

## **Sub Committees**

### **HOUSING MANAGEMENT & ALMSHOUSES SUB COMMITTEE**

#### **Constitution**

10 Members to be elected by the Community & Children's Services Committee, including the Chairman and Deputy Chairman.

#### **Quorum**

Any 3 Members.

#### **Terms of Reference**

To be responsible for:-

- (a) discharging the City of London Corporation's function in respect of the management of its existing social housing stock (with the Grand Committee retaining responsibility over policies affecting the City's Strategic Housing responsibilities);
- (b) approving schemes affecting the City's existing social housing and proposed stock in accordance with the policies and strategies for investment agreed by the Grand Committee and having regard to the City Corporation's Project Approval Procedure;
- (c) approve policies in relation to the management of housing services to tenants and leaseholders in City estates and review them as necessary;
- (d) the management of the City of London Almshouses (registered charity no 1005857) in accordance with the charity's governing instruments; and
- (d) advising the Grand Committee on:-
  - the general performance of the Social Housing Service and the Almshouses; and
  - its recommendations concerning the Allocation Scheme in the City's Housing Registration process.

**Suggested frequency of meetings:** a minimum of 4 a year

**THE COMMITTEE ARE ASKED TO APPOINT 10 MEMBERS.**

## **SAFEGUARDING SUB-COMMITTEE**

### **Constitution**

8 Members appointed by the Community & Children's Services Committee, including the Chairman and Deputy Chairman.

### **Quorum**

Any 3 Members.

### **Terms of Reference**

To be responsible for:-

1. overseeing the discharge of the City of London's responsibilities to safeguard children and adults who have been identified as requiring support and protection;
2. ensuring, in respect of children entering public care, that the duty of the local authority as a corporate parent to safeguard and promote a child's welfare is fulfilled;
3. monitoring the Community & Children's Services Department's performance in respect of its work to safeguard children and adults and make recommendations to the Grand Committee to bring about improvements as appropriate; and
4. exercising its functions with regards to the views of relevant service users, as appropriate.

**Suggested frequency of meetings:** a minimum of 2 a year

**THE COMMITTEE ARE ASKED TO APPOINT 8 MEMBERS.**

## EDUCATION BOARD

### Constitution

- 10 Members elected by the Court of Common Council, at least two of whom shall have fewer than five years' service on the Court at the time of their appointment;
- Up to four external representatives, appointed by the Education Board, with appropriate expertise in the field of education (i.e. non-Members of the Court of Common Council, who shall have voting rights);
- One Member appointed by the Policy & Resources Committee
- **One Member appointed by Community & Children's Services Committee**

### Quorum

The Quorum to consist of any five Common Council Members and one of the four external representatives.

### Terms of Reference

- (a) To monitor and review the City of London Education Strategy, and to oversee its implementation in consultation with the appropriate City of London Committees; referring any proposed changes to the Court of Common Council for approval;
- (b) To oversee generally the City of London Corporation's education activities; consulting with those Committees where education responsibilities are expressly provided for within the terms of reference of those Committees and liaising with the City's affiliated schools and co-sponsors;
- (c) To be responsible for the oversight and monitoring of the City of London Corporation's sponsorship of its Academies, including the appointment of academy governors and, where relevant Members, Directors and Trustees;
- (d) To constitute Sub-Committees in order to consider particular items of business within the terms of reference of the Board.
- (e) To recommend to the Court of Common Council candidates for appointment as the City of London Corporation's representative on school governing bodies where nomination rights are granted and which do not fall within the remit of any other Committee;
- (f) To monitor the frameworks for effective accountability, challenge and support in the City Schools\*;
- (g) To be responsible for the distribution of funds specifically allocated to it for education purposes, in accordance with the City of London Corporation's strategic policies;
- (h) Oversight of the City of London Corporation's education-business link activities.

\*The expression "the City Schools" means those schools for which the City has direct

responsibility, as proprietor, sponsor or local authority, namely: The Sir John Cass Foundation Primary School, The City Academy Hackney, the City of London Academies Southwark, the City of London Academy Islington, the City of London School, the City of London School for Girls, and the City of London Freeman's School.

**Suggested frequency of meetings:** a minimum of 6 a year

**THE COMMITTEE ARE ASKED TO APPOINT 1 MEMBER.**

## **INTEGRATED COMMISSIONING SUB-COMMITTEE**

### **Constitution**

- 3 Members appointed by the Community & Children's Services Committee.
- It is convention for the Chairman and Deputy Chairman of the Grand Committee to be appointed to this subcommittee but not in an ex-officio role.

### **Quorum**

Any three Members.

It is within the gift of the Committee to appoint a Member to act as a Deputy or substitute. This Member will be invited to attend sub committee meetings when a full Member gives their apologies.

**Suggested frequency of meetings:** a minimum of 4 a year

**THE COMMITTEE ARE ASKED TO APPOINT 3 FULL MEMBERS & ONE DEPUTY MEMBER.**

### **Lead Member Portfolios**

1. At the Grand Committee meeting held on 10 May 2013, Members agreed the Member Portfolio System. The purpose of the Portfolio system is for Members of the Committee to have responsibility for specific areas of the Community & Children's Services Department's work and gain expert knowledge and expertise, thus enhancing the Committee's oversight role.
2. The Portfolio system operates through direct liaison between relevant officers in the Department and Lead Members. An officer nominated by the Director in the relevant area of business makes regular contact with their respective Lead Members, keeping them informed of developments or issues which may arise throughout the year.
3. Lead Members oversee the work that takes place, challenging and following up issues where necessary. The Portfolio system boosts the support which the Committee provides to the Department in delivering outcomes. Lead Members are encouraged to raise issues at the Grand Committee to ensure that appropriate action is taken, and there is to be a 'Standing Item' on the agenda to provide the Committee with an update on developments that take place in-between meetings.

<b>Portfolios</b>	<b>Role</b>
<b>Children Safeguarding Lead Member</b> The Chairman & 1 Member of the Safeguarding Sub Committee  <b>THE COMMITTEE ARE ASKED TO APPOINT 1 MEMBER OF THE SAFEGUARDING SUB COMMITTEE</b>	<p>The lead member role is a statutory role charged with championing the needs of children and young people. The Chairman and the nominated lead member will fulfil the statutory role as the lead member responsible for children's services.</p> <p>Lead members are expected to attend the following statutory meetings:</p> <ol style="list-style-type: none"> <li>1. The City and Hackney Safeguarding Board</li> <li>2. Statutory meetings with the Director of Children's Services</li> <li>3. Statutory meetings with OFSTED</li> <li>4. Statutory meetings with Children in Care Council</li> <li>5. Be a member of the safeguarding sub committee.</li> </ol> <p>The Lead Members will receive regular updates on key areas of Children Safeguarding, and will have involvement in relevant commissioning areas.</p>
<b>Adult Safeguarding</b> 2 Members of the Safeguarding Sub Committee.	<p>The lead members are expected to champion the needs of older people.</p> <p>Lead members are expected to cover the following statutory meetings:</p> <ol style="list-style-type: none"> <li>1. Attend the quarterly City and Hackney Adult safeguarding</li> </ol>

<p><b>THE COMMITTEE ARE ASKED TO APPOINT <u>TWO</u> MEMBERS OF THE SAFEGUARDING SUB COMMITTEE.</b></p>	<p>board.</p> <ol style="list-style-type: none"> <li>2. Attend the quarterly adult advisory board</li> <li>3. Attend the quarterly rough sleepers board</li> <li>4. Attend statutory meetings with CQC</li> <li>5. One Member to be part of the safeguarding subcommittee.</li> </ol> <p>The Lead Members will receive regular updates on key areas of Adult Safeguarding, and will have involvement in relevant commissioning areas.</p>
<p><b>Young People</b> 1 Member</p> <p><b>THE COMMITTEE ARE 1 TO APPOINT <u>ONE</u> MEMBER OF THE GRAND COMMITTEE.</b></p>	<p>The Committee has, in the past, appointed a representative to serve on initiatives like the Balfour Beatty London Youth Games and Partnership for Young London. The Lead Members will receive regular updates on our work with Young People, and will have involvement in relevant commissioning areas.</p>
<p><b>Rough Sleepers</b> 1 Member</p> <p><b>TO APPOINT <u>1</u> MEMBER OF THE GRAND COMMITTEE.</b></p>	<p>The lead member is expected to support, challenge, scrutinise and champion the work undertaken in relation to rough sleepers, attend quarterly meetings of the Members and Officers Rough Sleepers Group.</p>