

Appendix 1

HOUSING MANAGEMENT & ALMSHOUSES SUB COMMITTEE

Constitution

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

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.

Appendix 2

SAFEGUARDING & SPECIAL EDUCATIONAL NEEDS SUB-COMMITTEE

Constitution

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

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.

Appendix 3

HOMELESSNESS AND ROUGH SLEEPING SUB COMMITTEE

Constitution¹

- i. The Chair & Deputy Chair of the Community and Children's Services Committee;
- ii. A total of six Members elected by the Community and Children's Services Committee, consisting of:
 - a. Members of the Community and Children's Services Committee; with
 - b. Up to two Members of the Court of Common Council
- iii. One Member appointed by and representing the City of London Police Authority Board;
- iv. A representative of the City Churches;
- v. Chair of the Safer City Partnership or his/her/their representative;
- vi. Three external members in accordance with the Membership Scheme²

The **quorum** of the Sub Committee shall consist of any three Members of the Court of Common Council.

Terms of Reference³:

To scrutinise, give consideration, and make recommendations to the Grand Committee of:

1. Strategies and proposals to alleviate rough sleeping and homelessness in the City of London together with other associated activities.
2. Government and regional policies on rough sleeping; and their impact on the City of London Corporation's Rough Sleeping and Homelessness Strategy and practice arrangements.

Suggested frequency of meetings – 4 times a year

¹ As set out in the Schedule approved by the Community & Children's Services Committee on 11 March 2024.

² As set out in the Schedule approved by the Community & Children's Services Committee on 11 March 2024.

³ As set out in the Schedule approved by the Community & Children's Services Committee on 11 March 2024.

Homelessness and Rough Sleeping Sub Committee Schedule of Constitution and Terms of Reference

Appointments

1. The Representative of City Churches is appointed by the Community and Children's Services Committee, following recommendation by the Archdeacon of London.
 - a. This appointment is reviewed every 3 years
2. Even as an appointee, a City of London Officer does not have voting rights.

Member Scheme

1. The Sub Committee will have the power to co-opt up to three external members outside of the Court of Common Council.
 - a. These individuals will provide specialism and experience relevant to the subject matter; or
 - b. Who are currently working in the field of homelessness, or who have lived expertise and experience of homelessness, or expertise and experience of accessing services related to homelessness.
 - c. Two appointments are two-year terms, and one appointment a three-year term.
2. In the first instance of an external member vacancy, The City of London Police Authority Board has priority to appoint a second Member appointed by and representing the City of London Police Authority Board.
3. The external member appointment process is as follows:
 - a. Offer a vacant external membership to the City of London Police Authority Board. With up to two City of London Police Authority Board representatives on the Sub Committee.
 - b. Advertise the vacant external membership(s) on the City of London Corporation website.
 - c. The Town Clerk to redact personal information for a blind review of applications to the Panel.
 - d. The lead officers to create a shortlist of candidates.
 - e. The Recruiting Panel will consist of the Chairs and Deputy Chairs of CCS and HRS (or their representatives) along with a maximum of two officers appointed by the Executive Director, Community and Children's Services.
 - f. The Panel to approve the shortlist, conduct interviews, and present to CCS Grand Committee recommendations of appointments for final approval.

Annual Plan

Officers will report on:

1. new approaches to working with rough sleepers;
2. financial implications in delivering a service to rough sleepers;
3. the health and wellbeing of rough sleepers, what services are required and how they can be delivered;
4. implications of any enforcement activities;
5. collection of data, including the number of rough sleepers on the City streets, and other relevant evidence of outcomes; and
6. officer liaison with other local authorities and agencies working towards tackling homelessness and rough sleeping

Appendix 4

INTEGRATED CARE SUB COMMITTEE

(CITY AND HACKNEY PLACE BASED PARTNERSHIP)*

Constitution

1. 3 Members and three Deputies appointed by the Community & Children's Services Committee. *The Chairman and Deputy Chairman of the Grand Committee are appointed to this Board but not in an ex-officio role.* **
2. The Chairman of the Health and Wellbeing Board.

Quorum

Any three Members.

The full Terms of Reference for the City and Hackney Place-based Partnership are included Separately.

**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 meetings when a full Member gives their apologies.

Frequency of meetings: a minimum of 4 a year – arranged by the London Borough of Hackney.

Appendix 5

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.

Portfolios	Role
Adult and Children Safeguarding	The Lead Members are expected to attend the following statutory meetings: <ol style="list-style-type: none">1. The City and Hackney Safeguarding Board2. OFSTED4. Children in Care Council5. Safeguarding & Special Educational Needs Sub-Committee The Lead Members will receive regular updates on key areas of Children's' Safeguarding and will have involvement in relevant commissioning areas.
	Lead Members are expected to attend the following statutory meetings: <ol style="list-style-type: none">1. Quarterly City and Hackney Adult safeguarding board.2. Quarterly Adult Advisory Board3. Homelessness and Rough Sleeping Sub Committee4. Care Quality Commission5. Safeguarding Sub Committee The Lead Members will receive regular updates on key areas of Adult Safeguarding and will have involvement in relevant commissioning areas.

Young People	<p>The nominated Lead Member for young people is charged with championing universal needs of young people living, studying or working in the City. The Lead Member will support cross Corporation working and have involvement in relevant services for young people, such as;</p> <ol style="list-style-type: none"> 1. Universal youth provision in the square mile 2. City Youth Forum 3. Apprenticeship, work experience, volunteering opportunities and Culture Mile learning, within the Terms of Reference of the Community and Children's Services Committee.
Carers' and Special Educational Needs Champion	<p>To act as a point of contact for the City's carers.</p>