

Merton Council

Council Annual meeting

Membership

The Mayor: Councillor Brenda Fraser

The Deputy Mayor: Councillor Stan Anderson

Councillors: Agatha Mary Akyigyina, Stephen Alambritis, Mark Allison, Laxmi Attawar, Hamish Badenoch, John Bowcott, Michael Bull, Adam Bush, Mike Brunt, Tobin Byers, Charlie Chirico, David Chung, Caroline Cooper-Marbiah, Pauline Cowper, Stephen Crowe, Mary Curtin, David Dean, John Dehaney, Nick Draper, Edward Foley, 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, Peter McCabe, Oonagh Moulton, Ian Munn BSc, MRTPI(Rtd), Katy Neep, Jerome Neil, Dennis Pearce, John Sargeant, Judy Saunders, David Simpson CBE, Marsie Skeete, Peter Southgate, Geraldine Stanford, Linda Taylor OBE, Imran Uddin, Gregory Patrick Udeh, Jill West, Martin Whelton and David Williams

Date: Wednesday 17 May 2017

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 3616](tel:02085453616).

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

Council Annual meeting

17 May 2017

- | | | |
|---|--|--------|
| 1 | Apologies for absence | |
| 2 | Declarations of Pecuniary Interest | |
| 3 | Election of Mayor for the forthcoming municipal year | |
| 4 | Mayor's appointment of the deputy mayor | |
| 5 | Vote of thanks to the retiring Mayor | |
| 6 | Minutes of the previous meeting | 1 - 8 |
| 7 | Constitution of committees and other bodies | 9 - 48 |

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.

Agenda Item 6

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

12 APRIL 2017

(7.15 pm - 9.45 pm)

PRESENT

The Mayor, Councillor Brenda Fraser
The Deputy Mayor, Councillor Stan Anderson,
Councillors Agatha Mary Akyigyina, Stephen Alambritis,
Mark Allison, Laxmi Attawar, Hamish Badenoch, John Bowcott,
Mike Brunt, 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, Fidelis Gadzama,
Ross Garrod, Suzanne Grocott, 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,
Peter McCabe, Oonagh Moulton, Ian Munn, Katy Neep,
Jerome Neil, Dennis Pearce, John Sargeant, Judy Saunders,
David Simpson, Marsie Skeete,
Peter Southgate, Geraldine Stanford, Linda Taylor,
Imran Uddin, Jill West, Martin Whelton and David Williams

1 APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Councillors Jeff Hanna and Greg Udeh.

2 DECLARATIONS OF PECUNIARY INTEREST (Agenda Item 2)

No declarations of pecuniary interest were made.

3 MINUTES OF THE PREVIOUS MEETING (Agenda Item 3)

RESOLVED: That the minutes of the meeting held on 1 March 2017 are agreed as an accurate record.

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

The Leader announced that the Mayor-elect for the municipal year of 2017-2018 would be Councillor Marsie Skeete.

The Chief Executive announced that, following a full recruitment process, Hannah Doody has been appointed to the position Director of Community and Housing and will join the London Borough of Merton on 10th July 2017.

The Mayor provided a brief update on recent Mayoral duties and gave details of upcoming events. She presented two awards. The first was to the South London Legal Partnership who won the Driving Efficiency Through Technology category at the Local Government Chronicle Awards for their work on digital courtrooms. The second award was presented to the project team who won the award for Best Small Business Friendly Procurement to Support Local Trade for the procurement for a private taxi service for children with special needs.

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 further question to the Cabinet Member. A copy of the supplementary questions and responses will be included in the 'public questions to Cabinet Members' published document.

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

The responses to the written member ordinary priority questions were circulated prior to the meeting. The Mayor then invited each of the members in turn to ask (if they wished) a further question to the Cabinet Member. A copy of the supplementary questions and responses will be included in the 'member ordinary priority questions to Cabinet Members' published document.

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

The responses to the written member strategic theme priority questions were circulated prior to the meeting. The Mayor then invited each of the members in turn to ask (if they wished) a further question to the Cabinet Member. A copy of the supplementary questions and responses will be included in the 'member strategic theme priority questions to Cabinet Members' published document.

It was also noted that a copy of the member non priority questions and responses will be published after the meeting, in line with Constitutional requirements.

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

The Strategic Theme report on Sustainable Travel was moved by Councillor Martin Whelton and seconded by Councillor Abigail Jones.

Councillors Daniel Holden and John Sargeant also spoke on the item.

RESOLVED: That the Strategic Theme report is agreed.

7c STRATEGIC THEME: MOTIONS (Agenda Item 7c)

The motion was moved by Councillor Daniel Holden and seconded by Councillor Suzanne Grocott.

The Labour amendment as set out in agenda item 21 was moved by Councillor Ross Garrod and seconded by Councillor Judy Saunders.

The Labour amendment was put to a vote and was carried – votes in favour: 33, votes against:24, abstentions: 1.

A recorded vote on the substantive motion (as amended) was taken and the motion was carried.

Votes in favour: Councillors Agatha Akyigyina, Stephen Alambritis, Mark Allison, Stan Anderson, Laxmi Attawar, Michael Brunt, Tobin Byers, David Chung, Caroline Cooper-Marbiah, Pauline Cowper, Mary Curtin, John Dehaney, Nick Draper, Fidelis Gadzama, Ross Garrod, Joan Henry, Mary-Jean Jeanes, Abigail Jones, Philip Jones, Andrew Judge, Sally Kenny, Linda Kirby, Edith Macauley, Russell Makin, Peter McCabe, Ian Munn, Katy Neep, Jerome Neil, Dennis Pearce, Judy Saunders, Marsie Skeete Geraldine Stanford, Imran Uddin, Martin Whelton (34).

Votes against: Councillors Hamish Badenoch, John Bowcott, Michael Bull, Adam Bush, Charlie Chirico, Stephen Crowe, David Dean, Edward Foley, Suzanne Grocott, Daniel Holden, James Holmes, Janice Howard, Mary-Jane Jeanes, Abdul Latif, Najeeb Latif, Brian Lewis-Lavender, Gilli Lewis-Lavender, Oonagh Moulton, John Sargeant, David Simpson, Peter Southgate, Linda Taylor, Jill West, David Williams (24).

RESOLVED: That this Council:

1)Recognises that the government's swingeing cuts to local authority funding have resulted in a reduction of more than 40% in council budgets since 2010 and that this inevitably has an impact on local services. Merton's residents regularly cite litter on the streets as one of their top concerns (according to the annual residents survey), and , after a period under the previous administration when government data rated Merton the dirtiest borough in the country, have rated street cleansing services as above the London average in recent years.

2) Notes that government cuts have forced councils such as Merton to look at options for less costly waste collection and street cleaning services and notes that, following the hand over of operational responsibility for street cleaning in Merton to Veolia from April 2017, there will be a new focus on outcomes rather than inputs, with the quality of the service, rather than the number of FTEs, being what is important to residents and to the council.

3)Notes that:

- 1) The current administration was elected in 2014 on a manifesto commitment to sweep roads in Merton each week and in fact many roads will be swept more often than this where needed;

- 2) The quality of street cleaning is a key component of the Phase C contract although this may not have been understood by some Members' despite a number of years of scrutiny in Merton of the South London Waste Partnership joint procurement process;
- 3) There has been no consultation with residents on these changes to the service they receive as there is no statutory requirement to do so, nor is there a reduction in the standards we expect to be met; and
- 4) The financial case for the contract with Veolia is based on at least £1.7m in savings per annum for 24 years, with the proposed savings being delivered through increased efficiency and a business-like focus on outcomes rather than an old fashioned staff headcount approach which might bear no relation to the quality of the service.

4)Calls on Cabinet to continue to robustly monitor the contract with Veolia to a) ensure they deliver on their contractual commitment to achieve high levels of street cleaning based on regular quality checks; b) look at any additional options that could increase the quality of the service provided, in the absence of any additional funding from central government; and c) continue to seek to deliver the Phase C contract through efficiencies rather than service quality reductions, whilst acknowledging that government cuts will inevitably have an impact on local services.

8 REPORT FROM RAYNES PARK COMMUNITY FORUM (Agenda Item 8)

Councillor Gilli Lewis-Lavender presented the report which was received by the Council.

9 REPORT FROM MITCHAM COMMUNITY FORUM (Agenda Item 9)

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

10 REPORT FROM WIMBLEDON COMMUNITY FORUM (Agenda Item 10)

Councillor James Holmes presented the report which was received by the Council.

10a WIMBLEDON COMMUNITY FORUM MOTION (Agenda Item 10a)

The motion was moved by Councillor James Holmes and seconded by Councillor Michael Bull.

The Labour amendment as set out in agenda item 22 was moved by Councillor Katy Neep and seconded by Councillor Andrew Judge.

The Labour amendment was put to a vote and was carried – votes in favour: 36, votes against:0, abstentions: 22.

The substantive motion (as amended) was agreed.

RESOLVED: That the following recommendation of the Wimbledon Community Forum held on 6 December 2016 is agreed as amended:

This Council notes the work undertaken by the council to date, including renewing the entire length of Merton High Street, and agrees to continue to work proactively and in a meaningful way with residents in South Wimbledon to develop it into a vibrant and thriving community, that is culturally and economically progressive, and which respects its rich heritage, and as part of this welcomes the work that is already underway to develop a South Wimbledon Enhancement Plan as a result of a partnership approach between the council and local residents.

11 REPORT FROM MORDEN COMMUNITY FORUM (Agenda Item 11)

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

12 CONSERVATIVE MOTION 1 (Agenda Item 12)

The motion was moved by Councillor Najeeb Latif and seconded by Councillor John Bowcott.

The Labour amendment as set out in agenda item 23 was moved by Councillor Martin Whelton and seconded by Councillor Dennis Pearce.

The Labour amendment was put to a vote and was carried – votes in favour: 37, votes against: 20, abstentions: 1.

The substantive motion (as amended) was then put to a vote and was carried– votes in favour: 37, votes against: 20, abstentions: 1.

RESOLVED: That this Council notes that under the CIL Regulations and Government Guidance there is no prescription on how local authorities without a Parish Council within their administrative area are to apply the neighbourhood funding element of CIL revenues other than that 15% of the CIL raised is to be spent on neighbourhood projects to support the development of the area and that they are to agree with the community how it is to be spent.

This Council notes that the council undertook a consultation exercise with local residents from November 2016 to January 2017, with a large number of responses received from residents and community groups. Council believes that, given the neighbourhood CIL funding is designed to ensure residents benefit from improved local infrastructure as a result of developments in their own area, it is important to listen to residents and to take time to assess the views they have expressed as part of the consultation, rather than pre-empt the results of the consultation which will be presented to Cabinet in July.

This Council notes that the Sustainable Communities Overview and Scrutiny Panel will receive regular reports on CIL allocations. Council notes one of the key instructions from government is to ensure that the CIL process does not result in an

extra layer of bureaucracy. Existing financial and democratic structures, including Scrutiny, will therefore be assessed for their robustness and used in preference to establishing new layers of bureaucracy where this is appropriate.

This Council therefore resolves to support and promote:

- a) ongoing involvement of residents in how CIL funding is allocated, in line with the results of the consultation exercise; and
- b) the analysis of existing democratic structures, including Scrutiny, in identifying the most efficient and effective ways of ensuring transparency and accountability.

Although still to be decided based on the consultation results, it is expected that, having been received and studied by council officers, each project bid would be expected to demonstrate:

- whether it is in line with the aspirations of residents as outlined in the consultation response;
- whether it is in line with government regulations on what neighbourhood CIL should be used for;
- whether the project is deliverable; and
- that the project does not result in an additional cost (that cannot be resourced) for businesses, residents, other organisations or the council.

This Council therefore asks Cabinet to receive the results of the consultation exercise and consider the recommendations from officers arising out of this.

13 EQUALITY STRATEGY 2017-21 (Agenda Item 13)

The report was moved by Councillor Edith Macauley and seconded by Councillor David Chung.

Councillor David Simpson spoke on the item.

RESOLVED: That Council endorses and adopts the Equality Strategy 2017-21 and supporting action plan.

14 LOCAL AUTHORITY PROPERTY COMPANY (Agenda Item 14)

The report was moved by Councillor Martin Whelton and seconded by Councillor Mark Allison.

Councillors David Williams and Peter Southgate spoke on the item.

RESOLVED: That Council

- A. Approve the capital investment funding of £13,022m for the first four sites plus working capital of up to £4m

- B. Approve an allocation of a further £10 million in the capital programme for the strategic acquisition of sites, subject to the business case for each acquisition is agreed by the council's Property Asset Management Board.
- C. i. Approve the increase in the Capital Programme to reflect the proposals in this report, and
 - ii. Approve the revised Treasury Management Strategy inclusive of revised Prudential indicators
- D. Having noted the work that has been carried out to date in relation to the setting up of a wholly-owned local authority property company ("LAPC").
- E. Having noted the decision made by Cabinet to set up a wholly owned local authority property company ("LAPC"), and approve the initial business plan.
- F. Having noted the decision to establish a sub-committee of Cabinet with various delegations to senior officers.
- G. Having noted that appropriate amendments will be made to the Council's constitution with respect to the Cabinet Sub-Committee.

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

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

RESOLVED:

1. That the Council notes the changes to the membership of Committees that were approved under delegated authority since the last meeting of the Council.
2. That Council appoints Councillor John Bowcott as Vice-Chair of the Heritage and Design Working Group.

16 PETITIONS (Agenda Item 16)

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

RESOLVED

That Council accepts receipt of three petitions:

- A petition presented by Councillor Gilli Lewis-Lavender entitled " petition to make narrow Burlington Road pavement safer for all pedestrians";
- A petition presented by Councillor Daniel Holden entitled "Merton diesel tax petition";
- A petition presented by Councillor Dennis Pearce entitled "lets make Abbotsbury Road safe".

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

Councillor Stephen Alambritis announced that the Strategic Theme for the next ordinary meeting of the Council, being held on 12 July 2017, shall be Safer and Stronger Communities.

18 MORDEN LEISURE CENTRE (Agenda Item 18)

The report was moved by Councillor Nick Draper and seconded by Councillor Mark Allison.

Councillor Janice Howard spoke on the item.

RESOLVED: That Council

1. Approves £2.708m of Merton's strategic Community Infrastructure Levy funding to be used towards the provision of the new Morden Leisure Centre project.
2. Agrees to increase the Morden Leisure Centre project capital scheme from £11 million to £13.708 million, this increase funded by Community Infrastructure Levy contributions of £2.708 million.

19 EXCLUSION OF THE PUBLIC (Agenda Item 19)

RESOLVED: Council agreed that although item 18 had an exempt appendix (set out in item 20), Council would not discuss any of the exempt information and could therefore stay in public session.

20 MORDEN LEISURE CENTRE - APPENDIX 2 (Agenda Item 20)

The exempt information was not discussed.

Committee: Annual Council

Date: 17 May 2017

Wards: All

Subject: Constitution of Committees and Other Bodies

Lead officer: Paul Evans, Assistant Director of Corporate Governance

Contact Officer: Louise Fleming, Senior Democratic Services Officer
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;
- 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;
- 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 appointed by the Council, detailed in Appendix D.
- E. notes that the Executive Leader has made no changes to appointments to his Cabinet or to their respective portfolios, outlined in Appendix E.
- F. notes the membership and Terms of Reference of the London Borough of Merton Local Authority Property Company Sub-Committee, as set out in Appendix F.
- G. agrees that the Council's Constitution be amended to incorporate any changes resulting from the approval of recommendations A to F.

1. Purpose of report and executive summary

- 1.1 This report recommends that The Council establish committees, sub-committees, and scrutiny panels, together with other consultative bodies for the year 2017-18, 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.

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.
- 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 2017-18 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. Merton's 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 on scrutiny has been met. There are two parent governors and a representative from both the Roman Catholic (currently vacant) and Church of England Diocese on the Overview and Scrutiny Commission and Children and Young People Panel.
- 4.5 The Council has 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.
- 4.6 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 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 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 (to follow)
- 5.2 Appendix B – Consultative and other bodies to be constituted and allocation of seats to political groups (to follow)
- 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
- 5.5 Appendix E – Executive Leader's appointments to his Cabinet and their respective portfolios
- 5.6 Appendix F – Terms of reference of the London Borough of Merton Local Authority Property Company established by the Cabinet.

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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 Mike Brunt Cllr Abigail Jones Cllr Sally Kenny Cllr Dennis Pearce Cllr Imran Uddin (6 seats) Substitutes: Cllr Agatha Akyigyina Cllr Brenda Fraser	Cllr Oonagh Moulton Cllr David Williams Cllr Hamish Badenoch (3 seats) Substitutes: Cllr Michael Bull Cllr Suzanne Grocott	Cllr Peter Southgate (Chair) Substitute: Cllr John Sargeant	
HEALTHIER COMMUNITIES AND OLDER PEOPLE OVERVIEW AND SCRUTINY (8 seats) Substitutes allowed	Cllr Peter McCabe (Chair) Cllr Laxmi Attawar Cllr Mary Curtin Cllr Brenda Fraser Cllr Sally Kenny (5 seats) Substitutes: Cllr Joan Henry Cllr Ian Munn	Cllr Brian Lewis-Lavender (Vice-chair) Cllr Suzanne Grocott Cllr Abdul Latif (3 seats) Substitutes: Cllr Najeeb Latif Cllr Stephen Crowe		
CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY PANEL (10 seats) Substitutes allowed	Cllr Dennis Pearce (Chair) Cllr Agatha Akyigyina Cllr Mike Brunt Cllr Pauline Cowper Cllr Joan Henry Cllr Jerome Neil (6 seats) Substitutes: Cllr Sally Kenny Cllr Brenda Fraser	Cllr Linda Taylor (Vice-chair) Cllr James Holmes Cllr Charlie Chirico (3 seats) Substitutes: Cllr Jill West Cllr Adam Bush	Cllr Edward Foley Substitute Cllr Peter Southgate	

COMMITTEE	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
<p>SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY PANEL (8 seats) Substitutes allowed</p>	<p>Cllr Abigail Jones (Chair) Cllr Stan Anderson Cllr David Chung Cllr Russell Makin Cllr Imran Uddin (5 seats)</p> <p>Substitutes: Cllr Laxmi Attawar Cllr Mike Brunt</p>	<p>Cllr Daniel Holden (Vice-chair) Cllr Michael Bull (2 seats)</p> <p>Substitutes: Cllr Abdul Latif Cllr Janice Howard</p>	<p>Cllr John Sargeant</p> <p>Substitute Cllr Edward Foley</p>	
<p>BOROUGH PLAN ADVISORY PANEL (6 seats) Substitutes allowed</p>	<p>Cllr Ian Munn (Chair) Cllr Philip Jones Cllr Dennis Pearce Cllr Geraldine Stanford (4 seats)</p> <p>Substitutes: Cllr Imran Uddin</p>	<p>Cllr John Bowcott (Vice-chair) Cllr Najeeb Latif (2 seats)</p> <p>Substitute: Cllr Stephen Crowe</p>		
<p>APPOINTMENTS COMMITTEE (10 seats) No substitutes</p>	<p>Cllr Stephen Alambritis (Chair) Cllr Mark Allison (Vice Chair) Cllr Caroline Cooper-Marbiah Cllr Nick Draper Cllr Martin Whelton Cllr Tobin Byers (6 seats)</p>	<p>Cllr Oonagh Moulton Cllr Janice Howard Cllr Michael Bull (3 seats)</p>		<p>Cllr Mary-Jane Jeanes</p>
<p>HEALTH AND WELLBEING BOARD (3 seats plus officers, statutory and non-statutory representatives) Proportionality does not apply</p>	<p>Cllr Tobin Byers (Chair) Cllr Katy Neep (2 seats)</p>	<p>Cllr Gilli Lewis-Lavender</p>		

COMMITTEE	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
STANDARDS AND GENERAL PURPOSES COMMITTEE (12 seats plus co-opted non- voting members) Substitutes allowed	Cllr Peter McCabe (Chair) Cllr Agatha Akyigyina Cllr Mary Curtin Cllr John Dehaney Cllr Ian Munn Cllr Greg Udeh Cllr Martin Whelton (7 seats) Substitutes: Cllr Sally Kenny Cllr Imran Uddin	Cllr Janice Howard (Vice-chair) Cllr David Williams Cllr John Bowcott Cllr Adam Bush (4 seats) Substitutes: Cllr Michael Bull Cllr Oonagh Moulton		Cllr Mary-Jane Jeanes
JOINT HEALTH COMMITTEES				
SOUTH WEST LONDON JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE (2 seat) – Substitutes allowed	Cllr Peter McCabe Substitute: Cllr Sally Kenny	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 Sally Kenny Cllr Martin Whelton (4 seats)	Cllr Oonagh Moulton Cllr David Dean (2 seats)		
JOINT REGULATORY SERVICES COMMITTEE (2 seats) Proportionality does not apply	Cllr Nick Draper Cllr Ross Garrod (2 seats)			

COMMITTEE	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
LICENSING COMMITTEE (Licensing Act and Gambling Act purposes) (12 seats) No substitutes	Cllr Agatha Akyigyina (Chair) Cllr Stan Anderson Cllr Pauline Cowper Cllr Mary Curtin Cllr Philip Jones Cllr Greg Udeh Cllr Judy Saunders (7 seats)	Cllr David Simpson (Vice-chair) Cllr Linda Taylor Cllr John Bowcott Cllr Jill West (4 seats)	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 Laxmi Attawar Cllr Philip Jones Cllr Andrew Judge Cllr Geraldine Stanford Cllr Imran Uddin (6 seats) Substitutes: Cllr Jerome Neil Cllr Joan Henry	Cllr Najeeb Latif (Vice-chair) Cllr David Dean Cllr Stephen Crowe (3 seats) Substitutes: Cllr Daniel Holden Cllr John Bowcott	Cllr Peter Southgate Sub: Cllr John Sargeant	

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 John Dehaney			
MITCHAM COMMUNITY FORUM	Cllr Ian Munn			
MORDEN COMMUNITY FORUM	Cllr Imran Uddin			
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	N/A	Cllr James Holmes		
CORPORATE PARENTING STEERING GROUP (2 seats Cabinet Member for Young People & Opposition member on CYP Scrutiny) No substitutes	Cllr Katy Neep	Cllr Jill West		

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 (3 seats) Substitute: Cllr Philip Jones	Cllr John Bowcott Cllr David Dean 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 Stan Anderson Cllr Fidelis Gadzama (3 seats) Substitute: Cllr Laxmi Attawar	Cllr Abdul Latif (Vice-chair) Cllr David Simpson Substitute: Cllr Adam Bush		
MEMBERS' SCHOOL STANDARDS PANEL (3 seats + 1 substitute)	Cllr Agatha Akyigynia (Chair) Cllr Joan Henry Substitute: Cllr Dennis Pearce	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		

APPENDIX C

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		
Greater London Enterprise (1 seat)	Cllr Stephen Alambritis			
Local Government Association (4 Seats)	Cllr Stephen Alambritis Cllr Imran Uddin (2 seats)	Cllr Oonagh Moulton	Cllr Peter Southgate	
LGIU – Local Government Information Unit (To be appointed by the Executive Leader of the Council)	Cllr Nick Draper			
London Councils – Greater London Employment forum (1 Seat) (To be appointed by the Executive Leader of the Council)	Cllr Mark Allison Substitute: Cllr Nick Draper			
London Councils Leaders’ Committee (1 Seat) (To be appointed by the Executive Leader of the Council)	Cllr Stephen Alambritis Substitute : Cllr Mark Allison			

ORGANISATION	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
London Councils Transport and Environment Committee (1 Seat) (To be appointed by the Executive Leader of the Council)	Cllr Martin Whelton Substitute: Cllr Nick Draper Cllr Ross Garrod Cllr Edith Macauley			
London Councils Grants Committee (1 Seat) (To be appointed by the Executive Leader of the Council)	Cllr Edith Macauley Substitute: Cllr Katy Neep Cllr Tobin Byers Cllr Caroline Copper-Marbiah			
London Road Safety Council (2 seats plus accident prevention officer)	Cllr Nick Draper	Cllr Daniel Holden		
London Home and Water Safety Council (1 seat plus accident prevention officer)	Cllr Nick Draper			
London Youth Games (1 seat)	Cllr Fidelis Gadzama			
Merton Community Panel (Clarion Housing) (2 seats)	Mr Richard Williams	Vacant		
Merton and Sutton Joint Cemetery Board (5 Seats)	Cllr Agatha Akyigyina Cllr Geraldine Stanford Cllr Nick Draper (3 seats)	Cllr David Williams Cllr Jill West (2 Seats)		

ORGANISATION	LABOUR	CONSERVATIVE	MERTON PARK IR	OTHER
Mitcham Common Conservators (4 Seats)	Cllr Nick Draper Cllr Ian Munn Cllr Russell Makin (3 seats)	Maurice Groves		
North East Surrey Crematorium Board (3 Seats)	Cllr Philip Jones Cllr Geraldine Stanford (2 seats)	Cllr Abdul Latif		
Pollards Hill Community Committee (3 Seats)	Cllr Brenda Fraser Cllr Joan Henry Cllr Martin Whelton (3 seats)			
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;"> 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 </div> <div> Groundwork London's Local Authority Strategic Input Board (1 Seat) </div> </div>	Cllr Nick Draper			
Safer Merton	Cllr Edith Macauley	Cllr David Simpson		

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Terms of Reference of Consultative and other Bodies

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Corporate Parenting Group Terms of Reference

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/care leaver 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 and Care Leavers such as young offenders, substance misusers and pregnant teenagers, to ensure effective risk assessment and appropriate service support.

Membership

Name	Job Title
Ged Curran (Chair)	Chief Executive
TBA	Lead member Children Services
TBA	Opposition Lead Member
Yvette Stanley	Director of Children, Schools and Families
Paul Angeli	Assistant Director of Children's Social Care & Youth Inclusion
Sarah Daly	Head of , LAC, Permanency & Placements
Kathy Goodman	Head of Virtual School
TBA	Merton CAMHS at South West London and St Georges Mental Health NHS Trust
Caroline Muller	Head of QA and Practice development/IRO Service
Kathy Goodman	Head of Virtual School
Liz Royle	Designated Nurse Safeguarding Children and Children Looked After Merton Commissioning Group
Lynn Street	Director of Quality, Merton CCG
Allison Jones	Service Manager, Early Years
Steve Langley	Head of Housing Needs and Strategy
Lynne Doyle	Deputy Research & Information Manager
Louise Doherty	Named Nurse for Children, CLCH
Other officers on request according to the agenda	

Heritage Forum – Terms of Reference

The Heritage Forum meets two to three times a year to review progress against the borough's Heritage Strategy and to discuss wider heritage matters pertaining to the London Borough of Merton. It is facilitated by the Library & Heritage Service and is chaired by the Cabinet Member for Community and Culture. It is an open meeting that can be attended by any resident with an interest in heritage.

Agenda items can be submitted by all members with a short supporting note or update paper if required. No formal reports will be prepared but notes of the meetings will be taken and made available on the Council's website.

The remit of the forum is to:

- Facilitate joint working within the council and with external bodies in order to achieve excellence in heritage related projects
- To coordinate funding opportunities and establish project teams to take bids forward and support partner bids
- To provide Heritage input into statutory planning policy documents
- To improve partnership working and communication between the various heritage providers in the borough
- To champion initiatives to raise standards of design and heritage provision within the borough
- To increase awareness of and public access to heritage resources and facilities in the borough
- To maintain an ongoing work programme for the group to be updated at each meeting

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: Equality Act 2010 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

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 Committee's 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.

LONDON BOROUGH OF MERTON PENSIONS BOARD

TERMS OF REFERENCE

The Local Pension Board (hereafter referred to as 'the Board') is established in accordance with Section 5 of the Public Service Pensions Act 2013 and under regulation 106 of the Local Government Pension Scheme Regulations 2013 (as amended). The Board is not a committee constituted under Section 101 of the Local Government Act 1972.

Functions of the Local Pension Board

The purpose of the Board is to assist the Council in its role as a scheme manager of the Scheme. Such assistance is to:

1. (a) To secure compliance with:
 - i.) Regulations made under the Public Service Pensions Act 2013 that apply to the matters referred to in sections 5 and 6 of that Act.
 - ii.) Any other legislation relating to the governance and administration of the Scheme and any connected scheme
 - iii.) Any requirements imposed by the Pensions Regulator in relation to the Scheme. These areas include but are not restricted to:
 - *Review regular compliance monitoring reports which shall include reports to and decisions made under the Regulations.*
 - *Review management, administrative and governance processes and procedures in order to ensure they remain compliant with the Regulations, relevant legislation and in particular the Code*
 - *Assist with the development of and continually review such documentation as is required by the Regulations including Governance Compliance Statement, Funding Strategy Statement and Statement of Investment Principles.*
 - *Assist with the development of and continually review scheme member and employer communications as required by the Regulations and relevant legislation.*
 - *Review the implementation of revised policies and procedures following changes to the Scheme.*
 - *Review the compliance of particular cases, projects or process on request of the Committee.*
 - *Any other area within the statement of purpose (i.e. assisting the Administering Authority) the Board deems appropriate.*
- (b) To ensure the effective and efficient and effective governance and administration of the Scheme. Including but not restricted to:
 - *Assist with the development of improved customer services.*
 - *Assist with the development of improved management, administration and governance structures and policies.*
 - *Assist in the development and monitoring of process improvements on request of Committee*

- *Assist in the development of asset voting and engagement processes and compliance with the UK Stewardship Code.*
- *Any other area within the statement of purpose (i.e. ensuring effective and efficient governance of the scheme) the Board deems appropriate.*

In support of its functions the Board may make recommendations to the General Purpose Committee and a response made to the Board on the outcome within a reasonable period of time.

Membership

The Board shall consist of 4 voting members made of:

2 Member Representatives,

2 Employer Representatives; and

1 Further representative without voting rights to be appointed at the discretion of the Council

A chair to be appointed by the employer and member representatives of the Board on a rotating basis with the term of office shared between an employer and a member representative on an equal basis. In the event of a tied vote, the Chair will have the casting vote.

The Director of Corporate Services will determine an appropriate selection and appointment process for Board Members

Termination of Membership

Non-attendance at 2 consecutive meetings would result in a replacement representative being sought. The ability of members to seek re-appointment for further term will be considered to ensure continuity.

Voting Rights

Voting rights only apply to members of a Board who are either an employer or a member representative. In the even to of a tied vote, the Chair will have the casting vote.

Terms of Office

The term of office for Board members shall be co-terminus with Council's term of office. i.e. to the date of the next Council election. Extensions may be made by the Council with the agreement of the Board.

Conflicts of interest

The Administering Authority must be satisfied that any person appointed to the Board and from time to time that any member of the Board does not have a conflict of interest, as defined under Section 5(5) of the Public Service Pensions Act 2013.

All members of the Board must declare to the Administering Authority on appointment and at any such time as their circumstances change, any potential conflict of interest arising as a result of their position on the Board.

Knowledge and understanding (including Training)

Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding policy and framework.

Meetings

The Board shall at a minimum meet twice each year and will be set in conjunction with Democratic Services.

Substitutes will not be allowed where members are unable to attend meetings.

Meetings will be services by Democratic Services and subject to the same publication rules as with a Scrutiny Committee.

Attendance requirements

Non-attendance at 2 consecutive meetings would result in a replacement representative being sought

Quorum

The quorum for any meeting shall be 2 members comprising at least one employer and one member representative.

A meeting that becomes inquorate may continue but any decisions will be non-binding.

Reporting

1. The Board in the first instance report its requests, recommendations or concerns to PFAC.
2. On receipt of a report PFAC should, within a reasonable period, consider and respond to the Board.
3. The appropriate internal route for escalation is to the Section 151 Officer.
4. The Board may report concerns to the LGPS Scheme Advisory Board for consideration subsequent to, but not instead of, using the appropriate internal route for escalation.
5. Board members are also subject to the requirements to report breaches of law under the Act and the Code [and the whistleblowing provisions set out in the Council's whistle blowing policy].

6. The Board will produce an annual report of its work, findings and recommendations.

Payment of Board Members

An allowance will be paid to the non London Borough of Merton employees. The Council will set an allowance for these members based upon a sum of £100 per meeting, multiplied by the total number of meetings expected in each year.

Code of Conduct

Members of the Board will be subject to the same Code of Conduct as members of the Council's Scrutiny Committee

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.

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

The Panel will meet half termly

OFSTED Inspection Reports

- (i) Receive all OFSTED Inspection reports and discuss the outcomes with up to 2 schools per School Standards Panel. The Head teacher and chair of the governing body of the 2 schools will be invited to attend the meeting and members of the panel will visit each school prior to the meeting.
- (ii) Discuss with the Head and chair of the governing body the action plan developed in response to the inspection report.

Support and Monitoring Framework

- (iii) Receive a termly oral report from the Assistant Director of Education of the outcomes of the half-termly school review meetings, including confidential lists of the performance levels of all schools.
- (iv) Receive feedback the AD Education concerning schools undergoing Support and Challenge meetings.

National initiatives and their impact on Merton schools

- (v) Receive reports and updates on national and regional changes to policy and practice in order to understand the impact on Merton schools and responses that may be needed
- (vi) Receive reports on changes to assessment and curriculum across all phases and the responses needed to ensure that implementation leads to improved standards across Merton schools

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

South London Partnership - Terms of Reference

1. Role and Purpose of the Joint Committee:

- (a) To form collaborative South London views on issues affecting economic growth, regeneration and competitiveness
- (b) To undertake activities which promote and improve economic growth and wellbeing in the South London area
- (c) To determine strategic objectives and barriers to growth for the local area and develop solutions
- (d) To take on additional responsibilities and funding delegated from Government where the Committee judges this to be in the area's best interests.

**The aim of the Joint Committee will be collaboration and the Terms of Reference would not prohibit any of the Member Councils from promoting economic wellbeing in their own areas either in addition to, or independently, from the Joint Committee*

2. Terms of Reference

1. To act as a strategic body, setting and reviewing objectives for strategic growth, regeneration and investment across South London including:
 - Providing a coherent single position on the City Deal and Growth Deal issues
 - Coordinating the contribution of all Councils to the Strategic Economic Plan
 - Agreeing allocation of spending as required
 - Agreeing major priorities
 - Considering and determining any issues made by the Advisory Officer Board to the Joint Committee
2. To formulate and agree appropriate agreements with Government, ensuring their delivery
3. To influence and align government investment in South London in order to boost economic growth locally.
4. To jointly review as appropriate consultations on plans, strategies and programmes affecting South London, encouraging alignment with the London Enterprise Partnership Plan.
5. To agree, review and amend options at any time for City Deal and Growth Deal Governance which is fit for purpose.
6. To agree and approve any additional governance structures as related to the Joint Committee. (e.g. setting up sub committees etc)

Membership

It is proposed that each Council appoint its Leader to sit on the Joint Committee.

Each Council could also appoint a named substitute (to be an Executive Member for those operating Executive Governance arrangements) to attend in the Leader's absence.

Continuity of attendance would be encouraged.

Support Arrangements

In its work the Joint Committee would be supported by an advisory Board comprising each Council's Chief Executive working alongside and giving direction to the existing officer groups on Growth and Transport, respectively.

Local officers can be brought in to support the advisory arrangements based on the expertise and technical knowledge required at a particular point in time.

Each Council could, as required, through its Leader and Chief Executive, put in place any local processes for other Elected Members to input in an advisory capacity into the work of the Joint Committee.

Procedure Rules

In order that meetings of the Joint Committee are conducted properly and that the business is carried out openly and transparently a new set of Procedure Rules for its operation will be prepared.

These will cover all procedural matters, Access to Information regulations and voting rights.

The following key principles are proposed for consideration and inclusion in the document:

1. The Chairman of the Joint Committee will be appointed on an annual basis.
2. No business of the Joint Committee will be transacted unless a minimum of 4 of the 5 appointed members are present (Quorum) The Joint Committee's decision making will operate on the basis of mutual co-operation and consent.
2. Any authority can withdraw on the basis of a six month notice period

Support for governance matters and meeting support will be provided in turn by constituent Member authorities. Richmond has offered to take this on initially and if it passes on annually then each authority takes its turn in a reasonable time period and we might avoid complicated charging processes.

4. The development and approval of a Memorandum of Understanding with the London Enterprise Partnership Board.

The role of the Officer Advisory Board would not form part of the formal governance arrangements of the Joint Committee but would have its role, operation and purpose defined in a separate document.

South West London Joint Waste Management Committee

Membership: 2 – (Substitutes allowed)

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.

Each Council has two seats on the Committee with only one vote per borough.

CABINET PORTFOLIOS

- **Leader of the Council – Councillor Stephen Alambritis**
- **Deputy Leader and Cabinet Member for Finance – Councillor 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. Lead on asset 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.
- **Cabinet Member for Adult Social Care and Health – Councillor Tobin Byers**

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.
- **Cabinet Member for Children's Services – Councillor Katy Neep**

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.
- **Cabinet Member for Community and Culture – Councillor 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. Leading on greenspaces and encouraging sustainable activity by local community groups in allotments, parks and open spaces, including, where appropriate, the transfer of assets to community trusts. 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.

- **Cabinet Member for Community Safety, Engagement and Equalities – Councillor 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.

- **Cabinet Member for Education – Councillor Caroline Cooper-Marbiah**

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.

- **Cabinet Member for Street Cleanliness and Parking – Councillor Ross Garrod**

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. Ensuring maximum recycling and utilization of waste, leading on waste contracts. Ensuring the maximum of renewable and low carbon energy and leading on air and noise pollution.

- **Cabinet Member for Regeneration, Environment and Housing – Councillor Martin Whelton**

Transport planning including Crossrail 2, and liaison with Transport for London. Leading on traffic and highways and fleet transport and transport planning, development and building control, spatial policy. 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 and liaison with and support of the Business Community. Ensuring Merton is a business-friendly borough and bringing inward investment into the borough. Responsible for housing strategy, developing relations with Housing Associations and promoting the needs of tenants and leaseholders. Ensuring delivery of promises by Circle Housing Merton Priory. Housing needs. Ensuring sufficient supply of affordable housing.

Delegations to Cabinet Members from the Leader of the Council

Councillor Martin Whelton - Cabinet Member for Environmental Sustainability and Regeneration –

The Cabinet Member for Environmental Sustainability and Regeneration shall have delegated authority to approve the making of any order relating to traffic management or car parking.

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**LONDON BOROUGH OF MERTON LOCAL AUTHORITY PROPERTY COMPANY
(LAPC) SUB-COMMITTEE**

TERMS OF REFERENCE

Membership: 3

Constituted by: Cabinet

Powers and Duties determined by: The Localism Act 2011

Authority: Cabinet

Purpose:

To act as the Shareholder Board for the London Borough of Merton Local Authority Property Company (LAPC)

Functions:

To exercise all rights and responsibilities of the Council as shareholder, including but not limited to agreeing the company's annual business plan and funding arrangements and monitoring progress against the business plan on behalf of the Council.

Reserved Matters:

The list of matters reserved for Shareholder approval is as set out in Schedule 1 of the Shareholder Agreement.

Delegated Functions:

The Director of Environment and Regeneration will have delegated authority to take decisions on reserved matters in circumstances where the financial expenditure to be incurred, in any one instance, is below two hundred and fifty thousand pounds (£250,000)

Quorum: 2 Members of the Cabinet

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