



## COUNCIL MEETING - 13 JULY 2023

Councillors of the London Borough of Islington are summoned to attend a meeting of the Council to be held in the Council Chamber, Town Hall, Upper Street, N1 2UD on **13 July 2023 at 7.30 pm.**

**Chief Executive**

### AGENDA

	Page
1. Minutes	1 - 14
The minutes of the Annual Council meeting held on 11 May 2023	
2. Declarations of Interest	
If you have a <b>Disclosable Pecuniary Interest*</b> in an item of business:	
▪ if it is not yet on the council's register, you <b>must</b> declare both the existence and details of it at the start of the meeting or when it becomes apparent;	
▪ you may <b>choose</b> 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 <b>must</b> leave the room without participating in discussion of the item.	
If you have a <b>personal</b> interest in an item of business <b>and</b> you intend to speak or vote on the item you <b>must</b> declare both the existence and details of it at the start of the meeting or when it becomes apparent but you <b>may</b> participate in the discussion and vote on the item.	
*(a) <b>Employment, etc</b> - 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.

### 3. Mayoral Announcements

- (i) Apologies
- (ii) Order of business
- (iii) Declaration of discussion items
- (iv) Mayor's announcements
- (v) Length of speeches

### 4. Leader's Announcements

The Leader will address the Council;

The Leader of the Opposition will then be invited to respond.

- |     |  |             |
|-----|--|-------------|
| 5.  | Petition Debate: Stop the cuts at Laycock Primary School Deaf Provision                  | 15 - 16     |
| 6.  | Petition Debate: Greener Grade II listed and conservation area homes                     | 17 - 18     |
| 7.  | Petitions<br>To receive any other petitions submitted to the meeting.                    |             |
| 8.  | Questions from Members of the Public   | 19 - 24     |
| 9.  | Questions from Members of the Council  | 25 - 28     |
| 10. | Armed Forces Covenant - Annual Update  | 29 - 44     |
| 11. | Standards Committee report to Council - Updated Member Code of Conduct and Dispensations | 45 - 58     |
| 12. | Constitution Update  | 59 -<br>144 |

13. Council Appointments Report 145 -  
152

14. Notices of Motion 153 -  
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Where a motion concerns an executive function, nothing passed can be actioned until approved by the Executive or an officer with the relevant delegated power.

- Motion 1: Divest from the arms trade
- Motion 2: Anti-Strike Legislation
- Motion 3: Diverse Councils Declaration
- Motion 4: Upholding the right to protest

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Despatched : 5 July 2023

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**LONDON BOROUGH OF ISLINGTON**  
**ANNUAL COUNCIL MEETING - 11 MAY 2023**

**MINUTES OF PROCEEDINGS**

At the meeting of the Annual Council held at Council Chamber, Town Hall, Upper Street, N1 2UD on 11 May 2023 at 7.30 pm.

**Present:**

Bell-Bradford	Hayes	O'Sullivan
Bossmann-Quarshie	Heather	Ogunro
Burgess	Hyde	Ozdemir
Champion	Ibrahim	Pandor
Chapman	Jackson	Poyser
Chowdhury	Jeapes	Russell
Cinko-Oner	Jegorovas-Armstrong	Shaikh
Clarke	Kay	Spall
Comer-Schwartz	Khondoker	Staff
Convery	Khurana	Turan
Craig	Klute	Ward
Croft	McHugh	Weekes
Gallagher	Nathan	Williamson
Gilgunn	Ngongo	Woolf
Graham	North	
Hamdache	O'Halloran	

**The Mayor (Councillor Marian Spall) in the Chair**

**14 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:**

That the minutes of the previous meeting held on 2 March 2023 be agreed as a correct record and the Mayor be authorised to sign them.

**15 MAYORAL ANNOUNCEMENTS**

(a) Apologies for absence

Apologies were received from Councillors Gill, Nargund, Mackmurdie, Wayne and Zammit.

(b) Declaration of interests

None.

(c) Order of Business

The order of business was as per the Agenda

(d) Mayor's Announcements

The Mayor commented that March had been a wonderful month with the Civic and Ben Kinsella Awards evening at the Town Hall. Awards had been given to local heroes who supported the community in a variety of ways, including people who organise projects to provide free food or hot meals, people who support young people in Islington, and those who offer support to survivors of domestic abuse and vulnerable people in our community. The Mayor thanked all that attended.

Towards the end of March, the Mayor had unveiled new artwork in Archway celebrating the local Irish community. The beautiful mosaic was created by artist Maud Milton with the assistance of pupils in local primary schools, and paid tribute to Irish heritage and culture, which had played an important role in Islington's history.

The Mayor had attended a number of religious celebrations, including the Finsbury Park Street Iftar, the Easter Sunday service at St Mary's Church and Easter celebrations at a local care home, complete with tea and live music. The Mayor had also attended community events to mark St George's Day, St Patricks Day and St David's Day.

The Mayor had been honoured to visit many coronation events hosted by community organisations in Islington. It was so special to see so many different groups from across the borough celebrating together.

**16 LEADER'S ANNOUNCEMENTS**

The Leader, Councillor Kaya Comer-Schwartz, remarked it had been amazing to join the events across the borough over the King's Coronation weekend. The Leader commented on the Local Elections that had taken place outside of London and was happy to see victories for the Labour party across the UK. The Leader explained the Council was committed to helping residents with the cost-of-living crisis, and commented on the council's work to support residents, including an extension to the hardship fund and the abolition of library fines.

The Leader noted that the Chief Executive, Linzi Roberts-Egan, would be taking up a new role at the London Borough of Waltham Forest. The Leader thanked Linzi for all her hard work across the Council and wished her well in her new endeavours.

The Leader of the Opposition, Councillor Caroline Russell responded. Councillor Russell commented that two significant events had happened over the last week; an increase in votes against the Conservative Party at local elections, and the new Police, Crime, Sentencing and Courts Act being enforced to disrupt peaceful protest at the Coronation events; a policy she hoped would be reversed in future.

Councillor Russell thanked the Mayor for her service over the last year and hard work across the borough representing the Council. Councillor Russell also thanked the Chief Executive for all her work, especially that over the Covid-19 pandemic.

Councillor Russell commented that it was great that the Council was webcasting meetings and holding hybrid meetings, to make committee meetings accessible to as many people as possible.

Councillor Russell reflected on her time as a Green Councillor and Leader of the Opposition and thanked all those that had helped her, especially when she was a lone councillor without an opposition group. Councillor Russell was glad to be able to hand over the Leader of the Opposition role to Councillor Benali Hamdache.

**17 VOTE OF THANKS AND PRESENTATION OF SCROLL TO PAGEANTMASTER OF THE LONDON BOROUGH OF ISLINGTON**

Councillor Comer-Schwartz moved a vote of thanks to the outgoing Pageantmaster, Peter McCafferty.

The Mayor presented Peter McCafferty with a scroll to recognise his service to the borough over the past thirty years. The Council thanked the Pageantmaster for his work championing the borough's military and veteran organisations, and all his guidance and support over the years.

**18 VOTE OF THANKS AND PRESENTATION OF COMMEMORATIVE BADGES TO OUTGOING MAYOR AND CONSORT**

Councillor Ngongo moved a vote of thanks to the Outgoing Mayor, Councillor Spall, and Outgoing Mayoress, Helen Spall. Councillor Poyser seconded. It was commented that the Mayor had made a significant contribution to the borough over the past year. The Mayor had worked to celebrate and champion the borough and had helped raise awareness and a tremendous amount of money for her chosen charities, Whittington Health Charity, and Ronald McDonald Moorfields House.

The Mayor thanked her fellow councillors, commenting that it was an honour and privilege to serve the Borough; she commented what a unique year it had been, being part of Her Majesty the Queen's Platinum Jubilee, leading the borough in the mourning of Her Majesty the Queen's death, and being present at the proclamation of the new King and celebrating the King's Coronation. The Mayor had been very proud to support businesses as the local economy continued to bounce back following the pandemic, as well as an honour to work closely with the Islington Veterans' Association to support the borough's armed forces community. The Mayor expressed her thanks to everyone she had the pleasure of working with over the last year and would forever be grateful for all their help.

**19 TO ELECT THE MAYOR OF THE LONDON BOROUGH OF ISLINGTON FOR THE ENSUING MUNICIPAL YEAR**

Councillor O'Halloran, seconded by Councillor Turan, moved that Councillor Heather be elected as the Mayor for the ensuing municipal year.

**RESOLVED:**

That Councillor Heather be elected as the Mayor of the London Borough of Islington for 2023/24.

**The Council adjourned while Councillor Heather was invested with the robes of office.**

**The Mayor (Councillor Gary Heather) in the Chair**

**20 DECLARATION OF ACCEPTANCE OF OFFICE BY THE MAYOR**

The Mayor accepted by office by making the required declaration.

The Mayor advised that his Mayoress would be Councillor Tricia Clarke

The Mayor thanked his colleagues, friends and family. The Mayor congratulated Councillor Spall on her year as Mayor. The Mayor announced that his charity would be Voluntary Action Islington

The Mayor appointed Councillor Anjna Khurana to the role of Deputy Mayor. Micky Khurana was appointed as the Deputy Mayor's Consort.

**21 APPOINTMENT OF THE DEPUTY LEADER AND THE EXECUTIVE**

Councillor Comer-Schwartz introduced the paper.

**The Council noted the following appointments made by Councillor Comer-Schwartz as Leader of the Council:**

- Deputy Leader and Executive Member for Finance, Planning and Performance – Cllr Diarmaid Ward
- Executive Member for Inclusive Economy and Jobs – Cllr Santiago Bell-Bradford
- Executive Member for Environment, Air Quality & Transport – Cllr Rowena Champion
- Executive Member for Equalities, Culture & Inclusion – Cllr Roulin Khondoker
- Executive Member for Children, Young People & Families – Cllr Michelline Safi Ngongo
- Executive Member for Homes and Communities – Cllr Una O'Halloran
- Executive Member for Health and Social Care – Cllr Nurullah Turan
- Executive Member for Community Safety – John Woolf



**22 CALCULATION OF POLITICAL BALANCE (PROPORTIONALITY) AND ARRANGEMENTS FOR COMMITTEES**

Councillor Hyde moved the recommendations in the report. The recommendations were put to the vote and **CARRIED**.

**RESOLVED:**

- (i) That the Council note the political balance of the Council is:
  - 47 Members of the Labour Group
  - 3 Members of the Green Group
  - 1 independent member, who is not a member of a political group.
- (ii) That the allocation of seats be approved, in order to comply with the political balance regulations requiring seats to be allocated proportionately to the political groups on the Council, as detailed in the report.
- (iii) That the Programme of Meetings for 2023-24 be noted.

**23 APPOINTMENT OF COUNCILLORS TO POLITICAL POSITIONS AND THE APPOINTMENT OF CHAIRS AND VICE CHAIRS AND MEMBERSHIP OF COMMITTEES**

Councillor Hyde moved the recommendations in the report. The recommendations were put to the vote and **CARRIED**.

**RESOLVED:**

- (i) That Council note that the Labour Group have notified the following appointments:

Leader of Group	Councillor Kaya Comer-Schwartz
Deputy Leader of Group	Councillor Santiago Bell-Bradford
Chief Whip	Councillor Sara Hyde
Deputy Whips	Councillors Jason Jackson & Fin Craig
Chair of Group	Councillor David Poyser
Vice-Chair	Councillor Angelo Weekes
Secretary	Councillor Jilani Chowdhury
Treasurer	Councillor Satnam Gill
Social Secretary	Councillor Heather Staff
Ordinary Member Posts	Councillors Bashir Ibrahim & Valerie Bossman-Quarshie

- (ii) That Council note that the Green Group have notified the following appointments:

Leader of Group	Councillor Benali Hamdache
Deputy Leader of Group	Councillor Ernestas Jegorovas-Armstrong
Group Business Manager	Councillor Caroline Russell

(iii) That the following appointments be made to the Policy and Performance Committee for 2023/24 or until successors are appointed:

**POLICY & PERFORMANCE COMMITTEE** (12 Councillors)

Councillor Flora Williamson (Chair)	Councillor Hannah McHugh
Councillor Paul Convery (Vice-Chair)	Councillor Bashir Ibrahim
Councillor Jilani Chowdhury	Councillor Saiqa Pandor
Councillor Jason Jackson	Councillor Angelo Weekes
Councillor Tricia Clarke	Councillor Heather Staff
Councillor Sheila Chapman	Councillor Benali Hamdache

**Substitutes:**

Councillor Nick Wayne	Councillor Troy Gallagher
Councillor Dave Poyser	Councillor Praful Nargund
Councillor Caroline Russell	

(iv) That the following appointments be made to the remaining committees for 2023/24 or until successors are appointed:

**CHILDREN'S SERVICES SCRUTINY COMMITTEE** (8 Councillors)

Councillor Sheila Chapman (Chair)	Councillor Fin Craig
Councillor Valerie Bossman-Quarshie (Vice Chair)	Councillor Toby North
Councillor Rosaline Ogunro	Councillor Saiqa Pandor
Councillor Clare Zammit	Councillor Ernestas Jegorovas-Armstrong

**Co-opted Members for Education related issues:**

Roman Catholic Diocese – Mary Clement  
Parent Governor Representative (Primary) – Jon Stansfield  
Parent Governor Representative (Secondary) – Zaleera Wallace

**Substitutes:**

Councillor Jilani Chowdhury	Councillor Paul Convery
Councillor Dave Poyser	Councillor Heather Staff
Councillor Ilkay Cinko-Oner	Councillor Benali Hamdache

**ENVIRONMENT & REGENERATION SCRUTINY COMMITTEE** (8 Councillors)

Councillor Tricia Clarke (Chair)	Councillor Mick Gilgunn
Councillor Clare Jeapes (Vice Chair)	Councillor Ruth Hayes
Councillor Angelo Weekes	Councillor Claire Zammit
Councillor Fin Craig	Councillor Caroline Russell

**Substitutes:**

Councillor Jason Jackson  
Councillor Heather Staff  
Councillor Toby North

Councillor David Poyser  
Councillor Flora Williamson  
Councillor Ernestas Jegorovas-Armstrong

**HEALTH AND CARE SCRUTINY COMMITTEE (8 Councillors)**

Councillor Jilani Chowdhury (Chair)  
Councillor Joseph Croft (Vice Chair)  
Councillor Janet Burgess  
Councillor Tricia Clarke

Councillor Fin Craig  
Councillor Mick Gilgunn  
Councillor Claire Zammit  
Councillor Caroline Russell

**Substitutes:**

Councillor Heather Staff  
Councillor Flora Williamson

Councillor David Poyser  
Councillor Benali Hamdache

The co-opted member from Healthwatch Islington is to be confirmed.

**HOUSING SCRUTINY COMMITTEE (8 Councillors)**

Councillor Jason Jackson (Chair)  
Councillor Ilkay Cinko-Oner (Vice  
Chair)  
Councillor Phil Graham  
Councillor Valerie Bossman-Quarshie

Councillor Mick O'Sullivan  
Councillor Mick Gilgunn  
Councillor Gulcin Ozdemir  
Councillor Ernestas Jegorovas-Armstrong

**Substitutes:**

Councillor Jilani Chowdhury  
Councillor Ben Mackmurdie  
Councillor Heather Staff  
Councillor Caroline Russell

Councillor David Poyser  
Councillor Marian Spall  
Councillor Rosaline Ogunro

**AUDIT COMMITTEE (4 Councillors and 2 Independent Members, as below)**

Councillor Nick Wayne (Chair)  
Councillor Flora Williamson (Vice Chair)

Councillor Janet Burgess  
Councillor Sara Hyde

**Substitutes:**

Councillor Angelo Weekes  
Councillor Jilani Chowdhury

Councillor Jason Jackson  
Councillor Jenny Kay

**Independent Members:**

Alan Begg  
Alan Finch

**HEALTH AND WELLBEING BOARD** (15 members, as below)

*Members of the Board are also members of the Haringey and Islington Health and Wellbeing Boards Joint Sub-Committee, with the exception of the representatives of NHS England and Islington GP Federation.*

**Councillors:**

Councillor Kaya Comer-Schwartz (Chair)  
Councillor Nurullah Turan  
Councillor Michelline Safi Ngongo

**Officers:**

Jonathan O'Sullivan – Acting Director of Public Health  
Jon Abbey – Director of Children's Services  
John Everson – Director of Adult Social Care

**Representatives of the North Central London Integrated Care Board:**

Dr Clare O'Brien – Governing Body representative  
Clare Henderson – Executive Director representative

**Representative of Healthwatch Islington:**

Emma Whitby – Chief Executive, Healthwatch Islington (non-voting)

**Representatives of the NHS:**

Dr Helene Brown, Medical Director, NHS England (non-voting)  
Darren Summers – Camden and Islington NHS Trust (non-voting)  
Helen Brown – CEO, Whittington NHS Trust (non-voting)

**Voluntary Sector Representative:**

To be advised.

**Islington GP Federation:**

Michael Clowes, Chief Executive, Islington GP Federation (non-voting)

Substitutes may attend meetings subject to prior agreement of the Chair.

**Councillor Substitutes:**

Councillor Una O'Halloran	Councillor John Woolf
Councillor Roulin Khondoker	Councillor Diarmaid Ward
Councillor Rowena Champion	Councillor Santiago Bell-Bradford

**Officer Substitutes:**

For Jonathan O'Sullivan – Charlotte Ashton, Islington Deputy Director of Public Health  
For John Everson – Jodi Pilling, Director of Strategic Commissioning and Investment  
For Jon Abbey – Laura Eden, Director of Safeguarding and Family Support

**Clinical Commissioning Group Substitutes:**

For Clare Henderson – Sarah McDonnell-Davies, Executive Director for Borough Partnerships

**Healthwatch Islington Substitute:**

For Emma Whitby – Jennifer Kent, Healthwatch Islington

**NHS Substitutes:**

For Dr Helene Brown – Dr Hasz Sonigra, Associate Medical Director, NHS England

**PLANNING COMMITTEE** (10 Councillors)

Councillor Martin Klute (Chair)	Councillor Hannah McHugh
Councillor Dave Poyser (Vice Chair)	Councillor Ruth Haynes
Councillor Toby North (Vice Chair)	Councillor Jason Jackson
Councillor Tricia Clarke	Councillor Rosaline Ogunro
Councillor Paul Convery	Councillor Benali Hamdache

**Substitutes:**

Councillor Jilani Chowdhury	Councillor Nick Wayne
Councillor Heather Staff	Councillor Ernestas Jegorovas-Armstrong
Councillor Jenny Kay	

**LICENSING COMMITTEE** (15 Councillors)

Councillor Angelo Weekes (Chair)	Councillor Ben Mackmurdie
Councillor Heather Staff	Councillor Joseph Croft
Councillor Phil Graham	Councillor Ilkay Cinko-Oner
Councillor Bashir Ibrahim	Councillor Marian Spall
Councillor Clare Jeapes	Councillor Matt Nathan
Councillor Valerie Bossman-Quarshie	Councillor Asima Shaikh
Councillor Nick Wayne	Councillor Ernestas Jegorovas-Armstrong
Councillor Praful Nargund	

**LICENSING REGULATORY COMMITTEE** (4 Councillors)

Councillor Marian Spall (Chair)	Councillor Ben Mackmurdie
Councillor Phil Graham (Vice-Chair)	Councillor Asima Shaikh

**STANDARDS COMMITTEE** (4 Councillors and 2 Independent Persons)

Councillor Anjna Khurana (Chair)	Councillor Jason Jackson
Councillor Fin Craig	Councillor Satnam Gill

**Independent Persons (non-voting members of the committee):**

Luke Rigg  
Robert Milne

**GRIEVANCE COMMITTEE** (5 Councillors)

Councillor Sara Hyde (Chair)	Councillor Rosaline Ogunro
Councillor Diarmaid Ward	Councillor Janet Burgess
Councillor Heather Staff	

**GRIEVANCE APPEAL COMMITTEE** (5 Councillors)

Councillor Jason Jackson (Chair)	Councillor Clare Jeapes
Councillor Rowena Champion	Councillor Marian Spall
Councillor Nurullah Turan	

**INVESTIGATING AND DISCIPLINARY COMMITTEE (5 Councillors)**

Councillor Nick Wayne (Chair)  
Councillor Diarmaid Ward  
Councillor Una O'Halloran

Councillor Troy Gallagher  
Councillor Ruth Hayes

**Substitute:**

Councillor Sheila Chapman

Councillor Flora Williamson

**DISCIPLINARY APPEAL COMMITTEE (5 Councillors)**

Councillor Fin Craig (Chair)  
Councillor Michelline Safi Ngongo  
Councillor Satnam Gill

Councillor David Poyser  
Councillor Benali Hamdache

**FOSTERING PANEL AND ADOPTION AND PERMANENCE PANEL**

Councillor Gulcin Ozdemir

**CORPORATE PARENTING BOARD**

Councillor Michelline Safi Ngongo (Chair)  
Councillor Sheila Chapman  
Councillor Flora Williamson

Councillor Gulcin Ozdemir  
Councillor Toby North

**STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)**

Revd David Allen - Church of England Representative (Chair)  
Mary Thorne - Church of England Representative  
Ann Dwulit - Teacher Association Representative  
Parul Monnan - Religious Representative  
Tracey Peters - Religious Representative  
Vinay Shah - Religious Representative  
Naomi Ter-Berg - Religious Representative  
Cllr Michelline Safi Ngongo – Local authority representative  
Cllr Saiqa Pandor – Local authority representative

*Note: there are vacancies on SACRE and further appointments will be made in due course.*

**TMO LIAISON COMMITTEE**

Councillor Mick O'Sullivan

**MEMBER CHAMPIONS**

Carers Champion – Councillor Janet Burgess  
Equalities Champions – Councillor Hannah McHugh  
Arts Champion – Councillor Claire Zammit  
Armed Forces Champion – Councillor Marian Spall  
Mental Health Champion – Councillor Joseph Croft  
Reading Champion – Councillor Valerie Bossman-Quarshie

Recycling Champion – Councillor Clare Jeapes  
 Small Business, Co-ops and Social Enterprise Champion – Councillor Matt Nathan  
 Women and Girls Champion – Councillor Saiqa Pandor  
 Private Renters Champion – Councillor Jenny Kay  
 Migrants Champion – Councillors Heather Staff & Ilkay Cinko-Oner (Job Share)  
 Young People’s Champion – Councillors Fin Craig and Rosaline Ogunro (Job Share)

**24 APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE ORGANISATIONS**

Councillor Hyde moved the recommendations in the report. The recommendations were put to the vote and **CARRIED**.

**RESOLVED:**

- (i) That the following list of appointments to outside bodies for 2023/24 for the remainder of the year or until successors are appointed:

<b>Outside Body</b>	<b>Term of Office</b>	<b>Member(s)</b>
<b>London Council Committees:</b>		
Leaders Committee	One Year	Leader: Cllr Comer-Schwartz  Deputies: Cllr Champion Cllr Ward
Associated Joint Committee - Transport and Environment Committee	One Year	Cllr Champion  Deputies: Cllr Clarke 3 vacancies
<b>London Councils Forums:</b>		
Greater London Employment	One Year	Cllr Ward Deputy: Cllr Bell-Bradford
<b>Local Government Association:</b>		
LGA General Assembly	One Year	Cllr Comer-Schwartz Cllr O’Halloran Cllr Ward Cllr Jackson
<b>Others:</b>		
Angel Business Improvement Board	One Year	Cllr Klute

Archway Town Centre Management Board	One Year	Cllr Burgess Cllr Chapman
Armed Forces Community Covenant Grant Schemes Panel	One Year	Cllr O'Halloran Cllr Spall
Cross River Partnership	One Year	Cllr Bell-Bradford
Finsbury Park Town Centre Management Group	One Year	Cllr Heather
Groundwork London Local Authority Strategic Board	One Year	Cllr Champion
Islington Community Chest Panel	One Year	Cllr O'Halloran Cllr Zammit Cllr Bossman-Quarshie Substitute: Cllr Woolf
London Road Safety Council	One Year	Cllr Champion Deputy: Vacancy
Nags Head Town Centre Management Group	One Year	Cllr Heather Cllr Zammit
Newable	One Year	Cllr Bell-Bradford
North London Waste Authority	One Year	Cllr Champion Cllr Ward
Reserve Forces and Cadets	One Year	Cllr Spall
Safer Neighbourhoods Boards	One Year	Cllr Woolf Cllr Bossman-Quarshie

(ii) That the following list of appointments to outside bodies to take effect on the date indicated, for the term of office indicated, or until successors are appointed:

<b>Outside body</b>	<b>Member(s)</b>	<b>Term of Office</b>	<b>Date Appointment to take effect</b>
Camden and Islington NHS Foundation Trust	Cllr Kay	Three years	June 2023
City YMCA London City and North	Cllr Bossman-Quarshie	Three years	June 2023



Cloudesley Charity	Denise Ward	Four years	May 2023
Moorfields Eye Hospital NHS Foundation Trust	Cllr Bell-Bradford	Three years	May 2023

**25 APPOINTMENT OF PANEL MEMBERS TO SERVE ON INDEPENDENT ADMISSION APPEAL PANELS AND INDEPENDENT REVIEW PANELS**

Councillor Hyde moved the recommendations in the report. The recommendations were put to the vote and CARRIED.

**RESOLVED:**

- (i) The following have been appointed to serve on Independent Admission Appeal Panels. These panels consider appeals against schools' decisions on admissions.

John Coombes	Carolyn Wagstaff	Sherron Alexander-Bedingfield
Constantine Louis	Simon Dodds	Sandra Morgan-McGovern
Jill Mclaughlin	Philip Stevens	David Adams
Rob Hull	Robert Milne	Victoria Nzeribe
Anthony Stoll	Ruth Grant	Maxie Telfer
Isobel Bevan	Simon Sherriff	Dr Susan Rowlands
Ashley Smith	Marilyn Berk	Joanna Atkin
Margie Agnew	Janice Bailey	Dr Judith Richardson
Jane Airey	Orla MacSherry	James Stephenson
Andrew Balfour	Naomi Greenwood	Karris Graham-Moore
	Nikki Worcester	Charlene Wilkinson

- (ii) The following have been appointed to serve on Independent Review Panels. These panels review decisions about school exclusions.

John Coombes	Ruth Grant	Sherron Alexander-Bedingfield
Dan Mcearney	David Adams	Robert Milne
Rob Hull	Victoria Nzeribe	Judith Richarson
Carolyn Wagstaff	Jane Airey	Philip Stevens
Anthony Stoll	Simon Dodds	Joanna Atkin
Jo Dibb	Ashley Smith	James Stephenson
Jack Sloan	Margie Adnew	Sarah Beagley
Damien Parrott	Jenny Lewis	Julie Keylock
Francis Mcdonald-Gonzalez	Martha Braithwaite	Orla MacSherry
Saul Heselden	Martin Jermyn	Tim Archer
Karris Graham-Moore	Janice Bailey	Nikki Worcester
Emma Weleminky-Smith	Andrew Balfour	Abdi Garad
Bryony Poynor	Sarah Amisah	Jane Kilgannon
Jill Mclaughlin	Hannah Nemko	

- (iii) That, in the event that panel members are not able to participate in a panel hearing, the council may approach panel members appointed by other London Boroughs to ensure that panel hearings may be held within the relevant timescales.

The meeting closed at 8:40pm

**MAYOR**

## **COUNCIL MEETING – 13 JULY 2023**

### **PETITION DEBATE**

#### **Motion to debate the petition:**

#### **Stop the cuts at Laycock Primary School Deaf Provision**

Motion to be moved by: Cllr Michelline Safi Ngongo,  
Executive Member for Children, Young People and Families

This Council notes that:

- A petition was received at the Council meeting on 3 March 2023 which had over 2,000 signatures.
- Procedure Rule 19.1 of the Council's Constitution provides that, where a petition has received at least 2,000 signatures, then a debate on the petition shall be held, for up to 15 minutes, at the following ordinary Council meeting. The Lead Petitioner will be invited to re-introduce the petition at the meeting. Councillors will then be invited to consider the petition and debate the points raised.

This Council resolves to:

- Continue to encourage residents to participate in local democracy by carefully considering the points raised in the petition and to undertake the debate in a spirit of openness and transparency.
- Note the petition.

**The text of the petition is set out overleaf.**

**Petition received at the 3 March 2023 meeting of the Council**

**Stop the cuts at Laycock Primary School Deaf Provision**

**We the undersigned petition the council to (i) review proposed changes to staffing in the deaf provision at Laycock Primary School; (ii) Stop any staff changes at the School until a full impact assessment has been conducted to establish the effects of the changes on the short and long term prospects of the deaf children at the School; (iii) Conduct a thorough investigation into the impact of the proposals on the pupils' ECH plans**

Laycock Primary School is one of only a handful of schools in the country which have a provision for deaf children. However Laycock is unique in its approach to integrating deaf children into the mainstream school and the hearing world in general - the students need to be met to be believed - and this is now at risk. The deaf provision is currently run by a highly experienced and award winning teacher, who is a visionary in the area of deaf education. Under her guidance the school takes a reasoned and progressive approach to integrating deaf children into the mainstream school. There are plans to reduce staff numbers, particularly of the more experienced staff, in the deaf provision and to prematurely integrate deaf children into mainstream classes with no concern for their individual needs. The potential impact on the children's educational, mental and emotional well-being does not appear to have been considered at all. We request an assessment of each child's EHC plan to ensure that all children's needs are met - 38 of the 64 deaf children at the school have complex educational needs beyond just being deaf, including ASD.

**2,185 signatures received.**

## COUNCIL MEETING – 13 JULY 2023

### PETITION DEBATE

**Motion to debate the petition:**  
**Greener Grade II listed and conservation area homes**

Motion to be moved by: Cllr Diarmaid Ward  
Executive Member for Finance, Planning and Performance

This Council notes that:

- A petition was received at the Council meeting on 3 March 2023 which had over 2,000 signatures.
- Procedure Rule 19.1 of the Council's Constitution provides that, where a petition has received at least 2,000 signatures, then a debate on the petition shall be held, for up to 15 minutes, at the following ordinary Council meeting. Councillors are invited to consider the petition and debate the points raised.

This Council resolves to:

- Continue to encourage residents to participate in local democracy by carefully considering the points raised in the petition and to undertake the debate in a spirit of openness and transparency.
- Note the petition.

**The text of the petition is set out overleaf.**

## **Petition received at the 3 March 2023 meeting of the Council**

### **Greener Grade II listed and conservation area homes**

**We call on Islington Council quickly to change planning regulations to facilitate the sensitive installation of solar panels, heat pumps and double-glazing on grade 2 listed and conservation area homes to make them warmer in winter and more affordable to power for all residents.**

#### **Why is this important?**

The UK has enshrined its objective of carbon neutrality in law. Now, the double whammy of soaring energy bills and Russia's use of gas as a weapon of economic warfare make the development of renewables and increasing energy efficiency more urgent than ever before.

Grade 2 listed and conservation area properties are numerous and among the most energy-inefficient in Islington, which aims to become a net zero borough by 2030. With residential buildings accounting for over a third of carbon emissions, planning regulations are preventing landlords, tenants and residents from radically reducing their energy bills and their carbon footprint.

Councils such as Kensington & Chelsea are adapting their planning rules to help.

Experts agree that London will not meet its climate targets if its many listed homes and conservation areas are left unchanged, as current planning regulations demand. It also means homes are less energy-secure and more expensive to heat than they need be.

**2,167 signatures received.**



## COUNCIL MEETING – 13 JULY 2023

### QUESTIONS FROM MEMBERS OF THE PUBLIC

a **Rebekah Kelly to Cllr Champion, Executive Member for Environment, Air Quality and Transport:**

The DfT has recently announced that they would no longer fund Low Traffic Neighbourhoods, and the Mayor of London has admitted that some of the schemes are not perfect and should be tweaked or removed.

Will Islington Council scale back their plans to create traffic filtering schemes on 70% of Islington's roads? And how will it be funded going forward?

b **Richard Rieser to Cllr Khondoker, Executive Member for Equalities, Culture and Inclusion**

In light of the recent survey of accessibility of pavements I carried out in Mildmay, can the Council inform us what they are doing to ensure the multiple barriers identified, especially for disabled people, are being addressed across the borough?

c **Jonathan Ward to Cllr Champion, Executive Member for Environment, Air Quality and Transport:**

In June 2019 the council declared a Climate Emergency. In November 2020 it published a Net Zero vision for 2030. Among other aims the plan was to phase out gas boilers in new-build homes. However, 4 years on, we can see the Climate Emergency not being taken seriously. The council is inexplicably building new homes on the Andover Estate that are heated with fossil fuel gas boilers.

Why will these new homes be heated by fossil fuels and when do they plan to retrofit them with low carbon heat pumps?

**d Rose-Marie McDonald to Cllr O'Halloran, Executive Member for Homes and Communities**

Peabody is now including a second staircase in two of the tower blocks that will be constructed on the Holloway Prison site, in response to new fire safety requirements following the Grenfell Tower fire.

What information do you have about the impact this will have on the social homes? How will this affect the size of the flats?

Will the new flats still meet the needs of the 15,438 households on the waiting list, especially the needs of overcrowded families?

**e Tomas Fernandez Alfonso to Cllr Ward, Executive Member for Finance, Planning and Performance**

We now know there will be changes to the Holloway plans to include a second staircase in two of the blocks. It's key that the community has the opportunity to fully scrutinise the new plans for the social housing and for the women's space - how will LBI/Peabody make sure this happens? What will the scope of the new planning application be? What aspects will and will not be considered. When will the consultation period open and when will it close?

**f Aya Husni Bey to Cllr Champion, Executive Member for Environment, Air Quality and Transport:**

In Islington Council's biodiversity action plan 2020 – 2025 you commit to: "Continually review use of pesticides and herbicides in public realm and housing and look to reduce where possible. Carry out trials for alternative chemical free weed removal options." In light of Lambeth Council going pesticide free what are the barriers to doing similar in Islington?

**g Ben Pearson to Cllr Champion, Executive Member for Environment, Air Quality and Transport:**

"We know that walking and cycling, powered e-bicycles and public transport are specifically defined as sustainable transport modes by Islington Council, but electric motorcycles and mopeds currently are not. Electric motorcycles and mopeds don't contribute to congestion. Their air quality impacts from brake and tyre wear, and climate change impacts from manufacture and energy use, are similar to that of e-bicycles, lower than large e-cargo cycles, and far less than any public transport mode. Given these facts, it seems clear that electric motorcycles and mopeds would fit any definition of sustainable transport. On what criteria has the Council excluded electric motorcycles and mopeds from their list of sustainable modes, and what evidence do they have to support this?"



**h Rachel to Cllr Champion, Executive Member for Environment, Air Quality and Transport:**

We are disappointed by the introduction, without prior consultation, of new parking charges for motorcycles in solo motorcycle bays where no charges had previously existed. Proper consultation is a vital part of Council decision making, in order to afford those affected fair opportunity to engage with the process, and to avoid unforeseen errors. For this reason, it is important that Councils make adequate efforts to advertise and reach out to groups likely to be affected. With this in mind:

Does the Council regret not contacting motorcyclists or representative groups before the decision on charging was made, or advertising the proposal in such a way that responses from motorcyclists could have been considered prior to the decision?

**i Phil Edwards to Cllr Turan, Executive Member for Health and Social Care**

Are councillors fully aware of reasons that Lambeth council removed GLL as managers of their sport and leisure facilities across their borough?

What are councillors' views on GLL's management of Sobell ice rink, given the restricted opening hours compared to other rinks, and their lack of marketing?

**j Mahdis Farsi to Cllr Ward, Executive Member for Finance, Planning and Performance**

In 2021 GLL received £50M of support from the UK Government and local councils, following £64M of support received in 2020. As at 31 Dec 2021, GLL had increased its accumulated cash balance to £33.4M. Despite this tremendous financial assistance, GLL does not appear to have managed these funds appropriately and have instead run the Sobell ice rink into the ground by not promoting or maintaining it, restricting the opening hours (even after the lifting of all covid restrictions but more importantly prior to the pandemic also) and simply not increasing the entrance fees. How comfortable are Islington councillors with the way GLL ran the ice rink given the Council's financial support to GLL over the last 3 years?

k **Ola Sendecker to Cllr Turan, Executive Member for Health and Social Care**

The annual carbon footprint of the rink was 125 tonnes, approximately the same as one return flight from London to Rome. This puts into perspective the real emitters of carbon, and carbon emissions are not a basis for the closure of this community sport infrastructure, which could be made more energy efficient. Given the rink could be run on renewable electricity, does the council consider the removal of a local community sport facility to be a fair decarbonisation strategy, particularly in the context of the continued proliferation of short haul flights?

l **Pietro Barbagallo to Cllr Turan, Executive Member for Health and Social Care**

Fifty years ago, Sir Michael Sobell made a donation to establish a sports centre, including the ice rink, for the common good, social-purpose and wellbeing of the Islington community. We would like to ask the council what they think Sir Michael Sobell would want for the future of the sports centre.

m **Madeleine Beasley to Cllr Turan, Executive Member for Health and Social Care**

Meetings have taken place between the council and other experienced and lucrative Ice Rink operators who have shown interest in running Sobell Ice rink the same way they currently and successfully run other Ice Rinks in the UK. They are confident that Sobell can operate viably. What are the outcomes of these meetings and when will the results be made public?

n **Charlie Neville to Cllr Khondoker, Executive Member for Equalities, Culture and Inclusion**

The council's EQIA report states that 74% of Sobell ice rink users are female, 60% are non-white, and 68% are younger than 30. This is far greater than the equivalent proportions within the general Islington population, so removing the rink would disproportionately affect young women and ethnic minorities. How does the council justify this social discrimination of removing the rink, and what evidence is there that teenage girls would prefer the proposed soft play facility?

o **Lucy Facer to Cllr Champion, Executive Member for Environment, Air Quality and Transport:**

Upper Street is a main A road designed to carry higher volumes of traffic in and out of the city. It has red routes, limited parking and is mainly commercial.

Liverpool Road is a B road and classified by the Department of Transport as a minor road. In addition it has a cycle lane and residential parking.

It has 2600 residents living on or immediately adjacent to it, with a high proportion of vulnerable people who are more likely to suffer chronic illness due to high levels of air pollution: half are living in social housing, 17.6% are disabled, 1 in 5 are under 19 and 10% are 65 or over. There is also a large secondary school with a sports field directly facing the road.

Residents have long been highlighting the high level of traffic volumes and the number of unhappy residents was noticeable at the Barnsbury and Laycock liveable neighbourhood zoom call.

However, no action has been taken to address the traffic issues and residents continue to suffer from high levels of air pollution and dangerous junctions.

Pedestrians, cyclists and drivers report feeling that the road space is dangerous and in particular junctions where all three meet. Although it is a wide road there are lots of users contending for space making it a hostile environment but most of all for pedestrians.

The proposed Liveable Neighbourhood for Barnsbury and Laycock must address the issues of traffic on the road, greening and small interventions such as banning lorries are welcome but will only reduce traffic by 370 vehicles and will not address the issues.

With traffic levels on Liverpool Road North higher than the adjacent section of Upper Street and only 33% of residents owning cars, we ask the council's Liveable Neighbourhood proposals are robust and take bold action.

Will the designs re-prioritise road users, filter traffic, invest in vulnerable residents, pedestrians and active travel?

p **Eve Norridge to Cllr Champion, Executive Member for Environment, Air Quality and Transport:**

Given that other London Councils, for example Lambeth, have demonstrated that weeds in public spaces can be managed without the use of environmentally harmful pesticides such as glyphosate, why is Islington Council still spraying glyphosate in our streets, will the Council commit to ending this harmful practice and, if so by what date?

q **Caroline Royds to Cllr Champion, Executive Member for Environment, Air Quality and Transport:**

The NLWA has agreed to investigate the scope for Mixed Waste Sorting at its Edmonton site in order to maximise the recovery of recyclable materials before incineration. Could the Scrutiny Committee ask it report on progress, including any proposed actions?

r **Anne Bentham to Cllr Turan, Executive Member for Health and Social Care**

Regarding the closure of Sobell ice rink, given the internal emails showing that the outcome of the consultation has been pre-determined, when will the council be reopening a legitimate consultation?

s **Tamara Cizeika to Cllr Champion, Executive Member for Environment, Air Quality and Transport**

Islington has a canopy cover of 25% - significantly higher than the England average of 16% - but residents want us to go even further with more trees on our streets. They want trees planted more quickly and many would like to plant trees themselves, in empty tree pits. What is the Council doing to support residents with this please? And what can we tell residents who want to do it themselves?

t **Colin Keatley to Cllr Turan, Executive Member for Health and Social Care**

Many types of accommodation are unsuitable for people with long term needs. What opportunities are there for supporting people who do not want to live in residential, supported living or other formal care environments?

u **Buffy Sharpe to Cllr Bell-Bradford, Executive Member for Inclusive Economy and Jobs**

We know that there is a booming life sciences industry in London, with many hubs in the Islington area. While this is great for our borough and brings much-needed well-paid jobs, how will the Council make sure that the jobs and wealth this brings benefits all parts of the Islington community, including the most disadvantaged?



## COUNCIL MEETING – 13 JULY 2023

### QUESTIONS FROM MEMBERS OF THE COUNCIL

**a Cllr Convery to Cllr Champion, Executive Member for Environment, Air Quality and Transport:**

Islington has signed a Memorandum of Understanding with "dockless" electric bike operators including Lime (Uber) and Human Forest. What elements of the Memoranda provide the Council with control against irresponsible parking; is the Council prepared to enforce against irresponsible parking using such control; and is the Council prepared to enforce the provisions contained in the September 2018 TfL guide, "Dockless bike share code of practice For Operators in London"?

**b Cllr Williamson to Cllr Champion, Executive Member for Environment, Air Quality and Transport:**

Islington currently has no step free overground stations. This makes it extremely difficult for people with disabilities, parents and others to get around. Whilst I understand this is the responsibility of the Department for Transport, what is the Council doing to support the bid for Access for All funding to make Crouch Hill Station accessible?

**c Cllr Hamdache to Cllr Turan, Executive Member for Health and Social Care:**

It's positive news that the council is exploring third party operators for Sobell ice rink. Can you give us an update on how these conversations are going?

**d Cllr Russell to Cllr O'Halloran, Executive Member for Homes and Communities:**

How much compensation has the council paid out to council tenants and leaseholders each year since 2018 due to disrepair?

e **Cllr Jegorovas-Armstrong to Cllr O'Halloran, Executive Member for Homes and Communities:**

Under Estate Management the council states "Your Estate Services team will inspect each estate thoroughly at various frequencies over a 12 month period for: cleaning standards, safety and repairs standards in communal areas"

How many estates have had an estate inspection in 2022, how many have not had an inspection and what percentage is this of the whole number of estates applicable?

f **Cllr Staff to Cllr Woolf, Executive Member for Community Safety:**

What steps is the Council is taking to ensure LGBT+ residents and visitors to the borough continue to feel safe and welcome, including addressing incidents of LGBT+ hate crime?

g **Cllr Bossman-Quarshie to Cllr Bell-Bradford, Executive Member for Inclusive Economy and Jobs:**

Many people who rely on cash have a low income, or other vulnerability, including visible and invisible disabilities such as low motor skills. Since the pandemic, shops and services increasingly only accept cards as a method of payment and research by Which? showed 1 in 5 consumers have been stopped from making cash payments for items such as groceries, small purchases in shops and refreshments. How will the Council support an inclusive economy and encourage our local SMEs to accept cash from customers?

h **Cllr Cinko-Oner to Cllr O'Halloran, Executive Member for Homes and Communities:**

Over the last few months, we've seen how the cost-of-living crisis has made it difficult for people to heat their homes, causing issues with damp and mould. What is the Council doing to support people to reduce condensation and moisture in their homes, as well as reduce some of the financial strain they are currently facing?

i **Cllr Clarke to Cllr Turan, Executive Member for Health and Social Care:**

Thames Water's disastrous flooding of the Sobell has resulted in the ice rink being destroyed, instead it is proposed that it will continue in a different form but still as the Islington people's sport centre. Is the planned extension of the activity area more sustainable economically and environmentally than continuing with an ice rink?

**j Cllr Ozdemir to Cllr Ward, Executive Member for Finance, Planning and Performance:**

The Holloway Prison site development is underway, and residents have highlighted issues concerning noise and dust. What is the Council doing to hold the developer, Peabody to account and mitigate noise and pollution on the site so it doesn't affect nearby residents?

**k Cllr Jeapes to Cllr Khondoker, Executive Member for Equalities, Culture and Inclusion:**

The European flag is the flag which defends human rights and promotes European culture. Other European institutions - such as local governments - were encouraged to adopt the European flag, and thereby stand in solidarity with the ideals of European unity and defenders of human rights - freedom, democracy, equality, and the rule of law, promoting peace and stability. Therefore, please could we show the true colours of Islington and its people by flying the flag as we are Europeans and defenders of human rights and culture?

**l Cllr Bossman-Quarshie to Cllr Ngongo, Executive Member for Children, Young People and Families:**

In light of Child Q, what is the Council doing to ensure we are safeguarding young Black girls?

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Community Engagement and Wellbeing  
Town Hall, Upper Street,  
London, N1 2UD

Report of: Leader of the Council

Meeting of: Council

Date: 13 July 2023

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## Islington Armed Forces Community Covenant – Annual Update

### 1. Synopsis

- 1.1. Islington Council is committed to recognising and celebrating the invaluable contribution made by the Armed Forces, and to supporting veterans and their families in times of need. In June 2013, the Council signed the Islington Armed Forces Community Covenant, and agreed a package of measures to demonstrate how the spirit of the covenant would be delivered in practice. This report summarises activity over the past year.

### 2. Recommendations

- 2.1. To note activity over the past year to celebrate and support Armed Forces personnel, veterans, and their families.

### 3. Background

- 3.1. The Armed Forces Covenant is a national agreement which sets out the relationship between the nation, the state and the Armed Forces. It recognises that the whole nation has a moral obligation to members of the Armed Forces and their families and establishes how they should expect to be treated. It applies to both current and ex-Forces personnel and their families, with a view to redressing the disadvantages that the Armed Forces community faces in comparison to other citizens, and recognising the sacrifices they have made.
- 3.2. In addition to the national Covenant, the government has encouraged local authorities, their partners, and military organisations to sign their own Armed Forces Community Covenants, setting out how they will work together to celebrate and support the Armed Forces community within their areas.

- 3.3. Islington Council and its partners signed the Islington Armed Forces Community Covenant in June 2013, and the council backed this up by committing to a package of measures to celebrate and support Forces personnel in the borough. Details are set out at Appendix A and on our website: [Supporting our armed forces | Islington Council](#)
- 3.4. The government has also established the Covenant Fund, with £10 million a year available for projects across the country to support the ambitions of the Armed Forces Covenant.

#### **4. The Armed Forces population in Islington**

- 4.1. One of the challenges we face in identifying and targeting support is the limited information we have on Armed Forces personnel, veterans and their families. It is difficult to get a sense of numbers of Islington residents who are ex-Forces, because this is not generally included as a distinct category in national or local services data collection.
- 4.2. This lack of information has been successfully challenged by the Royal British Legion who point out that, despite an estimated 1 in 10 of the UK population having been members of the Armed Forces community, there is very limited information about where they are or what their needs might be. The Legion's 'Count Them In' campaign, supported by Islington Council, has resulted in a new question being added to the 2021 Census on past membership of the Armed Forces. The 2021 Census data shows 970 ex-armed forces and 680 ex-reserve armed forces in Islington.
- 4.3. Going forward, the Government has asked the National Statistician to research alternative methods to replace the traditional national census and intermediate surveying approach. This is likely to include use of local administrative data. As a council, we will work with our Armed Forces and Veteran organisations to ensure that any replacement arrangements effectively capture the numbers and needs of the Armed Forces community in Islington.

#### **Military presence**

- 4.4. Islington is home to the Honourable Artillery Company, the second oldest military organisations in the world. It was established by Royal Charter in 1537, and has occupied its current site in the south of the borough since 1641. The HAC is a registered charity whose purpose is to support the defence of the realm. It supports the HAC Regiment (the oldest regiment in the British Army), a detachment of the City of London Special Constabulary, plus a number of other charitable activities. The Company consists of 2,500 members, around 400 of whom are actively serving with the HAC regiment or the detachment of Special Constabulary. The remainder are veterans of the HAC Regiment or other military or police services.

## Resident population

- 4.5. There is little information on numbers of Armed Forces personnel or veterans at local authority level. The Location Statistics for UK Regular Armed Forces and Civilians 2022 published on gov.uk website states that at April 2022 there were 30 military personnel based in Islington.
- 4.6. The Department for Education released Pupil Premium data relating to the 2022/2023 financial year. This release shows Islington had eight children eligible as service children. Two are primary age children and the other six are secondary age.

## Street population

- 4.7. The Greater London Authority (GLA) publishes data on rough sleeping across London. Information is derived from the Combined Homelessness and Information Network (CHAIN), a multi-agency database, managed by St Mungos, which captures data on people seen rough sleeping in each borough by outreach teams. People are categorised as rough sleeping if they have been encountered by an outreach worker bedded down on the street or in an open space 'not designed for habitation'. The reports do not include 'hidden homeless', for instance those who are 'sofa surfing'.
- 4.8. Figures from 2022/23 provided by chain indicated that 336 people were found rough sleeping in Islington. By comparison there were 236 people found rough sleeping for the period 2021/22. This represents an increase of 42% during the year. The overall number of ex-Armed Forces remained low. With 10 people declaring experience of the armed forces which is static compared to 2021/22 which also indicated that 10 people with experience of the armed forces are known to have slept rough in Islington.

## 5. Islington Armed Forces Covenant – summary of commitments

- 5.1. The commitments set out by the Council to honour the Islington Armed Forces Community Covenant focus upon:
  - Recognition, celebration and remembrance: championing the Armed Forces, formally marking important events and celebrating achievements and sacrifices
  - Grants for local projects and organisations
  - Support for veterans and their families: financial support, access to council housing, employment and skills support, and help with health and social care needs
- 5.2. An update on activity in each of these areas is set out below.

## 6. Recognition, celebration and remembrance

### Championing the Armed Forces

- 6.1. Each year, the Council nominates an elected councillor as its Armed Forces Champion. The current champion is Cllr Marian Spall. Her role includes attending meetings of the Youth Organisations in Uniform (YOU) forum and celebration and commemorative events, and championing and supporting Armed Forces and veterans in Islington.

### Marking and commemorating key events

- 6.2. Key events attended by the Mayor, Leader, Armed Forces Champion or other Members and officers included:
- 20 June 2022: Mayor, Leader and Chief Executive joined the IVA on the Town Hall forecourt for the raising of the Armed Forces Flag
  - 25 June 2022: Mayor attended Armed Forces Day event at Islington Green
  - 25 June 2022: Mayor attended Islington Veteran's Association Jubilee Dinner
  - 13 July 2022: Mayor attended the RAF Cadet Presentation evening
  - 15 July 2022: Mayor attended the Armed Forces Veterans breakfast club at St Lukes
  - 21 August 2022: Mayor attended an Islington Veterans Association meeting
  - 16 September 2022: Mayor attended the Armed Forces Veterans breakfast club at St Lukes
  - 10 November 2021: Mayor and Leader attended a Service of Remembrance at the Islington & St Pancras Cemetery
  - 11 November 2021: Mayor, Leader and Chief Executive commemorated the Two Minute Silence Ceremony inside the Town Hall in front of the War Memorial
  - 13 November 2021: Mayor and Chief Executive attended Remembrance Day ceremonies at Islington Green, Spa Green and Manor Gardens war memorials
  - 16 December 2022: Mayor attended the Armed Forces Veterans breakfast club at St Lukes
  - 20 January 2023: Mayor attended the Armed Forces Veterans breakfast club at St Lukes
  - 17 February 2023: Mayor attended the Armed Forces Veterans breakfast club at St Lukes
  - 21 April 2023: Mayor attended the Armed Forces Veterans breakfast club at St Lukes

- 6.3. None of these events could take place without a lot of background work and planning. Our Facilities Team at the Town Hall plays a key role in organising the Two Minute Silence, Armed Forces Flag Raising, and other events.
- 6.4. The Council's Greenspace Team ensures the safe and smooth running of events in our parks and open spaces. Over the past year, the team has:
- Ensured our parks and memorials were clean and prepared for Remembrance Sunday and Armed Forces Day.
  - Supported the IVA with the logistics, planning and health and safety/risk assessments and implementation of the event on the day.
  - Ensured that Islington Green was clean for Anzac Day and that the Community Rangers provided a presence on the day.

### Exhibitions and memorials

- 6.5. During the past year, our Libraries and Heritage Service have organised a range of activities to celebrate and commemorate the bravery and sacrifices of the Armed Forces during the two world wars.
- 6.6. The Islington Local History Centre and Islington Museum have continued to collect, catalogue and make accessible materials and stories reflecting life in Islington and Finsbury during the world wars, as well as in peacetime. They have also collected materials that pay tribute to the bravery and endurance of Islington and its people on the Home Front during the Second World War; especially rescue crews, fire, police and ambulance services and APP, as well as residents.
- 6.7. There is ongoing research to update the Islington Online Book of Remembrance, including dealing with enquiries from residents and researchers.
- 6.8. On Friday 23rd July 2021, Islington Heritage Service invited residents to attend a series of events in the Peace Garden of Elthorne Park to unveil a WW2 memorial plaque to commemorate the victims of a V2 rocket blast. The Upon Reflection statue by Kevin Atherton was reinstalled and unveiled on this day.
- 6.9. The Challenging Inequality and Events team held a number of events on Holocaust Memorial Day. This included a talk from Antoinette Mutabazi, a survivor of the 1994 genocide against the Tutsi in Rwanda and another by Harry Olmer, telling his story of his time in a concentration camp during World War Two. The events team also ran a Holocaust Education Workshop for secondary students.
- 6.10. Memorial events such as Remembrance Sunday, ANZAC, Day, VE day, and Armed Forces Day have seen Islington veterans, council staff, councillors and residents come together to honour the bravery of the armed forces.

## 7. Grants and funding

### Local Initiatives Fund

- 7.1. The Local Initiatives Fund is a pot of funding available to Islington councillors to support events and projects in their wards or across Islington. The majority of the funding is allocated to local voluntary sector and community groups. These small amounts of money can make a huge difference to local residents and communities. In 2022-23,
- 7.2. Local Initiatives Funding has been awarded to:
  - 7.2.1. Islington Sea Cadets (£2,500) in November 2022 for jobs / building works needed to re-open their unit to young people again
  - 7.2.2. Islington Veterans Association (£1024.25) in November 2022 for events to recognise and support veterans in Islington in partnership with the council and local businesses. Funding was to pay for a brass band and St John's Ambulance on Armed Forces Day (25 June 2022), insurance, Zoom, software and internet costs.

### Islington Community Chest

- 7.3. The Council also works in partnership with Cripplegate Foundation to provide small grants through the Islington Community Chest. There have been no applications from organisations linked to the Forces or Youth Organisations in uniform (YOU) during the past year, but the fund has previously supported organisations such as the scouts and the sea cadets.

### Armed Forces Community Covenant Grants Scheme

- 7.4. Each year, the Government sets aside £10 million for the Armed Forces Covenant Fund, which supports initiatives that contribute towards delivery of the Armed Forces Covenant. The Covenant Fund includes a Local Grants Programme, which awards grants of up to £20,000 for projects that tackle community integration and delivery of local services.
- 7.5. There have been no applications from Islington organisations or for Islington based projects in recent years. Details about the Covenant Fund, and how to apply for the Local Grants Programme, can be found at <https://www.covenantfund.org.uk/>.

## 8. Supporting veterans and their families

### Financial support

- 8.1. The Council's Benefits Processing team provides financial support for vulnerable residents facing hardship in the form of Housing Benefit, Council Tax Support, Social

Care, and Resident Support Scheme. In terms of Housing and Council Tax support we had 6 claims for the year 2022-23 from ex-armed forces. We have 2 service users who have war pensions as part of their assessment.

### Support with Housing

- 8.2. Veterans and their families are a priority group in terms of help with housing. In 2022-23, the Council's Housing Needs Team had had no housing applications from ex-armed forces members and consequently have not rehoused any ex-armed forces members. Not all housing applicants will have identified themselves as ex-forces so numbers supported could be higher.
- 8.3. In terms of applications for social housing, we have not received any applications from ex-armed forces personnel who have identified themselves in this way. However, not all housing applicants will have identified themselves as ex-forces, so numbers supported could well be higher.
- 8.4. The Council's Tenancy Team work with a range of residents, some of who present with a wider range of intensive and complex support needs. The team deliver services in a trauma-informed way to support tenants to resolve life issues and sustain their tenancy through a holistic approach to support. People from an ex-forces background would benefit from this approach, where they are experiencing challenges adapting to civilian life, but may not disclose this as part of their interaction with the team. Our Income Recover Team also engage with residents who are in rent arrears and offer support through a number of services to help residents resolve their financial issues and will make wider referrals into support services, where there are wider support needs identified.

### Employment and skills

- 8.5. Armed Forces veterans and their families are a priority group for employment support through the Council's iWork team and the new Islington Working partnership. The service records whether a client has links to the Armed Forces when they are registered. Similarly, veterans are also a priority group for our Adult Learning Service. However, neither service has received any requests for support from veterans or their families over the past year.

### Health and social care needs

- 8.6. Data on whether a client has links to the Armed Forces is not routinely recorded. However, our Adult Social Care service does support some people who were previously in the Armed Forces, although the numbers are extremely low. We also support some older war veterans from World War II in care settings (such as domiciliary care, residential or nursing care) although numbers are dwindling.

- 8.7. Camden and Islington Mental Health Trust refer veterans through two specialist Veterans services, both commissioned by NHS England:
- NHS Veterans' Mental Health Transition, Intervention and Liaison services (TILs)
  - NHS Veterans' Mental Health Complex Treatment Service (CTS)
  - Feedback from the Trust is that they see very few Islington residents through these specialist services.

## 9. Conclusion

- 9.1. The commitments set out in our Armed Forces Covenant send an important message that the Council and its partners recognise and celebrate the achievements and sacrifices of our Armed Forces, and are able to offer practical support to veterans and their families in Islington in times of need to help them adjust to and resettle into civilian life.
- 9.2. Over the past year, the Council has led, organised and supported a wide range of activities to celebrate and commemorate the Armed Forces in Islington. And although evidence indicates that the number of ex-Forces personnel in Islington is low, with little demand for support, it is nonetheless important that we demonstrate our commitment and gratitude to veterans by maintaining that package of support should they ever need it. We will continue to promote the offer of support to ensure those who need it are able to access support.

**Background papers:** none

## Appendices

10. Appendix A: Islington Armed Forces Community Covenant

### Authorised by:

Councillor Kaya Comer-Schwartz  
Leader of the Council

Date: 5 July 2023

Report Author: Salauoddin Asghar, Assistant Director Strategy, Equality and Communities

Email: [Salauoddin.Asgar@islington.gov.uk](mailto:Salauoddin.Asgar@islington.gov.uk)



# Islington Armed Forces Community Covenant: Council's Commitment

On 29 June 2013 – Armed Forces Day – the Council signed up to the Islington Armed Forces Community Covenant. In doing so it recognised and pledged to promote the valuable contribution of and sacrifices made by the Armed Forces and to provide practical support to help serving and former members of the Armed Forces and their families living in Islington.

The Council already has in place a range of support services for residents, particularly for families on low incomes, disabled people, those with long term health conditions and vulnerable adults and children. Current and ex-serving personnel living in Islington will have access to the same services and support as other residents. This document sets out the commitments the Council has made, over and above the core offer, to support Armed Forces personnel and their families and recognise the contribution they make. We will honour our pledges in the community covenant through:

## **Financial support**

The income of war widows and war disablement will be disregarded when calculating entitlement to:

- Housing Benefit
- Council Tax Support
- Access to financial support through the Resident Support Scheme
- Payments to veterans under the War Pension Scheme will be fully disregarded in the financial assessment for social care charging, with the exception of payments of Constant Attendance Allowance, which may be taken into account.

## **Access to council housing**

Our housing allocations policy has been amended to support Armed Forces personnel and their families applying for council housing in the following circumstances:

- Service personnel will not be affected by residency restrictions if they have to live outside Islington as part of their service
- Welfare Category B is an award of 80 points and may be awarded in to bereaved spouses or civil partners of those serving in the regular forces where the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence

accommodation following the death of their service spouse or civil partner, and the death was wholly or partly attributable to their service

- Welfare Category C is an award of 40 points and may be awarded to applicants whose welfare needs are comparable to former members of the regular forces
- Medical Category A gives the maximum 150 points and will be awarded to serving members of the regular forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service

### **Employment and skills support**

Ex-forces personnel who are facing challenges in securing employment will be eligible for support through council employment programmes. This could include support in developing new skills and in accessing local vacancies. The discipline, resilience and team spirit of armed forces personnel could be a considerable incentive to employers.

The Council provides employment and skills support to vulnerable groups and / or those facing significant barriers as part of its commitment to tackle poverty and inequality in Islington.

### **Support for health and social care needs**

The Council will provide:

- Mental Health First Aid training to Armed Forces organisations / charities enabling them to recognise mental health issues and refer on to relevant support
- Alcohol awareness training to representatives of Armed Forces organisations / charities
- Support (both financial and practical) with housing adaptations – for those moving to private as well as council housing, and refer those with disabilities / longer term health conditions onto relevant support services

### **Appointment of an Armed Forces Champion**

- Each year the Council will formally nominate a councillor to be the Armed Forces Champion, ensuring good relationships with Armed Forces organisations in the borough and promoting engagement activities and support. The current Armed Forces Champion is Cllr Troy Gallagher.

### **Formally recognising the contribution of the Armed Forces**

- The Armed Forces Flag will be flown on the roof of the Town Hall each year on Armed Forces Day
- A Veteran or Cadet of the Year Award will be launched during Armed Forces Week 2014 to highlight the contribution of individuals
- Freedom of the Borough has been awarded to:

- The Honorary Artillery Company in 2009
- Colonel Brian Kay, the former Deputy Lieutenant in 2010

### **Supporting ‘Youth Organisations in Uniform’**

Islington has a number of Air Training Corps, Army Cadets and Sea Cadets in the borough and the Islington Academy has just set up a Combined Cadet Force. The Council will support these positive activities for young people through:

- Active involvement of the Mayor in visiting and supporting the activities of the various cadet forces in Islington
- Access to funding for running costs and activities through the Council’s two small grants schemes – the Local Initiatives Fund and Islington Community Chest
- Chairing meetings of Youth Organisations in Uniform (YOU) which brings together various organisations - the Cubs, Scouts, Boys Brigade etc. – to identify opportunities for sharing help and resources

### **Promote the Community Covenants Grants Scheme**

The government has established a Covenant Fund, with £10m available per year for projects across the country which support the priorities of local Armed Forces Community Covenants, and which bring together the civilian and Armed Forces communities to promote integration and raise awareness of the contribution and sacrifices made by Forces personnel.

The scheme is administered on a regional basis. Applications can be submitted by any part of the community, including voluntary and community sector organisations / charities, community interest companies (CICs), local authorities and schools. Projects should deliver tangible results and meet the overall aims of the community covenant.

The Council will promote the Covenant Fund through its links with local Youth Organisations in Uniform (YOU), other voluntary and community sector organisations, statutory sector partners, schools and local businesses. The Council will also, through the Armed Forces Champion, convene a local panel to act as the Local Covenant Partnership (comprising senior Armed Forces / Council representatives) to review and support local bids to the Covenant Fund.

***Islington Council will work closely with Armed Forces organisations to increase understanding of, and address issues faced by, serving and ex-personnel and to maximise awareness and take up of the commitments made through this covenant.***

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Legal Services, Law & Governance  
7 Newington Barrow Way, London, N7 7EP

Report of: Interim Director of Law & Governance and Monitoring Officer

Meeting of: Council

Date: 13 July 2023

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## Subject: Standards Committee Report to Council - Updated Member Code of Conduct and Dispensations

### 1. Synopsis

- 1.1. As part of the review of the Constitution it is recommended that the remit of Standards Committee is extended to promote the Member Code of Conduct, receive the Annual Report on Member Standards and Conduct and grant interest dispensations. The Committee have been meeting this year to review and strengthen the Code of Conduct.
- 1.2. The Committee is also recommending that a general dispensation is granted to allow councillors to speak and vote in relation to a limited range of interests they may have in matters coming before council decision-making bodies. This will enable them to participate in meetings where these interests may arise but their position is shared with a significant proportion of other members of the council and/or in the community and transaction of council business might otherwise be impeded.

### 2. Recommendations

- 2.1. To note that the Code of Conduct for Members has been reviewed for compliance with the Local Government Association Model Councillor Code of Conduct 2020 and best practice.

- 2.2. To agree that personal interests (in paragraph 12 “Declarations of Interests”) be amended as detailed in tracked changes in **Appendix A**.
- 2.3. To agree that the dispensations detailed in paragraphs 3.12 and 3.13 of this report, be granted to all members in respect of participation in discussion and voting at meetings, with immediate effect until the Annual Meeting following the next local elections in 2026.
- 2.4. To agree that future requests for individual dispensations in respect of statutory and non-statutory disclosable interests are submitted to the Standards Committee for determination.

## 3. Background

### Code of Conduct

- 3.1. The Standards Committee is responsible for:
  - a) Advising the council on the adoption or revision of the Code;
  - b) Considering whether complaints of breach of the Code should be investigated and hearing complaints which have been investigated.
  - c) Agreeing procedures for investigation of complaints of breach of the Code.
- 3.2. The system of regulation of standards of councillor conduct in England is governed by the Localism Act 2011. Local authorities are under a duty to promote and maintain high standards of conduct by their elected members and co-opted members. Every local authority must have a code of conduct for its members, which must be consistent with the “Seven Principles of Public Life”: selflessness, honesty, integrity, objectivity, accountability, openness and leadership. The code of conduct must also make provision for the registration and disclosure of pecuniary and other interests.
- 3.3. One of the Seven Principles of Public Life is the principle of integrity, that *“holders of public office must avoid placing themselves under any obligation to people or organisations that might try to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.”*
- 3.4. Members’ registration of personal interests should be guided by this duty. They should also give the Monitoring Officer who is responsible for the register of members’ interests any information they may request in order to keep that register up to date and any other information which members consider should be entered

in the register.

- 3.5 The council has adopted a Code of Conduct for its members which is in Part 6 of the Constitution and is on the council's website. All members need to register their disclosable interests – both disclosable pecuniary interests and other interests that must be declared and registered as required by the council's Code of Conduct for members or by members' duty to act in conformity of the Seven Principles of Public Life.
- 3.6 The Code was last updated by full Council on 9 December 2021 following an amendment to the Local Government Association Model Code of Conduct for Councillors introduced in 2020.
- 3.7 At the Standards Committee on 15 March 2023, the Code was also reviewed in accordance with the January 2023 Report by the Committee on Standards in Public Life titled *“Leading in Practice: A Review by the Committee on Standards in Public Life”*.
- 3.8 Officers have reviewed the codes of conduct of other (London) local authorities including Kensington & Chelsea, Lambeth and Westminster and the Local Government Association's Model Councillor Code of Conduct.
- 3.9 Following the review, the Standards Committee met on 28 June 2023 and agreed to extend personal interests to apply to councillors' family members, as follows:

*“... my spouse, civil partner, parent, grandparent, child, grandchild, sibling, or anyone that I live with as a spouse or civil partner.”*

The proposed changes are detailed in Appendix A.

### **Dispensations**

- 3.10. Section 31(4) of the Localism Act 2011 provides that a Member who has a disclosable pecuniary interest in any matter to be considered at a meeting may not participate in any discussion, or vote on the matter. However, by virtue of section 33, an authority may, on a written request by a Member, grant a dispensation relieving the member from either or both of the restrictions in Section 31(4) if criteria set out in section 33(2) of the Act are satisfied. Dispensations may also be granted in relation to the personal interests set out in the Code of Conduct.
- 3.11. The relevant criteria are that:
- (a) Without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of

the body transacting the business as to impede the transaction of the business;

- (b) Without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;
- (c) Granting the dispensation is in the interests of persons living in the authority's area; or
- (d) it is otherwise appropriate to grant a dispensation.

3.12. It is common practice in many other local authorities for a set of general dispensations for all members to be agreed for each administration, based on those that were included in the nationally applicable Code of Conduct that applied prior to the Localism Act 2011. These applied in respect of matters where the interest arose in the following circumstances:

- (i.) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
- (ii.) school meals, extra-curricular activities, school organisation issues or school transport, and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iii.) an allowance, payment or indemnity given to members;
- (iv.) setting council tax or a precept under the Local Government Finance Act 1992.

3.13. A review of practice elsewhere suggests that it may also be appropriate to provide dispensations in respect of the following additional circumstances:

- (v.) Setting of Council Housing rent levels and approving the Housing Revenue Account (HRA): where the Councillor (or spouse or partner) holds a tenancy or lease with the Council [by way of clarification as these may be regarded as financial rather than Housing matters];
- (vi.) Housing benefit in relation to over arching budget reports: where the Councillor (or spouse or partner) receives housing benefit;
- (vii.) Adult Social Care in relation to overarching budget reports: where the Councillor (or spouse or partner) receives adult social care support.
- (viii.) For a Member in receipt of Council Tax Benefit in relation to Local Council Tax Support.

- (ix.) Government grants and related support and including cost of living grants.
  - (x.) Non Domestic Rates and Discretionary Rate Relief except where it affects the member's individual property.
- 3.14. Guidance issued by the Department for Communities in Local Government (DCLG) in September 2013 (Openness and Transparency on personal interests) states that the DCLG view is that Members do not need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support because this is a decision affecting the generality of the public in the area rather than Members as individuals. Nonetheless, it seems prudent to include these matters in the proposed general dispensations.
- 3.15. The dispensation for Council Tax relates to a Member's disclosable pecuniary interest and does not affect a Member's obligation under Section 106 of the Local Government Finance Act 1992 to declare and not vote if they are two months or more in arrears with their Council Tax when voting on setting the Council's budget.
- 3.16. It is proposed that the dispensations agreed take immediate effect and remain in place until the Annual Meeting following the next local elections in 2026.
- 3.17. At the Standards Committee meeting on 27 June 2023, recognising that the it will play a more active role in the ethical life of the Council in future, including reviewing and maintaining the Code of Conduct, the committee also agreed to recommend to Council that any requests for individual dispensations in respect of statutory and non-statutory disclosable interests are submitted to the Standards Committee, rather than full Council, for determination in future.
- 3.18. Upon receipt of a request for a dispensation by the Monitoring Officer, a meeting of the Standards Committee will be convened to determine the request against the criteria detailed in paragraph 3.11 of this report.
- 3.19. The proposed changes to the Code of Conduct for Members in respect of dispensations are also detailed in Appendix A.

## 4 Implications

### 4.2 Financial Implications

There are no financial implications.

### 4.3 Legal Implications

Section 28 Localism Act 2011 states as follows:

*“(6) A relevant authority other than a parish council must have in place –*

*(a) Arrangements under which allegations can be investigated and*

*(b) Arrangements under which decisions on allegations can be made.*

*(7) Arrangements put in place under subsection (6)(b) by a relevant authority must include provision for the appointment by the authority of at least one independent person –*

*(a) whose views are to be sought, and taken into account, by the authority before it makes its decision on an allegation that it has decided to investigate, and*

*(b) whose views may be sought –*

*(i) by the authority in relation to an allegation in circumstances not within paragraph (a),*

*(ii) by a member, or co-opted member, of the authority if that person’s behaviour is the subject of an allegation, and*

*(iii) by a member, or co-opted member, of a parish council if that person’s behaviour is the subject of an allegation and the authority is the parish council’s principal authority...”*

4.4 The legal implications in relation to the proposed dispensation arrangements are included in the body of the report.

### 4.5 Environmental Implications and contribution to achieving a net zero carbon Islington by 2030

There are no environmental implications.

### 4.6 Equalities 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.

An Equalities Impact Assessment Screening Tool for all the proposed changes to the Constitution was completed on 24 April 2023. No negative impacts were identified therefore an Equalities Impact Assessment is not required for the purposes of this Report.

Strengthening the role of Standards Committee demonstrates that the Council is committed to high ethical standards and will support good relations and equality of participation in public life.

## 5 Conclusion and reasons for recommendations

- 5.5 It is recommended that the amendments to the Code of Conduct for Members and the future arrangements for dispensations are agreed to ensure that the Councils arrangements support its ambition to set high ethical standards. It is also recommended that the general dispensations detailed in this report are agreed to allow all councillors to participate in appropriate decision making.

### **Appendices:**

Appendix A Proposed Amendments to the Member Code of Conduct

**Background papers:** None

### **Authorised by:**

Marie Rosenthal, Interim Director of Law & Governance and Monitoring Officer

Date: 29 June 2023

### **Report Authors:**

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### **Legal Implications Author:**

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# Appendix A

## **Islington Code of Conduct for Members**

**Explanatory note:** The following proposed changes to an extract from the Code of Conduct for Members are to clarify personal interests, the individuals in relation to which a councillor should declare an interest and the arrangements for granting dispensations:

### **12 Declaration of Interests**

1. I understand that I am personally responsible for deciding whether or not to disclose an interest.
2. I understand that failure to disclose a Disclosable Pecuniary Interest, as set out in Table 1, below, is a criminal offence under the Localism Act 2011, for which an individual councillor may be prosecuted.
3. I understand that, [if I am aware](#), I must also disclose any Disclosable Pecuniary Interests, as set out in Table 1, below, held by my partner, spouse, civil partner and/or a person with whom I am living as husband or wife or as if we are civil partners [and declare that they have the interest](#).
4. I will register any Disclosable Pecuniary Interest within 28 days of my election, re-election or being appointed as a member, in accordance with “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”.
5. I will also register and disclose any Personal Interests which fall within the categories set out in Table 2 ‘Other Registerable Interests’ below.
6. [I understand that, if I am aware, I must also disclose any Personal Interests, as set out in Table 2, below, held by my spouse, civil partner, parent, grandparent, child, grandchild, sibling, or anyone that I live with as a spouse or civil partner.](#)
- ~~6.7.~~ If, at any time, my interests change or I have a new interest, I will update my register of interests within 28 days.
- ~~7.8.~~ I do review my interests annually, when requested to do so, to ensure that they remain correct.
- ~~8.9.~~ I understand that if I hold a ‘Sensitive Interest’, which in my view, if disclosed, could lead to myself or a person connected with me to be subject to violence or intimidation, I must notify the Monitoring Officer and that the interest will be withheld from the public register, if the Monitoring Officer agrees it is sensitive.
- ~~9.10.~~ If a matter arises at a meeting which directly relates to a Disclosable Pecuniary Interest held by me and included in my Register, I will disclose that I hold an interest and leave the room until the discussion and vote on the item is complete. This will be recorded in the minutes of the meeting.



- ~~40.11.~~ If I wish to participate in the discussion and vote on a matter which directly relates to a Disclosable Pecuniary Interest held by me, including a Sensitive Interest, I will seek a dispensation from [Standards Committee](#) ~~full Council~~ prior to the meeting at which the item I hold an interest in will be discussed. I acknowledge that dispensations may only be granted in limited circumstances.
- ~~41.12~~ If a matter arises at a meeting which directly relates to a Sensitive Interest held by me, I will disclose that I have an interest, but not provide details of what the interest is and will leave the room until the discussion and vote on the item is complete.
- ~~42.13~~ If a matter arises at a meeting which directly relates to a Personal Interest held by me, as detailed in Table 2, Other Registerable Interests, below, I will only speak on the matter if members of the public are also allowed to speak at the meeting. Where this is not the case I will leave the room until the discussion and vote on the item is complete, unless I have been granted a dispensation by [Standards Committee](#) ~~full Council~~ prior to the meeting.
- ~~43.14.~~ If a matter arises at a meeting which *directly relates* to my financial interests or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or the well-being of a relative or close associate, I will disclose the interest. I will only speak on the matter if members of the public are also allowed to speak at the meeting. Where this is not the case I will leave the room until the discussion and vote on the item is complete, unless I have been granted a dispensation by [Standards Committee](#) ~~full Council~~ prior to the meeting.
- ~~44.15.~~ If a matter arises at a meeting which affects my financial interests or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or the well-being of a relative or close associate or an organisation or body in which I hold a Disclosable Pecuniary Interest, I will disclose the interest. If I consider that the matter affects my financial interest or well-being to a greater extent than it affects the financial interests of the majority of the ward or borough's residents and I consider that a reasonable member of the public, knowing all the facts, might believe that it would affect my view of the matter, I will only speak on the matter if members of the public are also allowed to speak at the meeting. Where this is not the case, I will leave the room until the discussion and vote on the item is complete, unless I have been granted a dispensation by [Standards Committee](#) ~~full Council~~ prior to the meeting.
- ~~45.16.~~ If a matter arises at a meeting which I hold a Disclosable Pecuniary Interest in that I have not already disclosed, I will disclose the existence and details of the interest to the meeting, leave the room until the discussion and vote on the item is complete and formally notify the interest to the Monitoring Officer within 28 days of the meeting.
- ~~46.17.~~ If I hold a Disclosable Pecuniary Interest in a matter which falls to me in the exercise of a function, such as an Executive decision, I will notify the

Monitoring Officer of the interest and take no further steps in the matter other than arranging for it to be dealt with by someone else.

~~47.~~18. If I hold a personal interest in a matter which falls to me in the exercise of a function, such as an Executive decision, I will ensure that the written record of the decision includes a record of the existence and nature of my interest.

**Table 1: Disclosable Pecuniary Interests:**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>

<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)—  <ul style="list-style-type: none"> <li>(a) the landlord is the council; and</li> <li>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</li> </ul>
<b>Securities</b>	Any beneficial interest in securities* of a body where—  <ul style="list-style-type: none"> <li>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</li> <li>(b) either— <ul style="list-style-type: none"> <li>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li> <li>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</li> </ul> </li> </ul>

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **Table 2: Other Registerable Interests**

You have a personal interest in any business of your authority where it relates to or is likely to affect:

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body of which you are a member or in a position of general control or management

(i) exercising functions of a public nature

(ii) any body directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) [of which you are a member or in a position of general control or management.](#)

Your register of interests allows the public, local authority employees and fellow councillors to know which of your interests might give rise to a conflict of interest. Details of your interests will be published on the website and a copy of the register will be available for inspection at the Town Hall during working hours. Publication is a legal requirement, but it also protects you by allowing you to demonstrate openness and a willingness to be held accountable and ensures that decision making is seen by the public to be open and honest.

If an interest is not already included in your published register of interests and it relates to a matter under consideration at a meeting, you must disclose it at that start of the relevant agenda item and to the Monitoring Officer within 28 days following the meeting, but it can be helpful for you to know before this time if others think that a potential conflict might arise and to allow time to seek a dispensation if you think it warranted.

If you cease to hold an interest, you should notify the Monitoring Officer who will remove the interest from your register.

### **[44.15](#). Dispensations**

~~44.1~~[15.1](#) In limited circumstances, in cases (a) and (d) below, [Standards Committee](#) ~~full Council~~ can grant a dispensation to a member to allow them to speak and/or vote in respect of an item of business at a meeting where they have a Disclosable Pecuniary Interest under this Code.

**44.2** [15.2](#) Dispensation can only be granted where the statutory grounds apply. The statutory grounds are:

(a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,

(b) without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,

(c) granting the dispensation is in the interests of persons living in the council's area,

(d) without the dispensation each member of the authority's executive would be prohibited from participating in any particular business to be transacted by the Executive or a committee of the Executive, or

(e) it is appropriate to grant a dispensation for some other reason.

**44.3** [15.3](#) A request for a dispensation must be submitted to the Council's Monitoring Officer in accordance with the council's procedure for dealing with Requests for Dispensations From Councillors. [The Monitoring Officer will arrange for Standards Committee to be convened to consider requests for dispensations.](#)

**44.4** [15.4](#) If you are a member of the Executive and the meeting is a meeting of the Executive or a committee of the Executive you will also need a dispensation from the Chief Executive under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The Chief Executive has issued a general dispensation that applies where a dispensation in respect of your Discloseable Personal Interest has been granted under this section of the Code so you will not need to make a special application.

**44.5** [15.5](#) The Chief Executive may grant a dispensation to Executive members to allow them to speak and/or vote in respect of other conflicts of interest arising at a meeting of the Executive or a committee of the Executive.

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Legal Services, Law & Governance  
7 Newington Barrow Way, London, N7 7EP

Report of: Interim Director of Law & Governance and Monitoring Officer

Meeting of: Council

Date: 13 July 2023

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## Subject: Review of Council Constitution

### 1. Synopsis

- 1.1. On 13 March 2023, the Audit Committee approved Terms of Reference for a review of the Constitution to ensure it is up to date and fit for purpose.
  - To ensure the Constitution is compliant with relevant legislation
  - To review the Terms of Reference for Committees
  - To update Schemes of Delegation, Contract Procedure Rules, and Financial Regulations.
  - To seek member input
  - To recommend to Full Council a revised version of the Constitution
- 1.2. Legal and Governance officers in consultation with the Chair of Audit Committee and Deputy Leader and Executive Member (Resources) have been meeting to carry out the Review. The Chairs of Personnel Sub Committee; Pension Sub Committee and Pension Board and the Independent Persons have been consulted. The review has included a statutory compliance health check. Standards Committee complemented this work by reviewing and updating the Code of Conduct for Members, the statutory arrangements for dealing with allegations of member misconduct and the arrangements for dispensations.
- 1.3. On 23 May 2023, the Audit Committee received an update on the work to improve the Constitution in line with legislation and best practice and agreed to recommend the updates to the Constitution, detailed in the Recommendations and in the Appendix to this report to Council.

- 1.4. On 27 June, Standards Committee agreed to recommend to Council the proposed changes to the Code of Conduct for Members, the amendment to its Terms of Reference, and the arrangements for Dispensations. The proposed changes in relation to the Code of Conduct and Dispensations are detailed in the report titled 'Review of the Code of Conduct for Members and Dispensation arrangements' also on this meeting agenda and are included in Appendix 6 to this report to seek authority to amend the Constitution. The changes to the Committee Terms of Reference are detailed in Appendix 5 to this report.
- 1.5. This report is seeking Council's approval of the recommended amendments to the Constitution, to take immediate effect, marked as tracked changes in the Appendices.
  - Appendix 1 Factual changes to Part 1 – Summary and Explanation
  - Appendix 2 Revised Part 2 - Articles
  - Appendix 3 Revised Part 3 - Responsibility for Functions
  - Appendix 4 Revised Part 4 – Employment Procedure Rules
  - Appendix 5 Revised Part 5 – Terms of Reference
  - Appendix 6 Revised Part 6 – Codes and Protocols
  - Appendix 7 Revised Part 8 – Updated Organisation Chart
  - Appendix 8 Revised Constitution Appendices

## 2. Recommendations:

- 2.1. To note the work of the Audit Committee and Standards Committee in reviewing the Constitution and Code of Conduct for Members and proposing revisions to ensure legal compliance and high ethical standards are maintained.
- 2.2. To adopt the proposed revisions to Part 1 of the Constitution detailed in Appendix 1.
- 2.3. To adopt the proposed revisions to the Articles in Part 2 of the Constitution detailed in Appendix 2.
- 2.4. To adopt the proposed revisions to Part 3 of the Constitution as detailed in Appendix 3.



- 2.5. To adopt the revised Officer Employment Procedure Rules, which now incorporate the previously separate protocol document and the change to Dispensation arrangements in the Access to Information Rules, as detailed in Appendix 4. Further changes to Dispensation arrangements are also proposed in the Code of Conduct for Members in Appendix 6.
- 2.6. To adopt revised Terms of Reference for the Audit Committee to establish it as the Audit and Risk Committee including authority to revise and keep up to date the Council's Financial Regulations and Procurement Rules detailed in Appendix 5
- 2.7. To adopt revised Terms of Reference for the Standards Committee detailed in Appendix 5.
- 2.8. To adopt new Terms of Reference for the Pension Sub-Committee to establish it as a Pensions Committee appointed by the Council detailed in Appendix 5.
- 2.9. To adopt new Terms of Reference for the Pensions Board and approve their addition to the Constitution detailed in Appendix 5.
- 2.10. To adopt new Terms of Reference for the Personnel Sub-Committee to establish it as an Employment and Appointments Committee appointed by the Council detailed in Appendix 5.
- 2.11. To adopt revised Terms of Reference for the Statutory Officer Grievance Committee and Appeals Committee so that it only applies to the Chief Executive detailed in Appendix 5.
- 2.12. To agree the addition of the Code of Conduct for Employees and the amendments to the Code of Conduct for Members detailed in Appendix 6.
- 2.13. To agree the new organisation chart in Appendix 7.
- 2.14. To agree the amendments to delegations and officer designations in the Appendices to the Constitution detailed in Appendix 8.
- 2.15. To note that the re-appointment of the existing sub-committee members to the new committees will be confirmed in the Council Appointments Report also on the agenda for this meeting.
- 2.16. To agree that a review of the Overview and Scrutiny function should be undertaken and will include revised Terms of Reference for the Scrutiny Committees and Scrutiny Procedure Rules.

## 3. Background

- 3.1 The Constitution sets out how the council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent, and accountable to local people. The council has a legal duty to publish an up-to-date Constitution and it should be reviewed annually with any necessary changes being considered at the full Council meeting.
- 3.2 Responsibility to monitor and review the operation of the Constitution is set out in Article 15 and belongs to full Council. The Monitoring Officer is authorised to make minor consequential amendments as necessary or required by legislation from time to time.
- 3.3 The Constitution must contain:
- The Council's standing orders/ procedure rules.
  - The Members' Code of Conduct
  - Such information as the Secretary of State may direct.
  - Such other information (if any) as the Council considers appropriate
- 3.4 The Constitution currently comprises 374 pages organised into 8 parts, many divided into several sections. The document is difficult to navigate and a member of the public who did not already know which part to look in would find it difficult to locate a specific section of the Constitution as there is a very limited search facility.
- 3.5 Officers have also raised the following issues which have further prompted the need for a review:
- A document which has grown over the years and is not internally consistent.
  - Legal compliance and extensive statutory references need to be reviewed
  - A more consistent approach to reviewing the Constitution on an annual basis.
  - An unwieldy document that could be simplified and made more accessible for online viewing.
  - Opportunities to reduce bureaucracy to help members and officers to take decisions more robustly with more clarity over who takes which decisions.
- 3.6 The Audit Committee has responsibility for audit and governance matters under Article 8 of the Constitution. This includes responsibility for the Constitution and the rules, systems, and relationships which support the council to be effective, well run, and accountable.

- 3.7 The Standards Committee has responsibility for promoting high standards of member conduct and advising the Council on a local Code of Conduct for members.

## 4. Statutory Compliance Health Check

- 4.1 A Constitution Direction was issued by the Secretary of State in December 2000 that requires 80 matters to be included within council constitutions, covering members' allowances schemes, details of procedures for meetings, details of joint arrangements with other local authorities and a description of residents' rights.
- 4.2 Officers have carried out a comprehensive Statutory Compliance Health Check of the Constitution against these requirements which has resulted in the Recommendations in this Report.

## 5. Part 1 and Part 2 Articles

- 5.1 The proposed changes to Part 1 are detailed in Appendix 1 and are consequential to the matters recommended in this report.

- 5.2 The proposed changes to the Articles are detailed in Appendix 2 are as follows:

Article 2 – Members of the Council: To correct number of councillors to 51 following elections in May 2022 and to insert a link to the democracy website councillors page to meet the requirement to provide information about the councillors, arising from the review of the statutory checklist

Article 7 – The Executive: To correct the number of councillors required for a vote of no confidence in the Leader (75% or 38), following the election in May 2022 and to insert a link to the democracy website councillors page to meet the requirement to provide information about the members of the Executive, arising from the review of the statutory checklist

Article 8 – Non-Executive Functions: To reflect the proposed changes to Audit Committee and Sub-Committees detailed elsewhere in this report and to update the information on Licensing Committee arrangements.

Article 12 – Officers: To reflect the changes in officer designations following the recent restructure.

Article 13 – Decision Making: To clarify the arrangements for making key decisions

Article 15 - Review, amendment, suspension and publication of the Constitution: To clarify the circumstances under which the Proper Officer may make amendments to the Constitution.

- 5.3 It is also recommended that the Monitoring Officer be responsible for keeping the Constitution under review reporting as appropriate to Audit Committee and Council and change the current requirement to involve the party Whips on constitutional change.

## 6. Part 3 Responsibility for Functions

The proposed changes include clarifying the arrangements for the appointment of the Monitoring Officer and S151 Officer and the requirements for adoption of a Licensing Policy and are detailed in Appendix 3.

## 7. Audit Committee

- 7.1 The Audit Committee terms of reference have a complex format involving a range of advisory functions and decision-making functions.
- 7.2 In September 2022, the Committee carried out a review of its Terms of Reference noting that the current structure comprised two Committees: The Audit Committee and the Audit Advisory Committee. The Committee agreed the following recommendations:
- (a) That the word “Risk” be included in the new title of the Committee.
  - (b) That all instances of the word “Our” in the proposed new Terms of Reference be replaced with the article “The”
  - (c) That, subject to the incorporation of the suggested amendments above, the other proposed amendments to the Audit Committee Terms of Reference, detailed in the report of the Corporate Director of Resources, be noted.
  - (d) That it be noted that any amendments would require formal approval at a future Council meeting.
  - (e) That, before the final report is submitted to Council, the updated Terms of Reference be circulated to members of the Committee for further review and approval
  - (f) That it be noted that the Committee’s future work plan would be reviewed by officers and the Chair to ensure that all aspects of the Terms of Reference were appropriately represented.
  - (g) That it be noted that the Terms of Reference of the Pensions Sub-Committee and Personnel Sub-Committee would also be reviewed and submitted to a future meeting for consideration.

- 7.3 The proposed revisions considered by the Audit Committee are set out in Appendix 5 as track changes. They include the proposed new title Audit and Risk Committee and updated terms of reference. It is also recommended that the current structure of two committees, one advisory and one decision making, be simplified to form one committee deleting reference to an advisory committee and advisory functions.
- 7.4 It is recommended that the function of receiving the annual report from the Monitoring Officer concerning standards of member conduct transfer to the Standards Committee.
- 7.5 Following the Audit Committee meeting, it has been agreed that a new protocol will be developed to clarify the arrangements for approving special (non-contractual) severance payments to Chief Officers appointed by the newly titled Employment and Appointments Committee, taking account of the *'Statutory guidance on the making and disclosure of Special Severance Payments in local authorities in England'*. Terms of Reference include that the committee will receive a report every six months detailing such payments, in excess of £50,000, if any have been made in the relevant period.

## 8. Pensions Sub- Committee

- 8.1 The Audit Committee under its terms of reference has responsibility for establishing a Pensions Sub-Committee (PSC). The PSC membership is separate from the Audit Committee, not a derivation of its membership as required under the Local Government Act 1972. The process of how its membership is selected is undefined. The current terms of reference states: "No special requirements apply to the composition of the Pensions Sub-Committee".
- 8.2 The membership of the PSC is composed of four elected members and has a quorum of two, that does not require either the Chair or Vice chair in attendance. There are two named substitute members. This is a very small committee given the scale and significance of the investment and decisions that are made.
- 8.3 Although there is no single model in operation across the over 80 Pension Fund authorities (LGPS) in England and Wales, most Funds are managed by a formal Committee appointed by the full Council. This Committee is usually called the Pension(s) Committee or sometimes the Pension Committee. The arrangement in Islington is unusual and creating legal risk. It is recommended that the Pensions Sub-Committee should be separated from the Audit Committee and established as a separate committee with an elected member membership of 5 or 7 voting councillors.

- 8.4 Individual LGPS Pension Funds are administered by the relevant council and are a separate legal entity within the overall structure of that council. Under the Local Authority (Functions and Responsibilities) (England) Regulations 2000 (as amended) the LGPS is not an Executive function. Therefore, the Executive of a Council cannot make decisions in respect of the Pension Fund. Bullet point six of the current ToR states: "To consider the overall solvency of the Pension Fund, including assets and liabilities and to make appropriate recommendations to the Executive regarding the allocation of resources to the Pension Fund." The Executive should not be involved in setting the resources of the Pension Fund. The Sub-Committee itself should be responsible for setting its own budget. The Committee responsible for the Pension Fund must report to the Council and cannot be subject to the Executive.
- 8.5 The PSC terms of reference as written are unusually brief at just seven bullet points. A comprehensive list of requirements should be listed in the new Terms of Reference to ensure the Committee are aware of their full remit. These are set out as track changes to the proposed new Pensions Committee's Terms of Reference in Appendix 5.
- 8.6 Members of the Sub-Committee are the ultimate decision makers for investment related matters. As such, members are bound by the Directive on Markets in Financial Instruments repealing Directive 2004/39/EC (commonly known as MIFID II). This legislation requires the Pension Fund to "opt up" to professional status, and for decision makers to demonstrate they have the collective knowledge and skills to make investment decisions. If members are not able to demonstrate this, there is a risk that the Pension Fund will not be able to access professional investments. A comprehensive training plan should be agreed for PSC members and this requirement be added to its Terms of Reference.

## 9. Pensions Board

- 9.1 The LBI Pension Board composition is currently three employer representatives, three member representatives and one independent member. The Constitution provides that all members of the Board shall be appointed by full Council or its Audit Committee which shall also appoint a chair from among the members of the Board. This practice is unusual, as the Pension Board should be responsible for electing its own chair. It is normal practice for the chairmanship to rotate annually from employer to member representatives. Paragraph 5.38 of the Statutory Local Government Pension Scheme (LGPS) Guidance on the creation and operation of Local Pension Boards in England and Wales alludes to this being appropriate.

- 9.2 Members of the Pension Board are required, under the LGPS scheme regulations 2013, to have “capacity” to represent the members and employers of the scheme. The statutory guidance interprets this as a requirement to ensure that the knowledge and skills of the membership are appropriate to effectively scrutinise the decisions of the committee. To assist the Administering Authority, it is implicit that members of a Local Pension Board understand the duties and obligations that apply to the Administering Authority as well as to themselves. This is expanded in section 6 of the statutory guidance which makes it clear this is a legal requirement. It is also suggested that Members of a Local Pension Board should undertake a personal training needs analysis and put in place a personalised training plan. This should be added to the ToR.
- 9.3 The Pension Board ToR are too brief and do not capture all the elements sufficiently from paragraphs 5.35 of the Statutory Guidance. A set of proposed revised Terms of Reference to be included in Part 5 of the Constitution and are shown as tracked changes in Appendix 5 to reflect the full requirements of the Statutory Guidance.

## 10. Personnel Sub Committee

- 10.1 The Audit Committee under its terms of reference has responsibility for establishing a Personnel Sub-Committee (PeSC). However, the PeSC membership is separate from the Audit Committee, not a derivation of its membership as required under the Local Government Act 1972.
- 10.2 The PeSC has a miscellaneous range of personnel functions covering the appointment of or disciplinary matters relating to Chief Officers. These need careful review to ensure they are compatible with relevant legislation and contractual national and local terms and conditions for chief officers. They also need to complement the other Council bodies concerned with these matters: the Grievance Committee, Grievance Appeal Committee, Investigating and Disciplinary Committee and Disciplinary Appeal Committee.
- 10.3 Part of the remit of the PeSC has been to approve special severance payments for departing officers over £100,000. This is now out of date following publication of statutory guidance on 12 May 2022. This defines those payments to exclude contractual entitlements (such as redundancy/efficiency payments) and any actuarial strain and sets out the process councils are expected to follow for such payments:

'The government expects that any Special Severance payments should be approved according to the following process:

- payments of £100,000 and above must be approved by a vote of full council, as set out in the Localism Act 2011
- payments of £20,000 and above, but below £100,000, must be personally approved and signed off by the Head of Paid Service, with a clear record of the Leader's approval and that of any others who have signed off the payment
- payments below £20,000 must be approved according to the local authority's scheme of delegation. It is expected that local authorities should publish their policy and process for approving these payments'.

10.4 As detailed in paragraph 7.5, it has been agreed that a new protocol will be developed to clarify the arrangements for approving special severance payments to designated chief officers and the Audit Committee will monitor the use of these payments.

10.5 It is recommended that the Personnel Sub Committee be reconstituted as the Employment and Appointments Committee. The proposed Terms of Reference for the Committee are set out in Appendix 5 and including the following:

- To be responsible for the recruitment and appointment of Corporate Directors and Service Directors in accordance with Part 4, Rule 100.
- To recommend to Council on the designation of the Monitoring Officer and the Chief Finance Officer.
- To act as the Committee which makes recommendations to Council on the appointment of the Head of Paid Service (Chief Executive).
- To hear and determine appeals in connection with disciplinary action or dismissal of Corporate Directors (except the Head of Paid Service, s151 Officer and Monitoring Officer)
- To make recommendations to Council on the appointment of independent persons to serve on the Standards Committee and Audit Committee.

## 11. Grievance Committee/ Appeal Committee

11.1 The Grievance Committee and Grievance Appeals Committee currently apply to Grievances against and by the statutory officer posts; Chief Executive, Monitoring Officer and Section 151 Officer.

11.2 These Committees are established under the auspices of the JNC Conditions of Service for Chief Executives. The JNC Handbook Grievance



Procedures state that *“In principle it is for each local authority to determine its procedures and practical arrangements for the handling of grievances, taking into account the relevant considerations in general employment law. However, in the case of a chief executive, there are particular factors which may need to be borne in mind in the case of a grievance against a chief executive or a grievance brought by a chief executive, and the JNC has therefore adopted a Model Procedure for use in such circumstances”*. This is reflected in the current Terms of Reference for these committees save that the Council has also included the Monitoring Officer and s151 Officer in the procedures.

- 11.3 It is suggested that the Council revise these arrangements so that they only apply to the Chief Executive in the following circumstances:
- where an employee raises a grievance against the chief executive and/or
  - where a chief executive raises a grievance (this will be against an individual elected member(s) or the employing council generally).

The proposed changes are detailed in Appendix 5.

- 11.4 Grievances involving the Monitoring Officer and s151 Officer do not involve the same factors as the Chief Executive, principally that the Chief Executive does not have a line manager. Instead, they would be treated in the same way as grievances against any employee including the other corporate directors.
- 11.5 The model procedure set out in the Constitution reflects the ACAS code and comprises two formal stages. After the initial filtering and any attempt at informal resolution, if the matter remains unresolved, then a panel of elected members (the Grievance Committee) will hear the grievance on behalf of the employer (Formal Stage 1). It is here that the power exists to resolve a grievance by or against the chief executive. The panel can either uphold or dismiss the grievance. If the outcome of the Stage 1 investigation is that the grievance is not upheld, then the complainant has the right to appeal (Formal Stage 2) to a panel of elected members (the Appeal Panel).

## 12. Standards Committee

- 12.1 The Standards Committee has not been meeting regularly over recent years as its remit has been limited to hearing complaints alleging member

misconduct. It should have a more strategic role in promoting the Member Code of Conduct and ensuring the Council's statutory duty to promote and maintain high standards of conduct with an effective code of conduct complaints procedure.

12.2 It is recommended that the following functions are added to the current Terms of Reference of the Standards Committee as detailed in Appendix 5.

- to issue dispensations to any member in respect of statutory and non-statutory disclosable interests;
- to receive an annual report from the Monitoring Officer concerning standards of member conduct, which shall include a summary of complaints received under the Code of Conduct Complaints Procedure and their outcome;
- to oversee and approve the operation of the Council's functions relating to the promotion and maintenance of high standards of conduct amongst members and co-opted members of the Council including:
  - (i) approving and issuing guidance to Members
  - (ii) making recommendations to Full Council regarding the suggested amendment of the Members' Code of Conduct
  - (iii) approving training to be provided to members in the Code of Conduct
  - (iv) monitoring the operation of the Code of Conduct

## 13. Licensing Committee and Licensing Regulatory Committee

13.1 Minor amendments in line with legislation to the Terms of Reference of these committees are shown in track changes in Appendix 5.

## 14 Code of Conduct for Employees

14.1 The Code of Conduct for Employees has been added into Part 6 of the Constitution as recommended during the statutory compliance health check and is detailed in Appendix 6.

## 15. Officer Employment and Procedure Rules

- 15.1 The Employment and Procedure Rules have been updated to incorporate the main elements of a previously separate procedure guidance document and to refer to the Employment and Appointments Committee and to clarify the arrangements for the appointment of the Chief Executive, Monitoring Officer and Section 151 Officer and are detailed in Appendix 4.

## 16. Organisation Chart

- 16.1 The management structure in Part 8 of the Constitution has been updated to reflect recent changes, as detailed in Appendix 7.

## 17. Constitution Appendices

- 17.1 Officer designations in the Delegations section of the Appendices, have been updated to reflect recent changes, as detailed in Appendix 8.

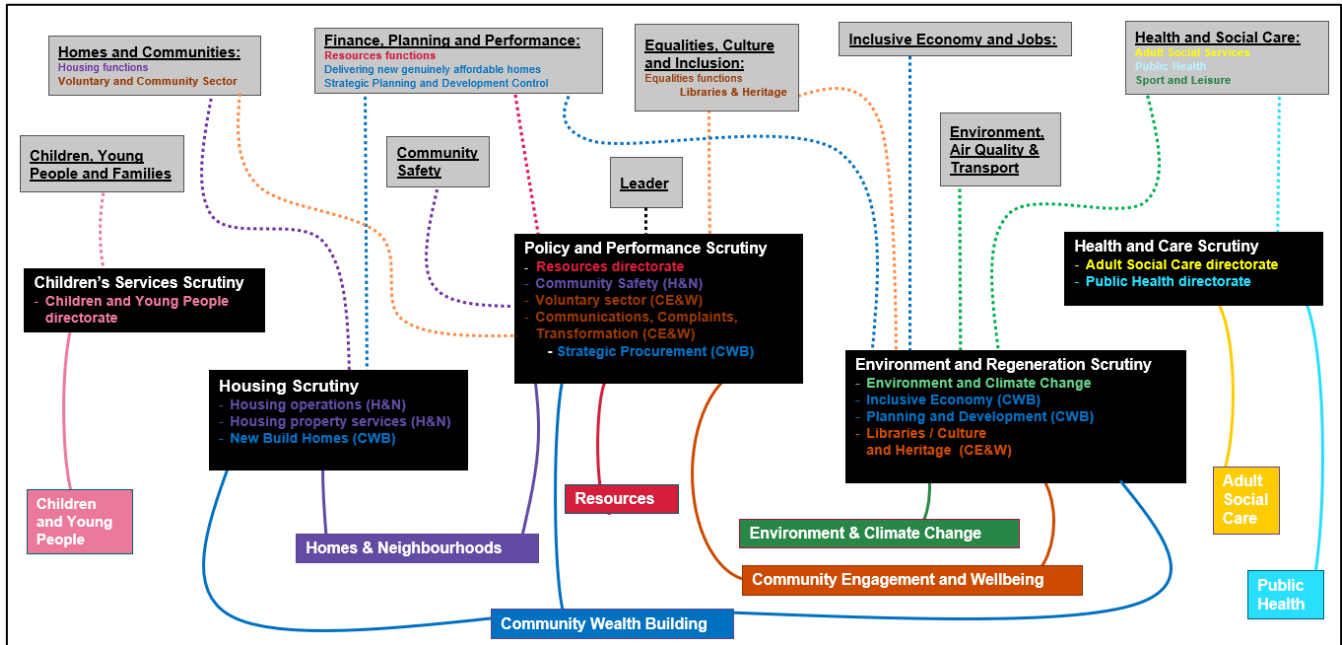
## 18. Overview and Scrutiny Function

- 18.1 Statutory Guidance was published in 2019 requiring councils to review their existing scrutiny arrangements and ensure they embed a culture that allows overview and scrutiny to flourish. The current arrangements at Islington have not been reviewed for some time. There has also been change to Executive portfolios and Corporate and service directorates which would merit a review of the existing Scrutiny Committee terms of reference.
- 18.2 Overview and scrutiny committees were introduced in 2000 as part of new executive governance arrangements to ensure that members of an authority who were not part of the executive could hold the executive to account for the decisions and actions that affect their communities.
- 18.3 Overview and scrutiny committees have statutory powers to scrutinise decisions the Executive is planning to take, those it plans to implement, and those that have already been taken/implemented. Recommendations following scrutiny enable improvements to be made to policies and how they are implemented. Overview and scrutiny committees can also play a valuable role in developing policy.

Effective overview and scrutiny should:

- provide constructive 'critical friend' challenge
- amplify the voices and concerns of the public
- be led by independent people who take responsibility for their role
- drive improvement in public services

18.4 The diagram below shows the current reporting arrangements which are complex and do not enable cross service review or review of external issues.



18.5 A review can also codify the existing Islington arrangements for scrutiny reviews, call-in of executive decisions, policy development and evidence gathering. These have developed as custom and practice over time and need to be published as part of the Scrutiny Procedure Rules of the Constitution.

18.6 It is therefore recommended that there should be a Governance Review in line with statutory guidance led by the Scrutiny Chairs enabling a future report to the Council. This Review will support scrutiny members to recognise best practice, understand where scrutiny is adding value and identify improvements. It is suggested that the Centre for Governance and Scrutiny be approached to support this review and assist in ensuring a clear, consistent and transparent framework.

## 19 Implications

### 19.1 Financial Implications

There are no financial implications arising from this report.

### 19.2 Legal Implications

A local authority is under a duty to prepare and keep up to date its constitution under section 9P Local Government Act 2000 as amended. The Constitution must contain:

- The Council's standing orders/ procedure rules.
- The Members' Code of Conduct
- Such information as the Secretary of State may direct.
- Such other information (if any) as the authority considers appropriate.

A Constitution Direction was issued by the Secretary of State in December 2000 that required around 80 matters to be included within constitutions, covering members' allowances schemes, details of procedures for meetings, details of joint arrangements with other local authorities and a description of the rights of inhabitants of the area, amongst other things. Whilst issued under Part II Local Government Act 2000, the Direction survives the re-enactment into Part 1A (section 9B et seq.) of the 2000 Act by the Localism Act 2011 (under section 17 Interpretation Act 1978).

Constitutions must be available for inspection at all reasonable hours by members of the public and supplied to anyone who asks for a copy on payment of a reasonable fee.

### **19.3 Environmental Implications and contribution to achieving a net zero carbon Islington by 2030**

There are no environmental implications.

### **19.4 Equalities 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.

An Equalities Impact Assessment Screening Tool was completed on 24 April 2023. No negative impacts were identified therefore an Equalities Impact Assessment is not required for the purposes of this Report.

An up-to-date Constitution will ensure decisions contribute to the advancement of equality and good relations and demonstrate that the Council is paying due regard in our decision making in the design of policies and in the delivery of services.

## **20. Reasons for recommendations**

Council is asked to note and agree the recommendations to ensure the Constitution is up to date and legally compliant.

**Appendices:**

- Appendix 1 Factual changes to Part 1 – Summary and Explanation
- Appendix 2 Revised Part 2 - Articles
- Appendix 3 Revised Part 3 - Responsibility for Functions
- Appendix 4 Revised Part 4 – Employment Procedure Rules
- Appendix 5 Revised Part 5 – Terms of Reference
- Appendix 6 Revised Part 6 – Codes and Protocols
- Appendix 7 Revised Part 8 – Updated Organisation Chart
- Appendix 8 Revised Appendices to the Constitution

**Background papers:** None**Authorised by:**

Marie Rosenthal, Interim Director of Law &amp; Governance and Monitoring Office

Date: 5 July 2023

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**Proposed Amendments to Part 1 – Summary and Explanation**

**6. Other committees**

There are also the following committees dealing with the matters shown:

Audit <a href="#">and Risk</a>	<del>personnel</del> , audit, <a href="#">governance, risk and</a> accounts, <del>pensions, matters relating to members conduct matters;-</del>
Licensing	<del>all matters under the Licensing Act 2003 and Gambling Act 2005;</del> <a href="#">all licensing matters under the Licensing Act 2003, Gambling Act 2005 and schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended</a>
Licensing Regulatory	all <del>non-Licensing Act 2003</del> <a href="#">other licensing</a> functions;
Standards	matters relating to the code of member conduct;
Planning	planning matters;
Voluntary and Community Sector Committee	a committee of the Executive which allocates support to the voluntary and community sector.
Health and Wellbeing Board	a committee responsible for promoting an integrated approach by health and social services for advancing the health and wellbeing of local residents.
<a href="#">Employment and Appointments</a>	<a href="#">the recruitment and appointment of Corporate Directors and Service Directors and to make recommendations to Council on the appointment of the Head of Paid Service (Chief Executive).</a>
<a href="#">Pensions</a>	<a href="#">all of the powers and duties of the Council in relation to its functions as Administering Authority of the London Borough of Islington Pension Fund.</a>

**Part 1, Section 9**

A new decision making structure chart will be produced, detailing the council's committees.

### **Proposed Amendments to Part 2 - Articles**

**Explanatory Note:** This includes a number of minor amendments in line with best practice, technical updates to reflect that the Council is now comprised of 51 councillors, amendments arising from changes to the terms of reference of the Audit Committee and its Sub-Committees, amendments to reflect the latest Licensing legislation, and amendments to job titles to reflect the most recent senior officer restructure.

## **Article 2 – Members of the Council**

### **2.01 Composition and eligibility**

- (a) **Composition** The Council comprises ~~51~~<sup>48</sup> members, (known as councillors). Every councillor will be elected by the voters of each ward in accordance with a scheme drawn up by the Local Government Commission and approved by the Secretary of State. [Details of the councillors, including their Register of Interest and appointments to Committees and Outside bodies are available on the Democracy Website.](#)

## **Article 7 – The Executive**

### **7.02 Form and composition**

The Executive will consist of the Leader together with, such other number of councillors (being not fewer than 2 or more than 9) as the Leader may determine. [Details of the members of the Executive and their portfolios are available on the Democracy Website.](#)

### **7.07 Votes of no confidence**

The Leader shall cease to hold office as the Leader if a vote of no confidence, of which notice appears on the agenda, is carried at a meeting of the full Council attended by at least 75% (~~38~~<sup>6</sup>) of the members of the Council in accordance with procedure Rule 20.2.



## Article 8 –Non-Executive Functions

### 8.01 Audit and Risk Committee

There will be an Audit and Risk Committee which will have responsibility for audit and governance matters (other than those which are the responsibility of the Standards Committee) and for all other functions of the Council (other than those relating to licensing and planning matters) and which are not the responsibility of the Executive as a matter of law or under this constitution other than those which are reserved to the Council itself. The detailed terms of reference for the Committee are in Part 5 of this Constitution.

### 8.02 ~~Audit Committee Sub-Committees~~ Employment and Appointments Committee

~~The Audit Committee will appoint a number of sub-committees whose terms of reference are set out in Part 3 of this Constitution. Those sub-committees are as follows:~~

- (a) ~~A Personnel Sub-Committee~~ An Employment and Appointments Committee whose functions shall include the terms and conditions of employment of staff; the appointment of the Chief Executive (subject to confirmation by Council), Corporate Directors and Directors, in each case unless direct assimilation without competition applies under the applicable organisational change procedures; ~~health and safety at work~~ and related matters, and the making of recommendations to Council on the appointment of the Independent Person under the Localism Act 2011.

~~The Audit Committee may decide to appoint different members to this sub-committee in order to deal with appointments to different posts.~~

- (b) ~~A Pensions Sub-Committee whose functions shall include all matters relating to the Local Government Pension Fund, but not the allocation of council resources to that Fund, which shall be the responsibility of the Executive in accordance with the budget and the Financial Regulations.~~

### 8.03 ~~Audit Committee (Advisory)~~

~~There will be an Audit Committee (Advisory) which will consist of the members of the Audit Committee and two independent members.~~

- (a) ~~The Audit Committee and the Audit Committee (Advisory) shall be scheduled to meet at the same time.~~
- (b) ~~The Independent Members shall be able to participate in discussion of and vote on all advisory matters considered at the meeting of the Committees.~~

### **8.03 Pensions Committee**

A Pensions Committee whose functions shall include all matters relating to the Local Government Pension Fund.

### **8.04 Licensing Committee**

There will be a Licensing Committee which will exercise the following:

- all licensing functions ~~as defined by~~ under the Licensing Act 2003. ~~It will review the licensing policy and also determine all applications under the Licensing Act 2003;~~ except for the approval of the statement of licensing policy and the decision to make Early Morning Alcohol Restriction Orders;
- all licensing functions under the Gambling Act 2005, except for the approval of the statement of licensing policy and the decision whether to allow casinos;
  - all licensing functions under the schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended including setting of fees for licence applications and sex establishment policy.

### **8.07 Composition and quorum of Licensing Sub-Committees**

- (a) The sub-committees shall comprise three members of the Council, with a quorum of three.
- (b) Substitutes may attend meetings where one of the members of the sub-committee is unable to attend or is disqualified from hearing an application by virtue of ~~being the ward member for the area to which the application relates~~ a pecuniary or personal interest. Where a substitute is required, he/she will be ~~drawn on a strict rota basis~~ from the balance of the members of the Licensing Committee belonging to party group of the absent member. Where no members from the same party group are available, those places shall be filled by any other Licensing Committee member.
- (c) Chair and Vice-Chair  
Each sub-committee shall appoint its own Chair and Vice-Chair. Where both of these are absent or are disqualified from hearing an application by virtue of ~~being a ward councillor~~ a pecuniary or personal interest, then the sub-committee shall elect one of its members to be Chair for that meeting or that part of the meeting.

### **8.08 Licensing Regulatory Committee**

There will be a Licensing Regulatory Committee with a quorum of 3 which shall have responsibility for all licensing matters under the relevant legislation other than licensing functions arising out of the Licensing Act 2003, schedule 3 of the Local Government

(Miscellaneous Provisions) Act 1982 as amended and the Gambling Act 2005. These shall include:

- (a) The determination of applications for street trading, ~~track betting~~ and special treatment licences where there are unresolved objections to those applications;
- (b) The designation of streets as licensed streets;
- (c) The revocation of licences (except on the ground of non payment of fees);
- (d) The setting and review of policy in relation to the matters coming within the remit of the committee;
- (e) The setting of fees and charges for licences within the remit of the committee.

## Article 12 – Officers

“Officers” means all employees and staff engaged by the Council to carry out its functions. This covers those engaged under short term, agency or other non-employed situations as well as those employed on a permanent basis.

### 12.01 Management structure

#### (a) General

The Council may engage such officers as it considers necessary to carry out its functions.

#### (b) Chief Officers

The Council will engage persons for the following posts, who will be designated chief officers:

Chief Executive;  
Corporate Director of Homes and Neighbourhoods;  
Corporate Director of Environment and Climate Change;  
Corporate Director of Resources;  
Corporate Director of Children’s Services;  
Corporate Director – Community Wealth Building;  
~~Partnership Director – Fairer Together~~;  
Corporate Director – Community Engagement and Wellbeing;  
Director of Public Health;  
~~Director of Law and Governance~~;  
Director of Adult Social Care.

Where ~~the Executive~~ it has been agreed to vary these roles, the Proper Officer shall be authorised to make the necessary consequential amendments to this article.

If there is no Chief Executive in post, references to the Chief Executive in this Constitution are to be taken as references to the Head of Paid Service.

## 12.06 Other statutory officers

(e) The Head of Democratic Services ~~Manager and Governance~~ shall be appointed for the purposes of section 31 of the Local Democracy, Economic Development and Construction Act 2009 as the Council's Scrutiny Officer.

## Article 13 – Decision Making

### 13.03 Types of decision

(b) **Key decisions**

(ii) ~~A~~ Key decisions may be taken by the Executive, a Sub-Committee of the Executive and the Chief Officers listed in paragraph 8.1 in Part 3 of the Constitution. A notice giving a description of the decision must usually be published at least 28 days in advance. ~~included in the Forward Plan and a~~ A decision taker may only make a key decision in accordance with the requirements of the Executive Procedure Rules and the Access to Information Rules set out in Part 4.

## Article 15 - Review, amendment, suspension and publication of the Constitution

### 15.01 Duty to monitor and review the Constitution

(a) The ~~Council~~ Monitoring Officer will have responsibility for monitoring and reviewing the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.

Subject to (d) and (e) and Article 15.04 below, changes to the Constitution will only be effective if approved by the full Council.

~~(b) Amendments to the Constitution will only be considered by the Council following consultation with the Whips of the two main parties and having received the advice of the Director of Law and Governance.~~

### 15.04 Minor and consequential amendments

The Constitution may only be updated by the Council, with the exception that t ~~t~~ The Proper Officer shall be authorised to make any minor or consequential amendments necessary and amendments required by legislation, from time to time.

## Appendix 3

### Proposed Amendments to Part 3 – Responsibility for Functions

**Explanatory Note:** The below amendments reflect the latest Licensing legislation and changes to job titles and responsibilities following the most recent senior officer restructure.

#### 7. FUNCTIONS TO BE EXERCISED BY THE COUNCIL ITSELF

##### 7.1 LIST OF FUNCTIONS THAT MAY ONLY BE EXERCISED BY THE COUNCIL

*(Items in italics and marked with an asterisk are not reserved to the Council under the law but are only exercisable by the Council under this Constitution)*

11	Approval of the appointment or dismissal of the Chief Executive, <a href="#">Monitoring Officer and Section 151 Officer on a permanent or interim basis.</a>	The Local Authorities (Standing Orders) (England) Regulations 2001, <a href="#">Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015</a>
<a href="#">22</a>	<a href="#">Duty to publish 5 year licensing policy</a>	<a href="#">Section 5 of the Licensing Act 2003</a>
<del>22</del> <a href="#">23</a> *	<i>Power to introduce a late night levy</i>	<i>Police Reform and Social Responsibility Act 2012</i>
<del>23</del> <a href="#">24</a> *	<i>Power to make an early morning alcohol restriction order.</i>	<i>Section 172A Licensing Act 2003</i>
<del>22</del> <a href="#">25</a>	Approving the annual Pay Policy Statement	Section 38 Localism Act 2011
<del>23</del> *	<i>Power to make an early morning alcohol restriction order.</i>	<i>Section 172A Licensing Act 2003</i>
<a href="#">24</a> <a href="#">26</a>	Any other matter that by law is reserved for consideration, approval or resolution by the Council including those identified in Appendix 2.	

## 4. MATTERS RESERVED FOR EXECUTIVE DECISION

### 4.3 – Sustainability

(f) Monitoring the performance of services within the Environment [and Climate Change](#) Department (including monitoring against local and national performance indicators) and reporting issues to the Executive where appropriate.

(i) Agreeing for consultation and adopting site specific planning briefs or other similar documents which, in the opinion of the [relevant](#) Corporate Director ~~of Environment~~, have significant or strategic implications.

## 8. OFFICER DELEGATIONS

8.1 All matters not reserved to a decision-making body or individual above or by Financial Regulations, are deemed to be delegated to the Chief Executive, relevant Corporate Director, the Director of Public Health, [or](#) the Director of Adult Social Care, ~~or the Partnership Director Fairer Together~~ and notwithstanding the reservations of matters, such bodies shall be entitled to delegate decisions to Directors or the Chief Executive on a case by case basis unless prohibited by legislation from doing so. All references within the Constitution to Corporate Directors, also refer to the Director of Public Health [and](#), Director of Adult Social Care ~~and the Partnership Director Fairer Together~~.

8.2 The relevant Corporate Director may be determined as follows:

- (a) all matters within the Environment Department ~~(including all functions under the Licensing Act 2003 and the Gambling Act 2005 not within the terms of reference of sub-committees of the Licensing Committee or reserved to the Council at Part 3 Section 6 of the Constitution, other than the fixing of fees under the Gambling Act 2005.)~~ to the Corporate Director of Environment [and Climate Change](#);
- (b) all matters within the Children's Services department, to the Corporate Director of Children's Services;
- (c) all matters within the Homes and Neighbourhoods Department, to the Corporate Director of Homes and Neighbourhoods, [\(including all functions under the Licensing Act 2003, the Gambling Act 2005 and Schedule 3 of the Local Government \(Miscellaneous Provisions\) Act 1982, as amended, not within the terms of reference of sub-committees of the Licensing Committee or reserved to the Council at Part 3 Section 6 of the Constitution, other than the fixing of fees under the Gambling Act 2005\)](#);
- (d) all matters within the ~~Department of~~ Resources [department](#) to the Corporate Director of Resources, (with the exception functions

- specifically designated to the Chief Finance Officer, if the Corporate Director is not also appointed as Chief Finance Officer);
- (e) all matters within the Public Health Department, to the Director of Public Health;
  - (f) all matters within the Community Wealth Building Department to the Corporate Director – Community Wealth Building;
  - (g) all matters within the ~~Fairer Together~~ Community Engagement and Wellbeing Department to the ~~Partnership Director – Fairer Together~~ Corporate Director – Community Engagement and Wellbeing;
  - (h) all matters within the Adult Social Care Department to the Director of Adult Social Care;

save that each Corporate Director may have responsibility for other corporate matters from time to time.

8.13 The Chief Executive shall have authority to delegate ~~to her Heads of Service~~ ~~all~~ matters within the Chief Executive's Department in accordance with Appendix 3. Where those powers may only be exercised with her authorisation as Chief Executive, the Monitoring Officer will retain a list of the general (and any specific) authorisations they have been given and shall cause these lists to be made publically available. The Chief Executive will be able to exercise the powers delegated to officers within her department.

**Explanatory note:** The following paragraph to be added, numbered 8.5 (with remaining numbering adjusted as a consequential amendment):

8.5 In the absence of a Corporate Director, the Chief Executive may designate an alternative Chief Officer to undertake all the powers and duties of the relevant Corporate Director.

**Proposed Amendments to Part 4 – Procedure Rules**

**Explanatory note:** The below amendments clarify the arrangements for reporting on key decisions taken under the urgency procedures, and consequential amendments arising from the transition from the Personnel Sub-Committee to the Employment and Appointments Committee.

**68. MONITORING ARRANGEMENTS**

The Proper Officer shall submit quarterly returns to Council detailing all those occasions on which either the call-in provisions were waived or a key decision was taken which had not appeared in the Forward Plan ~~or and in respect of which~~ five clear working days notice had not been given, ~~or both.~~

**OFFICER EMPLOYMENT PROCEDURE RULES**

**100. APPOINTMENT OF THE CHIEF EXECUTIVE AND CHIEF AND DEPUTY CHIEF OFFICERS**

100.1 Where the Council is proposing appointing a new Chief Executive or Corporate Director (save on an interim basis) and it is not proposed that the appointment be made exclusively from among their existing Officers:

- (a) a statement shall be drawn up specifying the duties of the officer concerned and any qualifications or qualities to be sought in the person to be appointed; and
- (b) arrangements shall be made for that post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- (c) a copy of any statement drawn up in accordance with paragraph (a) above shall be sent to any person on request.

[In the case of appointments to the posts of Corporate Director of Children's Services, the Director of Adult Social Services and Director of Public Health, regard must also be had to statutory guidance concerning the appointment process.](#)

~~Such appointments will be made in accordance with a protocol agreed by the Monitoring Officer from time to time and in the case of the appointment of the Director of Public Health must be made jointly with the Secretary of State.~~



100.2 When a vacancy occurs, the Chief Executive or Director of Human Resources will notify the Head of Democratic Services and Governance who will organise an initial informal meeting of the Chair of the Employment and Appointments Committee, the Leader of the Council, the Chief Executive, or relevant Corporate Director and the Executive Member with portfolio responsibility and the Director of Human Resources, who will agree:

- The timetable for the recruitment, including the arrangements for any informal meeting of candidates with members or other stakeholders and partners which may be considered appropriate.
- The key points of the job description
- The key criteria for the qualities required in the job
- A recruitment strategy including arrangements for procurement of the recruitment partner
- A provisional recruitment process, i.e. written exercises / staff panels / youth panels / psychometric testing.

100.3 Following the initial meeting, the Job Description and Person Specification will be reviewed (or created for new posts) by the Director of Human Resources, based on the outcome of the meeting and existing job descriptions, for initial approval by the Chief Executive or relevant Corporate Director.

100.4 If the Job Description and Person Specification have been significantly amended or it is a new post, HR will arrange for the post to be evaluated and the cost of the evaluation will be charged to the relevant department. The result of the job evaluation will be communicated to the Chief Executive for confirmation to proceed with the recruitment.

100.5 The day to day liaison with the recruitment partner and the exercise of operational functions to be dealt with by the Chief Executive (or relevant Corporate Director).

100.6 The preparation of the draft advertisement and recruitment pack will be managed by HR and will be approved by the Chief Executive or relevant Corporate Director. The post will be advertised in the relevant media and recruitment searches undertaken where necessary by the recruitment agency. An update will be sent to the Employment and Appointments Committee at the time of publication of the advertisement.

100.7 In some situations it may not be necessary to advertise, e.g. where a post has been re-designated, where duties have been added to or taken from an existing job description or where the council's redundancy or redeployment procedures require an individual to be assimilated or ring-fenced to a post (whether following interview or otherwise).

100.8 The Chief Executive, or a Corporate Director may hold informal discussions with candidates or potential candidates prior to the close of the application period.

100.9 All application forms, the job description and person specification, will be made available to the longlisting panel, which will normally comprise the Chief Executive, the Chair of the Employment and Appointments Committee (or a substitute), the Executive Member portfolio holder, the relevant Corporate Director, the Director of Human Resources, and a representative from the recruitment agency, if appropriate.

100.10 The Longlisting panel will compare applications with the person specification in order to determine which candidates will go forward to the next stage and will include the observations of the recruitment agency.

100.11 The longlisting panel will determine the process to be used for each post, taking into account the advice of the HR partner.

100.12 The Human Resources representative present will record details of the meeting and circulate a record of the meeting to the Employment and Appointments Committee.

100.13 The recruitment agency will notify candidates that they have been selected for preliminary interviews and arrange their attendance in consultation with Human Resources. Unsuccessful candidates will also be notified by the recruitment agency.

100.14 Following longlisting, the preliminary interview will be conducted by the recruitment agency or other independent technical assessor with relevant expertise who may be accompanied by the Director of Human Resources or other relevant council officer(s). The purpose of this interview is to confirm that the longlisted candidates have the appropriate skills, level of technical knowledge and experience to go forward to the shortlisting stage and to inform the shortlisting process.

100.15 Based on the interviews, the agency or technical assessor will submit a report on the longlisted candidates. This report will be shared with members of the Employment and Appointments Committee, the Executive Member with portfolio responsibility and the Chief Executive as soon as it is available.

100.16 The Shortlisting interview is a formal meeting of the Employment and Appointments Committee. The Chair of the Committee will ensure that interview panels are diverse and are appropriate for the post and to decide

the membership of each panel, following consultation with the committee and following the arrangements for substitution.

100.17 A pack of papers, including the application, supporting statement and the results of any technical assessments, will be compiled by Human Resources, together with a covering report for publication. The agenda for the meeting and the covering report will be published by Democratic Services by the statutory deadline for the meeting. The pack will be provided to Democratic Services for circulation to the members of the Employment and Appointments Committee, ideally a week before the formal shortlisting meeting.

100.18 The Employment and Appointments Committee will consider the shortlist for final interview, following consultation with the Chief Executive and technical experts, if appropriate. At the conclusion of its deliberations, the Employment and Appointments Committee will determine which candidates to move forward to the interview stage. At the shortlisting meeting, the Committee will also:

- receive advice regarding the tests to be used
- offer advice and agree on areas for testing for the final interview and
- determine the presentation topic

100.19 The Chief Executive and Director of Human Resources and a representative from the recruitment agency, where retained, will attend the shortlisting committee meeting, but not take part in the decision making.

100.20 A formal minute of the meeting will be produced and circulated by Democratic Services.

100.21 Following the shortlisting meeting, Human Resources will draft any tests, questions and presentation topics for consideration by the Chief Executive. If the committee agreed to use occupational testing, Human Resources will make arrangements for testing to be carried out.

100.22 The results of the testing will be made available, via Democratic Services, to members of the Employment and Appointments Committee prior to the final interview.

100.23 All candidates, internal or external, will need to supply two referees who can comment on their suitability for the post. the recruitment agency or Human Resources will normally request the references before the final interview stage. They must normally be available in writing prior to the final interview.

100.24 The final interview is a formal meeting of the Employment and Appointments Committee. The meeting will be organised and clerked by Democratic Services, and will follow the usual procedure rules for formal committee meetings. The members sitting on the panel will have received appropriate training.

100.25 A pack of papers, including the application, supporting statement and the results of any further assessments and tests carried out, will be compiled by Human Resources, together with a covering report for publication. The agenda for the meeting and the covering report will be published by Democratic Services by the statutory deadline for the meeting. The pack will be provided to Democratic Services for circulation to the members of the Employment and Appointments Committee, a week before the formal interview meeting.

100.26 Democratic Services will make arrangements for booking the meeting rooms, refreshments, equipment while Human Resources will be responsible for the reception of candidates, etc.

100.27 Detailed proposed questions will be supplied at the meeting by the Director of Human Resources, and the Committee will select preferred questions and allocate between members.

100.28 The Chief Executive, Director of Human Resources and a representative of the recruitment agency, where retained, will also be in attendance in an advisory capacity, but will not be part of the decision making process.

100.29 At the conclusion of the interviews, the Employment and Appointments Committee will deliberate and assess the candidates before coming to a decision. The panel will seek to come to an agreement about which candidates are appointable.

100.30 Where possible a decision should be reached by consensus and where more than one candidate is appointable, the panel should rank those appointable candidates. The procedure rules on voting at formal committee meetings will apply.

100.31 The Employment and Appointments Committee shall agree the salary at which the successful candidate should be offered the post.

100.32 Democratic Services will minute the meeting and be responsible for collecting in all the notes made by the panel members. These notes should then be passed to Human Resources for inclusion in the recruitment file.

100.33 The Director of Human Resources will notify all candidates of the decision of the Employment and Appointments Committee as soon as possible after the date of the meeting.

100.34 No offer of appointment shall be made until the Head of Democratic Services and Governance, on behalf of the Proper Officer or the Proper Officer themselves, has notified every Executive member in writing of the name and relevant particulars of the proposed appointee and the period (normally 48 hours) in which any well-founded objection to the making of an offer of appointment is to be made by the Leader on behalf of the Executive.

100.35 If no objection has been received, the Head of Democratic Services and Governance or the Proper Officer will notify Human Resources in writing. If an objection is received, the Head of Democratic Services and Governance will arrange for the appointment to be further considered by the Employment and Appointments Committee.

100.36 In the case of the appointment of the Chief Executive, Monitoring Officer or Section 151 Officer, the Head of Democratic Services and Governance will also arrange for the recommendation of the Committee to be submitted to the next, or an additional, meeting of the Council for approval.

100.37 The final decision on salary, within the parameters agreed by the Employment and Appointments Committee, will be that of the Chief Executive. However, no offer in excess of the agreed band shall be made without the express approval of the Employment and Appointments Committee (either on the day that the decision to appoint or at a subsequently convened meeting). In the case of the appointment of a Chief Executive, the Director of Human Resources, following consultation with the Chair of the Committee, will make the final decision on starting salary, subject to the same restrictions.

100.38 Human Resources will send a provisional offer letter within five working days of notification by the Head of Democratic Services and Governance (in the case of appointment of a Chief Executive, following confirmation of the appointment at a Council meeting) and a draft contract of employment to the successful candidate. This will include salary details and state what conditions the offer is subject to. These will typically include:

- Satisfactory written references (if not already received)
- Proof of identity and eligibility to work in the UK
- Medical clearance
- Satisfactory disclosure through the DBS
- Evidence of qualifications.

100.39 Feedback (if requested) to unsuccessful candidates following the preliminary interview will be made by the recruitment agency or Human Resources. Feedback following the final panel interview will be given to candidates by the recruitment agency or the Director of Human Resources.

100.40 Interim Appointments will be undertaken by the Chief Executive and relevant senior officers, following consultation with the Leader of the Council and relevant Executive Members.

100.41 The permanent appointment of a new Chief Executive, Head of Paid Service, Monitoring Officer or Section 151 Officer will be submitted to full Council for agreement.

100.42 The appointment of a new Chief Executive, Head of Paid Service, Monitoring Officer or Section 151 Officer on an interim basis will be submitted to full Council for formal ratification.

~~100.2 Where a post has been advertised in accordance with the preceding paragraph, the Personnel Sub-Committee shall interview all qualified candidates for the post, if appropriate having first selected a shortlist of such candidates. For these purposes, the Personnel Sub-Committee shall include at least one member of the Executive.~~

~~100.3 Where no qualified person has applied, further arrangements shall be made to advertise the post.~~

~~100.4 In the case of the Chief Executive, the Personnel Sub-Committee shall recommend any preferred candidate to a meeting of the whole Council and no offer of appointment shall be made to any person until the Council has approved such an appointment.~~

~~100.5 The Personnel Sub-Committee shall also be responsible for the appointment (save on an interim basis) of Corporate Directors exclusively from existing officers and of all Director posts, in each case unless direct assimilation without competition applies under the applicable organisational change procedures.~~

~~101.4 Where a Corporate Director, Director or Head of Service has a contractual right of appeal to elected members, that right shall be in addition to the~~

~~process set out above and shall accrue once notice of dismissal has actually been given. The right of appeal shall lie to the Personnel Sub-Committee which for these purposes shall include at least one member of the Executive. The fact that the Executive member concerned may have been involved in the process set out above, shall not preclude him or her from hearing the appeal. The provisions of this paragraph do not apply to the Chief Executive, the Monitoring Officer and the S151 officer who shall be treated in accordance with a procedure complying with paragraph 102 below and all relevant statutory and contractual provisions.~~

## ACCESS TO INFORMATION PROCEDURE RULES

### 96. RECORD OF DECISIONS

- (a) After any meeting of the Executive or any of its committees at which decisions are taken, the Proper Officer will produce a record of every decision taken at that meeting as soon as practicable. The record will include:
- (i) the decision including the date it was made;
  - (ii) the reasons for the decision;
  - (iii) details of any alternative options considered and rejected at the meeting at which the decision was made;
  - (iv) a record of any conflict of interest relating to the matter decided which is declared by any member of the decision-making body which made the decision; and;
  - (v) in respect of any declared conflict of interest, a note of the dispensations granted by [Standards Committee](#) ~~Full Council~~ and the Chief Executive.
- (b) Members taking individual decisions will do so in the presence of the Proper Officer at the appointed date and time. The provisions of Rules 85 and 86 (inspection of documents after meetings) will also apply to the making of decisions by individual members of the Executive. This does not require the disclosure of exempt or confidential information or advice from a political assistant (if any).
- (c) It is the responsibility of the relevant Corporate Director to determine, in respect of decisions taken by officers, whether these are key decisions or officer recordable executive decisions (as defined in Appendix 6 of the Constitution).
- (d) As soon as reasonably practicable after an officer has made a key decision or a recordable executive decision the officer must produce and send to the Proper Officer to be made available at the Town Hall and on the council's website a record of the decision which must include:
- (i) the date it was made;
  - (ii) the reasons for the decision;

(iii) details of any alternative options considered and rejected by the officer when making the decision;

(iv) any conflict of interest declared by any executive member who is consulted by the officer which relates to the decision; and

(v) in respect of any such declared conflict of interest, a note of the dispensations granted by [Standards Committee](#) ~~Full Council~~ and council's Chief Executive.



### Proposed Amendments to Part 5 – Terms of Reference

**Explanatory Note:** These amendments reflect a number of changes to the Terms of Reference of the Council's Committees, including significant amendments to the Terms of Reference of the Audit Committee, Personnel Sub-Committee and Pensions Sub-Committee. The amendments also formally disband the Haringey and Islington Joint Health and Wellbeing Board.

#### **INTRODUCTION**

- The Council and the Executive have determined that their functions may be discharged by committees, sub-committees and joint committees as set out below.

#### **Council Committees**

- The Council has appointed the following committees:
- Standards Committee
- Audit and Risk Committee ~~and Audit Advisory Committee~~
- Employment and Appointments Committee
- Pensions Committee
- Planning Committee
- Policy and Performance Committee (which is designated as the Council's crime and disorder committee)
- Health and Care Scrutiny Committee
- Housing Scrutiny Committee
- Children's Services Scrutiny Committee
- Environment and Regeneration Scrutiny Committee
- Health and Wellbeing Board
- Licensing Committee
- Licensing Regulatory Committee

#### **Sub-Committees**

- ~~The Audit Committee has appointed the following sub-committees:~~
  - ~~Personnel Sub-Committee~~
  - ~~Pensions Sub-Committee~~
- The Licensing Committee has appointed four sub-committees
- The Planning Committee has appointed two sub-committees\_

## HEALTH AND WELLBEING BOARD

### Composition

- Leader of the Council
- Executive Member for Health and Social Care
- Executive Member for Children, Young People and Families
- One elected Governing Body member ~~for Islington~~, North Central London ~~Clinical Commissioning Group~~ Integrated Care Board:-
- One Executive Director, North Central London ~~Clinical Commissioning Group~~ Integrated Care Board, or their nominated representative
- Director of Adult Social Care
- Corporate Director of Children's Services
- Director of Public Health
- Health Watch representative (one member)
- Local NHS Commissioning Board representative (non-voting)
- The Camden and Islington NHS Trust (non-voting)
- The Whittington NHS Trust (non-voting)
- Voluntary Sector representative (non-voting)
- Islington GP Federation representative (non-voting)

**\*Note:** It is also proposed to delete the terms of reference of the Haringey and Islington Joint Health and Wellbeing Board, which is no longer operational.

## LICENSING COMMITTEE

### Terms of Reference

1. To discharge all of the licensing functions of the Council as the licensing authority under the Licensing Act 2003 and the Gambling Act 2005, except the determination of the Council's Statement of Licensing Policy and the publication of that Statement under either Act, the making of a resolution not to issue a casino premises licence under section 166 of the Gambling Act 2005 and the making of Early Morning Restriction Orders under section 172A of the Licensing Act 2003.
12. To determine applications for transfer of premises licences where representations from the Gambling Commission or ~~responsibility authority~~ responsible authorities are received.
20. To determine any application or variation which is capable of being determined by officers but which the relevant Corporate Director ~~of Environment~~ considers appropriate for the Sub-Committee to consider.

## LICENSING REGULATORY COMMITTEE

1. To determine applications for street trading, ~~track betting~~ and special treatment licences where there are unresolved objections to those applications.
5. To take decisions on any other licensing matter referred to it by the [relevant](#) Corporate Director ~~of Environment and Regeneration~~, except those which may lawfully be taken by the Licensing Committee established for the purpose of the Licensing Act 2003 and the Gambling Act 2005.
6. The hearing of representations and the determination of applications for a licence of a Scrap Metal Dealer, under the Scrap Metal Dealers Act 2013, where the [relevant](#) Service Director ~~of Public Protection~~ proposes to refuse or to cancel a licence or to vary a licence under section 4 of the Act and the applicant has given notice to the authority, within the prescribed time, that they require the opportunity to make representations about the proposal.

## AUDIT [AND RISK](#) COMMITTEE

### Composition

The membership of the committee shall not include any members of the Executive.

The membership of the ~~Audit Committee (Advisory)~~ shall include two [non-voting](#) independent members.

### Quorum

The quorum shall be three members not including Independent members

### [Statement of Purpose](#)

1. [The Audit and Risk Committee is a key component of Islington Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.](#)
2. [The purpose of the Audit and Risk Committee is to provide assurance to members of the adequacy of the risk management framework and the internal control environment. It provides independent review of the council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.](#)

3. The Audit and Risk Committee will aid the achievement of the Council's goals and objectives through the effective oversight of the council's corporate governance arrangements.

### **Terms of Reference**

(note: the functions listed below will be re-ordered to reflect the order of significance, with sub-headings, i.e. Audit or Risk related, etc.)

### **~~Audit Committee (Advisory) Functions~~**

To consider the following matters and to make recommendations concerning them to the relevant Council bodies or to officers:

1. The Head of Internal Audit's annual report and opinion and the level of assurance internal audit activity can give over the Council's corporate governance arrangements;
2. The external auditor's annual letter, relevant reports and the report to those charged with governance on issues arising from the audit of the accounts;
3. Reports dealing with the management, performance and value for money of the providers of internal and external audit services;
4. A report from internal audit on agreed recommendations not implemented within a reasonable timescale;
5. The appointment of the Council's external auditor;
6. Work to be commissioned from internal and external audit;
7. Specific internal and external audit reports as requested;

8. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies;

9. The external quality assessment of internal audit that takes place at least once every five years;

~~8-10. The contract procedure rules and financial regulations in the Council's constitution and~~ the Council's compliance with its own and other published standards and controls;

11. The arrangements to secure value for money in procurement and commissioning and to review assurances and assessments on the effectiveness of these arrangements;

12. To review the governance and assurance arrangements for formal partnership agreements, where this is not reserved for another body;

~~9.~~13. Any issue referred to it by the Council, Executive, Policy and Performance Scrutiny Committee or the Chief Executive relating to the audit or governance of the council's affairs;

~~40.~~14. The Council's arrangements for corporate governance and risk management and recommend necessary actions to ensure compliance with with the good governance framework, including the ethical framework, Local Code of Corporate Governance, and best practice;

15. The effectiveness of the council's frameworks for programme governance and associated project management;

~~44~~ 16. The production and content of the authority's Annual Governance Statement;

17. The assessment of fraud risks and potential harm to the council from fraud and corruption, and to consider strategies and actions to reduce such risks including a proactive fraud detection strategy;

18. To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations;

~~12~~ ~~The annual report from the Monitoring Officer concerning standards of member conduct, which shall include a summary of complaints received under the Code of Conduct Complaints Procedure and their outcome.~~

~~13~~ ~~To note any termination of employment where the total payment including pension strain, discretionary redundancy payments and statutory redundancy payments exceeds £100,000 in total.~~

~~44~~19. Any report on any matter relevant to the advisory functions of the Committee which the Committee may request from the Corporate Director of Resources or other proper officer.

20. To receive a report every six months detailing any non-contractual special severance payments made to Chief Officers appointed by members, in excess of £50,000, if any have been made in the relevant period.

### **~~Audit Committee Decision-Making Functions~~**

#### **Audit related matters**

21. To review and agree the annual statement of accounts, including considering whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or the audit that need to be brought to the attention of the council.

22. To adopt the authority's Annual Governance Statement.

23. To agree the Internal Audit Charter and Internal Audit Plan;

24. To agree annually the amount calculated by the Council as its tax base for the whole area of the borough, any tax base applying as special levies, and other matters associated with the tax base.

~~General Matters~~

~~To appoint a Personnel Sub-Committee, including approval of its terms of reference and membership. Members of the committee will be the Leader of the Council, the Executive Member with responsibility for Human Resources, and 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 Committee, with the relevant Executive Member joining the 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.~~

~~To appoint a Pensions Sub-Committee.~~

~~To appoint such other sub-committees or other bodies, including their membership and terms of reference, as the Committee deems from time to time appropriate.~~

~~To grant exemptions under section 3 of the Local Government and Housing Act 1989 from political restriction to holders of posts under the Council and to give directions as to inclusion of specified posts in the list maintained by the Council under section 2(2) of that Act.~~

25. To maintain the contract procedure rules and financial regulations in the Council's constitution;

26. To ensure that the Chair of the Audit and Risk Committee has appropriate access to the Head of Internal Audit on matters within the committee's terms of reference;

27. To make appointments between council meetings to those outside bodies and panels appointed to by the Council under Part 3 paragraph 7.2.

28. To determine the following matters relating to the organisation and conduct of elections, ~~including the following~~:

- i. division of the constituency into polling districts;
- ii. division of the borough into polling districts.
- iii. Other matters referred to the Committee by the Head of Electoral Services.

~~To regulate matters affecting members, including remuneration, expenditure and training and to promote high standards of conduct amongst members. (moved to Standards Committee)~~

29. To receive an annual report on the Council's usage of its powers under the Regulation of Investigatory Powers Act (RIPA);

30. To consider matters relating to ~~recommend to Council~~ the introduction, amendment or revocation of byelaws and to make recommendations on byelaws for Council to formally approve, as required.

~~To take decisions on any matter within the terms of reference of any of its sub-committees where the proper officer considers that it is necessary and reasonable to do so.~~

~~All other non-Executive matters specified under the relevant legislation save for those which are delegated to officers (unless the relevant Corporate Director refers the matter to the committee) or are reserved to the Council under paragraph 1 of Part 3 of this Constitution or to the Licensing Committee or Licensing Regulatory Committee and Planning committees.~~

## **PERSONNEL SUB-COMMITTEE** **EMPLOYMENT AND APPOINTMENTS COMMITTEE**

### **Composition**

~~The Audit Committee will appoint members and substitutes to the Personnel Sub-Committee and appoint the Chair.~~ Members of the committee will be the Leader of the Council, the Executive Member with responsibility for Human Resources, and three ordinary member positions. One of the ordinary committee members will be the appointed Chair. All other Executive Members will be appointed to act as substitutes for the Committee, with the relevant Executive Member joining the 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 committee cannot attend a meeting, they will arrange for a substitute to attend. Substitutes should be selected bearing in mind that the committee should be broadly representative of the Council.

When an appointment is to a post employed jointly by the Council and another organisation, such as [Islington Clinical Commissioning Group](#), membership of the committee **will may** be increased to include a relevant representative of that organisation as a co-opted non-voting member following consultation with ~~subject to the agreement of~~ the [Employment and Appointments Personnel Sub-Committee](#) Chair.

When there are particular statutory requirements in relation to an appointment, such as the appointment of the Director of Public Health, the committee membership will be varied accordingly.

## Quorum

The quorum shall be three members.

## Terms of Reference

1. To be responsible for the recruitment and appointment of Corporate Directors and Service Directors in accordance with Part 4, Rule 100.
2. To recommend to Council on the designation of the Monitoring Officer and the Chief Finance Officer.
3. To act as the Committee which makes recommendations to Council on the appointment of the Head of Paid Service (Chief Executive).
4. To hear and determine appeals in connection with disciplinary action or dismissal of Corporate Directors (except the Head of Paid Service, S151 Officer and Monitoring Officer)
5. To make recommendations to Council on the appointment of independent persons to serve on the Standards Committee and Audit Committee.
6. To produce an annual or bi-annual report on the committee's activity to full Council.

~~Responsibility for and monitoring of, the Council's health and safety policies as employer, including reports on health and safety within Council departments.~~

~~To approve the early retirement of the Chief Executive and to agree the award of any discretionary payments in connection with such retirement or redundancy.~~

~~— To approve any discretionary payment to an officer on termination of employment which exceeds £100,000 in total. Discretionary payments exclude statutory entitlements and pension strain, however may include payments in respect of redundancy entitlement, any payment under the Local Government (Early Termination of Employment) Discretionary Compensation Regulations and notice pay in respect of termination in the interests of the efficient exercise of the Authority's functions.~~

~~To be responsible for the recruitment and appointment of Corporate Directors and Service Directors in accordance with Part 4, Rule 100.~~



~~To agree the starting salary for any post where the overall remuneration package on new appointment (excluding pension contributions in accordance with the Local Government Pension Scheme regulations) is to exceed £100k~~

~~To hear representations in respect of the termination of a Corporate Director's employment in accordance with the JNC terms and conditions of employment.~~

~~To appoint an independent person (within the meaning of the Local Authorities (Standing Orders) (England) Regulations 2001) to carry out the functions in Regulation 7 of those regulations.~~

~~To receive submissions from trades unions' representatives on agenda items concerning staff terms and conditions.~~

~~To make recommendations to Council on the appointment of the Chief Executive.~~

~~To make recommendations to Council on the appointment of independent persons to serve on the Standards Committee and Audit Committee.~~

~~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.~~

## PENSIONS ~~SUB~~-COMMITTEE

### Composition

No special requirements apply to the composition of the Pensions ~~Sub~~-Committee.

### Quorum

The quorum of the sub-committee shall be two members.

### Terms of Reference

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 Islington Pension Fund. This includes but is not limited to the following matters:

### Terms of Reference

- ~~1. To consider policy matters in relation to the pension scheme, including the policy in relation to early retirements.~~
- ~~2. To administer all matters concerning the Council's pension investments in accordance with the law and Council policy.~~
- ~~3. To establish a strategy for disposition of the pension investment portfolio.~~
- ~~4. To determine the delegation of powers of management of the fund and to set boundaries for the managers' discretion.~~
- ~~5. To review the investments made by the investment managers and from time to time consider the desirability of continuing or terminating the appointment of the investment managers. (Note: The allocation of resources to the Pension Fund is a function of the Executive).~~
- ~~6. To consider the overall solvency of the Pension Fund, including assets and liabilities and to make appropriate recommendations to the Executive regarding the allocation of resources to the Pension Fund.~~
- ~~7. The Chair of the Pensions Sub-Committee will represent Islington Council at shareholder meetings of the London Collective Investment Vehicle (London LGPS CIV Limited). In the absence of the Chair a deputy may attend.~~

1. 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.
2. 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.
3. To receive 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 and a report on the outcome of planned internal audit activity.
4. To regularly receive and review a comprehensive Risk Register relating to the activities of the Pension Fund.
5. To agree the Business Plan and Annual Budget of the Fund.
6. To agree the Pension Fund Annual Report and Financial Statements.
7. 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.
8. To receive regular performance monitoring reports, in such form as it determines, in respect of the Pensions Administration Service.
9. To review and approve a Reporting Breaches of the Law procedure for the Pension Fund and to regularly receive the Breaches Log.
10. 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.
11. To agree the investment strategy and strategic asset allocation having regard to the advice of the Investment Consultant.
12. To determine the Fund management arrangements, including the appointment and termination of the appointment of Fund Managers.
13. To monitor the performance of the Pension Funds appointed Fund Managers.
14. To determine the relationship of the Pension Fund with the London Collective Investment Vehicle and to monitor its activity and performance.

15. To determine the arrangements for the provision of Additional Voluntary Contributions for Fund members.
16. To ensure that the Covenants of Employers are thoroughly assessed as required and at least during every Triennial Actuarial Valuation.
17. To receive, from the Fund Actuary, Actuarial Valuations of the Fund.
18. To consider and determine a response to any advisory Recommendation received from the Pension Board.
19. To receive and consider the External Auditors Annual Report (audit findings report / ISA260) on the Pension Fund.
20. To ensure compliance with all relevant statutes, regulations, government guidance and other codes and best practice as applicable to the Local Government Pension Scheme.
21. 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.
22. To ensure all members of the Pensions Committee undertake appropriate, and ongoing, training to fulfil their responsibilities

# ISLINGTON PENSIONS BOARD

## Introduction

This document sets out the terms of reference of the Local Pension Board of The London Borough of Islington (the 'Administering Authority') a scheme manager as defined under Section 4 of the Public Service Pensions Act 2013.

The Local Pension Board (hereafter referred to as 'the Board') is established in accordance with Section 5 of that Act and under regulation 106 of the Local Government Pension Scheme Regulations 2013 (as amended).

The Board is established by the Administering Authority and operates independently of the Pensions Committee. The Board is not a committee constituted under Section 101 of the Local Government Act 1972 and therefore no general duties, responsibilities or powers assigned to such committees or to any sub-committees or officers under the constitution, standing orders or scheme of delegation of the Administering Authority apply to the Board unless expressly included in this document.

The Board's Terms of Reference as set out in this document have been produced in line with the relevant regulations, legislation and guidance.

## Terms of Reference

1. To assist the London Borough of Islington as scheme manager in securing compliance with:

- a. the Local Government Pension Scheme Regulations 2013;
- b. any other legislation relating to the governance and administration of the Local Government Pension Fund Scheme (LGPS);
- c. requirements imposed by the Pensions Regulator in respect of the LGPS;
- d. such other matters as the LGPS regulations may specify

2. To assist the London Borough of Islington in securing the effective and efficient governance and administration of the scheme;

3. To consider cases that have been referred to the Pension Regulator and/or the Pension Ombudsman; recommending changes to processes, training and/or guidance where necessary;

4. To produce an annual report outlining the work of the Board throughout the financial year.

5. To make recommendations to the Pensions Committee.
6. Retain oversight of the administration and governance of the Fund including:
  - a. Direction of the Fund and its overall objectives
  - b. the administration of benefits and contributions
7. Activity of the board may consist of, but is not limited to:
  - a. Review Fund governance policy documents.
  - b. Reviewing the Fund's administrative and investment performance.
  - c. Reviewing the performance of the London Collective Investment Vehicle (LCV)
  - d. Reviewing the ongoing training requirements of Board Members
  - e. Reviewing the Fund's risk register
  - f. Reviewing the Fund's audit findings report / ISA260.

## **Composition**

The membership of the Board shall consist of:

- 3 Islington Council Pension Fund employer representatives
- 3 Islington Council Pension Fund member representatives
- 1 independent member (non-voting)

No substitutes are permitted, with the exception of the member of the Board who is appointed to represent pensioner members of the LGPS.

All members of the Board shall be appointed by full Council the Board shall vote on its own Chair.

## **Employee Representatives**

No officer or elected member of the Council who is responsible for the discharge of any function in relation to the LGPS.

Employee representatives shall be members of the scheme in either an active, deferred or retired member capacity.

Employee representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.

A total of three employee representatives shall be appointed. A pensioner rep shall be appointed following a transparent recruitment process which should be open to all pensioner members and be approved by the Administering Authority.

Two employer reps will also be nominated through the respective union channels through their own process.

Employee representatives will normally serve a term of either three or four years, provided they remain members of the Fund, but shall be free to stand for re-election at the end of that period provided they are still a member of the Scheme.

If employee representatives repeatedly fail to attend training or Board meetings they will be removed from post and a new process will be undertaken to replace them, this discretion will lie with the scheme manager.

### **Employer Representatives**

No officer or elected member of the Administering Authority who is responsible for the discharge of any function of the Administering Authority under the Regulations may serve as a member of the Board

Employer representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.

A total of three employee representatives shall be appointed by the administering authority. These may be up to two elected members of the London Borough of Islington Council and up to two members of the other remaining employers within the Fund.

Employer representatives will normally serve a term of three or four years, provided they remain associated with an employer of the Fund, but shall be free to stand for re-election at the end of that period provided they are still a member of the Scheme.

### **Terms of Office**

Representatives shall serve their positions for three or four years, but may re-apply at the end of their terms.

Board membership may be terminated prior to the end of the term of office due to:

- (a) A employee representative appointed on the basis of their membership of the scheme no longer being a scheme member in the Fund.
- (b) A Board member no longer being able to demonstrate to the Administering Authority their capacity to attend and prepare for meetings or to participate in required training.
- (c) The representative being withdrawn by the nominating body
- (d) A Board member has a conflict of interest which cannot be managed in accordance with the Board's conflict policy.

(e) A Board member becomes a member of the Local Pension Committee.

(f) A Board member who is an officer of the Administering Authority becomes responsible for the discharge of any function of the Administering Authority under the Regulations.

(g) An employer representative ceases to be an elected Councillor for the local authority they represent.

The Scheme manager will rule if any of the above criteria have been met.

## **Meetings**

The Board shall meet in accordance with the Pensions Committee reporting cycle, which is currently four times per annum.

Urgent meetings of the Local Pension Board may be called by the Chair in consultation with the Scheme Manager if a matter arises that does not allow delay.

Members of the Pensions Board shall be invited to attend meetings of the Sub-Committee as observers.

The Board's meetings will be open to the general public (unless there is an exemption under relevant legislation which would preclude part (or all) of the meeting from being open to the general public).

The Administering Authority shall also publish other information about the Board including:

(a) Public agendas and minutes

(b) Annual reports on the work of each Board member.

The Local Pension Board is not a committee of the Administering Authority but the Authorities' rules, as set out in the Constitution, regarding notice of meetings, publishing agendas, reports, minutes papers (unless confidential), will apply.

## **Quorum**

A meeting is only quorate when 50% of the total employer and employee representatives are present (ie. 3 members), including at least one employee representative and one employer representative.

A meeting that becomes inquorate may continue but any decisions will be non-binding.



## **Decision making**

Each Member of the Board will have an individual voting right, however it is expected that the Board will, as far as possible, reach a consensus.

In the event of a tied vote the chair will not have a casting vote. The matter under consideration which has been the subject of a tied vote shall be referred to the Pensions Committee and/or Administering Authority together with the views of the members on the matter.

Meetings of the Board will be formal occasions to be minuted accordingly. Meetings will be conducted adhering to the standing orders of the Administering Authority, as set out in its Constitution, so far as such do not make the business of the Board unviable.

Officers representing the Administering Authority will be expected to produce reports for the Board and provide advice and clarification during the Board's meetings.

## **Advisors to the Board**

The Board may be supported in its role and responsibilities through the appointment of advisers and shall, subject to any applicable regulation and legislation from time to time in force, consult with such advisers to the Board and on such terms as it shall see fit to help better perform its duties including:-

- a. The Governance Adviser
- b. The Fund's Actuary;
- c. The Administering Authority
- d. The Fund's Legal Adviser;
- e. The Scheme Manager.
- f. Other advisers, so approved by the Scheme Manager.

## **Standards of Conduct and Conflicts of interest**

All members of the Board must declare to the Administering Authority on appointment and at any such time as their circumstances change and complete a register of interests, any potential conflict of interest arising as a result of their position on the Board.

A conflict of interest is defined as a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the Board. It does not include a financial or other interest arising merely by virtue of that person being a member of the Scheme.

The principles included in London Borough of Islington's Code of Conduct for Members will apply to all Members of the Board.

### **Knowledge and Skills**

Following appointment, each Member of the Board should be conversant with:

- a) the legislation and associated guidance of the LGPS; and,
- b) any document recording policy about the administration of the LGPS which is for the time being adopted by the Fund.

The Administering Authority will provide a training programme which all Board Members will be required to attend. Board members should indicate to officers which areas they feel they require the most attention through a training needs assessment.

### **Expenses**

The Pension Fund does not pay for Board member expenses.

Board Members are entitled to claim reasonable travel and subsistence expenses from the Council.

For the avoidance of doubt, Board members shall not receive an annual allowance of any kind.

### **Budget**

The Board is to be provided with adequate resources to fulfil its role. In doing so the budget for the Board will be met from the Fund.

# STANDARDS COMMITTEE

## Composition

The Standards Committee shall comprise four members.

(Independent Persons have been appointed by the council under the Localism Act 2011. Although not members of the Committee the Independent Persons are invited to attend meetings of the committee as observers.)

## Quorum

The quorum of the committee shall be three members.

## Terms of Reference

- 1 To advise the Council on a local Code of Conduct for members.
- 2 To decide, if requested to do so by the Monitoring Officer, whether complaints that a member of the Council has failed, or may have failed, to comply with the Council's Members' Code of Conduct should be investigated.
- 3 To hear complaints that a member of the Council has failed, or may have failed, to comply with the Council's Members' Code of Conduct that have been referred to them by the Monitoring Officer pursuant to the Code of Conduct Complaints Procedure.
- 4 To agree relevant procedures for hearing complaints that a member of the Council has failed, or may have failed, to comply with the Council's Members' Code of Conduct.
5. To receive the Annual report on Member Standards and Conduct.
6. To consider requests for dispensations from all members in respect of statutory and non-statutory disclosable interests.

## GRIEVANCE COMMITTEE

The committee is a requirement of the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015). The committee's duties relate to the ~~following statutory officer posts; Chief Executive, Monitoring Officer and Section 151 Officer.~~ The committee will hear both grievances brought against the Chief Executive ~~these statutory officers~~ and grievances brought by them. Grievances brought by the Chief Executive will be against an individual elected member or members or the employing council generally.

### Composition

The Grievance Committee shall comprise of five members, as follows:

- Chief Whip of the Majority Group (Chair)
- Deputy Leader of the Council
- Three other members.

Members of the Grievance Committee may not be members of the Grievance Appeal Committee, the Investigating and Disciplinary Committee or the Disciplinary Appeals Committee.

### Quorum

The quorum of the committee shall be three members.

### Terms of Reference

- To consider grievances bought against the Chief Executive. ~~statutory officers listed above once:~~
  - a) The grievance has been considered by an appropriate, appointed 'Receiving Officer' and
  - b) The Receiving Officer considers that an informal resolution is inappropriate, or an informal resolution has been tried and failed and
  - c) A 'Stage One' investigation has been undertaken by the Receiving Officer or an independent investigator appointed by them and
  - d) The outcome of the investigation was in favour of the complainant and
  - e) A solution, which took into account the remedy requested by the complainant and the Receiving Officer's assessment of what would be appropriate in the circumstances, has not been accepted by the statutory officer.
- To determine, based on all the available evidence, witness evidence as required and representations from the relevant statutory officer and the complainant, if they wish to make them, whether or not to uphold or reject

the grievance.

- To determine, if the Committee concludes that the grievance is upheld, how best to resolve the issue to the satisfaction of the aggrieved employee.
- To refer matters, where a grievance has been upheld and the Committee considers the issue to be of a serious nature, to the Investigation and Disciplinary Committee.
- To inform complainants of their right of appeal to the Grievance Appeal Committee, if the Committee concludes that their grievance is not upheld.
- To consider grievances brought by the [Chief Executive](#) ~~statutory officers listed above~~ once:
  - a) Informal resolution of the complaint has been considered by an appropriate, appointed 'Receiving Officer' and
  - b) The Receiving Officer considers that informal resolution is inappropriate, or an informal resolution is unsuccessful.
- To determine, based on all the available evidence, witness evidence as required and representations from the [Chief Executive](#) ~~relevant statutory officer~~, if they wish to make them, whether or not to uphold or reject the grievance.
- To refer matters relating to the conduct or behaviour of an elected member, where the grievance is upheld, to the Council's Standards Committee.
- To inform the [Chief Executive](#) ~~statutory officer~~ of their right of appeal to Council, if the Committee concludes that their grievance is not upheld.
- To report back to the Grievance Committee when an appeal is upheld, advising of the reasons for this decision.

## GRIEVANCE APPEALS COMMITTEE

The committee is a requirement of the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015). The committee's duties relate to hearing appeals against decisions by the Grievance Committee in relation to grievances bought against the ~~following statutory officer post holders; Chief Executive, Monitoring Officer and Section 151 Officer.~~

### Composition

The Grievance Appeal Committee shall comprise of five members, as follows:

- Deputy Whip of the Majority Group (Chair)
- Executive Member for Environment & Transport
- Three other members

Members of the Grievance Appeal Committee may not be members of the Grievance Committee, the Investigating and Disciplinary Committee or the Disciplinary Appeals Committee.

### Quorum

The quorum of the committee shall be three members.

### Terms of Reference

- To consider appeals against decisions made by the Grievance Committee in relation to grievances bought against the ~~following statutory officer post holders; Chief Executive, Monitoring Officer and Section 151 Officer,~~ that the Grievance Committee did not uphold.
- To inform the [Chief Executive](#) ~~statutory officer~~ that an appeal against the decision of the Grievance Committee has been made.
- To consider the appeal including the appropriate technical and procedural advice from the Receiving Officer who undertook the initial review of the grievance.
- To conduct any further investigation the committee considers necessary to reach a decision.
- To consider newly available relevant information and the outcome of any further investigation, noting that there is no further appeal stage beyond the considerations of this committee.
- To consider, if the committee determines to uphold an appeal, and it considers it appropriate, making recommendations on how the issue can best be resolved to the satisfaction of the aggrieved employee.

- To refer the matter, where an appeal has been upheld and the Committee considers the issue to be of a serious nature, to the Investigation and Disciplinary Committee.
- To inform appellants, when an appeal is dismissed, that there is no further appeal and the matter is regarded as being concluded.

## Appendix 6

### Proposed Amendments to Part 6 – Codes and Protocols

**Explanatory Note:** To add the Code of Conduct for Employees, published in September 2021, set out below.

## CODE OF CONDUCT FOR EMPLOYEES

### Islington Council's CARE values



Islington are determined to make Islington fairer. To create a place where everyone, whatever their background, can reach their potential and enjoy a good quality of life.

We ask our employees to 'Be Islington', playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering, and to demonstrate these values in all our working practices.



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## **PART ONE**

### **1.0 Introduction**

1.1 The role of Council employees is to serve the Council in providing advice, implementing its policies and delivering services to the local community. In performing their duties, Council, employees must act with integrity, honesty, impartiality and objectivity. The public is entitled to expect the highest standards of conduct from all Council employees.

1.2 This Code is be given to existing employees and new employees when they commence employment. If employees have any doubts or queries about what is acceptable conduct, or about anything else in this Code, they should raise these with their manager.

### **2. The purpose of the Code and its status**

2.1 The following sections of this Part of the Code set out the implications of the Council's CARE values and core values for acceptable standards of behaviour by employees and the consequences of any failure to meet the standards to ensure:

- employees are clear about the Council's standards and expectations of them.
- employees deal appropriately with difficult and/or potentially compromising situations.
- employees to recognise their individual, collective and corporate responsibility to promote and encourage high standards of conduct throughout the authority.
- that the public receives the best from Council services.
- that members of the public are treated respectfully and promptly and have a say in the services provided.
- improved management of the Council and its services

2.2 This Code cannot cover all of the Council's expectations of its employees. The Council could not possibly function without its employees' loyalty, competence, integrity, professionalism and simple common sense all these are implicit in the Code.

2.3 Managers have a particular responsibility to make sure that employees are aware of the Code and its requirements, and its implications for their duties and that working arrangements, practices and policies support and are compatible with the Code

- 2.4 The Code forms part of employees' contracts of employment and action under the Council's Performance Management Procedures for misconduct and criminal convictions, and competence, may be taken in respect of any breaches of the Code.
- 2.5 Employees are expected to comply with the Code in all aspects of their work and in their lives outside work insofar as they may compromise their employment by the Council.
- 2.6 The Code does not place restrictions on employees' trade union activities, provided that these are reasonable, authorised by senior trade union branch officers, and are within the trade union facilities agreement.
- 2.7 The Code refers to a number of Council policies and procedures in respect of behaviour and the ways in which employees are required to work. Employees should refer to these for greater details on matters referred to in the Code. They can all be found on IZZI.

### 3. Who is covered by the Code

- 3.1 Part One of the Code applies to all employees of the Council.
- 3.2 Managers have a particular role and responsibility for assisting employees to meet the Council's standards and for taking action where standards are not met. Managers must take steps to ensure that they and all employees for whom they are responsible comply with the requirement of the Code. All managers are required to sign up to the Manager's Promise (available on IZZI).
- 3.3 Special requirements of the most senior employees (the Chief Executive, Corporate Directors, Assistant Chief Executives, Service Directors, Heads of Service and those managers who report directly to them) are set out in Part Two of the Code.
- 3.4 Although the Code is primarily addressed to Council employees the Council expects that anyone it engages or contracts to carry out any of its functions will abide by the spirit of the Code. These include:
- consultants and their employees
  - contractors and their employees
  - the Council's partners and their employees
  - employees of other organisations who have been seconded to work for the Council
  - agency staff
  - volunteers and individuals undertaking work placements or apprenticeships or similar roles
- 3.5 In the event that the Code is breached, consideration will be given to terminating, or seeking compensation under, the contract or other arrangement between the consultant / contractor / outside organisation and the Council, and/or referring the matter to the police or other relevant regulatory body.
- 3.6 The Code will apply to employees in education establishments where it has been adopted by the governing body.

#### **4.0 Standards, service delivery and equality**

- 4.1 In addition to high levels of performance, a good image is vital for the Council so residents and businesses can have confidence in the services provided.
- 4.2 As public servants, Council employees have a particular responsibility to look after public resources and property and their conduct inside and outside work must never undermine the trust and confidence the public and the Council need to have in them to carry out their work properly and conscientiously.
- 4.3 Employees are the Council's "ambassadors". Most contact with the Council is carried out with Council employees. It is vital, therefore, that the public finds this contact polite, competent, professional, friendly, helpful and trustworthy.

#### **4.4 High standards**

At all times employees are required to:

1. give the highest possible standard of service to the public and make service delivery their main priority
2. do nothing inside or outside their working hours which could undermine public confidence in them as Council employees and/or in the Council
3. work in the best interests of the Council, and the community it serves
4. do nothing which results in the Council (or any other public authority) being denied revenue to which it is entitled (see also paragraph 4.46)
5. follow Council policies and procedures, and meet laid down standards

#### **4.5 Equality Issues**

Islington is an equal opportunities service provider and employer. No form of discrimination is tolerated. All employees have a responsibility to promote and comply with the Council's equal opportunities policies and practices, including Dignity for All, and with the requirements of the law.

Council employees are required to:

1. make sure that the Council's equality policies are complied with and carried out.
2. treat all members of the community and other employees fairly and equally regardless of their sex, race, colour, national or ethnic origin, sexual orientation, religion and belief, age, disability, gender reassignment, pregnancy and maternity or marriage and civil partnership.
3. assist all members of the community so that they can benefit from the services on offer
4. never display in the workplace, nor allow others to display, sexist or racist material, or material which people could reasonably find offensive

5. tell their managers about anything which may be discrimination, bullying and harassment or victimisation of themselves, colleagues, or members of the community

Managers have a particular responsibility for making sure that:

1. services are delivered in a manner which effectively meets the Council's equality policies and that all groups within the community have equal access
2. employees can enjoy a working environment which is free of any discrimination
3. their Director/ Head of Service is informed about any incidents and/or complaints about discrimination, victimisation, or harassment

#### **4.6 Attendance and Punctuality**

1. Employees must report promptly at the appointed time at their designated workplaces, at the start of their working day and after any authorised breaks.
2. Employees who are prevented from reporting for work because of illness and/or injury must comply with the sickness notification/certification requirements detailed in their contracts of employment and/or as directed by their Director/Head of Service.
3. Employees who arrive late for work and appointments cause inconvenience and annoyance. Lateness for appointments with people who do not work for the Council (e.g. residents) reflects badly on the Council. Council employees must arrive for appointments on time, unless there are exceptional circumstances.
4. The Council's Smart Working policies set out the time keeping and whereabouts information requirements for staff when working away from the office.

Managers must:

1. Make sure that proper arrangements are in place for employees to record their start and finish times at work and their whereabouts during the day

#### **4.7 Criminal Convictions/ Charges/ Investigations**

Council employees

- who are the subject of a police investigation, arrested, charged with a criminal offence or receive a caution; reprimand or warning must immediately tell their line manager or a Senior Manager and keep them apprised of the situation. A self disclosure form must also be completed. (see izzi <http://izzi/council/aboutcouncil/performance-policy/policy/Pages/hr-az.aspx?Letter=D>)

This applies to all criminal matters whether or not they are related to work.

- who are the subject of civil proceedings need only tell their line manager/or a Senior Manager if the matter is likely to impact on their job role. For

example an accounts manager who is declared bankrupt or a children's social worker whose child is the subject of a child care order should advise their line manager / Head of Service immediately.<sup>1</sup>

#### **4.8 Behaviour at Work**

1. The way employees behave at work directly affects the service, colleagues, the workplace, and the public's perception about Council services.
2. Council employees must always:
  - show respect for the public and colleagues and behave in a way which cannot reasonably cause offence to anyone
  - exercise self-control never behave in a loud, aggressive and angry manner, nor use foul and abusive language

#### **4.9 Dress**

1. The manner in which employees present themselves at work directly affects the Council's image, their colleagues and the service and should be appropriate for the work they are carrying out for the Council. Therefore, Council employees are required to:
  - be clean, tidy and presentable at all times and comply with the requirements of local managers in relation to appropriate dress for their service and work role.
  - always wear uniform or protective clothing if these have been issued, or made available for particular tasks, and make sure that these are clean and in good repair.
  - always have regard to the health and safety implications of what they wear e.g. the need for safe footwear.
2. Employees may follow the traditions of their ethnic/cultural/religious background provided they are safe and appropriate to the job. This must be discussed with appropriate managers to make sure there are no health and safety implications.

#### **4.10 Name badges**

Employees must always wear their name badges at work (unless their Director/Head of Service has specifically agreed that they may carry it instead).

#### **4.11 Driving**

Employees who have to drive in the course of their work must:

1. avoid making unnecessary and short journeys by car it is better for the environment to use public transport, cycle or walk.
2. always drive courteously and according to the laws and rules of the road
3. comply with the Council's policy on drugs and alcohol

4. never drive having consumed prescription, or over the counter drugs, if there is a risk that their ability to drive could be affected
5. always make sure that vehicles are roadworthy, well maintained, appropriately insured, taxed, and suitable for the purposes for which they are being used
6. immediately advise their manager if they are stopped by the police whilst driving a Council vehicle
7. immediately advise their manager if they are involved in a road traffic accident in the course of their work
8. avoid incurring a parking ticket in the course of their work, and advise their manager if they are issued with one
9. have regular eye tests and advise their manager of any health issues which may affect their driving

#### **4.12 Smoking**

All employees are required to comply with the Council's no smoking policy.

#### **4.13 Alcohol and Drugs**

1. It is Council policy that employees must not consume alcohol or take drugs (other than prescribed or over the counter drug) during working hours (including lunchtimes and other breaks) and must not work under the influence of either of these.
2. Employees must consult their GPs for advice on the effects any legal medication may have on their ability to perform or conduct themselves at work, and advise their managers accordingly.
3. Employees must inform their manager or Director or Head of Service if they have genuine reason to believe that a colleague may have an alcohol, drug or substance misuse problem.
4. Employees who think that they may have an alcohol, drug or substance abuse problem, can seek support through the employee assistance programme.

#### **4.14 Health and safety**

- 1 All employees must:
  - carry out their work in a safe and proper manner having regard at all times for their own health and safety and that of colleagues and the public
  - be familiar with health and safety law, which is displayed in all workplaces, and the Council's Health and Safety Policy Statement
  - comply with the health and safety regulations relating to the particular task(s) they are carrying out

- complete the health and safety training applicable to their jobs which the Council provides
- 2 Managers must make sure that their employees work in a safe place, with safe methods, and must be familiar with the Council's Health and Safety Policy Statement and their responsibilities within it.

#### **4.15 Personal financial affairs**

1. All employees must:
  - not conduct their personal finances in a way which results in Islington Council, or another public body, being defrauded (this includes claiming Housing Benefit to which they are not entitled; failing to register for Council Tax; occupying Council property unlawfully)
  - keep up to date with Council Tax, rent and service charges due to this and any other Council the Council will use any powers available to it to reclaim monies, including attachment of earnings
  - avoid being the subject of legal action which may bring the Council into disrepute and/or undermine the relationship of trust and confidence between the employee and the Council.
2. Employees should note that:
  - employment and payroll data held by the Council may be used to identify employees with debts to the Council, including rent, commercial rent, Council tax, leasehold service charges, Business Rates, Right to Buy Insurance, Housing Benefit etc.

#### **5. Criminal activities**

Employees are required to report any criminal activities by their colleagues in the course of their employment.

#### **6. Communication**

6.1 The Council could not function without efficient and effective communication between staff, between service areas, between councillors and staff and between staff and the public. Training in communication skills is therefore available. The Council's communications systems include:

- external and internal post
- telephone for internal and external calls
- fax
- email
- Internet
- Intranet
- Virtual meeting technology

6.2 The Council has email and internet policies and guidelines. Employees must read and sign up to these before they use email and the internet.



- 6.3 Employees' names, designations and service areas will be available to the public.
- 6.4 Communications may be intercepted where appropriate. This may include monitoring (and recording) of telephones, the internet and email.

## **7.0 Political neutrality**

- 7.1 Employees are expected to serve the whole Council regardless of their own political views and, must:
- serve the authority as a whole and ensure that the individual rights of all Councillors are respected
  - advise and support Councillors (if they are required to do this as part of their jobs) in a way which does not compromise the employees' political neutrality
  - comply with Council policy when at work, and not allow their personal political views to interfere with the way they carry out their duties
  - not use their workplace to promote/further personal political issues, or wear or display any material for any political or pressure group (unless they are required as part of their job to mount specific campaigns on behalf of the Council without compromising their political neutrality). This does not preclude the wearing or displaying of trade union identification/membership.
  - be aware of the political restrictions imposed by the Local Government and Housing Act 1989 (as amended) on certain posts and how the Council's constitution might affect their jobs. If you want to check whether your post is on the list of politically restricted jobs, you should contact HR Advice or your Human Resources Business Partner.)<sup>2</sup>
- 7.2 All Employees must be familiar with and behave in accordance with the requirements of the Protocol on Member/Officer relations in Part 6 of the Council's Constitution and the Council's Declaration of Interest Policy.

## **8.0 Relationships**

### **8.1 *Employees' relationships with Councillors***

Employees should be aware that close personal familiarity between employees and individual Councillors can damage their professional relationship and compromise efficient working. Where such a relationship occurs, the employee must bring it to the attention of her/his Director or Head of Service personally and in confidence so that the implications for the Council can be discussed and action taken to avoid any difficulties it may present, as set out in the Council's Declaration of Interest Policy.

This does not interfere with employees' rights, if they are Islington residents to correspond with their ward Councillors or constituency MPs on ward and constituency matters.

## **8.2 Managers' relationships with their staff**

Similarly, close personal familiarity between managers and members of their staff can compromise efficient and proper working, and morale in the workplace. Where such a relationship occurs, the manager must bring it to the attention of her/his Director or Head of Service personally and in confidence so that the implications for the Council can be discussed and action taken to avoid any difficulties it may present, as set out within the Council's Declaration of Interest Policy.

## **8.3 Declaration of Interest, conflicts of interest arising from any activity or action internally or externally which an employee or their close relations is engaged in which could affect the Council's reputation.**

- 1 Managers must make sure that ethical standards are embedded in to the Council's relationships with stakeholders, including outside bodies and partners. External suppliers and service providers are required to operate to public sector standards e.g. not offering or providing inappropriate gifts or hospitality to Council employees. Managers should regularly review and keep up to date the list of employees to be held on the Declaration of Interest register, and to assess and take action to mitigate identified conflicts.
- 2 Contracts must be awarded on merit, by fair competition against other tenderers in accordance with the Council's Procurement Rules, and no special favour must be shown to businesses run by, for example, friends, partners, and relatives.
- 3 Employees must be aware of and assess all their personal actions and activities while performing their duties for the council, for any conflict of interest. Where apparent, they should refer to the Declaration of Interest policy, complete the form and contact their manager to assess the conflict of interest.
- 4 Employees must notify their Director or Head of Service of any relationship (business or private) they or a close relative may have, or may have had, with an external contractor or potential contractor, so that the implications for the council can be discussed and action taken to avoid any difficulties it may present, as set out within the council's Declaration of Interest Policy.
- 5 Notification under 8.3 (3) and (4) must be in writing using a Declaration of Interest form found on the intranet . The Director or Head of Service is responsible for reviewing and approving positive response forms, ensuring the notification is provided to Human Resources who will maintain a central record.

## **9. Selection and recruitment (including equal opportunities) and other employment matters**

- 9.1 Employees involved in the recruitment and appointment of employees, including agency workers, must ensure that appointments are made on the basis of merit. In order to avoid any accusation of bias, employees must not be involved in any appointment, or any other decision relating to discipline, promotion or pay and conditions for any other employee, or prospective employee, to whom they are related or with whom they have a close personal relationship outside work.
- 9.2 All Council appointments must be made on merit and in accordance with the Council's Selection and Recruitment Procedures.

### **9.3 Providing references**

References given to other employers on behalf of the Council must be signed by the appropriate Director or Head of Service, or other nominated senior manager in the service, on Council headed paper with an official stamp. Employees may give personal references but these must never be on Council stationery and must not imply that they are Council references any personal reference must make it clear that it is provided on a personal basis.

### **10.0 Outside commitments and personal interests.**

1. Employees must not allow their private interests or beliefs to conflict with their professional duty.
2. Employees' off-duty hours are their personal concern, but they must not subordinate their Council duties to their private interests, or put themselves in a position where they may appear to conflict. Any additional employment, or voluntary work, must not, in the Council's view, be at the expense of the Council's interests, or undermine public confidence in the Council's affairs. Where a conflict of interest arises, the Declaration of Interest policy should be referred to.

#### **10.1 Additional appointments (paid or unpaid)**

Employees must inform their managers of any activity or work outside their Council employment. This includes appointment to organisations which are funded or grant aided by the Council.

#### **10.2 Conflicts of interest between employees' activities outside and inside work**

Employees must:

- report any financial and nonfinancial interest the employee may have, as set out in the Declaration of Interest policy by using the Declaration of Interest form.
- report any family tie, social or business relationship, with an organisation (or people who work for that organisation) or if the employee, in any way, provides advice to Councillors or senior management on the management or funding of that organisation or is involved in the administration of the contract or other arrangement governing the council's relationship with the organisation. Where a conflict of interest arises, the Declaration of Interest policy should be referred to and a Declaration of Interest form completed.

#### **10.3 Employees who serve on Council funded voluntary organisations**

Such employees must advise their Director or Head of Service of any potential conflict of interests using the Declaration of Interest form.

### **11.0 Best value, tendering, outsourcing, partnerships etc.**

Employees who are involved in tendering, outsourcing, partnerships, the awarding of contracts, dealing with contractors, etc. must:

- be aware of and follow the Procurement Rules set out in the Constitution and any other relevant procedures

- be clear on the separation of client and service provider roles
- not disclose confidential information to any unauthorised party or organisation
- exercise fairness and impartiality when dealing with potential service providers
- not participate in any employee/management buyout of Council services without the written express approval of the Council or within two years of leaving employment of the Council
- not show special favour to current or former employees or their partners, friends, relatives, or associates in outsourcing to businesses run by them in a senior or relevant managerial capacity
- comply with the confidentiality arrangements of the Council's partner organisations
- discuss any problems with their Director or Head of Service if they are unclear whether or not they may be compromised in relation to the awarding of contracts

## **12.0 Financial procedures and use of financial resources**

### 12.1 Employees must:

- ensure that they use any public funds entrusted to them in a responsible and lawful manner.
- always try to obtain value for money and avoid legal challenge to the Council
- be conversant with and comply with the Council's Financial Regulations set out in the constitution

12.2 Managers must make sure that their employees are aware of and comply with the Council's Financial Regulations and Declaration of Interest procedure, by completing the Council's standard declaration of interests form on izzi within 28 days of taking up their appointment. These employees should be asked to review and update their declaration at least once a year. This applies to anyone in a senior management role, anyone engaged in procuring contractors or services and anyone engaged in commissioning grants or goods.

12.3 Managers must ensure that the financial procedures and practices for which they are responsible conform to the Council's regulations and are secure against theft and fraud advice must be sought from the Chief Internal Auditor if there is any doubt.

## **13.0 Safeguarding Council property**

### 13.1 Employees must:

- only use Council property, vehicles or other facilities for Council purposes and according to instructions

- not remove Council property, including laptops and phones, from Council premises unless authorised to do so, for example for the purposes of Smart Working
  - secure Council property against theft/loss/damage
  - report any theft/loss/damage of Council property
- 13.2 Managers must inform the Chief Internal Auditor of any theft of Council Property and s/he will advise on whether or not the police should be involved.
- 13.3 The Council's property includes its "Intellectual property" which includes inventions, creative writings and drawings, including those created by an employee in the course of their duties.
- 14.0 Gifts and hospitality**
- 14.1 It is a serious criminal offence for employees to corruptly receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything in connection with their duties. This also applies to showing favour or disfavour. If it is alleged that an employee has corruptly accepted such a reward it will be for her/him to demonstrate that this is not the case.
- 14.2 Hospitality includes drinks, meals, entertainment, overnight accommodation, travel and holidays, but not a lift in a private or company car or in a taxi, or light refreshment in the course of official duty.
- 14.3 The following rules apply to any gifts and hospitality, including those provided on a basis where employees reimburse all or any part of the costs.
- 14.4 Employees must not accept or solicit from any member of the public, firm or organisation with whom the Council has had, is having, or may in the future have any dealings:
- a. any gift (other than an inexpensive seasonal gift, such as a calendar or diary for use in the office); or
  - b. any hospitality
- without the written authorisation of their Corporate or Service Directors or Heads of Service .
- 14.5 The Chief Executive, Corporate and Service Directors and Heads of Service will not accept or authorise the acceptance of any such hospitality unless they are satisfied that the hospitality is not offered with any intention to corrupt, or could be seen to be intended to corrupt, and its acceptance is in the interests of the Council. As a general rule, participation in activities paid for by firms outside office hours or whilst on leave is not considered to be commensurate with employment with the Council.
- 14.6 All employees must record via the on-line register on Izzi any gift or hospitality they are offered or receive with a value of £25 or more or exceeding such other limits as notified Izzi from time to time. This includes any gift or hospitality that is declined or donated, for example to the Mayor's Charity

## **15.0 Sponsorship giving and receiving**

- 15.1 Where an outside organisation wishes to sponsor a Council activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
- 15.2 Where the Council wishes to sponsor an event or service no employee nor any partner, spouse or relative must benefit from such sponsorship, directly or indirectly, without there being full disclosure to an appropriate manager of any such interest. Similarly, where the authority through sponsorship, grant aid, financial or other means, gives support in the community, employees must ensure that impartial advice is given and there is no conflict of interest involved. Where a conflict of interest arises, the Declaration of Interest policy should be referred to and a Declaration of Interest form completed.

## **16. Confidentiality and disclosure of information**

- 16.1 Although the Council aims to operate in an open and transparent way, some information held by the Council is confidential or sensitive and therefore not appropriate to a wide audience and the Council may be subject to statutory or common law obligations to keep it confidential. On the other hand the Council is also subject to obligations to release information in some circumstances, for example under the Freedom of Information Act.

### **16.2 *Employees' responsibilities for confidential information***

Managers must make sure that they have secure systems in their work place to safeguard confidential information and that their employees maintain confidentiality at all times. They must also comply with the Council's policies and practices under the Data Protection Act 2018 and UK GDPR 2021 Article 6.

Employees must:

- be aware of the implications of the Data Protection Act 2018 and UK GDPR 2021 on the use, maintenance, transfer and disclosure of personal information about employees and the public
- not disclose any confidential information (including intellectual property) to anyone outside the Council, and make sure that this information is kept securely this applies while working for the Council and after they leave
- not disclose confidential information to colleagues unless there is proper authority
- take all reasonable steps to protect and safeguard confidential documents etc, particularly if they need to be taken outside the usual workplace

### **16.3 *Information concerning people using Council services***

To a large extent, service delivery relies on the people who receive Council services having confidence that information on their private affairs, the contents of their homes and business premises, their circumstances, situations and lifestyles, will be treated with discretion.

16.4 Accordingly, employees must:

- treat information about people using Council services with the utmost confidentiality and in accordance with the Data Protection Act 2018 and UK GDPR 2021 this information must not be passed to anyone who is not authorised to receive it
- not discuss private homes and/or business premises they may have to go to in the course of their work except where they can say that such a discussion is necessary for service delivery, or is necessary by law

#### **16.5 *Personal information about colleagues***

Employees must keep personal details and work records of other employees confidential, and must not reveal these to third parties without authority, or unless the permission of the employees concerned has been obtained, or where it is required by law in accordance with the Data Protection Act 2018 and UK GDPR 2021.

#### **16.6 *Personal information about Councillors***

Employees must keep to themselves information received from a Councillor which is personal to that Councillor and has nothing to do with the Council, except where the Councillor gives permission for the information to be disclosed, or where disclosure is required by law.

#### **16.7 *Giving information to the media***

1. Under no circumstances can employees communicate directly with the media (e.g. national and local papers, press agencies, radio, television stations professional journals) about their work, or matters concerning the Council, unless specifically authorised to do so by the Chief Executive.
2. Employees must refer any approach by the media for an interview, an article and/or comment on Council affairs, to the Council's Communications Officers.
3. Nothing in these paragraphs prevents senior trade union officials from contacting the media in relation to appropriate trade union activities.

#### **16.8 *Information concerning competitive tendering, Council procurement activities and best value.***

16.11 No business can allow its competitors to know how its business operates how it calculates its charges and costs, and what its tender price may be. Information of this kind tells competitors how to undercut the Council's tender. The Council must of course always comply with its Freedom of Information Act obligations.

16.12 Therefore, employees must:

1. Remember that a crucial part of preparing for competitive tendering or best value' activities is keeping commercial information confidential, as each affected workforce may be in competition with businesses outside the Council
2. Seek the agreement of the appropriate Director/Head of Service before any information concerning competitive tendering or best value' exercises is

released

3. Not use any information obtained in the course of their work for personal gain or benefit, nor pass it on to anyone else who may use it in this way

### **16.13 Employees who are unsure whether or not to disclose information**

1. Employees must ask their manager for advice if there is any doubt as to whether or not information should be disclosed.
2. Employees must ask their manager for advice if there is any doubt as to whether or not information should be disclosed.
3. If an employee receives a request which is not covered by their department's Information Sharing Agreement, they should firstly contact their Information Governance Officer (IGO) or forward the request to: [FOIA@islington.gov.uk](mailto:FOIA@islington.gov.uk)<sup>4</sup>.

### **17. Malpractice/ fraud/ corruption/ whistleblowing (Public Interest Disclosure Act)**

- 17.1 Where an employee becomes aware of activities which that employee believes to be illegal, improper, unethical or otherwise inconsistent with this Code, the employee should report the matter under the Council's whistleblowing policy which is available on Izzii. This policy sets out the protection available to employees who make disclosures and the protection available under the law

### **18. Provisions applicable to procurement officers**

- 18.1 Procurement officers are required to complete and keep up to date a standard declaration of pecuniary and personal interest for yourself and your partner (if applicable) for inclusion in the public register kept by the Chief Executive.

## **PART TWO**

### **19.0 Application of this Part**

- 19.1 This Part of the Code applies to the Chief Executive, Corporate Directors, Assistant Chief Executives, Service Directors and Heads of Service ("Senior Employees") in addition to Part One.

### **20.0 Values for Senior Employees**

#### *20.1 Impartiality of officers of the authority*

Senior Employees must not compromise, or attempt to compromise, the impartiality of anyone who works for or on behalf of the Council, either directly or as a response to pressure from others. Senior Officers should not attempt to force employees to take action or change advice if doing so would prejudice their professional integrity.

#### *20.2 Improper use of position*

Senior Employee must not use, or attempt to use, their position improperly either for their or anybody else's advantage or disadvantage.



### 20.3 *Considering advice provided*

If a Senior Employee seeks advice, or advice is offered to them, on aspects of how the employees' Code applies, the Senior Employee must have regard to that advice.

## **21.0 Personal interests**

21.1 Senior Employees must follow the Declaration of Interest policy and complete a Declaration of Interest form on izzzi, within 28 days of taking up their appointment, any interests set out in the categories below. This record of interest must be in writing, to the Council's Monitoring Officer. The registration of interests protects the qualifying employee by giving early warning of any possible areas of conflict of interest and provides assurance to the public that the qualifying employee is acting transparently. Only registration of personal interests in areas where there are clear grounds for concern that such an interest could give rise to accusations of partiality in decision making and working practice of the authority are required.

These are:

- Membership, or position of control or management, in bodies exercising functions of a public nature (that is, carrying out a public service, taking the place of a local or central governmental body in providing a service, exercising a function delegated by a local authority or exercising a function under legislation or a statutory power).
- Any business the employee might own or have a share in, where that shareholding is greater than £25,000 or if the employee has a stake of more than 1/100th of the value or share capital of the company.
- Any contracts between the authority and any company the employee has an interest in, as above.
- Any land or property in the authority's area in which the employee has a beneficial interest.

These interests must be declared using the Declaration of Interest form on izzzi and will be included in the public register kept by the Chief Executive.

21.2 Senior Employees may seek to exempt their personal interests from the register of interests if they consider, for instance that having this information on record might put themselves or others at risk. In such cases, the Senior Employee should discuss the matter with the Monitoring Officer.

## **22.0 Prejudicial interests**

22.1 A prejudicial interest is considered to be a matter which affects the Senior Employee's financial interest or relates to a licensing or regulatory matter in which he or she has an interest and where a member of the public, who knows the relevant facts, would reasonably think that his or her personal interest is so significant that it is likely to prejudice his or her judgement of the public interest.

22.2 A prejudicial interest in a licensing or regulatory matter may stem from a direct financial interest or from a more tangential interest, where for instance approval for a licence may affect a body with which the Senior Employee has a personal interest or will affect him or her personally.

22.3 Senior Employees with a prejudicial interest should declare such an interest. Where possible, they should take steps to avoid influential involvement in the matter. Where this is not possible, their prejudicial interest should be made clear.

# Islington Code of Conduct for Members

**Explanatory note:** The following proposed changes to an extract from the Code of Conduct for Members are to clarify personal interests, the individuals in relation to which a councillor should declare an interest and the arrangements for granting dispensations:

## 12 Declaration of Interests

1. I understand that I am personally responsible for deciding whether or not to disclose an interest.
2. I understand that failure to disclose a Disclosable Pecuniary Interest, as set out in Table 1, below, is a criminal offence under the Localism Act 2011, for which an individual councillor may be prosecuted.
3. I understand that, [if I am aware](#), I must also disclose any Disclosable Pecuniary Interests, as set out in Table 1, below, held by my partner, spouse, civil partner and/or a person with whom I am living as husband or wife or as if we are civil partners [and declare that they have the interest](#).
4. I will register any Disclosable Pecuniary Interest within 28 days of my election, re-election or being appointed as a member, in accordance with “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”.
5. I will also register and disclose any Personal Interests which fall within the categories set out in Table 2 ‘Other Registerable Interests’ below.
6. [I understand that, if I am aware, I must also disclose any Personal Interests, as set out in Table 2, below, held by my spouse, civil partner, parent, grandparent, child, grandchild, sibling, or anyone that I live with as a spouse or civil partner.](#)
- ~~6.7.~~ If, at any time, my interests change or I have a new interest, I will update my register of interests within 28 days.
- ~~7.8.~~ I do review my interests annually, when requested to do so, to ensure that they remain correct.
- ~~8.9.~~ I understand that if I hold a ‘Sensitive Interest’, which in my view, if disclosed, could lead to myself or a person connected with me to be subject to violence or intimidation, I must notify the Monitoring Officer and that the interest will be withheld from the public register, if the Monitoring Officer agrees it is sensitive.

- ~~9.~~10. If a matter arises at a meeting which directly relates to a Disclosable Pecuniary Interest held by me and included in my Register, I will disclose that I hold an interest and leave the room until the discussion and vote on the item is complete. This will be recorded in the minutes of the meeting.
- ~~40.~~11. If I wish to participate in the discussion and vote on a matter which directly relates to a Disclosable Pecuniary Interest held by me, including a Sensitive Interest, I will seek a dispensation from [Standards Committee](#) ~~full Council~~ prior to the meeting at which the item I hold an interest in will be discussed. I acknowledge that dispensations may only be granted in limited circumstances.
- ~~41.~~12. If a matter arises at a meeting which directly relates to a Sensitive Interest held by me, I will disclose that I have an interest, but not provide details of what the interest is and will leave the room until the discussion and vote on the item is complete.
- ~~42.~~13. If a matter arises at a meeting which directly relates to a Personal Interest held by me, as detailed in Table 2, Other Registerable Interests, below, I will only speak on the matter if members of the public are also allowed to speak at the meeting. Where this is not the case I will leave the room until the discussion and vote on the item is complete, unless I have been granted a dispensation by [Standards Committee](#) ~~full Council~~ prior to the meeting.
- ~~43.~~14. If a matter arises at a meeting which *directly relates* to my financial interests or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or the well-being of a relative or close associate, I will disclose the interest. I will only speak on the matter if members of the public are also allowed to speak at the meeting. Where this is not the case I will leave the room until the discussion and vote on the item is complete, unless I have been granted a dispensation by [Standards Committee](#) ~~full Council~~ prior to the meeting.
- ~~44.~~15. If a matter arises at a meeting which affects my financial interests or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or the well-being of a relative or close associate or an organisation or body in which I hold a Disclosable Pecuniary Interest, I will disclose the interest. If I consider that the matter affects my financial interest or well-being to a greater extent than it affects the financial interests of the majority of the ward or borough's residents and I consider that a reasonable member of the public, knowing all the facts, might believe that it would affect my view of the matter, I will only speak on the matter if members of the public are also allowed to speak at the meeting. Where this is not the case, I will leave the room until the discussion and vote on the item is complete, unless I have been granted a dispensation by [Standards Committee](#) ~~full Council~~ prior to the meeting.
- ~~45.~~16. If a matter arises at a meeting which I hold a Disclosable Pecuniary Interest in that I have not already disclosed, I will disclose the existence and details of the interest to the meeting, leave the room until the discussion and vote on

the item is complete and formally notify the interest to the Monitoring Officer within 28 days of the meeting.

~~46.~~17. If I hold a Disclosable Pecuniary Interest in a matter which falls to me in the exercise of a function, such as an Executive decision, I will notify the Monitoring Officer of the interest and take no further steps in the matter other than arranging for it to be dealt with by someone else.

~~47.~~18. If I hold a personal interest in a matter which falls to me in the exercise of a function, such as an Executive decision, I will ensure that the written record of the decision includes a record of the existence and nature of my interest.

**Table 1: Disclosable Pecuniary Interests:**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil

	partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) ) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Table 2: Other Registerable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body of which you are a member or in a position of general control or management
  - (i) exercising functions of a public nature
  - (ii) any body directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) [of which you are a member or in a position of general control or management.](#)

Your register of interests allows the public, local authority employees and fellow councillors to know which of your interests might give rise to a conflict of interest. Details of your interests will be published on the website and a copy of the register will be available for inspection at the Town Hall during working hours. Publication is a legal requirement, but it also protects you by allowing you to demonstrate openness and a willingness to be held accountable and ensures that decision making is seen by the public to be open and honest.

If an interest is not already included in your published register of interests and it relates to a matter under consideration at a meeting, you must disclose it at that start of the relevant agenda item and to the Monitoring Officer within 28 days following the meeting, but it can be helpful for you to know before this time if others think that a potential conflict might arise and to allow time to seek a dispensation if you think it warranted.

If you cease to hold an interest, you should notify the Monitoring Officer who will remove the interest from your register.

### ~~44.15.~~ [15.](#) **Dispensations**

~~44.1~~ [15.1](#) In limited circumstances, in cases (a) and (d) below, [Standards Committee](#) ~~full Council~~ can grant a dispensation to a member to allow them to speak and/or vote in respect of an item of business at a meeting where they have a Disclosable Pecuniary Interest under this Code.

~~44.2~~ [15.2](#) Dispensation can only be granted where the statutory grounds apply. The statutory grounds are:

- (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting

the business as to impede the transaction of the business,

(b) without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,

(c) granting the dispensation is in the interests of persons living in the council's area,

(d) without the dispensation each member of the authority's executive would be prohibited from participating in any particular business to be transacted by the Executive or a committee of the Executive, or

(e) it is appropriate to grant a dispensation for some other reason.

**14.3** [15.3](#) A request for a dispensation must be submitted to the Council's Monitoring Officer in accordance with the council's procedure for dealing with Requests for Dispensations From Councillors. [The Monitoring Officer will arrange for Standards Committee to be convened to consider requests for dispensations.](#)

**14.4** [15.4](#) If you are a member of the Executive and the meeting is a meeting of the Executive or a committee of the Executive you will also need a dispensation from the Chief Executive under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The Chief Executive has issued a general dispensation that applies where a dispensation in respect of your Discloseable Personal Interest has been granted under this section of the Code so you will not need to make a special application.

**14.5** [15.5](#) The Chief Executive may grant a dispensation to Executive members to allow them to speak and/or vote in respect of other conflicts of interest arising at a meeting of the Executive or a committee of the Executive.

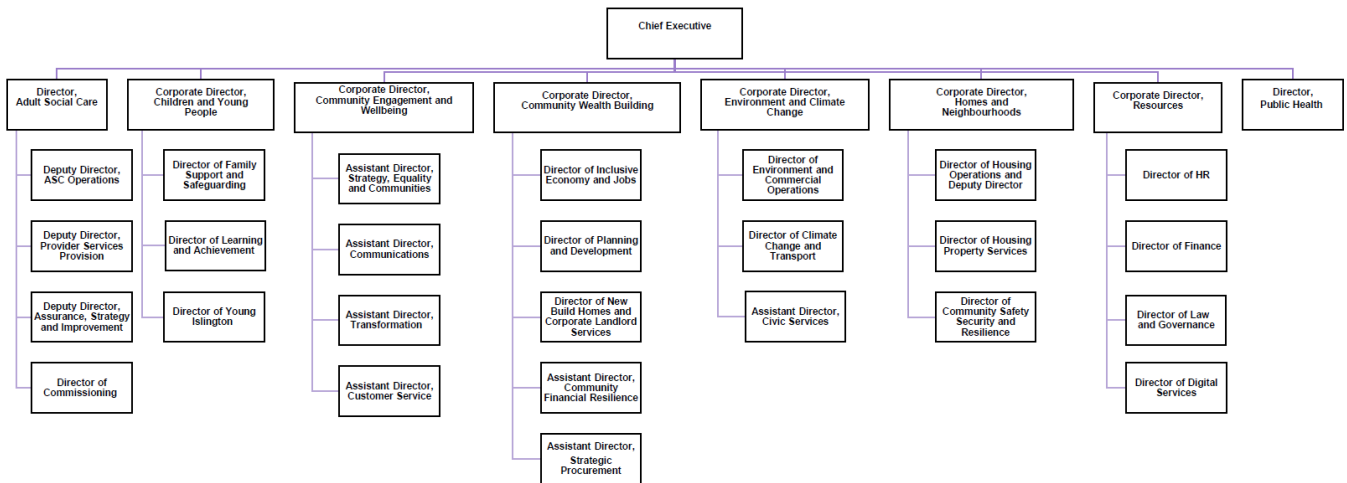


**Proposed Amendments to Part 8 – Management Structure**

Explanatory note: To update the structure chart at Part 8.

**Senior Leadership Team**

April 2023



**Proposed Amendments to Appendices**

**Explanatory Note:** These changes are primarily to reflect the recent senior officer restructure which transferred the line management responsibility of a number of regulatory services teams that previously reported to the Director of Public Protection in the Environment Directorate.

**APPENDIX 2**

**EXECUTIVE AND NON-EXECUTIVE FUNCTIONS**

**(i) FUNCTIONS WHICH CANNOT BE EXERCISED BY THE EXECUTIVE**

<p><b>B. Licensing and registration functions (in so far as not covered by any other paragraph of this Schedule)</b></p>		<p>Except where specified all of the functions listed under this section B will be exercised by the Corporate Director of <b>Environment Homes and Neighbourhoods</b> or an officer within the Corporate Director's department to whom the function has been delegated under Part 3 UNLESS the function has been reserved to the Licensing Committee or its sub-committees or of the Licensing Regulatory Committee or is required to be undertaken by the Corporate Director of Children's Services or are required to be determined by the Council itself</p>
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<p><b>C. Functions relating to health and safety at work</b></p>		<p>All of the functions listed under this section C will be exercised by the Corporate Director of Resources or an officer within the Corporate Director's department to whom the function has been delegated under Part 3 UNLESS the function relates to the enforcement of Health and Safety which will be exercised by the Corporate Director of <b>Environment</b> <a href="#">Homes and Neighbourhoods</a> or the function has been reserved to the Audit Committee</p>
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<p><b>F. Power to make, amend, revoke, re-enact or enforce bylaws</b></p>	<p>Any provision of any enactment (including a local Act), whenever passed, and section 14 of the Interpretation Act 1978</p>	<p>All of the functions listed in this section F will be exercise by Council (other than enforcement which will be exercised by the Corporate Director of <del>Environment</del> <a href="#">Homes and Neighbourhoods</a> or an officer within the Corporate Director's department to whom the function has been delegated under Part 3</p>
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<p><b>I. Miscellaneous functions</b> <b>Part I: Functions relating to public rights of way</b></p>		<p>All of the functions listed under Part 1 of this section will be exercised by the Corporate Director of Environment <a href="#">and Climate Change</a> or an officer within the Corporate Director's department to whom the function has been delegated under Part 3 UNLESS they have been reserved to the Audit Committee</p>
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### Appendix 4 – Proper Officers

<i>(1) statutory provision</i>	<i>(2) Function</i>	<i>(3) Proper Officer</i>
<b><i>Births deaths and marriages</i></b>	<b><i>Any reference to the proper officer in any enactment relating to registration of births, death or marriages.</i></b>	<p><del><b><i>Director of Public Protection and Regulatory Services</i></b></del></p> <p><b><u><i>Assistant Director, Civic Services</i></u></b></p>

## COUNCIL MEETING – 13 JULY 2023

### COUNCIL APPOINTMENTS REPORT

#### MEMBER APPOINTMENTS:

#### 1 EMPLOYMENT AND APPOINTMENTS COMMITTEE

- 1.1 The following appointments are to reappoint the existing members of Personnel Sub-Committee to the replacement Employment and Appointments Committee consequent to the amendments to the Council's Constitution.
- 1.2 To appoint the following members to the Employment and Appointments Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed:

#### Committee Members:

Councillor Anjna Khurana (Chair)	Councillor Janet Burgess MBE
Councillor Kaya Comer-Schwartz	Councillor Satnam Gill OBE
Councillor Diarmaid Ward	

#### Substitutes:

Councillor Jenny Kay	Councillor Dave Poyser
Councillor Jilani Chowdhury	Councillor Jason Jackson
Councillor Santiago Bell-Bradford	Councillor Rowena Champion
Councillor Roulin Khondoker	Councillor Michelline Safi Ngongo
Councillor Una O'Halloran	Councillor Nurullah Turan
Councillor John Woolf	

#### RECOMMENDATIONS:

- 1.1 That Councillors Khurana, Burgess, Comer-Schwartz, Gill and Ward be appointed as members of the Employment and Appointments Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed, be agreed.
- 1.2 That Councillor Khurana be appointed as Chair of the Employment and Appointments Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed, be agreed.

- 1.3 That Councillors Kay, Poyser, Chowdhury, Jackson, Bell-Bradford, Champion, Khondoker, Ngongo, O'Halloran, Turan and Woolf be appointed as Substitute members of the Employment and Appointments Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed, be agreed.

## 2 PENSIONS COMMITTEE

- 2.1 The following appointments are to reappoint the existing members of Pensions Sub-Committee to the replacement Pensions Committee consequent to the amendments to the Council's Constitution, with the exception of the appointment of Cllr Mackmurdie as a substitute, which is a new appointment.

- 2.2 To appoint the following members to the Pensions Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed:

### **Committee Members:**

Councillor Paul Convery (Chair)	Councillor Satnam Gill OBE
Councillor Diarmaid Ward (Vice-Chair)	Councillor Michael O'Sullivan

### **Substitutes:**

Councillor Jenny Kay	Councillor Ben Mackmurdie
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### **RECOMMENDATIONS:**

- 2.1 That Councillors Convery, Ward, Gill and O'Sullivan be appointed as members of the Pensions Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed, be agreed.
- 2.2 That Councillor Convery be appointed as Chair and Councillor Ward be appointed as Vice Chair of the Pensions Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed, be agreed.
- 2.1 That Councillors Kay and Mackmurdie be appointed as Substitute members of the Pensions Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed, be agreed.

## **OFFICER APPOINTMENTS:**

### **3. APPOINTMENT OF HEAD OF PAID SERVICE**

- 3.1. To note that Linzi Roberts-Egan, Chief Executive and Head of Paid Service, will officially leave the council on 30 July 2023, and is taking leave from 15 July onwards.
- 3.2. To note that Stephen Biggs, Corporate Director – Community Wealth Building, will be deputising for the Chief Executive from 15 – 30 July.
- 3.3. To appoint Stephen Biggs, Corporate Director – Community Wealth Building, as Acting Head of Paid Service, with effect from 31 July 2023 until further notice.
- 3.4. To note that the substantive post of Corporate Director – Community Wealth Building, is being covered through the following acting up arrangements with effect from 4 July 2023 until further notice.

Caroline Wilson, Director of Inclusive Economy and Jobs will lead on :  
Community Financial Resilience  
Corporate Landlord: Facilities Management, Corporate Asset Management,  
non-residential Capital Delivery and Futureworks  
Corporate Procurement and Supply  
Inclusive Economy and Jobs

Karen Sullivan, Director of Planning and Development will lead on:  
Climate Change and Transport  
New Homes Programme and PMO  
Planning and Development  
Corporate Health & Safety

### **RECOMMENDATIONS:**

- 3.5. That that Linzi Roberts-Egan, Chief Executive and Head of Paid Service, is officially leaving the council on 30 July 2023, and is taking leave from 15 July onwards be noted.
- 3.6. That Stephen Biggs, Corporate Director – Community Wealth Building, will be deputising for the Chief Executive from 15 – 30 July be noted.
- 3.7. That Stephen Biggs be appointed as Acting Head of Paid Service with effect from 31 July 2023, until further notice, be agreed.
- 3.8. That the acting up arrangements to cover the role of Corporate Director – Community Wealth Building from 4 July until further notice, be noted.

**4. APPOINTMENT OF DIRECTOR OF LAW AND GOVERNANCE /  
MONITORING OFFICER**

- (i)** Details to follow.

**RECOMMENDATION:**

- (i)** Details to follow.

**Report authorised by:**

**Marie Rosenthal  
Interim Director of Law and Governance & Monitoring Officer  
4 July 2023**



## COUNCIL MEETING – 13 JULY 2023

### COUNCIL APPOINTMENTS REPORT

#### MEMBER APPOINTMENTS:

#### 1 EMPLOYMENT AND APPOINTMENTS COMMITTEE

- 1.1 The following appointments are to reappoint the existing members of Personnel Sub-Committee to the replacement Employment and Appointments Committee consequent to the amendments to the Council's Constitution.
- 1.2 To appoint the following members to the Employment and Appointments Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed:

##### **Committee Members:**

Councillor Anjna Khurana (Chair)	Councillor Janet Burgess MBE
Councillor Kaya Comer-Schwartz	Councillor Satnam Gill OBE
Councillor Diarmaid Ward	

##### **Substitutes:**

Councillor Jenny Kay	Councillor Dave Poyser
Councillor Jilani Chowdhury	Councillor Jason Jackson
Councillor Santiago Bell-Bradford	Councillor Rowena Champion
Councillor Roulin Khondoker	Councillor Michelline Safi Ngongo
Councillor Una O'Halloran	Councillor Nurullah Turan
Councillor John Woolf	

#### **RECOMMENDATIONS:**

- 1.1 That Councillors Khurana, Burgess, Comer-Schwartz, Gill and Ward be appointed as members of the Employment and Appointments Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed, be agreed.
- 1.2 That Councillor Khurana be appointed as Chair of the Employment and Appointments Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed, be agreed.

- 1.3 That Councillors Kay, Poyser, Chowdhury, Jackson, Bell-Bradford, Champion, Khondoker, Ngongo, O'Halloran, Turan and Woolf be appointed as Substitute members of the Employment and Appointments Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed, be agreed.

## 2 PENSIONS COMMITTEE

- 2.1 The following appointments are to reappoint the existing members of Pensions Sub-Committee to the replacement Pensions Committee consequent to the amendments to the Council's Constitution, with the exception of the appointment of Cllr Mackmurdie as a substitute, which is a new appointment.

- 2.2 To appoint the following members to the Pensions Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed:

### **Committee Members:**

Councillor Paul Convery (Chair)	Councillor Satnam Gill OBE
Councillor Diarmaid Ward (Vice-Chair)	Councillor Michael O'Sullivan

### **Substitutes:**

Councillor Jenny Kay	Councillor Ben Mackmurdie
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### **RECOMMENDATIONS:**

- 2.1 That Councillors Convery, Ward, Gill and O'Sullivan be appointed as members of the Pensions Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed, be agreed.
- 2.2 That Councillor Convery be appointed as Chair and Councillor Ward be appointed as Vice Chair of the Pensions Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed, be agreed.
- 2.1 That Councillors Kay and Mackmurdie be appointed as Substitute members of the Pensions Committee, with immediate effect, until Annual Council on 16 May 2024 or until a successor is appointed, be agreed.

## **OFFICER APPOINTMENTS:**

### **3. APPOINTMENT OF HEAD OF PAID SERVICE**

- 3.1. To note that Linzi Roberts-Egan, Chief Executive and Head of Paid Service, will officially leave the council on 30 July 2023, and is taking leave from 15 July onwards.
- 3.2. To note that Stephen Biggs, Corporate Director – Community Wealth Building, will be deputising for the Chief Executive from 15 – 30 July.
- 3.3. To appoint Stephen Biggs, Corporate Director – Community Wealth Building, as Acting Head of Paid Service, with effect from 31 July 2023 until further notice.
- 3.4. To note that the substantive post of Corporate Director – Community Wealth Building, is being covered through the following acting up arrangements with effect from 4 July 2023 until further notice.

Caroline Wilson, Director of Inclusive Economy and Jobs will lead on :  
Community Financial Resilience  
Corporate Landlord: Facilities Management, Corporate Asset Management,  
non-residential Capital Delivery and Futureworks  
Corporate Procurement and Supply  
Inclusive Economy and Jobs

Karen Sullivan, Director of Planning and Development will lead on:  
Climate Change and Transport  
New Homes Programme and PMO  
Planning and Development  
Corporate Health & Safety

### **RECOMMENDATIONS:**

- 3.5. That that Linzi Roberts-Egan, Chief Executive and Head of Paid Service, is officially leaving the council on 30 July 2023, and is taking leave from 15 July onwards be noted.
- 3.6. That Stephen Biggs, Corporate Director – Community Wealth Building, will be deputising for the Chief Executive from 15 – 30 July be noted.
- 3.7. That Stephen Biggs be appointed as Acting Head of Paid Service with effect from 31 July 2023, until further notice, be agreed.
- 3.8. That the acting up arrangements to cover the role of Corporate Director – Community Wealth Building from 4 July until further notice, be noted.

**4. APPOINTMENT OF DIRECTOR OF LAW AND GOVERNANCE / MONITORING OFFICER**

- 4.1. To appoint Alison Stuart as the Council's Director of Law and Governance / Monitoring Officer, following a selection process led by Personnel Sub-Committee.
- 4.2. To note that, subject to the above, Alison is expected to start in post in October 2023.

**RECOMMENDATION:**

- 4.3. To appoint Alison Stuart as the Council's Director of Law and Governance and Monitoring Officer, with effect from her contractual start date.

**Updated report authorised by:**

**Marie Rosenthal  
Interim Director of Law and Governance & Monitoring Officer  
11 July 2023**

## COUNCIL MEETING – 13 JULY 2023

### NOTICES OF MOTION

#### Motion 1: Divest from the Arms Trade

Moved by Cllr Benali Hamdache  
Seconded by Cllr Caroline Russell

#### **This Council notes that:**

- That the UK is one of the world's biggest arms traders, selling £86 billion of arms between 2010 and 2019<sup>1</sup>.
- That the Saudi Arabian military is the biggest purchaser of UK arms, despite being accused of war crimes in Yemen<sup>2</sup>.
- Sweden banned the sale of weapons to Saudi Arabia<sup>3</sup>, whilst this Conservative government has repeatedly failed to stop selling weapons to rule breaking regimes.
- The world's militaries combined, and the industries that provide their equipment, are estimated to create 6% of all global emissions<sup>4</sup>.
- That many countries are failing to be transparent about the carbon intensity of their militaries or to reduce their armed forces' emissions.
- The United Nations Paris Agreement, reaffirmed at the COP27, commits our governments to substantially reduce global greenhouse gas emissions to limit the global temperature increase in this century to 2 degrees Celsius while pursuing efforts to limit the increase even further to 1.5 degrees.
- Carbon budgets produced by the Intergovernmental Panel on Climate Change, United Nations and the International Energy Agency show that preventing two degrees of warming relies on not burning the vast majority of all proven fossil fuels.
- That over half a billion of council pension funds across the country have been invested in the arms trade<sup>5</sup>.

<sup>1</sup> <https://caat.org.uk/news/new-stats-show-uk-government-is-the-second-biggest-arms-dealer-in-the-world/>

<sup>2</sup> <https://www.washingtonpost.com/investigations/interactive/2022/saudi-war-crimes-yemen/>

<sup>3</sup> <https://www.theguardian.com/commentisfree/2015/mar/12/sweden-stopped-selling-arms-to-saudi-arabia>

<sup>4</sup> Scientists for Global Responsibility (SGR)

<sup>5</sup> <https://www.theguardian.com/uk-news/2019/jan/10/uk-councils-invest-566m-in-arms-firms-implicated-in-saudis-yemen-campaign>

**This Council further notes:**

- In September 2018 Islington Council made a commitment to divest its pension funds from fossil fuels<sup>6</sup>.
- That £1.1 million worth of council pension funds are currently invested in companies that derive revenue from weapons and defence.
- That our council has held investments in BAE Systems, Lockheed Martin and Boeing.
- That Islington Council has progressively reduced its exposure to these types of investments.
- That councils like Liverpool City Council and Inverclyde Council have backed motions calling on pension funds to divest from the arms trade.

**This Council resolves:**

- To call on our pension fund to divest from arms dealers through the development and adoption of responsible investment policies which:
  - Immediately freeze any new investment in the Top 100 Arms-producing and Military Services Companies<sup>7</sup>.
  - Explore possible divestment options for divesting from direct ownership and any commingled funds that include investments in firms that derive more than 20% of their revenue from arms or weapons, subject to proper investment advice.
  - Actively seek to invest in companies that will reduce greenhouse gas emissions and minimise climate risk.
- To promote divestment from the arms trade to relevant organisations, like the Local Government Association, the Greater London Authority and London Councils.

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<sup>6</sup> <https://www.islington.media/news/islington-council-s-pension-fund-is-coming-out-of-carbon>

<sup>7</sup> [https://sipri.org/sites/default/files/2021-12/fs\\_2112\\_top\\_100\\_2020.pdf](https://sipri.org/sites/default/files/2021-12/fs_2112_top_100_2020.pdf)

## **Motion 2: Anti-Strike Legislation**

Proposed by Cllr Phil Graham

Seconded by Cllr Ilkay Cinko-Oner

### **This Council notes:**

- Central Government is currently trying to bring in the most pernicious anti-strike legislation since the days of Margaret Thatcher with the Minimum Service Levels Bill.
- The bill will grant the government powers to set 'minimum service levels' for six key public services, including health, fire and rescue, education, transport, decommissioning of radioactive waste and spent fuel and border security.
- There is no detail on the limit to these 'service levels', as the power to set this is given to the government, who may introduce legislation that imposes the restrictions without agreement with unions who represent the workers affected.
- This draconian legislation raises concerns about forcing workers to attend work against their will. The bill would mean that employers would have to issue work notices, naming who has to work and what they must do. Workers could be sacked, and unions face huge damages if they fail to comply.
- For decades, the 1992 Trade Union and Labour Relations (Consolidation) Act has protected trade unions and employees if strikes are called, ensuring that employers can't penalise workers who take industrial action.
- If passed, this legislation could result in workers being sacked for taking strike action that has been agreed in a democratic ballot. The significant risk of dismissal for workers who take strike action to resolve their pay and working conditions does not address the issue of staff shortages across the public sector.
- The joint committee on human rights has said the government's proposed anti-strike laws are "not justified and need to be reconsidered". The committee also warned that the legislation would clash with requirements under article 11 of the European Convention on Human Rights (ECHR), which guarantees freedom of association for workers.

### **This Council further notes:**

- The wave of industrial action in the UK is a display of the frustration of 13 years of Central Government austerity, coupled with the current cost of living crisis, and the lack of commitment from the government to ensure wages fall in line inflation, which currently stands at 10.1%.
- On the 1st of February this year, half a million workers stood together and took industrial action, the biggest co-ordinated strike action since 2011.
- All over the country, workers are securing improved wages and better working conditions as a result of the power of collective action.
- Islington Council's 'Join a Union' campaign in 2020 where the council became the first local authority to join forces with the TUC to promote a safe return to work by joining a union as the UK emerged from the COVID-19 pandemic.
- The motion proposed by Cllr Ozdemir at Council in June 2022 which resolved to: "Support the RMT union and all other trade unions taking action this year to

protect workers' pensions and conditions, oppose job cuts and call for a proper pay rise".

- The continued support and solidarity shown from our Labour Group councillors, standing on the picket lines with striking workers from across the public sector, including our teachers, nurses and junior doctors, paramedics, train workers, postal workers, and paediatricians.
- Our commitment to supporting trade unions, trade union membership, and promoting the benefits of unionisation within the Council and across the borough.

**This Council resolves:**

- To defend the right of workers to strike
- Islington Council as an employer will do everything possible within its powers to protect employees right to strike
- To write to the Government to oppose the changes that will restrict workers' right to strike
- To show our full solidarity with striking workers, standing on the picket lines
- To continue to support the TUC's campaign to protect the right to strike
- To continue to work collaboratively with our trade unions who represent our Council workers and encourage union membership to Islington residents.



### **Motion 3: Diverse Councils Declaration**

Moved by Cllr Valerie Bossman-Quarshie  
Seconded by Cllr Sheila Chapman

#### **This Council notes:**

- Councillors represent their community, and it is important that they reflect the diversity within their communities, particularly those with protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).
- The work of the Co-operative Party in developing a Declaration for councils aimed at increasing diversity in local government.
- A report by the Fawcett Society and Democratic Club showed that a staggering 95% of local councils are male dominated. This means that only 18 of 382 local councils have achieved at least parity in gender representation.
- The analysis by the Fawcett Society showed that just 36% of the UK's 19,212 councillors are women, which is a similar split to representation of women in the House of Commons, which currently stands at 35%.
- Islington Council are proud to have a diverse group of councillors with the Labour Group consisting of 53% women, with the majority of the Council Executive team being women.
- The Leader of the Council, Cllr Kaya Comer-Schwartz, was elected as Islington's first Black, Jewish woman council leader.
- The standing orders of Islington Labour Group notes that the Council Executive should reflect the diversity of the area represented by the authority as far as possible.

#### **This Council further notes:**

- In last year's local elections, most of Islington Labour candidates were women, for a second set of elections in a row.
- In May last year, Islington Labour also had 12% of candidates identifying as LGBTQ+, 20% identifying as having a disability and 47% identifying as coming from Black and Minority Ethnic backgrounds.
- In 2014, Labour's first openly trans councillor, Cllr Osh Gantly, was elected.
- Islington Council was the first Council in London to appoint a Women and Girls Champion.
- The council's open and welcoming culture to all, promoting the highest standards of behaviour and conduct. This is demonstrated through the various training provided for Members when they are first elected and throughout their term in office, as well as making meetings and the role accessible for all councillors, making adjustments where a need has been identified.
- It made a commitment to work towards the standards for member support and development as set out in the LGA Councillor Development Charter and are progressing through the year three process, in which we are currently in year one.

- The Members Allowance Scheme includes a carers allowance paid at London Living Wage, a Broadband Allowance, and a range of other allowances. This was benchmarked against a number of other London Councils.
- Former Islington Labour Councillor Alice Clarke-Perry led the campaign for Parental leave policy for councillors, setting out members' entitlement to maternity, paternity, shared parental and adoption leave.
- Our commitment to demonstrate a duty of care for councillors by:
  - Providing access to the Employee Assistance Programme, a counselling service available to all councillors
  - Having regard for the safety and wellbeing of councillors whenever they are performing their role as outlined in the advice and guidance developed specifically for councillors by Emergency Planning and Health & Safety.
  - Taking a zero tolerance approach to bullying and harassment of members including through social networks

**This Council resolves to:**

- Adopt The Co-Operative Party's Diverse Councils Declaration to increase diversity in our local government
- Provide a clear public commitment to improving diversity in democracy
- Set out a local Diverse Action Plan ahead of the next local elections, including:
  - Appoint Diversity Ambassadors for each political group on the council to work with each other and local party associations to encourage recruitment of candidates from under-represented groups.
  - Encourage and enable people from under-represented groups to stand for office through the provision of activities such as mentoring and shadowing programmes and information and learning events for people interested in standing as official candidates.
  - Proactive engagement and involvement with local community groups and partner organisations supporting and representing under-represented groups.
  - Encourage all members and candidates to complete a candidates' and councillors' survey distributed at election time.
- Provide flexibility in council business by
  - Regularly reviewing and staggering meeting times
  - Supporting remote attendance at meetings where it is lawful
  - Agreeing recess periods to support councillors with caring or work commitments
- Continue to encourage members to take up allowances and salaries to which they are entitled, particularly any reimbursement for costs of care, so that all members receive fair remuneration for their work and that the role of member is not limited to those who can afford it.
- Ensure that councillors from under-represented groups are represented whenever possible in high profile, high influence roles.

## **Motion 4: Upholding the right to protest**

Proposer: Cllr Caroline Russell

Seconder: Cllr Ernestas Jegorovas-Armstrong

### **This Council notes:**

- That the right to protest is a fundamental cornerstone of liberal democracy
- Under Article 11 of the European Convention on Human Rights, everyone has the right to freedom of peaceful assembly and to freedom of association with others
- In recent years, this Conservative Government has passed legislation which significantly restricts the right to peaceful protest
- In 2022 the Government passed the Police, Crime, Sentencing and Courts (PCSC) Act, which gives police the power to impose noise-based restrictions on protest; to impose restrictions on public assemblies; and created the offence of wilful obstruction of the highway
- In 2023 the Government passed the Public Order Act, which gives the police powers to criminalise locking-on & being equipped for locking-on; interfering with major transport works; interfering with key national infrastructure; and powers to carry out suspicion-less stop and search related to protests
- The Government has now successfully passed a statutory instrument to introduce a new definition of 'serious disruption', so that the police will be given the power to impose restrictions on protests if they think that it could result in "a hindrance that is more than minor to the carrying out of day-to-day activities"
- Numerous national and international figures have spoken out against this clamping down on protest, including five UN Special Rapporteurs, the Council of Europe Commissioner for Human Rights, the Director of Public Prosecutions, and former senior police advisors
- In March, the UK was downgraded in the Civicus Monitor, an annual global index of civic freedoms, as a result of the government's "increasingly authoritarian" drive to impose restrictive and punitive laws on public protests

### **This Council further notes:**

- On the day of the King's Coronation the Metropolitan Police arrested a number of anti-monarchy protesters on various grounds, later releasing them without charge and apologising for their arrests
- Just Stop Oil protestors were arrested while interspersed in a crowd of coronation attendees, were handcuffed before they were read their rights, and the reason given for the arrests changed three times over the course of the day; these protestors remain released under investigation, rather than being released without charge
- The Metropolitan Police arrested a documentary filmmaker and held him in a cell for hours, despite him showing his press credentials and explaining that he is a journalist

- The day before the coronation, Metropolitan Police also arrested members of Westminster City Council's Night Stars programme, who volunteer to improve vulnerable people's safety at night
- The right to protest is being restricted at a time when this Conservative Government is passing authoritarian laws against migration, failing to adequately tackle climate change, and failing in its responsibility to protect refugees and asylum seekers
- People resort to protest when they feel that their concerns are not being heard through more traditional means, such as by raising issues with and through their political representatives

**This Council resolves to:**

- Engage with the Camden and Islington Metropolitan Police Basic Command Unit to understand how they are upholding the right to peaceful protest
- Work with community and civil society campaign groups in Islington to support their right to protest
- Write to the Home Secretary in opposition to the Government's severe restriction of the right to protest

## **Full Council July 2023 – Motion: Diverse Councils Declaration**

*Proposed by: Cllr Valerie Bossman-Quarshie*

*Seconded by: Cllr Sheila Chapman*

### **This Council notes:**

- Councillors represent their community, and it is important that they reflect the diversity within their communities, particularly in respect of social class and protected characteristics under the Equality Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).
- The work of the Co-operative Party in developing a Declaration for councils aimed at increasing diversity in local government.
- A report by the Fawcett Society and Democratic Club showed that a staggering 95% of local councils are male dominated. This means that only 18 of 382 local councils have achieved at least parity in gender representation.
- The analysis by the Fawcett Society showed that just 36% of the UK's 19,212 councillors are women, which is a similar split to representation of women in the House of Commons, which currently stands at 35%.
- Islington Council are proud to have a diverse group of councillors with the Labour Group consisting of 53% women, with the majority of the Council Executive team being women.
- The Leader of the Council, Cllr Kaya Comer-Schwartz, was elected as Islington's first Black, Jewish woman council leader.
- The standing orders of Islington Labour Group notes that the Council Executive should reflect the diversity of the area represented by the authority as far as possible.

### **This Council further notes:**

- In last year's local elections, most of Islington Labour candidates were women, for a second set of elections in a row.
- In May last year, Islington Labour also had 12% of candidates identifying as LGBTQ+, 20% identifying as having a disability and 47% identifying as coming from Black and Minority Ethnic backgrounds. 55% of candidates identified as coming from a working class background.
- In 2014, Labour's first openly trans councillor, Cllr Osh Gantly, was elected.
- Islington Council was the first Council in London to appoint a Women and Girls Champion.
- The council's open and welcoming culture to all, promoting the highest standards of behaviour and conduct. This is demonstrated through the various training provided for Members when they are first elected and throughout their term in office, as well as making meetings and the role accessible for all councillors, making adjustments where a need has been identified.

- It made a commitment to work towards the standards for member support and development as set out in the LGA Councillor Development Charter and are progressing through the year three process, in which we are currently in year one.
- The Members Allowance Scheme includes a carers allowance paid at London Living Wage, a Broadband Allowance, and a range of other allowances. This was benchmarked against a number of other London Councils.
- Former Islington Labour Councillor Alice Clarke-Perry led the campaign for Parental leave policy for councillors, setting out members' entitlement to maternity, paternity, shared parental and adoption leave.
- Our commitment to demonstrate a duty of care for councillors by:
  - Providing access to the Employee Assistance Programme, a counselling service available to all councillors
  - Having regard for the safety and wellbeing of councillors whenever they are performing their role as outlined in the advice and guidance developed specifically for councillors by Emergency Planning and Health & Safety.
  - Taking a zero tolerance approach to bullying and harassment of members including through social networks

**This Council resolves to:**

- Adopt The Co-Operative Party's Diverse Councils Declaration to increase diversity in our local government
- Provide a clear public commitment to improving diversity in democracy
- Set out a local Diverse Action Plan ahead of the next local elections, including:
  - Appoint Diversity Ambassadors for each political group on the council to work with each other and local party associations to encourage recruitment of candidates from under-represented groups.
  - Encourage and enable people from under-represented groups to stand for office through the provision of activities such as mentoring and shadowing programmes and information and learning events for people interested in standing as official candidates.
  - Proactive engagement and involvement with local community groups and partner organisations supporting and representing under-represented groups.
  - Encourage all members and candidates to complete a candidates' and councillors' survey distributed at election time.
- Provide flexibility in council business by
  - Regularly reviewing and staggering meeting times
  - Supporting remote attendance at meetings where it is lawful
  - Agreeing recess periods to support councillors with caring or work commitments

- Continue to encourage members to take up allowances and salaries to which they are entitled, particularly any reimbursement for costs of care, so that all members receive fair remuneration for their work and that the role of member is not limited to those who can afford it.
- Ensure that councillors from under-represented groups are represented whenever possible in high profile, high influence roles.

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## COUNCIL MEETING – 13 JULY 2023

### PROPOSED AMENDMENT TO MOTION 1

#### Motion 1: Divest from the Arms Trade

Proposed by Cllr Benali Hamdache  
Seconded by Cllr Caroline Russell  
Amendment moved by Cllr Paul Convery

#### *Alteration to motion submitted in accordance with Procedure Rule 23.6*

#### **This Council notes:**

- That the UK is one of the world's biggest ~~arms traders~~ defence equipment exporters, selling £86 billion of arms between 2010 and 2019.
- That the Saudi Arabian military is the biggest single purchaser of UK arms, despite being accused of war crimes in Yemen.
- The Governments of Sweden and Germany have banned the sale of weapons to Saudi Arabia, whilst this Conservative government continues to permit such exports and has repeatedly failed to stop selling weapons to rule breaking regimes.
- The world's militaries combined, and the industries that provide their equipment, are estimated to create 6% of all global emissions.
- That many countries are failing to be transparent about the carbon intensity of their militaries or to reduce their armed forces' emissions.
- The United Nations Paris Agreement, reaffirmed at the COP27, commits our governments to substantially reduce global greenhouse gas emissions to limit the global temperature increase in this century to 2 degrees Celsius while pursuing efforts to limit the increase even further to 1.5 degrees.
- Carbon budgets produced by the Intergovernmental Panel on Climate Change, United Nations and the International Energy Agency show that preventing two degrees of warming relies on not burning the vast majority of all proven fossil fuels.
- ~~That over half a billion of council pension funds across the country have been invested in the arms trade.~~

#### **This Council further notes:**

- That our council no longer holds shares in a number of defence manufacturers including BAE Systems, Rolls Royce, Smiths Industries, Weir Group, Lockheed Martin and Boeing.
- The value of the Islington Pension Fund's holdings in defence manufacturing companies has reduced from £1.6m in 2022 to £1.1m presently and this

represents just 0.06% of the Fund's 1.7bn total value. These interests are held indirectly through a diversified growth fund managed by Schroders and a multi asset credit fund managed by M&G. To fully exclude these holdings, Islington Pension Fund would need to entirely liquidate its holdings in the Schroders and M&G funds which would incur significant transaction fees and require a full re-procurement process. The majority of the Council's £1.1m holdings are in firms that are substantially involved in civilian manufacturing in aerospace, electronics and vehicles.

- Islington is one of many local authorities that combine through the Local Government Pension Forum to engage, lobby and persuade investment funds to reduce their exposure to firms which export to controversial regimes. We have participated in challenges to BAE Systems about military equipment that might be supplied to repressive regimes and the risk of weapons being used against civilians.
- In September 2018 Islington Council made a commitment to divest its pension funds from fossil fuels and has further committed to reduce the Fund's total carbon exposure to achieve the Paris Agreement 1.5 degrees Celsius target.
- ~~That £1.1 million worth of council pension funds are currently invested in companies that derive revenue from weapons and defence.~~
- Islington Council has achieved a 40% reduction in carbon exposure within its equities and securities in the last 2 years alone and this represents a carbon saving of 25,5000 tonnes of CO<sub>2</sub>e – which is equivalent to 62 million vehicle miles.
- ~~That Islington Council has progressively reduced its exposure to these types of investments.~~
- ~~That councils like Liverpool City Council and Inverclyde Council have backed motions calling on pension funds to divest from the arms trade.~~

#### **This Council resolves to:**

- ~~To call on~~ Continue our pension fund's ~~to divest from arms dealers through the~~ development and adoption of responsible investment policies and recommends that the Pensions Committee proceeds with an upcoming three yearly review of the Fund's ethical investment framework. This already includes: ~~which:~~
  - ~~Immediately freeze any new investment in the Top 100 Arms-producing and Military Services Companies.~~
  - Exploring possible divestment options for divesting from direct ownership and any commingled funds that include investments in firms that derive more than 20% of their revenue from arms or weapons, subject to proper investment advice.
  - Actively seeking to invest in companies that will reduce greenhouse gas emissions and minimise climate risk.
- Continue the adopted strategy to reduce the fund's carbon footprint to achieve the Paris Agreement target holding global warming to within 1.5 degrees Celsius.
- Allocate 15% of the fund (and extend to 20%) invested into renewable infrastructure, resulting already in an estimated 94,000 tonnes of CO<sub>2</sub>e reduction.
- Strongly urge the next Labour government to adopt a foreign and defence policy to restrict export licenses to prevent the sale of weaponry to autocratic and repressive regimes.

***The amended motion would read as follows:***

**Motion 1: Divest from the Arms Trade**

Proposed by Cllr Benali Hamdache

Seconded by Cllr Caroline Russell

Amendment moved by Cllr Paul Convery

**This Council notes:**

- That the UK is one of the world's biggest defence equipment exporters, selling £86 billion of arms between 2010 and 2019.
- That the Saudi Arabian military is the biggest single purchaser of UK arms, despite being accused of war crimes in Yemen.
- The Governments of Sweden and Germany have banned the sale of weapons to Saudi Arabia, whilst this Conservative government continues to permit such exports and has repeatedly failed to stop selling weapons to rule breaking regimes.
- The world's militaries combined, and the industries that provide their equipment, are estimated to create 6% of all global emissions.
- That many countries are failing to be transparent about the carbon intensity of their militaries or to reduce their armed forces' emissions.
- The United Nations Paris Agreement, reaffirmed at the COP27, commits our governments to substantially reduce global greenhouse gas emissions to limit the global temperature increase in this century to 2 degrees Celsius while pursuing efforts to limit the increase even further to 1.5 degrees.
- Carbon budgets produced by the Intergovernmental Panel on Climate Change, United Nations and the International Energy Agency show that preventing two degrees of warming relies on not burning the vast majority of all proven fossil fuels.

**This Council further notes:**

- That our council no longer holds shares in a number of defence manufacturers including BAE Systems, Rolls Royce, Smiths Industries, Weir Group, Lockheed Martin and Boeing.
- The value of the Islington Pension Fund's holdings in defence manufacturing companies has reduced from £1.6m in 2022 to £1.1m presently and this represents just 0.06% of the Fund's 1.7bn total value. These interests are held indirectly through a diversified growth fund managed by Schrodgers and a multi asset credit fund managed by M&G. To fully exclude these holdings, Islington Pension Fund would need to entirely liquidate its holdings in the Schrodgers and M&G funds which would incur significant transaction fees and require a full re-procurement process. The majority of the Council's £1.1m holdings are in firms that are substantially involved in civilian manufacturing in aerospace, electronics and vehicles.
- Islington is one of many local authorities that combine through the Local Government Pension Forum to engage, lobby and persuade investment funds to reduce their exposure to firms which export to controversial regimes. We have participated in challenges to BAE Systems about military equipment that

might be supplied to repressive regimes and the risk of weapons being used against civilians.

- In September 2018 Islington Council made a commitment to divest its pension funds from fossil fuels and has further committed to reduce the Fund's total carbon exposure to achieve the Paris Agreement 1.5 degrees Celsius target.
- Islington Council has achieved a 40% reduction in carbon exposure within its equities and securities in the last 2 years alone and this represents a carbon saving of 25,5000 tonnes of CO<sub>2</sub>e – which is equivalent to 62 million vehicle miles.

**This Council resolves to:**

- Continue our pension fund's development and adoption of responsible investment policies and recommends that the Pensions Committee proceeds with an upcoming three yearly review of the Fund's ethical investment framework. This already includes:
  - Exploring possible divestment options for divesting from direct ownership and any commingled funds that include investments in firms that derive more than 20% of their revenue from arms or weapons, subject to proper investment advice.
  - Actively seeking to invest in companies that will reduce greenhouse gas emissions and minimise climate risk.
- Continue the adopted strategy to reduce the fund's carbon footprint to achieve the Paris Agreement target holding global warming to within 1.5 degrees Celsius.
- Allocate 15% of the fund (and extend to 20%) invested into renewable infrastructure, resulting already in an estimated 94,000 tonnes of CO<sub>2</sub>e reduction.
- Strongly urge the next Labour government to adopt a foreign and defence policy to restrict export licenses to prevent the sale of weaponry to autocratic and repressive regimes.