

LOCAL DEMOCRACY WORKING GROUP		
Report Title	Update On Audit Of Councillor Appointments To Outside Bodies	
Key Decision	No	Item No: 5
Ward	All	
Contributors	Executive Director For Corporate Services	
Class	Part 1	Date: 26 th September 2019

1. Purpose

- 1.1. The purpose of this report is to update the Local Democracy Working Group (LDWG) on the audit of councillor appointments to outside bodies (recommendation #52).

2. Recommendations

- 2.1. The LDWG is recommended to:

- Note the work undertaken to date and proposed next steps

3. Policy Context

- 3.1. The recommendations of the Local Democracy Review are consistent with all the Council's corporate priorities (contained within the new Corporate Strategy 2018-22) as effective decision-making underpins the delivery of every commitment within the strategy. However, the recommendations are particularly relevant under the priorities of:

- *Open Lewisham* – Lewisham is a welcoming place of safety for all where we celebrate the diversity that strengthens us
- *Building Safer Communities* – every resident feels safe and secure living here as we work together towards a borough free from the fear of crime

4. Background

- 4.1. Recommendation #52 of the Local Democracy Review sits within the 'Councillor Roles, Responsibilities & Relationships' thematic area (with Cllr Best as LDWG Champion) and states that:

'An audit of councillor appointments to outside bodies should be undertaken to ensure that they are appropriate, relevant and the responsibilities of the councillor for every appointment are clear and transparent'

5. Work To Date & Next Steps

- 5.1. The implementation of recommendation #52 has been divided into three phases:

- **Phase 1 (August/September 2019)** – review information in the Constitution and on the Council website to identify ‘active’ and ‘non-active’ appointments, complete audit template for all ‘active’ appointments (see Appendix A)¹ and develop a set of proposed actions (including whether specific appointments should continue) for consideration by the LDWG and agreement by Full Council and the Mayor
- **Phase 2 (October-November 2019)** – develop written guidance for each ‘active’ appointment, focusing on the role of the councillor within the organisation and their individual responsibilities. This guidance will be in line with the overarching guidance for members regarding appointments to outside bodies set out in Appendix 5 of the Member Code of Conduct (Part V of the Constitution)
- **Phase 3 (December 2019 onwards)** – use the audit template to capture information about any potential new appointments (requested either by councillors or individual organisations), ensuring that decisions about their suitability are evidence-based, consistent and rigorous. The written guidance for all appointments will also be used by councillors to help them decide whether they would like to be nominated to represent a particular organisation.

5.2. It is intended that the delivery of Phases 2 and 3 will be closely aligned with the development of member role profiles (recommendation #45) and the review of how councillor champions can be further utilised (recommendation #55), which are also part of the ‘Councillor Roles, Responsibilities & Relationships’ thematic area.

5.3. The table below outlines the proposed actions from Phase 1.

Organisation	Current Status	Proposed Action
Ackroyd Community Centre – Management Committee	No appointment made since 2017, but appears on the list of Approved Duties (Schedule 2 of the Constitution)	Remove from list of Approved Duties
Adoption & Permanency Panel	Appointment made by the Mayor for 2019/20, but the panel no longer exists – adoption cases are now considered by the new Adopt London South Adoption Panel in Southwark	No further appointments to be made – remove organisation from list of Approved Duties and Council website
Age Concern Lewisham & Southwark	No appointment made since 2013, but appears	Remove from list of Approved Duties

¹ The audit template has been sent to 24 organisations (of whom, 7 have responded to date). Templates for the remaining 17 organisations are currently being completed using their existing Terms of Reference (if internal), Constitution and other governance documentation or information held by Companies House and the Charity Commission.

	on the list of Approved Duties	
Age Exchange (Reminiscence Arts)	Appointment made by Full Council for 2019/20	Complete audit template
Albion Millennium Green Trust	Appointment made by Full Council for 2019/20 (does not appear on the list of Approved Duties, but is on the Council website as an outside body)	Complete audit template and update Approved Duties
Beckenham Place Park Working Party	No appointment made since 2016, but appears on the list of Approved Duties and as an outside body on the Council website	Clarify whether Working Party should be re-established – if not, remove from list of Approved Duties and the Council website
Blackheath Halls	No appointment made since 2013, but appears on the list of Approved Duties (Blackheath Halls is now a wholly owned subsidiary of Trinity Laban Conservatoire of Music and Dance)	Remove from list of Approved Duties
Blackheath Joint Working Party	Appointment made by Full Council for 2019/20	Complete audit template
Brent, Lewisham, Southwark IT Committee	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties, but is on the Council website as an outside body)	Complete audit template and update Approved Duties
Catford Regeneration Partnership Ltd	Appointment to this organisation is the responsibility of the Executive (as outlined in the Constitution), but no councillor appointment made at AGM (appears on the list of Approved Duties). Two officers currently appointed as Directors (Selwyn Thompson & Ralph Wilkinson) – councillor appointment/s for 2019/20 likely to be made.	Update the Council website once councillor appointment/s made

Children & Young People's Stakeholders Forum (VAL)	Appointment made by the Mayor for 2019/20 (does not appear on the Council website as an outside body)	Complete audit template and update the Council website
Children & Young People's Strategic Partnership Board	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties)	Complete audit template and update Approved Duties
Community Operations Service For Mental Health	No record of councillor appointments, but appears on the list of Approved Duties	Remove from list of Approved Duties
Corporate Parenting Group	Appointment made by the Mayor for 2019/20	Complete audit template
Deptford Challenge Trust	Appointment made by Full Council for 2019/20	Complete audit template
Ladywell Centre (formerly Dressington Day Centre)	No appointment made since 2017, but appears on the list of Approved Duties	Remove from list of Approved Duties
EqualiTeam Lewisham	Organisation no longer exists, but appears on the list of Approved Duties	Remove from list of Approved Duties
Governor Of Sedgehill School	No record of councillor appointments, but appears on the Council website as an outside body	Remove from the Council website
Greater London Provincial Council	No record of councillor appointments, but appears on the list of Approved Duties	Remove from list of Approved Duties
Green Chain Joint Committee	No appointment made since 2013, but appears on the list of Approved Duties	Remove from list of Approved Duties
Groundwork London	No appointment made since 2017, but appears on the list of Approved Duties (see below)	Remove from list of Approved Duties
Groundwork London – Local Authority Strategic Input Board	Appointment made by the Mayor for 2019/20. N.B. The Local Authority Strategic Input Board appoints four local authority members to the Groundwork London Board via an electoral process – Lewisham's	Complete audit template

	Mayoral appointee to the Local Authority Strategic Input Board has been appointed to this body	
Health & Wellbeing Board	Appointment made by the Mayor for 2019/20	Complete audit template
Housing Joint Partnership Board	No appointment made since 2013, but appears on the list of Approved Duties	Remove from list of Approved Duties
Intercultural Cities – Group Spokesperson	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties, but is on the Council website as an outside body)	Complete audit template and update Approved Duties
Joint Street Lighting Committee	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties, but is on the Council website as an outside body)	Complete audit template and update Approved Duties
Lewisham Citizens Advice Bureau – Management Committee	Appointment made by Full Council for 2019/20	Complete audit template
Lewisham Community/Police Consultative Group	Organisation no longer exists, but appears on the list of Approved Duties	Remove from list of Approved Duties
Lewisham Disability Coalition	Organisation no longer exists, but appears on the list of Approved Duties and as an outside body on the Council website	Remove from list of Approved Duties and the Council website
Lewisham Environment Trust	Organisation no longer exists, but appears on the list of Approved Duties	Remove from list of Approved Duties
Lewisham Health & Care Partners (LHCP)	Appointment to this organisation is the responsibility of the Executive (as outlined in the Constitution), but no appointment made in 2019/20 – appears on the list of Approved Duties. N.B. LHCP is a partnership of the main health and care commissioners and providers in Lewisham (NHS Lewisham)	Executive and Director of Law to advise whether councillor appointments are required – if so, update the Council website

	Commissioning Group, Lewisham Council, One Health Lewisham Ltd GP Federation, South London and Maudsley NHS Foundation Trust and Lewisham and Greenwich NHS Trust) rather than a specific organisation	
Lewisham Homes Board	Appointment made by the Mayor for 2019/20	Complete audit template
Lewisham Local	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties, but is on the Council website as an outside body)	Complete audit template and update Approved Duties
Lewisham Local Education Partnership Board	Appointment to this organisation is the responsibility of the Executive (as outlined in the Constitution), but no appointment made in 2019/20 – appears on the list of Approved Duties	Executive and Director of Law to advise whether councillor appointments are required – if so, update the Council website
Lewisham Local History Society	Appointment made by Full Council for 2019/20	Complete audit template
Lewisham Pensioners' Forum – Management Committee	Appointment made by Full Council for 2019/20	Complete audit template
Lewisham Safer Neighbourhood Board	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties, but is on the Council website as an outside body)	Complete audit template and update Approved Duties
Lewisham Schools For The Future Holdings Ltd (HOLDCO)	Appointment to this organisation is the responsibility of the Executive (as outlined in the Constitution), but no appointment made in 2019/20 (appears on the list of Approved Duties). Officer currently appointed as Director (Selwyn Thompson)	Executive and Director of Law to advise whether councillor appointments are required – if so, update the Council website
Lewisham Schools For The Future SPV Ltd	Appointment to this organisation is the	Executive and Director of Law to advise whether

	responsibility of the Executive (as outlined in the Constitution), but no appointment made in 2019/20 (appears on the list of Approved Duties). Officer currently appointed as Director (Selwyn Thompson)	councillor appointments are required – if so, update the Council website
Local Authorities Action For South Africa – National Steering Committee	Appointment made by the Mayor for 2019/20	Complete audit template
Local Government Association – General Assembly	Appointment made by the Mayor for 2019/20	Complete audit template
Local Government Association – High Ethnicity Special Interest Group	Appointment made by the Mayor for 2019/20, but the LGA have confirmed that this group is no longer operational	No further appointments to be made – remove organisation from list of Approved Duties and the Council website
Local Strategic Partnership	Organisation no longer exists, but appears on the list of Approved Duties	Remove from list of Approved Duties
London Councils – Children, Young People & Families Forum; Community Safety & Policing Forum; Culture, Tourism & 2012 Forum; Housing Panel	No longer active London Councils committees, but appear on the list of Approved Duties and as outside bodies on the Council website	Remove from list of Approved Duties and Council website
London Councils – Leaders' Committee; Grants Committee; Greater London Employment Forum; Transport & Environment Committee	Appointments made by the Mayor for 2019/20	Complete audit template and update Approved Duties (to reflect name changes)
London Road Safety Council (previously London Accident Prevention Council)	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties under new name)	Complete audit template and update Approved Duties (to reflect name change)
London South East Flood Risk Partnership (Strategic Flood Partnership)	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties or the Council website)	Complete audit template and update Approved Duties and Council website
London Youth Games	Appointment made by Full Council for 2019/20	Complete audit template

Marsha Phoenix Memorial Trust	Appointment made by Full Council for 2019/20	Complete audit template
New Cross Gate Trust	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties, but is on the Council website as an outside body)	Complete audit template and update Approved Duties
New Deal For Communities Board	Organisation no longer exists, but appears on the list of Approved Duties	Remove from list of Approved Duties
Newable (Greater London Enterprise)	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties under new name, but is on the Council website as an outside body)	Complete audit template and update Approved Duties (to reflect name change)
Joint Health Overview & Scrutiny Committee – Our Healthier South East London (OHSEL)	Appointment made by Full Council for 2019/20 (does not appear on the list of Approved Duties, but is on the Council website as an outside body)	Complete audit template and update Approved Duties
Phoenix Community Housing Association	Appointment made by the Mayor for 2019/20	Complete audit template
Positive Ageing Council Steering Group	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties, but is on the Council website as an outside body)	Complete audit template and update Approved Duties
Reserve Forces & Cadets' Association	Appointment made by the Mayor for 2019/20	Complete audit template
Safer Lewisham Partnership	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties, but is on the Council website as an outside body)	Complete audit template and update Approved Duties
Silwood SRB Management Board	Organisation no longer exists, but appears on the list of Approved Duties	Remove from list of Approved Duties
Joint Health Overview & Scrutiny Committee – SLAM Mental Health Of Older Adults	Appointment made by Full Council for 2019/20 (does not appear on the list of Approved Duties, but is on the Council website as an outside body)	Complete audit template and update Approved Duties

	website as an outside body)	
Social Services (Access to Personal Files) Panel	No appointment made at Council AGM, but appears on the list of Approved Duties and as an outside body on the Council website	Remove from list of Approved Duties and Council website
Social Services Complaints & Representations Panel	No record of councillor appointments, but appears on the list of Approved Duties and the Council website as an outside body	Remove from list of Approved Duties and the Council website
Social Services Fostering Panel	Appointment made by the Mayor for 2019/20 (does not appear on the list of Approved Duties, but is on the Council website as an outside body)	Complete audit template and update Approved Duties
South East Enterprises Ltd	No appointment made at Council AGM, but appears on the list of Approved Duties and as an outside body on the Council website	Remove from list of Approved Duties and the Council website
South East London Combined Heat & Power (SELCHP)	Appointment made by the Mayor for 2019/20	Complete audit template
South East London Transport Strategy Group	Appointment made by the Mayor for 2019/20, but the current councillor appointee has advised that this group may no longer be operational	No further appointments to be made – remove from list of Approved Duties
South East London Waste Disposal Group	Appointment made by the Mayor for 2019/20, but RB Greenwich have confirmed that this group has never met (originally a collaborative group set up to support the development of SELCHP; now functions as an SLA between Greenwich and Lewisham that details payment mechanisms between the two authorities regarding the running of the transfer	No further appointments to be made – remove from list of Approved Duties and the Council website

	station and waste transport costs)	
St Mary's Centre – Management Committee	No record of councillor appointments, but appears on the list of Approved Duties	Remove from list of Approved Duties
Standing Advisory Council for Religious Education (SACRE)	Appointment made by the Mayor for 2019/20 (appears twice on the list of Approved Duties)	Complete audit template and update Approved Duties
Thames Gateway London Partnership	Appointment to this organisation is the responsibility of the Executive (as outlined in the Constitution), but no appointment made in 2019/20 – appears on the list of Approved Duties	Executive and Director of Law to advise whether councillor appointments are required – if so, update the Council website
The Albany 2001 – Management Committee	Appointment made by Full Council for 2019/20	Complete audit template
Trinity Laban	Appointment made by Full Council for 2019/20 (does not appear on the list of Approved Duties)	Complete audit template and update Approved Duties
Urban Renaissance In Lewisham SRB Board	Organisation no longer exists, but appears on the list of Approved Duties (Urban Renaissance In Lewisham regeneration programme completed in 2010)	Remove from list of Approved Duties
Voluntary Action Lewisham	Appointment made by the Mayor for 2019/20	Complete audit template
Voluntary Services Lewisham (previously Voluntary Service Association; Forest Hill and Sydenham Voluntary Service Association)	Pending appointment by Full Council for 2019/20 (appears on the list of Approved Duties under previous name)	Complete audit template and update Approved Duties
Wide Horizons Education Trust	Organisation no longer exists, but appears on the list of Approved Duties	Remove from list of Approved Duties
Works Council	Appointment made by the Mayor for 2019/20	To be incorporated into delivery of LDR recommendation #35

6. Legal & Equalities Implications

- 6.1. All legal and equalities implications are outlined in the main LDWG Programme Update Report.

7. Financial Implications

- 7.1. All financial implications are outlined in the main LDWG Programme Update Report.

8. Crime & Disorder Implications

- 8.1. There are no specific crime & disorder implications arising from this report.

9. Environmental Implications

- 9.1. There are no specific environmental implications arising from this report.

If there are any queries about this report, please contact Rosalind Jeffrey (Principal Officer – Policy, Service Design & Analysis) on x47093.

APPENDIX A – Audit Template

AUDIT OF COUNCILLOR APPOINTMENTS TO OUTSIDE BODIES

About Your Organisation

1. What is the purpose of your organisation?

2. What is the legal status of your organisation?

- Company
- Trust
- Charity
- Unincorporated association
- Other

If other, please state below:

3. Please briefly describe your organisation’s governance and decision-making arrangements (including the management of risk).

4. Does your organisation currently have any contracts with or receive any grants from the Council?

- Yes
- No

If yes, please provide details below:

5. Does your organisation currently give grants, awards or other funding to the Council?

- Yes

No

If yes, please provide details below:

6. In what capacity are councillors appointed to your organisation?

- Committee Member
- Trustee
- Company Director
- Representative
- Governor
- Observer/Advisor
- Other

If other, please state below:

7. Are councillor appointments required by law or your organisation's governing instrument (e.g. constitution; trust deed, memorandum and articles of association)?

- Yes
- No

8. What are the key responsibilities of councillors appointed to your organisation?

9. Please outline the frequency, timings and location of meetings.

10. What kind of induction/support is provided to councillors who have been appointed to your organisation?

11. What is the extent of your organisation's insurance/indemnity cover for your members (including councillors)?

12. Does your organisation pay allowances or expenses to councillors?

Yes

No

If yes, please provide details below:

13. Do you have any other comments/feedback about the role of a councillor within your organisation?

Yes

No

If yes, please provide your comments/feedback below:

Please attach a copy of your organisation's Code of Conduct, governing instrument and last annual report/accounts.