

PART 5

TERMS OF REFERENCE

EXECUTIVE

COUNCIL COMMITTEES AND SUB-COMMITTEES

AREA COMMITTEES

JOINT COMMITTEES

Introduction

- The Council and the Executive have determined that their functions may be discharged by committees, sub-committees and joint committees as set out below.

Council Committees

- The Council has appointed the following committees:
 - Standards Committee
 - Audit Committee
 - Overview Committee (which is designated as the Council's crime and disorder committee)
 - Health and Well-being Review Committee
 - Sustainability Review Committee
 - Regeneration Review Committee
 - 4 Area Committees
 - Licensing Committee
 - Licensing Regulatory Committee

Sub-Committees

- The Standards Committee has established the following sub-committees:
 - Initial Assessment
 - Review
- The Audit Committee has appointed the following sub-committees:
 - Personnel Sub-Committee
 - Pensions Sub-Committee
- The Licensing Committee has appointed 4 sub-committees

Area Committees

7. Four Area Committees have been established to which the Executive and the Council have delegated powers. Each area committee has established a planning sub-committee. The West Area Committee has established a Community Chest Sub- Committee.

Political Balance

8. The rules on political balance will apply to all committees and sub-committees except the Standards Committee, the Licensing Committee and its sub-committees and the Area Committees and their sub-committees the political membership of which shall be as set out in their terms of reference.

Joint Committees

9. A number of joint committees have been established with other London Boroughs under the umbrella of London Councils. The London Councils' Leaders Committee and the Transport and Environment Committee exercise executive and non-executive functions. The Grants Committee exercises Executive functions. A joint Overview and Scrutiny Committee has been established with all London Borough to consider the consultation concerning the proposals in the Darzi review. The terms of reference and make up of these committees and sub-committees are described below.

EXECUTIVE

Composition

The Executive will consist of the Leader together with, such other number of councillors (being not fewer than 2 or more than 9) as the Council may determine. The number is currently 8.

Quorum

The quorum for a meeting of the Executive shall be four.

1 Policy

- (a) To formulate the Council's overall policy objectives and priorities, recommending them to Council for approval where appropriate.
- (b) To determine the authority's strategy and programme in relation to the policy and budget framework set by the Council.
- (c) To determine the authority's strategy and programme in relation to the social, environmental and economic needs of the area.
- (d) To exercise the Council's functions in relation to community safety, including the formulation of the Council's community safety strategy, and their co-ordination and implementation with particular reference to the provisions of relevant legislation.
- (e) To exercise the Council's functions in relation to community engagement, including the formulation of Council strategies for communications, consultation, capacity building and active citizenship, and their co-ordination and implementation with particular reference to the provisions of relevant legislation.
- (f) To exercise the Council's functions in relation to regeneration, including the formulation of Council strategies, and their co-ordination and implementation with particular reference to the provisions of relevant legislation.
- (g) To exercise the Council's functions in relation to sustainability, including the formulation of Council strategies, and their co-ordination and implementation with particular reference to the provisions of relevant legislation.
- (h) To consider and promote strategic and Council-wide initiatives to improve the quality, efficiency and effectiveness of the Council's services to the public, and to recommend to the Council the Best Value Performance Plan.

- (i) To have responsibility for agreeing policies and procedures within the Council to promote equal treatment and to counter harassment or discrimination on grounds of race, gender disability, sexuality or age.
- (j) To monitor the implementation and co-ordination of the statutory functions and obligations of the Council with respect to equality of opportunity and non-discrimination, including its functions as an employer.
- (k) To promote human rights, equality of opportunity and the interests and particular needs of all those who experience discrimination or disadvantage by virtue of their race, gender, disability, sexuality, or age.

2 General

- (a) To allocate and control financial, land and property resources, to determine priorities in the use of these resources, and take any other action necessary to achieve those objectives.
- (b) To have responsibility for all staffing and human resource matters including the number and type of staff, equalities issues and health and safety, (subject to the authority's personnel policies and procedures) except for staff appointments and dismissals and decisions as to the terms and conditions upon which staff are employed.
- (c) To oversee effective joint work with partner agencies including functions relating to the Local Area Agreement which are not reserved to the Council.
- (d) To have overall responsibility for acquisitions and disposal of any interest in land, buildings or the real and leasehold property of the Council and to have responsibility for land and property used for operational purposes.
- (e) To liaise with and to agree and allocate funding for voluntary organisations save to the extent that the authority to do this has been delegated to the area committees.
- (f) To consider whether the Council should give evidence before a Royal Commission, Government Committee or similar body.
- (g) To have responsibility for the maintenance of the Council's archives.
- (h) To be responsible for all matters required by the Local Government Act 2000 to be executive matters even if not expressly set out in this part of the Constitution.
- (i) To draw up recommendations for submission to the Council on all plans contained in the statutory framework.

- (j) To have overall responsibility for risk management including the monitoring of corporate and departmental risk registers.

3 Children

- (a) To exercise those of the Council's functions in relation to Children as have been retained by the Council. Such functions include, but are not limited to, the following:
 - (i) proposals for schemes of Local Management of Schools, including special schools;
 - (ii) preparation of an Annual Report on the Education Service;
 - (iii) making awards and other allowances to students attending courses at institutions for further and higher education and exercising the discretionary powers of the authority in that connection;
 - (iv) the provision of day care under s18 of the Children Act 1989 within the Early Years Service in the Children's Service Department;
 - (v) to draw up recommendations to Council on the Children and Young People plan;
 - (vi) to be responsible for overseeing the work of the Islington Safeguarding Board;
 - (vii) responsibility for the protection of children under the Children Act 1989 and subsequent legislation;
 - (viii) responsibility for the welfare of children looked after by the Council;
 - (ix) the preparation of the youth justice plan;
 - (x) the Council's role as corporate parent.

4 Environment and Regeneration

- (a) To exercise the Council's functions in relation to environmental matters including the formulation of the Council's future policies for referral to Council where appropriate and their co-ordination and implementation with particular reference to the Environment and Regeneration Department. Such functions include (but are not limited to) the following in so far as they may lawfully be executive functions pursuant to the Local Authorities (Functions and Responsibilities Order) 2001:
 - (i) town planning (including economic planning);

- (ii) the making of compulsory purchase resolutions under town and country planning legislation.
 - (iii) environmental health;
 - (iv) highway engineering;
 - (v) public health;
 - (vi) building control;
 - (vii) consumer protection and licensing;
 - (viii) traffic management, parking control;
 - (ix) transport planning;
 - (x) waste and energy management;
 - (xi) provision of facilities for sports;
 - (xii) development of tourism opportunities and provision of tourism services;
 - (xiii) responsibility for provision and upkeep of the Council's public parks, gardens, open spaces, allotments, cemeteries and burial grounds;
 - (xiv) contaminated land; and
 - (xv) the taking of action pursuant to the London Local Authorities Acts.
- (b) To encourage and promote the environmentally sustainable development and regeneration of the borough and the health of the population through its planning, transport, economic planning, waste and energy management and environmental health policies and programmes.
- (c) To encourage and promote environmental sustainability in the functions of the Council and in the functions of partner organisations, other public bodies and businesses operating within the borough, and to take action to support those initiatives in so far as it may be lawful and appropriate so to do.
- (d) Responses to consultation exercises or notices of intent by external authorities where they relate to strategic issues pertaining to development control.
- (e) To take decisions on the following matters:
- (i) library and information services;
 - (ii) arts and museum services;
 - (iii) provision and maintenance of leisure facilities for children and young persons.

5 Finance

- (a) Within the budgetary framework required by law to be determined by full Council and the Financial Regulations set out in part 6 of this

Constitution, to take decisions on all matters relating to the Council's finances including (but not limited to) the following:

- (i) budgetary control;
 - (ii) allocations of both capital and revenue expenditure to and from other services;
 - (iii) financial planning;
 - (iv) significant changes to insurance arrangements;
 - (v) the Council's borrowing and investment policy;
 - (vi) budget revisions including virements between departmental budgets;
 - (vii) to consider the annual estimates of revenue expenditure and income and the Treasury Policy Statement and make recommendations to the Council on the Council Tax;
 - (viii) to agree the allocation of revenue and capital contingencies;
 - (ix) to increase the total capital budget where this is necessitated by virtue of the fact that the Council has received capital from external sources since the annual budget was set and to allocate expenditure against such increases.
- (b) To have responsibility for the Council's revenue and capital budgets, including the Housing Revenue Account, ensuring effective financial control and the achievement of value for money, within the provisions of the Financial Regulations.
- (c) Responsibility for the Council's response and action in respect of external audit reports and their recommendations.
- (d) Receiving the annual external audit management letter.

6 Resource Management

- (a) To exercise the Council's functions in relation to the use of the Council's resources and personnel, such functions include (but are not limited to) the following:
- (i) Responsibility for the Council's Health and Safety policies as an employer;
 - (ii) Collective bargaining machinery, including the Trade Union negotiating machinery;
 - (iii) Overall responsibility for properties held for investment purposes;
 - (iv) Corporate purchasing policies and procedures;
 - (v) Corporate communication strategies;
 - (vi) Overall responsibility for the management and maintenance of the Council's office accommodation;
 - (vii) Emergency planning and civil defence.

7 Adult Social Services and Housing

- (a) To exercise the Council's functions in relation to housing and homelessness including the formulation and co-ordination of future policies and their co-ordination and implementation with particular reference to the functions of the Housing, Performance and Property Department. Such functions include, (but are not limited to), the following:
- (i) the management and maintenance of all land and property held for the Council's housing functions;
 - (ii) the assessment and setting of rents and tenancy conditions for dwellings and other charges;
 - (iii) the setting and varying of charges for the use of garages, car parking spaces and other facilities on the Council's housing estates;
 - (iv) the provision, layout, maintenance and oversight of all Council gardens, open spaces and land held for housing purposes;
 - (v) the letting of all contracts for works in relation to the land or properties held for the housing functions;
 - (vi) the making and rescinding of Compulsory Purchase Order Resolutions under the relevant housing legislation;
 - (vii) keeping under review issues affecting non-public housing tenures in accordance with the Council's housing strategy including action undertaken by the Tenancy Relations Officer Service in pursuance of the Council's duties under current legislation;
 - (ix) responsibility for the Council's relationship with Housing Associations;
 - (x) responsibility for all right-to-buy matters affecting land or properties held in connection with the Housing function;
 - (xi) responsibility for regulation of private sector accommodation under environmental and tenancy relation legislation;
 - (xii) responsibility for the assessment of entitlement to and payment of rent allowance and housing benefit payment and other related payments made under the Social Security Contributions and Benefits Act 1992 and the Housing Benefit (General) Regulations 1987;

- (xiii) where the Council has delegated responsibility for any of the functions listed above to an arms length management company, to monitor the quality of services provided by that company.
- (b) To exercise the Council's functions in relation to adult social services including the formulation of the Council's future policies and their co-ordination and implementation with particular reference to the functions of the Adult Social Services Department. Such functions include (but are not limited to) the following:
- (i) All matters relating to Adult Social Services listed within Schedule 1 Local Authority Social Services Act 1970;
 - (ii) All matters relating to the National Health Services, including the consideration and review of NHS policies insofar as they affect the borough and in particular to have responsibility for joint care planning and liaison with other local authorities and appropriate health organisations and other service delivery partnerships;
 - (iii) All matters relating to the development, implementation and operation of the Islington Primary Care Trust and Camden and Islington Mental Health Care Trust;
 - (iv) All matters relating to public health.

STANDARDS COMMITTEE

Composition

The Standards Committee shall comprise of seven members, including two councillors, one from each of the main political parties represented on the Council and five independent members, none of whom are councillors or officers or close friends or relatives of members or officers of the Council. The independent members will be entitled to vote at meetings.

The Chair of the committee shall be selected from the independent members and shall have a casting vote in the event of a vote being tied.

Quorum

The quorum of the committee shall be 3 members including independent members. In order for a meeting of the Standards Committee to be quorate, there must be an independent member present.

Terms of Reference

1. To advise the Council on a local Code of Conduct for members and to promote, develop and maintain high standards of conduct by members and co-opted members of the Council;
2. To monitor and update the Code of Conduct as necessary;
3. To be responsible for the implementation of the Code of Conduct and for providing or organising training for members on ethical conduct;
4. To undertake an initial assessment of any written allegation made to it under section 57A or referred to it under section 58, of the Local Government Act 2000 and upon request under section 57B of that Act to carry out a review of that initial assessment;
5. To appoint from its own membership Sub-Committees to carry out such of its functions under 4 above as it deems necessary;
6. To consider any report from the Monitoring Officer on any matter which is referred to him/her by an Ethical Standards Officer of the Standards Board for England under sections 60 or 64 of the Local Government Act 2000 or which has been investigated following an initial assessment or review under 4;
7. To consider and respond to national reviews and consultations on standards related issues;
8. To grant dispensations to councillors and co-opted members allowing them to vote in circumstances when they would not otherwise be entitled to; and

9. To grant exemptions under section 3 of the Local Government and Housing Act 1989 from political restriction to holders of posts under the Council and to give directions as to inclusion of specified posts in the list maintained by the Council under section 2(2) of that Act.
10. To publicise and explain the requirements the Code of Conduct places on members to the public, partners and external stakeholders.

STANDARDS COMMITTEE INITIAL ASSESSMENT SUB-COMMITTEE

Composition

The Initial Assessment Sub-Committee shall comprise 3 members, of whom two shall be independent members of the Standards Committee (one of whom shall chair the Sub-Committee and shall have a casting vote in the event of a vote being tied) and one an elected member of the authority.

Quorum

The quorum for a meeting of the Sub-Committee shall be 3 members, one of whom must be a member of the Authority.

Terms of Reference

- 1 To receive allegations that a member of the Council has failed, or may have failed, to comply with the Council's Members' Code of Conduct.
2. To make an initial assessment in accordance with the Initial Assessment of Complaints Procedure of any allegation received and to:
 - i. refer the allegation to the Monitoring Officer, with an instruction that he/she arrange a formal investigation of the allegation, or directing that he/she arrange training, conciliation or such appropriate alternative steps as permitted by Regulations; or
 - ii. refer the allegation to the Standards Board for England; or
 - iii. decide that no action should be taken in respect of the allegation; or
 - iv. where the allegation is in respect of a person who is no longer a member of the Council but is a member of another relevant authority (as defined in Section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority.

STANDARDS COMMITTEE REVIEW SUB-COMMITTEE

Composition

The Review Sub-Committee shall comprise 3 members, of whom two shall be independent members of the Standards Committee (one of whom shall chair the Sub-Committee) and one an elected member of the authority.

Quorum

The quorum for a meeting of the Sub-Committee shall be 3 members

Terms of Reference

1. To review, upon the request of a person who has made an allegation that a member of the Council has failed, or may have failed, to comply with the Council's Members' Code of Conduct, a decision of the Initial Assessment Sub-Committee that no action be taken in respect of that allegation.
2. To determine as a result of the review whether to:
 - i. refer the allegation to the Monitoring Officer, with an instruction that he/she arrange a formal investigation of the allegation, or specifying that he/she take an alternative action as permitted by Regulations; or
 - ii. refer the allegation to the Standards Board for England; or
 - iii. decide that no action should be taken in respect of the allegation; or
 - iv. where the allegation is in respect of a person who is no longer a member of the authority, but is a member of another relevant authority (as defined in Section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority.

OVERVIEW COMMITTEE

Composition

Members of the Executive may not be members of the Overview Committee.

No member may be involved in scrutinising a decision which he/she has been directly involved.

Overview Committee shall be entitled to appoint a number of people as non-voting co-optees and shall include in its membership the following voting representatives:

- (a) At least one Church of England diocese representative;
- (b) At least one Roman Catholic diocese representative;
- (c) Between two and five parent governor representatives; and
- (d) A representative from other faiths or denominations as appropriate.

These representatives will be entitled to vote where the Overview Committee is considering matters related to the Council's education functions. If the Overview Committee is dealing with other matters, these representatives shall not vote on those matters though they may stay in the meeting and speak at the discretion of the chair. The Overview Committee will attempt to organise its meetings so that relevant education matters are grouped together. For the avoidance of doubt a function is an education function if it relates to a function in respect of which the Council has responsibility under the Education Acts.

Quorum

The quorum for the Overview Committee shall be four members not including church representatives, parent governors and any other co-optees.

Terms of Reference

- 1 The co-ordination of all overview and scrutiny functions on behalf of the Council;
- 2 The review of all matters relating to the Council's functions as an education authority;
- 3 To receive reports from the Leader on the Executive's priorities for the coming year, and its performance in the previous year;
- 4 To consider matters relating to the performance of the Council and its partners as appropriate;

- 5 To receive requests from the Executive for scrutiny involvement in policy development and review and decide how to respond;
- 6 To monitor the Executive's forward plan to ensure that appropriate decisions are considered by it or referred to a relevant review panel;
- 7 To consider all matters which have been referred to it in accordance with the provisions contained in the call in procedure contained within Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Part 4 of this Constitution; and to decide whether such matters should be referred to Council or to the Executive for reconsideration;
- 8 To be the Council's crime and disorder committee and to review or scrutinise matters relating to the discharge of crime and disorder functions by the council and its partners and make reports or recommendations to the Executive or other appropriate part of the council;
- 9 To consider all matters that have been referred to it in accordance with the provisions contained in the councillor call for action procedure contained within the Overview and Scrutiny Procedure Rules;
- 10 To set at the beginning of each municipal year a work programme for the three review committees following consultation with the chairs of those committees.
- 11 To monitor the Islington Strategic Partnership's delivery of the borough's Sustainable Community Strategy and Local Area Agreement targets. This will appear as a standing agenda item for the Overview Committee.

HEALTH AND WELL-BEING REVIEW COMMITTEE

Composition

Members of the Executive may not be members of the Review Committee.

No member may be involved in scrutinising a decision which he/she has been directly involved.

The Review Committee shall be entitled to appoint a number of people as non-voting co-optees.

Where one of the review committees is carrying out a review which will involve a consideration of the Council's education functions, the education representatives on the Overview Committee shall be entitled to join the review committee as voting members for the meeting concerned to participate in that review.

Quorum

The quorum for a meeting of the sub-committee shall be four members.

Terms of Reference

1. To review the planning, provision and operation of health services in Islington area, invite reports from local health providers and request them to address the committee about their activities and performance.
2. To make reports and/or recommendations to the Council and/or the Executive on matters which affect the health and well being of inhabitants of that area.
3. To undertake two scrutiny reviews, of its own choosing and any further reviews as directed by the Overview Committee, and consulting all relevant sections of the community, and make recommendations to the Executive thereon.
4. To carry out an annual review of those activities of the Islington Strategic Partnership that fall within the remit of the Health and Well-being Review Committee.
5. To carry out any review referred to it by the Overview Committee following consideration of a Councillor Call for Action referral.

REGENERATION REVIEW COMMITTEE

Composition

Members of the Executive may not be members of the Review Committee.

No member may be involved in scrutinising a decision which he/she has been directly involved.

The Review Committee shall be entitled to appoint a number of people as non-voting co-optees.

Quorum

The quorum for a meeting of the sub-committee shall be four members.

Terms of Reference

1. To undertake two scrutiny reviews of its own choosing and any further reviews as directed by the Overview Committee as directed by the Overview Committee and consulting all relevant sections of the community, and make recommendations to the Executive thereon.
2. To carry out an annual review of those activities of the Islington Strategic Partnership that fall within the remit of the Regeneration Review Committee.
3. To carry out any review referred to it by the Overview Committee following consideration of a Councillor Call for Action referral.

SUSTAINABILITY REVIEW COMMITTEE

Composition

Members of the Executive may not be members of the Review Committee.

No member may be involved in scrutinising a decision which he/she has been directly involved.

The Review Committee shall be entitled to appoint a number of people as non-voting co-optees.

Quorum

The quorum for a meeting of the sub-committee shall be four members.

Terms of Reference

1. To undertake two scrutiny reviews of its own choosing and any further reviews as directed by the Overview Committee as directed by the Overview Committee and consulting all relevant sections of the community and make recommendations to the Executive thereon.
2. To carry out an annual review of those activities of the Islington Strategic Partnership that fall within the remit of the Sustainability Review Committee.
3. To carry out any review referred to it by the Overview Committee following consideration of a Councillor Call for Action referral.

AUDIT COMMITTEE

Composition

The membership of the committee shall not include any members of the Executive.

The membership of the Audit Committee (Advisory) shall include 2 independent members.

Quorum

The quorum shall be three members not including Independent members

Terms of Reference

Audit Committee (Advisory) Functions

To consider the following matters and to make recommendations concerning them to the relevant Council bodies or to officers:

- 1 The Head of Internal Audit's annual report and opinion and the level of assurance internal audit activity can give over the council's corporate governance arrangements.
- 2 The external auditor's annual letter, relevant reports, and the report to those charged with governance on issues arising from the audit of the accounts.
- 3 Reports dealing with the management, performance and value for money of the providers of internal and external audit services.
- 4 A report from internal audit on agreed recommendations not implemented within a reasonable timescale.
- 5 The appointment of the council's external auditor.
- 6 Work to be commissioned from internal and external audit.
- 7 Specific internal and external audit reports as requested.
- 8 The contract procedure rules and financial regulations in the council's constitution and the council's compliance with its own and other published standards and controls.
- 9 Any issue referred to it by the Council, Executive, Overview Committee or the Chief Executive.

- 10 The council's arrangements for corporate governance and risk management and recommend necessary actions to ensure compliance with best practice.
- 11 The production and content of the authority's Annual Governance Statement.
- 12 Any report on any matter relevant to the advisory functions of the Committee which the Committee may request from the Corporate Director of Finance or other proper officer.

Audit Committee Decision- Making Functions

Audit related matters

- 13 To review and agree the annual statement of accounts, including considering whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or the audit that need to be brought to the attention of the council.
- 14 To adopt the authority's Annual Governance Statement.
- 15 To agree annually the amount calculated by the council as its tax base for the whole area of the borough, any tax base applying as special levies, and other matters associated with the tax base.

General Matters

- 16 To consider of any planning matters which in the view of the Corporate Director of Environment and Regeneration have significant or strategic implications for the area which warrant the matters being considered by this Committee rather than the area committees, save that all planning applications relating to the Arsenal redevelopment (including, but not limited to, applications relating to the Highbury and Emirates stadiums) shall be determined by the relevant Area Planning Sub-Committee, whether or not they have, or may have, significant or strategic implications for the area. Where such an application relates to land which falls within the boundaries of more than one Area Committee, it shall be determined by the Area Planning Sub-Committee in whose area more than 50% of the land which is the subject of the application falls.
- 17 To consider planning applications which are so urgent as to make it necessary that they be determined before the next available meeting of the relevant area committee or sub-committee.
- 18 To appointment of a Personnel Sub-Committee, including approval of its terms of reference and membership. The Audit Committee may

decide to appoint different members to the Personnel Sub -Committee in order to deal with appointments of different Corporate Director posts.

- 19 To appointment of a Pensions Sub-Committee.
- 20 To appoint such other sub-committees or other bodies, including their membership and terms of reference, as the Committee deems from time to time appropriate.
- 21 To make appointments between council meetings to those outside bodies and panels appointed to by the Council under Part 3 paragraph 7.2.
- 22 To determine matters relating to the organisation and conduct of elections, including the following:
 - (i) provision of assistance at European Parliamentary elections;
 - (ii) division of the constituency into polling districts;
 - (iii) division of the borough into polling districts.
- 23 To regulate matters affecting members, including remuneration, expenditure and training.
- 24 To recommend to Council the introduction, amendment or revocation of byelaws.
- 25 To take decisions on any matter within the terms of reference of any of its sub-committees where the proper officer considers that it is necessary and reasonable to do so.
- 26 All other non-Executive matters specified under the relevant legislation save for those which are reserved to the Council under paragraph 1 of Part 3 of this Constitution or to the Licensing Committee or Licensing Regulatory Committee or delegated to area committees under the area committees terms of reference set out in Part 3 of this Constitution.

PERSONNEL SUB-COMMITTEE

Composition

The Audit Committee may decide to appoint different members to the Personnel Sub -Committee in order to deal with appointments of different Corporate Director posts

Quorum

The quorum shall be two members.

Terms of Reference

1. The making of the Council's personnel policies and procedures and the setting of terms and conditions of employment.
2. Responsibility for, and monitoring of, the Council's health and safety policies as employer, including reports on health and safety within Council departments.
3. To approve the early retirements of the Chief Executive and to agree the award of any discretionary payments in connection with such retirement or redundancy.
4. To be responsible for the recruitment and appointment of all Corporate Directors (save where this is only on an interim basis).
5. To hear representations in respect of the termination of a Corporate Director's employment in accordance with the JNC terms and conditions of employment.
6. To appoint an independent person (within the meaning of the Local Authorities (Standing Orders) (England) Regulations 2001) to carry out the functions in Regulation 7 of those regulations.
7. To take decisions on disciplinary matters relating to the Chief Executive including termination of the Chief Executive's contract of employment following consideration of a report prepared by a designated person.
8. To receive submissions from trades unions representatives on agenda items concerning staff terms and conditions.
9. To make recommendations to Council on the appointment of the Chief Executive.
10. To make recommendations to Council on the appointment of independent persons to serve on the Standards Committee.

PENSIONS SUB-COMMITTEE

Composition

No special requirements apply to the composition of the Pensions Sub-Committee

Quorum

The quorum of the sub-committee shall be two members.

Terms of Reference

1. To consider policy matters in relation to the pension scheme, including the policy in relation to early retirements.
2. To administer all matters concerning the Council's pension investments in accordance with the law and Council policy.
3. To establish a strategy for disposition of the pension investment portfolio.
4. To determine the delegation of powers of management of the fund and to set boundaries for the managers' discretion.
5. To review the investments made by the investment managers and from time to time consider the desirability of continuing or terminating the appointment of the investment managers. (Note: The allocation of resources to the Pension Fund is a function of the Executive).
6. To consider the overall solvency of the Pension Fund, including assets and liabilities and to make appropriate recommendations to the Executive regarding the allocation of resources to the Pension Fund.

LICENSING COMMITTEE

Composition

The Licensing Committee shall comprise no more than fifteen members of the Council

Quorum

The quorum of the committee shall be four members.

Terms of Reference

1. To oversee the discharge of all licensing functions of the Council as the licensing authority under the Licensing Act 2003 and the Gambling Act 2005, except the determination of the Council's Statement of Licensing Policy and the publication of that Statement under either Act, the making of a resolution not to issue a casino premises license under section 166 of the Gambling Act 2005 (which are reserved to the Council) and the fixing of fees under the Gambling Act 2005.
2. To establish and appoint to sub-committees and to determine their terms of reference in accordance with section 9 of the Licensing Act;
3. To approve the scheme of delegation to officers in accordance with section 10 of the Licensing Act and section 232 of the Gambling Act.

LICENSING COMMITTEE SUB COMMITTEES

Composition

The sub committees shall comprise 3 members,

Quorum

The quorum of the sub committee shall be 3 members.

Terms of Reference

To determine applications for licences in respect of licensed premises, entertainments, licences required under the Gambling Act 2005, and late night refreshment premises.

LICENSING REGULATORY COMMITTEE

Composition

No special requirements apply to the composition of the Pensions Sub-Committee

Quorum

The quorum of the sub-committee shall be 2 members

Terms of Reference

1. To determination applications for street trading, track betting and special treatment licences where there are unresolved objections to those applications
2. To designate streets as licensed streets
3. To determine applications for public entertainment and late night refreshment licences (where there are unresolved objections to those applications) except where those applications may lawfully be dealt with by the Licensing Committee;
4. To determine licences for sex establishments;
5. To revoke licences (except on the ground of non payment of fees);
6. To sett and review policy in relation to the matters coming within the remit of the committee
7. To set fees and charges for licences
8. To take decisions on any other licensing matter referred to it by the Corporate Director of Environment and Regeneration except those which may lawfully be taken by the Licensing Committee established for the purpose of the Licensing Act 2003 and the Gambling Act 2005.

AREA COMMITTEES

Composition

The provisions of regulation 16A of the Local Government (Committees and Political Groups) Regulations 1990 apply to area committees and therefore the proportionality rules contained in Section 15 of the Local Government and Housing Act 1989 do not apply. Area committees shall comprise the elected members for the wards which they respectively cover.

Quorum

The quorum shall be three members.

Terms of Reference

Executive functions*:

1. To determine those traffic and transportation schemes within their areas which were listed in a report presented to the Executive at the beginning of the financial year (and updated from time to time) as being matters for the area committee to determine. This may include controlled parking zones subject to the latter being in accordance with an overall programme and parking policies agreed by the Executive, to the budget allocated for any particular scheme and to the provision of legal and financial advice.
2. To approve improvements to public open spaces where the expenditure is estimated to be in excess of £75,000 or which, in the opinion of the Corporate Director of Environment and Regeneration will have a significant impact on the area and for which capital expenditure has been approved by the Executive
3. To make appointments to multi agency geographical panels in Islington;
4. To agree for consultation and adopt site specific planning briefs and other supplementary planning guidance which do not form part of the Local Development Framework and where, in the opinion of the Corporate Director of Environment and Regeneration, they do not have significant or strategic implications.
5. To administer the budget identified in the civic budget for each area to be spent on relevant local schemes, or improvements

Non Executive functions:

6. To determine planning applications and other non executive planning matters within their respective areas except in relation to matters which

fall within items 15 or 16 of the terms of reference of the Audit Committee.

General

- 7 To make recommendations in respect of matters within their terms of reference to the body having responsibility for such matters, requiring the body to which the recommendation is made to respond within three months of receipt of the recommendation, stating what action, if any, it intends to take.
- 8 Area committees may invite organisations responsible for matters within their terms of reference to appear at their meetings; where the matter in question relates to the Council's executive functions, this may include Executive members.

* These Executive functions shall be discharged in accordance with the Budget and Policy Framework and, where relevant, the policy framework in respect of traffic and consultation schemes approved by the Executive.

If, in the opinion of the Chief Executive, any decision of an area committee is contrary to, or not wholly in accordance with the budget and policy framework delegated to it, that decision shall be referred to the Executive for determination.

Where a matter relating to the discharge of an Executive function affects more than one area committee and there is disagreement between those committees, the item will be referred to the Executive for determination.

AREA PLANNING SUB-COMMITTEES

Composition

The membership of the sub-committee shall be in proportion to the make up of the main committee. Each sub-committee shall comprise six members of the area committee with the other six members being substitutes. The requirement for proportionality may be waived with the agreement of the area committee.

Quorum

The quorum shall be three members.

Terms of Reference

Except in relation to matters which are reserved for decision by the Audit Committee:

1. Applications recommended for approval which involve the creation of residential units or new office floor space, where relevant planning objections have been received by the proper officer
2. Applications which are recommended for approval but which do not conform to the Local Development Framework
3. Applications which involve a legal agreement unless:
 - (i) The heads of terms relate only to securing affordable housing in line with planning policy and/or securing highway works in relation to the application site; or
 - (ii) The terms of the agreement are not materially different from any previous agreement approved by the sub-committee in relation to the same site;
4. Alterations to Grade I or Grade II* listed buildings, (except matters which in the opinion of the Development Control Manager/Head of Planning are minor); which involve substantial demolition of a Grade II listed building; where the Council has a difference of opinion with English Heritage
5. Applications where the Council has an interest (except for matters which in the opinion of the Development Control Manager/ Assistant Head of Planning are minor)
6. Applications submitted by or on behalf of a Member of the Council (or their spouse or partner), or any Council employee (or their spouse or

partner)

- 7 Decisions which are likely to result in a claim for compensation or the service of a purchase notice
- 8 Applications which, in the opinion of the Development Control Manager/Head of Planning, should be considered by the appropriate sub- committee
- 9 Applications which are recommended for approval where an objection to the current proposal has been received which is based on planning grounds, other than those applications where, in the opinion of the Development Control Manager/ Head of Planning, the objection can be overcome by imposition of an appropriate condition, or where the application clearly complies with the relevant planning policies in which case the decision may be taken by officers unless the objection relates to an application made under the procedure for prior approval under part 24 of the General Permitted Development Order
- 10 The designation or alteration of conservation areas and making of directions under Article 4 of the Town and Country Planning General Development Order 1995
- 11 Traffic management and stopping-up orders which are consequent upon the grant of planning permission

WEST AREA COMMUNITY CHEST SUB-COMMITTEE

Composition

The sub-committee shall consist of 5 members, including one from each of the four West Area wards. In the event of an appropriate councillor not being available, a councillor from the same political group as that person shall be given the first opportunity to substitute for the absent councillor but if no such person shall be available, another West Area councillor may substitute. The quorum shall be three councillors.

Quorum

The quorum shall be three members.

Terms of Reference

To make decisions on the allocation of grants up to the value of £5,000 from the budget identified in the Civic Budget for each area to be spent on relevant local schemes or improvements

JOINT COMMITTEES

FUNCTIONS DISCHARGED BY THE LONDON COUNCILS JOINT COMMITTEES

The Council is a member of a number of joint committees under the umbrella of London Councils (formerly known as the Association of London Government or the ALG). An Agreement dated 1 April 2000 (as varied by an agreement dated 13 December 2001) established the London Councils Leaders' Committee and the London Councils Grants Committee as joint committees. There is a further agreement dated 15 January 1998 (as varied by the Agreement dated 13 December 2001), which established the London Councils (Associated Joint Transport and Environment Committee).

The rules of debate and procedure for the conduct of meetings of the Leaders' Committee are set out in Standing Orders contained in the 1 April 2000 Agreement and which are also published on the London Councils website. The Leaders Committee is also required to comply with Financial Regulations contained in the London Councils Agreement. These Standing Orders and Financial Regulations also apply to the other London Council's joint committees detailed below.

LONDON COUNCILS LEADERS' COMMITTEE:

Membership

This committee comprises one member of each of the London local authorities who is designated the authority's "Leader" for the purposes of carrying out the committees' functions.

Terms of Reference

(This joint committee carries discharges executive and non-executive functions)

The terms of reference of the Committee are set out in full in the Agreement dated 1 April 2000 and are summarised below:

1. To consult on the common interests of the London local authorities and to discuss matters relating to local government;
2. To represent the interests of the London local authorities to national and local government, Parliament, the European Union and other bodies;
3. To formulate policies for the development of democratic and effectively managed local government;

4. To provide services to the London local authorities including the provision of information;
5. To provide information to the public, individuals and other organisations on the policies of the London Councils and other issues relevant to London;
6. To act for and on behalf of London local authorities in their role as employers, through the provision of a range of services;
7. To appoint members to serve on the Greater London Provincial Council and to represent the views of the London local authorities on pay and terms and conditions of service to the national negotiating body;
8. To review the needs of Greater London under the London Boroughs Grants Scheme, in accordance with which the London local authorities make grants to voluntary organisations within Greater London and to approve the budget proposed for the Scheme each year;
9. To consult with the London Councils Transport and Environment and Conservation Committee (see below) regarding strategic policies and annual budget;
10. To establish an independent remuneration panel to make recommendations to the London local authorities regarding the payment of allowances to the members of those authorities.

LONDON COUNCILS (ASSOCIATED JOINT TRANSPORT AND ENVIRONMENT COMMITTEE)

Membership

This committee comprises one member from each London local authority and a member from Transport for London (which is part of the Greater London Authority).

Terms of Reference

(This committee discharges executive and non-executive functions)

The terms of reference of the Committee are set out in full in the Agreement of 13 December 2001 and are summarised below:

1. To appoint and provide accommodation and support for parking adjudicators and to administer the parking appeals service, which is an independent service for those wanting to appeal against a Council's decision on a parking ticket;

2. To set the level of penalties and other enforcement charges and the level of discount for early payment of penalties;
3. To set the level of penalties for decriminalised contraventions in bus lanes, and the level of discount for early payment of penalties;
4. To operate other parking services including the TRACE line, which provides 24-hour information on cars which have been towed away;
5. The publication of a code of practice on parking enforcement and the dissemination of parking enforcement information to drivers and the general public;
6. To co-ordinate and maintain vehicle clamping and removal operations;
7. To provide IT services to the London local authorities for DVLA enquiries, County Court debt registrations and warrants, borough payment information exchange and a persistent offenders database;
8. The production and maintenance of the parking attendants' handbook of contravention codes;
9. To administer the Health Emergency Badge Scheme for doctors, nurses and health visitors;
10. To act as the National Joint awarding body for National Vocational Qualifications for Parking Attendants;
11. To run and pay for the Freedom Pass free ticket initiative for London's senior citizens, blind and disabled people;
12. To administer the London Lorry Ban, which prevents lorries travelling down residential streets at night and at weekends;
13. To run and pay for the Taxicard Scheme, which provides free transport for London's disabled community;
14. To take a borough-wide strategic overview on London's transport policy and policy issues in planning, the environment, consumer protection, trading standards and waste.

London Councils Grants Committee

Membership

This committee comprises one member from each London local authority who must be a member of their Executive.

Terms of Reference

(This Committee discharges Executive functions)

- 1 To make grants to voluntary organisations benefiting more than one London borough.
- 2 To consider and review the needs of London in relation to the grants scheme.
- 3 To recommend an annual budget to the London Councils Leaders' Committee, which, once approved, has to be agreed by a two-thirds majority of the London local authorities in order to make it binding on all 33 – (which includes the Corporation of London).

PARKING IN PARTNERSHIP

Membership

This committee comprises one elected Member from each partner authority's Executive.

Terms of Reference

1. To consider proposals from the Management Committee for Procurements, and, subject to any formal notifications or approvals that may be required by individual partner authorities in accordance with Clauses 10.5.1 or 10.8 of the Agreement, to agree the entering into of new procurements and the award of framework contracts or other appropriate contractual arrangements;
2. To provide programme and strategic direction to the Management Committee and Central Team;
3. To monitor progress and the implementation of procurements and framework contracts entered into under them;
4. To monitor and keep under review the fundamental purpose of PiP;
5. To assist and direct the Management Committee in the promotion of PiP;
6. To consider the introduction of a New Partner Authority and make decisions in that regard;
7. To consider and/or approve the removal of any Partner Authority;
8. To agree the amount of contributions;
9. To make decisions in relation to the dissolution of PiP;
10. To appoint the Chair of the Management Committee;
11. To approve budgets.