

Standards Committee Terms of Reference

Members

6 voting Councillors

Quorum

3 Members of the Committee

Political proportionality

5 Administration members
1 Opposition member

Co-optees

3 voting Independent Persons are invited to attend

1. Membership

- 1.1 The Chair will be elected at the first meeting of the Committee and should be chosen from the Independent Persons in attendance. In the absence of any Independent Persons, the members present shall elect a Chair for the meeting from among the members then present, who shall have the second or casting vote. If the Chair subsequently attends the meeting, the person then in the Chair shall vacate it.

2. Voting

- 2.1 All Members on the Committee shall have voting rights. In the event of an equality of votes, the Chair of the Committee shall have a second casting vote.

3. Procedures

- 3.1 Except as provided herein, Council Procedure Rules (as applicable to all Committees) shall apply in all other respects to the conduct of the Committee.
- 3.2 Meetings of the Committee shall be held in public, subject to the provisions for considering exempt items in accordance with sections 100A-D of the Local Government Act 1972 (as amended).

4. Meetings

- 4.1 Meetings will be convened at the request of the Monitoring Officer as required during the Municipal Year.

5. Responsibilities

- 5.1 To promote and maintain high standards of conduct by the Members and Co-opted Members of the Council and church and parent governor representatives.
- 5.2 To assist Members, Co-opted Members and church and parent governor representatives to observe the Members' Code of Conduct.

- 5.3 To advise the Council on the adoption or revision of the Members' Code of Conduct.
- 5.4 To monitor the operation of the Members' Code of Conduct.
- 5.5 To advise and recommend training for Councillors, and co-opted Members and church and parent governor representatives on matters relating to the Members' Code of Conduct.
- 5.6 To periodically review the "arrangements" under Section 28 of the Localism Act 2011 under which allegations that a Member or co-opted Member of the Council, or of a Committee or Committee of the Council has failed to comply with the Council's Code of Conduct are considered, investigated and determined.
- 5.7 To consider reports referred to the Committee by the Monitoring Officer of investigations into alleged breaches of the Council's Code of Conduct for Members.
- 5.8 To discharge all the Council's functions under Section 28 of the Localism Act 2011 in relation to considering, investigating and making a decision on allegations that a Member or co-opted Member of the Council, or of a Committee or Committee of the Council, has failed to comply with the Code of Conduct.
- 5.9 To hear an appeal where a Member is dissatisfied with the decision in respect of a complaint against them.
- 5.10 To consider any applications for dispensations from Councillors and co-opted members to allow them to participate in decisions.
- 5.11 To consider any complaints in respect of Members referred to the Committee under the Council's "Whistleblowing" procedure and determining the action to be taken, if any.
- 5.12 To consider, advise and, if appropriate, take action upon other Member conduct issues not otherwise dealt with under these terms of reference.

Standards (Complaints) Sub-Committee

Terms of Reference

Members

3 voting Councillors drawn from the membership of the Standards Committee

Quorum

3 Members of the Sub-Committee

Political proportionality

2 Administration members
1 Opposition member

Co-opted Members

None

1. Constitution

- 1.1 Under Section 28 of the Localism Act 2011, the Council must have in place “arrangements” under which allegations that a Member or co-opted Member of the Council, or of a Committee or Committee of the Council, has failed to comply with Code of Conduct.
- 1.2 The Standards (Complaints) Sub-Committee is established by the Standards Committee to consider, investigate and make decisions on such allegations.

2. Meetings

- 2.1 Meetings will be convened at the request of the Monitoring Officer as required during the Municipal Year to enable the Council to discharge its obligations.

3. Voting

- 3.1 All members of the sub-committee have voting rights. In the event of an equality of votes the Chair shall have the casting vote.

4. Chair

- 4.1 The Chair shall be elected by the Members present.

5. Procedures

- 4.1 Council Standing Orders (as applicable to Committees) shall apply at meetings of the sub-committee. In the event of a conflict between these procedures and any guidance or law, then the latter will prevail.

6. Terms of Reference

- 6.1 To discharge all the Council’s functions under Section 28 of the Localism Act 2011 in relation to considering, investigating and making a decision on allegations that a Member or co-opted Member of the Council, or of a Committee or Committee of the Council, has failed to comply with Code of Conduct.

Standards (Appeals) Sub-Committee

Terms of Reference

Members

3 voting Councillors drawn from the membership of the Standards Committee

Quorum

3 Members of the Sub-Committee

The Sub-Committee will comprise a different membership from the Sub-Committee which originally made the decision.

Political proportionality

2 Administration members
1 Opposition member

Co-opted Members

None

1. Constitution

- 1.1 The Standards (Appeals) Sub-Committee is established by the Standards Committee to consider any appeals by Members against the decision of the Standards (Complaint) Sub-Committee where the Member is dissatisfied with the decision of that Sub-Committee in respect of a complaint against them.
- 1.2 Meetings will be convened at the request of the Monitoring Officer as required during the Municipal Year to enable the Council to discharge its obligations.

2. Deliberations

- 2.1 The Sub-Committee in considering the appeal will undertake a review of the existing evidence, correspondence and witness statements. It will not recall witnesses nor take additional evidence.
- 2.2 At the end of its deliberations, the sub-committee will either endorse the previous decision, or conclude that there is no breach and dismiss the complaint.

3. Voting

- 3.1 All members of the sub-committee have voting rights. In the event of an equality of votes the Chair shall have the casting vote.

4. Chair

- 4.1 The Chair shall be elected by the Members present.

5 Procedures

- 5.1 Council Standing Orders (as applicable to Committees) shall apply at meetings of the sub-committee. In the event of a conflict between these procedures and any guidance or law then the latter will prevail.

6. Terms of Reference

- 6.1 To hear an appeal where a Member is dissatisfied with the decision of the Standards (Complaints) Sub-Committee in respect of a complaint against them.
- 6.2 To endorse the previous decision of the Standards (Complaints) Sub-Committee, or to conclude that there is no breach and dismiss the complaint.

Pension Fund Committee

Terms of Reference

Members

5 voting Councillors

Quorum

3 Members of the Committee

Political proportionality

4 Administration members
1 Opposition member

Co-opted Members

The Committee may co-opt non-voting independent members or observers, including employee representatives and non-administering authority members, as appropriate

Chair of the Pension Board - a non-voting observer

1. Membership

- 1.1 The Chair will be drawn from one of the Administration Councillors; the Vice-Chair will be an Opposition Councillor.
- 1.2 The Committee may co-opt non-voting members, including employee representatives and non-administering authority members, as appropriate.

2. Voting

- 2.1 All Councillors on the Committee shall have voting rights. In the event of an equality of votes, the Chair of the Committee shall have a second casting vote. Where the Chair is not in attendance, the Vice-Chair will take the casting vote.

3. Procedures

- 3.1 Except as provided herein, Council Standing Orders (as applicable to Committees) shall apply at meetings of the Committee. In the event of a conflict between these procedures and any guidance or law then the latter will prevail.
- 3.2 Meetings of the Committee shall be held in public, subject to the provisions for considering exempt items in accordance with sections 100A-D of the Local Government Act 1972 (as amended).

4. Meetings

- 4.1 The Pension Fund Committee will meet at least four times a year.
- 4.2 The Chair of the Committee may convene additional meetings as necessary.
- 4.3 The Chief Executive may ask the Committee to convene further meetings to discuss particular issues on which the Committee's advice is sought.

5. Reporting

- 5.1 The Pension Fund Committee will formally report back in writing to the full Council at least annually.

6. Responsibilities

- 6.1 To exercise on behalf of the Council all of the powers and duties of the Council in relation to its functions as Administering Authority of the London Borough of Hammersmith and Fulham Pension Fund. This includes but is not limited to the following matters:

- a) Reviewing and approving the statutory policies of the Fund including the Governance Compliance Statement, Funding Strategy Statement, Investment Strategy Statement, Pension Administration Strategy, Communications Strategy.
- b) To determine the arrangements for the appointment of the Fund Actuary, Investment Consultant and any other Advisor that it may be determined appropriate to appoint.
- c) To agree an annual Internal Audit Plan in respect of the Pension Fund which will include, at least, an annual assurance review of the Pensions Administration service.
- d) To regularly receive and review a comprehensive Risk Register relating to the activities of the Pension Fund.
- e) To agree the Business Plan and Annual Budget of the Fund.
- f) To agree the Pension Fund Annual Report and Financial Statements.
- g) To determine, approve and regularly monitor the arrangements relating to the provision of all matters relating to Pensions Administration functions and the provision of a Pensions Administration Service to the Pension Fund.
- h) To receive regular performance monitoring reports, in such form as it determines, in respect of the Pensions Administration Service.
- i) To review and approve a Reporting Breaches of the Law procedure for the Pension Fund and to regularly receive the Breaches Log.
- j) To make and review an Admission Policy in relating to the admission of Employers to the Fund and be responsible for determining the admission of Employers to the Fund.
- k) To agree the investment strategy and strategic asset allocation having regard to the advice of the Investment Consultant.
- l) To determine the Fund management arrangements, including the appointment and termination of the appointment of Fund Managers.
- m) To monitor the performance of the Pension Funds appointed Fund Managers.
- n) To determine the relationship of the Pension Fund with the London

Collective Investment Vehicle and to monitor its activity and performance.

- o) To determine the arrangements for the provision of Additional Voluntary Contributions for Fund members.
- p) To ensure that the Covenants of Employers are thoroughly assessed as required and at least during every Triennial Actuarial Valuation.
- q) To receive, from the Fund Actuary, Actuarial Valuations of the Fund.
- r) To consider and determine a response to any advisory Recommendation received from the Pensions Board.
- s) To receive and consider the External Auditors Annual Plan and Annual Report on the Pension Fund.
- t) To ensure compliance with all relevant statutes, regulations, government guidance and other codes and best practice as applicable to the Local Government Pension Scheme.
- u) To determine such other policies that may be required so as to comply with the requirements of Government or bodies acting on behalf of Government.
- v) To ensure all members of the Committee undertake appropriate, and ongoing, training to fulfil their responsibilities.