

## Appendix D

### Terms of Reference of Consultative and other Bodies

	Page
Conservation and Design Advisory Panel	2
Corporate Parenting Group – (formerly Corporate Parenting Board)	3
Joint Consultative Committee with Ethnic Minority Organisations	4
School Standards Panel	5
Standing Advisory Council on Religious Education	7
Pension Fund Investment Advisory Panel	9
South West London Joint Waste Management Committee	10
Joint Health Overview And Scrutiny Committee – South West London (Terms Of Reference & Rules of Procedure)	11

## **Conservation and Design Advisory Panel**

**Membership: Open Membership including 5 Merton Councillors**

**Constituted by: Council**

**Powers and Duties determined by: Council**

**Authority: Article 10 of the Constitution**

### **Functions**

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

## **Corporate Parenting Group (CPG)**

**Membership: Set Out Below**

**Constituted by: Council**

### **Terms of Reference of CPG**

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

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

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

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

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

### **Membership of CPG**

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

## **Joint Consultative Committee with Ethnic Minority Organisations**

**Membership: 5 Merton Councillors and representatives of Community Organisations**

**Constituted by: Council**

**Powers and Duties determined by: Council**

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

### **Functions**

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

**Members' School Standards Panel****Membership: 3 members one of whom shall be Chair****Constituted by: Council****Powers and Duties determined by: Council****Authority: Article 10 of the Constitution****Functions**

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

## **Standing Advisory Council On Religious Education**

### **Membership:**

See section 3 below

### **Constituted by: Council**

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

### **Authority: Section 390 of the Education Act 1996**

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

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

#### **1. Role and functions**

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

#### **2. Officers**

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

#### **3. Membership**

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

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

Committee D

The Local Authority.

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

#### **4. Term of office of members**

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

#### **5. Vacancies**

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

#### **6. Deputies**

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

#### **7. Chair and Vice-Chair**

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

#### **8. Voting**

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

## **9. Co-options**

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

## **10. Quorum**

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

## **11. Frequency of meetings**

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

## **12. Notice of meetings**

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

## **13. Minutes**

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

## **14. Submission of resolutions to the Cabinet**

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

## **15. Availability of papers to the public**

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

## **Pension Fund Investment Advisory Panel**

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

**Constituted by: Council**

**Powers and Duties determined by: Council**

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

### **Functions**

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

## **South West London Joint Waste Management Committee**

**Membership: 2**

**Constituted by: Cabinet**

**Powers and Duties determined by: Cabinet**

**Authority: Cabinet**

### **Functions:**

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

## **JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE – SOUTH WEST LONDON**

### **TERMS OF REFERENCE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE (JHOSC)**

### **RULES OF PROCEDURE**

#### **1. Membership of Committee and Sub-Committees**

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

1.2 Appointments will reconfirmed annually by each relevant authority

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

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

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

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

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

## 2. Chairman

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

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

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

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

## 3. Substitutions

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

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

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

#### 4. Quorum

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

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

#### 5. Voting

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

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

#### 6. JHOSC Role, Powers and Function

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

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

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

#### 7. Support

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

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

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

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

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

## 8. Meetings

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

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

## 9. Agenda

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

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

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

## 10. Local Overview and Scrutiny Committees

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

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

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

## 11. Representations

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

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

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

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

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