

# Council Assembly

## Annual Meeting

Saturday 13 May 2017  
11.00 am

(Or at the rise of the Civic Awards, whichever is the later)  
Southwark Cathedral, Montague Close, London Bridge SE1 9DA

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

Eleanor Kelly  
Chief Executive

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### 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.

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#### Contact

Virginia Wynn-Jones or Andrew Weir on 020 7525 7055 or 020 7525 7222 or email: [virginia.wynn-jones@southwark.gov.uk](mailto:virginia.wynn-jones@southwark.gov.uk); [andrew.weir@southwark.gov.uk](mailto:andrew.weir@southwark.gov.uk); [constitutional.team@southwark.gov.uk](mailto:constitutional.team@southwark.gov.uk)

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Date: 5 May 2017



# Council Assembly

## Annual Meeting

Saturday 13 May 2017  
11.00 am

Southwark Cathedral, Montague Close, London Bridge SE1 9DA

## Order of Business

Item No.	Title	Page No.
1.	<b>ELECTION OF THE MAYOR</b>	
	<b>PART A - OPEN BUSINESS</b>	
2.	<b>PRELIMINARY BUSINESS</b>	
	<b>2.1. ANNOUNCEMENTS FROM THE MAYOR, MEMBERS OF THE CABINET OR CHIEF EXECUTIVE</b>	
	To receive any announcements from the Mayor, members of the cabinet or the chief executive.	
	<b>2.2. NOTIFICATION OF ANY ITEMS OF BUSINESS WHICH THE MAYOR DEEMS URGENT</b>	
	In special circumstances an item of business may be added to an agenda within seven working days of the meeting.	
	<b>2.3. APOLOGIES FOR ABSENCE</b>	
	To receive any apologies for absence.	
	<b>2.4. DISCLOSURE OF INTERESTS AND DISPENSATIONS</b>	
	Members to declare any interests and dispensations in respect of any item of business to be considered at this meeting.	
3.	<b>OTHER REPORTS</b>	
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3.2.	ESTABLISHMENT OF COMMITTEES, COMMUNITY COUNCILS, PANELS AND RELATED MATTERS 2017-18	5 - 17
3.3.	NOMINATIONS TO LONDON COUNCILS COMMITTEES, GREATER LONDON EMPLOYMENT FORUM, BOROUGH LEAD MEMBERS AND LONDON COUNCILS LIMITED	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

Date: 5 May 2017

<b>Item No.</b> 3.1	<b>Classification:</b> Open	<b>Date:</b> 13 May 2017	<b>Meeting Name:</b> Council Assembly (Annual Meeting)
<b>Report title:</b>		Executive Functions 2017-18	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Proper Constitutional Officer	

## RECOMMENDATIONS

1. That council assembly receives a report from the leader on the following executive issues for the coming municipal year 2017-18:
  - 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:
1. 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.
  2. There are two cabinet committees: Cabinet (Livesey Trust) Committee and Better Placed Joint Committee.

### **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 as and when changes are required. 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 election<sup>1</sup>.

#### **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:
  - The extent of any authority delegated to cabinet members individually, including details of the limitation on their authority

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<sup>1</sup> Article 6.3 of the Constitution

- 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 may also decide to delegate executive functions to the health and wellbeing board. During the year the leader may vary the executive scheme of delegation by giving notice to the monitoring officer. A variation may be permanent or relate to a particular decision.

### **Deputy cabinet members**

16. 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.
17. Whilst a deputy cabinet member may be a member of a committee, scrutiny committee or scrutiny sub-committee, he or she will not be permitted to take decisions or scrutinise any of their own deputy cabinet member tasks or duties. Deputy cabinet members shall not be the chair or vice-chair of a committee or sub-committee which takes decisions or scrutinises matters relating to their tasks or duties. The chairs of the licensing and planning committees shall not be deputies.
18. The duties and responsibilities of deputy cabinet members will be:
- To assist cabinet members with specific aspects of their portfolio
  - To contribute to the process of setting policy direction, development and review by assisting cabinet members to develop specific aspects of their individual portfolio
  - To represent the relevant cabinet member at non-decision making meetings
  - To assist cabinet members in the drafting and preparation of reports, responses to questions and other work related to the cabinet deputy's duties
  - To promote the core values, corporate priorities and objectives of the council.

### **Role of council assembly**

19. 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**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
Appointment of Executive Functions 2013/14 Council Assembly May 2013 report. The Council's Constitution	160 Tooley Street, London, SE1 2QH	Chidilim Agada 020 7525 3310

**APPENDICES**

Appendix	Title
None	

**AUDIT TRAIL**

<b>Lead Officer</b>	Chidilim Agada, Constitutional Manager	
<b>Report Author</b>	Chidilim Agada, Constitutional Manager	
<b>Version</b>	Final	
<b>Dated</b>	3 May 2017	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Law and Democracy	Yes	Yes (included in body of report)
Strategic Director of Finance and Governance	No	No
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>	3 May 2017	

<b>Item No.</b> 3.2	<b>Classification:</b> Open	<b>Date:</b> 13 May 2017	<b>Meeting Name:</b> Council Assembly (Annual Meeting)
<b>Report title:</b>		Establishment of Committees, Community Councils, Panels and Related Matters 2017-18	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Proper Constitutional Officer	

## RECOMMENDATIONS

1. That council assembly notes the appointment of political group leaders, deputies and whips (information to be circulated separately).
2. That council assembly notes 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
<b>Total</b>	<b>63</b>	<b>100.00</b>

3. That council assembly establishes the following committees and community councils for the coming municipal year 2017-18. The division of seats and percentage allocation of each political group on the council is based on the numbers on 2016-17 as agreed by council assembly on 14 May 2016.

**Table 2: Ordinary Committees - Total number of seats 29**

Committee	Total	Lab	Lib Dem	Con
Committee 1 Appointments Committee	7	6	1	0
Committee 2 Planning Committee	8	5	2	1
Committee 3 Audit, Governance and Standards Committee	7	5	2	0
Committee 4 Corporate Parenting Committee	7	6	1	0
<b>Total</b>	<b>29</b>	<b>22</b>	<b>6</b>	<b>1</b>

Note:

1. This table is based on the committees established in 2016-17 i.e. appointments, planning and corporate parenting committees and the merger



of audit, governance and standards committee as agreed by council assembly on 16 March 2016.

**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 41 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 38 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
- Audit, governance and standards committee
- Corporate parenting committee [see note 1 below]
- Overview and scrutiny committee
- Licensing committee

##### **Community councils**

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

## Notes:

1. In 2016-17, the cabinet member responsible for children's services chaired the corporate parenting committee. Council assembly is asked to formally approve this appointment in 2017-18.
2. All outstanding appointments will be referred to the first meeting of the respective committee or community council in the 2017-18 municipal year.

**Establishment of the council's panels**

7. That council assembly establishes the following council panels (see paragraph 53):

**Table 5: Panels - Total number of seats 18**

Panel	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
<b>Total</b>	<b>18</b>	<b>12</b>	<b>4</b>	<b>2</b>

Note: This table is based on the panels established in 2016-17.

**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 [see note 1 below]
  - Voluntary bodies appointment panel.

## Notes:

1. The constitutional steering panel in 2016-17 was chaired by the group whip of the majority group. Council assembly is asked to formally approve this appointment in 2017-18.
2. That it be noted that the council assembly business panel is chaired by the Mayor.

**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 55 - 57.

**Appointments to Local Government Association (LGA) General Assembly**

10. That council assembly appoints up to three representatives and allocates the seven votes to representatives to attend the LGA General Assembly (see paragraphs 58 - 60).

## BACKGROUND INFORMATION

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

## KEY ISSUES FOR CONSIDERATION

### Division of seats

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; audit, governance and standards; corporate parenting (see also paragraphs 18 - 20).

2. The licensing committee is appointed under the Licensing Act 2003, the overview and scrutiny committee is appointed under section 9F of the Local Government Act 2000 and the health and wellbeing board 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 (subject to modifications of the effect of section 102 made by the Secretary of State). 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 2016-17 the annual meeting established the following:

- Appointments committee
- Planning committee
- Audit, governance and standards committee
- Corporate parenting committee

19. 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.

20. 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 4 in the Table 2 in paragraph 3 above.

### **Appointments committee**

21. The appointments committee determines appointments to posts of chief officers, chief finance officer and monitoring officer and also acts as a panel for the purpose of advising council assembly on matters relating to the dismissal of the head of paid service, the chief finance officer or the monitoring officer as prescribed by the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).

22. At least one member of the cabinet shall serve on the appointments committee.

### **Audit, governance and standards committee**

23. The audit, governance and standards committee provides independent assurance of the adequacy of the council's governance arrangements, independent scrutiny of the council's financial and non-financial performance, has oversight of the financial reporting process of the council and ensures 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.
24. The Chartered Institute of Public Finance and Accountancy (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."
25. No more than one member of the cabinet may be a member of the audit, governance and standards 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.
26. No more than one member of the overview and scrutiny committee may be a member of the audit, governance and standards committee and no member of the overview and scrutiny committee may chair the committee. In 2016-17, no members of the cabinet sat on the audit and governance committee or the standards committee and no overview and scrutiny committee member sat on the committees.

### **Overview and scrutiny committee**

27. 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.
28. OSC co-ordinates councillor calls for action and scrutiny of health, 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.
29. The committee can also appoint joint committees with other local authorities.
30. The overview and scrutiny committee is not an ordinary committee, but it is one to which the proportionality requirements apply. 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.
31. Council assembly can agree an allocation that is disproportionate, provided no member votes against this.
32. 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.

33. 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.
34. No member of the cabinet shall serve on any scrutiny committee.

### **Health and wellbeing board**

35. 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 health and wellbeing board was first constituted by council assembly on 27 March 2013. 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. Members of scrutiny committees who are members of the health and wellbeing board should not be involved in the scrutiny process if the health and wellbeing board undertakes executive functions, which is then subject to scrutiny, as this may create a conflict of interests. The proportionality requirements do not apply to the health and wellbeing board.
36. 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.
37. 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.
38. The health and wellbeing board increased its membership during the 2016-17 year. The current and proposed membership of the board is set out below:
  - Leader of the Council
  - Cabinet Member for Adult Care and Financial Inclusion
  - Cabinet Member for Public Health and Social Regeneration
  - Cabinet Member for Children and Schools
  - Opposition Spokesperson for Health (Southwark Councillor)
  - NHS Southwark Clinical Commissioning Group x 3
  - Chief Executive, Southwark Council
  - Strategic Director of Children's and Adults' Services
  - Director of Health and Wellbeing (Director of Public Health)
  - Chief Executive, Community Southwark (Voluntary Sector)
  - Executive Director, Southwark Law Centre (voluntary sector)
  - Chief Executive, King's College Hospital NHS Foundation Trust (King's Health Partners)

- Chief Executive, South London and Maudsley (SLAM) NHS Foundation Trust (King's Health Partners)
- Healthwatch Southwark representative
- Southwark Headteachers representative

39. 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

40. 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 and devolved highway capital programmes and the community project banks. Community councils also offer an important mechanism for formal consultation on council wide policies and strategies.

41. 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
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

42. 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. In line with the decisions of council assembly in February 2012, the community councils met five times a year in 2015/16. Community councils meet in local venues around the borough. Members are currently being consulted on ways to increase community council's efficiency, broaden their reach and better the way in which the council engages with its residents.

### **Licensing committee**

43. 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.
44. 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 2016-17, agreed the following allocation of seats: Labour eleven seats, Liberal Democrat three seats and Conservative one seat.
45. The Licensing Act 2003 makes no provision to appoint reserve members.
46. In accordance with the constitution, a licensing sub-committee with delegated authority will be established 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 on 6 December 2007.

### **Appointment of chairs and vice chairs**

47. 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.
48. 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 in line with the decision of the annual meeting last year.
49. The health and wellbeing board is chaired by the leader of the council, in accordance with committee procedure rule 8.13.

### **Reserve members**

50. 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.
51. 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 audit, governance 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.
52. On the overview and scrutiny committee and the audit, governance and 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

53. Council assembly will consider the establishment and composition of the following council panels. Panels are not required to be proportionate. This is a matter of local choice for the local authority.

- **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 2016-17 the panel was chaired by the chief whip of the majority group.

In 2016-17, 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.

- **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

54. A calendar of council assembly meetings for the 2017-18 municipal year was agreed at council assembly on 22 March 2017. This meeting agreed the council assembly dates, in accordance with the relevant statutory provision.

### Urgency committee

55. 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.

56. 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. If the leader is not re-elected the urgency committee shall exercise the executive functions.
  - 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.
57. The annual meeting in May 2017 is asked to establish the committee and its sub-committees in advance of the borough wide elections in 2018.

#### **Appointments to Local Government Association (LGA) General Assembly**

58. In 2016, council assembly appointed three representatives to the LGA General Assembly and allocated five votes amongst the three representatives as set out in Table 8:

**Table 8: Appointments to LGA General Assembly**

<b>Representative</b>	<b>No. of votes</b>	<b>Group</b>
Councillor Peter John	3	Labour
Councillor Stephanie Cryan	1	Labour
Councillor Adele Morris	1	Liberal Democrat

59. Since then, the Local Government Association has informed the council that it is now entitled to seven votes and 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.
60. For 2017, council assembly is asked to appoint up to three representatives and allocate seven votes.

Representative	No. of votes	Group
Councillor Peter John	3	Labour
Councillor Stephanie Cryan	3	Labour
Councillor Adele Morris	1	Liberal Democrat

### Establishment of sub-committees

61. Sub-committees for planning, overview and scrutiny and audit, governance and standards committees will be established at a special meeting that immediately follows the conclusion of this annual meeting or can be established at the first meeting of the relevant parent committee.

### BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Appointment of Leader and Executive Functions 2016-17 Report - Council Assembly 14 May 2016	Southwark Council Constitutional team 160 Tooley Street, London, SE1 2QH	Chidilim Agada 020 7525 3310
Establishment of committees and other constitutional issues 2016-17- Report - Council Assembly 14 May 2016		
Agenda and minutes for the following meetings: <ul style="list-style-type: none"> <li>• Licensing Committee 6 December 2007</li> <li>• Council Assembly 8 December 2004</li> <li>• Council Assembly 29 February 2012</li> <li>• Council Assembly 23 May 2012</li> <li>• Council Assembly 27 March 2013</li> <li>• Council Assembly 26 March 2014</li> <li>• Council Assembly 11 June 2014</li> <li>• Council Assembly 16 May 2015</li> <li>• Council Assembly 16 March 2016</li> <li>• Council Assembly 22 March 2017</li> </ul>		

### APPENDICES

Appendix	Title
Appendix 1	Political Group Leaders, Deputies and Whips (to be circulated separately)
Appendix 2	Nominations for Chairs and Vice Chairs (to be circulated separately)

## AUDIT TRAIL

<b>Lead Officer</b>	Chidilim Agada, Constitutional Manager (Acting)	
<b>Report Author</b>	Chidilim Agada, Constitutional Manager (Acting)	
<b>Version</b>	Final	
<b>Dated</b>	3 May 2017	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Law and Democracy	Yes	Yes (included in body of report)
Strategic Director of Finance and Governance	No	No
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>	3 May 2017	

<b>Item No.</b> 3.3	<b>Classification:</b> Open	<b>Date:</b> 13 May 2017	<b>Meeting Name:</b> Council Assembly (Annual Meeting)
<b>Report title:</b>		Nominations to London Councils Committees, Greater London Employment Forum, Borough Lead members, London Councils Limited and Lee Valley Regional Park	
<b>Ward(s) or groups affected:</b>		None	
<b>From:</b>		Proper Constitutional Officer	

## RECOMMENDATIONS

1. That council assembly consider and agree nominations to the London Councils committees, the Greater London Employment Forum, London Councils Limited and Lee Valley Regional Park, 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 31 May 2017 and the next available cabinet meeting is on 20 June 2017, council assembly is being asked to agree the nominations for 2017-18 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.

### **Lee Valley Regional Park Authority**

11. In accordance with the provisions of Section 2(4)(a) of the Local Government Reorganisation (Miscellaneous Provisions) Order 1986, eight members are to be appointed to the Lee Valley Regional Park Authority by the non-riparian councils for a term of four years from 1 July 2017. Non-riparian councils are defined in Section 2(4)(c) of the Order as London councils other than the councils of Enfield, Haringey, Newham, Tower Hamlets and Waltham Forest.
12. London Councils makes the decision as to which non-riparian councils are represented on the Park Authority.

**Legal implications**

13. There are no specific legal implications.

**Community impact statement**

14. 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**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
Correspondence from London Councils dated 24 February 2017	160 Tooley Street London SE1 2QH	Everton Roberts 020 7525 7221
Correspondence from Lee Valley Regional Park Authority dated 4 April 2017		

**APPENDICES**

<b>No.</b>	<b>Title</b>
Appendix 1	Nominations to London Councils Committees, Greater London Employment Forum, London Councils Limited Company and Lee Valley Regional Park Authority

**AUDIT TRAIL**

<b>Lead Officer</b>	Chidilim Agada, Constitutional Manager	
<b>Report Author</b>	Chidilim Agada, Constitutional Manager	
<b>Version</b>	Final	
<b>Dated</b>	3 May 2017	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Law and Democracy	No	No
Strategic Director of Finance and Governance	No	No
<b>Date final report sent to Constitutional Team</b>		3 May 2017

## APPENDIX 1

### NOMINATIONS TO LONDON COUNCILS COMMITTEES, GREATER LONDON EMPLOYMENT FORUM, LONDON COUNCILS LIMITED AND LEE VALLEY REGIONAL PARK AUTHORITY

Name	Remit	Member Status	No. of Places to be filled	Notes
<b>London Councils Leaders' Committee</b> (S101 Joint Committee)	The London Councils main decision-making forum. It sets policy and takes decisions on the latest developments affecting London local government.	Council Representative	1 representative and up to 2 deputies	Representative usually Leader of the Council, but another cabinet member can be nominated.  Representative and deputies must be members of the cabinet.
<b>London Councils Transport and Environment Committee</b> (Associated Joint Committee)	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.	Council Representative	1 representative and up to 4 deputies	Representative usually cabinet member for transport and / or environmental issues.  Representative and deputies must be members of the cabinet.



Name	Remit	Member Status	No. of Places to be filled	Notes
<b>London Councils Grants Committee</b> (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.
<b>London Councils Pensions Common Investment Vehicle (CIV) Sectoral Joint Committee</b>	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.
<b>Greater London Employment Forum (GLEF)</b>	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
<b>London Councils Limited</b>	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.
<b>Lee Valley Regional Park Authority</b>	<p>London Councils makes the decision as to which non-riparian councils are represented on the Park Authority. Non-riparian councils are London councils other than the councils of Enfield, Haringey, Newham, Tower Hamlets and Waltham Forest.</p> <p>The Authority's mission is to "through a range of private and public partnerships, lead the delivery of a world class leisure destination, whilst maximizing value for money for the tax payers of London, Essex and Hertfordshire".</p>	Council Representative	1 nomination	The appointment is for a term of four years from 1 July 2017.

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MUNICIPAL YEAR 2017/18**

**NOTE:** Original held by Constitutional Team; all amendments/queries to  
Virginia Wynn-Jones Tel: 020 7525 7055

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Councillor Fiona Colley		Floor, Hub 2, Tooley Street)	
Councillor Stephanie Cryan		<b>Others</b>	
Councillor Catherine Dale			1
Councillor Karl Eastham		Elizabeth Olive, Audit Commission,	
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Councillor Jon Hartley			
Councillor David Hubber			
Councillor Samantha Jury-Dada			
Councillor Sarah King			
Councillor Rebecca Lury			
Councillor Johnson Situ			
Councillor Michael Situ			
Councillor Bill Williams			
Councillor Kieron Williams			
Councillor Mark Williams			
Councillor Ian Wingfield			
<b>Group Offices</b>			
Eleanor Law, Labour Group Office	1		
Jack Chesterman, Liberal Democrat Group Office	1		
<b>Press</b>			
Southwark News	1		
South London Press	1		
		<b>Total:</b>	<b>75</b>
		<b>Last updated:</b> 2 May 2017	