

Council Assembly (Annual Meeting)

Saturday 16 May 2015
12.45 pm

Southwark Cathedral, Montague Close, London Bridge SE1 9DA

Note: Council Assembly will be preceded by the Southwark Civic Awards Ceremony which commences at 11.00am. There will be a short break for refreshments following the civic awards ceremony. Councillors will need to be seated by 10.45am.

Councillors are summoned to attend a meeting of the Council to consider the business contained herein

Eleanor Kelly
Chief Executive

INFORMATION FOR MEMBERS OF THE PUBLIC

Access to information

You have the right to request to inspect copies of minutes and reports on this agenda as well as the background documents used in the preparation of these reports.

Babysitting/Carers allowances

If you are a resident of the borough and have paid someone to look after your children, an elderly dependant or a dependant with disabilities so that you could attend this meeting, you may claim an allowance from the council. Please collect a claim form at the meeting.

Access

The council is committed to making its meetings accessible. Further details on building access, translation, provision of signers etc for this meeting are on the council's web site: www.southwark.gov.uk or please contact the person below.

Contact

Lesley John on 020 7525 7228 or 020 7525 7222 or email: lesley.john@southwark.gov.uk;
andrew.weir@southwark.gov.uk; constitutional.team@southwark.gov.uk

Date: 8 May 2015



Council Assembly (Annual Meeting)

Saturday 16 May 2015
12.45 pm

Southwark Cathedral, Montague Close, London Bridge SE1 9DA

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Order of Business

Item No.	Title	Page No.
1.	ELECTION OF THE MAYOR	
	To elect a Mayor for the municipal year 2015/16.	
	PART A - OPEN BUSINESS	
2.	PRELIMINARY BUSINESS	
	2.1. ANNOUNCEMENTS FROM THE MAYOR, MEMBERS OF THE CABINET OR CHIEF EXECUTIVE	
	To receive any announcements from the Mayor, members of the cabinet or the chief executive.	
	2.2. NOTIFICATION OF ANY ITEMS OF BUSINESS WHICH THE MAYOR DEEMS URGENT	
	In special circumstances an item of business may be added to an agenda within seven working days of the meeting.	
	2.3. DISCLOSURE OF INTERESTS AND DISPENSATIONS	
	Members to declare any interests and dispensations in respect of any item of business to be considered at this meeting.	
	2.4. APOLOGIES FOR ABSENCE	
	To receive any apologies for absence.	
3.	OTHER REPORTS	

Item No.	Title	Page No.
3.1. EXECUTIVE FUNCTIONS 2015/16	Council assembly is asked to note the appointment by the leader of cabinet portfolio members and the leader's report on the delegation of executive functions.	1 - 4
3.2. ESTABLISHMENT OF COMMITTEES, COMMUNITY COUNCILS, PANELS AND RELATED MATTERS 2015/16	Council assembly is asked to establish committees, community councils and panels for 2015/16 and appoint chairs and vice-chairs. Council assembly is also invited to appoint representatives to the Local Government Association General Assembly.	5 - 17
3.3. NOMINATIONS TO LONDON COUNCILS COMMITTEES, GREATER LONDON EMPLOYMENT FORUM, BOROUGH LEAD MEMBERS AND LONDON COUNCILS LIMITED	To consider nominations to London Councils joint committees, forums and borough lead members for 2015/16.	18 - 23

4. AMENDMENTS

Any member of the council may submit an amendment to a report or motion on the agenda. The amendments will be circulated to all members in a supplemental agenda.

ANY OPEN ITEMS IDENTIFIED AS URGENT AT THE START OF THE MEETING

EXCLUSION MOTION (IF NECESSARY)

The following motion should be moved, seconded and approved if the council wishes to exclude the press and public to deal with reports revealing exempt information:

“That under the access to information procedure rules of the Southwark constitution, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in section(s) 1 – 7 of paragraph 10.4 of the procedure rules.”

PART B – CLOSED BUSINESS

ANY CLOSED ITEMS IDENTIFIED AS URGENT AT THE START OF THE MEETING

Item No. 3.1	Classification: Open	Date: 16 May 2015	Meeting Name: Council Assembly (Annual Meeting)
Report title:		Executive Functions – 2015/16	
Ward(s) or groups affected:		All	
From:		Proper Constitutional Officer	

RECOMMENDATIONS

1. That council assembly receives a report from the leader on the following executive issues for the coming municipal year 2015/16:
 - Notes the appointment by the leader of cabinet members
 - Notes the appointment of any deputy cabinet members
 - Notes the establishment and appointment of any cabinet committees
 - Notes the leader's report on the delegation of executive functions to the full cabinet, cabinet committees, individual cabinet members, chief officers and community councils.

Appointment of the cabinet

2. That the leader reports to council assembly on the appointment of members of the cabinet and determination of their executive functions.

- Note:
1. The leader will report on appointments to the cabinet and on individual portfolios.
 2. The leader can appoint between two and nine members to form a cabinet.
 3. The leader must appoint a deputy leader.

Appointment of deputy cabinet members

3. That the leader reports to council assembly on the appointment of deputy cabinet members and determination of their duties and responsibilities.

- Note: The leader will report on any changes to deputy cabinet members and on individual responsibility for specific tasks designated by the leader, following consultation with the monitoring officer.

Establishment and appointment of cabinet committees

4. That the leader reports on the establishment of any cabinet committees.

- Note: The leader to establish any cabinet committees, set terms of reference and nominate cabinet members to serve on the committees, including appointing a chair and vice-chair.

Delegation of executive functions

5. That the leader reports on the delegation of executive functions between full cabinet, individual decision makers, chief officers and community councils.
6. That council assembly notes the leader's report on any changes to the delegation of executive functions to the full cabinet, cabinet committees, individual cabinet members, chief officers and community councils.
7. That council assembly notes that as a consequence of recommendation 6 the proper constitutional officer will update Part 3 of the constitution in accordance with the leader's report on the delegation of executive functions.

BACKGROUND INFORMATION

8. The constitution is updated annually and the recommendations in this report are based on the current constitution.

KEY ISSUES FOR CONSIDERATION

Leader and cabinet

9. The Local Government and Public Involvement in Health Act 2007 required the council to make changes to its governance and decision making arrangements. At an extraordinary meeting of council assembly on 4 November 2009 the council agreed that the current executive leader and cabinet model be adopted. The new arrangements commenced immediately after the elections in May 2010.
10. Under the executive "leader and cabinet" model there is a leader of the council and a cabinet of at least two but no more than nine other councillors. The leader is responsible for all executive functions, and decides which of these functions are going to be delegated to other cabinet members, local committees or council officers. The cabinet is appointed by the leader.
11. On 11 June 2014 council assembly appointed Councillor Peter John as leader of the council and his term of office commenced from that date and shall end at the start of the first annual meeting of the council following the next ordinary election¹.

Report of the leader of the council and delegation of executive functions

12. Each year the elected leader must appoint their cabinet. In accordance with the constitution this can consist of a minimum of two and up to a maximum of nine nominated members, whose portfolios are determined and allocated by the leader. The leader must appoint a deputy leader.
13. The leader will be invited to report on the delegation of executive functions, appoint a deputy leader and appoint other cabinet members and determine their portfolios.
14. The leader will report on any further delegations including:

¹ Article 6.3 of the Constitution

- The extent of any authority delegated to cabinet members individually, including details of the limitation on their authority
 - The terms of reference and membership of any cabinet committees
 - The nature and extent of any delegation of executive functions to community councils, any other authority or joint arrangement
 - The nature and extent of any delegation to officers with details of any limitation on that delegation.
15. The leader will also report on the appointment of any deputy cabinet members and determine their roles. Deputy cabinet members may hold responsibility for specific tasks designated by the leader, in consultation with the monitoring officer. Deputy cabinet members cannot take part in any formal decision making.
16. Following receipt of the leader's report, council assembly will note as a consequence that the proper constitutional officer will update Part 3 of the constitution in accordance with the leader's report on the delegation of executive functions.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Appointment of Executive Functions 2013/14 Council Assembly May 2013 report. Constitutional Steering Panel 5 March 2014.	160 Tooley Street, London, SE1 2TZ	Ian Millichap 020 7525 7225

APPENDICES

Appendix	Title
None	

AUDIT TRAIL

Lead Officer	Ian Millichap, Constitutional Manager	
Report Author	Lesley John, Constitutional Officer	
Version	Final	
Dated	7 May 2015	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Director of Legal Services	Yes	Yes (included in body of report)
Strategic Director Finance and Corporate Services	No	No
Cabinet Member	No	No
Date final report sent to Constitutional Team		7 May 2015

Item No. 3.2	Classification: Open	Date: 16 May 2015	Meeting Name: Council Assembly (Annual Meeting)
Report title:		Establishment of Committees, Community Councils, Panels and Related Matters – 2015/16	
Ward(s) or groups affected:		All	
From:		Proper Constitutional Officer	

RECOMMENDATIONS

1. That council assembly notes the appointment of political group leaders, deputies and whips.
2. To note the division of seats and percentage allocation of each political group on the council as follows:

Table 1: Division of seats

Group	Total	%
Labour	48	76.19
Liberal Democrat	13	20.64
Conservative	2	3.17
Total	63	100.00

3. That council assembly establishes the following committees and community councils for the coming municipal year 2015/16:

Table 2: Ordinary Committees - Total number of seats 35

Note: This table is based on the committees established in 2014/15.

Committee	Total	Lab	Lib Dem	Con
Committee 1 Appointments Committee	7	6	1	0
Committee 2 Planning Committee	8	5	2	1
Committee 3 Standards Committee	7	5	2	0
Committee 4 Audit and Governance Committee	6	5	1	0
Committee 5 Corporate Parenting Committee	7	6	1	0

Committee	Total	Lab	Lib Dem	Con
Total	35	27	7	1

Table 3: Other committees - Total number of seats 29

Committee	Total	Lab	Lib Dem	Con
Overview and Scrutiny Committee	11	8	3	0
Licensing Committee	15	11	3	1

Table 4: Community councils

1.	Bermondsey and Rotherhithe
2.	Borough, Bankside and Walworth
3.	Camberwell
4.	Dulwich
5.	Peckham and Nunhead

Note: The membership of community councils is set out in Article 8 of the constitution (see paragraph 46 of this report).

Health and wellbeing board

4. That the health and wellbeing board be established as a committee of the council under the Health and Social Care Act 2012 with the membership set out in paragraph 42 of the report.
5. That it be noted that the local authority membership is nominated by the leader of the council. In accordance with committee procedure rules, the board is chaired by the leader.

Appointment of chairs and vice chairs

6. That council assembly considers whether it wishes to appoint chairs and vice chairs for the following committees and community councils:

Committees

- Appointments committee
- Planning committee
- Standards committee
- Audit and governance committee
- Corporate parenting committee*
- Overview and scrutiny committee
- Licensing committee

Community councils

- Bermondsey and Rotherhithe
- Borough, Bankside and Walworth
- Camberwell
- Dulwich
- Peckham and Nunhead

Notes: * In 2014/15 the cabinet member responsible for children's services chaired the corporate parenting committee. Council assembly is asked to formally approve this appointment in 2015/16.

All outstanding appointments will be referred to the first meeting of the respective committee or community council in the 2015/16 municipal year.

Establishment of the council's panels

7. That council assembly establishes the following council panels (see paragraph 57):

Table 5: Panels - Total number of seats 18

Note: This table is based on the panels established in 2014/15.

Committee	Total	Lab	Lib Dem	Con
Council assembly business panel	5	3	1	1
Constitutional steering panel	5	3	1	1
Pensions advisory panel	3	2	1	0
Voluntary bodies appointment panel	5	4	1	0

Appointments of chair to constitutional steering panel and voluntary bodies appointment panel

8. That council assembly appoints a chair to the following panels:
- Constitutional steering panel
 - Voluntary bodies appointment panel.

Urgency committee

9. That the role of the urgency committee between a municipal election and the annual meeting of council assembly, as agreed by council assembly on 26 March 2014, be noted as set out in paragraphs 59 - 60.

Appointments to Local Government Association General Assembly

10. That council assembly appoints up to three representatives and allocates the five votes to representatives to attend the LGA General Assembly (see paragraph 61).

BACKGROUND INFORMATION

11. The constitution is updated annually and the recommendations in this report are based on the current constitution and previous decisions of the council.

KEY ISSUES FOR CONSIDERATION

12. The division of seats and percentage allocation of each political group on the council is as follows:

Table 6: Division of seats

Group	Total	%
Labour	48	76.19
Liberal Democrat	13	20.64
Conservative	2	3.17
Total	63	100.00

Proportionality – the legal position

13. The size and composition of the council's regulatory and other committees are established in accordance with the number of seats each political group has on the council as a whole – this is known as "proportionality".
14. The Local Government and Housing Act 1989 covers the allocation of seats to political groups. It makes no provision for single independent councillors so they do not form part of the proportionality considerations.
15. Seats on committees and sub-committees must be allocated in accordance with the four principles of proportionality contained in sections 15, 16 and 17 of the Local Government and Housing Act 1989. There is a duty to give effect to the following principles, as far as is reasonably practicable:
- (i) That not all the seats on a committee or sub-committee are allocated to the same political group
 - (ii) That the majority group must have the majority of seats on each committee or sub-committee

Note: As the Labour Group has an overall majority on the council, this principle has been applied.

- (iii) Subject to (i) and (ii) above, it must be ensured that the proportion of each political group's seats of the total number of seats on "ordinary committees" reflects, as closely as possible, their proportion of seats on full council

Notes: 1. The ordinary committees are appointments, planning, standards, audit and governance and corporate parenting (see also paragraphs 18 - 21)

- 2. The licensing committee is appointed under the Licensing Act 2003, the overview and scrutiny committee is appointed

under section 21 of the Local Government Act 2000 and the health and wellbeing committee is appointed under the Health and Social Care Act 2012 and is to be treated as if appointed under section 102 of the Local Government Act 1972. None of the aforementioned committees are treated as an ordinary committee.

- (iv) Subject to (i) to (iii) above, the proportion of each political group's seats on each committee and sub-committee reflects as closely as possible their proportion of seats on full council.

Note: This rule applies to all committees, sub-committees and joint committees, except for the licensing committee.

16. Council assembly can agree an allocation that is disproportionate, provided no member votes against this.

Appointments to seats

17. Section 16(1) of the Local Government and Housing Act 1989 provides that it is the duty of an authority or committee to exercise its power to make appointments in such a way as to give effect "to such wishes about who is to be appointed to the seats on that body which are allocated to a particular political group as are expressed by that group".

Ordinary committees

18. The regulatory and other committees are the "ordinary committees" of the council. In 2014/15 the annual meeting established the following:

- Appointments committee
- Planning committee
- Standards committee
- Audit and governance committee
- Corporate parenting committee

19. The total number of seats on the ordinary committees is allocated and then divided between the committees to give each committee as proportionate an allocation as is possible within the overall total. Officers have reviewed the impact on the proportionality calculations on the ordinary committees for 2015/16. The table set out in recommendation 3 is based on the assumption that the same committees are established in 2015/16 as existed in 2014/15.
20. The proportionality is based on the total number of seats compared to the overall allocation of seats each political group has on the council. As the Labour Group has an overall majority on the council, it has been allocated a majority on each committee.
21. Council assembly is exercising a matter reserved to it in Part 3A (4) of the constitution to establish committees. It is for council assembly to agree the committees it wishes to establish, to set the total number of seats and allocate them to the committees numbered 1 to 5 in the Table 2 in paragraph 3 above.

Appointments committee

22. The appointments committee determines appointments to posts of chief officers, chief finance officer and monitoring officer.
23. At least one member of the cabinet shall serve on the appointments committee.

Standards committee

24. The Localism Act 2011 ("the Act"), section 27 of the Act places a duty on the council to ensure that its members and co-opted members maintain high standards of conduct and requires such authorities to adopt a code of conduct for their members.
25. Although the act does not make provision for a 'standards committee' the council has the power to form a 'standards committee' under the Local Government Act 1972. In May 2013 the council established a standards committee with the role of exercising a general duty to "promote and maintain high standards of conduct by members and co-opted members" of the authority.
26. Not more than one cabinet member may sit on a standards committee.

Audit and governance committee

27. The audit and governance committee provides independent assurance of the adequacy of the council's governance arrangements, independent scrutiny of the council's financial and non-financial performance and has oversight of the financial reporting process of the council.
28. The constitution states no more than one member of the cabinet may be a member of the audit and governance committee and no cabinet member may chair the committee. The chair may be a deputy cabinet member as this role does not include the exercise of any delegated powers.
29. CIPFA's guidance (Audit Committees Practical Guidance for Local Authorities, 2005) states that although audit committees are not mandatory, "Audit committees are an essential element of good governance". It goes on to say "Good corporate governance requires independent, effective assurance about the adequacy of financial management and reporting. These functions are best delivered by an audit committee, independent from the executive and scrutiny functions."
30. No more than one member of the overview and scrutiny committee may be a member of the audit and governance committee and no member of the overview and scrutiny committee may chair the committee. In 2014/15 no members of the cabinet sat on the audit and governance committee and no overview and scrutiny committee member sat on the committee.

Overview and scrutiny committee

31. The overview and scrutiny committee (OSC) is the coordinating scrutiny body and appoints a number of scrutiny sub committees. It questions cabinet members and can "call-in" decisions taken by the cabinet, individual cabinet members,

community councils taking decisions on executive functions and key decisions taken by chief officers.

32. OSC co-ordinates councillor calls for action and scrutiny of crime and disorder, considers requests for scrutiny reviews and approves scrutiny work programmes. It receives and comments on reports from scrutiny sub-committees, and reviews overview and scrutiny procedures.
33. The committee can also appoint joint committees with other local authorities.
34. The overview and scrutiny committee is not an ordinary committee and is considered separately for the purposes of proportionality. Scrutiny sub-committees will be established by the overview and scrutiny committee at its first meeting and it will consider the allocation of places on sub-committees including members who are not part of any political group.
35. Council assembly can agree an allocation that is disproportionate, provided no member votes against this.
36. The overview and scrutiny procedure rules provide that the overview and scrutiny committee will consist of the chair, vice chair and the chairs of the scrutiny sub-committees provided that the proportionality rules are not compromised. Each political group is permitted to nominate members who are not cabinet members should it be necessary to maintain proportionality and/or if there are fewer chairs of scrutiny sub-committees than places on the overview and scrutiny committee.
37. The overview and scrutiny committee and any sub-committee which scrutinises the council's education functions will contain in its membership four voting education representatives in addition to its councillor members, comprising one Church of England, one Roman Catholic Church and two parent governor representatives.
38. No member of the cabinet shall serve on any scrutiny committee.

Health and wellbeing board

39. The Health and Social Care Act 2012 enables the local authority to arrange for any of its functions to be exercised by the board should it so wish. The board will not have the power to perform any of the functions given to the health overview and scrutiny committee, and it will itself be subject to overview and scrutiny as a committee of the council. In addition members of scrutiny committees should not be members of the health and wellbeing board as this may create a conflict of interests.
40. It will be for the leader of the council under the 'strong leader' model to decide whether any executive functions should be delegated to the board. Until such a decision is taken, the board will operate in accordance within the council's existing decision-making framework and normal council budget setting processes.
41. The health and wellbeing board must include six statutory members which are:
 - At least one councillor, who will be (or be nominated by) the leader
 - The director of adult social services of the local authority
 - The director of children's services of the local authority
 - The director of public health of the local authority

- A representative of local healthwatch
 - A representative of the clinical commissioning group.
42. On 11 June 2014 council assembly agreed the membership of the health and wellbeing board as follows:
- Local authority councillors, who will be (or be nominated by) the leader of the council*
 - The leader of the council*
 - The cabinet member for public health, parks and leisure*
 - The cabinet member for adult care, arts and culture*
 - The chief executive of the council
 - The strategic director of children's and adults' services*
 - The director of public health*
 - Three representatives from the clinical commissioning group*
 - A representative of Southwark HealthWatch*
 - A representative from King's Health Partners
 - Southwark Borough Commander, Metropolitan Police Service
 - The chief executive of Community Action Southwark.

* = Denotes a statutory member of the board.

43. All members of the health and wellbeing board are subject to Southwark's Code of Conduct for elected members when acting as a member of the board and will be subject to declarations of disclosable pecuniary interests. As a consequence it is recommended that substitutes should not be permitted at meetings of the committee.

Community councils

44. Community councils take decisions about local matters and have some responsibility for decisions in the following key areas: the neighbourhoods fund, the cleaner, greener, safer capital programme, traffic management and agreeing schemes for the community infrastructure levy project bank. Community councils also offer an important mechanism for formal consultation on council wide policies and strategies.
45. Following the decision by council assembly in February 2012, there are five community councils areas divided by geographical areas as follows:

Table 7: Community councils areas divided by geographical areas

Name of community council	Members from electoral wards serving on community councils
Bermondsey and Rotherhithe	Grange, Livesey (north of the Old Kent Road), Riverside, Rotherhithe, South Bermondsey and Surrey Docks wards
Borough, Bankside and Walworth	Cathedrals, Chaucer, East Walworth, Faraday and Newington wards
Camberwell	Brunswick Park, Camberwell Green and South Camberwell wards

Name of community council	Members from electoral wards serving on community councils
Dulwich	College, East Dulwich and Village wards
Peckham and Nunhead	Livesey (south of the Old Kent Road), Nunhead, Peckham, Peckham Rye and the Lane wards

46. The membership of community councils included those councillors who were members for the electoral wards wholly or partly contained within the area of each community council. Community councils do not need to be politically balanced. Livesey ward members shall serve as voting members on Peckham and Nunhead and Bermondsey and Rotherhithe community councils. Following the decisions of council assembly in February 2012, the community councils met five times a year in 2014/15. Community councils meet in local venues around the borough.

Licensing committee

47. Section 6 of the Licensing Act 2003 requires that each licensing authority must establish a licensing committee of at least 10, but no more than 15 members of the authority. The power to establish the committee rests with council assembly. Council agreed in December 2004 that the licensing committee should comprise 15 members in order to achieve maximum flexibility and provide a sufficient pool of members to ensure quorate sub-committees.
48. There is no requirement in the Licensing Act 2003 that the licensing committee should be proportionate. Council assembly agreed in December 2004 to establish the current committee on a proportionate basis. Council assembly, in 2014/15, agreed the following allocation of seats: Labour eleven seats, Liberal Democrat three seats and Conservative one seat.
49. The Licensing Act 2003 makes no provision to appoint reserve members.
50. In accordance with the constitution, a licensing sub-committee with delegated authority to hear licence applications including Licensing Act 2003, Gambling Act 2005, street trading and other licensing responsibilities granted by statute. The sub-committee will include members of the licensing committee with a quorum of three members and a reserve. Sub-committees shall be summoned as required to deal with any business and the membership will be based on the allocation process agreed by the licensing committee in December 2007.

Appointment of chairs and vice chairs

51. Chairs and vice chairs may be appointed directly by council assembly or the appointments may be delegated to the first meeting of the relevant committee.
52. In the case of the corporate parenting committee, it is proposed that the cabinet member with responsibility for children's services be appointed chair. This is line with the decision of the annual meeting last year.
53. The health and wellbeing board is chaired by the leader of the council, in accordance with committee procedure rule 9.13.

Reserve members

54. The council assembly, committee and overview and scrutiny procedure rules make provision for the appointment of reserve members to council committees and to scrutiny committees. There is no provision for reserves on the licensing committee, the health and wellbeing board or community councils.
55. Each political group can appoint reserve members. The number of reserve members a group can appoint is, with the exception of the overview and scrutiny committee and standards committee, one less than the number of places the group holds on the committee or sub-committee. If a political group holds only one place on a committee or sub-committee, that group may appoint one reserve member.
56. On the overview and scrutiny committee and the standards committee, the number of reserve members that each political group can nominate is equal to the number of places each group holds on the committee.

Establishment of the council's panels

57. Council assembly will consider the establishment and composition of the following council panels:
 - **Council assembly business panel** – The panel is chaired by the Mayor and consists of two representatives from the majority group (one of whom is the whip) and the whips of the other political groups represented on the council. The panel acts as an advisory panel to the Mayor on council assembly matters, including the setting of themes for debate.
 - **Constitutional steering panel** – The panel is responsible for reviewing and recommending amendments to the constitution. It is also responsible for making recommendations to council assembly for the award of the Honorary Freedom of the Borough and Honorary Aldermen and to recommend changes to the members' allowances scheme.

In 2014/15 council assembly established a panel with a membership comprising the group whip and two other members from the majority group and the whips of the other political groups represented on the council. In accordance with current practice groups can nominate a reserve to attend in the absence of a representative. Council assembly is also invited to appoint a chair of the constitutional steering panel.

- **Pensions advisory panel** – The panel has a composition of three members, officers, independent advisors and a trade union representative. The purpose of the panel is to advise the chief finance officer when performing functions relating to the council's pension scheme.
- **Voluntary bodies appointment panel** – The panel has a composition of four Labour and one Liberal Democrat member. The panel will be responsible for recommending the appointment of charity trustees to specific Southwark charities and recommending appointments to the position of school governor on local education authority secondary and special school governing bodies.

Council assembly dates

58. A calendar of council assembly meetings for the 2015/16 municipal year was agreed at council assembly on 25 February 2015. This meeting agreed the council assembly dates, in accordance with the relevant statutory provision.

Urgency committee

59. On 26 March 2014 council assembly established the urgency committee, together with planning and licensing (urgency) sub-committees, to function during the interim period between a municipal election and the annual meeting of council assembly. The urgency committees will exercise the non-executive functions of the council, other than those reserved by law to council assembly for decision, in cases where in the opinion of the chief executive it was necessary to act urgently. The urgency committees have normally only met to consider issues that are time sensitive and cannot wait for the annual meeting to establish the decision making arrangements. The leader shall exercise any urgent executive matters.
60. Council assembly on 26 March 2014 agreed that the urgency arrangements should be as follows:
- Urgency committee - The urgency committee will deal with non-executive functions only that are not reserved by law to council assembly, and are not planning or licensing applications. The urgency committee arrangements comprise the leaders of the two largest political groups following the borough-wide elections.
 - Executive arrangements – Executive decisions will be exercised by the leader (if personally re-elected or his nominee, a relevant cabinet member). If the leader (or relevant cabinet member) is required to take an executive decision, because the normal scrutiny arrangements would not have been established by the annual meeting, executive decisions would be treated in a similar way to urgent implementation decisions or an urgent decision outside the budget and policy framework.
 - Planning and licensing – Separate arrangements exist for a planning (urgency) sub-committee and a licensing (urgency) sub-committee. Each licensing (urgency) sub-committee convened to hear an urgent application will comprise of three licensing members who will be selected using the current procedure from the pool of re-elected councillors who previously served on the licensing committee. The arrangements are set out in more detail in Part 3N of the council's constitution.

Appointments to Local Government Association (LGA) General Assembly

61. In 2014 council assembly appointed three representatives to the Local Government Association (LGA) General Assembly and allocated 5 votes amongst the three representatives as set out in Table 8:

Table 8: Appointments to Local Government Association (LGA) General Assembly

Representative	No. of votes	Group
Councillor Peter John	3	Labour
Councillor Ian Wingfield	1	Labour
Councillor Anood Al-Samerai	1	Liberal Democrat

62. In 2015 council assembly is asked to appoint up to three representatives and allocate 5 votes. The Local Government Association advises that votes can be allocated amongst the representatives as the local authority sees fit. The LGA encourages local authorities with three or four representatives to allocate at least one position and vote to a minority group representative. Council assembly can agree any combination of representatives and votes.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Appointment of Leader and Executive Functions 2013/14 Report - Council Assembly 22 May 2013 Establishment of committees and other constitutional issues 2013/14 - Report - Council Assembly 22 May 2013 Agenda and minutes for the following meetings: <ul style="list-style-type: none"> • Council Assembly 23 May 2012 • Council Assembly February 2012 • Cabinet 12 February 2013 • Constitutional Steering Panel 5 March 2013 • Council Assembly 26 February 2014 • Council Assembly 26 March 2014 • Council Assembly 25 February 2015 	Southwark Council Constitutional team 160 Tooley Street, London, SE1 2QH	Ian Millichap 020 7525 7225

APPENDICES

Appendix	Title
Appendix 1	Political Group Leaders, Deputies and Whips (information to be circulated separately)

AUDIT TRAIL

Lead Officer	Ian Millichap, Constitutional Manager	
Report Author	Lesley John, Constitutional Officer	
Version	Final	
Dated	8 May 2015	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Director of Legal Services	Yes	Yes (included in body of report)
Strategic Director of Finance and Corporate Services	No	No
Cabinet Member	No	No
Date final report sent to Constitutional Team	8 May 2015	

Item No. 3.3	Classification: Open	Date: 16 May 2015	Meeting Name: Council Assembly (Annual Meeting)
Report title:		Nominations to London Councils Committees, Greater London Employment Forum, borough lead members and London Councils Limited	
Ward(s) or groups affected:		None	
From:		Proper Constitutional Officer	

RECOMMENDATIONS

1. That council assembly consider and agree nominations to the London Councils committees, the Greater London Employment Forum and London Councils Limited, details listed in Appendix 1 of the report.
2. That council assembly nominate borough lead members/relevant portfolio holders for the areas listed in paragraph 8 of the report.

BACKGROUND INFORMATION

3. The council nominates representatives to serve on the London Councils committees on an annual basis. The nomination of representatives to the London Councils committees and forums fall within the terms of reference of the cabinet. However, because the deadline for the submission of nominations to London Councils is 27 May 2015, council assembly is being asked to agree the nominations for 2015/16 in order to meet the deadline set by London Councils.

KEY ISSUES FOR CONSIDERATION

Joint committees

4. The Local Government Act 2000 and regulations enables local authorities to make use of joint arrangements with other authorities. Under these arrangements, a "joint committee" can be established in agreement with other local authorities to promote the economic, social or environmental well being of the area.
5. In this report the council is invited to make nominations to the following joint committees:
 - London Councils Leaders' Committee (s101 Joint Committee)
 - London Councils Transport and Environment Committee (Associated Joint Committee)
 - London Councils Grants Committee (Associated Joint Committee)
 - London Councils Pensions CIV (Common Investment Vehicle) Sectoral Joint Committee
6. Council assembly may only nominate cabinet members as representatives or deputies to the joint committees. The nominations need not reflect the political

composition of the local authority as a whole. This is set out in Article 9 on joint arrangements in the council's constitution. London Councils advise that the deputies should have some knowledge of the policy area concerned, can be kept informed of the member body's activities and be able to act as substitute if the principal nominee is unable to attend a meeting.

Greater London Employment Forum

7. The London Councils discontinued forums in 2011 with the exception of the Greater London Employment Forum. The Forum acts as the regional employer for London for those staff employed under the National Joint Council for Local Government Services. The representative is usually the lead cabinet member for human resources issues.

Borough lead members

8. The London Councils Executives who lead on particular policy areas need to consult and liaise with relevant borough lead members on matters of major importance and are seeking to identify borough lead member / relevant portfolio holders (by way of nominations) for the following areas:
 - Children and Young People
 - Crime and Public Protection
 - Culture and Tourism
 - Economic Development/Regeneration
 - Employment and Skills
 - Health and Adult Services
 - Housing
 - Planning/Infrastructure

London Councils Limited

9. The council is required to appoint a representative to the company, London Councils Limited. The London Councils advise that the borough's representative on the Leaders' Committee is normally appointed unless a council specifically indicates otherwise.
10. All formal London Councils committee and forum meetings are held during the day on weekdays.

Legal implications

11. There are no specific legal implications.

Community impact statement

12. The council is being invited to nominate to the London Councils committees, the Greater London Employment Forum and the London Councils Limited company. The nominations process has no direct impact on the community.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Correspondence from London Councils dated 18 March 2015	160 Tooley Street London SE1 2QH	Everton Roberts 020 7525 7221

APPENDICES

No.	Title
Appendix 1	Nominations to London Councils Committees, Greater London Employment Forum and London Councils Limited Company

AUDIT TRAIL

Lead Officer	Ian Millichap, Constitutional Manager	
Report Author	Everton Roberts, Principal Constitutional Officer	
Version	Final	
Dated	7 May 2015	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES		
Officer Title	Comments Sought	Comments Included
Director of Legal Services	No	No
Strategic Director of Finance and Corporate Services	No	No
Date final report sent to Constitutional Team		7 May 2015

APPENDIX 1

NOMINATIONS TO LONDON COUNCILS COMMITTEES, GREATER LONDON EMPLOYMENT FORUM AND LONDON COUNCILS LIMITED

Name	Remit	Member Status	No. of Places to be filled	Notes
<p>London Councils Leaders' Committee (S101 Joint Committee)</p>	<p>The London Councils main decision-making forum. It sets policy and takes decisions on the latest developments affecting London local government.</p>	<p>Council Representative</p>	<p>1 representative and up to 2 deputies</p>	<p>Representative usually Leader of the Council, but another cabinet member can be nominated.</p> <p>Representative and deputies must be members of the cabinet.</p>
<p>London Councils Transport and Environment Committee (Associated Joint Committee)</p>	<p>The Transport and Environment Committee (TEC), provides a range of operational services such as parking and traffic appeals, the London night-time and weekend lorry ban, the Freedom Pass and Taxicard schemes. TEC aims to ensure that London boroughs' concerns and best practice are taken fully into account in the development and implementation of the whole range of transport and environment policies generated by government departments, the European Union, and the Mayor of London. The committee deals with a wide array of issues, including congestion charging, CCTV camera traffic enforcement, waste, air quality and public protection.</p>	<p>Council Representative</p>	<p>1 representative and up to 4 deputies</p>	<p>Representative usually cabinet member for transport and / or environmental issues.</p> <p>Representative and deputies must be members of the cabinet.</p>

Name	Remit	Member Status	No. of Places to be filled	Notes
London Councils Grants Committee (Associated Joint Committee)	London Councils invests in voluntary organisations on behalf of all the London boroughs. The funding is provided by the London Boroughs Grant Scheme. The operation of the scheme is managed by the grants committee which comprises representatives from the 32 London Boroughs and the Corporation of London.	Council Representative	1 representative and up to 4 deputies	Representative preferably cabinet member with responsibility for partnerships with the voluntary sector. Representative and deputies must be members of the cabinet.
London Councils Pensions Common Investment Vehicle Sectoral Joint Committee	This committee fulfills two primary functions, first, to act as a platform for shareholder meetings and decision making, and second as a forum for members to consider the structure and performance of the CIV Operator and Fund as well as steering the development of both. The person nominated will also be the nominated person who will have power to act for the local authority in exercising its rights as a shareholder of the ACS Operator.	Council Representative	1 representative and up to 2 deputies	Preferably cabinet member with responsibility for pensions.
Greater London Employment Forum	The purpose of the GLEF is to provide a forum where London employer and employee representatives can meet to discuss and debate employment matters of concern to the London authorities and their workforces and, where appropriate, recommend areas/opportunities for regional agreement and working.	Council Representative	1 representative and 1 deputy	Representative expected to be cabinet member for human resources matters.

Name	Remit	Member Status	No. of Places to be filled	Notes
London Councils Limited	Each borough is required to appoint a representative to the company, London Councils Limited.	Council Representative	1 nomination	The borough's representative on the Leaders Committee is normally appointed and will be unless a borough specifically indicates otherwise.

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MUNICIPAL YEAR 2015/16**

NOTE: Original held by Constitutional Team; all amendments/queries to
Lesley John Tel: 020 7525 7228

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Councillor Karl Eastham		Others	1
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		Total:	93
		Last updated: May 2015	