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Corporate Parenting Group

Terms of Reference

Vision

The Corporate Parenting Board (CPB) will continually strive to secure better outcomes for children in, and leaving our care.

Operating Principles

The CPB is a consultative committee of the Council and is accountable to the Council.

The CPB will provide the strategic direction and overarching strategic priorities for improving outcomes for children in the care of the borough, and young adults leaving the council's care.

The CPB will be supported by the Children in Care Council (CiCC) which will ensure the delivery of the commitments we have made to children in care and care leavers in our pledges to them, and the implementation of the priorities in our Looked After Children and Care Leaver Strategies.

We will work together constructively, and in the spirit of putting the children in our care at the heart of our thinking and decision-making at all times.

Strategic Context

Merton Council has a strategic responsibility for children in care as documented in legislation and national and local guidance. The Children Act 1989 placed a duty on Health, Housing, Education and Social Care as a minimum, to work together to improve outcomes for children in care. The Children Act 2004 placed a statutory duty on Local Authorities to promote the educational achievement of children in care. The Children and Social Work Act 2017 established seven corporate parenting principles which the Council must have regard to.

Building on the good partnership arrangements that are in place in the London Borough of Merton, the CPB brings together representatives of relevant agencies in order to develop a common understanding of agencies' shared responsibilities and to ensure strategic planning across partner organisations takes account of the needs of children and young people who are in our care and young adults leaving our care.

Aims:

1. To take a multi-agency approach to promoting the needs and interests of children and young people in care and care leavers in Merton, and supporting them to achieve their potential
2. To oversee the continuing development and implementation of the strategies for children in, and leaving, our care
3. To ensure the council is held accountable for its pledges to children in care and care leavers
4. To lead a multi-agency approach to corporate parenting

Objectives

1. Encouraging and enabling children in our care, and leaving our care to influence the development of the services provided to them
2. Pro-actively celebrating success and achievement of the children in our care.

3. Striving to improve outcomes and helping children and young adults achieve their potential through sharing good practice, experience and approaches.
4. Identifying opportunities for collaboration and partnership across agencies in the interests of a coherent approach to issues relating to the children in our care and care leavers
5. To ensure that all agencies are enabled to fulfil their corporate parenting role and responsibilities.
6. Forging productive links with other local, regional and national groups with a focus on children in our care.
7. Making recommendations to the Director of Children's Services (DCS), Merton's Children's Trust, the Merton Safeguarding Partnership' our Health & Wellbeing Board and other relevant Partnership Boards as appropriate.
8. Oversee the development, review and implementation of the Looked After Children and Care Leavers' Strategies, and our pledges to children in our care and care leavers.

Children and Young Peoples Voice

The CPB actively seeks the involvement of children and young people.

The views of children and young people in care will be routinely provided through the children in care council.

At every meeting of the Corporate Parenting Board, there will be an opportunity to hear from the children in our care, care leavers and/or the parents or carers of children in our care, through the Children in Care Council or any other appropriate mechanism for participation.

Membership

Chief Executive (Chair)

Cabinet Member for Children's Services

Opposition Group Member on Children and Young People Scrutiny Panel

Director of Children's Services

AD Children's Social Care

Head of Service, QAPD

Children in Care Council, Sponsoring Manager

IRO Manager

Head of Service, PLACCL

Head of Service, Safeguarding and Care Planning

Head of Service, School Improvement

Virtual Head Teacher

Named Nurse for Looked After Children

Consultant in Public Health (Children's)

Assistant Director, Adult Social Care

Head of Service, Housing

Meetings

The Corporate Parenting Board will meet quarterly in the early evening, to enable both Members and children and young people to attend. The first segment of the meeting will be dedicated to receiving input from children and young people, based on a chosen theme, and on discussing the implications of that input. The remainder of the meeting will focus on support and challenge of our corporate parenting objectives.

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

SOUTH WEST LONDON AND SURREY JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE (JHOSC)

TERMS OF REFERENCE

- 1.1 The South West London and Surrey Joint Health Overview and Scrutiny Committee is established by the Local Authorities of **London Borough of Croydon, London Borough of Merton, London Borough of Richmond upon Thames, Surrey County Council, London Borough of Sutton, London Borough of Wandsworth**, and the **Royal Borough of Kingston upon Thames (constituent areas)** 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 or a sub-committee thereof which will undertake scrutiny activity in response to a particular reconfiguration proposal or strategic issue affecting some, or all of the constituent areas.
- 1.3 The length of time a specific matter / proposal will be scrutinised for will be determined by the Joint Committee or Sub Committee.
- 1.4 The purpose of the Standing Joint Committee is to act as a full committee or commission sub-committees to consider the following matters and 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, Surrey County Council, Sutton, Wandsworth, and the Royal Borough of Kingston upon Thames (constituent 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 areas.
 - (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 constituent areas 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 constituent area with in-year changes in membership confirmed by the relevant authority as soon as they 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 May 2018.
- 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 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 constituent area.
- 1.12 Where a proposal for reconfiguration or substantial variation covers some but not all of the constituent areas, in establishing a sub-committee, formal membership will only include those affected constituent areas. Non affected constituent areas 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 constituent areas and subject to the statutory public meeting notice period.

SOUTH WEST LONDON AND SURREY 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 and Surrey County Council will each nominate, 2 members to the JHOSC, appointed in accordance with local procedure rules.
- 1.2 Appointments will be reconfirmed annually by each relevant authority.
- 1.3 Individual authorities may change appointees in accordance with the rules for the original nomination.
- 1.4 Individual authorities 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 constituent area.
- 1.6 The membership of a sub-committee will include at least one member from each affected constituent areas. An affected constituent area is a council area where the proposals will impact on residents. Non affected areas 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 seven constituent areas 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 any five of the seven participating constituent areas.
- 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 constituent areas on an annual rotating basis.
- 7.2 The lead scrutiny support for sub-committees will be provided by constituent areas on a per issue basis to be agreed by the sub-committee.
- 7.3 Meetings of the JHOSC and its sub-committees will be rotated between participating areas.
- 7.4 The host constituent area for each meeting of the JHOSC will be responsible for arranging appropriate meeting rooms and ensuring that refreshments are available.
- 7.5 Each constituent area 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 seven constituent areas.
- 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 constituent areas 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 and Surrey 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 and Surrey 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 and will be given three minutes to make their representations to the committee.

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 the Standards and 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 Standards and 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

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

Committee D

The Local Authority. Three elected Councillors, as nominated by the political groups represented on Merton Council at the Council's Annual Meeting in May.

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.

Merton Health and Wellbeing Board
HWBB Community Sub-group
Terms of Reference

1. Purpose

The HWBB Community Sub-group will support the implementation of Merton's Local Outbreak Control Plan. Delivering the 'member-led local governance board', suggested in Government guidance, to communicate with the general public with a focus on protecting vulnerable communities.

In Merton, the Community Sub-group also has oversight of work on the impact of COVID-19 on vulnerable communities, involving insight to lived experience' and on-going community dialogue; helping to inform and support access to testing, contact tracing and self-isolation as a means to protect from Covid transmission..

2. HWBB Context

This Community Sub-group is an advisory, consultative forum and is accountable to, Merton Health and Wellbeing Board.

- Merton Health and Wellbeing Board (HWBB) is a statutory partnership providing overall vision, oversight and direction for health and wellbeing in Merton, including service provision and the wider determinants of health.
- It brings together local Councillors, GPs and community representatives, supported by officers, as system leaders to shape a healthy place and health and care services.

The Health and Social Care Act 2012 made Health and Wellbeing Boards statutory for all local authorities. The Act also permits the local authority to arrange for HWBBs to exercise 'any functions that are exercisable by the authority'.

3. Responsibilities

The Community Sub-group supports delivery of Merton's Local Outbreak Control Plan. Specific responsibilities are the oversight of:

- i. Communication and engagement with Merton residents on local outbreak control.
- ii. Support for vulnerable people, as required by the Local Outbreak Control Plan, to get help to self-isolate as one of the interventions to protect vulnerable communities.
- iii. Engagement with vulnerable communities through a rolling programme of voluntary sector led dialogues to gain insight to lived experience (including BAME communities, older people and people with learning disabilities and autism, and involving children and young people).

- iv. Review health and wellbeing services (working closely with Merton Health and Care Together) to ensure a culturally appropriate offer, accessible to all, that meets the needs of diverse communities, to support access to services and promotion of Covid-fit and pre-habilitation.

4. Principles and Priorities

The priority of the Community Sub-group is to support and protect the health and wellbeing of Merton's most vulnerable communities, learning from people's lived experience. In doing so, the work of the group will adhere to Merton HWBB's agreed core principles of:

- Tackling health inequalities.
- Prevention and early intervention.
- Health in All Policies approach.
- Community engagement and empowerment.
- Experimenting and learning.
- Think Family.

5. Membership

The Community Sub-group, is member led. The Chair is the Chair of Merton Health and Wellbeing Board. The broader composition of the Sub-group is made up of members of the core HWBB and additional nominees with the right skills and community connections, sponsored by Board members.

HWBB Community Sub-group membership	HWBB member
Chair of Merton HWBB (Chair)	Y
Cabinet Member for Children's Services & Education	Y
Member of Health Scrutiny Panel	N
Member of the Conservative Group	Y
CCG Borough Committee Chair	Y
CCG East Merton Locality Lead	N
CCG Locality Executive Director Merton and Wandsworth	Y
CCG Comms & Engagement Lead	N
Young Inspector	N
Voluntary / Community sector representative	Y
Voluntary / Community sector representative	N
Healthwatch Merton representative	N
LBM Director of Public Health	Y

In addition to the formal membership, LBM and other officers will attend as needed including LBM's Head of Communications, Head of Strategic Commissioning (Public Health) and Health and Wellbeing Board Partnership Manager as regular attendees.

6. Accountability

The Community Sub-group, as an advisory and consultative forum, reports to Merton Health and Wellbeing Board. It can also report, if required, to LBM Corporate Management Team and will link closely to the Outbreak Control Officer Group, Merton Health and Care Together and other contacts involved in delivery of the Local Outbreak Control Plan.

Accountability is outlined in the chart in Appendix I

7. Operational Arrangements

Frequency of meetings

The Community Sub-group meets more frequently than the core HWBB, in order to respond more quickly to emerging issues, with meetings approximately every six weeks, alternating with the core HWBB that meets five times a year. Sub-group meetings are currently scheduled for a fixed period to April 2021. Additional meetings of the Sub-group can be arranged if needed, to respond to any significant developments.

Duration & setting of meetings

Meetings of the Community Sub-group last for 1 hour 30 minutes and will initially be held virtually, via Zoom.

Agenda and papers

Agendas are agreed with the Community Sub-group Chair in advance. Formal reports will be kept concise and to a minimum with a focus on key information in accessible written or slide format.

Agendas and any papers will be circulated beforehand wherever possible, no later than five working days in advance of the meeting, via the Merton Democratic Services web pages.

Transparency

Meetings (other than any informal workshops / seminars) will take place in public and formal minutes will be taken and posted on the Council's Democratic Services web pages.

Quorum

At least four members of the Community Sub-group must be in attendance including at least one member from each of the following constituent groups, before decisions can be taken:

- Council Members
- Council Officers
- Merton Clinical Commissioning Group
- Voluntary Sector

Code of conduct and conflict of interests

The obligation to register disclosable pecuniary interests applies to all Community Sub-group members who will be asked to declare any interests in matters under consideration and on a general basis declare any interests in the Register of Interests.

All members of the Board will be subject to the standards and behaviours set out in the Council's Code of Conduct.

Duration of Community Sub-group

The proposal is that the Community Sub-group is a task and finish group, has a fixed term and will be reviewed at the end of April 2021.

