remote Member(s) will be deemed to have returned at the point of re-establishment
- If a connection to a Member is lost during the meeting, and the connection cannot be restored within a reasonable time, the meeting will proceed, but the Member who was disconnected will not be able to vote on the matter under discussion as they would not have heard all the facts.

The following Meeting etiquette will be observed:

1. All members of the Committee should join the meeting promptly to avoid unnecessary delays to the start of the meeting
2. At the start of each meeting, the Chair will check the number of attendees and confirm that the meeting is quorate and can continue²

² The quorum shall be one third of, or the number nearest to one third, but not less than three Members (except for the quorum for Audit Committee, which because of both its size and the nature of its business is a special case and therefore is only two) entitled to be present at Leaders' Committee, and any associated joint committees, sectoral joint committees or sub committees of London Councils (London Councils Standing Orders 6.1).

3. All members will then be asked to have muted microphones as the default position to improve the sound quality of the meeting
4. It will be a decision of each respective Committee Chair, but the default position for the Joint Committee Meetings will be that, other than the Chair, all cameras will be switched off when a member is not speaking to save bandwidth and improve the sound quality of the meeting
5. Members will only speak when invited to by the Chair
6. Members can indicate that they would like to speak by using the chat facility and turning on their camera
7. All members should state their name and authority before speaking for the benefit of the press and public (officers/invited guests should state their name/job title/organisation)
8. It will be a decision of each respective Committee Chair, but the default position for all Committee Meetings will be that the chat facility is not used other than as an indication of a wish to speak
9. Only one person may speak at any one time
10. The chat facility must not be used for private conversations between participants
11. In respect of key committees, it will assist the meeting if those Members who wish to speak on a particular item could indicate their wish to speak to the Chair and to the Democratic Services Officer in advance of the start of the meeting where possible. Political groups are also encouraged to co-ordinate this activity wherever possible in respect of meetings likely to result in a high number of requests to speak
12. Members (and officers) should be careful not to allow exempt or confidential papers to be seen.

Each agenda, when published, will have the meeting “etiquette/house rules” and any relevant useful information included. London Councils website will also have this protocol, plus house rules and any helpful information permanently displayed on its committee page.

Leaders' Committee AGM

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

Item no: 14B

Report by: Christiane Jenkins Director Corporate Governance

Date: 13 October 2020

Contact Officer: Christiane Jenkins

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

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

Recommendations Leaders' Committee is asked to approve changes to London Councils Scheme of Delegations to Officers, as set out in paragraphs 1.5 to 1.8 and Appendix One of this report.

Constitutional Matters - Scheme of Delegations to Officers

Background

- 1.1 In line with London Councils Standing Orders, London Councils Scheme of Delegations to Officers is approved annually at Leaders' Committee's AGM, although additional delegations may be made during the year. The current Scheme was approved at Leaders' Committee AGM on 4 June 2019.
- 1.2 London Councils' joint committees have retained the authority to make decisions on policy and service provision and have delegated to officers the administrative functions relating to the running of London Councils.
- 1.3 The Scheme of Delegations to Officers reflects the current structure of London Councils and enables effective and transparent decision-making processes. It does not seek to repeat the delegations contained within the Governing Agreements in full, only repeating them if it enhances the usefulness and clarity of the relevant delegation. The Scheme also does not repeat the specific delegations granted to the Director, Corporate Resources, where the responsibilities are included within the financial regulations. The Scheme of Delegations to Officers refers largely to administrative functions such as staffing, which are delegated in the first instance to the Chief Executive.
- 1.4 The proposed changes are as follows:
- 1.5 In Sections 7 and 8, amendments have been made to reflect the role of the Deputy Chief Executive in relation to any unexpected indisposition or absence of the Chief Executive
- 1.6 In Section 13 the words 'and settlement agreements' have been added, following legal advice, to the delegation of the Director of Corporate Governance in signing contracts of employment
- 1.7 The footnote at Section 20 relating to LFEPA has been deleted as this body no longer exists
- 1.8 Some additional wording has been added to B1 to reflect that the Audit Commission is no longer in existence and B7 has been amended to correct some previous drafting errors.

Recommendations: Leaders' Committee is asked to approve changes to London Councils Scheme of Delegations to Officers, as set out in paragraph 1.5 – 1.8 above of this report.

Financial Implications for London Councils:

There are no specific financial implications arising from this report.

Legal Implications for London Councils:

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

Equalities Implications for London Councils:

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

Appendices:

Appendix One - London Councils Scheme of Delegations to Officers 2019 (document with track changed amendments as outlined in 1.5 to 1.8 of this report).

Scheme of delegations to officers

~~June~~ October ~~2019~~ 2020

Scheme of Delegations to Officers

INTRODUCTION

London Councils¹ may, and only in a manner consistent with the London Councils Governing Agreements²:

- (i) delegate to officers of London Councils those of its functions as are permitted by statute to be delegated; and
- (ii) in relation to any of those functions, require that the exercise of those functions be subject to such conditions as London Councils deems fit to impose, including, where appropriate, prior consultation with the leading member on London Councils of each political party or group before taking such action.³

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

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

This document is the general scheme of delegations to London Councils officers. It is not the intention of this document to reproduce details of functions which have been delegated to officers under the London Councils Governing Agreements⁴. This document will, however, be kept under annual review and any additional general delegations to officers which may be made by London Councils throughout the year, will be considered for inclusion in this scheme as part of that review.

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

¹ The reference to London Councils in this Scheme of Delegations to Officers encompasses any joint committee of elected Members (including Leaders' Committee, the London Councils Transport and Environment Committee, Grants Committee and the London Pensions CIV Sectoral Joint Committee, and any of their sub-committees authorised to take decisions).

² The London Councils (Leaders' Committee) Governing Agreement, dated 13 December 2001 (as amended); and the London Councils Transport and Environment Committee Governing Agreement, dated 13 December 2001 (as amended).

³ Paragraph 22 of Schedule 6 (Standing Orders) of the London Councils (Leaders' Committee) Governing Agreement, dated 13 December 2001 (as amended).

⁴ Op cit, footnote 3.

Section 1 - General Conditions Of Delegations To Officers

Day-to-Day Management

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

Limitations

2. Any exercise of delegated powers by officers shall comply with London Councils current Financial Regulations⁵ and Standing Orders. The Financial Regulations will not form part of this scheme but must be read alongside it.
3. The Chief Executive will have the authority to extend an existing policy or procedure only if it relates to the internal administration of the organisation and when exercised subject to the conditions below.
4. The Chief Executive, the Finance Officer (Director of Corporate Resources), and any other person authorised under the Financial Regulations, will have the authority to negotiate and agree minor variations to contracts, to write off debts and to undertake all other actions authorised under the Financial Regulations
5. With the exception of policies referred to in paragraph 3, any exercise of delegated powers shall not involve a new policy or extend an existing policy of the organisation unless the Chief Executive is acting under the urgency procedures as contained in the current Standing Orders⁶.
6. Any delegation to the Chief Executive or the Finance Officer may be exercised by any officer authorised by the Chief Executive or the Finance Officer (as the case may be) either generally or specifically for the purpose (except where restrictions exist in employment policies which have been agreed in accordance with Section 2 below).
7. The Chief Executive will nominate the ~~Corporate Director of Policy and Public Affairs~~Deputy Chief Executive to assume authority to exercise all powers delegated to him in his absence.
8. In the event of the Chief Executive being unexpectedly indisposed, authority will be granted to the ~~Corporate Director, Policy and Public Affairs~~Deputy Chief Executive to take over as interim Chief Executive until such time as Elected Officers are able to determine what temporary or transitional arrangements will apply following such indisposition (or death).
9. The Chief Executive may exercise any delegated function in the absence of an officer to whom that authority has been specifically delegated.

⁵ Current Financial Regulations dated 5/6/18

⁶ Current Standing orders dated 11/7/17

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

Section 2 - Staffing Delegations

12. The Chief Executive has been granted delegated authority, in consultation with the Corporate Management Board (CMB), to approve policies and procedures relating to human resources and corporate policies and procedures⁷ subject to the following conditions;
 - (a) any policy relating to internal organisational functions which also applies to Members will be referred to the London Councils' (Leaders) Executive Sub-Committee for approval;
 - (b) all new or amended policies relating to the internal administration of the organisation will only be approved following consultation with the Joint Consultative Committee (JCC);
 - (c) in the event that CMB and the JCC are unable to reach an agreement on the terms of a policy that policy will be referred to the London Councils' (Leaders) Executive Committee for approval;
 - (d) any delegations to officers made in accordance with these policies and procedures shall be considered, to be general delegations from the Chief Executive or the Finance Officer (as the case may be) in accordance with paragraph 6 above.
13. In addition, the Director of Corporate Governance is authorised to sign all contracts of employment⁸ and settlement agreements⁷, once the appropriate post approval form (PAF) has been signed and/or in accordance with the relevant employment policies and procedures which have been agreed in accordance with paragraph 12 above.

Section 3 – Officers authorised for certain purposes

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

14.15. The Chief Executive has been appointed:

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

⁷ Corporate policies and procedures would include, but not be limited to, the code of conduct, health and safety and information management policies

⁸ Including secondment agreements

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

~~45-16.~~ The Chief Executive, in consultation with the Chair of the relevant sub-committee, will have the authority to amend the programme of ordinary meetings approved by the relevant joint committee for the sub-committees it appoints at its AGM in accordance with Standing Order 1.8. as required throughout the year.

~~46-17.~~ The Director, Corporate Resources (Finance Officer) has been appointed to act as the proper officer for the purposes of Section 151 of the Local Government Act 1972 and section 114 of the Local Government Finance Act 1988. The officer to be responsible for the proper administration of London Councils' financial affairs and to issue a report to Members if there is or is likely to be unlawful expenditure or an unbalanced budget.

~~47-18.~~ Additional delegations to named officers, some of which do not strictly apply to London Councils but which are adopted as a matter of best practice to allow the proper and efficient exercise of the functions delegated to the London Councils joint committees, in accordance with section 111 of the Local Government Act 1972, are set out in Appendix A with reference to the relevant legislative provisions.

Section 4 - Nominations of elected members to outside bodies

~~48-19.~~ The Chief Executive has delegated authority to nominate elected Members to serve on outside bodies subject to:

- (a) those decision being taken in accordance with guidelines agreed by the London Councils Appointments Panel (set out at paragraph 20 below);
- (b) having regard to the Nolan principles, and
- (c) those decisions being reported to the next meeting of the Appointments Panel.⁹

~~49-20.~~ Nominations will be made by the Chief Executive under paragraph 19 in consultation with elected Members. In making nominations the Chief Executive will first apply the **Particular Principles** at (a) below but will also seek to ensure that nothing is done to depart from the **General Principles** at (b) below. Regard should also be had to the **General Conditions** at (c), below.

(a) Particular Principles

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

The first principle to be applied in such cases is any reasonable external requirement placed on London Councils in making the nomination¹⁰.

The second principle to be applied, if the first principle does not obtain, is the number of nominations made from each political party shall reflect the balance of the parties represented on Leaders' Committee at that time.

⁹ In accordance with the decision of the London Councils' Executive acting in their capacity as its Appointments Panel on 29 May 2012

¹⁰ ~~For example, the mechanism employed in determining the number of nominations for each political party made by London Councils to the London Fire and Emergency Planning Authority is set out in legislation – the Greater London Authority Act 1999. This will be determined by the application of the d'Hondt formula~~

(b) General Principles

- (i) When the Chief Executive is applying the Particular Principles set out above, they will seek to reflect any particular interest that the body to be nominated to has expressed to London Councils¹¹.
- (ii) The Chief Executive will also be mindful of other factors that it would be reasonable or proper for London Councils to consider, for example specialist knowledge and skills, stability of service, diversity as well as the Nolan principles set out below and the Chief Executive may, in consultation with elected Members, override the Particular Principles set out above when there is a compelling case to do so.
- (iii) All public bodies are under a duty to follow the Seven Principles of Public Life set out by the Committee for Standards in Public Life, formerly chaired by Lord Nolan (the principles are often called the “Nolan Principles”). In particular, the Chief Executive will seek to ensure that the following three Nolan principles are applied-

Objectivity

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

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.¹²

Openness

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

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

(c) General conditions

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

Section 5 – Appointments to Young People’s Education and Skills Board (YPES Board)

20-21. The YPES Board is a Forum (or sub-committee) of London Councils Leaders’ Committee which operates under a constitution (terms of reference) approved by Leaders’ Committee in

¹¹ For example, outside bodies occasionally ask for cross-party appointments

¹² Members will be expected to regularly attend meetings of the bodies they are appointed to and may be accountable to and from, London Councils for their actions in that capacity.

accordance with Standing Orders. Leaders' Committee has the power to approve the appointment of representatives to the YPES Board upon their nomination by those organisations who are members of the Board. On behalf of Leader' Committee, the Chief Executive will have delegated authority from Leaders' Committee to approve appointments to casual vacancies of the YPES Board.

Appendix A

PERSONS AUTHORISED BY LONDON COUNCILS TO EXERCISE POWERS

CONSISTENT WITH FUNCTIONS OF THE PARTICIPATING LOCAL AUTHORITIES

PART A

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

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

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

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

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

	STATUTORY PROVISION	PERSONS AUTHORISED
CIVIL EVIDENCE ACT 1995		
27	To certify Council records for the purposes of admitting the document in evidence in civil proceedings.	Any member of the Corporate Management Board
LOCAL GOVERNMENT (CONTRACTS) ACT 1997		
28	Certification of relevant powers to enter into contracts	Chief Executive and Director of Corporate Resources
GENERAL DATA PROTECTION REGULATION (EU) 2016/679 and DATA PROTECTION ACT 2018		
29	To act as Data Protection Officer under Article 37 of GDPR.	Corporate Governance Manager
TRAFFIC MANAGEMENT ACT 2004 and CIVIL ENFORCEMENT OF PARKING CONTRAVENTIONS (England) REPRESENTATIONS AND APPEALS REGULATIONS 2007		
30	Section 81(4)(a) requires enforcement authorities to provide administrative staff for adjudicators. The Schedule to the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 provides that one of the members of the administrative staff required by section 81 shall be appointed to perform the functions of proper officer as set	Head of Support Services – London Tribunals
LOCAL GOVERNMENT ACT 2003		
31	Requirement to report to London Councils annually on the robustness of estimates and financial reserves	Finance Officer (Director of Corporate Resources)
MONEY LAUNDERING REGULATIONS 2003 - PROCEEDS OF CRIME ACT 2002		
32	Money Laundering Reporting Officer for the purposes of receiving disclosure on suspicions of money laundering and reporting as necessary	Finance Officer (Director of Corporate Resources)
OTHER MISCELLANEOUS PROPER OFFICER FUNCTIONS		
33	Any other miscellaneous proper or statutory officer functions not otherwise specifically delegated by the Authority	Chief Executive or his/her delegate

PART B

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

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

Leaders' Committee AGM

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

Item no: 14C

Report by: Christiane Jenkins **Job title:** Director, Corporate Governance
Date: 13 October 2020
Contact Officer: Christiane Jenkins
Telephone: 020 7934 9540 **Email:** Christiane.jenkins@londoncouncils.gov.uk

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

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

- a. Leaders' Committee Executive;
- b. Audit Committee;
- d. Young People's Education and Skills Board (YPES);
- e. Fire Safety Members Group.

Background

1. In accordance with London Councils Standing Orders, London Councils Leaders' Committee should, at its Annual General Meeting (AGM):
 - (a) decide which sub-committees and forums to establish for the municipal year;
 - (b) decide the size and Terms of Reference (TOR) for those sub-committees and forums(London Councils Standing Order 1.8 (v) and (vi)).

2. Leaders' Committee in the previous municipal year appointed the following sub-committees/forums;
 - (a) Leaders' Committee Executive;
 - (b) Audit Committee;
 - (c) Capital Ambition Board;
 - (d) Young People's Education and Skills Board (YPES);
 - (e) Fire Safety Members Group.

It is proposed that, with the exception of the Capital Ambition Board which is no longer required further to a decision of Leaders Committee on 11 February 2020 these continue in their current form.

3. The TOR for Leaders' Committee Executive, Audit Committee, YPES Board and the Fire Safety Members Group were last approved by Leaders' Committee in June 2019 and can be found in Appendix One of this report.
4. The TOR and membership for all the London Councils' joint committees, their sub-committees and forums and the sectoral joint committee will be available on London Councils website following the AGMs of Leaders' Committee, Grants Committee, and the London Councils Transport and Environment Committee.

Recommendations

5. Leaders' Committee is asked to agree to the continuation of, and approve the terms of reference for, the following sub-committees/forums:
 - a. Leaders' Committee Executive;
 - b. Audit Committee;
 - d. Young People's Education and Skills Board (YPES);
 - e. Fire Safety Members Group.

Financial Implications

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

Equalities Considerations

There are no direct equalities considerations.

Legal Implications

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

Appendix:

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

Appendix One – Terms of Reference for Sub-Committees and Forums appointed by Leaders' Committee

The Executive

The Executive will:

1. Play an active role in giving effect to the policy direction already agreed by Leaders' Committee;
2. Broker a London Councils position on strategic issues for submission to Leaders' Committee;
3. Agree routine consultation responses;
4. Deal with internal staffing, finance and related matters, including best value;
5. Consider items for Leaders' Committee in advance, and submit recommendations to Leaders' Committee;
6. Have the power to refer any item within the remit of any Leaders' Sub-Committee, Forum, or associated London Councils' joint committee to the Leaders' Committee for discussion;
7. Consider the annual corporate plan and budget before final approval by Leaders' Committee;
8. Monitor performance of London Councils quarterly by reference to:
 - a. Financial and budgetary information
 - b. Progress on priorities set out in the business plan
 - c. Progress on key policy issues;
9. Monitor performance of London Councils annually by receiving staffing information;
10. Act as the Appointments Committee;
11. To receive reports on decisions taken under urgency procedures relating to the functions of Leaders' Committee, or any sub-committee or Forum of Leaders' Committee;
12. In the matter of pension considerations relating to London Councils Chief Executive, any decision(s) will be taken by an appointed three-member sub-committee drawn from the Elected Officers of London Councils Leaders' Committee which has been set up for these purposes.

Audit Committee

The Audit Committee will:

Audit Activity

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

8. To make a recommendation to Leaders' Committee on the appointment, reappointment and removal of the external auditor.
9. To commission work from internal and external audit.

Regulatory Framework

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

Accounts

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

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

The role of the London Councils Young People's Education and Skills Board is to provide pan-London leadership for 14 to 19 education and training provision in relation to the current and future needs of learners and employers, support local authorities in undertaking their statutory functions, and assist other stakeholders in planning, policy and provision.

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

1. develop the strategic vision of the market for 14 to 19 provision in London, influencing and shaping sufficient diversity and specialism to promote full participation;
2. lobby for the best resources for London's young learners;

In partnership with the LEAP:

3. develop a clear picture of the changing jobs landscape and skills needs in London to help shape the development of provision;
4. support stakeholders with the provision of high-quality impartial information for all London's young people;
5. alert London providers to known regionally unmet needs and gaps in the market;

6. contribute to the production and analysis of data, including demographic data, to inform planning at a provider level;
7. promote consistent scrutiny of 16 to 18 provision, challenging poor quality and championing excellence across the capital;
8. support local authorities and providers to operate in the collective interest of London, particularly in addressing the needs of vulnerable learners;
9. co-ordinate the development of specialist education and training across London – including both provision for learners with learning difficulties and disabilities and specialist vocational provision; and
10. undertake any other tasks as directed by Leaders' Committee.

In pursuing these ambitions it is recognised that there may be the need to undertake specific commissioning activities at a regional level on behalf of local authorities, based on clear business cases.

Fire Safety Members Group

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

Terms of Reference

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

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



Leaders' Committee

Constitutional matters – Amendments to London Councils Financial Regulations

Report by:	Frank Smith/ Christiane Jenkins	Job title:	Director of Corporate Resources Director of Corporate Governance
Date:	13 October 2020		
Contact Officer:	Frank Smith/ Christiane Jenkins		
Telephone:	020 7934 9700 020 7934 9540	Email:	Frank.smith@londoncouncils.gov.uk Christiane.Jenkins@londoncouncils.gov.uk

Summary	This report recommends changes to the Financial Regulations and relevant appendices in respect of changes to EU Procurement thresholds and staffing/organisational changes since June 2019.
----------------	---

Recommendations Leaders' Committee is asked to:

- Agree to the proposed changes to the Financial Regulations, including Appendices 5 and 6 of those Regulations, as detailed.

Constitutional matters – Amendments to London Councils Financial Regulations

Introduction

The Financial Regulations for London Councils have been reviewed during the year and there are proposed changes as follows:

Financial Regulations and Appendix 6 – the EU public procurement threshold for public supply and service contracts increased to £189,330 in January 2020. The corresponding thresholds in Section 8 of the Financial Regulations and the Procurement Toolkit (Appendix 6 to the Financial Regulations) require updating to reflect the current threshold. The Financial Regulations, including appendices, are listed as background documents and are available on request and on London Councils website: <https://www.londoncouncils.gov.uk/node/4818>

Appendix 5 – Authorised Signatories: there are several proposed changes to job titles to reflect the current organisational structure. The proposed updated Appendix 5 is appended to this report with track changes, for ease of reference.

Financial Implications for London Councils: These are outlined in the body of the report.

Legal Implications for London Councils: The changes to the Financial Regulations and Procurement Toolkit bring London Councils in line with current legislation.

Equalities Implications for London Councils: None arising from this report.

Recommendations

Leaders' Committee is asked to agree to the proposed changes to the Financial Regulations, including Appendices 5 and 6 of those Regulations, as detailed.

Appendix: Appendix 5 to the Financial Regulations - Authorised Signatories

Background Documents:

- Financial Regulations
- Appendix 6 to the Financial Regulations: Procurement Toolkit

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

LONDON COUNCILS FINANCIAL REGULATIONS - APPENDIX 5

AUTHORISED SIGNATORIES (Updated [13 October 2020](#))

PART A:

All Tenders, quotations, deeds* and contracts;

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

Deleted: 4 June

Deleted: 19)

Deleted: Corporate Director

*Deeds must be signed by one authorised signatory and witnessed by another.
Any of the persons authorised above are authorised to sign or witness the signing of a deed. No-one else is authorised to witness the signing of a deed which binds London Councils.

PART B:

Tenders and quotations not exceeding £75,000:

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

Deleted: Corporate Director

PART C:

Orders for Works, Goods and Services (FR para 16.2)

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

The schedule of authorised Purchase Order signatories by Job/post from 13 October 2020 is shown below.

DIRECTORATE	TITLE
Chief Executive's	Chief Executive
Chief Executive's	Head of Chief Executive's office
Chief Executive's	Secretary to Head of Office
Chief Executive's	Director of Corporate Governance
Chief Executive's	Head of Governance
Chief Executive's	Head of London Regional Employers Organisation
Chief Executive's	Director of Corporate Resources (Finance Officer)
Chief Executive's	Chief Accountant
Chief Executive's	Management Accountant
Chief Executive's	<u>Head of ICT & Facilities Management</u>
Chief Executive's	Governance Manager
Policy & Public Affairs	<u>Deputy Chief Executive</u>
Policy & Public Affairs	Director of Communications
Policy & Public Affairs	Strategic Lead: Strategic Policy Group
Policy & Public Affairs	Head of Children and Young People Services
<u>Policy & Public Affairs</u>	Director: Local Government Performance & Finance
	Strategic Lead for Finance, Performance & Improvement
Policy & Public Affairs	Head of Improvement
Policy & Public Affairs	Strategic Lead: Enterprise, Economy & Skills
Policy & Public Affairs	Strategic Lead for Health & Adult Social Care
Policy & Public Affairs	Strategic Lead: Transport & Environment
Policy & Public Affairs	Strategic Lead: Housing & Planning
Policy & Public Affairs	Promotions Manager
Policy & Public Affairs	E-communications Manager
	<u>E-communications Officer</u>
Policy & Public Affairs	Publishing Manager
Policy & Public Affairs	<u>Head of Media and Public Affairs</u>
<u>Policy & Public Affairs</u>	<u>Director of London Office of Technology & Innovation (LOTI)</u>
<u>Policy & Public Affairs</u>	<u>LOTI Lead Engagement Officer</u>
<u>Policy & Public Affairs</u>	<u>LOTI Programme Manager</u>

Deleted: 4

Deleted: June

Deleted: 19

Deleted: r

Deleted: Corporate Director

Deleted: Policy & Public Affairs

Deleted: Manager;

Deleted: Head of Capital Ambition;¶
Programme Manager – Capital Ambition

DIRECTORATE **TITLE**

Services	Director, Transport & Mobility
Services	Chief Contracts Officer
Services	Head of Support Services
Services	Transport Manager
Services	Mobility Services Manager
Services	Strategy Director
Services	ESF Technical Adviser
Services	Regional Commissioning Manager – YPES
Services	Executive Assistant – YPES

Deleted: ¶ ... [1]

Deleted: Services ... [2]

Any new requests / amendments agreed by completion of the “Authorised Signatory Form” and signed by the Chief Executive, [Deputy Chief Executive](#), Director, Transport & Mobility or Strategy Director (See below)

Deleted: Corporate Director PaPA

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

AUTHORISED SIGNATORY FORM

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

	Contracts	<input type="checkbox"/>
Authorised to sign (Please tick the relevant box)	Purchase Orders Only	<input type="checkbox"/>
	Invoices Only	<input type="checkbox"/>
	Both Purchase Orders & Invoices	<input type="checkbox"/>

Approved by (to be completed by signatory's Chief Executive/[Deputy Chief Executive](#)/Director,
Transport & Mobility [and](#) Strategy Director)

Deleted:	Corporate Director PaPA
Deleted:	/

Name	
Job Title	
Division	
Signature	
Date	

Page 3: [1] Deleted	Christiane Jenkins	24/09/2020 19:45:00
---------------------	--------------------	---------------------

Page 3: [2] Deleted	Christiane Jenkins	24/09/2020 19:45:00
---------------------	--------------------	---------------------