

# **Terms of Reference of Consultative and other Bodies**

# **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: 7 Merton Councillors and representatives of Community Organisations

Constituted by: Council

Powers and Duties determined by: Council

Authority: Equality Act 2010 and Article 10.1(a) 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

### **Merton Standing Advisory Council on Religious Education**

Authority: Section 390 of the Education Act 1996

#### 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 Qualifications and Curriculum Development Agency 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.
- (b) Officers

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.

(c) **Membership**

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.

**Pensions Committee**

- a) **Membership:** 3 Councillors who shall be voting members plus two non-voting members comprising one staff representative and one pensioner representative to be appointed at the discretion of the Council
- b) **Functions:**
  - (i) To review and approve all aspects of investment policy relating to the Pensions Fund, including agreeing the strategic asset and review the Investment Strategy Statement and amend it when necessary. This includes the authority to do the following;
  - (ii) To agree benchmarks and performance targets for the



investment of the Fund's assets and review periodically

- (iii) To agree to transfer funds into mandates managed by the London Collective Investment Vehicle (CIV) as soon as appropriate opportunities become available;
- (iv) To receive regular reports from the London CIV and to agree and resultant actions from a review of the investments held with the London CIV;

- (v) To keep the performance of the investment managers under regular review and extend or terminate their contracts as required. To appoint new managers when necessary.
  - (vi) To agree policy guidelines for the exercise of voting rights attached to the Fund's shares;
  - (vii) To review the appointment of specialist advisors and service providers and make new appointments as necessary;
  - (viii) To consider the overall implications of the Council's policies for employment and benefits issues and their impact on the Pension Fund and agree any strategic changes;
  - (ix) To agree the Pension fund's sustainable investment policy and consider the impact of the Environment, Social and Governance on each investment decisions
- c) The Director of Corporate Services is be authorised to take urgent decisions in relation to the pensions fund and investment strategy on behalf of the Committee, reporting back to next scheduled meeting of the Pensions Committee on any exercise of these powers
- d) **Knowledge and understanding (including Training)**  
 Committee members are expected to attend/complete training arranged by the Fund in order to meet and maintain the Merton Pension Fund and the Local Government Pension Scheme knowledge and skills requirements.
- e) **Non-Voting Members**
- i. The non-voting members of the Committee shall be appointed until the date of the next 'all-council' elections.
  - ii. Non-voting members shall not be entitled to send substitutes in their absence
  - iii. If a non-voting member does not attend for 2 consecutive meetings then unless that nonattendance is for a reason approved in advance by the Committee, their membership of the Committee shall automatically cease and the Director of Corporate Resources shall be entitled to appoint replacement members.

- iv. If a non-voting member resigns or is otherwise unable to continue as a member, the Director of Corporate Resources shall be entitled to appoint a replacement member

## Merton Health and Well Being Board

### (a) Terms of Reference

#### 1.1 Purpose

Merton Health and Wellbeing Board works in partnership to provide strategic leadership to improve health and wellbeing and reduce health inequalities. It promotes an integrated approach to delivery of priorities and engages on strategy development and service delivery. It focuses on prevention and the achievement of positive outcomes across the determinants of health. The vision of Merton Health and Wellbeing Board is:

- i. A fair share of opportunities for health and wellbeing for all Merton residents.
- ii. This means the Health and Wellbeing Board will work to halt the rise in the gap in life expectancy between areas of Merton.

#### 1.2 Context

The Health and Social Care Act required each local authority to establish a Health and Wellbeing Board from April 2013. It gave Boards statutory duties to encourage integrated working and to develop Joint Strategic Needs Assessments (JSNAs) and Joint Health and Wellbeing Strategies. The Act permits the local authority to arrange for Health and Wellbeing Boards to exercise any functions that are exercisable by the authority. Health and Wellbeing Boards are also now required to produce and maintain Pharmaceutical Needs Assessments and to agree the Better Care Fund Plan

#### 1.3 Core Principles

Merton Health and Wellbeing Board agreed a set of core principles that underpin the work of the Board:

- Supporting everyone to take greater responsibility for their health and wellbeing
- Encouraging everyone to make a personal contribution

- Raising aspirations
- Recognising mental health as a cross cutting issue
- Focus on tackling the worst inequalities in health and wellbeing
- Promoting equalities and diversity.
- Working in partnership to achieve more

## 2. Responsibilities

- 2.1 The responsibilities of the Health and Wellbeing Board are to: Improve health and wellbeing and narrow the gaps in health inequalities.
- 2.2 Encourage health, social care and health related services to work in an integrated way working with partners to identify opportunities for future joint commissioning.
- 2.3 Lead on signing off the Better Care Fund Plan.
- 2.4 Assess the needs of Merton's population through the Joint Strategic Needs Assessment (JSNA)
- 2.5 Agree the Merton Health and Wellbeing Strategy (that reflects the priorities identified in the JSNA) and undertake strategic monitoring, evaluation and refresh
- 2.6 Provide strategic priorities through the Health and Wellbeing Strategy to help align commissioning intentions. Specifically, Merton Council

plans for commissioning and Merton Clinical Commissioning Group's Commissioning Plan are informed by the Health and Wellbeing Strategy and JSNA.

- 2.7 Ensure that strategic issues arising from the Safeguarding Adults Board and Merton Safeguarding Children Board inform the work of the Health and Wellbeing Board
- 2.8 Receive the annual report of the Safeguarding Adults Board and Merton Safeguarding Children Board and ensure partners respond to issues pertinent to the Board.
- 2.9 Request information from any individual member of the Health and Wellbeing Board that is needed to deliver on the Health and Wellbeing Board responsibilities
- 2.10 Publish and maintain a Pharmaceutical Needs Assessment for Merton.
- 2.11 Comply with further statutory and other agreed responsibilities as required

**(b) Membership**

- Cabinet Member for Adult Social Care and Health (Chair)
- Cabinet Member for Children Schools and Families
- Member of the Opposition

Under the governing legislation, the Leader of the Council is responsible for nominating the elected member representatives on the Board

- Merton Clinical Commissioning Group Chair (Vice Chair) Merton Clinical Commissioning Group Chief Officer
- Merton Clinical Commissioning Group Director of Commissioning
- Merton Clinical Commissioning Group GP
- Director of Housing and Communities (non-voting)
- Director of Children Schools and Families (non-voting)
- Director of Environment and Regeneration (non-voting)
- Director of Public Health (non-voting)

- Chief Executive of Merton Voluntary Service Council
- Representative of Health watch
- Community Engagement Network representative
- (All members have vote except where specified as non-voting)

(c) Merton Health and Wellbeing Board HWBB Community Sub-group

The Health and Wellbeing Board has established a HWBB Community Sub-group will support the implementation of Merton's Local Outbreak Control Plan and to have oversight of work on the impact of COVID-19 on vulnerable communities,

### **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

### **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.
3. 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









