



SUMMONS

Councillors of the London Borough of
Hammersmith & Fulham
are requested to attend the
Annual Meeting of the Council on
Wednesday, 28 May 2003
at Hammersmith Town Hall, W6

The Council will meet at 7.00pm.

19 May 2003
Town Hall
Hammersmith W6

Geoff Alltimes
Managing Director



ANNUAL COUNCIL MEETING - 28 MAY 2003

<u>ITEM</u>	<u>CLICK ON ITEMS (IN BLUE) TO GO STRAIGHT TO ITEM</u>	<u>PAGE</u> (refers to printed agenda)
1.	ELECTION OF MAYOR 2003/04	
1.1	To receive nominations for the election of a Mayor for the 2003/04 Municipal Year.	
1.2	To appoint a Deputy Mayor for the 2003/04 Municipal Year.	
2.	MINUTES – 30 APRIL 2003	
2.1	To approve and sign as an accurate record the Minutes of the Ordinary Council meeting held on 30 April 2003.	(attached)
3.	APOLOGIES FOR ABSENCE	
4.	MAYOR'S ANNOUNCEMENTS (IF ANY)	
5.	MANAGING DIRECTOR'S REPORT OF LEADERS & WHIPS OF PARTY GROUPS FOR 2003/04	
5.1	To note the Managing Director's report on the various appointments made by the Party Groups on the Council for the 2003/04 Municipal Year.	6
6.	COUNCIL CONSTITUTION 2003/04	
6.1	To receive a report from the Monitoring Officer on the review and operation of the Council's Constitution .	7 –19
	Annex 1 – DPA (Monitoring Officer) proposed updates and amendments to Constitution	
	Annex 2 – Constitution amendments proposed by the Administration	
	Public Question Time - rules and provisions	

7.	BUSINESS SPECIAL MOTIONS	
7.1	<u>Special Motion No.1 – Appointment of Leader, Deputy Leader & Executive; Chairs, Vice-Chairs & Memberships of Regulatory Committees and Scrutiny Panels; and their respective terms of reference</u>	20 –28
	<u>Annex 1 – the Executive 2003/04</u>	
	<u>Annex 2 – Memberships of Committees 2003/04</u>	
	<u>Annex 3 – Memberships of Scrutiny Panels 2003/04</u>	
7.2	<u>Special motion No.2 – Council Calendar 2003/04 & 2004/05</u>	29 –32
	<u>Calendar - list of abbreviations</u>	
	<u>Council calendar 2003 /04</u>	
	<u>Council calendar 2004 /05</u>	
7.3	<u>Special Motion No.3 – Council Appointments to Outside Organisations</u>	33 – 35
	<u>Schedule of outside appointments</u>	
8.	COUNCILLORS' ANNUAL REPORTS TO COUNCIL	
8.1	To receive the summary of work undertaken by Councillors in 2002/03.	36
8.2	To receive the annual Scrutiny Chairs' report on work undertaken in 2002/03	37 – 45
	[Note: Councillors will be given the opportunity to comment and to ask questions on these reports in the usual manner].	

jpc/AGM 28 May 2003



COUNCIL

— MINUTES —

(ORDINARY COUNCIL MEETING)

WEDNESDAY 30 APRIL 2003



PRESENT:

Deputy Mayor (Councillor Charlie Treloggan)

Councillors:

Mike Adam
Colin Aherne
Emile Al-Uzaizi
Mrs Adronie Alford
Chris Allen
Will Bethell
Brendan Bird
Nick Botterill
Charlie Boyle
Stephen Burke
Dominic Church
Siobhan Coughlan
Steve Cowan

Huw Davies
Sian Dawson
Caroline Donald
Gavin Donovan
Fiona Evans
Ivan Gibbons
Chris Graham
Stephen Greenhalgh
Greg Hands
Wesley Harcourt
Alex Karmel
Jafar Khaled
Antony Lillis

Amanda Lloyd-Harris
Mark Loveday
Reg McLaughlin
Charlie Napier
Jolyon Neubert
Colin Pavelin
Sally Powell DBE
Andrew Slaughter
Frances Stainton
Mercy Umeh
Dr. Jenny Vaughan
Josie Wicks
David Williams

69. ELECTION OF CHAIR

Councillor Aherne moved, seconded by Councillor Evans, that in the absence of the Mayor, the Deputy Mayor, Councillor Treloggan, take the Chair for the duration of the meeting under Council Procedure Rule 8.2. The motion was agreed unanimously.

7.00pm – **RESOLVED** accordingly.

70. MINUTES – 26 MARCH 2003

7.01pm - The minutes of the Ordinary Council meeting held on 26 March 2003 were confirmed and signed as an accurate record.

71. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Birdsey, Cartwright, Jones, Karian, Smallman, and Stanley. (Apologies for lateness - Councillor Napier).

72. MAYOR & MANAGING DIRECTOR'S ANNOUNCEMENTS (IF ANY)

The Mayor's Announcements were circulated to all Councillors and in the Chamber (Copy attached as **APPENDIX 1** to these Minutes).

73. DECLARATIONS OF INTERESTS

Councillor Graham declared a personal interest on item 6 – Special Motion No.1 – Direct Services Department Losses – as a member of her family held a junior administrative post in DSO1. Councillor Graham stayed at the meeting and spoke and voted on the item.

74. ITEMS FOR DECISION / COMMITTEE REPORTS (IF ANY)

7.06 pm - **Council's 2003/04 Capital Programme Monitoring Report**

The report and recommendations were moved for adoption by the Leader, Councillor Andrew Slaughter, seconded by Councillor Graham.

Speeches on the report were made by Councillors Greenhalgh and Lillis (for the Opposition), with Councillor Slaughter replying on behalf of the Administration.

The report and recommendations were put to the vote:

FOR	- 21
AGAINST	- 17
ABSTENTIONS	- 0

The report and recommendations were declared **CARRIED**.

7.27pm – **RESOLVED** –

1. That a capital programme of £73.712 million for 2003/04 be approved, plus over-programming of £6.96 million (20%).
2. That capitalisation of revenue (of a capital nature) of £6 million be approved within the General Fund and the Housing Revenue Account.
3. That the Leader's Committee be asked to approve schemes within this overall programme.

75. SPECIAL MOTIONS

7.28pm – **Special Motion No.1 – Direct Services Department Losses**

(Councillor Graham declared a personal interest on this item, as a member of her family held a junior administrative post in DSO1. Councillor Graham remained at the meeting and spoke and voted on the item).

Councillor Botterill moved, seconded by Councillor Hands, the special motion standing in their names:

" This Council calls for a public inquiry into the £5. 4 million losses in its Direct Services Department."

Speeches on the motion were made by Councillors Botterill, Greenhalgh, Alford, Karmel, Bethell, Slaughter, Cowan and Graham.

The Motion was then put to the vote:

FOR	- 17
AGAINST	- 23
ABSTENTIONS	- 0

The motion was declared **LOST**

8.03pm - **Special Motion No.2 – Changes to the Council's Constitution**

Councillor Hands moved, seconded by Councillor Greenhalgh, the special motion standing in their names:

" This Council resolves to increase public participation at Council meetings, and to seek changes in the Council's Constitution in line with the recommendations made by the Leadership Scrutiny Panel on 18 March 2003."

Speeches on the motion were made by Councillors Loveday, Lloyd-Harris and Hands.

Councillor Allen moved, seconded by Councillor Evans, an amendment (**No.1**) to the motion to delete all words after the word “meetings” in the first line of the motion.

Speeches on the amendment were made by Councillors Allen, Coughlan, McLaughlin, Stainton and Slaughter.

The amendment to the motion was then put to the vote:

FOR	- 23
AGAINST	- 17
ABSTENTIONS	- 0

The motion was declared **CARRIED**

Councillor Lillis moved, seconded by Councillor Stainton, a further amendment (**No.2**) to the motion to insert after the word “meetings”:

“... and further resolves that changes are made to the Constitution to be presented to the Annual Council meeting that there should be a public question time of 20 minutes duration at future full Council meetings.”

Councillor Lillis made a speech on the amendment.

Councillor Ahene moved under Council Procedure Rule 14(e)(viii) that the question now be put.

The amendment to the motion was put to the vote:

FOR	- Unanimous
AGAINST	- 0
ABSTENTIONS	- 0

The second amendment to the motion (as amended) was declared **CARRIED**

Councillor Karmel moved, seconded by Councillor Hands, a further amendment (**No.3**) to the motion to insert after the word “meetings”:

“...and further resolves that changes are made to the Constitution to be presented to the Annual Council meeting that there should be a Councillors’ question time of 20 minutes duration at future full Council meetings”.

Speeches on the amendment were made by Councillors Karmel and Aherne before the amendment was put to the vote:

FOR	- 17
AGAINST	- 23
ABSTENTIONS	- 0

The amendment to the motion was declared **LOST**

Councillor Greenhalgh moved, seconded by Councillor Hands, a further amendment (**No.4**) to the motion to insert after the word “meetings”:

“...and further resolves that changes are made to the Constitution to be presented to the Annual Council meeting that call-ins can be made by any three members of a Scrutiny Panel, or any 9 members of the authority. ”

Councillor Greenhalgh made a speech on the amendment to which Councillor Aherne responded before the amendment was put to the vote:

FOR	- 17
AGAINST	- 23
ABSTENTIONS	- 0

The amendment to the motion was declared **LOST**

Councillor Hands moved, seconded by Councillor Botterill, a further amendment (**No.5**) to the motion to insert after the word “meetings”:

“...and further resolves that changes are made to the Constitution to be presented to the Annual Council meeting that the threshold for key decisions be reduced to £100,000. ”

Councillor Hands made a speech on the amendment to which Councillor Slaughter responded before the amendment was put to the vote:

FOR	- 17
AGAINST	- 21
ABSTENTIONS	- 0

The amendment to the motion was declared **LOST**

Councillor Loveday then made a closing speech on the substantive motion (as amended) before it was put to the vote:

FOR	- Unanimous
AGAINST	- 0
ABSTENTIONS	- 0

The substantive motion was declared **CARRIED**

9.19pm – **RESOLVED**

That this Council resolves to increase public participation at Council meetings and further resolves that changes are made to the Constitution to be presented to the Annual Council meeting that there should be a public question time of 20 minutes duration at future full Council meetings.

9.20pm - **Special Motion No.3 – Child Tax Credit & Working Tax Credit**

Councillor Slaughter moved, seconded by Councillor Graham, the special motion standing in their names:

“This Council welcomes the introduction of child tax credit and working tax credit on 7 April 2003 as a major contribution towards the Government’s drive to end child poverty and resolves:

- (1) to support – in conjunction with local voluntary and statutory services – a benefits take-up campaign, drawing on the Local Government Association’s “Quids for Kids” good practice guide and supporting material;
- (2) to encourage council employees to claim their entitlements;
- (3) to apply the same principles to promote the launch of pension credit on 6 October 2003.”

Speeches on the motion were made by Councillors Slaughter, Lloyd-Harris, Donovan, and Graham.

The motion was then put to the vote:

FOR - 21
AGAINST - 0
ABSTENTIONS - 17

The motion was declared **CARRIED**

Following a request to have names recorded, a roll-call vote was also taken:

FOR - 22
(Aherne, Allen, Burke, Church, Coughlan, Cowan, Davies, Evans, Gibbons, Graham, Harcourt, Khaled, McLaughlin, Napier, Pavelin, Powell, Slaughter, Treloggan, Umeh, Vaughan, Wicks, Williams)

AGAINST - 0

ABSTENTIONS - 17
(Adam, Al-Uzaizi, Alford, Bethell, Botterill, Boyle, Dawson, Donald, Donovan, Greenhalgh, Hands, Karmel, Lillis, Lloyd-Harris, Loveday, Neubert, Stainton)

The motion was declared **CARRIED**

9.45pm – **RESOLVED**

That this Council welcomes the introduction of child tax credit and working tax credit on 7 April 2003 as a major contribution towards the Government’s drive to end child poverty

and resolves:

- (1) to support – in conjunction with local voluntary and statutory services – a benefits take-up campaign, drawing on the Local Government Association’s “Quids for Kids” good practice guide and supporting material;
- (2) to encourage council employees to claim their entitlements;
- (3) to apply the same principles to promote the launch of pension credit on 6 October 2003.”

9.46pm - **Special Motion No.4 – Borough Engineer**

Councillor Dame Sally Powell moved, seconded by Councillor Davies, the special motion standing in their names:

"This Council commends the Borough Engineer and his Division on being awarded Beacon Council status for their work in respect of street and highway works"

Speeches on the motion were made by Councillors Dame Sally Powell and Davies (for the Administration) and Councillor Hands (for the Opposition), before the motion was put to the vote:

FOR	- Unanimous
AGAINST	- 0
ABSTENTIONS	- 0

The motion was declared **CARRIED**

9.58pm – **RESOLVED** accordingly.

* * * * * CONCLUSION OF BUSINESS * * * * *

Meeting ended: 9.59 p.m. - Wednesday, 30 April 2003

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MAYOR

MANAGING DIRECTOR'S REPORT TO ANNUAL COUNCIL - 28 MAY 2003

The Council is asked to note that the following Councillors have been appointed by the Party Groups on the Council to the positions indicated:

ADMINISTRATION

Leader	-	Councillor Andrew Slaughter
Deputy Leader	-	Councillor Christine Graham
Chief Whip	-	Councillor Colin Aherne
Deputy Whip	-	Councillor Fiona Evans

OPPOSITION

Leader	-	Councillor Stephen Greenhalgh
Deputy Leader	-	Councillor Nicholas Botterill
Opposition Whip	-	Councillor Frances Stainton
Opposition Dep. Whip	-	Councillor Michael Adam

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28 MAY 2003

CONTRIBUTOR: REVIEW OF THE COUNCIL'S CONSTITUTION 2002/03

ALL WARDS

DPA

When first approved at the May 2002 Annual Meeting, it was planned to review the Council's constitution prior to its re-adoption in May 2003.

The review was undertaken via the Leadership Scrutiny Panel, and took the following form:

- an initial report to the Scrutiny Panel on March 18th, from the Council's Monitoring Officer
- a report from District Audit comparing and benchmarking the LBHF constitution as part of a London-wide survey carried out by District Audit
- follow-up consultation with all councillors on a series of recommendations made by the Scrutiny Panel at its March 18th meeting
- a further report to the April 15th meeting of Leadership Scrutiny Panel, incorporating views and comments from 6 individual councillors (including those tabled at the meeting). Additional material from a London-wide survey of scrutiny processes was also provided.

The Leadership Scrutiny Panel at its April 15th meeting did not reach any conclusions as a result of becoming inquorate. The same report as to the April meeting will be placed on the agenda for the Leadership Scrutiny Panel meeting on May 21st.

The Council on April 30th also debated a Special Motion on the constitution, with a series of amendments to the Motion being discussed and voted on.

In terms of the main elements of the constitution, the main changes proposed by the Administration, following debate at Scrutiny Panel and at full Council on April 30th, are:

- re-introduction of a 20 minute Public Question Time at Council meetings
- reduction in the number of full Council meetings, as set out in the proposed council calendar, reflecting the reduced number of plans and strategies which the

Council is statutorily required to adopt, following its CPA 'excellent' rating in December 2002.

A number of other technical or drafting changes are proposed to the constitution, by way of updating to reflect external changes, re-wording to improve clarity, or other administrative matters. The majority of these were listed on a schedule at Annex B of the March 18th Leadership Scrutiny Panel report. Some have been added after that meeting. All have been the subject of consultation with Party Whips.

For the sake of clarity, the changes and amendments proposed by the Monitoring Officer and the Head of Legal Services are shown in the schedule at **Annex 1**. The changes to the constitution proposed by the Administration are shown in the schedule at **Annex 2**.

Scheme of Delegation

As in previous years, detailed schemes of delegation from the Council to officers have been reviewed and updated where necessary. The only substantive changes are to re-introduce separate schemes for the Managing Director and Director of Finance, to reflect this 2002 change in the Council's structure. The Environment Scheme has been reformatted for purposes of consistency. No changes have been made in the levels of function, or financial limits, delegated to officers.

Financial Regulations

The incoming Director of Finance has carried out a full review of the Council's Financial Regulations, with re-drafting to improve clarity and reduce duplication. The contents list is included on this agenda, and the full version is available in both hard copy and electronic form.

Conclusion

The Council's constitutional arrangements have been reviewed and updated. Whilst there may not be full agreement between the parties on all aspects of the constitution, points of difference have been aired and debated at length. The constitution remains compliant with the Local Government Act 2000. The survey data gathered during the course of the review, and the District Auditor's review, shows it to be broadly consistent with constitutions operated in other London boroughs, allowing for the fact that there will always be some local variation between councils, within the parameters of the legislation.

RECOMMENDATIONS

1. That the updates and changes to the Constitution proposed by the Monitoring officer and Head of Legal Services, as set out in Annex 1, be agreed.
2. That the changes to the Constitution proposed by the Administration, as set out in Annex 2, be agreed.

LOCAL GOVERNMENT ACT 2000 - BACKGROUND PAPERS

No.	Brief Description of Background Papers	Name/Ext. of holder of file/copy	Department/Location
1.	Review of the Constitution Working papers/file	Henry Peterson, Director of Policy & Administration X 2100	Mezzanine Floor, Hammersmith Town Hall

ANNEX 1

DIRECTOR OF POLICY & ADMINISTRATION - SCHEDULE OF UPDATES & AMENDMENTS PROPOSED TO COUNCIL CONSTITUTION (Annual Council May 2003)

NOTES:

1. Page numbers shown in **bold** refer to the updated 2003 version of the Constitution, a copy of which has been sent to each Councillor, and is available on the Council's website.

ARTICLE/ RULE NO.	PAGE	TITLE/SUBJECT	PROPOSED CHANGE	REASON(S) FOR CHANGE
Intro.	N/A	<u>Introduction</u>	Delete Introduction as no longer required	The introduction was originally written to explain why the Council was adopting an executive Cabinet-type system in May 2002, now enshrined as statutory under the provisions of the Local Government. Act 2000.
Art.3	10	<u>Citizens & the Council</u>	Para.(c)(i) – change reference from “Traffic Management Advisory Committee” to “Traffic Management Advisory Panel”	Change incorrect name
Art.4	12	<u>The Full Council</u>	Para.4 (a) - Reduction in the number of statutory plans & strategies the Council has to prepare for assessment each year under its budget & policy framework from 21 to 11.	Following it's “excellent” CPA assessment, the freedoms given to the Council will mean a substantial reduction in the number of plans the Council must prepare each year.

Art.12	26	<u>Officers & employees of the Council</u>	Separation of Managing Director post /statutory functions from that of Chief Finance Officer (Director of Finance) post – previously held by the same postholder.	To show the re-establishment of a separate Director of Finance post and its re-designation as the statutory “Chief Finance Officer”.
Part 3	46 & 50	<u>Responsibility for Functions - Deputies Portfolio’s</u>	Delete references to old “Transport Policies & Programmes “(pre-GLA term)	Change incorrect name to “Local Transport Plan & Borough Spending Plan”
	65 – 66	<u>Responsibility for Functions – PAC Terms of Reference</u>	Delete and replace old PAC Terms of Reference shown in May 2002 Constitution with correct revised version	PAC Terms of Reference were revised and updated (June 2002) by the Council to reflect the new executive system. This change updates the Constitution accordingly.
	93	<u>General Scheme of Delegation</u>	Para.5 – delete wording: “.. requiring planning consent” and insert : “...involving Council development.”	Change incorrect wording to be consistent with officer’s delegated powers under s.70 T&CPA 1990 .
Part 3	97 –99	<u>General Scheme of Delegation – Section A</u> <u>(Staffing & Employee relations)</u>	Para.13 – referred sub-paras. in this section should read “13(g), 13(h), 14, 16 & 18. Add new para.19 – “To approve applications for season ticket loans / car loans to Council employees in accordance with Council policies” (remaining paras. of section re-numbered accordingly)	Proofing error. General power available to all Directors – previously only set out in Director of Finance scheme of delegation.

Part 3	97 -99	<u>General Scheme of Delegation – Section A</u> <u>Routine Service decisions</u>	Para.24 (previous para. 23) – Add sentence : “Decisions involving new expenditure below this level may be made by Directors, provided they are met from within overall approved Departmental budgets.”	To clarify procedures and ensure budgetary compliance.
	100-104	<u>Managing Director & Chief Finance Officer - detailed Scheme of Delegation</u>	To separate out MD detailed Scheme of Delegation from that of Director of Finance (new)	Director of Finance post re-established as a statutory Chief Officer in own right. (DF responsibilities also encompass Head of Valuation & Property Services - previously under MD)
	121-125	<u>Director of Policy & Administration – detailed Scheme of Delegation</u>	Add at para.10.1 & 10.2 under proper officer function: “and in his/her absence, the HLS”	To formalise the appointment of Head of Legal Services as Deputy Monitoring Officer as previously approved by the Council in May 2002
	179-225	<u>ENVD -detailed Scheme of Delegation to officers</u>	Delete all references to old “PATMC”. Update scheme.	Change incorrect references referring to PATMC– now called PAC. (The ENVD detailed Scheme has also been revised and updated).

Part 4	236	<u>Council procedure Rule 15 – Rules of Debate at Council (previously rule 14)</u>	Delete para.15 (l) – subsequent sub-sections will become new 15 (l) & 15 (m).	For clarity and to avoid confusion – para.15(l) repeats provisions which are already set out at para.15(e) relating to this rule
	242	<u>Council Procedure Rule 21 - Order at Council, Committee & Panel meetings (previously rule 20)</u>	Insert new para.(f) - to empower the Mayor/Chair, in the event of continuous disturbance which renders the orderly despatch of business impossible, to order the clearance of the public galleries and/or removal of individuals from the meeting.	To regularise the position & re-introduce existing Common Law power previously omitted in error.
	242	<u>Council Procedure Rule 21- Order at Council...etc (previously rule 20)</u>	Insert new para.(g) - to state that the taking of photographs, filming, recording or other means of live communication of the proceedings of meetings shall be prohibited without the prior express consent of the meeting concerned.	To regularise the position – Access to Information Act s.100A (7) refers. Statutory provision previously omitted in error
	243	<u>Council Procedure Rule 24 – Guillotine (previously rule 23)</u>	Add new para. 24.3 - “Prior to the guillotine provision coming into effect , where the Council, scrutiny panel or a committee believes that a specific extension of time is warranted, this may be agreed by a	To clarify the operation of the guillotine provision and the number of times a motion to extend may be moved at Council, Committee and Scrutiny Panels.

			resolution to extend the guillotining for a specific period. There is no limit to the number of extensions which may be agreed under this rule for scrutiny panels and committees, but at a Council meeting, only one extension shall be allowed. No motion to extend the guillotine shall be permitted once the guillotine has fallen.”	
	295-301	<u>Financial procedure Rules (Financial Regulations)</u>	Delete previous 2002 version and replace with updated revised version	The Council's Financial procedure Rules (Financial Regulations) have been comprehensively revised and updated for 2003
Part 5	327-337	<u>Protocol on use of IT</u>	Delete and replace previous protocol	This Protocol has now been updated – see Constitution for new version
	338-340	<u>Guidance on use of Councillors Secretariat</u>	Para.8 – amend wording in light of the District Auditor's recommendations and advice from the Council's Standards Committee.	The Council's Standards Committee on 31 March 2003 agreed additional wording to this paragraph in the protocol to strengthen and clarify the guidance on use of the Secretariat for bulk-mail outs at election times.

	357-359	<u>LBHF Protocols & Guidance for Members – (new insert)</u>	Insert new Protocol / Guidance on procedures for dealing with requests for information by members under Access to Information legislation / Open Govt.	Previous local protocol set out in “Councillors Code 1999” omitted from May 2002 Constitution in error – now inserted
Part 7	381-388	<u>Council Management Structure Charts</u>	Delete and replace all old structure charts for all Departments	To show re-establishment of DF as a separate Department & to show other Senior Departmental Officer and/or other staffing changes since May 2002.

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ANNEX 2

**CHANGES PROPOSED TO COUNCIL CONSTITUTION & COUNCIL MEETINGS
BY THE ADMINISTRATION – ANNUAL COUNCIL MEETING MAY 2003**

ARTICLE OR RULE	PAGE	TITLE	PROPOSED CHANGE	REASON
Part 4	227 & 232	<u>Council Procedure Rules</u> <u>Rule 2 - “Business at Ordinary Council meetings” & Rule 12 (new insert) – “Public Question Time”</u>	Rule 2 – Add new para.(h) – “Questions from the public”. Insert new Rule 12 – “Public Question Time” and provisions to govern this facility in Council Procedure Rules (see details of proposed provisions attached). (All subsequent Council Procedure Rule paras. to be re-numbered accordingly)	To re-instate a 20-minute Public Question Time at Ordinary Council meetings, including the Budget Council meeting, so that members of the public may ask questions of the Leader and Deputies (i.e. the Executive).
Part 4	239	<u>Quorum of Committees & Panels - Rule 18</u> (previously rule 17)	Delete and replace Rule 18.3 with – “If a quorum is lacking at any time after a meeting has started, the meeting shall stand suspended for up to 15 minutes, after which time, if a quorum is still not achieved, the meeting will end. Any items of business remaining on the agenda for that meeting will then be lost.	To clarify operational procedures. (For the avoidance of doubt, this change does not preclude a member of a scrutiny panel from requesting that a specific item of business so lost appear on the next or subsequent agenda of a Scrutiny panel.)

Council Meetings			A reduction in the number of Council meetings to 5 per year, to include the Annual & Budget Council meetings. (Special Motion No.2. - Council Calendar - refers)	To reflect the request of the Leadership Scrutiny panel on the number of Council meetings held per year.

12. PUBLIC QUESTIONS

[NOTE: The term “clear days” below refers to **weekdays**, excluding weekends, Bank Holidays, the day the question is received, and the day on which the meeting is to be held.]

- (a) There shall be a public question time not exceeding **20 minutes** in total at each Ordinary meeting of the Council, including the Budget Council meeting. No public questions may be asked at the Annual Council meeting.
- (b) A member of the public who lives, works, or is being educated in the Borough, may ask the Leader or any Deputy questions on any matter relating to the discharge of the Council’s functions. The question must be in writing and submitted to the Director of Policy and Administration (or the Head of Legal Services) at least **7 clear days** before the day of the Council Meeting.
- (c) Questions may be edited as necessary by the Director of Policy & Administration (or the Head of Legal Services) both to bring them into proper form and to secure brevity. Questions which, in the opinion of the Mayor, are defamatory or unsuitable in form, frivolous or derogatory shall not be accepted.
- (d) The Mayor shall call the questions in the order that they have been received and the member of the public submitting the question shall then read it out. (If the questioner is not present when the question is called, a written reply shall be provided.)
- (e) Replies to questions shall be oral. However, persons questioned may decline to reply, if, in their opinion, questions involve an excessive and unnecessary amount of time on the part of officers in collating or preparing the information required.
- (f) A Deputy or the Leader may arrange for the reply to be given by another Councillor.
- (g) There shall be no speech or discussion allowed on any question, or reply, but the questioner may ask one supplementary question.

- (h) If a question does not receive a reply within the time allowed for the public session, the Leader or Deputy shall provide a written reply to the questioner. All public questions and the reply given by the Leader or Deputy shall be recorded in the Minutes of the Council .

SPECIAL MOTION NO. 1 – APPOINTMENT OF LEADER, DEPUTY LEADER & EXECUTIVE; CHAIRS, VICE-CHAIRS & MEMBERSHIPS OF REGULATORY COMMITTEES & SCRUTINY PANELS; AND THEIR RESPECTIVE TERMS OF REFERENCE

Standing in the names of:

- (i) Councillor Andrew Slaughter
- (ii) Councillor Chris Graham

"This Council agrees the following appointments under its Constitution for the Municipal Year 2003/04:

- a) The Leader & Executive Deputies (**Annex 1**);
- b) Chairs, Vice-Chairs & Memberships of Regulatory and other Committees (**Annex 2**);
- c) Chairs, Vice-Chairs & Memberships of Scrutiny Panels (**Annex 3**)

and agrees their respective Portfolios / Terms of Reference, as set out in the Council's Constitution".

jpc/May 03

**THE EXECUTIVE - LEADER & DEPUTIES 2003/2004
(ANNEX 1)**

LEADER	-	Councillor Andrew Slaughter
DEPUTY LEADER	-	Councillor Chris Graham
DEPUTY FOR REGENERATION	-	Councillor Dame Sally Powell
DEPUTY FOR SOCIAL INCLUSION	-	Councillor Reg McLaughlin
DEPUTY FOR EDUCATION	-	Councillor David Williams
DEPUTY FOR ENVIRONMENT & CONTRACT SERVICES	-	Councillor Michael Cartwright
DEPUTY FOR HOUSING	-	Councillor Stephen Cowan

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REGULATORY & OTHER COMMITTEES MEMBERSHIPS 2003/2004

[* indicates s.101 Committee LGA 1972. ** indicates s.53 Committee LGA 2000]

1. **PLANNING APPLICATIONS COMMITTEE ***

Councillor Wesley Harcourt - Chair
Councillor Charlie Treloggan - Vice-Chair
Councillor Colin Aherne
Councillor Michael Cartwright
Councillor Jafar Khaled
Councillor Dame Sally Powell
Councillor Frances Stainton
Councillor Will Bethell
Councillor Caroline Donald
Councillor Greg Hands

2. **LICENSING PANEL***

Councillor Chris Allen - Chair
Councillor Jafar Khaled
Councillor Alex Karmel
(Deputies: All other Councillors)

3. **PERSONNEL APPEALS PANEL***

Councillor Charlie Treloggan - Chair
Councillor Fiona Evans
Councillor Mrs. Adronie Alford

(Deputies: All other Councillors)

4. **APPOINTMENTS PANEL***

Leader – (Chair)
Deputy Leader
Deputy relevant to area of appointment

Leader of the Opposition (or a named substitute)
1 Other relevant Opposition Councillor

Exceptions : Appointment of Managing Director
All members of Executive
Leader of the Opposition
4 Other Opposition Councillors (Cllrs. Botterill, Stainton, Alford, Lillis)

5. PENSIONS FUND INVESTMENT PANEL*

Leader (Chair)
Deputy Leader (Vice-Chair)
Councillor Melanie Smallman
Councillor Michael Adam
Councillor Caroline Donald

6. STANDARDS COMMITTEE**

2 Administration Councillors (Councillors Aherne and Allen)
1 Opposition Councillor (Councillor Botterill)

3 Independent Members (Steven Moussavi (Chair), Christopher Troke & Rafela Fitzhugh)

7. STANDARDS COMMITTEE APPOINTMENTS PANEL*

Leader (Chair)
Deputy Leader
Leader of the Opposition

STAFF JOINT COMMITTEES

8. COUNCIL AND STAFF JOINT COMMITTEE (CSJ)

Leader
Deputy Leader
1 other Deputy (who may vary according to the item under discussion)
Councillor Charlie Treloggan
Councillor Amanda Lloyd-Harris
Councillor Charles Boyle

9. COUNCIL, MANUAL & CRAFT EMPLOYEES JOINT NEGOTIATING COMMITTEE (C/MACE)

Leader
Deputy Leader
1 other Deputy (who may vary according to the item under discussion)
Councillor Charlie Treloggan
Councillor Amanda Lloyd-Harris
Councillor Charles Boyle

10. JOINT JOB EVALUATION APPEALS PANEL (JJEAP)

2 Administration Councillors
1 Opposition Councillor

[Membership to be appointed from among the full and deputy members of the Personnel Appeals Panel]

11. JOINT HEALTH, SAFETY AND WELFARE COMMITTEE (JHSW)

Councillor Wesley Harcourt - Chair
Councillor Fiona Evans
Councillor Jafar Khaled
Councillor Colin Pavelin
Councillor Caroline Donald
Councillor Gavin Donovan

12. LOCAL JOINT NEGOTIATING COMMITTEE FOR CHIEF OFFICERS (JNC)

Leader (Chair)
Deputy Leader
2 other Deputies or Chief Whip
Leader of the Opposition
Opposition Councillor

OTHER NON-STATUTORY CONSULTATIVE BODIES

[Note: The bodies below are advisory bodies and have no legal decision-making powers]

13. FULHAM PALACE MANAGEMENT BOARD

Councillor Chris Allen (Chair)
Administration Councillor
Opposition Councillor

14. TRAFFIC MANAGEMENT ADVISORY PANEL

(same membership as Planning Applications Committee, with the exception of the Deputy for Environment & Contract Services if s/he is also a member of the Planning Applications Committee)

jpc/May 03

OVERVIEW & SCRUTINY PANELS MEMBERSHIP 2003/04

(a) EDUCATION AND LEISURE SCRUTINY PANEL

- (i) 8 voting Councillors including the Chair and Vice-Chair in the ratio of 5 Administration members and 3 Opposition members.

Councillor Chris Allen (Chair)
Councillor Stephen Burke
Councillor Jafar Khaled
Councillor Charlie Napier
Councillor Mercy Umeh
Councillor Mark Loveday
Councillor Sian Dawson
Councillor Alex Karmel

- (ii) The panel shall appoint co-opted members (up to a maximum of 8). At least two, but no more than five, shall be parent governor representatives. Members who have been co-opted as representatives of Diocesan bodies and as parent governor representatives shall have voting rights. All other co-optees shall be non-voting.

(b) ENVIRONMENT AND REGENERATION SCRUTINY PANEL

- (i) 8 voting Councillors including the Chair and Vice Chair in the ratio of 5 Administration members and 3 Opposition members.

Councillor Huw Davies (Chair)
Councillor Min Birdsey
Councillor Dominic Church
Councillor Andrew Jones
Councillor Josie Wicks
Councillor Nicholas Botterill
Councillor Amanda Lloyd-Harris
Councillor Gavin Donovan

- (iii) The Panel may appoint a maximum of 8 co-opted members who shall be non-voting.

(c) HEALTH AND SOCIAL SERVICES SCRUTINY PANEL

- (i) 8 voting Councillors including the Chair and Vice Chair in the ratio of 5 Administration members and 3 Opposition members.

Councillor Colin Pavelin (Chair)
Councillor Min Birdsey
Councillor Huw Davies
Councillor Andrew Jones
Councillor Josie Wicks
Councillor Antony Lillis
Councillor Michael Adam
Councillor Emile Al-Uzaizi

- (ii) The Panel may appoint a maximum of 8 co-opted members who shall be non-voting.

(d) HOUSING SCRUTINY PANEL

- (i) 8 voting Councillors including the Chair and Vice Chair in the ratio of 5 Administration members and 3 Opposition members.

Councillor Melanie Smallman (Chair)
Councillor Brendan Bird
Councillor Dominic Church
Councillor Charlie Napier
Councillor Mercy Umeh
Councillor Mrs. Adronie Alford
Councillor Charles Boyle
Councillor Jolyon Neubert

- (iii) The Panel may appoint a maximum of 8 co-opted members who shall be non-voting.

(e) LEADERSHIP SCRUTINY PANEL

- (i) 8 voting Councillors including the Chair and Vice Chair in the ratio of 5 Administration members and 3 Opposition members.

Councillor Siobhan Coughlan (Chair)

Councillor Stephen Burke

Councillor Huw Davies

Councillor Melanie Smallman

Councillor Jenny Vaughan

Councillor Stephen Greenhalgh

Councillor Gavin Donovan

Councillor Alex Karmel

- (ii) The Panel may appoint a maximum of 8 co-opted members who shall be non-voting.

jpc/May 03

SPECIAL MOTION NO. 2 – COUNCIL CALENDAR 2003/04 & 2004/05

Standing in the names of:

- (i) Councillor Colin Aherne
- (ii) Councillor Fiona Evans

"This Council agrees that, for the Municipal Years 2003/04 & 2004/05, meetings of the Council, its Committees and Panels, be held on the dates specified, as set out in the Council Calendars ***attached***.

jpc/May 03

ABBREVIATIONS USED IN THE COUNCIL CALENDAR:

Meetings open to Public (all meetings start at 7.00pm, except where otherwise indicated)

COUNCIL (full Council meeting)

LCTTEE – Leader’s Committee

ERSP - Environment & Regeneration Scrutiny Panel

HSP - Housing Scrutiny Panel

ELSP - Education & Leisure Scrutiny Panel

HSSSP – Health & Social Services Scrutiny Panel

LSP - Leadership Scrutiny Panel

STC – Standards Committee

PAC – Planning Applications Committee*

(* incorporates Traffic Management Advisory Panel – non-statutory advisory body)

BPF – Borough Partnership Forum (Local Strategic Partnership)

– meeting at 4.00pm

Council / Employee meetings

CSJ - Council & Staff Joint Negotiating Committee

CMACE - Council, Manual & Craft Employee's Joint Negotiating Committee

JHSW - Joint Health, Safety & Welfare Committee

PFIP - Pensions Fund Investment Panel

Meetings not open to the public (including political group meetings)

(LC/CMT) - Leader’s Committee with Corporate Management Team

LG - Labour Group

LG (AH) - Labour Group (ad hoc meetings)

CG - Conservative Group

C.AGM – Conservative Group AGM

2003		COUNCIL					CALENDAR					2004					FINAL									
	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUAR	MARCH	APRIL	MAY													
MONDAY		2			1	PAC		3	PAC	1	ELSP		2	FEBRUAR	1	PFIP		3	BANK HOLIDAY	MONDAY						
TUESDAY		3	LCTTEE	1	BPF LCTTEE		2	LCTTEE		4		2	ERSP		3	HSP	2	HSP		4	STC	TUESDAY				
WEDNESDAY		4	PAC	2	COUNCIL		3	PFIP	1	PARTY	5		3	LSP		4	HSSSP	3	HSSSP		5		WEDNESDAY			
THURSDAY	1	5		3			4		2	CONFERENCE	6		4		1	BANK HOLIDAY		4		1	6	C.AGM	THURSDAY			
FRIDAY	2	6		4			5		3		7		5		2		5		2		7		FRIDAY			
MONDAY	5	BANK HOLIDAY	9	7	CSJ/CMAC	4	8	(LC/CMT)	6		10		8	JHSW	5	PAC	9	ELSP	8	PAC	5	ELSP	10	PAC	MONDAY	
TUESDAY	6	LCTTEE	10	HSP	8	HSP	5	9	HSP	7	(LC/CMT)	11	(LC/CMT)	9	LCTTEE	6		10	ERSP	9	ERSP	6	HSP	11	HSP	TUESDAY
WEDNESDAY	7	PFIP PAC	11	HSSSP	9	LSP	6	10	HSSSP	8	CSJ/CMAC	12		10	7	CSJ/CMAC	11		10	ELSP	7	HSSSP	12	ELSP	WEDNESDAY	
THURSDAY	8	C.AGM	12		10		7	11		9		13		11	8		12		11		8		13		THURSDAY	
FRIDAY	9		13		11		8	12		10		14		12		9		13		12		9	GOOD FRIDAY	14		FRIDAY
MONDAY	12	HSSSP	16	ERSP	14	HSSSP	11	15	ELSP	13	PAC	17		15	(LC/CMT)	12	HSSSP	16	PAC	15	12	ELSP	17	HSSSP	MONDAY	
TUESDAY	13	HSP	17	(LC/CMT)	15		12	16	ERSP	14	LCTTEE	18	BPF	16	PAC	13	(LC/CMT)	17	LCTTEE	16	13	GOOD FRIDAY EASTER MONDAY	18	ERSP	TUESDAY	
WEDNESDAY	14	ELSP	18	ELSP	16	ELSP	13	17	LSP	15	ELSP	19	HSP	17	LG(AH)	14	HSP	18	LSP	17	LSP	14	LSP	19	LSP	WEDNESDAY
THURSDAY	15		19		17		14	18		16		20		18		15		19		18		15		20		THURSDAY
FRIDAY	16		20		18		15	19		17		21		19		16		20		19		16		21		FRIDAY
MONDAY	19		23		21	PAC	18	22	LG CG	20	ERSP	24	LG(AH)	22		19	ERSP	23	LG CG	22	LG(AH)	19		24	LG CG	MONDAY
TUESDAY	20	ERSP	24	ERSP(2)	22	(LC/CMT)	19	23	PAC	21	HSP	25	PAC	23		20	LCTTEE	24	(LC/CMT)	23	(LC/CMT)	20	PAC	25	(LC/CMT)	TUESDAY
WEDNESDAY	21	LSP	25	PAC	23	ERSP	20	24	COUNCIL	22	HSSSP	26	HSSSP	24		21	LSP	25	BUDGET COUNCIL	24	21	ERSP	26	ANNUAL COUNCIL	WEDNESDAY	
THURSDAY	22	CG	26		24		21	25		23		27		25	22	26	21	25		24	22		27		28	THURSDAY
FRIDAY	23	LG	27		25		22	26		24		28		26	23	27	25	24		26	23		28		29	FRIDAY
MONDAY	26	BANK HOLIDAY	30	LG CG	28	LG(AH)	25	BANK HOLIDAY	29	PARTY	27	LSP		29		26	LG CG		29	PAC	26	(LC/CMT)	31	BANK HOLIDAY	MONDAY	
TUESDAY	27	(LC/CMT)			29	LCTTEE	26	30	CON-	28	LG(AH)			30		27	PAC		30	BPF LCTTEE	27	LCTTEE		LCTTEE	01-Jun	TUESDAY
WEDNESDAY	28	ANNUAL COUNCIL			30	JHSW	27		REFERENCE	29	JHSW	STC		31		28	COUNCIL		31	JHSW	28	CSJ/CMAC				WEDNESDAY
THURSDAY	29				31		28			30						29					29					THURSDAY
FRIDAY	30						29			31						30					30					FRIDAY

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2004

COUNCIL CALENDAR

2005

FINAL

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	
MONDAY	3 BANK HOLIDAY								3 BANK HOLIDAY				2 BANK HOLIDAY	MONDAY
TUESDAY	4 STC	1 LCTTEE							4	1			3	TUESDAY
WEDNESDAY	5	2 PAC			1 PAC		3 PAC	1 LSP	5 PAC	2 HSP	2 ELSP		4 HSSSP	WEDNESDAY
THURSDAY	6 C.AGM	3	1	5	2		4	2	6	3			5 C.AGM	THURSDAY
FRIDAY	7	4	2	6	3	1 PARTY	5	3	7	4	4	1	6	FRIDAY
MONDAY	10 PAC	7 ELSP	5 CSJ/CMAC	9	6 HSSSP	4 CONFEREN	8	6 (LC/CMT)	10 HSP	7 ELSP	7 HSP	4 ELSP	9 HSP	MONDAY
TUESDAY	11 HSP	8 PFI	6 ERSP	10	7 LCTTEE	5	9 (LC/CMT)	7 LCTTEE	11 HSSSP	8 HSSSP	8 PAC	5 HSSSP	10 PAC	TUESDAY
WEDNESDAY	12 ELSP	9	7 ELSP	11	8 HSP	6 ELSP	10 STC	8 JHSW	12 ELSP	9 ERSP	9 HSSSP	6 HSP	11 ELSP	WEDNESDAY
THURSDAY	13	10 EUROPE/ELECTION	8	12	9	7	11	9	13	10	10	7	12	THURSDAY
FRIDAY	14	11	9	13	10	8	12	10	14	11	11	8	13	FRIDAY
MONDAY	17 HSSSP	14 ERSP	12 HSP	16	13 ELSP	11 HSP	15 HSSSP	13 PAC	17 (LC/CMT)	14 PAC	14 ERSP	11 ERSP	16 ERSP	MONDAY
TUESDAY	18 ERSP	15 HSSSP	13 HSSSP	17	14 (LC/CMT)	12 (LC/CMT)	16 BPF	14	18 ERSP LCTTEE	15 LCTTEE	15 STC	12 (LC/CMT)	17 LCTTEE	TUESDAY
WEDNESDAY	19 LSP	16 HSP	14 PAC	18	15 ERSP	13 PAC	17 LCTTEE	15 LG(AH)	19 LSP	16 LSP	16 LSP	13 LSP	18 LSP	WEDNESDAY
THURSDAY	20	17	15	19	16 PFI	14	18	16	20	17	17	14	19	THURSDAY
FRIDAY	21	18	16	20	17	15	19	17	21	18	18	15	20	FRIDAY
MONDAY	24 LG CG	21 LSP	19 LSP	23	20 LG CG	18 HSSSP	22	20	24 LG CG	21 LG CG	21 LG(AH)	18	23 LG CG	MONDAY
TUESDAY	25 (LC/CMT)	22 (LC/CMT)	20 (LC/CMT)	24	21 LSP PAC	19 LCTTEE	23 PAC	21	25 PAC	22 (LC/CMT)	22 (LC/CMT) JHSW	19 PAC	24 (LC/CMT)	TUESDAY
WEDNESDAY	26 ANNUAL COUNCIL	23 PAC	21 LG(AH)	25	22 COUNCIL	20 ERSP	24 LG(AH)	22	26 COUNCIL	23 BUDGET COUNCIL	23 BPF LCTTEE	20	25 ANNUAL COUNCIL	WEDNESDAY
THURSDAY	27	24	22	26	23	21	25 PFI	23	27	24	24	21	26	THURSDAY
FRIDAY	28	25	23	27	24	22	26	24	28	25	25 GOOD FRIDAY	22	27	FRIDAY
MONDAY	31 BANK HOLIDAY	28 LG CG	26 JHSW	30 BANK HOLIDAY	27 PARTY	25 LG(AH)	29 ELSP	27 XMAS HOLIDAY	31 CSJ/CMAC	28 PFI	28 EASTER MONDAY	25	30 BANK HOLIDAY	MONDAY
TUESDAY		29 BPF LCTTEE	27 LCTTEE	31	28 CON-	26 LSP JHSW	30 ERSP	28 BANK HOLIDAY		29	29	26 LCTTEE	31 PFI	TUESDAY
WEDNESDAY		30 COUNCIL	28 STC		29 FERENCES	27 CSJ/CMAC		29		30 PAC	27 CSJ/CMAC			WEDNESDAY
THURSDAY			29		30			30		31		28		THURSDAY
FRIDAY			30					31				29		FRIDAY

SPECIAL MOTION NO. 3 – COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS 2003/04

Standing in the names of:

- (i) Councillor Colin Aherne
- (ii) Councillor Fiona Evans

"This Council agrees the Council's appointments to Outside Organisations for 2003/04, as set out in the Schedule ***attached***".

jpc/May 03

COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS 2003/4

(Annual Meeting - May 2003)

NAME OF OUTSIDE ORGANISATION	NUMBER OF REPS/RATIO	NOMINATION	TERM/EXPIRES
<p><u>Association of London Government (ALG)</u></p> <p>Leader's Committee</p>	<p>1 Rep. + 2. Deps. (1 vote per authority)</p>	<p>Rep. Cllr. Dame Sally Powell</p> <p>Dep.1 Cllr. Slaughter Dep.2 Cllr. Treloggan</p>	<p>1 year to 31.5.04</p>
<p>Assoc. Joint Cttee - <u>ALG Transport and Environment Committee</u></p>	<p>1 Rep + up to 4 Deps. Ratio (1:0)</p>	<p>Rep. Cllr.Mike Cartwright Dep.1 Cllr.Josie Wicks</p>	<p>1 year to 31.5.04</p>
<p><u>ALG Panels</u></p> <p>Housing</p> <p>+ Health & Social Care + Education + Culture & Tourism + Crime & Public Protection + Economic Development</p> <p>[+ = Council Nominations only]</p>	<p>1 Rep.+ 1 Dep.</p> <p>[Nomination] [Nomination] [Nomination] [Nomination] [Nomination]</p>	<p>1. Cllr. Steve Cowan</p> <p>[Cllr.Stephen Burke] [Cllr.David Williams] [Cllr.David Williams] [Cllr.Reg McLaughlin] [Cllr.Chris Allen]</p>	<p>1 Year to 31.05.04</p>
<p><u>Greater London Provincial Council</u></p> <p>(Council nomination only - Appointments made by ALG Leader's Cttee)</p>	<p>1 Nomination + 2 Deps. (Ratio 1:0)</p>	<p>1. Cllr. Charlie Treloggan (Dep. Cllr.Andrew Slaughter)</p>	<p>1 year to 31.05.04</p>
<p><u>London Boroughs Grants Committee (LBGC)</u></p>	<p>1 Rep. + up to 4 Deps. Ratio (1:0)</p>	<p>Rep: Cllr. Chris Allen Dep.1 Cllr. David Williams</p>	<p>1 year to 31.5.04</p>

<p><u>LHUC</u></p> <p>LHUC Exec. Sub Cttee (LHUESC)</p>	<p>1 Rep. + 2 Deps. (Ratio 1:0)</p> <p>1 Rep + 2 Deps (Ratio 1:0)</p>	<p>1. Cllr. Steve Cowan (Rep)</p> <p>1. Cllr. Steve Cowan (Rep)</p>	<p>1 year to 31.05.04</p> <p>1 year to 31.05.04</p>
<p><u>Local Government Association (LGA)</u></p> <p>- General Assembly</p> <p>** Policy and Strategy ** Planning ** Social Affairs ** Education</p> <p>(**Nominations only)</p>	<p>Up to 4 Reps & 4 Votes</p> <p>1 Nomination 1 Nomination 1 Nomination 1 Nomination</p>	<p>1. Cllr. Slaughter 2. Cllr. Graham 3. Cllr. Dame Sally Powell 4. Cllr. Aherne*</p> <p>* (Cllr. Aherne holds 4 votes on Assembly)</p> <p>1. Cllr. Sally Powell 2. Cllr. Michael Cartwright 3. Cllr. Reg McLaughlin 4. Cllr. David Williams</p>	<p>1 year to 22.7.04</p>

jpc/28/05/03

SCRUTINY IN HAMMERSMITH & FULHAM 2002/2003 ANNUAL REPORT

1. Introduction

- 1.1 This is the fourth annual report on the scrutiny process in Hammersmith and Fulham. It is also the first report on the scrutiny arrangements established by the council in its new constitution of May 2002 under the Local Government Act 2000. This Act required councils to introduce new constitutions involving executive arrangements in one of three forms. The leader and cabinet constitution adopted by the council in May 2002 replaced the decision-making system operated during the 1998-2002 council, which was an innovative form of executive and scrutiny arrangements, developed within the framework of the 1972 Local Government Act.
- 1.2 The council was therefore in a strong position to build on past scrutiny experience and to develop it under the new constitution. A key feature of the new arrangements is the publication of the Forward Plan of Key Decisions (those key decisions which the executive is planning to take in the future). This has enabled scrutiny panels to plan their work programmes, selecting for scrutiny those key executive decisions which they considered most significant and which they wished to influence and shape; and to monitor the outcome of their recommendations in Leader's Committee reports.
- 1.3 The panels have also taken a wider role in policy development, originating topics of public interest and feeding their views as relevant to external partners, service providers and the executive. This is an expanding role and in the case of health scrutiny, a legal responsibility. The Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 has given statutory power from 1 January 2003 to the Health and Social Services Scrutiny Panel to review and scrutinise health matters and to make reports and recommendations to NHS bodies.
- 1.4 Performance review and monitoring has continued to be a key role for all scrutiny panels.
- 1.5 This report is motivated, as in previous years, by the belief that the scrutiny function needs (at least periodically) to turn the spotlight on itself, to identify what has worked well and what could work better. This paper aims to fulfil that need by offering a factual record of scrutiny activity and an assessment of successes and improvement opportunities.
- 1.6 The report covers the work of each of the five scrutiny panels, concluding with a summary of strengths and areas for development.

2. The work of the Scrutiny Panels

Education and Leisure Scrutiny Panel (Chair: Councillor Chris Allen)

The panel has continued the previous practice of holding both general and inspections meetings. 10 OFSTED inspections and 10 follow-up reports have been scrutinised at special inspection meetings with headteachers, chairs of governors and ward councillors participating. As part of an ongoing review of this process, the panel has decided to concentrate on OFSTED inspections and will not be considering follow-up reports in future.

In addition to scrutiny of the education budget proposals, the panel has reviewed the following key areas:-

- Adult Education
- Annual Library Plan
- Arts Strategy Annual Report
- Best Value and the Arts
- Early Years Development Plan Review and Childcare Partnership Implementation Plan 2003-4
- Education Department Performance Plan 2003-4 and Review 2002/3
- Education Development Plan 2002-7 Review
- Excellence in Cities and the City Learning Centre Annual Report
- Play Service Performance Indicators Review
- Phoenix Neighbourhood Renewal Fund Annual Report
- Provision of Speech and Language Therapy
- Reorganisation of Pupil Referral Service and Transfer of Jack Tizard School
- Schools Organisation Plan (Draft)
- Transforming Youth Work

In December, the panel held a joint meeting with Health and Social Services Scrutiny Panel to consider two cross-cutting issues listed below:-

- Best Value Review of Services for Disabled Children and Children with Special Educational Needs
- Educational attainment of children in care in Hammersmith and Fulham 2001/2

Both panels' members found this joint scrutiny extremely useful and propose to meet together on an annual basis.

The panel has benefited from the expertise of its co-opted members (parent governors, teacher, headteacher and Hammersmith & West London College representatives) and from external witnesses, including Hammersmith and Fulham Primary Care Trust's speech and language therapy service.

Public attendance at panel meetings has been variable with the greatest number (approx. 120) participating in the January meeting when the redevelopment of the Janet Adegoke Centre was debated.

Environment and Regeneration Scrutiny Panel (Chair: Councillor Huw Davies)

A major focus of the panel in the latter part of the municipal year has been the subject of bus transport. The panel conducted a single issue meeting for the first time in February 2003. It chose as its focus "Bus Transport Issues" and participants included Transport for London (TfL), relevant bus operators, and the London Transport Users' Committee. The event was well publicised locally which resulted in a high public turnout for the meeting. Members of the public unable to attend were able to submit written evidence or questions in advance. Outcomes of the meeting were considered by the panel at its March meeting which was attended by Chair of the GLA Transport Committee who was keen to work with the borough on this issue and assist in the implementation of the recommendations made to TfL. A number of recommendations went forward from the panel to TFL and to relevant bus operators.

The panel has very much benefited from the range and expertise of its co-opted members (from the Brook Green Association, Central Hammersmith Regeneration Group, Friends of the Earth, Local Agenda 21, Fulham businesses, Hammersmith Community Trust, Richford Street Residents Association and White City Residents' Association) and also from the participation of other external witnesses such as the Western Riverside Authority.

In addition to performance monitoring and scrutiny of budget proposals, the panel has considered the following issues:-

- Air Quality Action Plan
- Air Transport Plan
- Beacon Application - Street and Highway Works
- Beacon Council Status - Improving Green Urban Spaces
- Best Value Performance Indicator 166 - enforcement best practice for environmental health/trading standards function
- Bus Transport Issues (single themed meeting and follow-up reports)
- Construction Training
- Controlled Parking - Review of Policy
- Cyclists Safety
- Enforcement Plans
- Environmental Action Review
- Kerbside Recycling
- Mayor's London Plan
- Neighbourhood Renewal Strategy
- North Fulham New Deal for Communities

- Park Wardens and Constabulary
- Streetscene Action Plan
- Surviving Into Mainstream Initiative
- Transport Borough Spending Plan
- Unitary Development Plan
- Waste Management Strategy

Health and Social Services Scrutiny Panel (Chair: Councillor Reg McLaughlin)

While health issues have been scrutinised over the past few years, this panel was given the major new statutory power from 1 January 2003 to scrutinise and make reports and recommendations to local NHS bodies. The panel has engaged with its health partners and made an impressive start, not least by scrutinising the Local Health Delivery Plan at draft stage on two occasions.

In addition to performance monitoring generally and children's homes in particular, and scrutiny of the budget proposals, the panel has considered the following key issues

- Adoption service and adoption task force
- Children's Trust Proposals
- Community Care (Delayed Discharges) Bill
- Community equipment services best value review
- Counselling for Mental Health best value review
- Day Opportunities And Related Services for Disabled People In Hammersmith & Fulham - review of
- Health Act flexibilities
- Home care charging
- Inter-agency inspection of children's safeguards
- Involving users and carers in mental health services in Hammersmith and Fulham
- Joint planning processes
- Local Health Delivery Plan 2003-5
- Meals on wheels best value review
- Mental health accommodation best value review
- Older People's strategy stage 5 - tender for the provision of two nursing homes, and older people's mental health day facility and an extra care sheltered housing scheme
- Provision of respite care for disabled children
- Services for people with learning disabilities best value review
- Stamford House Reorganisation
- Tamworth Residential Unit: Review and Appraisal
- The Victoria Climbié Inquiry Report: The Council's Response
- The Victoria Climbié Inquiry Report: Hammersmith and Fulham Primary Care Trust's response
- Vulnerable Children - Coordinated Service Planning

A key feature of this panel's meetings has been the involvement of service users and carers in the scrutiny of relevant reports. Their views have very much informed the debate. They include members of the Safety Net People First group on the best value review of services for people with learning disabilities; mental health users and carers, including members of BUGS (Black User Group) and the mental health carer' project on the report "Involving users and carers in mental health services in Hammersmith and Fulham; an adoptive parent who participated in the adoption service review report; and HAFAD members in the scrutiny of home care charging. Service users also gave their views on the social services' budget proposals, principally relating to Brook Green Day Nursery. Children and young people living in the borough's children's homes also met separately with the panel to give their views

In addition to those above and to the Social Services Inspectorate, a number of organisations such as MIND, NSPCC and Voice of the Child in Care have joined in debates on a variety of issues. Their expertise has complemented that of the co-opted members from Better Government for Older People (BGOP), Black and Minority Ethnic Elders (BME), HAFAD and the Community Health Council.

The Hammersmith and Fulham Primary Care Trust has been very much involved in the majority of the meetings; West London Mental Health Trust and Hammersmith Hospitals Trust have participated in relevant items including the Community Care (Delayed Discharges) Bill. All of the trusts also took part in the health scrutiny briefing session held for councillors and coopted members.

Public attendance has varied with the largest attendance of approximately fifty attending the January meeting where the budget proposals were discussed.

Housing (Chair: Councillor Melanie Smallman)

In addition to performance monitoring and scrutiny of the budget proposals, the panel has considered the following key issues to date:-

- Allocations Plan 2003/4
- Anti-Social Behaviour Inquiry - Progress with the Housing Department's recommendations
- Area Housing Office Boundaries - review
- Benefit Fraud Inspectorate report on Housing Benefits Service
- Equalities - interim report
- HIP Strategy / HRA Business Plan
- Homelessness Strategy
- Housing Allocations: Tenant Transfers and Community Lettings 2003/4
- Housing Association Joint Commissioning Process
- Hammersmith and Fulham Housing Commission - presentation from Stephen Hilditch, Chair of the Commission and Report

- Housing Management and Caretaking Best Value Review
- Housing needs and private sector stock condition survey update
- Housing Service Best Value Performance Plan 2002/3
- Integrated Housing Management and Contractor Computer System
- Key worker housing issues
- New Tenancy Agreement
- Parking control on housing estates
- Private Sector Benefits - Best Value Review update
- Supporting People Programme and Strategy
- West London Housing Strategy

The panel has welcomed the participation of Audit Commission inspectors in the scrutiny of best value reports and the Benefits Fraud Inspectorate in the scrutiny of its report on the housing benefits service. It was also pleased to receive a presentation from the Chair of the Housing Commission on its remit and his and other housing commissioners' involvement in the consideration of the final report.

At its April meeting, the panel held a themed meeting on using the private sector as a provider of affordable housing. Expert witnesses from SHELTER the Small Landlords Association and the LB Brent presented their views and participated in the debate on the council's policies and proposals for further innovative work in this area.

Public attendance has been variable however the borough's housing forums and organisations are well-represented by the co-opted members (HAFFTRA, HAFNEP (Non-estate properties), Sheltered Housing Forum, Borough Forum for Housing Association Tenants, Housing Association Forum, BME RSL Forum, Refugee Forum)

Leadership Scrutiny Panel (Chair: Councillor Siobhan Coughlan)

The Panel has considered a wide range of corporate issues over its meetings this year within its extensive terms of reference. In addition to considering regular corporate performance monitoring information, audit reports, revenue and capital budget monitoring, the Panel has also examined:

- Community strategy
- Council constitution
- Corporate budget formulation
- Corporate Performance Assessment (CPA)
- Customer care best value review
- Disabled Access to Council Buildings
- E-Government Strategy
- Electoral Services Best Value Review
- Equalities Review
- Freedoms and Flexibilities
- Managing Absence

- Mystery Shopping
- Progress with the anti-social behaviour inquiry recommendations
- Staff recruitment and retention

The Panel has benefited from useful contributions from the audit commission, metropolitan police and the voluntary and community sector. The September meeting of the Panel was attended by a range of local groups who provided useful input into the formulation of the proposals for voluntary and community sector funding.

3. Summary evaluation

3.1 Strengths

Previous years' annual reports have highlighted a series of strengths that had characterised the Council's approach:

- Breadth of subject coverage;
- Ability to air issues that are 'important but not urgent';
- Range of scrutiny techniques;
- Willingness to innovate;
- Quality of questioning and challenge;
- Development of non-executive member knowledge across subject areas and cross-cutting themes;
- Ability to engage with the detail;
- Bipartisanship; and
- Involvement of stakeholders.

All of these contributed towards the key measure of scrutiny effectiveness: the ability to shape and influence executive policy and operations.

The strengths listed above have been built upon under the new constitutional arrangements and under the new power of scrutiny of NHS bodies.

Over the last twelve months we believe we have made strong progress in five respects:

- *the ability of panels to shape and influence policy;* by providing input and making recommendations into key decisions such as the controlled parking review, the new housing tenancy agreement, the library plan, and the voluntary sector funding review; and in the case of Health and Social Services Panel by influencing the Local Health Delivery Plan , brought before it at a draft stage by Hammersmith and Fulham Primary Care Trust. All panels have monitored the outcome of the recommendations they have made.

- *The ability to originate policy debates and develop policy proposals:* most notably in the case of the Housing Scrutiny Panel's themed meeting on the use of the private sector as a provider of affordable housing
- *the ability and willingness of the panels to experiment with a range of scrutiny techniques;* for example, the single issue meeting held by Environment and Regeneration Scrutiny Panel on bus transport issues attracted a large audience who were able to give written or oral evidence in advance, raise their questions on the night and join in the debate. This meeting led to a range of robust recommendations on accessibility, reliability, information and personal security. A further example is the joint meeting of the Education and Leisure and Health and Social Services Panels to consider cross cutting issues.
- *the ability of the scrutiny process to attract public interest and engagement:* in the bus transport meeting detailed above and in a number of instances particularly in Health and Social Services Scrutiny Panel where service users are specifically invited to give their views. Also in the engagement in the process of 24 co-opted members, with a wide range of expertise and interest.
- *the capacity to plan for the future:* for example, in the preparatory work and training for scrutiny of health

3.2 Areas for improvement

We have identified a number of opportunities for further improvement:

- *Deepening coverage* – panels have got better at restricting the number of subjects covered in each meeting but some agendas are still overloaded. While it is a considerable achievement that the majority of the public key decisions taken from the Forward Plan in 2002/3 have been considered by scrutiny panels at the pre-decision stage, this accounts for a substantial part of the panels' time. Panels will need to be more selective in their approach to pre-decision scrutiny in order to balance work programmes with original items.
- *Shaping panel workplans* – in balancing workplans, there is the opportunity for panels to demonstrate the outward focus of the scrutiny function by creating a closer connection between what is scrutinised and what members of the public are raising as concerns. These may be single issue meetings such as bus transport or more cross cutting topics/issues. There is further scope too for deciding how to look at a particular topic, selecting an interesting and innovative format which will best engage communities, organisations and individuals.
- *Public involvement* - while we have been successful at attracting a wide range of co-opted members and many service users for specific topics, members of the public have mainly attended meetings where contentious

issues were being discussed. This is a pattern in most authorities however we will continue to develop innovative ways of working including single issue meetings to encourage greater public participation. We will also publicise our meetings as widely as possible, including targeted and improved information on our website pages .

4. Conclusion

- 4.1 This has been a challenging year with the introduction of new decision making and scrutiny arrangements. In addition, from 1 January 2003, statutory power was given to local authorities' overview and scrutiny committees (OSC) -in Hammersmith and Fulham , the Health and Social Services Scrutiny Panel - to review and scrutinise health matters and make reports and recommendations to NHS bodies.
- 4.2 External reviews of the new scrutiny arrangements have been positive. The Audit Commission's corporate assessment in December 2002 found that scrutiny panel meetings work well, that members from both parties are well prepared and knowledgeable, that questioning is rigorous but also constructive and that business is conducted in a professional manner.
- 4.3 There is of course always scope to improve as we have highlighted above. The Democratic Renewal Audit undertaken by the Audit Commission in March 2003 suggested the following action "Maintain the momentum of scrutiny by reviewing how the policy development role can be developed and improve agenda management to ensure proper consideration is given to priority areas."
- 4.4. We believe the quality of our scrutiny work is high and that we can point to real results as a consequence of our efforts. At its best, scrutiny can be a highly effective way for non-executive councillors to exercise real influence and help advance the interests of the people who elected them. We hope that the scrutiny arrangements in Hammersmith & Fulham continue to provide these opportunities to members and these benefits to the local community.

Councillor Chris Allen, Chair Education and Leisure Scrutiny Panel
Councillor Siobhan Coughlan, Chair Leadership Scrutiny Panel
Councillor Huw Davies, Chair Environment and Regeneration Scrutiny Panel
Councillor Reg McLaughlin, Chair Health and Social Services Scrutiny Panel
Councillor Melanie Smallman. Chair Housing Scrutiny Panel