

Merton Council

Council Annual meeting

Membership

The Mayor: Councillor Agatha Mary Akyigyina

The Deputy Mayor: Councillor Laxmi Attawar

Councillors: Stephen Alambritis, Mark Allison, Stan Anderson, Hamish Badenoch, John Bowcott, Michael Bull, Adam Bush, Tobin Byers, Charlie Chirico, David Chung, Caroline Cooper-Marbiah, Pauline Cowper, Stephen Crowe, Mary Curtin, David Dean, John Dehaney, Nick Draper, Edward Foley, Brenda Fraser, Fidelis Gadzama, Ross Garrod, Suzanne Grocott, Jeff Hanna, Joan Henry, Daniel Holden, James Holmes, Janice Howard, Mary-Jane Jeanes, Abigail Jones, Philip Jones, Andrew Judge, Sally Kenny, Linda Kirby, Abdul Latif, Najeeb Latif, Brian Lewis-Lavender, Gilli Lewis-Lavender, Edith Macauley MBE, Russell Makin, Maxi Martin, Peter McCabe, Oonagh Moulton, Ian Munn BSc, MRTPI(Rtd), Katy Neep, Dennis Pearce, John Sargeant, Judy Saunders, David Simpson CBE, Marsie Skeete, Peter Southgate, Geraldine Stanford, Linda Taylor OBE, Imran Uddin, Gregory Patrick Udeh, Peter Walker, Jill West, Martin Whelton and David Williams

Date: **Wednesday 13 May 2015**

Time: **7.15 pm**

Venue: **Council chamber - Merton Civic Centre, London Road,
Morden SM4 5DX**

This is a public meeting and attendance by the public is encouraged and welcomed. For more information about the agenda please contact

democratic.services@merton.gov.uk or telephone [020 8545 3361](tel:02085453361).

All Press contacts: press@merton.gov.uk, 020 8545 3181

Council Annual meeting

13 May 2015

- | | | |
|---|---|---------|
| 1 | Apologies for absence | |
| 2 | Declarations of Pecuniary Interest | |
| 3 | Election of Mayor for the 2015/ 2016 | |
| 4 | Mayor's appointment of the Deputy Mayor | |
| 5 | Vote of thanks to the Retiring Mayor | |
| 6 | Minutes of the previous meeting | 1 - 10 |
| 7 | Constitution of committees and other bodies | 11 - 46 |

Note on declarations of interest

Members are advised to declare any Disclosable Pecuniary Interest in any matter to be considered at the meeting. If a pecuniary interest is declared they should withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter. If members consider they should not participate because of a non-pecuniary interest which may give rise to a perception of bias, they should declare this, withdraw and not participate in consideration of the item. For further advice please speak with the Assistant Director of Corporate Governance.

All minutes are draft until agreed at the next meeting of the committee/panel. To find out the date of the next meeting please check the calendar of events at your local library or online at www.merton.gov.uk/committee.

COUNCIL
15 APRIL 2015
(19.15 - 21.04)

PRESENT The Mayor of Merton, Councillor Agatha Mary Akyigyina,
The Deputy Mayor of Merton, Councillor Laxmi Attawar

Councillors: Stephen Alambritis, Mark Allison, Stan Anderson, Hamish Badenoch, John Bowcott, Michael Bull, Adam Bush, Tobin Byers, Charlie Chirico, David Chung, Caroline Cooper-Marbiah, Pauline Cowper, Stephen Crowe, Mary Curtin, David Dean, John Dehaney, Nick Draper, Edward Foley, Brenda Fraser, Fidelis Gadzama, Ross Garrod, Suzanne Grocott, Jeff Hanna, Joan Henry, Daniel Holden, James Holmes, Janice Howard, Mary-Jane Jeanes, Abigail Jones, Philip Jones, Andrew Judge, Sally Kenny, Linda Kirby, Abdul Latif, Najeeb Latif, Brian Lewis-Lavender, Gilli Lewis-Lavender, Edith Macauley, Russell Makin, Maxi Martin, Peter McCabe, Oonagh Moulton, Ian Munn, Katy Neep, Dennis Pearce, John Sargeant, Judy Saunders, David Simpson, Marsie Skeete, Peter Southgate, Geraldine Stanford, Linda Taylor, Imran Uddin, Gregory Udeh, Peter Walker, Jill West, Martin Whelton and David Williams.

1 APOLOGIES FOR ABSENCE (Agenda Item 1)

No apologies were received

2 DECLARATIONS OF INTEREST (Agenda Item 2)

No declarations were received.

3 MINUTES OF THE PREVIOUS MEETING (Agenda Item 3)

RESOLVED:

That the minutes of the meeting held on 4 March 2015 were agreed as a correct record.

4 ANNOUNCEMENTS BY THE MAYOR, LEADER OF THE COUNCIL AND CHIEF EXECUTIVE (Agenda Item 4)

The Mayor provided the Council with a brief update on her recent Mayoral duties including discussing the Mayor's Ball which alone had raised in the region of £20,000 for her Mayoral charities.

The Mayor invited Councillor David Williams to say a few words on the death of Honorary Alderman and former Councillor Ethel Davis.

Councillors Stephen Alambritis and Oonagh Moulton, respectively said a few words on retirement of the Deputy Lieutenant, Sir John Wheeler, before the Mayor thanked him personally for the support he had provided during her term as Merton's First Citizen.

A presentation was then held with the Mayor, presenting Deputy Lieutenant, Sir John Wheeler with a motion of thanks from Merton Council in recognition his work representing the borough as Representative Deputy Lieutenant over the last 18 years. Sir John Wheeler then gave a short speech of thanks.

A copy of the speeches on Sir John Wheeler were included as appendix A to these minutes

5 PUBLIC QUESTIONS TO CABINET MEMBERS (Agenda Item 5)

The responses to the written public questions were circulated prior to the meeting. The Mayor then invited each of the questioners in turn to ask (if they wished) a supplementary question to the appropriate Cabinet Member.

A copy of the supplementary questions and the responses would be included within the 'Public questions to Cabinet Members' published document.

6 COUNCILLORS' ORDINARY PRIORITY QUESTIONS TO CABINET MEMBERS (Agenda Item 6)

The responses to the Members' ordinary priority questions were circulated prior to the meeting. The Mayor then invited each of those Councillors in turn to ask (if they wished) a further supplementary question to the Cabinet Member.

A copy of the supplementary questions and the responses would be included within the 'Councillors' ordinary priority questions' to cabinet members published document.

7a STRATEGIC THEME: COUNCILLORS' QUESTIONS TO CABINET MEMBERS (Agenda Item 7a)

The responses to the Members' strategic theme priority questions were circulated prior to the meeting. The Mayor then invited each of those Councillors in turn to ask (if they wished) a further supplementary question to the Cabinet Member.

A copy of the supplementary questions and the responses would be included within the 'Strategic theme: Councillors' questions to Cabinet Members' published document.

7b STRATEGIC THEME: MAIN REPORT (Agenda Item 7b)

The report was moved by Councillor Caroline Cooper-Marbiah and seconded by Councillor Stephen Alambritis

Councillor Gilli Lewis-Lavender also spoke on this item

RESOLVED:

That the report is agreed

7c STRATEGIC THEME MOTION: CONSERVATIVE (Agenda Item 7c)

The motion was moved by Councillor Gilli Lewis-Lavender and seconded by Councillor Brian Lewis-Lavender

The Labour amendment, as set out in item 18 was moved by Councillor Mary Curtin and seconded by Councillor Caroline Cooper-Marbiah.

Councillor Peter Southgate also spoke on this item

The Labour amendment was then put to the vote and was carried unanimously

RESOLVED

This Council notes that loneliness and isolation among older people can be the precursor for more serious illnesses, with recent studies suggesting it can lead to health-related consequences ranging from mild depression to serious mental health issues and also to dementia.

This Council therefore welcomes the activity clubs for older people established some time ago in West Barnes ward, and more recently in Raynes Park and Hillside wards, as well as the longstanding Friends in St Helier (FISH) group and the launch of its new expanded service, Friends in Lower Morden, a support group for older people, and FISH's new service in Cannon Hill. In addition there are a number of other excellent activity clubs for older people across the borough, including those run by the borough's rich diversity of faith groups. These clubs help to promote independence by giving older people the freedom to:

- develop for themselves the activities they wish to enjoy locally (usually within ½ mile of their home);
- be able to meet like minded people;
- make new friends; and
- raise their levels of fitness both of body and mind.

Council congratulates the many volunteers who give up their time to help others in their community. Council also welcomes our new Dementia Hub which is pioneering innovative ways of working with people with dementia where loneliness and isolation

is a key issue, and our Ageing Well Programme which focuses on prevention by tackling issues including depression and social isolation.

This Council believes that, in order to counter loneliness and isolation among older people in Merton, it is important that they can live as active lives as possible and that their views are listened to and properly taken into account by all those agencies involved in their wellbeing.

This Council therefore resolves to:

- a) request that Merton's Health and Wellbeing Board take positive steps to ensure that the needs of older people are properly assessed before they could become ill in order to achieve savings for both the Council and the local NHS through relevant preventative measures;
- b) ask Cabinet to review the Annual Residents' Survey to ensure that the views and needs of older people are being properly captured and taken into account; and
- c) endorse the contribution of all those involved in the growing number of activity clubs for older people across the borough, including the many older people themselves; and
- d) encourage councillors and residents in every part of the borough to consider innovative ways to promote the wellbeing of older residents in their local neighbourhoods, including through working in conjunction with the annual Celebrating Age Festival co-ordinated by Age UK Merton.

7d STRATEGIC THEME MOTION LABOUR (Agenda Item 7d)

The motion was moved by Councillor Stephen Alambritis and seconded by Councillor Peter McCabe

The Conservative amendment, as set out in item 19 was moved by Councillor David Williams and seconded by Councillor Suzanne Grocott.

Councillor Andrew Judge also spoke on this item

The Conservative amendment was then put to the vote, with votes in favour 20, and 35 votes against with 5 abstentions, and therefore the amendment falls.

RESOLVED

This council is shocked and appalled to learn of the secret plan to close St Helier hospital, which was revealed by the BBC on Monday 13 April. This comes despite recent assurances from hospital bosses that St Helier hospital was safe.

Council notes that the Deputy Prime Minister and Leader of the Liberal Democrats visited St Helier hospital on the very day this shocking plan was revealed and was roundly heckled by local residents.

Council notes that it is alleged that the secret plans include a preferred option to close both St Helier and Epsom hospitals and to build a new hospital in Sutton. Council recalls that a similar proposal was rejected by the previous Labour government after being called in by Merton's Labour administration.

Council reiterates its clear commitment to keeping our local hospital open and:

- 1 Calls for the release of these secret plans to close St Helier hospital
- 2 Calls for full disclosure of who is really behind these secret plans
- 3 Requests the Leader of the Council to write to the Secretary of State for Health and the Chief Executive of Epsom & St Helier Trust outlining the council's shock at these secret plans and the way they have been disclosed and making clear that Merton Council will continue its fight to protect our local hospital.

8 REPORTS FROM MITCHAM COMMUNITY FORUM (Agenda Item 8)

Councillor Ian Munn presented the report, which was received by the Council.

9 REPORT FROM MORDEN COMMUNITY FORUM (Agenda Item 9)

Councillor Philip Jones presented the report, which was received by the Council

10 REPORT FROM RAYNES PARK COMMUNITY FORUM (Agenda Item 10)

Councillor Brian Lewis- Lavender presented the report, which was received by the Council

11 NOTICE OF MOTION - CONSERVATIVE 1 (Agenda Item 11)

Prior to the commence of this item a set of three amendments were circulated throughout the Chamber for tabling for this item (Notice of Motion - Conservative 1) and the subsequent two items (Notice of Motion - Conservative 2 and Notice of Motion - Conservative 3).

A request was made for an adjournment. This requested was put to a vote, with votes in favour 24, and 35 votes against with 1 abstention and therefore the requests falls.

The Notice of Motion was then not moved or seconded and as a result the motion falls.

12 NOTICE OF MOTION - CONSERVATIVE 2 (Agenda Item 12)

The Notice of Motion was not moved or seconded and as a result the motion falls.

13 NOTICE OF MOTION - CONSERVATIVE 3 (Agenda Item 13)

The Notice of Motion was not moved or seconded and as a result the motion falls.

14 LOCAL PENSION BOARD (Agenda Item 14)

The report was moved by Councillor Peter McCabe and seconded by Councillor Imran Uddin.

Councillor Suzanne Grocott also spoke on this item.

RESOLVED

That Council:

- A). agrees to agrees to establishes the Local Pension Board and the Terms of Reference as detailed within Appendix A to the report;
- B.) delegates to the Director of Corporate Services the authority finalise all matters relating to the set-up of the Board including the power to make changes to the Terms of Reference in order to ensure compliance with relevant legislation and guidance; and
- C.) agrees that the Pension Board submit an annual report to Committee summarising its work.

15 CHANGES TO MEMBERSHIP OF COMMITTEES AND RELATED MATTERS (Agenda Item 15)

The report was moved by Councillor Mark Allison and seconded by Councillor Stephen Alambritis.

Councillor David Simpson also spoke on this item.

RESOLVED

That the changes to the membership of Committees approved under delegated powers since the last meeting of the Council are noted.

16 PETITIONS REPORT (Agenda Item 16)

A petition was presented by Councillor Linda Taylor. The petition was called 'Costa Coffee Planning application - Stop the planning form going ahead.'

17 BUSINESS FOR THE NEXT ORDINARY MEETING OF THE COUNCIL
(Agenda Item 17)

That the Strategic Theme for the next ordinary meeting of the Council to be held on 8 July 2015 shall be Sustainable Communities with an emphasis on Leisure and Sport.

Speeches honouring Deputy Lieutenant, Sir John Wheeler

Councillor Stephen Alambritis

It gives me great pleasure to say some words about Sir John Wheeler, Deputy Lieutenant of this borough for a great length of time. We have been blessed with his presence at functions. He has been a Minister of State and I well recall meeting him outwith functions; on the tube in Westminster, or outside Wimbledon Park tube station, and we always have a really good catch up. I myself, as someone who worked at Westminster for a number of years, have met a number of Deputy Lieutenants, some that we have lost such as Jack Wetherall, DL in Croydon. I must say they have risen to that position and represented their borough in glowing terms and Sir John Wheeler has done just that. We will obviously miss him enormously and we do hope that he will continue to attend our functions and we will of course have him on our invitation list. Thank you Sir John Wheeler.

Councillor Oonagh Moulton

It is a great honour to present the Rt Hon Sir John Wheeler with the certificate recording the council's vote of thanks which was actually made at our last ordinary council meeting, back on 4th February. We placed on record our thanks for the dedicated manner he has served the borough as our Representative Deputy Lieutenant from 1997 – 2015. He has indeed provided the longest service in the 50 year history of the borough and it is that period we are honouring tonight. As a former MP and Secretary of State for Northern Ireland, Sir John's record of public service has been quite extraordinary. I have placed on record that I was actually one of your early canvassers in the 1979 victory, so well done. Sir John and Lady Wheeler and family have lived in the borough for many years and they are residents in my ward of Wimbledon Park. Sir John has actively engaged himself, throughout his time in our ward, with the affairs of the local community, and he is recognised for his contribution on our residents' association and for chairing the Safer Neighbourhood team, which he only retired from fairly recently. So really he is an all round 'good egg'. He has had a special focus, and mission to get Merton residents engaged in volunteering and also supports their applications for the Queen's Award for Voluntary Service and is involved too in recognising other events and awards. Sir John has also welcomed many members of the Royal Family to Merton, including HRH The Prince of Wales, Prince William, and in 2012 he took the instrumental role in supporting the borough when the Queen and Duke of Edinburgh visited Merton as part of the Diamond Jubilee celebrations that took place at St Mark's Academy. As a past mayor of Merton I would like to speak on behalf of the mayoralty as well in endorsing the appreciation of the dedication, service and support he provided, to past mayors, leaders, councillors and officers who have all appreciated your support, advice and guidance and work in the community over the past 18 years. We all wish you well in your retirement and I am sure you will continue to be seen around Wimbledon Park. Very many thanks for all you have done.

The Mayor

I would like to give a big thank you to Sir John. I have been working with Sir John since June and he has been an absolute pleasure, a true gentleman and supportive of all of us, so thank you very much Sir John.

Sir John Wheeler

When I was a back bench member of parliament, and here is a cautionary word for you all, I was let into debate as long as I spoke for no more than four minutes. When I become a minister of course, I could talk for as long as I liked. However, this will be a few remarks well within four minutes. I would like to thank the council for its quite charming courtesy to me this evening, which is quite unexpected. I shall greatly treasure that moment of my service for the Queen and the borough over so many years. So many of the former mayors who I see before me, what a pleasure it has been to work with you, and what fun we have had in doing the many different things that we have all enjoyed together. I shall certainly miss that side of my public service. There are two people I would like to mention as a special thank you. The first of those is Carl Brown. Every mayor knows how vital Carl is to the mayoralty, and I can tell you as the current representative, Carl and I have shared a lot of confidences about you. Your secrets will be safe between us. The second person I would like to thank is my wife, Lady Wheeler, who has been a behind the scenes assistant to me. This uniform was designed by George IV and has spurs. You can only get into it with considerable help, more importantly you can't get out of it without considerable help. I am deeply grateful to Lady Wheeler for all she has done in helping me perform this service to you, and also getting me around the borough when Carl was not able to help me. So I thank you all very warmly, I wish you well, and I hope see you now and then in the future.

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Committee: Annual Council

Date: 13 May 2015

Wards: All

Subject: Constitution of Committees and Other Bodies

Lead officer: Paul Evans – Assistant Director of Corporate Governance

Contact Officer: Chris Pedlow – Senior Democratic Services Officer (020 8545 3616)
democratic.services@merton.gov.uk

Recommendations:

That the Council:

- A.
 - i) approves the constitution of committees, sub-committees and scrutiny bodies set out in (Appendix A) and;
 - ii) agrees the allocation of seats, chair and vice-chair positions and the appointment of members to those seats; (Appendix A)
- B.
 - i) approves the constitution of consultative forums and other bodies set out in (Appendix B) and
 - ii) agrees the appointment of members to those seats; (Appendix B)
- C. agrees the allocation of seats and appointment to the outside organisations as detailed in (Appendix C)
- D. agrees the terms of reference of consultative and other bodies for which the Council is responsible and the Joint Health Overview and Scrutiny Committee – South West London as set out in (Appendix D),
- E. agrees to delegate to the Planning Applications Committee the authority to appoint a non-voting co-opted member if this is deemed appropriate.
- F. notes that the Executive Leader has not made any changes to appointments to his Cabinet or to their respective portfolios – (Appendix E).
- G. notes that, in respect of the Mayor of Merton's Charitable Trust, any changes in membership arising from the Trust board meeting on the 11 May 2015 as detailed in (Appendix F - to follow)

1. Purpose of report and executive summary

- 1.1 This report recommends that Council establish committees, sub-committees, scrutiny panels (Appendix A), together with other consultative bodies (Appendix B) for the year 2015-16, allocates the seats on those bodies to political groups represented on the Council in accordance with the statutory proportionality rules and agrees to the appointment of the groups' nominees;
- 1.2 The report recommends that the Council agrees the allocation of seats on outside organisations and agrees to the appointment of the political groups' nominees (Appendix C);
- 1.3 The report recommends the terms of reference of consultative and other bodies for which the Council is responsible and the Joint Health Overview and Scrutiny Committee – South West London (Appendix D).

2. Alternative options

- 2.1 The Council must appoint at least one Overview and Scrutiny Committee, a Licensing Committee and a Health and Wellbeing Board. All other committees are constituted at the discretion of the Council.
- 2.2 The Council must allocate seats on the committees and sub-committees set out in Appendix B in accordance with statutory proportionality rules (with the exception of the Health and Wellbeing Board). All other seats may be allocated to groups at the Council's discretion.
- 2.3 The Council must establish a Standing Advisory Council on Religious Education and appoint members to it. The establishment of all other bodies set out in Appendix B is within the Council's discretion as are the terms of reference set out in Appendix D.
- 2.4 Participation in the outside organisations and allocation of seats set out in Appendix C is within the Council's discretion except where indicated as being within the executive leader's discretion.

3. Consultation undertaken or proposed

- 3.1 Political groups have been invited to make their appointments to the seats allocated to them. The Council must agree to appoint members nominated by the political groups to the seats allocated to those groups. The complete list of nominations will be circulated at the earliest opportunity.

Timetable

- 3.2 The constitution of the committees set out here is for the year 2015-2016 and takes immediate effect. Unless otherwise indicated all of these bodies will be established until the next annual meeting of the Council. The Council may review the committees it has established at any time. The Council must review the allocation of seats to political groups when there is a change in the political balance of the Council.

4. Legal and statutory implications

- 4.1 The Local Government Act 2000 makes provisions with respect to the function and procedures of local authorities. The Merton Constitution has been produced having regard to the provisions of the Act, Statutory Instruments and guidance from Central Government. The proposals within this report comply with the statutory requirements.
- 4.2 The Local Government Act 1972 contains provisions on the discharge of functions, meetings and proceedings of local authorities and access to information.
- 4.3 The Housing and Local Government Act 1989 contains provisions concerning the political balance on committees, the duty to allocate seats to political groups, and the duty to give effect to allocations.
- 4.4 The Licensing Act 2003 requires the Council to appoint a Licensing Committee.
- 4.5 The statutory requirement to have voting co-opted members for certain issues has been complied with by having 2 Church and 2 Parent Governors on the Overview and Scrutiny Commission (and the relevant education Panel).
- 4.6 The Council is under a statutory duty to review the representation of different political groups on the Council at its annual meeting. The purpose of the legislation is to ensure that a 'political balance' is secured on council committees, sub-committees etc. so as to reflect the overall political composition of the Council.
- 4.7 Once the review has been completed there is a second statutory duty to make a determination as to political representation. This requirement to allocate seats must be made in accordance with the following statutory principles:
 - a) All of the seats are not to be allocated to the same political group.
 - b) The majority of the seats go to the political group with a majority on the full Council.
 - c) Subject to the above two principles, the number of seats on the total of all the ordinary committees of the Council allocated to each political group must bear the same proportion to the proportion on the full Council.
 - d) Subject to the above three principles, the number of seats on each ordinary committee of the Council allocated to each political group must bear the same proportion on the full Council.

5. Appendices – the following documents are to be published with this report and form part of the report

- 5.1 Appendix A – Committees and sub-committees to be constituted and allocation of seats to political groups

- 5.2 Appendix B – Consultative and other bodies to be constituted and allocation of seats to political groups
- 5.3 Appendix C – Allocation of seats on outside organisations.
- 5.4 Appendix D - Terms of reference of Consultative and other bodies established by the Council including the Joint Health Overview and Scrutiny Committee – South West London
- 5.5 Appendix E – Executive Leader’s appointments to his Cabinet and their respective portfolios.

COMMITTEES, SUB-COMMITTEES AND SCRUTINY BODIES

COMMITTEE	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
OVERVIEW AND SCRUTINY COMMISSION (10 seats + 4 voting Co-opted Members) Substitutes allowed	Cllr Peter McCabe (Vice Chair) Cllr Stan Anderson Cllr Brenda Fraser Cllr Jeff Hanna Cllr Abigail Jones Cllr Katy Neep Substitutes Cllr John Dehaney Cllr Russell Makin	Cllr Oonagh Moulton Cllr Suzanne Grocott Cllr Hamish Badenoch (3 seats) Substitutes: Cllr David Simpson Cllr David Williams	Cllr Peter Southgate (Chair) Substitutes: Cllr John Sargeant	
HEALTHIER COMMUNITIES AND OLDER PEOPLE OVERVIEW AND SCRUTINY (6 seats) Substitutes allowed	Cllr Peter McCabe (Chair) Cllr Laxmi Attawar Cllr Mary Curtin Cllr Brenda Fraser Cllr Sally Kenny Substitutes: Cllr Joan Henry Cllr Greg Udeh	Cllr Brian Lewis-Lavender (Vice-chair) Cllr Suzanne Grocott Cllr Michael Bull Substitutes: Cllr Jill West Cllr Abdul Latif		
CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY PANEL (10 seats) Substitutes allowed	Cllr Katy Neep (Chair) Cllr Agatha Akyigyina Cllr Jeff Hanna Cllr Joan Henry Cllr Dennis Pearce Cllr Marsie Skeete Substitutes: Cllr Fidelis Gadzama Cllr Sally Kenny	Cllr Linda Taylor (Vice-chair) Cllr James Holmes Cllr Charlie Chirico Substitutes: Cllr Najeeb Latif Cllr Stephen Crowe	Cllr Edward Foley Substitute Cllr Peter Southgate	

COMMITTEE	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY PANEL (8 seats) Substitutes allowed	Cllr Abigail Jones (Chair) Cllr Stan Anderson Cllr Ross Garrod Cllr Russell Makin Cllr Imran Uddin Substitutes: Cllr Laxmi Attawar Cllr Jeff Hanna	Cllr David Dean (Vice-chair) Cllr Janice Howard Substitutes: Cllr Abdul Latif Cllr Daniel Holden	Cllr John Sargeant Substitute Cllr Edward Foley	
BOROUGH PLAN ADVISORY PANEL (6 seats) Substitutes allowed Page 16	Cllr Ian Munn (Chair) Cllr Philip Jones Cllr Dennis Pearce Cllr Geraldine Stanford Substitute Cllr Imran Uddin	Cllr John Bowcott (Vice-chair) Cllr Najeeb Latif Substitute: Cllr Stephen Crowe		
APPOINTMENTS COMMITTEE (10 seats) No substitutes	Cllr Stephen Alambritis (Chair) Cllr Mark Allison (Vice Chair) Cllr Caroline Cooper-Marbiah Cllr Nick Draper Cllr Maxi Martin Cllr Martin Whelton	Cllr Oonagh Moulton Cllr Janice Howard Cllr Michael Bull		Cllr Mary-Jane Jeanes

<p>GENERAL PURPOSES COMMITTEE (10 seats) Substitutes allowed</p>	<p>Cllr Peter McCabe (Chair) Cllr Laxmi Attawar Cllr Agatha Akyigyina Cllr Tobin Byers Cllr Mary Curtin Cllr Ian Munn</p> <p>Substitutes: Cllr Stan Anderson Cllr Imran Uddin</p>	<p>Cllr Janice Howard (Vice-chair) Cllr David Williams Cllr Stephen Crowe Cllr Adam Bush</p> <p>Substitutes: Cllr Michael Bull Cllr Daniel Holden</p>		
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COMMITTEE	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
STANDARDS COMMITTEE (8 seats plus co-opted non-voting members) Substitutes allowed	Cllr Peter McCabe (Chair) Cllr Tobin Byers Cllr John Dehaney Cllr Philip Jones Cllr Ian Munn Substitutes: Cllr Greg Udeh	Cllr David Williams (Vice-chair) Cllr Najeeb Latif Substitutes: Cllr Oonagh Moulton Cllr Adam Bush		Cllr Mary-Jane Jeanes
HEALTH AND WELLBEING BOARD (3 seats plus officers, statutory and non-statutory representatives) Proportionality does not apply	Cllr Caroline Cooper-Marbiah (Chair) Cllr Maxi Martin	Cllr Gilli Lewis-Lavender		
JOINT HEALTH COMMITTEES				
SO OUTH WEST LONDON JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE (2 seat) – Substitutes allowed	Cllr Greg Udeh Substitute: Cllr Brenda Fraser	Cllr Brian Lewis-Lavender Substitute: Cllr Suzanne Grocott		
REGULATORY AND QUASI JUDICIAL BODIES				
APPEALS COMMITTEE (6 seats)	Cllr Stephen Alambritis (Chair) Cllr Mark Allison Cllr Maxi Martin Cllr Martin Whelton	Cllr Oonagh Moulton Cllr Najeeb Latif		
JOINT REGULATORY SERVICES Committee (2seats) Proportionality does not apply	Cllr Nick Draper Cllr Judy Saunders			

COMMITTEE	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
LICENSING COMMITTEE (Licensing Act and Gambling Act purposes) (12 seats) No substitutes	Cllr Jeff Hanna (Chair) Cllr Stan Anderson Cllr Tobin Byers Cllr Pauline Cowper Cllr Joan Henry Cllr Philip Jones Cllr Greg Udeh	Cllr David Simpson (Vice-chair) Cllr Linda Taylor Cllr Michael Bull Cllr Jill West	Cllr John Sargeant	
LICENSING COMMITTEE (Miscellaneous) (12 Seats) No substitutes	Membership as for Licensing Committee			
LICENSING SUB-COMMITTEE (of above committee) (3 seats)	Any 3 members of the Licensing Committee			
PLANNING APPLICATIONS COMMITTEE (10 seats plus 1 Independent non-voting co-opted member to be appointed by the Planning Committee) Substitutes allowed	Cllr Linda Kirby (Chair) Cllr Tobin Byers Cllr Ross Garrod Cllr Abigail Jones Cllr Philip Jones Cllr Geraldine Stanford Subs: Cllr Ian Munn Cllr Imran Uddin	Cllr John Bowcott (Vice-chair) Cllr David Dean Cllr Daniel Holden Substitutes: Cllr Najeeb Latif Cllr Janice Howard	Cllr Peter Southgate Sub: Cllr John Sargeant	

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APPENDIX B

CONSTITUTION OF CONSULTATIVE FORUMS AND OTHER BODIES AND ALLOCATION OF SEATS TO GROUPS

COMMITTEE	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
COMMUNITY FORUMS – appointment of Chair				
COLLIERS WOOD COMMUNITY FORUM	Cllr Greg Udeh			
MITCHAM COMMUNITY FORUM	Cllr Ian Munn			
MORDEN COMMUNITY FORUM	Cllr Philip Jones			
RAYNES PARK COMMUNITY FORUM NB. local arrangements in respect of this forum put in place additional meetings with the Chair rotated and drawn from the four wards covered	N/A	N/A	N/A	N/A
WIMBLEDON COMMUNITY FORUM		Cllr James Holmes		
CORPORATE PARENTING STEERING GROUP (2 seats Cabinet Member for Young People & Opposition member on CYP Scrutiny) No substitutes	Cllr Maxi Martin	Cllr Linda Taylor		

COMMITTEE	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
HERITAGE AND DESIGN WORKING GROUP (5 seats plus representatives of local conservation areas and regional/national organisations) – Substitutes allowed	Cllr Nick Draper (Chair) Cllr Ian Munn Cllr Geraldine Stanford Substitute: Cllr Pauline Cowper	Cllr Abdul Latif (Vice- chair) Cllr John Bowcott Substitute: Cllr Najeeb Latif		
JOINT CONSULTATIVE COMMITTEE WITH ETHNIC MINORITY ORGANISATIONS (5 seats plus representatives of Merton's ethnic minority organisations) Substitutes allowed	Cllr Edith Macauley (Chair) Cllr Fidelis Gadzama Cllr Marsie Skeete Substitute: Cllr Joan Henry	Cllr Abdul Latif (Vice-chair) Cllr Charlie Chirico Substitute: Cllr Adam Bush		
MEMBERS' SCHOOL STANDARDS PANEL (3 seats + 1 substitute)	Cllr Dennis Pearce (Chair) Cllr Marsie Skeete Substitute: Cllr Agatha Akyigyina	Cllr James Holmes (Vice- chair)		
PENSION FUND ADVISORY COMMITTEE	Cllr Imran Uddin (Chair) Cllr Mark Allison	Cllr Adam Bush (Vice- chair)		
STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (3 seats plus representatives of Christian and other denominations and teacher associations) No substitutes	Cllr Laxmi Attawar Cllr Imran Uddin	Cllr Abdul Latif		

CONSTITUTION OF CONSULTATIVE FORUMS AND OTHER BODIES AND ALLOCATION OF SEATS TO GROUPS

ORGANISATION	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
Compact Working Group (2 seats)	Cllr Edith Macauley (Chair)	Cllr Gilli Lewis-Lavender		
Circle Housing Merton Priory (4 Seats)	Cllr Laxmi Attawar Mr Richard Williams	Diane Neil Mills	Kryisia Williams	
Greater London Enterprise (1 seat)	Cllr Stephen Alambritis			
Local Government Association (4 Seats)	Cllr Stephen Alambritis Cllr Agatha Akyigyina	Cllr Oonagh Moulton	Cllr Peter Southgate	
LGIU – Local Government Information Unit (To be appointed by the Executive Leader of the Council)	Cllr Jeff Hanna			
London Councils – Greater London Employment forum (1 Seat) (To be appointed by the Executive Leader of the Council)	Cllr Mark Allison			
London Councils Leaders’ Committee (1 Seat) (To be appointed by the Executive Leader of the Council)	Cllr Stephen Alambritis Substitute : Cllr Mark Allison			
London Councils Transport and Environment Committee (1 Seat) (To be appointed by the Executive Leader of the Council)	Cllr Nick Draper Substitutes : Cllr Andrew Judge Cllr Maxi Martin Cllr Martin Whelton			

ORGANISATION	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
London Councils Grants Committee (1 Seat) (To be appointed by the Executive Leader of the Council)	Cllr Edith Macauley Substitutes Cllr Maxi Martin Cllr Caroline Cooper-Marbiah Cllr Nick Draper			
London Road Safety Council (2 seats plus accident prevention officer)	Cllr Joan Henry	Cllr David Simpson		
London Home and Water Safety Council (1 seat plus accident prevention officer)	Cllr Nick Draper			
London Youth Games (1 seat)	Cllr Fidelis Gadzama			
Merton and Sutton Joint Cemetery Board (5 Seats)	Cllr Agatha Akyigyina Cllr Joan Henry Cllr Geraldine Stanford	Cllr David Williams Cllr Jill West		
Mitcham Common Conservators (4 Seats)	Cllr Ian Munn Cllr Russell Makin Cllr Marsie Skeete	Maurice Groves		
North East Surrey Crematorium Board (3 Seats)	Cllr Philip Jones Cllr Geraldine Stanford	Cllr Abdul Latif		
Pollards Hill Community Committee (3 Seats)	Cllr Jeff Hanna Cllr Joan Henry Cllr Martin Whelton			
Groundwork London's Local Authority Strategic Input Board (1 Seat)	Councillor Judy Saunders			

Safer Merton	Cllr Jeff Hanna	Cllr David Simpson		
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Terms of Reference of Consultative and other Bodies

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Conservation and Design Advisory Panel

Membership: Open Membership including 5 Merton Councillors

Constituted by: Council

Powers and Duties determined by: Council

Authority: Article 10 of the Constitution

Functions

- a) To promote good design and conservation in the urban environment.
- b) To advise on matters concerning the care, maintenance and enhancement of the Borough's built heritage, including Conservation Areas Management plans and character appraisals, Urban Villages, Urban Centres, Town Centres and other areas containing heritage assets.
- c) To advise on the preservation of buildings of special architectural or historic interest, both on the Statutory List and the Local List.
- d) To advise on archaeological matters.
- e) To advise on Parks and Gardens issues.
- f) To advise on the Conservation Area and archaeological implications of Development briefs, Planning briefs, Design briefs and Statements.
- g) To advise on design and conservation based area regeneration initiatives and schemes, and review their implementation.
- h) To provide urban design advice on major road proposals, major traffic management schemes, and policy for street materials, signage and street furniture in the Borough, and landscaping work within the public domain.
- i) To advise on the designation and review of Conservation Areas, Areas of Distinctive Quality, and other built heritage designations, and on additions and deletions to the Local List of Buildings.
- j) To advise on the preparation and review of the Local Development Framework documents and Supplementary Planning documents, in relation to Conservation Areas, archaeology, Listed and Locally Listed Buildings, building design and Urban Design matters.
- k) To advise on any other matters, not mentioned above, which may be referred to the Advisory Panel by the Director of Environment and Regeneration, in consultation with the Chair of the Panel, on the grounds that it would be beneficial to the Council to seek the views of the Panel on the matter concerned.

Corporate Parenting Group (CPG)

Membership: Set Out Below

Constituted by: Council

Terms of Reference of CPG

Understanding and championing the needs and ambitions of Looked After Children and care leavers across the Merton Partnership.

Ensuring joined up pathways in education, health, employability, leisure and recreation, for Merton LAC, LAC children overseen by the Virtual School and Merton Care Leavers.

Receiving direct feedback from Merton Children in Care Council and the wider Looked After Children population, to improve council and partner service development and delivery.

Providing mutual challenge within and across the partnership to prioritise continuous improvement for services and outcomes.

Giving conspicuous care and attention to particularly vulnerable Looked After Children such as young offenders, substance misusers and pregnant teenagers, to ensure effective risk assessment and appropriate service support.

Membership of CPG

Job Title (Role)
Service Manager, Early Years
Complaints Officer, Information Governance
Team Manager, 14+
Cabinet Member for Children's Services
Children and Young People Overview and Scrutiny Panel (opposition Member)
Chief Executive
Service Manager, Merton CAMHS at South West London and St Georges Mental Health NHS Trust
Participation Co-ordinator
Head of Virtual School
Service Manager, Service Manager Access to Resources
Head of Children's Social Care
Business Support Officer to Paul Angeli
Service Manager, LAC, Permanency & Placements
Executive Assistant to Ged Curran, Chief Executive
Director of Children, Schools and Families
Deputy Research & Information Manager

Joint Consultative Committee with Ethnic Minority Organisations

Membership: 5 Merton Councillors and representatives of Community Organisations

Constituted by: Council

Powers and Duties determined by: Council

Authority: Section 76 Race Relations Act 1976 and Race Relations (Amendment) Act 2000 and Article 10 of the Constitution

Functions

- a) To advise and make recommendations upon strategic policy issues relating to:
 - (i) Issues of local concern to the ethnic minority communities
 - (ii) Provision of Council services and resources, with reference to the needs of local ethnic minority communities
 - (iii) The elimination of discriminatory practices and racial prejudice in the delivery of Council services
 - (iv) The promotion of equal opportunities and good relations between different groups
 - (v) Applications for financial grant from Merton Council, Central Government, EC and other external funding organisations in aid of projects affecting local ethnic minority people.
- b) To contribute to and monitor the Council's Equality and Diversity Statement and Policy and the Race Equality commitments of the Corporate Equality Scheme

Members' School Standards Panel

Membership: 3 members one of whom shall be Chair

Constituted by: Council

Powers and Duties determined by: Council

Authority: Article 10 of the Constitution

Functions

- a) The Panel will meet half termly
- b) OFSTED Inspection Reports
 - (i) Receive all OFSTED Inspection reports and discuss the outcomes with the head teacher, the chair of the governing body and one other representative governor.
 - (ii) Support each school's governing body in the development of an appropriate, relevant and effective action plan in response to the inspection report.
 - (iii) Request the Chief Inspector to write to the chair of the governing body to summarise the meeting, and where appropriate, to follow up on the implementation of the school's action plan where the OFSTED report indicates that the school is performing below expected levels in significant aspects. In such a case the school will be allocated to the appropriate category as set out in the Support and Monitoring Framework.
- c) Support and Monitoring Framework
 - (i) Receive a termly oral report from the Chief Inspector of the outcomes of the half-termly Phase Group meetings, including a list, confidential between the MRP and the Chief Inspector, of the performance levels of all schools.
 - (ii) Receive all monitoring reports from schools undergoing support and monitoring at level D, and confirm decisions made by the School Improvement Group (SIG).
 - (iii) Receive all monitoring reports from schools at level E of the Support and Monitoring Framework and confirm decisions made by the Schools Improvement Group. The final report will go to the Cabinet Portfolio holder for a decision on further action with a recommendation from the Panel.
- d) Formal Warning Notices
 - (i) Recommend to Cabinet Portfolio holder the issue of a Formal Warning Notice to a governing body where the governing body refuse to take the necessary action to address serious weakness. In some circumstances, this may need to be carried out in the form of urgency under delegated powers.
 - (ii) Recommend to Cabinet Portfolio holder the appointment of additional governors where a governing body does not comply with a Formal Warning Notice, and/or the suspension of a school's delegated budget.

Standing Advisory Council On Religious Education

Membership:

See section 3 below

Constituted by: Council

Powers and Duties determined by: Section 390 of the Education Act 1996

Authority: Section 390 of the Education Act 1996

The Council shall be called the Merton SACRE (Standing Advisory Council on Religious Education).

It is established under Section 3.90 – 3.97 of the Education Act 1996 as amended.

1. Role and functions

- a) To advise the LA on such matters concerned with school worship and with Religious Education according to an Agreed Syllabus as the LA may request or as the SACRE may see fit.
- b) These matters might include methods of teaching and choice of materials to deliver the Agreed Syllabus.
- c) To evaluate how well the Agreed Syllabus supports the provision of Religious Education provision in schools.
- d) To receive, and determine whether an application from a Head Teacher to vary the requirement for worship of a broadly or mainly Christian character, is appropriate for the whole school or for groups of pupils.
- e) To publish an annual report on the work of SACRE and to circulate this to Headteachers, to QCDA and to the appropriate Council Committee and senior officers in Children Schools and Families Department.
- f) To set up a Statutory Conference at any time if, in the opinion of SACRE, it becomes necessary to review the Authority's agreed syllabus and to do so at least every five years.
- g) To advise, if requested, on matters arising from the Authority's Complaints Procedures under Section 23 of the Education Reform Act 1988.

2. Officers

- a) The Director of Merton's Children, Schools and Families Department, or such other senior officer/s as s/he may designate, shall attend and participate in discussions in the SACRE as professional adviser/s and make appropriate arrangements to support the administration of the SACRE and its meetings.

3. Membership

- a) In accordance with the provisions of the Education Reform Act 1988 (Section 11(4)): The SACRE is to comprise four groups representing:
Committee A
Such religions and belief groups as, in the opinion of the Council, will appropriately reflect the principal religious and belief traditions in the Borough of Merton.
Committee B
The Church of England.
Committee C

Such associations representing teachers as, in the opinion on the Local Authority, ought, having regard to the circumstances of the borough, to be represented.

Committee D

The Local Authority.

- b) The Authority may, after appropriate consultation with the denomination/association concerned, remove a member of the SACRE, if in the opinion of the Authority, that member ceases to be representative of the denomination or belief group s/he was appointed to represent.

4. Term of office of members

Members of Group D (elected members) shall be elected at the Annual Meeting of Merton Council.

5. Vacancies

- a) A member appointed to fill a vacancy shall hold office only for the unexpired term of office of the member in whose place s/he is appointed.
- b) Any vacancy occurring within three months of the expiration of the term of office of a member need not be filled.
- c) The validity of proceedings of the SACRE or of the members of the SACRE of any particular category shall not be affected:
 - I. By a vacancy in the office of any member of the Council; or
 - II. On the grounds that a member of the Council appointed to represent any denomination or associations does not at the time of the proceedings represent the denomination or associations in question.
 - III.

6. Deputies

Only named deputies may attend or vote in place of a member.

7. Chair and Vice-Chair

- a) The Chair and Vice Chair shall be elected annually by the SACRE members following nomination at the first SACRE meeting of the council year. Nominations should be made to the clerk prior to the start of the meeting.
- b) If there is more than one nomination for each position then a secret ballot will take place. In the event of a tie the previous chair has the casting vote.
- c) In the case of no nominations an executive group consisting of a member of each committee shall be set up.

8. Voting

- a) SACRE
Each representative group shall be entitled to one vote on any question to be decided by the whole SACRE, totalling four votes in all. Decisions made by the SACRE require a majority vote.
- b) Representative Groups
Decisions made within each representative group, including how to cast that group's vote on any question to be determined by the whole SACRE, require a majority vote.

9. Co-options

- a) The SACRE may co-opt further members if it is felt that the existing members do not adequately reflect the principal belief groups and/or religious traditions of the area, or for particular purposes and such length of time as representative groups on the SACRE shall decide.
- b) Such co-opted members may participate fully in the discussion of the SACRE but may not vote or participate in the co-option of others.
- c)

10. Quorum

A quorum shall consist of one third of the members and which must include representation from each of the four committee groups.

11. Frequency of meetings

- a) The SACRE shall normally meet at least once in every school term. It is for each of the four constituent groups to determine whether it wishes to meet on an ad hoc basis outside meetings of the full Council.
- b) The chair may call an extraordinary meeting if this agreed at a preceding quorate meeting.

12. Notice of meetings

At least five clear working days before each meeting of the SACRE the clerk shall send notice to every member setting out the business to be transacted. Items for the agenda may be submitted by any of the four groups, and such items should be sent to the Clerk not less than 14 days before a meeting.

13. Minutes

The minutes of each meeting shall be sent by the Clerk to each member as soon as practicable after a meeting. The minutes shall be confirmed and signed at the next meeting.

14. Submission of resolutions to the Cabinet

The Clerk shall submit to the following meeting of the Cabinet any resolution of the SACRE addressed to that Committee.

15. Availability of papers to the public

All papers of the SACRE shall be available on the local authority's website, except in relation to any matter deemed by the SACRE to be confidential.

Pension Fund Investment Advisory Panel

Membership: Voting - 3 Councillors. Non-voting - Chief Finance Officer (or delegate), Treasury Services Manager, Staff Side Representative, Pensioner Representative)

Constituted by: Council

Powers and Duties determined by: Council

Authority: (Section 102(4) Local Government Act 1972)

Functions

- a) To establish, in consultation with relevant advisors, appropriate investment policy for the Pension Fund, and to advise General Purposes Committee accordingly
- b) To advise officers on the exercise of their delegated powers concerning the management and investment strategy of the Pension Fund and to report to and advise General Purposes Committee as appropriate.
- c) To monitor the performance of the Pension Fund relative to its objectives, benchmarks and targets, and to prompt remedial action as necessary
- d) To review the draft Annual Report and Accounts for the Pension Fund, and provide comments to the General Purposes Committee and Audit Committee in respect of the investment matters reported therein.

South West London Joint Waste Management Committee

Membership: 2

Constituted by: Cabinet

Powers and Duties determined by: Cabinet

Authority: Cabinet

Functions:

To advise the Cabinet on the South London Joint Waste Committee whose primary function is to make arrangements for the disposal of waste, provide places for the deposit and disposal of waste and to advise the Participating Councils on the delivery and separation of waste. The Participating Councils are the London Boroughs of Merton, Croydon and Sutton and the Royal Borough of Kingston. The specific functions of the Committee are set out in Schedule 1 of the Constitution of the Committee operating under the name of the South London Waste Partnership.

JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE – SOUTH WEST LONDON

TERMS OF REFERENCE

1.1 The South West London Joint Health Overview and Scrutiny Committee is established by the London Boroughs of Croydon, Merton, Richmond upon Thames, Sutton, Wandsworth, and the Royal Borough of Kingston upon Thames (constituent boroughs) in accordance with s.245 of the NHS Act 2006 and the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

1.2 It will be a standing Joint Overview and Scrutiny Committee which will undertake scrutiny activity in response to a particular reconfiguration proposal or strategic issue affecting some, or all of the constituent Boroughs.

1.3 The length of time a specific matter / proposal will be scrutinised for will be determined by the Joint Committee.

1.4 The purpose of the Standing Joint Committee is to consider the following matters and commission sub-committees to carry out detailed scrutiny work as below:

(a) To engage with Providers and Commissioners on strategic sector wide proposals in respect of the configuration of health services affecting some or all of the area of Croydon, Merton, Richmond upon Thames, Sutton, Wandsworth, and the Royal Borough of Kingston upon Thames (the area.)

(b) Scrutinise and respond to the consultation process (including stakeholder engagement) and final decision in respect of any reconfiguration proposals affecting some, or all of the constituent Boroughs.

(c) Scrutinise in particular, the adequacy of any consultation process in respect of any reconfiguration proposals (including content or time allowed) and provide reasons for any view reached.

(d) Consider whether the proposal is in the best interests of the health service across the affected area.

(e) Consider as part of its scrutiny work, the potential impact of proposed options on residents of the reconfiguration area, whether proposals will deliver sustainable service change and the impact on any existing or potential health inequalities.

(f) Assess the degree to which any proposals scrutinised will deliver sustainable service improvement and deliver improved patient outcomes

(g) Agree whether to use the joint powers of the local authorities to refer either the consultation or final decision in respect of any proposal for reconfiguration to the Secretary of State for Health.

(h) As appropriate, review the formal response of the NHS to the Committees consultation response.”

1.5. The Joint Committee will consist of 2 Councillors nominated by each of the Boroughs and appointed in accordance with local procedure rules. Each Council can appoint named substitutes in line with their local practices.

1.6 Appointments to the Joint Committee will be made annually by each Borough with in-year changes in membership confirmed by the relevant authority as soon as know.

1.7 A Chairman and Vice Chairman of the Joint Committee will be elected by the Committee at its first meeting for a period of one year and annually thereafter.

1.8 The life of the Joint Committee will be for a maximum of four years from its formation in July 2014.

1.9 For each specific piece of scrutiny work undertaken relating to consultations on reconfiguration or substantial variation proposals affecting all or some of the constituent borough areas, the Joint Committee will either choose to act as a full Committee or can agree to commission a sub-committee to undertake the detailed work and define its terms of reference and timescales. This will provide for flexibility and best use of resource by the Joint Committee.

1.10 In determining how a matter will be scrutinised, the Joint Committee can choose to retain decision making power or delegate it to a sub-committee.

1.11 The overall size of each sub-committee will be determined by the main Committee and must include a minimum of 1 representative per affected Borough.

1.12 Where a proposal for reconfiguration or substantial variation covers some but not all of the constituent Boroughs, in establishing a sub-committee, formal membership will only include those affected Boroughs. Non affected boroughs will be able to nominate members who can act as ‘observers’ but will be non-voting.

1.13 The Committee and any sub-Committees will form and hold public meetings, unless the public is excluded by resolution under section 100a (4) Local Government Act 1972 / 2000, in accordance with a timetable agreed upon by all Boroughs and subject to the statutory public meeting notice period.

JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE (JHOSC)

RULES OF PROCEDURE

1. Membership of Committee and Sub-Committees

1.1 The London Boroughs of Croydon, Merton, Richmond upon Thames, Sutton, Wandsworth and the Royal Borough of Kingston upon Thames, will each nominate, 2 members to the JHOSC, appointed in accordance with local procedure rules .

1.2 Appointments will reconfirmed annually by each relevant authority

1.3 Individual boroughs may change appointees in accordance with the rules for the original nomination.

1.4 Individual boroughs will be strongly encouraged to nominate substitutes in accordance with local practice.

1.5 In commissioning Sub-Committees, membership will be confirmed by the JHOSC and can be drawn from the main Committee or to enable use of local expertise and skill, from non-Executive members of an affected borough.

1.6 The membership of a sub-committee will include at least one member from each affected Borough. (Non affected boroughs can appoint 'observer' members to sub-committees but they will be non voting.

1.7 The JHOSC, may as appropriate review its membership to include authorities outside the South West London area whom are equally affected by a proposal for reconfiguration or substantial variation who can be appointed to serve as members of relevant sub-committees.

2. Chairman

2.1 The JHOSC will elect the Chairman and Vice Chairman at the first formal meeting. A vote will be taken (by show of hands) and the results will be collated by the supporting Officer.

2.2 The appointments of Chairman and Vice Chairman will be reconfirmed annually.

2.3 If the JHOSC wishes to, or is required to change the appointed Chairman or Vice Chairman, an agenda item should be requested supported by four of the six constituent Boroughs following which the appointments will be put to a vote.

2.4 Where a sub-committee is commissioned, at its first meeting a Chairman and Vice-Chairman will be appointed for the life of the sub-committee.

3. Substitutions

3.1 Named substitutes may attend Committee meetings and sub-committee meetings in lieu of nominated members. Continuity of attendance is strongly encouraged.

3.2 It will be the responsibility of individual committee members and their local authorities to arrange substitutions and to ensure the supporting officer is informed of any changes prior to the meeting.

3.3 Where a named substitute is attending the meeting, it will be the responsibility of the nominated member to brief them in advance of the meeting.

4. Quorum

4.1 The quorum of a meeting of the JHOSC will be the presence of one member from each of five of the six participating Boroughs.

4.2 The quorum of a meeting of a Sub Committee of the JHOSC will be three quarters of the total membership of the sub-committee to include a minimum of two members.

5. Voting

5.1 Members of the JHOSC and its sub Committees should endeavour to reach a consensus of views and produce a single final report, agreed by consensus and reflecting the views of all the local authority committees involved.

5.2 In the event that a vote is required each member present will have one vote. In the event of there being an equality of votes the Chairman of the JHOSC or its sub-committee will have the casting vote.

6. JHOSC Role, Powers and Function

6.1 The JHOSC will have the same statutory scrutiny powers as an individual health overview and scrutiny committee that is:

- accessing information requested
- requiring members, officers or partners to attend and answer questions
- Referral to the Secretary of State for Health if the Committee is of the opinion that the consultation has been inadequate or the proposals are not 'in the interests' of the NHS

6.2 The JHOSC can choose to retain the powers of referral to the Secretary of State for Health for a particular scrutiny matter or delegate them to an established sub-committee.

7. Support

7.1 The lead governance and administrative support for the JHOSC will be provided by Boroughs on an annual rotating basis.

7.2 The lead scrutiny support for sub-committees will be provided by Boroughs on a per issue basis to be agreed by the JHOSC.

7.3 Meetings of the JHOSC and its sub-committees will be rotated between participating Boroughs.

7.4 The host Borough for each meeting of the JHOSC will be responsible for arranging appropriate meeting rooms and ensuring that refreshments are available.

7.5 Each borough will identify a key point of contact for all arrangements and Statutory Scrutiny Officers will be kept abreast of arrangements for the JHOSC.

8. Meetings

8.1 Meetings of the JHOSC and its sub-committees will be held in public unless the public is excluded by resolution under section 100a (4) Local Government Act 1972 / 2000 and will take place at venues in one of the Six SWL boroughs.

8.2 Meetings will not last longer than 3 hours from commencement, unless agreed by majority vote at the meeting.

9. Agenda

9.1 The agenda will be drafted by the officers supporting the JHOSC or its sub-committees and agreed by the appropriate Chairman. The officer will send, by email, the agenda to all members of the JHOSC, the Statutory Scrutiny Officers and their support officers.

9.2 It will then be the responsibility of each borough to:

- publish official notice of the meeting
- put the agenda on public deposit
- make the agenda available on their Council website; and
- make copies of the agenda papers available locally to other Members and officers of that Authority and stakeholder groups as they feel appropriate.

10. Local Overview and Scrutiny Committees

10.1 The JHOSC or its sub-committees will invite participating Borough's health overview and scrutiny committees and other partners to make known their views on the review being conducted.

10.2 The JHOSC or its sub-committees will consider those views in making its conclusions and comments on the proposals outlined or reviews.

10.3 Individual Overview and Scrutiny Committees will make representations to any NHS Body where a consensus at the JHOSC cannot be reached"

11. Representations

11.1 The JHOSC or its sub-committees will identify and invite witnesses to address the committee and may wish to undertake consultation with a range of stakeholders.

11.2 As far as practically possible the committee or sub-committee will consider any written representations from individual members of the public and interest groups that represent geographical areas in South West London that are contained within one of the participating local authority areas.

11.3 The main Committee and any established sub-committees will consider up to 3 verbal representations per agenda item from individual members of the public and

interest groups that represent geographical areas in South West London that are contained within one of the participating local authority areas. Individuals must register to speak before 12pm on the day before the meeting takes place.

11.4 The Chairman or any committee or sub-committee will have the discretion to accept more or late speakers where s/he feels it is appropriate.

Cabinet Portfolios

1. Leader of the Council – Cllr Stephen Alambritis

2. Deputy Leader and Cabinet Member for Finance – Cllr Mark Allison

Leading on the change management agenda with responsibility for driving through value for money and efficiency within the council and cutting out waste and bureaucracy. Leading on the budget, including the development of revenue, capital and debt management strategies. Responsible for corporate finance, IT and audit, human resources, civic and legal services, and risk management. Driving improvements in council performance and leading performance review meetings. Responsible for customer satisfaction and provision of good quality services. Monitoring progress of council wide strategic approach to customer services and community support and access. Responsible for effective communication with residents.

3. Cabinet Member for Adult Social Care and Health – Cllr Caroline Cooper-Marbiah

Community care services including relations with local Primary Care Trust, Clinical Commissioning Group (CCG) and health organisations and protecting local hospital services. Healthy living schemes. Social services for adults, services for adults with learning disabilities and mental health services. Older people's services including support for carers, day care for the elderly and meals on wheels, working alongside the National Health Service. Leading on personalisation and choice issues. Public Health and Health and Wellbeing Board.

4. Cabinet Member for Children's Services – Cllr Maxi Martin

Covering the full statutory role as lead member for Children. Development of the Children's Trust. Overall responsibility for tackling child poverty. Children's care services and disabled children, including Special Educational Needs. Early years and childcare, extended schools and children's centres. Leading on improvement in youth services. Responsible for youth justice. Corporate parenting and ensuring our looked after children succeed. Ensuring strong prevention work with families, supported by partners. Strong safeguarding through Local Safeguarding Children's Board partnership. Delivering purposeful intervention to prevent care and promote permanency.

5. Cabinet Member for Community and Culture – Cllr Nick Draper

Leading on libraries including: ensuring that library services are accessible to all; supervising investment, improvement and building on new technology in libraries. Maximising use of library buildings. Leisure operations and development. Olympics legacy. Arts and culture development. Heritage and tourism. Ensuring licensing policy and its consequences work in the interests of all citizens. Responsible for housing strategy, developing relations with Housing Associations and promoting the needs of tenants and leaseholders. Ensuring delivery of promises by Merton Priory Homes. Housing needs. Ensuring sufficient supply of affordable housing.

6. Cabinet Member for Community Safety, Engagement and Equalities – Cllr Edith Macauley

Community partnerships including specific focus on voluntary sector. Looking into the management of grants to community groups. Looking at decisions of Grants Committee and Merton Compact Board. Development of Controlled Drinking Zones. Reducing the threat of crime and anti-social behaviour in Merton and working closely with Police and Community Safety partnerships. Leading on community engagement, including Community Plan, and increased participation in local decision making. Engaging young people in the life of the community eg Youth Parliament and their responsibilities as part of the whole community. Ensuring all equalities strands (gender, race, disability, sexual orientation, gender reassignment, pregnancy/maternity, religion/belief and age) are embedded throughout council performance.

7. Cabinet Member for Education – Cllr Martin Whelton

Overarching management of education. Leading on the planning, development and expansion of the schools estate. Raising standards at each key stage in schools, especially GCSE KS4. Championing fair access. Strategic schools issues. Responsibility for Smart Centre (PRU) and exclusions. Governor training and support. School meals and sports and fitness. 14-19 agenda including skills. Improving scope of adult education service, encouraging participation and provision for all, including improving transitions for those previously excluded from education into mainstream education, work and training.

**8. Cabinet Member for Environmental Cleanliness and Parking – Cllr
Judy Saunders**

Ensuring implementation of key pledges including improving the street scene, bulky waste collection, improved street sweeping, tackling fly-tipping and graffiti and fair parking charges. Lead member for parking services and for developing the council's parking management strategy including the parking charter. Lead member on waste services including commercial waste and all other waste operations and leading on the introduction of high-tech bins in parks and working with businesses on time banded collections. Also leading on trading standards and commercial environmental health.

**9. Cabinet Member for Environmental Sustainability and Regeneration – Cllr
Andrew Judge**

Leading on improving the physical environment in which people live and work. Ensuring maximum recycling and utilization of waste, leading on waste contracts. Ensuring the maximum of renewable and low carbon energy. Protecting the fauna and flora in our natural environments. Encouraging sustainable activity by local community groups in allotments, parks and open spaces, including, where appropriate, the transfer of assets to community trusts. Lead on asset management, traffic and highways, fleet transport and transport planning, development and building control, spatial policy, green spaces. Leading on regeneration and neighbourhood renewal initiatives including Colliers Wood/South Wimbledon and Mitcham and Morden town centres. Overseeing major projects in Wimbledon. Building a vision in conjunction with local residents for the future of our neighbourhoods. Economic Development. Liaison with and support of the Business Community.

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