

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: 7 June 2022
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 note the continuation of, and terms of reference for, the following sub-committees/forums:

- a. Leaders' Committee Executive
- b. Audit Committee
- c. Young People's Education and Skills Board (YPES)

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

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; and,
 - (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) Young People's Education and Skills Board (YPES);
 - (d) Fire Safety Members Group
 - (e) Pandemic Steering Committee

Changes during 2021/22

3. Since the last AGM, the Pandemic Steering Committee - the membership of which is London Councils five Elected Officers, has been stood down. The Elected Officers now meet informally on a fortnightly basis, as required.

The Fire Safety Members Group has never met so is also being "stood down".

4. The TOR for Leaders' Committee Executive, Audit Committee and the YPES Board were last approved by Leaders' Committee on 8 June 2021. There are no changes to those Terms of Reference, and they can be found in **Appendix One** of this report.

5. The TOR and membership for all the London Councils' joint committees, their sub-committees and forums are available on London Councils website.

Recommendations

6. Leaders' Committee is asked to note the continuation of, and the terms of reference for, the following sub-committees/forums:
 - a. Leaders' Committee Executive
 - b. Audit Committee
 - c. Young People's Education and Skills Board (YPES).
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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.
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.
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.
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.