

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

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

Delete as appropriate	Non-exempt
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Subject: APPOINTMENTS AND TERMS OF REFERENCE**1. Synopsis**

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

2. Recommendations**2.1 Audit Committee**

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

2.2 Personnel Sub-Committee

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

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

3. Background

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

4. Implications

4.1 Financial Implications

There are no significant financial implications arising from this decision.

4.2 Legal Implications

These are set out in the report.

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

There are no environmental impacts arising from this report.

4.3 Resident Impact Assessment

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

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

5. Conclusion and reasons for recommendations

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

Background papers: None.

Final Report Clearance

Signed by

A handwritten signature in black ink, appearing to read "P. Feller".

9 December 2019

Monitoring Officer and Acting Director of Law
and Governance

Date

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