



**Resources Department
Town Hall, Upper Street, London, N1 2UD**

AGENDA FOR THE AUDIT COMMITTEE

Members of the Audit Committee are summoned to an additional meeting, which will be held in **Room 105, Town Hall, Upper Street, N1 2UD**, on **17 December 2019 at 7.00 pm.**

Enquiries to : Mary Green
Tel : 020 7527 3005
E-mail : democracy@islington.gov.uk
Despatched : 9 December 2019

Membership

Councillor Nick Wayne (Chair)
Councillor Sue Lukes (Vice-Chair)
Councillor Rowena Champion
Councillor Anjna Khurana
Alan Begg (Independent member)
Nick Whitaker (Independent member)

Substitute Members

Councillor Vivien Cutler
Councillor Mouna Hamitouche MBE
Councillor Sara Hyde
Councillor Flora Williamson

Quorum: is 3 Councillors



A. Formal Matters

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1. Apologies for absence
2. Declaration of substitute members
3. Declarations of interest

If you have a **Disclosable Pecuniary Interest*** in an item of business:

- if it is not yet on the council's register, you **must** declare both the existence and details of it at the start of the meeting or when it becomes apparent;
- you may **choose** to declare a Disclosable Pecuniary Interest that is already in the register in the interests of openness and transparency.

In both the above cases, you **must** leave the room without participating in discussion of the item.

If you have a **personal** interest in an item of business **and** you intend to speak or vote on the item you **must** declare both the existence and details of it at the start of the meeting or when it becomes apparent but you **may** participate in the discussion and vote on the item.

***(a) Employment, etc** - Any employment, office, trade, profession or vocation carried on for profit or gain.

(b) Sponsorship - Any payment or other financial benefit in respect of your expenses in carrying out duties as a member, or of your election; including from a trade union.

(c) Contracts - Any current contract for goods, services or works, between you or your partner (or a body in which one of you has a beneficial interest) and the council.

(d) Land - Any beneficial interest in land which is within the council's area.

(e) Licences- Any licence to occupy land in the council's area for a month or longer.

(f) Corporate tenancies - Any tenancy between the council and a body in which you or your partner have a beneficial interest.

(g) Securities - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

This applies to **all** members present at the meeting.

B. Items for Decision - Audit Committee

1. Appointments and amendments to the terms of reference of the Audit Committee and Personnel Sub-Committee

1 - 6

C. Urgent non-exempt items

Any non-exempt items which the Chair agrees should be considered urgently by reason of special circumstances. The reasons for urgency will be agreed by the Chair and recorded in the minutes.

D. Exclusion of press and public

To consider whether, in view of the nature of the remaining item on the agenda, it is likely to involve the disclosure of exempt or confidential information within the terms of the Access to Information procedure rules in the Constitution and, if so, whether to exclude the press and public during discussion thereof.

E. Confidential/exempt items

F. Urgent exempt items (if any)

Any exempt items which the Chair agrees should be considered urgently by reason of special circumstances. The reasons for urgency will be agreed by the Chair and recorded in the minutes.

The next ordinary meeting of the Audit Committee and Audit Committee (Advisory) Committee will be on 28 January 2020

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Report of : Monitoring Officer and Acting Director of Law and Governance

Meeting of	Date	Ward(s)
Audit Committee	17 December 2019	n/a

Delete as appropriate	Non-exempt
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Subject: APPOINTMENTS AND TERMS OF REFERENCE

1. Synopsis

This report seeks agreement to the appointment of a new Chair and member of Personnel Sub-Committee and to revised Terms of Reference for both Audit Committee and Personnel Sub-Committee.

2. Recommendations

2.1 Audit Committee

- a) To agree the revisions to the Terms of Reference detailed in Appendix A

2.2 Personnel Sub-Committee

- (a) To agree the revisions to the Terms of Reference detailed in Appendix A.
- (b) To note that Councillor Nick Wayne is standing down as Chair of Personnel Sub-Committee with immediate effect.
- (c) To appoint Councillor Anjna Khurana as Chair and Councillor Troy Gallagher as a member of the committee for the remainder of the municipal year 2019/20, or until successors are appointed.
- (d) To note the membership of the committee detailed in Appendix A

- (e) To agree the payment of a Special Responsibility Allowance of £3,355 pa to the Chair of Personnel Sub Committee with immediate effect.
- (f) To note that the Special Responsibility Allowance will be included in the Members Allowance Scheme in future years and will be subject to agreed changes to that scheme.

3. Background

- 3.1 Audit Committee is responsible for the terms of reference and membership of Personnel Sub-Committee.

4. Implications

4.1 Financial Implications

There are no significant financial implications arising from this decision.

4.2 Legal Implications

These are set out in the report.

4.3 Environmental Implications and contribution to net zero carbon by 2030.

There are no environmental impacts arising from this report.

4.3 Resident Impact Assessment

The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

A resident impact assessment has not been carried out since the contents of this report relate to a purely administrative function and there are no direct impacts on residents.

5. Conclusion and reasons for recommendations

Approval to the recommendations is needed to ensure that the arrangements for Personnel Sub-Committee are suitable for a range of senior appointments and properly constituted.

Background papers: None.

Final Report Clearance

Signed by

A handwritten signature in black ink, appearing to read 'P Felber', is centered within a light gray rectangular box.

9 December 2019

Monitoring Officer and Acting Director of Law
and Governance

Date

Report author	Mary Green
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AUDIT COMMITTEE

Amendments to the Terms of Reference:

General Matters

3. To appoint a Personnel Sub-Committee, including approval of its terms of reference and membership. Members of the sub-committee will be include the Chair of the Audit Committee the Leader of the Council, the Executive Member with responsibility for Human Resources, and ~~two~~ three ordinary member positions, one of whom will be appointed as Chair by the Audit Committee. All other Executive Members will be appointed to act as substitutes for the Sub-Committee, with the relevant Executive Member joining the Sub-Committee depending on the appointment being made. There will also be 5 ordinary member substitutes, one of whom will be the Chair of Audit Committee.

PERSONNEL SUB-COMMITTEE

Amendments to the Terms of Reference:

Composition

The Audit Committee will appoint members and substitutes to the Personnel Sub-Committee and appoint the Chair. ~~following appoints made at the Annual Council meeting.~~ Members of the sub-committee will ~~include the Chair of the Audit Committee~~ be the Leader of the Council, the Executive Member with responsibility for Human Resources, and ~~two~~ three ordinary member positions. One of the ordinary sub-committee members will be the appointed Chair. All other Executive Members will be appointed to act as substitutes for the Sub-Committee, with the relevant Executive Member joining the Sub-Committee depending on the appointment being made. There will also be 5 ordinary member substitutes, one of whom will be the Chair of Audit Committee.

If a member of the sub-committee cannot attend a meeting, they will arrange for a substitute to attend. Substitutes should be selected bearing in mind that the sub-committee should be broadly representative of the Council.

Addition to the Terms of Reference:

12. To receive notification when any member of staff performing a role appointed by Personnel Sub Committee leaves their position or gives notice that they are leaving and to agree a timeline for recruitment, if applicable.

PERSONNEL SUB-COMMITTEE

Membership

Councillors	Substitute Members
Anjna Khurana (Chair)	All other Executive members and five backbench councillors to be confirmed
Richard Watts	
Andy Hull	
Jenny Kay	
Troy Gallagher	