

## 3A

# Matters Reserved to the Council and Terms of Reference and delegation of duties to Committees & Sub-Committees of the Council

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## Full Council

Name of Body	Terms of Reference	Membership
Full Council	<p>Only the full Council can exercise the following functions:</p> <ol style="list-style-type: none"> <li>1.1. provide a forum for debate on issues affecting the Borough;</li> <li>1.2. adopting and changing the Constitution;</li> <li>1.3. approving and adopting the policy framework and the budget, including setting Council tax;</li> <li>1.4. agree the annual borrowing and investment policy</li> <li>1.5. examine programmes of estimated capital and revenue expenditure and agree the capital and revenue budget</li> <li>1.6. approving any application to the Secretary of State in respect of any Housing Land Transfer;</li> <li>1.7. appointment of the Mayor;</li> <li>1.8. appointing the Leader;</li> <li>1.9. approving annually the Allocation of Responsibilities of the Constitution;</li> <li>1.10. subject to the urgency procedure contained in the Access to Information Procedure Rules in this Constitution, making decisions about any Executive functions which are contrary to the policy framework or contrary to or not wholly in accordance with the budget where these have been referred to the Council by the Call In sub-committee;</li> <li>1.11. agreeing and/or amending the terms of reference for the Committees of the Council, deciding on their composition and making appointments to them;</li> <li>1.12. adopting the Scheme of Members' Allowances set out in the Constitution;</li> <li>1.13. appointing the independent persons under s.27(7) of the Localism Act 2011 ;</li> <li>1.14. conferring the title of honorary alderman or Honorary Freedom of the Borough on persons and organisations;</li> <li>1.15. confirming the appointment of the Head of Paid Service;</li> <li>1.16. approving the designation of the Monitoring Officer and other Statutory Officers;</li> <li>1.17. confirming the dismissal of the Head of Paid Service, Chief Finance Officer or Monitoring Officer, to impose a lesser sanction or to refer the matter back to the Chief Officers' Employment Panel;</li> <li>1.18. deciding whether to reject or uphold an appeal against a disciplinary sanction (including dismissal) imposed on an Officer by the Chief Officers' Employment Panel;</li> </ol>	62 Members of Council

Name of Body	Terms of Reference	Membership
	<p>1.19. making, amending, revoking, re-enacting or adopting by-laws and promoting or opposing the making of local legislation or personal bills;</p> <p>1.20. determining the meaning of “significant” in relation to “key” decisions (Article 6 refers);</p> <p>1.21. deciding whether to make a delegation of a non-Executive function or accept a delegation of a non-Executive function from another authority;</p> <p>1.22. receiving reports and consider recommendations from the Executive, Overview and Scrutiny Committee and its panels, and other Committees as appropriate;</p> <p>1.23. making appointments and nominations of Members to outside bodies;</p> <p>1.24. agree the making of Compulsory Purchase Orders; and</p> <p>1.25. all other matters which by law must be reserved to Council.</p> <p><b>Note:</b> The items referred to in Schedule 3A -1 in this part of the Constitution may not be the responsibility of the Executive and will be discharged by the Council, one of its Committees or an Officer.</p>	

## Committees/sub-committees of the Council

### 1. Area forums

Name of Body	Terms of Reference	Membership
Area Forums	<p>The primary role of an Area or Ward Forum is to promote the representative and advocacy role of local Councillors, to provide a 'sounding board' for community opinion and to help keep the Council accountable to local residents. A Forum provides an opportunity for residents to input into neighbourhood issues and empowers local Councillors to better represent their views.</p> <p><b>Responsibilities of Area and Ward Forums</b></p> <ol style="list-style-type: none"> <li>1. To organise walkabouts, street or service inspections, and 'reality checks' with residents and relevant local agencies, to identify problems and issues.</li> <li>2. To consider petitions received by the Council on matters of local significance.</li> <li>3. To monitor local services provided by the Council and external agencies.</li> <li>4. To coordinate the work of community environment champions, street captains and other volunteers.</li> <li>5. To provide an opportunity for public discussion of topical local issues, subject to the protocol for speakers at meetings adopted by the Area and Ward Forums.</li> <li>6. To call for people and papers as necessary to better involve residents and communities in the decision-making of the Council and to monitor and improve the provision of local services.</li> <li>7. To develop links with other local agencies (e.g. local safer neighbourhood panel, Neighbourhood Watch) and improve partnership working.</li> <li>8. To identify area-based environmental improvements, establish priorities and seek funding for such schemes.</li> <li>9. To be consulted in relation to traffic, transport and parking schemes, which specifically relates to or affects the Forum area.</li> </ol>	<p><b>Bedfont and Feltham Area Forum</b></p> <p>Comprising councillors from the following wards:</p> <ul style="list-style-type: none"> <li>• Bedfont (3)</li> <li>• Feltham North (3)</li> <li>• Feltham West (3)</li> </ul> <p>(9 Members)</p> <p><b>Brentford and Syon Area Forum</b></p> <p>Comprising councillors from the following wards:</p> <ul style="list-style-type: none"> <li>• Brentford East (2)</li> <li>• Brentford West (2)</li> <li>• Syon &amp; Brentford Lock (3)</li> </ul> <p>(7 Members)</p> <p><b>Central Hounslow Area Forum</b></p> <p>Comprising councillors from the following wards:</p> <ul style="list-style-type: none"> <li>• Hounslow Central (3),</li> <li>• Hounslow East (2)</li> <li>• Hounslow Heath (3),</li> <li>• Hounslow West (3),</li> </ul> <p>(11 Members)</p> <p><b>Chiswick Area Forum</b></p> <p>Comprising councillors from the following wards:</p> <ul style="list-style-type: none"> <li>• Chiswick Gunnersbury (3)</li> </ul>

Name of Body	Terms of Reference	Membership
		<ul style="list-style-type: none"> <li>• Chiswick Homefields (3),</li> <li>• Chiswick Riverside (3)</li> </ul> <p>(9 Members)</p> <p><b>Hanworth Area Forum</b> Comprising councillors from the following wards:</p> <ul style="list-style-type: none"> <li>• Hanworth Park (2)</li> <li>• Hanworth Village (3)</li> </ul> <p>(5 Members)</p> <p><b>Heston and Cranford Area Forum</b> Comprising councillors from the following wards:</p> <ul style="list-style-type: none"> <li>• Cranford (3),</li> <li>• Heston Central (3),</li> <li>• Heston East (3)</li> <li>• Heston West (3)</li> </ul> <p>(12 Members)</p> <p><b>Hounslow South, Isleworth, Osterley and Spring Grove Area Forum</b> Comprising councillors from the following wards:</p> <ul style="list-style-type: none"> <li>• Hounslow South (3)</li> <li>• Isleworth (3),</li> <li>• Osterley and Spring Grove (3)</li> </ul> <p>(9 Members)</p>

## 2. Overview and Scrutiny

Name of Body	Terms of Reference	Membership
<b>Overview and Scrutiny: General Role</b>	<p><b>1. General Role</b></p> <p>Within their terms of reference, the Overview and Scrutiny Committee and Scrutiny Sub-Committees, or Panel, other than the Call-In Sub-Committees will have the following roles:</p> <ul style="list-style-type: none"> <li>(a) the strategic development of policy – by supporting the Council and Executive in developing the policy framework and budget for the Council and working with partner organisations on issues that may be outside the remit of the Council;</li> <li>(b) reviews of specific services – by making reports and/or recommendations to the full Council, Executive, Portfolio Holders and any Joint or Area Forums on any of their functions;</li> <li>(c) the review of policy and decisions developed by others – by reviewing and/or scrutinising decisions made or actions taken in connection with the discharge of any of the Council's functions and review the Budget and Performance Framework;</li> <li>(d) the review of issues of concern to local people – by considering any matter affecting the area or its inhabitants and monitoring and scrutinising the activities of others including receiving and considering recommendations from the Area Forums on issues requiring scrutiny and, where appropriate, establishing panels, or referring to Standing Panels, topics for scrutiny;</li> <li>(e) consideration of the Forward Plan and scrutiny prior to key decisions being made, as appropriate;</li> <li>(f) where relevant and appropriate, to receive selected monitoring reports carried out internally and externally on services.</li> </ul> <p>The Call-In Sub-Committees may hear a call in of Executive decisions made but not yet implemented.</p> <p><b>2. Specific Functions</b></p> <p><b>Policy development and review</b></p> <p>The Overview and Scrutiny Committee and Scrutiny Panels may:</p> <ul style="list-style-type: none"> <li>(a) assist the Council, the Executive and Portfolio Holders in the development of the budget and policy framework by in-depth analysis of policy issues;</li> <li>(b) conduct research, community and other consultation in the analysis of policy issues and possible options;</li> </ul>	10 Councillors

Name of Body	Terms of Reference	Membership
	<p>(c) consider mechanisms to encourage and enhance community participation in the development of policy options;</p> <p>(d) question Members of the Executive, Advisory Panels and/or Committees of the Executive and chief Officers about their views on issues and proposals affecting the area; and</p> <p>(e) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.</p> <p><b>Scrutiny</b></p> <p>The Overview and Scrutiny Committee and Scrutiny Panels may:</p> <p>(a) review and scrutinise the decisions made by, and performance of, the Executive, Portfolio Holders and/or Committees and Council Officers both in relation to individual decisions and over longer periods of time;</p> <p>(b) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;</p> <p>(c) require the attendance of and question Members and chief Officers about their decisions and performance, or in relation to particular decisions, initiatives or projects;</p> <p>(d) make recommendations to the Executive and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process;</p> <p>(e) where partnership working permits, review and scrutinise the performance of other public services in the area, by inviting reports from partners and requesting that they address the Overview and Scrutiny Committee and Scrutiny Panels about their activities and performance;</p> <p>(f) question and gather evidence from any person (with their consent); and</p> <p>(g) carry out the scrutiny of matters relating to the Health and Social Care in accordance with the legislation.</p> <p><b>3. Finance</b></p> <p>The Overview and Scrutiny Committee will exercise overall responsibility for the finances made available to them.</p> <p><b>4. Annual Report</b></p> <p>The Overview and Scrutiny Committee will report annually to full Council on its workings and make recommendations for future work programmes and amend working methods, if appropriate</p>	

Name of Body	Terms of Reference	Membership
<b>2.1. Overview and Scrutiny Committee</b>	<p>The Overview and Scrutiny Committee has the following power and duties:</p> <ul style="list-style-type: none"> <li>(a) To oversee an agreed work programme that can help secure service improvement through in-depth investigation of performance issues and the development of an effective strategy/policy framework for the Council and partners;</li> <li>(b) To have general oversight and coordinate the Council's scrutiny function including appointing and dissolving subcommittees or panels;</li> <li>(c) To offer challenge and critical support to the Executive's policy development function and the long-term strategic direction of the borough;</li> <li>(d) To anticipate policy changes and determine their potential impact on residents and to recommend changes where these are appropriate;</li> <li>(e) To consider the Council and partners' strategic approach to service delivery, using, where necessary, the power of overview and scrutiny committees to receive information from partner agencies and to require partner authorities to have regard to reports and recommendations from the Committee, as set out under sections 9FF and 9FI of the Local Government Act 2000;</li> <li>(f) To undertake detailed investigation of service/financial performance in order to recommend policy changes to the Executive and to commission investigations by the panels;</li> <li>(g) To report scrutiny findings and recommendations to the Executive;</li> <li>(h) To review or scrutinise decisions made, or other action taken, in connection with the discharge of responsible authorities of their crime and disorder functions in accordance with s.19 of the Police and Justice Act 2006.</li> <li>(i) To consider key decisions on the Forward Plan;</li> <li>(j) To consider Councillor Call for Action in terms of <ul style="list-style-type: none"> <li>• Local Government Matters (Section 9FC of the Local Government act 2000)</li> <li>• Local Crime &amp; Disorder Matters (Section 19, Police &amp; Justice Act 2006)</li> </ul> </li> <li>(k) To discharge the functions conferred by Section 244 (2ZE) of the National Health Service Act 2006 as amended and Regulation 21 of the Local Authority (Public Health, Health and Wellbeing Board and Health Scrutiny Regulations 2013) of reviewing and scrutinising matters relating to the planning, provision and operation of health services in Hounslow.</li> </ul>	<p>10 Councillors and up to 3 nonvoting co-opted members).</p> <p>No Cabinet Member may sit on this body</p>



Name of Body	Terms of Reference	Membership
	(l) To respond to consultations from local health trusts, Department of Health and Social Care and any organisation which provides health services outside the local authority's area to inhabitants within it.	
<b>2.2. Call-in Subcommittee</b>	<p>The Call-In Sub-Committee has the following powers and duties:</p> <ul style="list-style-type: none"> <li>(a) to examine decisions of the Executive which are taken but not implemented, and which are 'called in' in accordance with the Committee Procedure Rules;</li> <li>(b) to refer matters called in to the decision taker with reasons and recommendations for changes;</li> <li>(c) to refer Executive decisions to full Council if they consider they are contrary to the policy framework or contrary to or not wholly in accordance with the budget.</li> </ul>	5 Councillors from the Overview and Scrutiny Committee.
<p>Generally, Panels operate on 'a task and finish group' approach to their business rather than having authority to determine matters, thereby largely reporting their findings and recommendations to their parent Overview and Scrutiny Committee for resolution or referral by the committee as appropriate. They may report direct to such other bodies, including other committees, if their work directly concerns the relevant body's functions. When examining specific issues, the Panels should identify at the commencement of their project, a specific objective / purpose and specified time for completion which generally should not exceed 6 months.</p>		
<b>2.3. Children and Young People Scrutiny Panel</b>	<p>The Children and Young People Scrutiny Panel shall perform the overview and scrutiny role and function through deep dive reviews in relation to:</p> <ul style="list-style-type: none"> <li>(a) All matters as they relate to children and young people and</li> <li>(b) Receive and comment upon any external inspections and reviews.</li> </ul>	9 Councillors, 2 voting church representatives and 3 voting parent governor representatives and up to 3 non-voting co-optees.
<b>2.4. Health and Adults Care Scrutiny Panel</b>	<p>The Health and Adults Care Scrutiny Panel shall perform the overview and scrutiny role and function through deep dive reviews in relation to:</p> <ul style="list-style-type: none"> <li>(a) All matters as they relate to adults and social care;</li> <li>(b) Scrutiny of local NHS organisations and invite the relevant Chief Executive(s) to account for the work of their organisation (s) as set out and required by the Health and Social Care Act 2001 and related primary and secondary legislation;</li> <li>(c) Refer contested major service reconfigurations to the Secretary of State in accordance with the Health and Social Care Act 2001 and;</li> <li>(d) Receive and comment upon any external inspections and reviews.</li> </ul>	9 Councillors and up to 3 non-voting co-optees
<b>2.5. Housing and Environment Scrutiny Panel</b>	Housing and Environment Scrutiny Panel shall perform the overview and scrutiny role and function through deep dive reviews in relation to:	9 Councillors and up to 3 non-voting co-optees

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Name of Body	Terms of Reference	Membership
	<p>(a) Any aspect of policy, provision and performance related to housing and the local environment and economy;</p> <p>(b) Any other matter allocated by the Overview and Scrutiny Committee;</p>	

### 3. Regulatory bodies

Name of Body	Terms of Reference	Mem
<b>3.1. Audit and Governance (incorporating the Standards Committee)</b>	<p>The committee's purpose is to provide an independent and high-level focus on the adequacy of governance, risk and control arrangements. Its role in ensuring there is sufficient assurance over governance, risk and control gives greater confidence to all those charged with governance that those arrangements are effective.</p> <p>The committee has oversight of both internal and external audit, together with the financial and governance reports, helping to ensure there are adequate arrangements in place for both internal challenge and public accountability.</p> <p><b>1. Governance, risk and control</b></p> <ul style="list-style-type: none"> <li>(a) To provide oversight to key changes to the Constitution.</li> <li>(b) To review the council's corporate governance arrangements against the good governance framework, including the ethical framework, and consider the local code of governance.</li> <li>(c) To monitor the effective development and operation of risk management in the council.</li> <li>(d) To monitor progress in addressing risk-related issues reported to the committee.</li> <li>(e) To consider reports on the effectiveness of internal controls and monitor the implementation of agreed action.</li> <li>(f) To consider reports on the effectiveness of financial management arrangements, including compliance with <a href="#">CIPFA's Financial Management Code</a>.</li> <li>(g) To consider the council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.</li> <li>(h) To review the assessment of fraud risks and potential harm to the council from fraud and corruption.</li> <li>(i) To monitor the counter fraud strategy, actions and resources.</li> <li>(j) To review the governance and assurance arrangements for significant partnerships or collaborations.</li> <li>(k) To monitor the effective development and operation of the Regulatory Powers Act 2000.</li> <li>(l) To monitor Council policies and reports on 'whistle-blowing' activity.</li> <li>(m) To keep under review and to determine the arrangements for the holding of elections and any referendums within the Borough and to initiate or respond to any proposals to the change of ward, constituency or Borough boundaries.</li> </ul> <p><b>2. Financial and governance reporting</b></p> <p><b>Governance reporting</b></p> <ul style="list-style-type: none"> <li>(a) To review the Annual Governance Statement (AGS) prior to approval and consider whether it properly reflects the risk environment and supporting assurances, including the head of internal audit's annual opinion.</li> <li>(b) To consider whether the annual evaluation for the AGS fairly concludes that governance arrangements are fit for purpose, supporting the achievement of the authority's objectives.</li> </ul> <p><b>Financial reporting</b></p> <ul style="list-style-type: none"> <li>(a) To monitor the arrangements and preparations for financial reporting to ensure that statutory requirements and professional standards can be met.</li> <li>(b) To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.</li> </ul>	<p>The Comr will co six m and t indep co-op audit mem</p> <p>The Indep Perso Stand matte atten meet are n mem the Comr</p> <p>Mem the E shall eligib appo the A Gove Comr and t and V Chair Over Scrut Comr shall eligib Chair Chair Audit Gove Comr</p>

Name of Body	Terms of Reference	Mem
	<p>(c) To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</p> <p><b>Treasury Management</b></p> <p>(a) To review and scrutinise the treasury management strategy and policies.</p> <p><b>3. Arrangements for audit and assurance</b></p> <p>(a) To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.</p> <p><b>External audit</b></p> <p>(a) To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments (PSAA).</p> <p>(b) To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.</p> <p>(c) To consider specific reports as agreed with the external auditor.</p> <p>(d) To comment on the scope and depth of external audit work and to ensure it gives value for money.</p> <p>(e) To consider additional commissions of work from external audit.</p> <p>(f) To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.</p> <p>(g) To provide free and unfettered access to the audit committee chair for the auditors, including the opportunity for a private meeting with the committee.</p> <p><b>Internal audit</b></p> <p>(a) To approve the internal audit charter.</p> <p>(b) To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.</p> <p>(c) To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.</p> <p>(d) To approve significant interim changes to the risk-based internal audit plan and resource requirements.</p> <p>(e) To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations.</p> <p>(f) To consider any impairments to the independence or objectivity of the head of internal audit arising from additional roles or responsibilities outside of internal auditing and to approve and periodically review safeguards to limit such impairments.</p> <p>(g) To consider reports from the head of internal audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:</p> <ul style="list-style-type: none"> <li>– updates on the work of internal audit, including key findings, issues of concern and action in hand as a result of internal audit work</li> <li>– regular reports on the results of the Quality Assurance Improvement Programme.</li> <li>– reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standard (PSIAS) and Local Government Application Note (LGAN), considering whether the non-conformance is significant enough that it must be included in the AGS.</li> </ul>	

Name of Body	Terms of Reference	Mem
	<p>(h) To consider the head of internal audit's annual report, including:</p> <ul style="list-style-type: none"> <li>– the statement of the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement (these will indicate the reliability of the conclusions of internal audit)</li> <li>– the opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control, together with the summary of the work supporting the opinion (these will assist the committee in reviewing the AGS).</li> </ul> <p>(i) To consider summaries of specific internal audit reports as requested.</p> <p>(j) To receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.</p> <p>(k) To contribute to the QAIP and in particular to the external quality assessment of internal audit that takes place at least once every five years.</p> <p>(l) To consider a report on the effectiveness of internal audit to support the AGS where required to do so by the accounts and audit regulations.</p> <p>(m) To provide free and unfettered access to the audit committee chair for the head of internal audit, including the opportunity for a private meeting with the committee</p> <p><b>4. Accountability arrangements</b></p> <p>(a) To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions.</p> <p>(b) To report to full council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.</p> <p>(c) To publish an annual report on the work of the committee, including a conclusion on the compliance with the <a href="#">CIPFA Position Statement</a></p> <p><b>5. Standards activity</b></p> <p>To promote and maintain high standards of conduct by elected and co-opted members of the Council and to advise the Council on the adoption or revision of the code of conduct that is expected of members and of co-opted members when they are acting in that capacity, the member and Officer protocol and the communication protocol.</p> <p>(a) To approve the arrangements for the investigation of allegations that a member or co-opted member has breached the code of conduct, and the arrangements for taking decisions on such allegations.</p> <p>(b) To monitor the operation of the Members' Code of Conduct and the Councillors and Officer Protocol.</p> <p>(c) To monitor and advise on standards related training provided for Councillors, co-opted members and church and parent governor representatives.</p> <p>(d) To deal with any standards related complaints referred to it and any report from the Monitoring Officer on any matter which is referred to him or her.</p> <p>(e) To receive reports from the Monitoring Officer on probity and ethical governance issues.</p> <p>(f) To invite two Independent Person, who are not members of the committee, to the meeting when considering standards matters.</p>	

Name of Body	Terms of Reference	Mem
<b>3. 2. Licensing and General Purposes Committee</b>	<p>The Licensing and General Purposes Committee is in general terms, responsible on behalf of the Council for developing and reviewing licensing policies, discharging the Council's licensing functions and duties and other general matters on behalf of the Borough Council.</p> <ul style="list-style-type: none"> <li>(a) The Committee shall consider all matters which, under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, are required not to be the responsibility of the Executive, save for those matters delegated to other Committees of the Council.</li> <li>(b) The Committee shall carry out the functions under any relevant statutory provision within the meaning of Part I (Health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer;</li> <li>(c) The Committee shall keep under review and to determine the arrangements for the holding of elections and any referendums within the Borough and to initiate or respond to any proposals to the change of ward, constituency or Borough boundaries;</li> <li>(d) The Committee shall determine applications under the Council's Personal Injury Allowance Scheme.</li> <li>(e) The Committee shall determine all matters and duties on the authority imposed by legislation, regulations orders, codes, and similar provisions for:</li> <li>(f) All activities under the Licensing Act 2003 <ul style="list-style-type: none"> <li>• Food safety and control.</li> <li>• Animal health, zoo licensing, welfare, safety and control.</li> <li>• Gambling, gaming, betting, lotteries and related amusements;</li> <li>• Scrap metal</li> <li>• Hypnotism</li> <li>• Street trading</li> <li>• Special Treatments</li> <li>• Sex establishments</li> <li>• Safety of sports grounds</li> <li>• Crime and disorder issues</li> </ul> </li> <li>(g) The Committee is established by the Council under Section 6(1) of the Licensing Act 2003.</li> <li>(h) All matters relating to the discharge of the Council's licensing functions under the Licensing Act 2003, are referred to the Licensing and General Purposes Committee by virtue of Section 7(1) of the Licensing Act 2003 and the Committee will discharge those functions on behalf of the Council.</li> <li>(i) All matters relating to the discharge of the Council's licensing functions under the Gambling Act 2005, are referred to the Licensing and General Purposes Committee by virtue of Section 154(1) of the Gambling Act 2005 and the Committee will discharge those functions on behalf of the Council.</li> <li>(j) All other matters relating to the discharge of the Council's licensing functions within these terms of reference and set out below, are referred to the Licensing Committee by virtue of section 101(1) of the Local Government Act 1972 Act and the Committee will discharge those functions on behalf of the Council.</li> <li>(k) The Committee may establish one or more sub-committees consisting of three members of the Licensing and General Purposes Committee.</li> <li>(l) The sub-committees will be referred to as Licensing Panels and will be responsible for carrying out the Council's licensing functions as set out below.</li> </ul>	15 Coun

Name of Body	Terms of Reference	Mem
	<p>(m) The Committee may delegate some of its functions to Officers as set out below.</p> <p>(n) Where a function or matter within the Committee's competence has been delegated to an Officer, the Committee or Licensing Panels may exercise that function or matter concurrently with the Officer to whom it has been delegated.</p> <p>(o) The exercise of any function or matter within the Committee's competence is always subject to any relevant requirement of the Council's Constitution including any Special Procedure and Protocol drawn up in pursuance of Council Procedure Rules or which may be prescribed by law.</p> <p>(p) Any reference to an Act of Parliament or subordinate legislation shall be deemed to include and extend to later legislation on the same subject.</p> <p>(q) Developing and reviewing all Council licensing policies and referring the relevant policies to the Borough Council for consideration and adoption and</p> <p>(r) All matters relating to the discharge by the Borough Council of its licensing functions and duties in accordance with any of the Council's licensing policies.</p> <p>When fulfilling its functions under 3A: 3.2 (f), (g) and (h), the Committee will meet as the Council's Licensing Committee as established to act as the administrative committee acting under statutory delegation pursuant to section 6 of the Licensing Act 2003.</p> <p>This Committee is formed of 15 Members of the Council, who will be those same Members as are appointed to the Licensing and General Purposes Committee (and whose appointments must be in accordance with the proportionality rules) for which no substitute members are permitted and there shall be no power to co-opt.</p>	
<b>3.2.1.Licensing Panel</b>	<p>The Licensing and General Purposes Committee delegates the following matters to the Licensing Panels who shall be responsible for:</p> <p><b>Licensing Act 2003</b></p> <p>1. Determination of applications:</p> <p>(a) for premises licences/club premises certificates where a representation has been made;</p> <p>(b) for provisional statements where a representation has been made</p> <p>(c) for variation of premises licences/club premises certificates where a representation has been made;</p> <p>(d) to vary designated premises supervisor following police objection;</p> <p>(e) for transfer of premises licence following police objection;</p> <p>(f) for interim authorities where an objection by the Police has been made;</p> <p>(g) to review premises licences/club premises certificates.</p> <p>Decisions to give an objection notice following police or environmental health objection to a temporary event notice.</p> <p><b>Gambling Act 2005</b></p> <p>(a) Determination of an application:</p> <ul style="list-style-type: none"> <li>for a premises licence where a representation has been made;</li> <li>for transfer of a premises licence following representations by the Gambling Commission;</li> <li>for a provisional statement where a representation has been made.</li> </ul> <p>(b) Review of a premises licence.</p> <p><b>Other legislation</b></p>	<p>3 mem made the L and C Purpo Comm mem</p>



Name of Body	Terms of Reference	Mem
	<p>Determination of an application for any licence or other authorisation under the legislation related to the list below, where the application is opposed or involves matters relating to the suitability of applicants:</p> <ul style="list-style-type: none"> <li>• Street trading activities</li> <li>• Sex establishments</li> <li>• Safety of Sports Grounds</li> <li>• Animal Welfare</li> <li>• Zoo Licensing</li> <li>• Special treatments.</li> <li>• Scrap Metal .</li> </ul> <p><b>Functions delegated to Officers</b></p> <p>(a) All other licensing functions and duties except where specifically precluded under the relevant legislation, are delegated to the Executive Director of Environment, Culture and Customer Services.</p> <p>(b) The delegation applies to functions and duties under the legislation related to the:</p> <ul style="list-style-type: none"> <li>• Licensing.</li> <li>• Gambling</li> <li>• Street trading</li> <li>• Sex establishments.</li> <li>• Safety of sports grounds</li> <li>• Animal welfare</li> <li>• Zoo licensing</li> <li>• Special treatments.</li> <li>• Scrap metal</li> <li>• Hypnotism</li> <li>• Criminal Justice and Police Act</li> </ul> <p>3. The Executive Director of Environment, Culture and Customer Services may appoint and authorise Officers to carry out these duties and functions on behalf of the Council.</p> <p>4. In general terms, the delegation authorises the Executive Director of Environment, Culture and Customer Services:</p> <p>(a) to determine whether an application or notice given under any of the above legislation, for a licence, permit, registration, or other authorisation has been properly made in accordance with the provisions of the relevant legislation and Council policy;</p> <p>(b) to determine whether an applicant satisfies the requirements required of an applicant in accordance with the relevant legislation and Council policy;</p> <p>(c) to process all applications and notices in accordance with the provisions of the relevant legislation and Council policy;</p> <p>(d) to grant, renew, vary, or transfer any licence, permit, registration, or other authorisation in accordance with the provisions of the relevant legislation and Council policy;</p> <p>(e) to attach conditions to and issue any licence, permit, registration, or other authorisation in accordance with the provisions of the relevant legislation and Council policy;</p> <p>(f) to update and issue any licence or other authorisation, in accordance with the provisions of the relevant legislation and Council policy;</p> <p>(g) to notify any relevant party of the grant, renewal, variation, transfer, review, suspension or revocation of any licence or other authorisation, in accordance with the provisions of the relevant legislation and Council policy;</p>	



Name of Body	Terms of Reference	Mem
	<p>(h) to compile, maintain and make available to the public, a register in accordance with the provisions of the relevant legislation and Council policy;</p> <p>(i) to revoke, suspend, or cancel any licence or other authorisation in accordance with the provisions of the relevant legislation and Council policy;</p> <p>(j) to acknowledge notices and serve counter notices in accordance with the provisions of the relevant legislation and Council policy;</p> <p>(k) to submit representations in respect of an application in accordance with the provisions of the relevant legislation and Council policy;</p> <p>(l) to make an application for the review of a licence in accordance with the provisions of the relevant legislation and Council policy;</p> <p>(m) to enforce the provisions of the relevant legislation in relation to any of the Council's licensing functions and duties.</p> <p>(n) to exercise any power of entry in accordance with the provisions of the relevant legislation and Council policy;</p> <p>(o) to apply for and to authorise Officers to apply for warrants to enter premises in accordance with the provisions of the relevant legislation;</p> <p>(p) to commence legal proceedings in respect of offences under the relevant legislation.</p> <p><b>Closure of unlicensed premises</b></p> <p>The Executive Director of Environment, Culture and Customer Services is authorised to exercise the powers under sections 19 to 28 of The Criminal Justice and Police Act 2001 in relation to:</p> <p>(a) serving and cancelling closure notices;</p> <p>(b) making applications for closure orders;</p> <p>(c) issuing certificates of termination of closure orders;</p> <p>(d) defending applications for the discharge of closure orders;</p> <p>(e) appealing against the refusal to make closure orders;</p> <p>(f) enforcing closure orders;</p> <p>(g) prosecuting for obstruction of authorised Offices or for offences in connection with closure orders; and</p> <p>(h) authorising Officers to exercise all or any of these powers.</p>	
3.3. Planning Committee	<p>1. <b>Scope</b></p> <p>(a) The purpose of the Planning Committee is to consider local planning and development management matters as set out in Schedule 1A and paragraph 1 of Schedule 2 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and any other matter which is incidental or conducive to the exercise of those functions. A list of those functions is set out in the appendix.</p> <p>(b) Unless a matter is reserved to the Planning Committee under paragraph 3 below, any application for planning permission, consent, consultation or approval or any enforcement matter or appeals in respect of such matters will be dealt with by the Director of Planning and Buildings, who may further delegate those functions to officers reporting to them, such further delegations to be set out in the Local Scheme Of Delegation.</p> <p>(c) The development of planning policy is an executive function and is formulated by the Council's Leader and Cabinet. In doing so, the Planning Committee may be invited to, or may of their own volition, exercise a consultation and advisory role,</p>	15 Coun

Name of Body	Terms of Reference	Mem
	<p>commenting upon the content of proposed planning policy and upon the effectiveness of existing policies employed in development control decisions.</p> <p><b>2 Definition</b></p> <p>2.1 In these terms of reference, ‘Major Applications’ are defined in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 as proposals for:</p> <ul style="list-style-type: none"> <li>(i) the winning and working of minerals or the use of land for mineral-working deposits;</li> <li>(ii) waste development;</li> <li>(iii) the provision of dwellings where the number of dwellings to be provided is 10 or more;</li> <li>(iv) development to be carried out on a site having an area of 0.5 hectares or more and where it is not known whether the number of dwellings to be provided is 10 or more;</li> <li>(v) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or</li> <li>(vi) development is carried out on a site having an area of one hectare or more.</li> </ul> <p>2.2 In these terms of reference, the term ‘Planning Applications’ does not include matters:</p> <ul style="list-style-type: none"> <li>(i) which have fixed determination periods (for instance notifications, prior approvals, discharge of conditions or non-material amendments); or</li> <li>(ii) only involve technical or factual considerations (for instance applications for certificates of lawfulness).</li> </ul> <p><b>3 Referral and reservation</b></p> <p>3.1 Items of business shall be considered or determined by the Planning Committee where:</p> <ul style="list-style-type: none"> <li>(a) a Major Application is recommended for approval but would not accord with the Council’s approved planning policies and, in the opinion of the Chief Planning Officer, would constitute a significant departure from the provisions of the adopted Development Plan;</li> <li>(b) a Member who considers a Planning Application which is being recommended for approval will have a direct impact on their Ward or the Chair of the relevant area forum, has requested that the application be referred (or “called-in”) for consideration by the next appropriate Planning Committee and where the request:</li> </ul>	

Name of Body	Terms of Reference	Mem
	<ul style="list-style-type: none"> <li>(i) was made within 5 clear working days of the Member being notified of the application through publication on the Council's website (the 'Pending List');</li> <li>(ii) sets out in writing the planning considerations relevant to the proposal and stating why those matters warrant referral to the Planning Committee;</li> <li>(iii) informal discussions between the Member and officers have not led to the Member's concerns being resolved; and</li> <li>(iv) the request has been accepted by the Director of Planning and Buildings, in consultation with the Chair or Vice-Chair, as amounting to valid planning reasons for referral to the Planning Committee</li> </ul> <p>(c) a Planning Application is submitted in respect of any land owned by the Council or for development of any land by the Council or by the Council jointly with any other person (except for matters which in the opinion of the Director of Planning and Buildings are minor);</p> <p>(d) a Planning Application has been submitted by, or in respect of any land owned by:</p> <ul style="list-style-type: none"> <li>(i) a Member of the Council;</li> <li>(ii) a chief officer or deputy chief officer of the Council; or</li> <li>(iii) an officer who, in the opinion of the proper officer, is directly employed in planning matters or in support of the Planning Committee; or</li> </ul> <p>(e) the Director of Planning and Buildings is of the opinion that any proposal for development, application, enforcement, appeal or other related matter should be considered by the Planning Committee.</p> <p><b>4. Rights of Applicants and Objectors to speak in relation to Applications at the Planning Committee<sup>1</sup></b></p> <p>4.1 For Planning Applications, the applicant will only be able to speak if there is an objector who wishes to address the committee. In exceptional circumstances, the Chair may agree that an applicant, who would significantly add to the information already available, will be allowed to speak at the committee in the absence of an objector. Where both parties address the committee, the order of speaking will be the objector, followed by the applicant. Each party will be given no more than 5 minutes to speak.</p> <p>4.2 Members of the public, or applicants should contact the committee administrator with details of the proposed submission no later than noon on</p>	

<sup>1</sup> These provisions are also contained in the Committee Procedure Rules (Part 4B)

Name of Body	Terms of Reference	Mem																								
	<p>the Friday of the week before the meeting. Notification will be given of the Chair’s decision on the request to speak.</p> <p>4.2 Where an application is recommended for refusal by the Director of Planning and Buildings, but the Planning Committee is minded approving the application, the application will be deferred to the next meeting of the Planning Committee to enable re-notification to take place and give an opportunity for objectors to the application to attend the subsequent meeting and make representations. This is to ensure that members of the public have the right to address the committee, and officers can address reasons for grant and conditions.</p> <p>Appendix</p> <p>Local Authorities (Functions and Responsibilities) (England) Regulations 2000/2853 Schedule 1 FUNCTIONS NOT TO BE THE RESPONSIBILITY OF AN AUTHORITY’S EXECUTIVE</p> <table><tr><td><b>Function</b></td></tr><tr><td><b>A. Functions relating to town and country planning and development control</b></td></tr><tr><td></td></tr><tr><td>5. Power to determine application for planning permission [ or permission in principle] .</td></tr><tr><td>6. Power to determine applications to develop land without compliance with conditions previously attached.</td></tr><tr><td>7. Power to grant planning permission for development already carried out.</td></tr><tr><td>8. Power to decline to determine application for planning permission [ or permission in principle] .</td></tr><tr><td>9. Duties relating to the making of determinations of planning applications.</td></tr><tr><td>10. Power to determine application for planning permission [ or permission in principle] made by a local authority, alone or jointly with another person.</td></tr><tr><td>11. Power to make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights.</td></tr><tr><td>12. Power to enter into agreement regulating development or use of land.</td></tr><tr><td>13. Power to issue a certificate of existing or proposed lawful use or development.</td></tr><tr><td>14. Power to serve a completion notice.</td></tr><tr><td>15. Power to grant consent for the display of advertisements.</td></tr><tr><td>16. Power to authorise entry onto land.</td></tr><tr><td>17. Power to require the discontinuance of a use of land.</td></tr><tr><td>18. Power to serve a planning contravention notice, breach of condition notice or stop notice.</td></tr><tr><td>[18A. Power to issue a temporary stop notice.</td></tr><tr><td>19. Power to issue an enforcement notice.</td></tr><tr><td>20. Power to apply for an injunction restraining a breach of planning control.</td></tr><tr><td>21. Power to determine applications for hazardous substances consent, and related powers.</td></tr><tr><td>22. 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Name of Body	Terms of Reference	Mem
	<b>26.</b> Duties relating to applications for listed building consent [...].	
	<b>27.</b> Power to serve a building preservation notice, and related powers.	
	<b>28.</b> Power to issue enforcement notice in relation to demolition of [listed] building in conservation area.	
	<b>29.</b> Powers to acquire a listed building in need of repair and to serve a repairs notice.	
	<b>30.</b> Power to apply for an injunction in relation to a listed building.	
	<b>[30A.]</b> Power to authorise stopping up or diversion of highway.	
	<b>31.</b> Power to execute urgent works.	
	<b>[32.]</b> Duty to enter land in Part 2 of the brownfield land register.	
	(a)	

#### 4. Other bodies

Name of Body	Terms of Reference	Membership
<b>4.1. Pension Fund Panel</b>	<p><b>1. Role of the Pension Fund Panel</b></p> <p>To exercise the functions of the Council in its capacity as the Administering Authority in relation to the London Borough of Hounslow Pension Fund in conjunction with other bodies who contribute to the Fund in accordance with the Local Government Pension Scheme (LGPS) Regulations and associated legislation.</p> <p>This is a fiduciary role to ensure that the Fund is invested and managed for the benefit of scheme beneficiaries to ensure the long-term objective is met of paying all benefits as and when they fall due.</p> <p>The Pension Fund Panel is responsible for ensuring that the Fund is properly operated in accordance with all relevant regulations and best practice as advised by the Pensions Regulator, the Scheme Advisory Board, DLUHC and CIPFA, including investment, governance, administration and accounting matters.</p> <p><b>2. Membership and Administration</b></p> <p><b>a) The Pension Fund Panel</b> shall consist of eight elected Councillors of the London Borough of Hounslow and three non-voting representative members, one each from the pensioner membership of the fund, a scheme employer and the trade unions.</p> <p><b>b) Quorum</b></p> <p>The Pension Fund Panel shall be quorate when four Panel Members are in attendance.</p> <p><b>c) Substitute members</b></p> <p>Substitute members are not permitted.</p> <p><b>d) Periods of office</b></p> <p>Due the training requirements and specialist knowledge each Panel member shall be appointed for a period of four years to tie in with local elections.</p> <p><b>e) Pension Fund Panel meetings</b></p> <p>The Panel shall meet quarterly, with meeting dates scheduled at the start of each municipal year by the Council's Committee Services.</p> <p><b>f) Voting rights</b></p> <p>Each elected Councillor Panel member will be entitled to vote and where a vote is taken the matter will be decided by a majority. In the event of an equality of votes, the Chairman will have a casting vote.</p> <p>The representative members are not permitted to vote.</p>	<p>8 members</p>

Name of Body	Terms of Reference	Membership
	<p><b>g) Notice and circulation of papers</b></p> <p>The papers for each Panel meeting shall be circulated to all members one calendar week in advance of each meeting. The papers shall be published on the Council's website unless they contain material considered to be exempt or confidential, as defined by the Local Government Act 1972 and subsequently agreed as such by the Panel.</p> <p><b>h) Minutes</b></p> <p>Minutes of all non-confidential or non-exempt parts of the Panel's meetings shall be recorded and published on the Council's website.</p> <p><b>i) Role of Advisers</b></p> <p>The Panel may request that one of the Council's advisers attends a Panel meeting to provide advice or information.</p> <p><b>j) Expenses</b></p> <p>Each Panel member may claim, upon production of the relevant receipts, travel expenses directly incurred in the work of the Pension Fund Panel.</p> <p><b>h) Additional policies relating to the Panel operations</b></p> <p><b>i) Conflict of Interests</b></p> <p>The Panel is required to always act within these terms of reference. Panel members should abide by the separately prepared Conflict of Interest Policy and keep the policy under review.</p> <p><b>ii) Knowledge and understanding</b></p> <p>All Panel members are required to have sufficient knowledge and understanding of pensions matters to undertake their roles. Panel members are expected to comply with the training requests of the Administering Authority. All Panel members are required to undertake introductory mandatory 3-day training with LGA (Local Government Association).</p> <p><b>3. Functions</b></p> <p>a) To agree the investment strategy and strategic asset allocation having regard to the advice of the Chief Finance Officer, independent investment advisor and fund managers.</p> <p>b) To monitor performance of the Fund, individual fund managers, custodians, actuary and other external advisors</p> <p>c) To determine the Fund management arrangements having regard to the advice of the Chief Financial Officer, including</p>	

Name of Body	Terms of Reference	Membership
	<p>the appointment and termination of the fund managers, actuary, custodians, fund administrators and fund advisors.</p> <p>d) To agree Fund policies and strategies including the Investment Strategy Statement, the Funding Strategy Statement, the Business Plan for the Fund, the Communications Policy Statement, the Pensions Administration Strategy and the Governance Compliance Statement and to ensure compliance with these.</p> <p>e) To exercise the voting rights at AGMs and EGMs of companies in which the Fund has holdings, after considering the advice of the Chief Financial Officer.</p> <p>f) To monitor performance and agree pension fund administration matters</p> <p>g) To approve the final statement of accounts of the Fund and to approve the Annual Report.</p> <p>h) To receive actuarial valuations of the Fund regarding the level of employers' contributions necessary to balance the Fund.</p> <p>i) To oversee and approve any changes to the administrative arrangements, material contracts and policies and procedures of the Council for the payment of pensions, and allowances to beneficiaries.</p> <p><b>4. Review, Interpretation and Publication of Terms of Reference</b></p> <p>a) These Terms of Reference have been agreed by Hounslow's Borough Council. The Council will monitor and evaluate the operation of the Pension Fund Panel and may review these Terms of Reference from time to time.</p> <p>b) Changes to these Terms of Reference will only be approved by Borough Council. The Monitoring Officer is authorised to make minor amendments, consequential upon statutory or regulatory change, or to rectify errors, or to update arrangements consequential upon other external factors.</p>	



Name of Body	Terms of Reference	Membership
	<p>c) These Terms of Reference will be published as an appendix to the Council's Constitution and will be available as part of the Constitution as defined in the Council's Constitution. They will also form part of the London Borough of Hounslow Pension Fund's Governance Policy and Compliance Statement which will be made available in accordance with the requirements of the LGPS Regulations</p>	
<p><b>4.2. Local Pension Board</b></p>	<p>The purpose of this document is to set out the terms of reference for the Local Pension Board of the London Borough of Hounslow.</p> <p><b>1 Role of the Local Pension Board</b></p> <p>The role of the local Pension Board is defined by section 5 of the Public Service Pensions Act 2013 and regulation 106 of the Local Government Pension Scheme (LGPS) Governance Regulations 2013. It is to assist the administering authority (the Council) with:</p> <ul style="list-style-type: none"> <li>• Securing compliance with the LGPS Governance regulations and any other legislation relating to the governance and administration of the LGPS</li> <li>• Securing compliance with any requirements imposed by the Pensions Regulator in relation to the scheme and</li> <li>• Ensuring effective and efficient governance and administration of the scheme-recommendations to the Council's Pension Fund Panel.</li> </ul> <p><b>2. Membership and Administration</b></p> <p>a) The Pension Board shall consist of nine members and be constituted as follows:</p> <ul style="list-style-type: none"> <li>• One Independent non-voting member (Chair)</li> <li>• Four employer representatives comprising a minimum of one elected member of the Council; and</li> <li>• Four scheme member representatives comprising a minimum of one representative from the Council who may be from any of the following membership categories: active, deferred or pensioner.</li> </ul> <p>b) The Appointments Panel overseeing the appointment process and deciding which individuals should be appointed to the Pension Board will consist of:</p>	<p>9 members constituted as follows:</p> <p>1 Independent non-voting member (Chair)</p> <p>4 Employer Representatives (up to two of which may be an elected Member of Hounslow Council)</p> <p>4 Scheme Member Representatives. Substitutes are not permitted.</p> <p>Neither employer nor scheme member representatives can sit on both the Pension Fund Panel and the Pension Board at the same time</p>

Name of Body	Terms of Reference	Membership
	<ul style="list-style-type: none"> <li>• the Lead Member for Finance</li> <li>• Finance Department Officer responsible for Pensions,</li> <li>• the Head of Governance/Monitoring Officer</li> <li>• Human Resources representative</li> <li>• Staff Side Secretary</li> </ul> <p><b>c) Quorum</b></p> <p>The Pension Board shall be quorate when four Pension Board Members are in attendance.</p> <p><b>d) Chairman of the Board</b></p> <p>The Appointment Panel will appoint an independent non-voting Chair of the Board. The duties of the Chair are detailed in the separately produced role profile.</p> <p><b>e) Substitute members</b></p> <p>Substitute members are not permitted.</p> <p><b>f) Periods of office</b></p> <p>Each Board member shall be appointed for a period of four years to tie in with local elections, which can be extended for a further four-year period subject to re-nomination.</p> <p><b>g) Termination</b></p> <p>Other than ceasing to be eligible a Pension Board member may only be removed from office during the term of appointment by the agreement of the Appointments Panel. Such reasons may include non-compliance with these Terms of Reference including inappropriate conduct, conflicts of interest, avoidance of training or low meeting attendance.</p> <p><b>h) Board meetings</b></p> <p>The Board shall meet quarterly and meeting dates will be scheduled at the start of each municipal year by the Council's Committee Services.</p> <p><b>i) Voting rights</b></p> <p>Each Representative Board member will be entitled to vote and where a vote is taken the matter will be decided by a majority of the Board members present and voting but it is expected that the Pension Board will as far as possible reach a consensus. In the event of an equality of votes, the Chairman will have a casting vote.</p> <p><b>j) Notice and circulation of papers</b></p> <p>The papers for each Board meeting shall be circulated to all Board members one calendar week in advance of each meeting. The papers shall be published on the Council's website unless they contain material considered to be</p>	

Name of Body	Terms of Reference	Membership
	<p>exempt or confidential, as defined by the Local Government Act 1972 and subsequently agreed as such by the Board.</p> <p><b>k) Minutes</b></p> <p>Minutes of all non-confidential or non-exempt parts of the Board's meetings shall be recorded and published on the Council's website.</p> <p><b>l) Role of Advisers</b></p> <p>The Board may request that one of the Council's advisers attends a Board meeting to provide advice or information to the Board.</p> <p><b>m) Expenses</b></p> <p>Each Board member may claim, upon production of the relevant receipts, travel expenses directly incurred in the work of the Pension Board.</p> <p><b>n) Additional policies relating to the Board operations</b></p> <p><b>i) Code of Conduct</b></p> <p>The Code of Conduct for Members in Hounslow Council's Constitution shall apply in relation to the standards of conduct of Pension Board members as if they are Co-opted Members of Hounslow Council insofar as it can be reasonably considered to apply to the role of members of the Pension Board and unless excluded elsewhere within these Terms of Reference.</p> <p><b>ii) Conflict of Interests</b></p> <p>The Board is required to always act within these terms of reference. Board members should abide by the separately prepared Conflicts Policy and keep the policy under review.</p> <p><b>iii) Knowledge and understanding</b></p> <p>All Board members are required to have sufficient knowledge and understanding of pensions matters to undertake their roles. Board members are expected to comply with the training requests of the Administering Authority. All Board members are required to undertake introductory mandatory 3-day training with LGA (Local Government Association).</p> <p><b>3. Reporting</b></p> <p><b>a) Annual report on activity</b></p> <p>The Pension Board should prepare an annual report on its activities and its compliance with these terms of reference and the associated policies. This report should be addressed to Borough Council each year, in the first six months of the financial year, reporting on the activities of the Pension Board for the previous financial year. Such a report will be</p>	

Name of Body	Terms of Reference	Membership
	<p>submitted to the Pension Fund Panel for noting prior to submission to Council.</p> <p><b>b) Reporting recommendations</b></p> <p>If the Pension Board determines that it wishes to make recommendations to the Pension Fund Panel, such recommendations should be reported to the next meeting of the Pension Fund Panel. The Pension Fund Panel's response to the recommendation will be reported to the next meeting of the Pension Board.</p> <p><b>4. Review, Interpretation and Publication of Terms of Reference</b></p> <p>a) These Terms of Reference have been agreed by Hounslow's Borough Council. The Council will monitor and evaluate the operation of the Pension Board and may review these Terms of Reference from time to time.</p> <p>b) Changes to these Terms of Reference will only be approved by Borough Council. The Monitoring Officer is authorised to make minor amendments, consequential upon statutory or regulatory change, or to rectify errors, or to update arrangements consequential upon other external factors.</p> <p>c) These Terms of Reference will be published as an appendix to the Council's Constitution and will be available as part of the Constitution as defined in the Council's Constitution. They will also form part of the London Borough of Hounslow Pension Fund's Governance Policy and Compliance Statement which will be made available in accordance with the requirements of the LGPS Regulations</p>	
<b>4.3. Revenues Appeal Panel</b>	<p><b>(a)</b> To consider appeals against the refusal of a Discretionary or Hardship Rate Relief Discretionary Relief for Business Rates (NNDR) after initial review by a Senior Officer.</p> <p><b>(b)</b> To consider applications for Charitable Discretionary Rate Relief under Section 43 (5) and (6) of the Local Government Finance Act 1988.</p> <p><b>(c)</b> To consider applications for Hardship Rate Relief under Section 49 of the Local Government Finance Act 1998.</p>	9 Councillors
<b>4.4. Chief Officers' Employment Panel</b>	<p>The Chief Officer Employment Panel, which shall include at least one member of the Executive, has the following powers and duties:</p> <p><b>(a)</b> to make recommendations to Council on the appointment of the Head of Paid Service;</p>	<p>This will vary, as follows</p> <p>a) For the Chief Executive – Leader, Deputy Leader, Relevant Cabinet</p>

Name of Body	Terms of Reference	Membership
	<p>(b) to appoint the section 151 Officer (Executive Director of Finance and Resources) and the Monitoring Officer</p> <p>(c) to appoint Chief Officers (defined for the purpose of these terms of reference as members of the Corporate Leadership Team)</p> <p>(d) to appoint Deputy Chief Officers (as defined in section 2(8) of the Local Government and Housing Act 1989) if the Leaders of the Political Groups, in consultation with the Chief Executive, agree that such an appointment should be carried out by the Panel.</p> <p>(e) to make recommendations to Council on the dismissal of the Head of Paid Service Chief Finance Officer or Monitoring Officer (other than in cases of permanent ill-health) having complied with the requirements of the Officer Employment Procedure Rules, where relevant.</p> <p>(f) to consider whether to impose a disciplinary sanction, including dismissal, on a Chief Officer and if, so to impose that sanction, having complied with the requirements of the Officer Employment Procedure Rules;</p> <p>(g) to consider matters and act as required or permitted under the Office Employment Procedure Rules in respect of the Head of Paid Service, Chief Finance Officer and Monitoring Officer including, without limitation:</p> <p>i) to suspend such an Officer and to review such suspension;</p> <p>ii) to appoint an independent investigator, agree their terms of remuneration and working methods;</p> <p>iii) to appoint external advisers;</p> <p>iv) to consider the report of an independent investigator and in relation to that report:</p> <ul style="list-style-type: none"> <li>to hold a hearing if appropriate to consider the report;</li> <li>to impose action short of dismissal on such an Officer;</li> <li>to decide to take no further action;</li> <li>to recommend informal resolution or other appropriate procedures;</li> <li>to refer back to the independent investigator for further investigation and report;</li> <li>to propose dismissal of such an Officer to Council (in which case the matter should be referred to the Independent Panel prior to referral to Council).</li> </ul>	<p>Member, minority group member(s);</p> <p>b) For Members of Corporate Leadership Team or Deputy Chief Officers – Leader, Deputy Leader, Cabinet Member, minority Member, advised by the Chief Executive / Executive Director who will have line management responsibility</p> <p>c) Where a meeting of the Panel has taken a disciplinary decision in respect of which the chief officer in question has a right of appeal (save in the case of a proposed dismissal of the Head of Paid Service, Section 151 Officer or Monitoring Officer where the decision of Full Council effectively operates as the appeal) a differently constituted panel shall be convened for that purpose</p>

Name of Body	Terms of Reference	Membership
	<p>(h) to decide whether any objections made by a member of the Cabinet are material and well-founded and, if it decides that they are, to take appropriate action;</p> <p>(i) to consider grievances by the Head of Paid Service, and appeals by a Chief Officer against decisions made by the Head of Paid Service in relation to a grievance made by the Officer;</p> <p>(j) To approve severance packages including those comprising elements beyond those to which the officer concerned is contractually entitled where the value of such packages is above £20,000 up to and including £100,000.</p> <p>(k) In exceptional cases, to approve severance packages the value of which exceeds £100,000 provided that legal advice has been taken and the reasons for not referring the decision to Borough Council are recorded in writing.</p>	
<p><b>4.5. Schools Forum</b></p>	<p>The Schools Forum is established and operates in accordance with regulations (<u>The Schools Forums (England) Regulations 2012</u>) and guidance issued by the Education &amp; Skills Funding Agency that govern its constitution and procedures.</p> <p>Schools forums generally have a consultative role but there are situations, as set out in the regulations, where they can make decisions on local authority proposals.</p> <p><b>1. The Council shall consult with the Schools Forum on:</b></p> <p>(a) any proposed changes to the schools funding formula</p> <p>(b) the terms of any proposed contract where the local authority is entering a contract to be funded from the schools budget, at least one month prior to invitation to tender</p> <p>(c) financial issues, annually, relating to the</p> <p>(d) arrangements for pupils with special educational needs, in particular the places to be commissioned by the local authority and schools and the arrangements for paying top up funding</p> <p>(e) arrangements for the use of pupil referral units and the education of children otherwise than at school, in particular the places to be commissioned by the local authority and schools and the arrangements for paying top up funding</p> <p>(f) arrangements for early years provision;</p> <p>(g) administrative arrangements for the allocation of central government grants paid to schools via the authority</p> <p>(h) the Minimum Funding Guarantee (MFG)</p>	<p>Schools Forums must have school members, academies member(s) and non-school members. Schools and academies must together number at least two thirds of the total membership of the Schools Forum and be broadly representative to the pupil numbers in each category of school</p> <p>Members of Schools Forum are appointed for a 2-year term.</p> <p>The Schools Forum has 20 members:</p> <ul style="list-style-type: none"> <li>• 16 school members; 5 maintained primary</li> </ul>

Name of Body	Terms of Reference	Membership
	<p>(i) proposals to carry forward a deficit on central expenditure to the next year to be funded from the schools budget</p> <p>(j) proposals for any brought forward deficit on de-delegated services to be met by the overall schools budget</p> <p>(k) de-delegation proposals for mainstream schools for contingencies, administration of free school meals. Insurance, licenses and subscriptions, staff costs (supply cover), support for minority ethnic pupils (under achieving groups), behaviour support services, library and museum services or school improvement.</p> <p>(l) general duties for maintained schools and contribution to responsibilities that local authorities hold for maintained schools</p> <p>(m) central spend on and the criteria for allocating funding from funding for specific pre 16 pupil growth including new schools set up to meet basic need</p> <p>(n) central spend on and the criteria for allocating funding for good our outstanding schools with falling rolls where growth in pupil numbers is expected within 3 years</p> <p>(o) central spend on early years block provision funding to enable all schools to meet the infant class size requirement</p> <p>(p) central spend on back pay for equal pay claims, remission of boarding fees at maintained schools and academies, places on independent schools for non SEN pupils, admissions, servicing of Schools Forum and contribution to responsibilities that local authorities hold for all schools</p> <p>(q) central spend on high needs black provision and central licenses negotiated by the Secretary of State</p> <p>(r) changes to the scheme of financial management</p> <p>(s) membership and length of Office of members.</p> <p><b>2. The Schools Forum can make decisions on proposals brought by the Council on:</b></p> <p>(a) Movements of up to 0.5% from the schools' block to other blocks</p> <p>(b) The carry forward of a deficit on central expenditure to the next year to be funded from the schools' budget</p> <p>(c) Any brought forward deficit on de-delegated services which is to be met by the overall schools' budget</p> <p>(d) de delegation for mainstream schools for contingencies, administration of free school meals. Insurance, licenses and subscriptions, staff costs (supply cover), support for minority ethnic pupils (under achieving groups), behaviour support services, library and museum</p>	<p>school representatives; 1 Maintained infant and nursery school rep; 1 maintained secondary school representative; 1 maintained special school representative; 1 representative from the Woodbridge Park Education Service (Pupil Referral Unit); 5 academy secondary school representatives; 1 academy special school representative</p> <ul style="list-style-type: none"> <li>4 non-school members: 1 representative of the 14-19 Partnership; 1 Early Years PVI representative; 1 representative of the Church of England Diocesan Board and 1 representative of the Roman Catholic</li> </ul>



Name of Body	Terms of Reference	Membership
	<p>services or school improvement (maintained primary and secondary school member representatives decide for their phase)</p> <p>(e) general duties for maintained schools and contribution to responsibilities that local authorities hold for maintained schools (determined by the relevant maintained school members)</p> <p>(f) central spend on and the criteria for allocating funding from funding for specific pre 16 pupil growth including new schools set up to meet basic need</p> <p>(g) central spend on and the criteria for allocating funding for good our outstanding schools with falling rolls where growth in pupil numbers is expected within 3 years</p> <p>(h) central spend on early years block provision funding to enable all schools to meet the infant class size requirement</p> <p>(i) central spend on back pay for equal pay claims, remission of boarding fees at maintained schools and academies, places on independent schools for non-SEN pupils, admissions, servicing of Schools Forum and contribution to responsibilities that local authorities hold for all schools</p> <p>(j) changes to the scheme of financial management (school members only)</p> <p><b>3. The Schools Forum may also make decisions about:</b></p> <ul style="list-style-type: none"> <li>its voting procedures</li> <li>the election of the Chair of Schools Forum (they may not be an elected member or Officer of the Council)</li> </ul> <p><b>3. Frequency of Meetings</b></p> <p>Five meetings are held per annum: Two in the Autumn term; Two in the Spring term and one in the Summer term.</p> <p>Schools Forum meetings are open to the public. Papers, agendas and minutes are published on the Council website.</p>	<p>Diocesan Board.</p> <p>Schools representatives are nominated and elected via Head Teacher Partnership groupings and can be either Head Teachers, senior school staff or school governors.</p> <p>At least 40% of the membership must attend for the meeting to be quorate.</p> <p>The Schools Forum may set up working groups of members to discuss specific issues and to provide draft advice and decisions for the schools forum to consider. These groups can include wider representation.</p>
<p><b>4.6. Corporate Parenting Panel</b></p>	<p>This is an informal body of the Council and informs the Executive in relation to decisions on corporate parenting matters in the following way:</p> <p><b>1. Aim</b></p> <p>To ensure a structured and effective approach to corporate parenting in Hounslow that supports positive outcomes for looked after children and young people by:</p> <p>(a) being well-informed about looked after children and young people in Hounslow</p> <p>(b) giving consideration to the effect of Council decisions on children and young people</p>	<p>5 Councillors</p>



Name of Body	Terms of Reference	Membership
	<p>(c) listening to what children and young people have to say about their care experiences and needs</p> <p>(d) being a champion for children based on the standard "would it be good enough for my child?"</p> <p><b>2. Objectives</b></p> <p>(a) To ensure that Councillors monitor the quality of services to children and young people for whom they have corporate parenting responsibilities.</p> <p>(b) To equip Councillors as corporate parents to provide effective leadership and contribute to strategic planning processes.</p> <p>(c) To ensure Councillors have knowledge and understanding of how the needs of children and their families are met by the Council.</p> <p>(d) To ensure that systems are in place to meet legislative requirements and national guidance in relation to corporate parenting responsibilities.</p> <p>(e) To promote corporate parenting responsibilities at the strategic level among all elected members in Hounslow.</p> <p>(f) To ensure that Hounslow Council as a whole embraces corporate parenting as a corporate responsibility and considers the effect of its decisions on children and young people.</p> <p><b>3. Focus</b></p> <p>The corporate parenting function includes the following:</p> <p>(a) Children and young people in foster care</p> <p>(b) Children and young people in residential care</p> <p>(c) Children placed for adoption</p> <p>(d) Young people who are care leavers</p> <p>(e) Disabled children and young people who receive short break services</p> <p>(f) Education, employment and training of children and young people in care</p> <p>(g) Health and Wellbeing of children and young people in care</p> <p>(h) Looked after young people in custody</p> <p><b>4. Process</b></p> <p>Effective corporate parenting requires knowledge and awareness of the needs of children and young people looked after and the services which they receive. The role of the Corporate Parenting Panel is therefore:</p> <p>(a) To receive and consider accurate and timely management information reports on the numbers,</p>	

Name of Body	Terms of Reference	Membership
	<p>characteristics and needs of looked after children and young people.</p> <p>(b) To receive and consider reports demonstrating how effectively Hounslow is serving its looked after children through the provision of services and targeted initiatives.</p> <p>(c) To receive briefings on new national and local initiatives designed to improve children's life chances.</p> <p>(d) To gain knowledge of services based on direct involvement and opportunities to meet with and gain the views of stakeholders especially looked after children and young people.</p> <p>(e) To develop the skills and knowledge of elected members and professional staff and Officers working with looked after children and young people to provide effective learning and continuous improvements.</p> <p>(f) To sponsor and support projects, conference and events designed to improve and celebrate corporate parenting including the LAC Achievement Events, foster carers' annual dinner, Healthy Living event, YES themed parties and LAC conference.</p> <p>(g) To meet with representatives from the Children in Care Council and to attend the Council as required.</p> <p>(h) To ensure that children in care are welcomed and facilitated to attend and participate fully in the Corporate Parenting Panel.</p> <p>(i) To monitor and review progress on the delivery of the Pledge to children in care.</p> <p>(j) To receive ideas and proposals from children and young people and consider how these may be developed and put into practice.</p> <p>(k) To propose ideas for development within any Council department, building on ideas generated from within Hounslow and successful initiative from elsewhere.</p> <p>(l) To evaluate service quality based on the above.</p> <p><b>5. Programme of regular reports to Corporate Parenting Panel</b></p> <p>(a) Regular Reporting (monthly to the Chair)</p> <ul style="list-style-type: none"> <li>Action plans arising from Regulation 44 visits to children's homes</li> </ul> <p>(b) Exception Reporting in relation to:</p> <ul style="list-style-type: none"> <li>Information about young people missing from care</li> <li>Numbers of young people looked after who have been cautioned, convicted or received a final warning</li> <li>Numbers of young people in custody</li> </ul>	

Name of Body	Terms of Reference	Membership
	<ul style="list-style-type: none"> <li>Numbers of unallocated cases of looked after children</li> </ul> <p><b>(c) Annual Reporting</b></p> <ul style="list-style-type: none"> <li>The education of looked after children</li> <li>Health care provision to looked after children</li> <li>Report of Independent Reviewing Service</li> <li>Performance information based on activity against relevant national and local performance indicators</li> <li>Annual report of Fostering Service</li> <li>Annual Adoption Agency Report</li> <li>Residential Service Developments</li> <li>Report of Youth Empowerment Service</li> <li>Annual complaints report</li> <li>Independent Advocacy report</li> <li>Reports of regulated services</li> <li>Care leavers report including Futures and Unaccompanied Minors</li> <li>Workforce reporting</li> </ul> <p><b>(d)</b> The above programme is planned to meet annual requirements and timescales. Detail of reporting would be based on the provision of reports / presentations that meet a standard and concise format to include:</p> <ul style="list-style-type: none"> <li>Brief description of service and its aims</li> <li>Level of activity</li> <li>Performance evaluation</li> <li>Feedback /views of service users</li> <li>Information about service outcomes</li> <li>Cost effectiveness</li> </ul> <p><b>(e)</b> Young people will be informed in advance of the agenda and have an opportunity to discuss and comment in advance of the Corporate Parenting Panel. Young people may request additional reports to be commissioned.</p> <p><b>(f)</b> The Corporate Parenting Panel will commission further reports as required in response to issues raised by elected members and young people.</p>	
<b>4.7. Hounslow Health and Wellbeing Board</b>	<p><b><u>1. Purpose:</u></b></p> <p>The Hounslow Health and Wellbeing Board is a statutory committee of the London Borough of Hounslow Council established in accordance with Section 194 Health and Social Care Act 2012 and operates subject to and in accordance with such other law or guidance relevant to Health and Wellbeing Boards. Its strategic purpose is to:</p> <p>a) To improve health and wellbeing for local people and address health inequalities by providing strategic</p>	<p>a) Three LBH Councillors nominated by the Leader of Council, which unless otherwise varied by the Leader from time to time</p>

Name of Body	Terms of Reference	Membership
	<p>leadership for the local health and care system, and improving the commissioning and delivery of services across the NHS, local government and its partners;</p> <p>b) To initiate and encourage the integrated delivery of health, social care and other services with health-related responsibilities/outcomes (e.g., housing, leisure, planning, community activity);</p> <p>c) To hold the Hounslow Integrated Care Partnership (ICP) to account through monitoring and providing assurance and more generally to provide a key forum for public and joint accountability of NHS, public health, social care for adults and children and other commissioned services that the Board considers is directly related to health and wellbeing.</p> <p><b><u>2. Specific Functions of the Board:</u></b></p> <p>a) To prepare the Joint Strategic Needs Assessment (JSNAs), which assesses the current and future health and social care needs of the local population, including a Pharmaceutical Needs Assessment;</p> <p>b) To prepare the Joint Local Health and Wellbeing Strategy (JLHWS) for the borough;</p> <p>c) To consider the Integrated Care Board (ICB) forward plans, annual reports and performance assessments as well as the new joint capital resource use plan and any revisions;</p> <p>d) To provide oversight over the Borough Based Partnership (BBP) by considering its plans and activities;</p> <p>e) To oversee the successful implementation of Better Care Fund (BCF), Improved Better Care Fund (IBCF) and Disabled Facilities Grant (DFG) arrangements locally;</p> <p>f) To review relevant local authority commissioning plans to ensure they take due regard of the JLHWS and the JSNA, writing formally to the local authority leadership or NHS England as appropriate, if in its opinion the plans do not;</p> <p>g) To advise the Care Quality Commission, NHS Trust Development Authority or NHS England (as appropriate) where the Board has concerns about standards of service or financial probity.</p> <p>h) To undertake other functions relevant to its purpose as the London Borough of Hounslow Council so determines or further work which Health and Wellbeing Boards may be so required by law.</p> <p><b><u>3. Chair and Vice Chair of the Board:</u></b></p> <p>Unless varied by the Leader of LBH to reflect any variation in the LBH Councillor membership (as per the 'Membership'</p>	<p>shall be the Cabinet Members for:</p> <ul style="list-style-type: none"> <li>• Adults and Health Integration;</li> <li>• Children, Learning and Employment; and</li> <li>• Housing Management and Homelessness</li> </ul> <p>b) Executive Director(s) Children's and Adults' Services</p> <p>c) Director of Public Health</p> <p>d) Nominated Healthwatch representative</p> <p>e) Nominated Integrated Care Board representative</p> <p>f) Chair, or other representative, of the Borough Based Partnership</p>

Name of Body	Terms of Reference	Membership
	<p>column), the Cabinet Member for Adults and Health Integration, shall be the Chair; and the Cabinet Member for Housing Management and Homelessness shall be the Vice-Chair.</p> <p><b><u>4. Meeting Arrangements:</u></b></p> <p>Unless otherwise specified below or the context does not allow, the Council's Committee Procedure Rules (Part 4B) will apply to meetings of the Board. Any conflict between the Committee Procedures Rules and the following rules which are specific to the Board, shall be interpreted in favour of the following rules.</p> <ul style="list-style-type: none"> <li>a) The quorum for any meeting of the Board shall be one quarter and comprise at least one LBH Councillor and one officer present who are members of the Board.</li> <li>b) All members of the Board have voting rights.</li> <li>c) At least four meetings will be held per municipal year.</li> <li>d) Members of the Board who are Councillors may appoint substitutes to attend in their absence; and other members of the Board may, with the agreement of the Chair, arrange for a deputy to attend the meeting in their place. Such substitutes and deputies will have the same speaking and voting rights as the permanent members at the relevant meeting.</li> </ul> <p>The Board may invite third parties to attend and speak at meetings and create and appoint working groups to assist with the achievement of its overriding purpose and specific functions. It may also request other LBH committees, boards and groups with potentially overlapping functions to that of the Board to periodically update the Board or otherwise coordinate their work plan with that of the Board to ensure the effective and efficient achievement of the Board's purpose and functions.</p>	
<p><b>4.7.1.Children's Delivery Group (subcommittee of the HWB)</b></p>	<p>The Children's Delivery Group is the strategic lead for improving outcomes for children, young people and their families in Hounslow. The aim is for member agencies to work together to enable the delivery of effective, value for money, child, young person and family focused services. The delivery group is accountable to the Health and Wellbeing Board.</p> <p><b>Purpose of the Children's Delivery Group</b></p> <ol style="list-style-type: none"> <li>1. Act as the Partnership Senior Oversight Group for the new One Hounslow Children and Young People's Plan and Children and Young People's COVID-19 Recovery Plan:</li> </ol>	<ul style="list-style-type: none"> <li>• Chair - Lead Member for Education and Children's Services</li> <li>• LBH Executive Director of Children's, Housing and Adult's Services</li> </ul>

Name of Body	Terms of Reference	Membership
	<p>(a) Oversee development of the new One Hounslow CYP Plan, monitor/scrutinise progress of delivery and evaluate outcomes.</p> <p>(b) Oversee/scrutinise progress of delivery for the CYP COVID-19 Recovery Plan and evaluate outcomes. (Recovery Plan will be assimilated into One Hounslow CYP Plan.)</p> <p>(c) Tackle issues and hold decision-making powers relating to the One Hounslow CYP Plan and CYP COVID-19 Recovery Plan.</p> <p>2. Act as a Children and Young People's Subgroup of the Health &amp; Wellbeing Board:</p> <p>(a) Advise and shape the Children and Young people's priorities for the Health and Wellbeing Strategy</p> <p>(b) Ensure the delivery of the Health and Wellbeing Strategy priorities for Children and Young people and evaluate outcomes.</p> <p>(c) Report to HWBB progress of work as required and escalate any issues identified which are of interest to the priorities of the HWBB</p> <p>3. Act as a Partnership Senior Oversight Group for improving whole-system outcomes, processes and practice for Children, Young People and families:</p> <p>(a) Oversee work of groups reporting into CDG, providing scrutiny, challenge and escalation/final decision-making route where required.</p> <p>(b) Identify thematic areas where the partnership believes that whole-system working and outcomes for families could be improved, or requires the attention of CDG – e.g. scope for more efficient use of resources, better partnership working, improved outcomes, smoother pathways, or innovation. There should be a particular focus on themes where there are known or suspected inequalities and disproportionality.</p> <p>(c) Undertake a rolling programme of 'deep dives' into these areas, reviewing whole-system data, policy/research, partnership working arrangements, delivery and outcomes.</p> <p>(d) Produce and oversee delivery of recommendations for partnership action as a result of 'deep dive' reviews.</p> <p>(e) Appoint such subgroups or task and finish groups to carry out specific functions on its behalf</p> <p><b>Age group covered</b> 0 to 19 years (up to 25 years in the cases of young people leaving care and those with special needs).</p> <p><b>Role of Members</b></p>	<ul style="list-style-type: none"> <li>• LBH Interim Assistant Director of Education and Early Intervention</li> <li>• LBH Interim Assistant Director, Special Educational Needs and Disability</li> <li>• LBH Interim Assistant Director - Children's Safeguarding and Specialist Services</li> <li>• LBH/CCG Director of Commissioning and Interim Director of CCG</li> <li>• LBH Head of Children's Joint Commissioning and Commissioning Managers</li> <li>• LBH Director of Public Health</li> <li>• Senior Public Health Commissioning Manager - Children's</li> <li>• HRCH - Deputy Director</li> <li>• West London NHS Trust - Clinical Director, CAMHS</li> </ul>



Name of Body	Terms of Reference	Membership
	<p>All members will:</p> <ul style="list-style-type: none"> <li>• Maintain regular attendance and nominate a deputy to attend in their absence</li> <li>• Represent the host agency and its interests at the meetings</li> <li>• Contribute to project and work planning</li> <li>• Facilitate the implementation of agreed actions for their agency</li> <li>• Inform colleagues in the host agency of developments and share relevant information</li> </ul> <p>The structure, terms of reference, membership and activity of the partnership will be reviewed as considered appropriate. The CDG will have delegated authority to make detailed changes to the Terms of Reference.</p>	
<b>4.8. Standing Advisory Council for Religious Education</b>	<p>SACRE is established under Section 390 of the Education Act 1996. It is not a formal committee of the Council. The terms of reference and membership are set out below. Under section 392(7) of the Act, SACRE may regulate its own proceedings and hence the Council's committee procedure rules do not apply to SACRE.</p> <p><b>Terms of reference</b></p> <p><b>(a)</b> As requested by the local authority or of its own volition, to advise the local authority on matters connected with:</p> <ul style="list-style-type: none"> <li>• Religious worship in community schools or foundation schools which do not have a religious character, and</li> <li>• Religious education, in accordance with the Agreed Syllabus</li> </ul> <p>The matters referred to above include, in particular, teaching methods, choice of materials and teacher training.</p> <p><b>(b)</b> To deal with applications from schools for a determination on whether the statutory requirement for Christian collective worship should apply.</p> <p><b>(c)</b> To determine the manner and form of applications under (2) above.</p> <p><b>(d)</b> To convene from time to time an Agreed Syllabus Conference to review the agreed syllabus. The representative groups on SACRE, other than Group D, may at any time require a review of the agreed syllabus. Each of the three representative groups concerned shall have a single vote on the question of whether to require such a review.</p> <p><b>(e)</b> To publish an annual report as to the exercise of their functions and any action taken by representative groups</p>	<p>Group A – Representatives of Christian (excluding Church of England) and other religious denominations (22)</p> <p>Group B – Representatives of the Church of England (3)</p> <p>Group C – Representatives of Teachers (6)</p> <p>Group D – Representatives of the Local Education Authority (3)</p> <p>SACRE may also include co-opted members (that is, persons co-opted as members of SACRE by members of SACRE who have not themselves been so co-opted).</p> <p>Any member who fails to attend</p>

Name of Body	Terms of Reference	Membership
	on the Council under (4) above during the preceding year.	<p>three consecutive members of SACRE shall cease to be a member of the Council unless, at the third such meeting, SACRE approves the reason for non-attendance.</p> <p>An adviser nominated by the Executive Director responsible for Children Services shall also be invited to attend meetings of SACRE</p>



## 5. Joint arrangements

Name of Body	Terms of Reference	Membership
<b>5.1. North West London Joint Health Overview and Scrutiny Committee</b>	<p><b>TERMS OF REFERENCE 2022</b></p> <p><b>Membership</b></p> <p>One nominated voting member from each Council participating in the North West London Joint Health Overview and Scrutiny Committee plus one alternate member who can vote in the voting member's absence. In addition, one non-voting co-opted member of the London Borough of Richmond. The committee will require at least six voting members in attendance to be quorate. The North West London Joint Health Overview and Scrutiny Committee will elect its own Chair and Vice Chair. Elections will take place on an annual basis each May, or as soon as practical thereafter, to allow for any annual changes to the committee's membership.</p> <ol style="list-style-type: none"> <li>1. To scrutinise the plans for meeting the health needs of the population and arranging for the provision of health services in North West London; in particular the implementation plans and actions by the North West Integrated Care System and their Integrated Care Board, focusing on aspects affecting the whole of North West London. Taking a wider view than might normally be taken by individual local authorities</li> <li>2. To review and scrutinise decisions made, or actions taken by North West London Integrated Care System, their Integrated Care Board and/or other NHS service providers, in relation to the plans for meeting the health needs of the population and arranging for the provision of health services in North West London, where appropriate.</li> <li>3. To make recommendations to North West London Integrated Care System and its Integrated Care Board, NHS England, or any other appropriate outside body in relation to the plans for meeting the health needs of the population and arranging for the provision of health services in North West London; and to monitor the outcomes of these recommendations where appropriate.</li> <li>4. To require the provision of information from, and attendance before the committee by, any such person or organisation under a statutory duty to comply with the scrutiny function of health services in North West London. Individual local authority members of the North West London Joint Health Overview and Scrutiny Committee will continue their own scrutiny of health services in, or affecting, their individual areas</li> </ol>	<p>One nominated voting member from each Council participating in the North West London Joint Health Overview and Scrutiny Committee plus one alternate member who can vote in the voting member's absence.</p> <p>In addition, one non-voting co-opted member of the London Borough of Richmond. The committee will require at least six voting members in attendance to be quorate.</p>

	<p>(including those under the forNorth West London).</p> <p>5. Participation in the Joint Health Overview and Scrutiny Committee will not preclude any scrutiny or right of response by individual boroughs. In particular, and for the sake of clarity, this joint committee is not appointed for and nor does it have delegated to it any of the functions or powers of the localauthorities, either individually or jointly, under Section 23 of the local authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.</p> <p><b>Duration</b></p> <p>The Joint Health Overview and Scrutiny Committee will continue until all participating authorities decide otherwise and does not preclude individual authorities from leaving the Committee if they choose to do so. The Committee will keep under review whether it has fulfilled its remit and recommendations of the Committee will be reported to a Full Council meeting of each participating authority, at the earliest opportunity</p>	
<p><b>5.2. Joint Committee of The Boroughs of Barnet, Brent, Ealing, Harrow And Hounslow (Known As “West London Economic Prosperity Board”)</b></p>	<p><b>1. Purpose of the Joint Committee</b></p> <p>1.1 The London Boroughs of Barnet, Brent, Ealing, Hammersmith &amp; Fulham, Harrow and Hounslow (“the Participating Boroughs”) have established the Joint Committee pursuant to powers under the Local Government Acts 1972 and 2000, and under the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.</p> <p>1.2 The Joint Committee shall be known as ‘<b>West London Economic Prosperity Board.</b>’</p> <p>1.3 The Joint Committee’s role and purpose on behalf of the Participating Boroughs relates to ensuring appropriate, effective and formal governance is in place for the purposes of delivering the West London Vision for Growth and advancing Participating Boroughs’ aspirations for greater economic prosperity in West London, including promoting “the Economic Prosperity Agenda”, in partnership with employers, representatives from regional and central government, and education and skills providers.</p> <p>1.4 The purpose of the Joint Committee will be collaboration and mutual co-operation and the fact that some functions will be discharged jointly by way of the Joint Committee does not prohibit any of the Participating Boroughs from promoting economic wellbeing in their own areas independently from the Joint Committee.</p> <p>1.5 The Joint Committee is not a self-standing legal entity but is part of its constituent authorities. Any</p>	<p>Leader</p>

	<p>legal commitment entered into pursuant of a decision of the Joint Committee must be made by all of the Participating Boroughs.</p> <p>1.6 These Procedure Rules govern the conduct of meetings of the Joint Committee.</p> <p><b>2. Definitions</b></p> <p>2.1 Any reference to “Access to Information legislation” shall mean Part V and VA of the Local Government Act 1972 (as amended) and, to the extent that they are applicable, to the Openness of Local Government Bodies Regulations 2014 (as amended) and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (as amended).</p> <p>2.2 Any reference to “executive”, “executive arrangements”, “executive function” or “committee system” has the meaning given by Part 1A of the Local Government Act 2000.</p> <p><b>3. Functions</b></p> <p>3.1 The Joint Committee will discharge on behalf of the Participating Boroughs the functions listed below related to promoting economic prosperity in West London:</p> <p>3.1.1 Making funding applications and/or bids to external bodies, in relation to economic prosperity for the benefit of the local government areas of the participating local authorities.</p> <p>3.1.2 Providing direction to a nominated lead borough on the allocation of any such funding awards to appropriate projects for the benefit of the local government areas of the participating local authorities, including, where applicable, approving the approach to the procurement to be undertaken by the lead borough.</p> <p>3.1.3 Seeking to be the recipient of devolved powers and/or funding streams for the local government areas of the participating local authorities, which relate to the economic prosperity agenda.</p> <p>3.1.4 Exercising any such powers and allocating any such funding.</p> <p>3.1.5 Representing the participating local authorities in discussions and negotiations with regional bodies, national bodies and central government on matters relating to economic prosperity for the benefit of the local government areas of the participating authorities.</p> <p>3.1.6 Representing the participating authorities in connection with the Greater London Authority, London Councils and the London Enterprise Panel, for the benefit of the local government areas of the</p>	
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	<p>participating authorities, in matters relating to the economic prosperity agenda.</p> <p>3.1.7 Representing the participating local authorities in discussions and negotiations in relation to pan-London matters relating to economic prosperity.</p> <p>3.1.8 Seeking to influence and align government investment in West London in order to boost economic growth within the local government areas of the participating authorities.</p> <p>3.1.9 Agreeing and approving any additional governance structures as related to the Joint Committee, or any sub-committees formed by the Joint Committee.</p> <p>3.1.10 Representing the participating local authorities in discussions and negotiations with the Secretary of State for Communities and Local Government to encourage legislative reform enabling Economic Prosperity Boards, as defined by the Local Democracy, Economic Development and Construction Act 2009 Act, to be established by groups of boroughs in London.</p> <p>3.1.11 Inviting special representatives of stakeholders such as business associations, government agencies such as DWP or Jobcentre Plus, the further education sector, higher education sector, schools, voluntary sector, and health sector to take an interest in, and/or seek to influence, the business of the committee including by attending meetings and commenting on proposals and documents.</p> <p>3.2 In relation to the Participating Boroughs which operate executive arrangements only executive functions of each borough may be exercised.</p> <p><b>4. Membership and Quorum</b></p> <p>4.1 The membership will comprise of 6 members with each Participating Borough appointing one person to sit on the Joint Committee as a voting member.</p> <p>4.2 Each Participating Borough will make a suitable appointment in accordance with its own constitutional requirements.</p> <p>4.2.1 Where a Participating Borough operates executive arrangements, then the appointment of a voting member of the West London EPB will be by the leaders of the executive or by the executive. It is anticipated that, where practicable, the leader of each such executive will be appointed to the West London EPB.</p> <p>4.2.2 Where a Participating Borough does not operate executive arrangements, the appointment of a voting member of the West London EPB will be in accordance with the Borough's own procedures. It is</p>	
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	<p>envisaged that this will usually be one of its senior councillors.</p> <p>4.3 In all cases, the appointed person must be an elected member of the council of the appointing Participating Borough. Appointments will be made for a maximum period not extending beyond each member's remaining term of office as a councillor, and their membership of the Joint Committee will automatically cease if they cease to be an elected member of the appointing Participating Borough.</p> <p>4.4 Members of the Joint Committee are governed by the provisions of their own Council's Codes and Protocols including the Code of Conduct for Members and the rules on Disclosable Pecuniary Interests.</p> <p>4.5 Each Participating Borough will utilise existing mechanisms for substitution as laid down in their own Standing Orders. Continuity of attendance is encouraged.</p> <p>4.6 Where a Participating Borough wishes to withdraw from membership of the Joint Committee this must be indicated in writing to each of the committee members. A six month notice period must be provided.</p> <p>4.7 When a new borough wishes to become a Participating Borough then this may be achieved if agreed by a unanimous vote of all the existing Participating Boroughs.</p> <p>4.8 The quorum for the Joint Committee is three members. If the Joint Committee is not quorate it cannot transact any business. If there is no quorum at the time the meeting is due to begin, the start of the meeting will be delayed until a quorum is achieved. If no quorum is achieved after 30 minutes has elapsed, the clerk will advise those present that no business can be transacted and the meeting will be cancelled.</p> <p><b>5. Chair and Vice-Chair</b></p> <p>5.1 The Chair of the Joint Committee will be appointed for 12 months, and will rotate amongst the Participating Boroughs.</p> <p>5.2 Unless otherwise unanimously agreed by the Joint Committee, each Participating Borough's appointed person will serve as chair for 12 months at a time. Where the incumbent Chair ceases to be a member of the Joint Committee, the individual appointed by the relevant borough as a replacement will serve as Chair for the remainder of the 12 months as chair.</p> <p>5.3 The Joint Committee will also appoint a Vice-Chair from within its membership on an annual basis to preside in the absence of the Chairman. This</p>	
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	<p>appointment will also rotate in a similar manner to the Chair.</p> <p>5.4 At its first meeting, the Committee will draw up the rotas for Chair and Vice-Chair respectively.</p> <p>5.5 Where neither the Chair nor Vice-Chair are in attendance, the Joint Committee will appoint a Chair to preside over the meeting.</p> <p>5.6 In the event of any disagreement as the meaning or application of these Rules, the decision of the Chair shall be final.</p> <p><b>6. Sub-Committees</b></p> <p>6.1 The Joint Committee may establish sub-committees to undertake elements of its work if required.</p> <p><b>7. Delegation to officers</b></p> <p>7.1 The Joint Committee may delegate specific functions to officers of any of the Participating Boroughs.</p> <p>7.2 Any such delegation may be subject to the requirement for the officer to consult with or obtain the prior agreement of an officer (or officers) of the other boroughs.</p> <p>7.3 It may also be subject to the requirement for the officer with delegated authority to consult with the Chair of the Joint Committee and the Leaders of the one or more Participating Boroughs before exercising their delegated authority.</p> <p><b>8. Administration</b></p> <p>8.1 Organisational and clerking support for the Joint Committee, and accommodation for meetings, will be provided by the Participating Borough whose representative is Chair unless otherwise agreed by the Joint Committee. The costs of this will be reimbursed by contributions from the other Participating Boroughs as approved by the Joint Committee.</p> <p><b>9. Financial matters</b></p> <p>9.1 The Joint Committee will not have a pre-allocated budget.</p> <p>9.2 When making a decision which has financial consequences, the Joint Committee will follow the relevant provisions of the Financial Procedure Rules of LB Ealing.</p> <p><b>10. Agenda management</b></p> <p>10.1 Subject to 10.2, all prospective items of business for the Joint Committee shall be agreed by a meeting of the Chief Executives of the Participating Boroughs or their representatives.</p> <p>10.2 It will be the responsibility of each report author to ensure that the impacts on all Participating Boroughs</p>	
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	<p>are fairly and accurately represented in the report. They may do this either by consulting with the monitoring officer and chief finance officer of each Participating Borough or by some other appropriate method.</p> <p>10.3 In pursuance of their statutory duties, the monitoring officer and/or the chief financial officer of any of the Participating Boroughs may include an item for consideration on the agenda of a meeting of the Joint Committee, and, may require that an extraordinary meeting be called to consider such items.</p> <p>10.4 Each Participating Borough operating executive arrangements will be responsible for considering whether it is necessary [in order to comply with Access to Information legislation regarding the publication of agendas including Forward Plan requirements] to treat prospective decisions as 'key-decisions' and/or have them included in the Forward Plan. Each Participating Borough operating a committee system will apply its local non statutory procedures.</p> <p><b>11. Meetings</b></p> <p>11.1 The Joint Committee will meet as required to fulfil its functions.</p> <p>11.2 A programme of meetings at the start of each Municipal Year will be scheduled and included in the Calendar of Meetings for all Participating Boroughs.</p> <p>11.3 Access to meetings and papers of the Joint Committee by the Press and Public is subject to the Local Government Act 1972 and to the Openness of Local Government Bodies Regulations 2014. The Joint Committee will also have regard to the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012, notwithstanding the fact that its provisions do not strictly apply to the Joint Committee for so long as the committee has any members who are not members of an executive of a Participating Borough.</p> <p><b>12. Notice of meetings</b></p> <p>12.1 On behalf of the Joint Committee, a clerk will give notice to the public of the time and place of any meeting in accordance with the Access to Information requirements.</p> <p>12.2 At least five clear working days in advance of a meeting a clerk to the Joint Committee will publish the agenda via the website of clerk's authority and provide the documentation and website link to the Participating Boroughs to enable the information to be published on each Participating Borough's website. "Five Clear Days" does not include weekends or national holidays and excludes both the</p>	
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	<p>day of the meeting and the day on which the meeting is called.</p> <p>12.3 The clerk to the Joint Committee will arrange for the copying and distribution of papers to all Members of the Committee.</p> <p><b>13. Public participation</b></p> <p>13.1 Unless considering information classified as 'exempt' or 'confidential' under Access to Information Legislation, all meetings of the Joint Committee shall be held in public.</p> <p>13.2 Public representations and questions are permitted at meetings of the Joint Committee. Notification must be given in advance of the meeting indicating by 12 noon on the last working day before the meeting the matter to be raised and the agenda item to which it relates. Representatives will be provided with a maximum of 3 minutes to address the Joint Committee.</p> <p>13.3. The maximum number of speakers allowed per agenda item is 6.</p> <p>13.4 Where the number of public representations exceed the time / number allowed, a written response will be provided or the representation deferred to the next meeting of the Joint Committee if appropriate.</p> <p>13.5 The Joint Committee may also invite special representatives of stakeholders such as business associations, government agencies such as DWP or Jobcentre Plus, the further education sector, voluntary sector, and health sector to take an interest in the business of the committee including by attending meetings and commenting on proposals and documents.</p> <p>13.6 The Chair shall have discretion to regulate the behaviour of all individuals present at the meeting in the interests of the efficient conduct of the meeting.</p> <p><b>14. Member participation</b></p> <p>14.1 Any elected member of the council of any of the Participating Boroughs who is not a member of the Joint Committee may ask a question or address the Committee with the consent of the Chair.</p> <p><b>15. Business to be transacted</b></p> <p>15.1 Standing items for each meeting of the Joint Committee will include the following:</p> <ul style="list-style-type: none"> <li>• Minutes of the Last Meeting</li> <li>• Apologies for absence</li> <li>• Declarations of Interest</li> <li>• Provision for public participation</li> <li>• Substantive items for consideration</li> </ul>	
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	<p>15.2 The Chair may vary the order of business and take urgent items as specified in the Access to Information Requirements at his / her discretion. The Chair should inform the Members of the Joint Committee prior to allowing the consideration of urgent items.</p> <p>15.3 An item of business may not be considered at a meeting unless:</p> <p>(i) A copy of the agenda included the item (or a copy of the item) is open to inspection by the public for at least five clear days before the meeting; or</p> <p>(ii) By reason of special circumstances which shall be specified in the minutes the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.</p> <p>15.4 “Special Circumstances” justifying an item being considered as a matter of urgency will relate to both why the decision could not be made at a meeting allowing the proper time for inspection by the public as well as why the item or report could not have been available for inspection for five clear days before the meeting.</p> <p><b>16. Extraordinary meetings</b></p> <p>16.1 Arrangements may be made following consultation with Chair of the Joint Committee to call an extraordinary meeting of the Joint Committee. The Chair should inform the appointed Members prior to taking a decision to convene an extraordinary meeting.</p> <p>16.2 The business of an extraordinary meeting shall be only that specified on the agenda.</p> <p><b>17. Cancellation of meetings</b></p> <p>17.1 Meetings of the Joint Committee may, after consultation with the Chairman, be cancelled if there is insufficient business to transact or some other appropriate reason warranting cancellation. The date of meetings may be varied after consultation with the Chairman and appointed members of the Joint Committee in the event that it is necessary for the efficient transaction of business.</p> <p><b>18. Rules of debate</b></p> <p>18.1 The rules of debate in operation in the Chair’s authority shall apply.</p> <p><b>19. Request for determination of business</b></p> <p>19.1 Any member of the Joint Committee may request at any time that:</p> <ul style="list-style-type: none"> <li>• The Joint Committee move to vote upon the current item of consideration.</li> <li>• The item be deferred to the next meeting.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• The item be referred back to a meeting of the Chief Executives of the Participating Boroughs for further consideration.</li> <li>• The meeting be adjourned.</li> <li>• The Joint Committee will then vote on the request.</li> </ul> <p><b>20. Urgency procedure</b></p> <p>20.1 Where the Chair (following consultation with the appointed Members of the Joint Committee) is of the view that an urgent decision is required in respect of any matter within the Joint Committee's functions and that decision would not reasonably require the calling of an Extraordinary Meeting of the Joint Committee to consider it and it cannot wait until the next Ordinary Meeting of the Joint Committee, then they may request in writing the Chief Executive of each Participating Borough (in line with pre-existing delegations in each Borough's Constitution) to take urgent action as is required within each of the constituent boroughs.</p> <p><b>21. Voting</b></p> <p>21.1 The Joint Committee's decision making will operate on the basis of mutual cooperation and consent and will take into account the views of the special representatives. It is expected that decisions will be taken on a consensual basis wherever reasonably possible.</p> <p>21.2 Where a vote is required it will be on the basis of one vote per member and unless a recorded vote is requested, the Chair will take the vote by show of hands.</p> <p>21.3 Any matter (save for a decision under Rule 4.7 above) shall be decided by a simple majority of those members voting and present. Where there is an equality of votes, the Chair of the meeting shall have a second and casting vote.</p> <p>21.4 Any two members can request that a recorded vote be taken.</p> <p>21.5 Where, immediately after a vote is taken at a meeting, if any Member so requests, there shall be recorded in the minutes of the proceedings of that meeting whether the person cast his / her vote for or against the matter or whether he/ she abstained from voting.</p> <p><b>22. Minutes</b></p> <p>22.1 At the next suitable meeting of the Joint Committee, the Chairman will move a motion that the minutes of the previous meeting be agreed as a correct record. The meeting may only consider the accuracy of the minutes and cannot change or vary decisions taken</p>	
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	<p>at a previous meeting as a matter arising out of the minutes.</p> <p>22.2 Once agreed, the Chairman will sign them.</p> <p>22.3 There will be no item for the approval of minutes of an ordinary Joint Committee meeting on the agenda of an extraordinary meeting.</p> <p><b>23. Exclusion of Public and Press</b></p> <p>23.1 Members of the public and press may only be excluded from a meeting of the Joint Committee either in accordance with the Access to Information requirements or in the event of disturbance.</p> <p>23.2 A motion may be moved at any time for the exclusion of the public from the whole or any part of the proceedings. The motion shall specify by reference to Section 100(A) Local Government Act 1972 the reason for the exclusion in relation to each item of business for which it is proposed that the public be excluded. The public must be excluded from meetings whenever it is likely, in view of the nature of business to be transacted, or the nature of the proceedings that confidential information would be disclosed.</p> <p>23.3 If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he/she thinks is necessary.</p> <p>23.4 Background papers will be published as part of the Joint Committee agenda and be made available to the public via the website of each authority.</p> <p><b>24. Overview and Scrutiny</b></p> <p>24.1 Decisions of the Joint Committee which relate to the executive functions of a Participating Borough will be subject to scrutiny and 'call -in' arrangements (or such other arrangements equivalent to call-in that any Participating Borough operating a committee system may have) as would apply locally to a decision made by that Participating Borough acting alone</p> <p>24.2 No decision should be implemented until such time as the call-in period has expired across all of the Participating Boroughs.</p> <p>24.3 Where a decision is called in, arrangements will be made at the earliest opportunity within the Participating Borough where the Call-In had taken place for it to be heard.</p> <p>24.4 Any decision called in for scrutiny before it has been implemented shall not be implemented until such time as the call-in procedures of the Participating Borough concerned have been concluded.</p> <p><b>25. Access to minutes and papers after the meeting</b></p>	
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	<p>25.1 On behalf of the Joint Committee, a clerk will make available copies of the following for six years after the meeting:</p> <ul style="list-style-type: none"> <li>(i) the minutes of the meeting and records of decisions taken, together with reasons, for all meetings of the Joint Committee, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;</li> <li>(i) the agenda for the meeting; and</li> <li>(iii) reports relating to items when the meeting was open to the public.</li> </ul> <p><b>26. Amendment of these Rules</b></p> <p>26.1 These Rules shall be agreed by the Joint Committee at its first meeting. Any amendments shall be made by the Joint Committee following consultation with the monitoring officers of the Participating Boroughs. Note that Rule 3 (Functions) may only be amended following a formal delegation from each of the Participating Boroughs.</p> <p><b>27. Background Papers</b></p> <p>27.1 Every report shall contain a list of those documents relating to the subject matter of the report which in the opinion of the author:</p> <ul style="list-style-type: none"> <li>(i) disclose any facts or matters on which the report or an important part of it is based;</li> <li>(ii) which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information and in respect of reports to the Joint Committee, the advice of a political assistant.</li> </ul> <p>27.2 Where a copy of a report for a meeting is made available for inspection by the public at the same time the clerk shall make available for inspection</p> <ul style="list-style-type: none"> <li>(i) a copy of the list of background papers for the report</li> <li>(ii) at least one copy of each of the documents included in that list.</li> </ul> <p>27.3 The Clerk will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.</p>	
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