

Leaders' Committee

Minutes and Summaries

Item no: 10

Report by: Lisa Dominic **Job title:** Senior Governance Support Officer
Date: 13 October 2020
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Summary Summaries of the minutes of London Councils

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

- Executive Minutes – 19 May 2020
- TEC Minutes – 11 June 2020
- Executive Minutes – 16 June 2020
- Audit Committee Minutes – 17 June 2020
- Grants Minutes – 8 July 2020
- TEC Executive Minutes – 16 July 2020
- Audit Committee Minutes – 17 September 2020

Minutes of the Meeting of the Executive

Tuesday 19th May 2020 09:30 am

Cllr Peter John OBE was in the chair

Present

Member	Position
Cllr Peter John OBE	Chair
Cllr Teresa O'Neill OBE	
Cllr Julian Bell	
Cllr Darren Rodwell	
Cllr Georgia Gould	
Cllr Ray Puddifoot MBE	
Cllr Muhammed Butt	
Cllr Ruth Dombey	
Cllr Clare Coghill	
Cllr Danny Thorpe	
Cllr Elizabeth Campbell	
Catherine McGuinness	

Cllr Ravi Govindia CBE was in attendance.

London Councils officers were in attendance.

The Chair welcomed everyone to London Councils' first formal 'virtual' meeting, and reminded members of the 'housekeeping' rules.

1. Apologies for absence and announcement of deputies

No apologies for absence were tendered.

2. Declaration of interest

Cllr Bell declared an interest in that he was a member of the Transport for London (TfL) Board.

3. Minutes of the Executive Meeting held on 3rd March 2020

The minutes of the Executive meeting held on 3rd March 2020 were agreed as an accurate record of the meeting

4. London Local Government Resilience Response to the Covid 19 Pandemic

The Chief Executive introduced the report. It:

- covered the range of activities undertaken and the context for the response in terms of the Civil Contingencies Act 2004;
- summarised the work of the London co-ordination arrangements which covered sub regional structures, and ‘task and finish’ group work as well as its links to the Strategic Co-ordination Group;
- referred to work done in individual boroughs and by London Councils.

Members raised points about:

- funding of future PPE provision;
- funding of hospital discharges and the need to try and reach a concerted position;
- the degree of political involvement in the first stages of the response, which should be picked up as part of review activity, alongside the way members had worked together with chief executives at different spatial levels;
- the potential for an Adult Social Care portfolio holders meeting. The relevant portfolio holder indicated that he thought that the priority should be on LHB Leaders working together in the first instance to consider the lessons from the pandemic so far for future integration of health and social care;

- the response to the crisis had demonstrated to Government the integral role of London boroughs in terms of understanding the needs of residents and supporting them.

The Chair made the following responses to the points made by members:

- he agreed with the value brought about by Group Leader discussions with the SCG Co-Chairs. He also agreed that review activity would need to build on previous work on London local authority resilience from 2017;
- he recognised the importance of both the PPE and NHS discharge issues.

The Chief Executive added that London Councils was undertaking some work with boroughs on hospital discharges and should this reach an agreed position it would be reported to members.

He also noted the Executive's comments about review activity.

The Chair thanked members for their comments and members noted the report.

5. Covid-19 – Recovery/Transition

The Chief Executive introduced the report.

The Chair reported that as well as the framework for Transition which, it was envisaged, would be overseen by a structure led by the Secretary of State and the Mayor, and on which London local government would have clear representation, there was also a London Recovery structure envisaged that would be jointly led by the Mayor and London Councils.

Members made the following comments in relation to the paper:

- it was important that the planned lobbying for a Climate Emergency Board continued, although integrated into the recovery model;

- the interconnectedness between the London economy and the national one should be emphasised. Also, transport considerations were crucial: it was important to enable people to return to the workplace safely because of its criticality to London business;
- the issues of culture and tourism had not been included in the paper;
- the comments on the role of sub regions were noted but those arrangements did not always align with the day to day work of boroughs, and also did not reflect partnership work carried out with others outside of the sub regional framework;
- an alternative should be found to the word 'reconstitution';
- regarding the issue of the financial challenge facing boroughs, in terms of lost income and the amount of unbudgeted spending required, in making a case to the Government, both for financial assistance and future investment, boroughs should be clear about their recovery and renewal 'offer' to the Government and the national economic recovery;
- there was a need to revisit the work being carried out by Localis, because of the changing context as a result of the pandemic.

The Chair commented that one of the advantages of the government being a co-sponsor of the Transition structures would be to raise the salience of the issues that boroughs were facing.

The Chair also reminded party groups to share their thinking on recovery priorities.

The Chair agreed that some thinking would be done to replace the word 'reconstitution' in the paper.

The Chief Executive also responded to members' comments, confirming that:

- there was an agreed Protocol covering the way London Councils worked collectively with London Chief Executives;
- the evidence base was envisaged as the first step of the recovery work;
- he had met with Localis on the subject of their work in a changed context;

- there was a recognition that different sub-regional structures would apply for different activities and in some cases were not relevant to the work that would proceed in any case;
- he had met with London and Partners on the issue of economic recovery and links to tourism and culture.

The Chair thanked members for their contributions and felt that they would help Leaders and Officers in developing future work.

6. Proposed Protocol for London Councils Virtual Meetings

The Director of Corporate Governance introduced the report, informing members that the Coronavirus Act 2020 allowed Councils for the first time to hold decision making meetings virtually. The Regulations required a number of elements to be put in place to achieve compliance, which had been captured in a proposed Protocol attached to the report.

Members' views and comments on the report, the Protocol and a revised schedule of future meetings were sought. The schedule would normally have been reported to Leaders Committee and TEC AGMs in June; however it was proposed to move the AGMs to the autumn, and also to change the proposed next meeting of Leaders' Committee from 2nd June to 7th July, with the 2nd June meeting offered as a Leaders' call instead of the next scheduled call on 29th May. If accepted by Executive, it was proposed to take the report, including the Protocol and the schedule of dates, to the next Leaders' Committee meeting for formal adoption.

Cllr O'Neill supported the paper and felt that it would be useful for other boroughs to 'sense check' their processes against the report. Cllr O'Neill had previously suggested such an arrangement to be introduced, to make the best use of members' time, and was pleased to see that this was now in place.

Cllr Dombey asked about the practicality of taking a 'roll call' at the beginning of meetings. It was confirmed that there was a legal requirement to determine those present at meetings, and it was agreed as an alternative that the Chair could physically check who was on the call to ensure quoracy and confirm attendance.

Members agreed the report, the Protocol and the schedule of dates, subject to the amendment within the Protocol regarding the requirement for a roll call, which the Director of Corporate Governance was given permission to amend without referring back to the Executive.

7. Nominations to Outside Bodies

The Chief Executive informed members that the report was presented to members annually, providing information on nominations to outside bodies: the nominations process was delegated to the Chief Executive and discharged against a set of principles contained in the report, including the need to achieve some broad proportionality reflecting the political parties. The report provided the present position.

Cllr Bell confirmed that there remained a number of TEC vacancies which needed to be filled before August. However, the schedule of meetings contained in the previous item would now provide the ability to fill the vacancies within the timescales.

Members noted the report.

The meeting closed at 10.46.

Action points

	Item	Action by	Progress
4.	London Local Government Resilience Response to the Covid 19 Pandemic <ul style="list-style-type: none">• Analysis of NHS hospital discharge costs results to be shared with members• Discuss with LAP on resilience the issue of emergency response governance structures	Chief Executive Chief Executive	Ongoing Ongoing
6.	Proposed Protocol for London Councils Virtual Meetings <ul style="list-style-type: none">• Protocol to be amended to remove the need to take a roll call at the start of the meeting and substitute with alternative guidance	Director of Corporate Governance	Ongoing

Leaders' Committee

Report from the Transport & Environment Committee – 11 June 2020

Item no:

Report by: Alan Edwards **Job title:** Governance Manager
Date: 13 October 2020
Contact Officer: Alan Edwards
Telephone: 020 7934 9911 **Email:** Alan.e@londoncouncils.gov.uk

Summary: Summary of the minutes of the virtual London Councils' Transport & Environment Committee held on 11 June 2020.

Recommendations: For information.

Attendance: Cllr Syed Ghani (LB Barking & Dagenham), Cllr Peter Zinkin (LB Barnet – Deputy), Cllr Peter Craske (LB Bexley), Cllr Krupa Sheth (LB Brent), Cllr William Huntington-Thresher (LB Bromley), Cllr Adam Harrison (LB Camden), Cllr Stuart King (LB Croydon), Cllr Julian Bell (LB Ealing), Cllr Sizwe James (RB Greenwich), Cllr Jon Burke (LB Hackney), Cllr Wesley Harcourt (LB Hammersmith & Fulham), Cllr Kirsten Hearn (LB Haringey) Cllr Varsha Parmar (LB Harrow), Cllr Hanif Khan (LB Hounslow), Cllr Rowena Champion (LB Islington), Cllr Johnny Thalassites (RB Kensington & Chelsea), Cllr Hilary Gander (RB Kingston-upon-Thames), Cllr Claire Holland (LB Lambeth – Chair), Cllr Sophie McGeevor (LB Lewisham), Cllr Martin Whelton (LB Merton), Cllr James Asser (LB Newham), Cllr John Howard (LB Redbridge), Cllr Richard Livingstone (LB Southwark), Cllr Manuel Abellan (LB Sutton), Cllr Clyde Loakes (LB Waltham Forest), Cllr Richard Field (LB Wandsworth), Cllr Tim Mitchell (City of Westminster), and Alex Williams (Transport for London).

1. Housekeeping Rules

Spencer Palmer, Director of Transport and Mobility, highlighted some housekeeping rules for the first virtual TEC meeting. Spencer Palmer reminded members to mute their microphones and turn off their videos when they were not speaking.

2. Chair's Welcome

Councillor Bell announced he was standing down as Chair of TEC and as a member of the London Councils' Executive Committee. He said that he would still remain the TEC representative for the borough of Ealing. Councillor Bell thanked members for all their support on TEC over the past five years. He also thanked Katharina Winbeck and Spencer Palmer for all their work on TEC. Councillor Bell said that it had been an honour to serve on TEC during this period.

3. Apologies for Absence:

Alan Edwards, Governance Manager, London Councils, confirmed that the TEC meeting was quorate, and announced the following apologies: Cllr Dean Cohen (LB Barnet), and Alastair Moss (City of London Corporation).

4. Declarations of Interest (in addition to those supplied on the sheet)

Freedom Pass: Councillor Peter Zinkin (LB Barnet)

North London Waste Authority: Councillor Peter Zinkin (LB Barnet)

Thames Regional Flood & Coastal Committee: Councillor Peter Zinkin (LB Barnet)

TfL Board Member: Councillor Julian Bell (LB Ealing)

Thames & London Waterways Forum: Councillor Richard Livingstone (LB Southwark)

London Road Safety Council: Councillor Krupa Sheth (LB Brent) and Councillor Sizwe James (RB Greenwich).

5. Election of New Chair of TEC

The Labour, Conservative & Liberal Democrat groups thanked Councillor Bell for all his dedicated work on TEC over the past five years. Councillor Loakes nominated Councillor Claire Holland as the new Chair of TEC. Councillor Mitchell seconded Councillor Holland's nomination. Councillor Claire Holland was elected as Chair of TEC.

6. Safer Speeds Review – Oral Update from DS Andrew Cox, Met Police

DS Andrew Cox, from the Met Police, introduced the item and made some of the following comments:

- Noted that speeding had become much higher than usual since the lockdown due to there being less traffic on the roads since the Covid-19 outbreak (speeds of 163mph had been recorded in 70mph speed limits, and 134mph in 40mph speed limits).
- Traffic officers' number one priority was speeding enforcement and enforcement was taking place 24 hours a day, seven days a week.
- Roads that showed the highest risks of speeding had been identified. Average speeds were above the limits on 20, 40 and 60mph roads.
- Boroughs should let DS Cox know if they wanted to be part of the Independent Advisory Group
- A London Road Crime team had been set-up, consisting of 15 to 20 officers that were responsible for tackling the most dangerous drivers (up to 120 a day).

A Q and A session took place

The Committee: **(i)** agreed that boroughs would let DS Cox know if they wanted to be part of the Independent Advisory Group; **(ii)** noted that a further update from DS Cox would be forthcoming with regards to mobile cameras; **(iii)** noted that DS Cox agreed to look at "Auto Speed Watch" offline and to provide an update on this; **(iv)** agreed for the Chair to consult with TEC vice chairs and send a letter to the DfT minister to lobby for boroughs to take over some enforcement of speeding on local roads; and **(v)** agreed that DS Cox would send boroughs any breakdowns the Met Police had on speeding in individual boroughs, including the breakdown already available for May 2020.

7. Flooding Investment in London – Introduction by Robert Van de Noort, Chair of Thames Regional Flood & Coastal Committee (RFCC)

Robert Van de Noort introduced the report on flooding investment and made the following comments:

- The number one risk before the Covid-19 outbreak was flooding.
- This report was the first one since the update to the TEC meeting on 5 December 2019, and highlighted medium and long term projects.
- The Tidal Thames work was critical in keeping London safe and in preparing for a rise in sea levels due to climate change. It was also important to maintain control of the current system until a new Thames Barrier was built.
- London Strategic SUDS pilot – there would be wetter winters and drier summers in the future and this would cause more local floods in the winter.
- A new 6-year programme would be developed from 2022. It was hoped to be able to continue with this programme and develop new schemes. The easier schemes had already been carried out at low cost.
- Once Covid-19 was over, a multi-plan could then be developed. A local levy of 1.99% was now being asked for, and a steer from TEC members was being invited.

A Q and A session took place.

The Committee provided a steer to members who sat on the Thames RFCC to recommend a levy increase of 1.99 per cent for one year in 2021/22.

8. Climate Change Action Update

The Committee received a report that updated TEC on the work that has been taking place on climate change programme and projects, and the development of approaches that could secure a green recovery from Covid-19.

Kate Hand, Head of Climate Change, London Councils, introduced the report. She said that the report set out the proposals for a green recovery from Covid-19, and why this was a sound strategy. She said that Covid-19 had transformed work and travel in London, which had led to reductions in air pollution and carbon emissions, and more active travel. Kate Hand said a green recovery from the outbreak also had support from businesses and economists, and also from residents. She reported that recent LGA research indicated significant potential for green jobs, including 80,000 in London by 2030.

Councillor Mitchell thanked Kate Hand and colleagues for this very important work. He said that the City of Westminster was looking forward to working on the seven priorities. However, the Conservative Group view was that it was keen to respect the sovereignty of individual boroughs. Kate Hand said that the sovereignty of boroughs was recognised, and London Councils was still developing the green recovery proposals.

The Committee: **(i)** agreed to lobby hard for green recovery to be a priority at the London Recovery Board; **(ii)** agreed that the boroughs who host the climate priorities going forward would include a good spread of boroughs (inner and outer, and across political groups); **(iii)** agreed that members could forward any comments they had on the green recovery proposals in the Climate Change Action report to Kate Hand; **(iv)** discussed support for a green recovery from Covid-19, and support for an environment workstream under the London Recovery Board with their Leaders; and **(v)** agreed to advocate for London's Transition and Recovery Boards to have climate action at their heart.

9. Future Mobility Update

The Committee received a report that updated TEC on some of London Councils' activities on the future mobility agenda.

Katharina Winbeck, Strategic Lead, Transport and Environment, London Councils, introduced the report, which covered the following strands: response to the future of transport regulatory review, Government's announcement to bring forward e-scooter trials, and Pan-London byelaw for dockless vehicles. She said that task and finish work groups had been set-up to look at these issues and were discussed in detail in the TEC Executive Sub-Group meetings.

Katharina Winbeck said that DfT had published a document on e-scooters, and London Councils had been looking into having e-scooter trials. She said that there had been significant interest by the boroughs in having these trials (five boroughs had confirmed that they were not interested). Co-ordination would be taking place between London Councils and TfL to see whether e-scooters were workable on London roads.

The Committee: **(i)** noted that London Councils was lobbying to have camera enforcement in all bicycle lanes; **(ii)** noted that the absence of a byelaw being in place should not prevent boroughs from adopting dockless bike schemes. Boroughs are encouraged to design parking standards around the current proposed byelaw; **(iii)** agreed to find out why parking enforcement was rejected with all cycle lanes; **(iv)** noted that it was up to local authorities to set speed limits for e-scooters; and **(v)** noted the safety and parking concerns from members regarding e-scooters (eg not being driven or parked on the pavement)

10. TEC Nominations to Outside Bodies

The Committee considered a report that sought TEC nominations to various outside bodies which related to the work of the Committee for 2020/21. It was agreed that the political advisers would let Alan Edwards know who would fill any outstanding vacancies in due course.

The nominations to TEC outstanding bodies were as follows:

Heathrow Airport Consultative Committee (HACC)

Cllr Steve Curran (LB Hounslow)

1 x Conservative deputy

Thames Regional Flood & Coastal Committee (RFCC)

North West: Cllr Peter Zinkin – LB Barnet (Conservative); *South West:* Cllr Julia Neaden-Watts – LB Richmond (Liberal Democrat); *South East:* Cllr Sizwe James (RB Greenwich) (Labour); *North East:* Cllr Syed Ghani – LB Barking & Dagenham (Labour); *Central North:* Cllr Johnny Thalassites (RB Kensington & Chelsea); *Central South:* Cllr Richard Livingstone - LB Southwark (Labour), and *North:* Cllr Jon Burke – LB Hackney (Labour).

London Sustainable Development Commission (LSDC)

Cllr Rowena Champion – LB Islington (Labour)

Urban Design London (UDL)

Daniel Moylan & Cllr Nigel Haselden (LB Lambeth) nominated as the UDL representatives again for 2020/21

London City Airport Consultative Committee (LCACC)

It is LB Havering turn to represent TEC on the LCACC – to follow

London Waste & Recycling Board

Cllr Nesil Caliskan (LB Enfield, Lab)

Cllr Claire Holland (LB Lambeth, Lab)

Cllr Krupa Sheth (LB Brent, Lab)

Cllr Guy Senior (LB Wandsworth, Con)

Chantelle Nicolson (Independent)

Joe Murphy (Independent)

Thames & London Waterways Forum

Cllr Sizwe James – RB Greenwich (Labour)

Cllr Richard Livingstone – LB Southwark (Labour)

Cllr Peter Craske – LB Bexley (Conservative)

London Cycling Campaign (LCC) Policy Forum

Cllr Clyde Loakes – Waltham Forest (Labour)

London Fuel Poverty Partnership

1 x Conservative vacancy to follow

TfL/Government Active Travel Board

Cllr Clyde Loakes – LB Waltham Forest (Labour)

The Committee: **(i)** noted and agreed the TEC nominations to outside bodies for 2020/21; **(ii)** agreed that the London Councils' political advisers would let Alan Edwards know who would fill any outstanding vacancies in due course; **(iii)** agreed that Alan Edwards would write to the TEC outside bodies (and the members nominated to these bodies) informing them of the nominations; and **(iv)** agreed that the list of approved nominations will then go before London Councils Executive Officers sitting as the Appointments Panel for ratification.

11. Freedom Pass Update

The Committee received a report that provided members with the following information on the following: (i) restrictions on the use of Freedom Passes at busy times, (ii) the cost of the Freedom Pass Scheme in 2020/21, (iii) flexibilities granted to non-TfL buses during in response to Covid-19, and (iv) the wider implications of social distancing on Freedom Pass arrangements.

Stephen Boon, Chief Contracts Officer, London Councils, introduced the report. He informed members that the statutory hours of operation (09:30 am – 23:00 pm) of the London Concessionary Bus Scheme

(non-TfL buses) from 15 June 2020 for older persons pass holders would be re-instated. Stephen Boon said that the 24-hour a day acceptance for disabled persons pass holders would be retained, in line with proposed TfL restrictions as an on-going variation.

The Committee: **(i)** confirmed that they would honour the existing agreement with Transport for London (TfL) in respect of the 2020/21 financial year having regard to the temporary revised arrangements for TfL's discretionary services following TfL's revised funding agreement with HM Government; **(ii)** agreed to re-instate the statutory hours of operation (09:30 am – 23:00 pm) of the London Concessionary Bus Scheme (non-TfL buses) from 15 June 2020 for older persons pass holders, but retain the 24-hour a day acceptance for disabled persons pass holders in line with proposed TfL restrictions as an on-going variation, and further to note that the special reimbursement arrangements with non-TfL bus operators shall remain in place whilst HM Government's social distancing measures remain in place, all of which shall remain under review; and **(iii)** noted the possible impact of social distancing on on-going operations including income and expenditure.

12. Taxicard Update

The Committee received a report that provided members with a progress update on the Taxicard scheme. It highlighted savings made to date, some issues with performance and analysed the reasons, setting out the mitigating steps that are being taken to improve the situation.

The Committee noted the Taxicard update report.

Alex Williams gave a brief update and said that the London Streetscape programme had a circa of £30 million. Twelve bids had been allocated straight away (£9 million of the funds). He said that full and final bids were required by 19 June 2020.

13. TEC & TEC Executive Sub Committee Dates 2020/21

The Committee considered and agreed a report that notified members of the proposed TEC and TEC Executive Sub Committee dates for the year 2020/21.

14. Items Considered under the TEC Urgency Procedure

The Committee received and noted a report that provided members with the details of the reports that were sent to TEC Elected Officers under the London Councils' Urgency Procedure. They were as follows: Dockless Bicycles and Climate Change Action, Freedom Pass Update Report, HGV Safety Permit Scheme, Additional Parking Charges for Ealing and Hounslow, Freedom Pass & Covid-19 and Taxicard and Covid-19. The items were required to be sent out under the TEC Urgency Procedure owing to the cancellation of the TEC Main meeting on 19 March 2020 because of the Covid-19 outbreak.

15. Minutes of the TEC Main Meeting held on 5 December 2019

The minutes of the TEC Main meeting held on 5 December 2019 were agreed as being an accurate record.

The meeting finished at 16:38pm

Minutes of the Meeting of the Executive

Tuesday 16th June 2020 09:30 am

Cllr Peter John OBE was in the chair

Present

Member	Position
Cllr Peter John OBE	Chair
Cllr Teresa O'Neill OBE	
Cllr Claire Holland	
Cllr Darren Rodwell	
Cllr Georgia Gould	
Cllr Ray Puddifoot MBE	
Cllr Muhammed Butt	
Cllr Ruth Dombey	
Cllr Clare Coghill	
Cllr Danny Thorpe	
Cllr Elizabeth Campbell	
Catherine McGuinness	

Cllr Ravi Govindia CBE, Cllr Julian Bell and Cllr Gareth Roberts were in attendance.

London Councils officers were in attendance.

The Chair welcomed Cllr Claire Holland, Deputy Leader of the London Borough of Lambeth, to her first Executive meeting.

1. Apologies for absence and announcement of deputies

No apologies for absence were tendered.

2. Declaration of interest

Cllr Bell declared an interest in that he was a member of the Transport for London (TfL) Board.

3. Minutes of the Executive Meeting held on 19th May 2020

The minutes of the Executive meeting held on 19th May 2020 were agreed as an accurate record of the meeting

4. Covid 19 Pandemic: Recovery and Renewal

The Chief Executive introduced the report, describing the present arrangements for managing Pandemic recovery across London, comprising:

- the London Transition Board, co-Chaired by the Secretary of State for Housing, Communities and Local Government and the Mayor of London, which has been set up to deal with immediate issues around exit from lockdown and transition
- the Recovery Board, jointly chaired by the Chair of London Councils and the Mayor, whose role would cover medium term recovery issues: the Board would also manage two task forces dealing respectively with economic and social recovery, with Cllr Georgia Gould chairing the economic task force and Cllr Ruth Dombey as deputy chair for the social recovery strand.

Feedback had been given to the GLA on the urgent need both to establish clear targets for the Recovery Board and mobilise the two task forces.

The Covid-19 related workstreams for London Councils, approved at the previous Executive meeting, would continue to be reviewed in terms of the outcomes of the Boards.

Members made the following points:

- the Boards should avoid duplication of workloads, and should be responsible for setting their own outcomes and targets as soon as possible
- to make the Boards as effective as possible, some work should take place before the meetings to work out how best contributions could be made from participants, and consideration should be given to setting up subgroups within the Recovery Board
- the Boards needed to be aware of the effective arrangements already in place in boroughs, have an understanding of borough and sub regional relationships, and be aware of parallel work taking place elsewhere, for example the Department for Digital, Culture, Media & Sport's work with the hospitality sector
- a growing number of people who had not previously asked for assistance were now on the cusp of needing help, and this group should be factored in to planning, as well as micro businesses who, up to now, had been able to support themselves, or who were operating in co-working arrangements and therefore not currently receiving support
- the hospitality sector had been one of the hardest hit industries and its revival was crucial in that London depended on tourism. This linked to the need to have transport running effectively
- while a large number of residents could be unemployed as a result of the crisis, there were opportunities for social investment and in retraining people into new jobs linked to London's green agenda
- there were inequality issues arising from the crisis, including the disproportionate impact on BAME communities and people who were digitally excluded
- because of the allocation of discretionary funds according to different boroughs' priorities, businesses may have found that they received different responses from different boroughs.

The Chair also discussed the issue of schools and the issue of their preparedness and ability to be open for all pupils by September, bearing in mind present social distancing rules, which presented difficulties.

Members acknowledged these challenges, commenting that between 40% to 44% of their pupils had now returned to school, many of which had remained open during the crisis. It was also recognised that work needed to be done to restore parental confidence, address the disproportionately smaller percentage of children from BAME households returning to school, and the issue of digital exclusion impacting on home schooling opportunities.

The Chief Executive thanked members for their contributions: he acknowledged the potential for duplication between the Boards which would be addressed by holding 'pre' meeting sessions; the work of the Recovery Board would address the issues of economic and social opportunities and identifying people 'on the cusp'; the linkages between the cultural renaissance of London and the importance of the messaging around transport have featured in discussions with London & Partners; and in terms of the discretionary grants issue, discussions had taken place in other parts of the country on this subject.

Executive noted the transition arrangements set out in the report.

5. Local Government Finance – Update

The Director of Local Government Performance and Finance introduced the report, commenting that:

- the report collated information about the support that the Government had made available to London and the impact on London's authorities since the start of the crisis, and proposed lobbying lines that could be communicated to Government in the coming months
- the largest strand of emergency support provided centrally - £22 billion nationally - had been for business
- £3.2 billion of un-ringfenced emergency funding was the main point of financial support for Covid-19 impact on authorities

- funding for a series of smaller initiatives had also been made available, including £60 million in London for Test and Trace
- in terms of the overall impact assessed by borough survey returns, the total impact for London until the end of the financial year was £1.8billion
- the position to the end of May 2020 was that the total financial pressure across London so far was estimated to be around £600 million. This exceeded the Government emergency funding by around £100 million
- in terms of the Business Rates position the overall impact was £370 million (a correction to the report which stated £30 million)
- regarding the lobbying position, there were three messages; that the money allocated was insufficient; a requirement to stabilise the position of boroughs for the rest of 2020/21; and an understanding that the financial implications of the crisis will last beyond the current financial year
- the Government had announced a plan to ensure financial sustainability of local authorities in the present financial year by addressing the different types of impact, which presented the ability to lobby, noting also that there was a proposed spending review in autumn 2020.

Members made the following comments:

- a short statement should be prepared, setting out why the financial impact on London was different to the rest of the country, citing areas such as tourism and transport as examples; this should be sent to MPs
- the paper should focus on the current financial year and be clear about what London produced for the national economy
- lobbying on this paper should be extended to the party political groups

Members noted the report and endorsed the idea of constructing a brief lobbying paper on the issue.

6. Under 18 Travel Issue (oral update)

The Director of Transport and Mobility provided a verbal update on the changes to under 18 Travel.

Members were informed that:

- the suspension of free travel for under 18s was a condition of an agreement between the Mayor and Department of Transport, with the aim of encouraging more active travel amongst school children, and to reduce the amount of young people using public transport to aid social distancing.
- boroughs had a legal responsibility to provide home to school transport for qualifying pupils but had been able to rely on the free travel provided to under 18s by TfL since 2006
- the Government had confirmed that TfL should continue to meet the cost of boroughs' statutory school travel obligations and that the proposal should be implemented as soon as possible, and by no later than September 2020

A steer was now required from members as to the next steps to be taken, including whether a letter should be sent to the Secretary of State on this issue.

Members made the following comments:

- the free travel option had allowed younger people to have greater mobility across London and the suspension limited their ability to leave their own borough
- the proposals had been introduced before boroughs had the opportunity to hold conversations with parents about the impact of the change on school choices
- a cross party approach to this issue was important
- it would be difficult to achieve the stated aims because no other arrangements for active travel had been put in place
- the interconnectivity of London was important for young people

The Chair thanked members for their comments and asked the Director of Transport and Mobility to draw up a letter to the Secretary of State, which set out the position of supporting a reinstatement of the funding.

7. London Councils – Consolidated Pre-Audited Financial Results 2019/20

The Director of Corporate Resources introduced the report, confirming that:

- the unaudited surplus for the year was marginally over £2.6 million spread across the three committees
- there were uncommitted reserves of £9.7 million, which was a marginally better position than the same time the previous year
- the final figures would be confirmed following the accounts closure, which was carried out remotely this year
- for London Councils the main Covid-19 financial impact had been a loss of income within the Transport and Environment committee budgets, but that there hadn't been no additional expenditure as a result of the Pandemic
- Any changes to the present position as stated in the report would be reported to Executive at its next meeting

Cllr Puddifoot felt that the report showed London Councils to be in a strong financial position in terms of the uncommitted reserves, and he thanked the Finance Team for their work.

Executive noted the detail in the accounts and agreed to receive a further report in November 2020 after the completion of the external audit by Grant Thornton LLP (GT) to adopt the final accounts for 2019/20.

8. Urgency Report

Executive noted the use of London Councils' urgency procedure to approve the appointment of Cllr Matthew Green (City of Westminster) as the Conservative

Party Group Lead Member on Business Engagement, Europe and Good Growth for the period between 1 June 2020 and the Leaders' Committee AGM on 13 October 2020, and the appointment of Cllr Gareth Roberts (LB Richmond Upon Thames) as the new Liberal Democrat Whip, Deputy Group Leader and Liberal Democrat reserve on the Executive.

Cllr Gould asked for an update on Unaccompanied Asylum Seeking Children to be provided to members.

The meeting closed at 10.46.

Action points

	Item	Action by	Progress
5.	Local Government Finance <ul style="list-style-type: none">a short statement to be written on the financial impact of Covid-19 for London	Corporate Director PaPA	Ongoing
6.	Under 18 Travel Issue <ul style="list-style-type: none">A letter to the Secretary of State to be written setting out the position regarding Under 18 travel	Director of Transport and Mobility	Completed

Minutes of the Meeting of the Audit Committee (Virtual) 17 June 2020

Cllr Roger Ramsey was in the Chair

Members Present:

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

In Attendance:

Matt Lock, Head of Audit & Risk Management, City of London Corporation
Martha Franco-Murillo, Senior Auditor, City of London Corporation
Ciaran T McLaughlin, Grant Thornton

London Councils' officers were in attendance.

1. Apologies for Absence

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

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Audit Committee meeting held on 18 September 2019

The minutes of the Audit Committee meeting held on 18 September 2019 were agreed as being an accurate record.

4. Internal Audit Update

The Audit Committee received a report that provided the Committee with an update of internal audit work that has been undertaken since the last committee update report made at the September 2019 meeting. The Audit Plan for 2019/20 was complete.

Matt Lock, Head of Audit and Risk Management, City of London Corporation, introduced the internal audit update. He said that the internal audit was provided by the City of London Corporation under the terms of the service level agreement with London Councils. Matt Lock said that the internal audit had been prepared for the 17 March 2020 Audit Committee meeting. However, this was cancelled due to the Covid-19 lockdown. This internal audit report had now been updated. Matt Lock said that all work from 2019 had been completed the audit plan had been delivered.

Matt Lock informed members that the recommendation from 31 March to now had not been followed-up. He said that the three outstanding recommendations on page 12 of the report had not been fully implemented, and it was decided that it was not appropriate to take one of these forward - Quarterly budget monitoring reports should be requested from grant recipients.

Councillor Brown asked for an update on the raising of purchase orders electronically. Frank Smith, Director of Corporate Resources, London Councils, said that this was under consideration, although ongoing work had been postponed. He said that it would be beneficial to have electronic

purchase orders while London Councils' staff were working remotely. However, there were costs involved in obtaining additional licences and there was also a training requirement needed for this. London Councils was not in a position to consult on this during lockdown. The Chair said that the London Councils' Business Continuity Plans had already been tested and had worked very well.

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

5. Review of the Annual Governance Statement

The Audit Committee received a report that: (i) reviewed each element of the current Annual Governance Statement (AGS), (ii) highlighted any continuing and potentially new areas for development (and those from previous years that had been addressed), and (iii) made recommendations for revisions that would be contained in the AGS to be included in the audited accounts for 2019/20.

David Sanni, Chief Accountant, London Councils, introduced the report. He said that the report presented the AGS to be included in the 2019/20 accounts which incorporated the outcome of the internal and external audit reviews, in accordance with the Local Authority Accounting Code of Practice. David Sanni said that there were minor changes to the key elements of the Statement to revise approval dates and provide more accurate descriptions. A paragraph had also been included on the Covid-19 pandemic in the areas for development section of the statement.

David Sanni said that Appendix A (page 40) is the current AGS with revisions highlighted in red using track changes. Appendix B (page 48) is the Head of Audit and Risk Management's opinion of the overall control environment at London Councils, and Appendix C (page 50) presented a clean version of the AGS which would be included in the accounts if approved by Audit Committee.

Councillor Alambritis congratulated officers for all their work on the AGS. He asked whether the paragraph on Covid-19 could be moved to the beginning, in order to show the importance of the issue. Frank Smith recommended that the first paragraph in the AGS be titled "Introduction" and the Covid-19 paragraph could be placed there. Ciaran McLaughlin said that he saw no reason why the Covid-19 paragraph could not be put at the beginning of the AGS.

The Audit Committee:

- Noted the opinion of the Head of Audit and Risk Management at the City of London on the overall control environment, as detailed in Appendix B;
- Approved the recommended changes to the AGS for 2018/19, as detailed in Appendix A, to produce the AGS for 2019/20 for inclusion in London Councils' accounts for 2019/20, as detailed in Appendix C; and
- Agreed that the paragraph on Covid-19 be moved to the front of the AGS, under the heading "Introduction".

6. Risk Management: Policy & Public Affairs and Services Risk Registers

The Audit Committee received a report that presented members with the current Policy and Public Affairs (P&PA) Risk Register and the Services Risk Register.

Christiane Jenkins, Director of Corporate Governance, London Councils, introduced the report. She said that under normal circumstances, only one risk register was presented to each Audit Committee. However, two risk registers were being presented on this occasion because the March 2020 Audit Committee meeting was cancelled because of the Covid-19 outbreak. Christiane Jenkins said that the meeting was being attended by colleagues from London Councils' P&PA and Services.

The Chair said that he would go through the risk register on a page-by-page basis. He asked for details of the risk for P&PA 7 ("IT failure with website/Intranet/access to systems"). Doug Flight, Head of Strategic Policy, London Councils, explained that this was due to recent changes caused by Covid-19. He said that London Councils' staff were working from home and were totally dependent on the IT system working for this. This was under review, but homeworking was currently working very well.

In the Services Risk Register, the Chair mentioned risk FP3, which related to the income risk to the Freedom Pass as a direct result of the Covid-19 pandemic. He asked whether the implications of this had been reported to London Councils' Leaders Committee. Frank Smith confirmed that they had. He said that the final results of this had also gone to the Executive meeting on 16 June 2020. Frank Smith said that there had been a reduction of income, especially for TEC. He said that there had been some suspensions of the Freedom Pass in April and May which had led to a reduction in income. The number of lost passes had also reduced, resulting in a reduction to this income stream. Frank Smith confirmed that the Month 3 Forecast would be picked up in the September Audit Committee meeting.

Councillor Alambritis asked about the reduction in savings through the deployment of staff, and whether this had happened at London Councils. Frank Smith said that the accounts had now been closed, and London Councils was now moving to the budget scenario for 2021/22 (Frank to check). Councillor Johnson asked whether any savings from Grants, during the Covid-19 pandemic, would be passed back to the boroughs. Frank Smith said that homelessness and domestic violence was funded by the Grants scheme, and there had been a more acute need for this funding during the outbreak. Samira Armit, ESF Technical Advisor, London Councils, informed the Committee that payments had continued to be made across local authorities, during the pandemic, to ensure continued support to these projects.

The Chair asked for a brief update on what was happening with London Tribunals during the pandemic (page 9). Stephen Boon, Chief Contracts Officer, London Councils, said that a number of changes had been made to the operation of London Tribunals during the Covid-19 outbreak. He said that London Tribunals had been closed to the public but had opened from 1 June 2020 in order for the adjudicators to carry out personal hearings over the telephone. Stephen Boon said that the volume of appeals would reduce over the next few months.

Councillor Brown said that the borough of Richmond was not enforcing the Health Emergency Badge (HEB) scheme. He asked whether this was being co-ordinated across London. Stephen Boon said that a provision for HEB had been made in the scheme. The parameters had been widened and London Councils was working with parking officers to let them know of any changes. Stephen Boon said that measures had been extended with regards to this.

The Audit Committee noted the P&PA and Services Risk Registers, as found in Appendices 2 and 3 of the report.

7. International Auditing Standards Representation

The Audit Committee considered a report that presented the proposed response to the external auditor's inquiry as to how the Audit Committee gains assurance over management processes and arrangements around fraud, laws and regulations and going concern.

David Sanni said that the external auditors, Grant Thornton, had raised a series of questions in the 2019/20 plan, including establishing assurances over the management framework. He said that London Councils' officers had prepared a response to this which could be found in Appendix A of the report (page 75). This was a standard practice and normal approach adopted by auditors. Ciaran McLaughlin confirmed that this was a standard questionnaire sent to all audit clients. He said that this was nothing unusual and was just to establish the arrangements in place at London Councils. The Chair said that the response appeared very thorough. Frank Smith said that this

would be passed on to Ciaran McLaughlin and his team, and any feedback will be included in the audit report to be presented to the Audit Committee on 17 September 2020.

Councillor Alambritis thanked the City of London Corporation for all their legal advice to London Councils' Audit Committee. The Chair thanked colleagues for attending this first virtual meeting of the Audit Committee

The meeting finished at 11:10am

Action Points

	Action	Progress
5. Review of Annual Governance Statement (AGS)	<i>To have the first paragraph of the AGS titled "Introduction" and to place the paragraph about Covid-19 under that heading.</i>	Completed

Leaders' Committee

Report from the Grants Committee – 8 Item no: July 2020

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

Date: 13 September 2020

Contact Officer: Ana Gradiska

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

Summary: Summary of the minutes of the London Councils' Grants Committee held on 8 July 2020.

Recommendations: For information.

Attendance: Cllr John Hart (LB Barnet), Cllr Tom Miller (LB Brent), Cllr David Leaf (LB Bexley), Cllr Jonathan Simpson (LB Camden), Dhruv Patel OBE (City of London), Cllr Hamida Ali (LB Croydon), Cllr Nesil Caliskan (LB Enfield), Cllr Adel Khaireh (LB Greenwich), Mayor Philip Glanville (Chair – LB Hackney), Cllr Adam Connell (LB Hammersmith and Fulham), Cllr Sue Anderson (LB Harrow), Cllr Katherine Dunne (LB Hounslow), Cllr Una O'Halloran (LB Islington), Cllr Caroline Kerr (RB Kingston), Cllr Donatus Anyanwu (Lambeth), Cllr Jonathan Slater (LB Lewisham), Cllr Edith Macauley MBE (LB Merton), Cllr Charlene McLean (LB Newham), Cllr Helen Coomb (LB Redbridge), Cllr Evelyn Akoto (LB Southwark), Cllr Marian James (LB Sutton), Cllr Candida Roland (LB Tower Hamlets), Cllr Ashan Khan (LB Waltham Forest), Cllr Paul Ellis (LB Wandsworth) and Cllr Mark Shearer (Dep – City of Westminster).

London Councils officers were in attendance.

The Chair welcomed the new members of the Grants Committee, including the new Liberal Democrat Vice Chair Cllr Caroline Kerr (RB Kingston).

1 Apologies for Absence and Announcement of Deputies

1.1 Apologies were received from Cllr Viddy Persaud (LB Havering), Cllr Gareth Roberts (LB Richmond), Cllr Paul Swaddle (City of Westminster) and Cllr Jasbir Anand (LB Ealing).

2 Declarations of Interest

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

3 Minutes of the Grants Committee held on 13 November 2019

3.1 Yolande Burgess, Strategy Director, London Councils, said that most of the actions arising from the November meeting have been completed. The no recourse to public funds report by the Paul Hamlyn foundation was yet to be published; this will be forwarded to members as soon as it is available.

3.2 The minutes of the Grants Committee held on 13 November 2019 were agreed.

4 Minutes of the Grants Executive held on 5 February 2020 (for information)

4.1 The Chair informed members that the February Executive was held at the Asian Women's Resource Centre in Brent, where Executive members attended various presentations into the work of partners working under Priority 2 - Tackling Sexual and Domestic Violence.

4.2 The Consultation Survey relating to the 2021-2025 Grants programme was finalised at the Executive meeting, and it was agreed that the Grants programme would support the no recourse to public funds projects as part of priorities 1 and 2. This was later agreed under the Urgency Procedure due to the cancellation of the March Grants Committee meeting.

4.3 The minutes of the Grants Executive meeting on 5 February 2020 were noted.

5 Performance of Grants Programme 2017-21: April 2017- March 2020 (end of year three)

5.1 The Strategy Director introduced this report and highlighted the key points:

- Priority 1 projects (Combating Homelessness) were performing 14 percent above profile for quarters 1 to 12, due to continued and increased demand, particularly from young people. St Mungo's was working with people recently released from prison, who were having difficulty accessing the private rented sector, as many landlords did not accept clients in receipt of Universal Credit. One of St Mungo's outcomes was adjusted to reflect the fact that they also helped clients into employment. Shelter was carrying out early intervention work in boroughs such as LB Bexley, and partners have generally increased their work in outer London boroughs. New Horizon Youth centre also saw an increase in young people requesting support; the organisation has faced serious challenges with accessing long term stable accommodation for their service users. Most of the housing partners have reported increasing numbers of people with no recourse to public funds requesting help.
- Priority 2 projects (Tackling Sexual and Domestic Violence) have adapted well to working online. Use of webchat services increased during lockdown, due to domestic violence victims struggling to make contact via the hotline. Refuges have had to manage specific issues with keeping staff safe, particularly for those having to shield, and taking account of social distancing. The Asian Women's Resource Centre has continued to work successfully with colleges in London. Tender was still carrying out prevention work, although they had to furlough some of their staff due to school closures. Most partners were reporting increases in service users with mental health needs.
- Priority 3 projects (Tackling Poverty through Employment) completed delivery in June 2019.

6 A Grants Programme to support London's transition and recovery

6.1 The Chair introduced this item, which proposed to extend the current Grants programme to March 2022 and restart the consultation for the new programme, proposed to start in

April 2022. This would ensure the continuation of homeless and domestic violence service across London, whilst undertaking consultation on a new programme that would support transition, recovery and renewal. A rapid review of the current programme would be undertaken to ensure that the additional year would be fit for purpose and would continue to meet the needs of vulnerable Londoners during the Covid-19 transition and recovery period.

- 6.2 The Leaders' Committee, in December 2019, had agreed to establish a new Grants Programme for 2021-2025. An extensive consultation, which aimed to gain a better understanding of the needs of Londoners in relation to the Grants priorities, was undertaken in the early part of the year, pre-Covid-19. The planning process for the next Grants Programme, which would support the Covid-19 transition and recovery, will start again. Extending the existing programme enables the continuation of services to boroughs and allows the design of the new Grants Programme to take into account emerging needs and priorities in the context of Covid-19, in time for the revised start date of April 2022. Leaders' Committee will be informed about the reframing of the programme to take account of Covid-19.
- 6.3 The report also proposed that the Grants team work with members of the Funders, Community and Voluntary Sector Group, a subgroup of the Strategic Coordination Group (chaired by David Farnsworth, Chair of London Funders and Director & Chief Grants Officer of the City Bridge Trust), to consider new and emerging best practice for grant making and explore opportunities for aligning processes and funding. They would also work with equity and inclusion partners to ensure that grant making was undertaken fairly and equitably.

Action: London Councils to organise a Grants Committee Executive meeting for September 2020.

7 London Councils Grants Committee – Pre-Audited Financial Results 2019/2020

- 7.1 The Director of Corporate resources introduced this item and said that the report detailed the provisional pre-audited final accounts for London Councils Grants Committee for 2019/20, which the London Councils Executive had received as part of the consolidated accounts. The Grants Committee would be asked to adopt the audited accounts for the Grants Committee at its November meeting.
- 7.2 London Councils Grants Committee:
- Noted the provisional pre-audited outturn position and the indicative surplus of £98,000 for 2019/20, the third year of the four-year 2017-21 programme; and
 - Noted the provisional level of reserves at paragraphs 18-20 and the financial outlook, as detailed in paragraphs 21-24 of this report.

8 Urgency Report

- 8.1 Members noted the appointment of Cllr Kerr as the new Liberal Democrat Vice Chair on the Grants Committee through the Urgency Procedure.
- 8.2 Members noted the three NRPF projects agreed by the Urgency Procedure.

9 AOB

- 9.1 There was no other business

The meeting finished at 12.50

Leaders' Committee

Report from the TEC Executive Sub Committee – 16 July 2020

Item no:

Report by: Alan Edwards **Job title:** Governance Manager
Date: 13 October 2020
Contact Officer: Alan Edwards
Telephone: 020 7934 9911 **Email:** alan.e@londoncouncils.gov.uk

Summary: Summary of the minutes of the London Councils' TEC Executive Sub Committee held on 16 July 2020.

Recommendations: For information.

1. Attendance: Councillor Claire Holland (LB Lambeth – Chair), Councillor Krupa Sheth (LB Brent), Councillor William Huntington-Thresher (LB Bromley), Councillor Stuart King (LB Croydon), Councillor Julian Bell (LB Ealing), Councillor Wesley Harcourt (LB Hammersmith & Fulham), Councillor Hilary Gander (RB Kingston - Deputy), Councillor Sophie McGeevor (LB Lewisham), Councillor Richard Livingstone (LB Southwark), Councillor Richard Field (LB Wandsworth), and Councillor Tim Mitchell (City of Westminster)

2. Apologies for Absence

Apologies for absence were received from Councillor Manuel Abellan (LB Sutton) and Alastair Moss (City of London Corporation).

3. Update on London Streetspace Programme and Future Funding, by Heidi Alexander, Deputy Mayor for Transport, GLA, Will Norman, Walking & Cycling Commissioner, GLA, and Alex Williams (TfL)

Heidi Alexander, Deputy Mayor for Transport, introduced the item and made the following comments:

- Out of the £1.6 billion settlement to TfL, £55 million was allocated to the London Streetspace programme. £45 million had been allocated to borough roads. Also, £1.5 million had been set aside for the central London corridor, creating car free zones (A10 Bishopsgate).
- Boroughs had submitted bids. Social distancing schemes had been looked into. There were 850 schemes in London, including 450 school streets and 65 cycling routes so far.
- Three times more bids had been received than were expected, which meant that a number of projects could not be funded. However, schemes that were not funded in this existing round would be reviewed for any future rounds.
- People were being encouraged to make more journeys by bicycles and on foot. More journeys were also starting to be made on the public transport network.
- TfL would be administering the process for the tranche 2 funding of £20 million from DfT for Streetspace.
- For this funding, there was a need to make a London submission to DfT by 7 August 2020. This would be subject to ministerial approval.
- Journeys on the Underground had risen by 20% and bus journeys by 40%, but this was still a fraction of the amount raised by fares prior to the pandemic. 80% of TfL revenue currently comes from fares.

A Q and A session took place.

Heidi Alexander informed members that the Congestion Charge had been extended along with the expansion of the ULEZ. She said that more was being spent on sustainable schemes generally. Sam Monck, Head of Projects and Programmes, TfL, said that there had been miscommunications on what was of value, and what was and was not funded. He said that a set of criteria would be written into the next tranche 2. Will Norman, Walking and Cycling Commissioner, GLA, said the issue of the number of low traffic neighbourhoods had tried to be simplified, although there had been a problem with the forms to complete. He confirmed that this was now being mapped.

The TEC Executive Sub Committee noted the comments from the GLA and members.

4. Future Mobility Agenda: Multi-Borough e-Scooter Trial in London

Members received a report that updated the TEC Executive on London Councils' work on future mobility, which had taken a focus on a multi-borough e-scooter trial in London, given the current policy environment.

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

- Eight e-scooter trial working group meetings had taken place so far, with up to thirty officers attending the meetings on average. Members had been sent a briefing about this work, and it was hoped that members had found this document useful. Final sign-off for the trial proposal document was 17 July 2020.
- The proposed documents offered boroughs a range of tools to manage the trial in their local areas. Each of the key zones could be tweaked during the trial. Boroughs could also leave the trial if they chose to.
- The results of the work on the trial proposal document so far were very pleasing and gave the boroughs a great deal of flexibility.
- It was hoped that TEC would agree for local authorities to support the recommendations and to continue with the trials.

Mike Beevor, Senior Policy Manager, TfL, said that the key issue in London in order to meet objectives was to get e-scooter trials hosted by boroughs that shared borders. He said that the take-up of e-scooters could provide an alternative option to public transport. Mike Beevor said that different experiences were being found in different boroughs, and this fragmentation needed to be joined-up.

Councillor McGeevor said that she had safety concerns about the use of e-scooters (e.g. problems with road resurfacing). Paulius Mackela said that safety is the number one priority and confirmed that there was a whole section in the document on safety. He informed members that there were new safety features in the market and operators would be picked based on safety. The trial would last for a period of twelve months, which could be extended for a further six months if deemed appropriate and relevant permissions provided by the DfT.

The TEC Executive Sub Committee agreed that Demand Responsive Transport becomes a focus area later in the year and instead continue working with TfL and the boroughs to facilitate a multi-borough e-scooter trial in London.

5. Transport and Mobility Services Performance Information

The TEC Executive Sub Committee received and noted a report that detailed the London Councils Transport and Mobility Services performance information for Q4 2019/20.

6. TEC Pre-Audited Financial Results 2019/20

The TEC Executive Sub Committee considered a report that detailed the provisional pre-audited final accounts for the Transport and Environment Committee for 2019/20

Frank Smith said that the time lag on enforcement actions had had a marginal effect on the year end, and there was an indicative surplus of £534,000 for the year. Frank Smith said that some of TEC services had been suspended during the Covid-19 outbreak, but were now back on track.

The TEC Executive Sub Committee: **(i)** noted the provisional pre-audited financial results for 2019/20, which show an indicative surplus of £534,000 for the year; **(ii)** agreed the transfer of £296,000 out of the provisional surplus to the specific reserve, in accordance with usual Committee practice; **(iii)** agreed the carry forward of the underspend on the LLC Scheme review budget of £91,000 into 2020/21; and **(iv)** noted the provisional level of reserves, as detailed in paragraph 40 and the financial outlook, as detailed in paragraphs 41-42 of this report

7. Freedom Pass Update

The TEC Executive Sub Committee received a report that set out a proposed approach to gradually withdrawing the special payment arrangements to non-TfL bus operating companies in respect of the Freedom Pass scheme. It also sought member support for officers to begin consultation on the payment arrangements set out in this paper before returning to TEC in October 2020 with a final recommendation.

Stephen Boon, Chief Contracts Officer, London Councils, introduced the report, which proposed to phase-out the special payment arrangements to non-TfL bus companies.

The TEC Executive Sub Committee approved that London Councils began consultation with non-TfL bus operators and the Department of Transport based on the proposals contained in this report.

8. Taxicard Update

The TEC Executive Sub Committee received a report that provided members with an update on the Taxicard scheme during the COVID-19 pandemic and measures taken to support vulnerable and shielded members during the lockdown period.

Stephen Boon introduced the Taxicard report, which related to the proposal to continue the collection and delivery until 31 December 2020. He said that only 75 collection and delivery jobs had been carried out in the previous week, which was not a large number of jobs, but feedback from those that had used the service had been very positive. This was now going back to TEC Executive to seek member approval for the extension.

The TEC Executive Sub Committee approved continuation of the collection and delivery service until 31 December 2020 and approved the proposal to consult with boroughs on making this a standard element of the scheme.

9. Minutes of the virtual TEC Main Meeting held on 11 June 2020 (for noting)

The minutes of the virtual TEC Main meeting held on 11 June 2020 were noted.

10. Minutes of the TEC Executive Sub Committee held on 6 February 2020 (for agreeing)

The minutes of the TEC Executive Sub Committee held on 6 February 2020 were agreed as an accurate record.

The meeting finished at 12:05pm

Minutes of the Meeting of the Audit Committee (Virtual) 17 September 2020

Cllr Roger Ramsey was in the Chair

Members Present:

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

In Attendance:

Jerry Mullins, Audit Manager, City of London Corporation
Matt Lock, Head of Audit & Risk Management, City of London Corporation
Martha Franco-Murillo, Senior Auditor, City of London Corporation
Ciaran T McLaughlin, Director, Grant Thornton UK LLP
Ade Oyerinde, Senior Manager, Grant Thornton UK LLP

London Councils' officers were in attendance.

1. Apologies for Absence

Apologies for absence were received from Councillor Stephen Alambritis (LB Merton), and Councillor Victoria Mills (LB Southwark).

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Audit Committee meeting held on 17 July 2020

The minutes of the Audit Committee meeting held on 17 July 2020 were agreed as being an accurate record.

4. Annual Audit Report 2019/20

The Audit Committee received a report that presented the annual audit report to those charged with governance (ISA260) prepared by Grant Thornton, London Councils' external auditor, in respect of the 2019/20 financial year.

Ciaran McLaughlin, Director, Grant Thornton, introduced the annual audit report and made the following comments.

- The annual audit was progressing and there were no matters that require a modification to the audit opinion at the moment.
- The outstanding matters on page 4 ("Status of Audit") were areas of the audit that had to be finalised.
- The audit process this year had been extended because of the restrictions caused by the Covid-19 outbreak – auditors could not go on site, and information/documents had to be validated remotely. This meant that the audit process was taking longer to finalise.
- The one change to the audit plan (page 5) was the recognition of Covid-19 as a significant risk and a review to assess whether there was any impact on financial/property assets. No issues regarding this had been identified.
- The audit of London Councils Ltd took place in June 2020 and there were no issues raised.

- A recommendation was made to revise the accounting policies note in the Consolidated Accounts to disclose that it does not include single entity financial statements for the London Councils' Joint Committee.
- Subject to the satisfactory conclusion of the outstanding items on page 4, it is anticipated that a true and fair opinion will be issued on the financial position as at 31 March 2020.
- There were no matters arising from the "Observations in respect of Significant Risks" identified on pages 6 and 7.
- The approach to materiality (page 8) had not changed since the Audit Plan dated 4 March 2020, and had not been affected by the Covid-19 outbreak.
- The International Financial Reporting Standards (IFRS) 16 on leases did not apply to this year, and the Certification on AR 27 Return would be certified once the audit of accounts had been completed (Page 9).
- There were no significant issues regarding the findings on estimates and judgements.
- Going concern (page 11) - London Councils continued to operate and there were no issues relating to 2020/21 budgets and cashflow, and no material uncertainty.
- There were no internal control deficiencies identified to date (page 12).
- Some recommendations to accounting policies had been made and all had been actioned (accounting adjustments, page 14).
- Work would be taking place over the next couple of weeks in order to complete the accounts.

Ciaran McLaughlin confirmed Grant Thornton's independence. He said that he was also the Engagement Lead on the audit of the London Pension Fund Authority of which London Councils was an admitted body. Ade Oyerinde, Senior Manager, Grant Thornton, said that some work needed to be carried out on the outstanding pieces of work but there was nothing to bring to the Committee's attention at this stage. He said that the audit should be completed over the next few weeks.

The Chair asked whether Grant Thornton had a target date for completing the audit. Ciaran McLaughlin said that the audit should be completed in the first week of October 2020. The Chair also asked if the risk of Covid-19 had been reflected in the audit. Ciaran McLaughlin confirmed that the risk from Covid-19 to London Councils had been assessed and audit tests had been revised accordingly.

Councillor Brown thanked Grant Thornton for the update. He asked whether building valuations had been an issue as a consequence of the Covid-19 pandemic. Ciaran McLaughlin said that this risk had been considered but there was no material uncertainty as London Councils did not own buildings. Councillor Johnson said that the accounts were in a good position considering the current climate.

The Audit Committee noted the contents of the annual audit report included at Appendix A.

5. Financial Accounts 2019/20

The Audit Committee received a report that presented the statement of accounts for 2019/20 for approval. The accounts to be approved comprised of London Councils Consolidated Statement of Accounts for 2019/20, London Councils Transport and Environment Committee Statement of Accounts for 2019/20 and London Councils Grants Committee Statement of Accounts for 2019/20.

David Sanni, Chief Accountant, London Councils, introduced the report. He informed members that there was a pre-audited surplus of £2.113 million across the three funding streams. Table 3 showed how the adjusted position for 2019/20 is disclosed in the statutory accounts, which excluded the transfer of reserves, but included the actuarial gains on pension assets/liabilities. David Sanni said that Table 5 in the report showed the usable reserves as at 31 March 2020. The reserves had reduced from £14.726 million at 1 April 2019 to £14.097 million at 31 March 2020.

The Chair asked what the position was with the usable reserves that London Councils had, and whether there were any issues regarding the robustness of London Councils debtors.

Frank Smith, Director of Corporate Resources, London Councils, informed members that an updated position on reserves had recently been reported to the London Councils' Executive Committee. He said that the £14.097 million did not incorporate the £4 million current commitment from reserves from April 2020 which results in uncommitted reserves of just over £10 million. Frank Smith said that the cross-party opinion at the Executive was that members were happy with the current position on reserves. With regards to debtors, Frank Smith said that the position recently reported to the Executive showed that London Councils had a lower value of debtors compared to the equivalent period in 2019. This was a great achievement considering most people were working remotely. Frank Smith thanked all boroughs for paying their bills on time.

Councillor Brown said that the London Councils position on reserves looked healthy. He asked whether there was any option to pay back some of the reserves to the boroughs in order help borough finances. Frank Smith said that there were statutory restrictions on what some of the reserve funds could be used for. For Grants, reserves could only be spent on agreed priorities – homelessness and sexual and domestic violence commissions. There is a ring fence of TEC Specific Reserves to fund the concessionary fares pass reissue scheme and special projects such as policy work associated with electric vehicles, car clubs and climate change.

Frank Smith said that there was more of a degree of flexibility in funds held in the centre (London Councils' core functions), and areas of work had been identified during the Covid-19 crisis that could benefit the boroughs. If Leaders suggested that reserve funds that exceeded the agreed benchmark should be paid back to the boroughs, it would certainly be considered as an option in the autumn budget round. Frank Smith confirmed that reserve funds had previously been returned to the boroughs on a number of occasions in recent years.

Councillor Brown thanked Frank Smith for the update. Councillor Johnson asked whether reserve funds could be used help with young people's travel fares when the increase came in. Frank Smith said that this was not a specific option and would only make a very small impact. He said that once the reserves were spent, they were gone as they were a 'one-off' payment. John O'Brien, Chief Executive, London Councils, said that conversations regarding the removal of under 18s free travel were continuing with TfL and the Government. He said that the timescale had now been pushed back. It was essential that any costs to boroughs for this were covered, and progress was being made on this issue.

The Audit Committee:

- Approved the statement of accounts, as detailed at Appendices A to C of this report subject to the satisfactory conclusion of outstanding audit work detailed on Item 4 of the Committee agenda.

6. Risk Management: Corporate Risk Register

The Audit Committee received a report that presented members with the current Corporate Risk Register.

Christiane Jenkins, Director of Corporate Governance, London Councils, introduced the Corporate Risk Register that was presented to Audit Committee every September. She informed members that all had been reviewed specifically in relation to Covid-19 and seven out of the ten risks had now been changed to reflect the impact/implications of Covid-19.

Councillor Johnson said that the risks were all set out clearly in the Register and were straightforward. Councillor Brown said that the Register was a good piece of work. He asked whether TfL's current funding position posed any challenges or risks to London Councils. Frank

Smith said that areas of risk from TfL's funding position were mainly around Taxicard. He said that TfL funded the majority of the Taxicard scheme, and owing to TfL's latest funding position, they were only committing to funding Taxicard on a quarterly basis. Officers were currently in talks with TfL about this issue. Frank Smith said that TfL always paid their bills on time, and claims had already been put in for August. He said that if TfL was no longer able to pay for the Taxicard scheme, then TEC would have to review the scope of the scheme. Frank Smith confirmed that TfL also funded LEPT on an annual basis, and funds had already been committed for the current year. Frank Smith informed members that boroughs were likely to get a concessionary fares' rebate next year of approximately £40 million (made up of rebates for the Rail Delivery Group and independent bus operators).

The Audit Committee noted the London Councils' Corporate Risk Register for 2020/21 which could be found attached at Appendix 2.

7. Internal Audit Report

The Audit Committee considered a report that provided an overall status update on progress against the 2020/21 Internal Audit Plan and a summary of the findings from the completed review of Risk Management (Green Assurance opinion).

Matt Lock, Head of Audit and Risk Management, City of London Corporation, introduced the report. He informed members that Jerry Mullins would be taking early retirement. The Chair thanked Jerry Mullins for all his work on the Audit Committee and wished him well on his retirement. Matt Lock said that the City of London Corporation had a Service Level Agreement (SLA) with London Councils. He said that Jerry Mullins was not retiring until March 2021, which provided a good handover period.

Matt Lock said that work had been progressing well with the internal audit, despite the challenges caused by the Covid-19 outbreak. He said that the fieldwork on the financial controls review had been completed and there was a minor change to the scope of the audit to consider the arrangements in operation during the lockdown period with officers working remotely. Work on Grants was also underway. Matt Lock said that some of the audit plans might have to change because some of the work could not be carried out remotely. Some areas of work might have to be substituted with something else, although this would be discussed with London Councils beforehand.

Matt Lock said that the risk management framework was a robust process and continuous improvements were being made. He said that a thorough assessment of risks to the organisation had been made. The Chair said that it was difficult to predict any movement from remote working, and flexibility was needed. Matt Lock said that the majority of documents that were needed for the internal audit could be found electronically. However, there were some documents that could only be found in London Councils' office at Southwark Street. The Chair thanked the City of London Corporation for its continued assistance with the internal audit.

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

8. Dates of the Audit Committee Meeting for 2021/22

The Audit Committee received a report that notified members of the proposed Audit Committee meeting dates for 2021/22.

The Audit Committee agreed the meeting dates for 2021/2022

The meeting finished at 11:15pm