

Appendix A

TERMS OF REFERENCE OF COUNCIL COMMITTEES

SCRUTINY COMMITTEES: TERMS OF REFERENCE

Children, Schools and Families Scrutiny Committee

To scrutinise the Council's policies relating to children and the provision, planning, financing, management and performance of children's services, provided by the Children, Schools and Families Directorate and other service providers.

Culture and Environment Scrutiny Committee

1. To scrutinise the Council's cultural and environmental policies and the provision, planning, financing, management and performance of services relating to culture, environment, regeneration, community safety and the voluntary sector provided by the Culture and Environment Directorate and other service providers.
2. To be the Council's Crime and Disorder Committee.

Housing Scrutiny Committee

To scrutinise the Council's policies and the provision, planning, financing, management and performance of services relating to housing provided by the Housing and Adult Social Care Directorate and other service providers.

Resources and Corporate Performance Scrutiny Committee

1. To scrutinise the strategic and corporate policies and performance of the Council.
2. To assist the Cabinet in the development of the Council's annual budget (capital and revenue) and to review and scrutinise the Council's performance in relation to overall budgetary management.
3. To scrutinise the provision, planning, financing, management and performance of central council services (the Departments of Finance, Law and Governance and Strategy and Organisation Development), including support services, and any other Council functions not otherwise addressed by any other Scrutiny Committee.

Health and Adult Social Care Scrutiny Committee

1. To scrutinise matters relating to health, public health and adult social care and to hear the views of local residents, with a view to improving health/care services, reducing health inequalities and improving the health/care of local residents.

2. To scrutinise the impact of the Council's own services and of key partnerships (including the Health and Wellbeing Board) on the health of its population.
3. To respond to consultations by local health trusts and by DOH.
4. To consider whether changes proposed by local health trusts amount to a substantial variation or development and, if so, to take appropriate action including appointing members to any joint committee where the proposals cover more than one local authority's area.
5. To undertake all statutory health scrutiny functions.
6. To receive and respond to referrals and reports from Healthwatch relating to health services in the area of Camden.
7. To receive and respond to referrals and reports from the Local Involvement Network relating to adult social care services in the area of Camden, in accordance with the Local Government and Public Involvement in Health Act, 2007 regulations and guidance

North Central London Joint Health Overview and Scrutiny Committee (JSOSC)

1. To engage with relevant NHS bodies on strategic sector wide issues in respect of the commissioning and provision of NHS health services across the area of Barnet, Camden, Enfield, Haringey and Islington; and
2. To scrutinise and respond to stakeholder engagement, the consultation process and final decision in respect of any sector wide proposals for reconfiguration of health services in the light of what is in the best interests of the delivery of a spectrum of health services across the area of, taking account of:
 - The adequacy of the consultation being carried out by the health bodies including the extent to which patients and the public have been consulted and their views have been taken into account;
 - The impact on the residents of those areas of the reconfiguration proposals, as set out in the consultation document;
 - To assess whether the proposals will deliver sustainable service improvement;
 - To assess whether the proposed changes address existing health care inequalities and not lead to other inequalities;
 - The impact on patients and carers of the different options, and if appropriate, which option should be taken forward;
 - How the patient and carer experience and outcomes and their health and well-being can be maximised whichever option is selected;

- Whether to use the joint powers of the local authorities to refer either the consultation or final decision in respect of the North Central London Service and to the Secretary of State for Health.
4. To respond, where appropriate, to any proposals for change to specialised NHS services that are commissioned on a cross borough basis and where there are comparatively small numbers of patients in each borough.
 5. The joint committee will work independently of both the Executive and health scrutiny committees of its parent authorities, although evidence collected by individual health scrutiny committees may be submitted as evidence to the joint committee and considered at its discretion.
 6. The joint committee will aim work together in a spirit of co-operation, striving to work to a consensual view to the benefit of local people.

Joint Chairs of Scrutiny Committee

To discuss the Leader's Annual Statement to the Council and other relevant cross cutting matters arising from the business of the Cabinet.

TERMS OF REFERENCE OF THE AUDIT AND CORPORATE GOVERNANCE COMMITTEE

The Audit and Corporate Governance Committee shall have responsibility for non-executive matters specified under the relevant legislation save for those within the remit of Licensing, Development Control, Pension and Standards Committees.

Matters reserved for committee decision:

General functions

1. Responsibility for the appointment of all relevant sub committees, including approval of their terms of reference and membership.
2. To determine matters relating to the organisation and conduct of elections, including the following:
 - (i) appointment of an Electoral Registration Officer;
 - (ii) appointment of a Returning Officer for local government elections;
 - (iii) provision of assistance at European Parliamentary Elections;
 - (iv) division of constituencies into polling districts; and
 - (v) division of the borough into polling districts.
- 3 To regulate matters affecting members, including remuneration and expenditure.
- 4 To monitor and review the Constitution, in accordance with Article 14, including the making of recommendations to Council on the revocation, alteration or making of new Standing Orders, Contract and Financial Standing Orders.
- 5 To recommend to Council the introduction, amendment or revocation of by-laws.
- 6 Responsibility for making arrangements for the proper administration of the Council's financial affairs, including the designation of the Chief Financial Officer (the s.151 officer) (where this does not form part of the appointments process and is therefore delegated to the appropriate Appointments Sub-Committee, or is not part of the Pensions Committees responsibilities).
- 7 Responsibility for the designation of the Head of Paid Service and the Monitoring Officer (where this does not form part of the appointments process and is therefore delegated to the appropriate Appointments Sub-Committee).
- 8 Responsibility for agreeing to make payments or provide other kind of benefits in cases of maladministration.
9. To establish, set the terms of reference and procedures of and appoint to an Accessible Transport Appeals Panel.

Audit Activities

10. To consider the Head of Internal Audit's Annual Report and Opinion, and a summary of internal audit activities (actual and proposed) and the level of assurance given within the Statement on the System of Internal Control incorporated in the Annual Accounts.
11. To consider summaries of specific internal audit reports as requested.
12. To consider reports dealing with the management and performance of internal audit.
13. To consider a report from the Head of Internal Audit regarding recommendations contained in Internal and External Audit reports that have not been implemented within agreed timescales.
14. To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
15. To consider specific reports as agreed with the external auditor.

Regulatory Framework

16. To maintain an overview of the Council's Constitution in respect of contract procedure rules and financial regulations.
17. To review any relevant issue referred to it by the Chief Executive or the Director of Finance or Monitoring Officer.
18. To monitor the Cabinet's effective development and operation of risk management.
19. To monitor Council policies on "whistle blowing" and the anti-fraud and anti-corruption strategy.
20. To recommend to the Cabinet the adoption of the Statement of Internal Control.
21. To consider the Council's compliance with its own and other published financial standards and controls.

Accounts

22. To review the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
23. To consider the external auditor's report to those charged with governance on issues arising from the audit of the Accounts.

24. To report and make recommendations to the Cabinet and/or Council as necessary on relevant issues arising from the exercise of these functions

Matters delegated to the Staff Appeals Sub-Committees

1. To hear and determine appeals under the Council's Disciplinary Procedure.
2. To hear and determine appeals under the Council's Absence Management Procedure.

Matters delegated to the Performance Review Sub-Committee

1. To appoint an independent person (within the meaning of the Local Authority (Standing Orders) Regulations 1993) to carry out the functions in Regulation 3 of these regulations.
2. To review the performance of the Chief Executive's overall contribution and recommend targets for the Chief Executive to the Leader of the Council.
3. To take decisions on disciplinary matters including termination of the contract of employment of the Chief Executive, Monitoring Officer or Chief Finance Officer following consideration of a report prepared by a designated independent person and to refer the matter to Council where the decision is to terminate the contract of employment of any of these officers.
4. To take the decision to terminate the contract of employment of the Chief Executive, Monitoring Officer or Chief Finance Officer under the 'special notice' clause after consideration of the report of the designated independent person and to refer the matter to Council where the decision is to terminate the contract of employment of any of these officers.
5. To consider and determine grievances by and against the Chief Executive.

Matters delegated to the Chief Executive's Appeal Sub-Committee

To consider and determine an appeal by the Chief Executive from any decision of the Chief Executive's Performance Review Sub-Committee and to refer any proposed dismissal to Council.

Matters delegated to the Chief Officers' Appeal Sub-Committee

To hear and decide an appeal by any chief officer in accordance with the contract of employment for chief officers.

Matters delegated to the Appointments Sub-Committee¹

The Appointments Sub-Committee shall interview and offer permanent appointments to all posts at Director and Assistant Director level within the

¹ (see also Part 4, Section D, Committee Rules, Paragraph 20, Specific Committee and Sub-Committee Arrangements for the makeup of sub-committee and quorum)

Council (including the Chief Executive) and upon being called by the Chief Executive² the sub-committee shall provide a steer upon the termination payments to Chief Officers leaving the organisation.

Appointment function

1. The Appointments Sub-Committee shall interview and offer permanent appointments to all posts at Director and Assistant Director level within the Council. It will also interview and recommend the permanent appointment of the Chief Executive to the full Council.
2. Agreement of a "longlist" of candidates is delegated to the Chief Executive in the case of chief officer appointments and the Chief Officer/ Director in the cases of Assistant Director or appointments within his/her department
3. When sitting to appoint the sub-committee shall agree the shortlist of any candidates although this may also be delegated to officers. The sub-committee shall also undertake such other duties as form an appropriate part of the selection process as advised by the Assistant Director for Human Resources (ADHR).
5. Temporary appointments of chief officers of up to six months' duration exclusively from among the Council's existing staff are delegated to the Chief Executive, in consultation with the ADHR.
6. Temporary appointments of Assistant Directors of up to six months duration exclusively from among the Council's existing staff are delegated to the relevant chief officer in consultation with the ADHR.
7. Temporary appointments in excess of 6 months are to be made by the relevant appointments sub-committee.

Termination payment function

8. It is recognised that in situations where the employment of a Chief Officer is being terminated by the Council, it is normally in the best interests of the Council to quickly reach a mutual agreement with the Chief Officer regarding the terms of the termination. The procedure below enables Members to be involved in determining the parameters of such an agreement.
9. Upon being called by the Chief Executive, the sub-committee shall provide a steer regarding the termination payments to Chief Officers leaving the organisation. The sub-committee will provide the Chief Executive with their opinion/direction as to the terms to be contained within any overall termination

² When the Chief Executive is personally affected then this role shall be taken by the Borough Solicitor.

Note: The Council at its meeting on 29th January 2014, determined that all Members of the Appointments Sub-Committee should be required to have undertaken relevant training before being able to consider either chief officer appointments or severance cases.

package and while each meeting will be assessed on its merits, this is likely to be dealt with in private.

10. The Chief Executive and ADHR Resources will advise the sub-committee as to how any proposed payment has been calculated and in particular detail which parts of that package are contractual and which discretionary. In addition, when appropriate, the Borough Solicitor will supply supporting legal advice.
11. In giving advice to the Chief Executive the sub-committee will advise within payment bands and will delegate sufficient authority to the Chief Executive to allow for appropriate negotiation to be undertaken and concluded.
12. The Chief Executive shall privately inform the Members who sat on a severance case of the details of the eventual settlement that was reached.

Matters delegated to the Accessible Transport Appeals Panel(s)

To hear and determine appeals under the Council's accessible transport appeals procedure.

TERMS OF REFERENCE FOR THE PENSION COMMITTEE

General

1. To act as Trustees of the Council's Pension Fund within the terms of the Superannuation Act 1972 and to administer all matters concerning the Council's pension investments in accordance with any applicable law and policy.
2. To make arrangement for the appointment of and appoint suitably qualified investment managers and custodians and to periodically review those arrangements.
3. To ensure that appropriate and sufficient training has been undertaken by all members of the Committee in order to discharge their functions.
4. To take proper advice from officers, investment consultants, independent investment adviser, pension board and actuary/

Investment

5. Set and review Investment strategy for the Fund
6. To formulate and publish a Statement of Investment Principles
7. At least once every three months, to review the investments made by the investment managers and from time to time consider the desirability of continuing or terminating the appointment of the investment managers.
8. To determine the strategic asset allocation policy, the mandates to be given to the investment managers, the performance measures to be set for them and review investment management performance against targets.
9. To monitor the performance and effectiveness of the investment managers and their compliance with the Statement of Investment Principles.
10. Ensure the Fund's voting rights are exercised in line with the Fund's voting policy to ensure the best outcome for the Fund's investment purposes and ensure engagement supports the investment strategy and Fund's performance.
11. To receive and approve an Annual Report on the activities of the Fund prior to publication.
12. To keep members of the Pension Fund informed of performance and developments relating to the Pension Fund on an annual basis.

Liabilities

13. To review the risks inherent in the management of the Pension Fund
14. To review the strength of admitted bodies and ability to honour their liabilities.

15. To agree and keep under review a Contribution Strategy and agree the Triennial Valuation.
16. Admit new and exit ceasing employers as and when these arise.
17. To monitor liabilities and ensure progress towards full funded status of all employers.
18. To understand the maturity of the Fund and keep cash flow considerations under review

TERMS OF REFERENCE FOR DEVELOPMENT CONTROL COMMITTEE AND MATTERS RESERVED TO IT

Matters delegated and reserved to the Development Control Committee

1. Authorisation of service of any notice relating to planning, listed building, conservation area and advertisement control which in the view of the Director of Culture and Environment should be considered by the Committee.
2. Authorisation of any legal or other action or proceedings relating to planning, listed building conservation area and advertisement control which in the view of the Director of Culture and Environment should be considered by the Committee.
3. Consideration of the following categories of application recommended for approval:
 - i) major development involving the construction of more than 10 new dwellings or more than 1000 sq. mtrs of non-residential floorspace;
 - ii) minor development where this involves the erection of a building containing more than five single dwelling houses or 450 sq. mtrs of non-residential floorspace.
 - iii) the creation of five or more residential flats from either the erection of a building or the conversion, change of use or extension of an existing building.
 - iv) involving the change of use, the creation of or significant extension to the floorspace or hours of operation of a Class A3, A4 or A5 use;
 - v) involving any demolition (other than minor demolition) of any listed building and the total or substantial demolition of any building in a conservation area;
 - vi) which involve the making of an obligation or agreement under Section 106 of the Town and Country Planning Act 1990 or other legislation ("the obligation") unless:
 - The terms of the obligation are not materially different from any previous obligation approved by the Committee in relation to the same site;
 - The obligation is required in connection with the presentation of the Council's case in a planning appeal;
 - The obligation relates to the securing of car-free or car-capped housing within the development; or

- The obligation relates to the submission of a Green Travel Plan in relation to the development;
 - The obligation secures a Construction Management Plan in respect of the development
 - The obligation secures a Servicing Management Plan in respect of the development
 - The obligation secures a “land use swap” that does not raise significant policy issues
 - The obligation secures Local Employment and Training provisions in respect of the development
 - The obligation secures payment of an Education Contribution
 - The obligation secures payment of an Open Space Contribution
 - The obligation secures Sustainability and Energy Efficiency measures in the development
 - The obligation secures minor works to the public highway or the provision of minor items of street furniture
 - The obligation secures the carrying out of other minor works of up to an estimated cost of £20,000.
 - The obligation is a deed of variation to a previous obligation adding a requirement for a Resident’s Liaison Group
- vii) involving a significant departure from policy;
- viii) submitted by or on behalf of a member of the Council (or their spouse or partner) or any Council employee (or their spouse or partner);
- ix) where the Director of Culture and Environment has referred the application for consideration after briefing members; and
- x) applications submitted by or on behalf of a Council department for Council’s Own Development save for applications for minor development.
4. Consideration of any other application which, in the view of the Director of Culture and Environment, should be considered by the Committee.
 5. Decisions on any matter relating to the functions of this Committee referred by the Director of Culture and Environment.
 6. Responses to consultation by adjoining authorities on applications with significant cross borough impacts.

7. Consideration and the submission of recommendations to the Cabinet on the Council's Development Plan review of planning policies, draft Supplementary Guidance, and on proposed responses to consultation on proposed changes to Government Planning Policy affecting development control.
8. To receive performance monitoring information on matters within the remit of the Committee.

TERMS OF REFERENCE OF THE LICENSING COMMITTEE AND MATTERS RESERVED TO IT

Matters reserved for the Licensing Committee in respect of the Licensing Act 2003:

1. Responsibility for the setting of fees in accordance with Section 197A.

The Licensing Committee shall also have responsibility for the discharge of the following:

Licensing functions as specified under the Licensing Act 2003

2. Any subsequent amendments or additions to this legislation will be reflected in the Constitution.
3. Development of the Council's overall objectives and policy in relation to licensing.

Other matters for the Committee's consideration

4. Requesting and arranging appropriate training to enable all members of the Committee to fulfil their statutory role on behalf of the licensing authority
5. Receipt of Information reports, where appropriate, on the following matters insofar as they directly relate to the promotion of the licensing objectives under the Licensing Act 2003:
 - (a) local amenity;
 - (b) crime and disorder;
 - (c) economic considerations including employment, tourism and regeneration
 - (d) cultural diversity and customer choice;
 - (e) liaison with other public bodies and stakeholders;
 - (f) operation of and enforcement of Council licensing policy/licensing requirements;
 - (g) any other matter that directly relates to promotion of the licensing objectives.

Matters Reserved for the Licensing Committee in respect of the Gambling Act 2005

6. Responsibility for the setting of fees in accordance with Section 154 and any regulations for applications.

Licensing functions as specified under the Gambling Act 2005

7. Any subsequent amendments or additions to this legislation will be reflected in the Constitution.

Matters reserved to the Licensing Committee in respect of residual functions and miscellaneous licensing applications outside the Licensing Act 2003

8. The determination of applications for new licenses, renewals, transfers, material variations of existing licenses, the revocation of licenses or the cancellation of a registration where the Director of Culture and Environment considers the matter should be decided by Committee in the public interest. This may be due to the nature of an application, applications that go against a relevant policy, the number of relevant objections, or nature of the concerns raised in relevant objections. Such licenses and applications may include (without prejudice to the generality)
 - (a) Street trading licenses
 - (b) Sex establishments
 - (c) Special treatment licenses
 - (d) Licenses for tables and chairs on the highway
 - (e) Registration of motor salvage operators
9. Where a right of appeal exists from officer decisions and the Director of Culture and Environment considers that it would be in the public interest for the appeal to be determined by the Committee.
10. The designation of streets for licensing purposes; such purposes may include:
 - (a) Street trading
 - (b) Distribution of free literature

Residual licensing functions

11. Any subsequent amendments or additions to this legislation will be reflected in the Constitution.

Matters delegated to the Licensing Sub-Committees (Panels) in respect of the Licensing Act 2003

1. The determination of applications where the Director has received a relevant representation under the following matters:
 - (a) determination of application for premises licence,
 - (b) determination of application for provisional statement,
 - (c) determination of application for variation of premises licence,
 - (d) determination of application to vary designated premises supervisor following police objection,
 - (e) determination of application for transfer of premises licence following police objection,
 - (f) consideration of police objection made to interim authority notice,
 - (g) determination of application for club premises certificate,
 - (h) determination of application to vary club premises certificate,
 - (i) decision to give counter notice following police objection to temporary event notice,

- (j) determination of application for grant of personal licence following police objection,
 - (k) determination of application for renewal of personal licence following police objection,
 - (l) revocation of licence where convictions come to light after grant etc.
2. The determination of reviews under the following matters:
- (a) determination of application for review of premises licence in a case where relevant representations have been made;
 - (b) determination of application for review of club premises certificate in a case where relevant representations have been made;
 - (c) review following closure order, in a case where relevant representations have been made.

All other matters are delegated to the Director of Culture and Environment

In respect of the Gambling Act 2005

3. To make decisions on the following matters:
- (a) determination of an application for a premises licence in respect of which representations have been made under section 161 (and not withdrawn),
 - (b) determination of an application for the variation of a premises licence in respect of which representations have been made under section 161 as applied by section 187 (and not withdrawn),
 - (c) determination of an application for transfer following representations by the Commission,
 - (d) determination of an application for a provisional statement under section 204 in respect of which representations have been made under section 161 as applied by section 204 (and not withdrawn),
 - (e) a review of a premises licence under section 201,
 - (f) decision to give a counter notice under section 224,
 - (g) in relation to permits under Schedule 12, determination of an application for a club gaming permit or club machine permit in respect of which objections have been made and not withdrawn
 - (h) in relation to permits under Schedule 12, the cancellations of a club gaming or club machine permit.

In respect of duties in relation to residual functions and the determination of miscellaneous licensing applications

4. Any matters which in the view of the Director of Culture and Environment should be considered by the Sub-Committee.

All other matters are delegated to the Director of Culture and Environment

Matters delegated to the Licensing (Sexual Entertainment Venues³) Sub-Committee in respect of powers under the Policing and Crime Act 2009 that amended Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 in relation to Sexual Entertainment Venue

To determine matters relating to:

- (a) Applications for the grant of a sex establishment licence;
- (b) Applications for the renewal of a sex establishment licence;
- (c) Applications for the transfer of a sex establishment licence;
- (d) Applications for the variation of a sex establishment licence.
- (e) The revocation of a sex establishment licence.

All other matters are delegated to the Director of Culture and Environment

³ **“Sexual entertainment venue”** means any premises at which relevant entertainment is provided before a live audience for the financial gain of the organiser or the entertainer.

“Relevant entertainment” means any live performance or live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of an audience (whether by verbal or other means). An audience can consist of just one person (e.g. where the entertainment takes place in private booths).

TERMS OF REFERENCE OF THE STANDARDS COMMITTEE⁴

1. Promoting and maintaining high standards of conduct by councillors, co-opted members and church and parent governor representatives;
2. Assisting the councillors, co-opted members and church and parent governor representatives to observe the Code of Conduct;
3. Advising the Council on the adoption or revision of the Code of Conduct;
4. Monitoring the operation of the Code of Conduct;
5. Advising, training or arranging to train councillors, co-opted members and church and parent governor representatives on matters relating to the Code of Conduct;
6. Agreeing guidance for councillors on matters related to conduct to be distributed to them and when they deem it appropriate included as part of the constitutional guidance;
7. When matters are referred by the Borough Solicitor granting dispensations to Councillors, co-opted members and church; and parent governor representatives from requirements relating to interests set out in the Code of Conduct
8. On matters being referred by the Borough Solicitor deciding whether complaints concerning members should be investigated.
9. Hearing complaints that have been referred to them by the Monitoring Officer pursuant to the Complaints Procedure.
10. Being responsible for the function of the local consideration, investigation and determination of complaints;
11. The agreement of relevant procedures for the undertaking of its functions such when appropriate to be included within the constitution;
12. The agreement of relevant procedures for the undertaking of its functions such when appropriate to be included within the constitution; and
13. Preparing a report on the work of the Committee during the year and work priorities for the next year should it consider this necessary.

⁴ The Standards Committee will follow the Committee Procedure Rules set out in Part 4. The Standards Committee's procedure for considering local decisions is set out in Part 5.

TERMS OF REFERENCE FOR THE HEALTH AND WELLBEING BOARD

The Board's vision is to work in partnership for a healthier Camden, to address health inequalities and ensure that everyone benefits from prevention of illness and improvements in health and wellbeing.

The HWB will be responsible for:

1. Carrying out all duties imposed by the Health and Social Care Act 2012 on a Health and Wellbeing Board for Camden, among which are included:
 - i) To provide collective leadership for the general advancement of the health and wellbeing of the Camden population by promoting the integration of health and social care services; and
 - ii) To identify key priorities for health and local government commissioning, including the preparation of the Joint Strategic Needs Assessment and the production of a Joint Health and Wellbeing Strategy;
 - iii) These duties should be carried out in accordance with the provisions of the HSCA 2012 concerning the requirement to consult the public and to have regard to guidance issued by the Secretary of State.
2. Mobilising, co-ordinating and sharing resources needed for the discharge of its statutory functions, from its membership and from others which may be bound by its decisions; and appointing such sub committees or informal working panels as are considered necessary for the better performance of its duties.

TERMS OF REFERENCE OF THE PENSION BOARD OF THE LONDON BOROUGH OF CAMDEN PENSION FUND

The Pension Board as defined by sections 5 (1) and (2) of the Public Service Pensions Act 2013, will be responsible for:

- Assisting the LB Camden Administering Authority as Scheme Manager to:
 - secure compliance with the LGPS regulations and any other legislation relating to the governance and administration of the LGPS
 - secure compliance with requirements imposed in relation to the LGPS by the Pensions Regulator
 - carry out such other matters as the LGPS regulations may specify
- Securing the effective and efficient governance and administration of the LGPS for the LB Camden Pension Fund

The role is one of providing oversight of assurance in and governance of the scheme administration and not decision making

The Pension Board will ensure that the LB Camden Pension Fund is managed and administered effectively and efficiently and complies with any code of practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

The Pension Board shall have the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

Core functions

The core role of the Pension Board is set out as above.

1. The first core function of the Board is to assist⁵ the Administering Authority in securing compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme. Within the extent of this core function the Board may determine the areas it wishes to consider including but not restricted to:
 - a) Review regular compliance monitoring reports which shall include reports to and decisions made under the Regulations by the Committee.
 - b) Assist with the development of and continually review such documentation as is required by the Regulations including Governance Compliance Statement, Funding Strategy Statement and Statement of Investment Principles.
 - c) Review the implementation of revised policies and procedures following changes to the Scheme.

⁵ Please see paragraph 3.28 of the Guidance for more information on what assisting the Administering Authority means.

- d) Review the arrangements for the training of Board members and those elected members and officers with delegated responsibilities for the management and administration of the Scheme.
 - e) Review the outcome of external audit reports.
 - f) Review draft accounts and Fund annual report.
- 2. The second core function of the Board is to ensure the effective and efficient governance and administration of the Scheme. Within this extent of this core function the Board may determine the areas it wishes to consider including but not restricted to:
 - a) Review the effectiveness of processes for the appointment of advisors and suppliers to the Administering Authority.
 - b) Monitor investment costs including custodian and transaction costs.
 - c) Review the risk register as it relates to the scheme manager function of the authority.
 - d) Review the outcome of actuarial reporting and valuations.
 - e) Monitor in the development of asset voting and engagement processes and compliance with the UK Stewardship Code.
- 3. In support of its core functions the Board may make a request for information to the Pension Committee with regard to any aspect of the Administering Authority's function. Any such request should be reasonably complied with in both scope and timing.
- 4. In support of its core functions the Board may make recommendations to the Pension Committee which should be considered and a response made to the Board on the outcome within a reasonable period of time.

The Board is not a committee constituted under Section 101 of the Local Government Act 1972 and therefore no general duties, responsibilities or powers assigned to such committee or to sub-committee or officers under the Constitution, standing orders or scheme of delegation of the Administering Authority apply to the Pension Board unless expressly included within these terms of reference or Article 11 in Part 2 of the Constitution.

MATTERS DELEGATED TO CHIEF OFFICERS – SPECIFIC

Audit Matters

The following have been delegated to the Director of Finance:

1. To comment on the scope and depth of external audit work and to ensure that it gives value for money;
2. To liaise with the Audit Commission over the appointment of the Council's external auditor;
3. To commission work from internal and external audit; and
4. To oversee the production of the Authority's Statement of Internal Control

MATTERS DELEGATED TO CHIEF OFFICERS – NON SPECIFIC

All matters not specifically referred to above shall be functions exercisable by the appropriate chief officer. The relevant chief officer for all development control, licensing and accessible transport matters is the Director of Culture and Environment. The relevant chief officer for all elections, member, pensions and personnel matters is the Chief Executive.

The Chief Executive shall have all the powers delegated to the other chief officers and shall be able to exercise those powers in the place of that chief officer. Further, in the event of any dispute or doubt as to the delegated powers of any other chief officer, the Chief Executive shall have the authority to determine which chief officer is to exercise that power.

Notwithstanding anything in this part of the Constitution, the Chief Executive shall have the authority to institute, defend or settle any legal proceedings or arbitration where urgent action is needed to protect the interests of the Council.

Chief Officers may, as a result of delegations to them either by virtue of Part 3 of the Constitution or by way of specific delegations by Cabinet or Cabinet Member, authorise in writing other officers under their managerial control to exercise some or all of their delegated powers either indefinitely or for a period of time subject to:

- (i) such powers being exercised in the name of/or upon behalf of the relevant Chief Officer to whom the delegations were made;
- (ii) responsibility in law for any actions taken by a substitute officer shall remain with the officer to whom authority was delegated.

Decision making by officers

Officers make a significant number of decisions upon behalf of the Council as a result of delegation to them by the Council. The vast majority of these decisions are "day to day" and part of the management of the relevant directorate. These are administrative or operational decisions on how officers go about their day to day

work. Given the number and relatively trivial nature of these decisions records are not publically available.

Officers will also sometimes make significant decisions beyond the day to day running of their departments. This will often include matters that have been to Cabinet or Committee and when a specific delegation is given to officers to make a further decision.

These decisions (although this is rare) may be so significant as to be said to be “key”. Key decisions are executive decisions which are likely to:

- (i) to result in the relevant local authority incurring expenditure which is or the making of savings which are significant having regard to the relevant local authorities budget for the service or function to which the decision relates; and
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.

If officers are to make a key decision then they will appear on the forward plan and can be the subject to call in by the relevant Scrutiny Committee. A copy of the report upon which the decision will be taken will be published and subject to parts of it being confidential (for example if it contains commercially sensitive material) it will be available to the public.

For decisions taken by officers which are not key but nonetheless significant (whether they are related to executive or non-executive functions (such as planning or licensing)) the record of the decision which will be published will include the following information:

- Date the decision was taken
- Record of the decision along with reasons
- Details of alternatives options if any considered and rejected
- Whether any conflict of interest was declared.

DELEGATIONS TO JOINT COMMITTEES AND OTHER BODIES

Functions discharged by London Councils (formerly the Association of London Government) Joint Committees

London Councils Leaders' Committee

This Committee comprises one member of each of the London local authorities who is designated the authority's leader for the purposes of carrying out these functions

Its functions are:

1. To consult on the common interests of the London Local Authorities and to discuss matters relating to local government.
2. To represent the interests of the London Local Authorities to national and local government, to Parliament, to the European Union and other international organisations and to other bodies and individuals, and to negotiate as appropriate on behalf of member authorities.
3. To formulate policies for the development of democratic and effectively managed local government including matters relating to Transport, the Environment and Grants.
4. To provide forums for the discussion of matters of common concern to the London Local Authorities and a means by which their views may be formulated and expressed.
5. To appoint representatives or staff to serve on any other body.
6. To represent the interests of the London Local Authorities as employers.
7. To provide services to the London Local Authorities including the dissemination of information on local government and on other relevant issues.
8. To provide information to the public, individuals and other organisations on the policies of the London Councils and local government issues relevant to London.
9. To act as the regional body of the Local Government Association.

London Councils Transport and Environment Committee

This Committee comprises one member from each London local authority and a member from Transport for London (which is part of the Greater London Authority). Its functions are:

1. TEC is an associated joint committee of London Councils. When the Transport Committee for London (TCfL) became part of the then new Association of London Government in April 2000, there was a need to retain a separate identity because of the statutory involvement of Transport for London in the

Committee's work for certain functions. Leaders' Committee agreed that TCfL should also undertake the role of the old ALG Transport and Environment panel and so the new Committee was renamed Transport and Environment Committee (TEC).

2. TEC is a statutory committee with specific responsibility for:
 - Functions under the Road Traffic Act 1991 – including appointment of parking adjudicators and determining penalty charge levels and fees for declamping, vehicle recovery storage and disposal
 - The provision of an independent appeals service for Parking on Private Land in England and Wales (POPLA)
 - Operation of the TRACE service for locating towed-away vehicles
 - Operation of the Health Emergency Badge scheme for medical practitioners
 - Implementation and enforcement of the Greater London (Restriction of Goods Vehicles) Traffic Order 1985 ("The London Lorry Control scheme")
 - Travel concession arrangements under section 244 of the Greater London Authority Act 1999 – including negotiation of settlements with Transport for London, the Association of Train Operating Companies (ATOC) and independent bus operators
 - Setting of fixed penalties, issuing of Codes of Practice and other functions under the London Local Authorities Acts 2004 and 2007
 - Operation of the London Taxicard scheme
3. TEC also initiates and develops policies across a range of areas:
 - transport policy issues (including road, rail and airports)
 - environment issues (including air quality and biodiversity)
 - trading standards and public protection issues
 - waste issues
4. In considering transport and environment matters which have implications and relevance to Londoners, TEC aims to ensure that:
 - The transport and environment needs of London are recognised and promoted
 - The allocation of resources and the development of policies and legislation influenced to the best effect for London; and
 - Borough interests (financial and otherwise) are represented and protected.

London Boroughs Grants Committee

This Committee comprises one member from each London local authority.

Its functions are to:

1. To ensure the proper operation of the Grants Scheme;

2. To make recommendations to Leaders' Committee on overall policies, strategy and priorities;
3. To make recommendations to Leaders' Committee on the annual budget for the Grants Scheme; and
4. To consider grant applications and make grants to eligible voluntary organisations.

In particular:

- 5 The constituent councils have resolved to delegate the function specified in section 48(10) Local Government Act 1985 (review of needs of Greater London) to London Councils from 1 April 2000 and shall submit, via the Grants Committee, a proposal for reviewing the needs of Greater London to London Councils for approval annually.

Pensions Collective Investment Vehicle Joint Committee Terms of Reference⁶

1. To act as a representative body for those London local authorities that have chosen to take a shareholding in the Authorised Contractual Scheme (ACS) Operator company established for the purposes of a London Pensions Common Investment Vehicle (CIV).
2. To take decisions on behalf of the participating London local authorities in their capacity as shareholders exercising the shareholder rights in relation to the Pensions CIV Authorised Contractual Scheme operator (as provided in the Companies Act 2006 and the Articles of Association of the ACS Operator company) and to communicate these decisions to the Board of the ACS Operator company. These include:
 - the appointment of directors to the ACS Operator board of directors;
 - the appointment and removal of auditors of the company;
 - agreeing the Articles of Association of the company and consenting to any amendments to these;
 - receiving the Accounts and Annual Report of the company;
 - exercising rights to require the directors of the ACS Operator company to call a general meeting of the company;
3. To receive and consider reports and information from the ACS Operator particularly performance information and to provide comment and guidance in response (in so far as required and permitted by Companies Act 2006 requirements and FCA regulations).
4. To exercise functions of the participating London local authorities involving the exercise of sections 1 and 4 of the Localism Act 2011 where that relates to the actions of the participating London local authorities as shareholders of the ACS Operator company.

⁶ Agreed by the Cabinet 9th April 2014

COUNCIL BODIES MEETINGS DATES 2015/16

	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
COUNCIL	20 Stat	22			16*		16		25	29		18	11 stat	
CABINET – 7pm		10	22		9	21		16	20	24		6		
SCRUTINY COMMITTEES														
CULTURE & ENVIRONMENT - 6.30pm			15		3	13		10		17	30			
HOUSING - 7pm			15		2	13		8	13		31			
CHILDREN SCHOOLS & FAMILIES - 6.30pm			16		2	14		8		17	31			
RESOURCES AND CORPORATE PERFORMANCE – 6.30pm			21		8	20		15		23		5		
HEALTH AND ADULT SOCIAL CARE – 6.30 pm			14		10	14	11	9		9	15			

OTHER COMMITTEES / SUB-COMMITTEES / PANELS:-													
AUDIT & CORPORATE GOVERNANCE - 6.30pm		11			23 ⁷			1		10	10		
HEALTH AND WELLBEING BOARD – 4-6pm			29		17				14				
STAFF APPEALS SUB – COMMITTEE:-													
Staff Appeals Sub-Committee Panel A (10am)		24				7				10			
Staff Appeals Sub-Committee Panel B (10am)			15				10				9		
Staff Appeals Sub-Committee Panel C (10am)				13				9				7	
Staff Appeals Sub-Committee Panel D (5.30pm)					10				13				12
ACCESSIBLE TRANSPORT APPEALS SUB – COMMITTEE:-													
ATA Panel A (10am)			1			14				10			

⁷ ACG must fall during this week because of the statement of accounts. The 22nd and 23rd are Yom Kippur and 24th is DC, where there is a significant overlap of membership.

ATA Panel B (10am)					2			9				13		
PENSION CTTEE - 6:30pm		17			17		25				2			
PENSION BOARD (TBC)			8			7					16			
LICENSING COMMITTEE - 7pm					8		18			3				
LICENSING PANELS:-														
Licensing Panel A (10am)	21	25	30		3	8	12	17		4	10	14	19	
Licensing Panel B (7pm)	28		2	6	10	15	19		7	11	17	21	26	
Licensing Panel C (7pm)		4	9	13	17	22	26		14	18	TBC	28		
Licensing Panel D (7pm)	7	11	16	20	24	29		3	21	25	31		5	
Licensing Panel E (10am)	14	18	23	27		1	5	10	28		3	7	12	

DEVELOPMENT CONTROL CTTEE – 7pm	14	4 25	16	6	3 24	15	5 26	17	14	4 25	17	7 21	19	
SACRE (see below) 5pm										3				2
STANDARDS - 7pm			23				3			2		19		
DISTRICT MANAGEMENT COMMITTEES														
Kentish Town		16			22			1	11		1			
Gospel Oak		18			24			3	11		3			
Camden Town		24			30			2	11		9			
Hampstead		25				1		10	11		10			
Holborn		23			29			9	11		8			
Joint DMC Chairs			21			6			26			19		
Joint Scrutiny Chairs														
<i>Leaseholders Forum</i>	5	30	28		15	27	24							

+ Council Tax Setting

ATA Accessible Transport Appeals

stat Statutory Council

DMC District Management Committee

NOTES:

SACRE arranges its dates on the basis of the academic year rather than the municipal year and so has not yet identified all meeting dates for 2015/16.

Licensing Panels are arranged as business requires. The usual pattern for meetings is as follows on a rotational basis eg. One Licensing Panel each week.

Licensing Panel A is scheduled to meet at 10am on Thursday

Licensing Panel B is scheduled to meet at 7pm on Thursday

Licensing Panel C is scheduled to meet at 7pm on Thursday

Licensing Panel D is scheduled to meet at 7pm on Thursday

Licensing Panel E is scheduled to meet at 10am on Thursday

PARTY CONFERENCE DATES

Green – 11-14 September 2015

Liberal Democrat - 19-23 September 2015

Labour – 27-30 September 2015

Conservative – 4-7 October 2015

Religious Festivals

Festival	2015	2016
Holocaust	27 January	27 January
Easter	3 – 6 April	25-28 March
Eve of Passover (Seder)	3 April	22 April
Passover (Jewish)	4 – 11 April	23-30 April
Ramadan (Muslim)	17 June – 17 July (Eid al Fitr – 17th July)	6 June – 5 July (Eid al Fitr – 5th July)
Eid Ul Fitr (Muslim)	17 – 21 July	7-9 July
Rosh Hashana (Jewish)	14 – 15 Sept	3-4 October
Yom Kippur (Jewish)	22 – 23 Sept	12 October
Diwali (Hindu/Sikh/Jain)	11 Nov	30 Oct
Eid Ul Adha (Muslim)	22 – 26 Sept	11-14 Sept
Hannukkah (Jewish)	7 – 14 Dec	25 Dec – 1 Jan

ENDS