

Electoral Review of the Royal Borough of Kingston upon Thames

Stage One - Council Size

Submission to the Local
Government Boundary Commission
for England by the Royal Borough
of Kingston upon Thames

25 March 2019



THE ROYAL BOROUGH OF
KINGSTON
UPON THAMES

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1. Introduction

- 1.1. Kingston Council welcomes the review of its internal electoral boundaries and the opportunity to submit representations to the Local Government Boundary Commission for England (LGBCE).
- 1.2. This report was written by Officers in conjunction with Members sitting on a cross-party Members/Officers Reference Group that fully endorsed the content and recommendation of this report.
- 1.3. A draft version of this report (including the recommendation) was also shared with those local political parties who fielded substantial numbers of candidates in the 2018 Council elections but are not represented on the Council (Green Party, Kingston Independent Residents Group and Labour Party).
- 1.4. This submission has been considered and unanimously approved by the Finance and Contracts Committee on 18 March 2019 (delegated decision from Full Council) and was submitted to the LGBCE on Monday 25 March 2019.

2. Summary and Recommendations

- 2.1. The Council has carefully considered guidance from the Local Government Boundary Commission for England (LGBCE) when producing this report and determining the final recommendation regarding council size.
- 2.2. **Kingston Council recommends that the Council should retain the existing number of 48 Members.**
- 2.3. The Council considers the current number of Members, 48, to be the optimum number of Members required to ensure effective governance and sufficient representation.
- 2.4. The recommendation is based on:
 - 2.4.1. The number of leadership roles which Members are required to fulfill both by virtue of the normal range of functions of all unitary authorities, regardless of population size, and the Council's Committee system arrangements of governance.
 - 2.4.2. Feedback from existing Members who overwhelmingly stated that any decrease in council size would lead to:
 - a. An increase in workload (both in terms of committee workload and constituency / casework)
 - b. An impact on Members' personal life and professional lives
 - c. A Council less representative of its community because those with certain commitments (such as child care, other care commitments and full time employment) may be less willing to stand for election
 - 2.4.3. Evidence showing that Kingston Council works effectively with the current number of 48 Members and thus a reduction would result in a less effective Council.
 - 2.4.4. There is a lack of compelling evidence for any increase in the number of elected Members. As indicated in 2.4.3, the Council has demonstrated over a sustained period of time that the existing number of Members is sufficient for it to operate its current governance structures and, despite the demands placed upon them, feedback from Members does not identify any need or demand for an increase in their numbers.
- 2.5. The elector to Member ratio in February 2019 was 2,406 electors, which is likely to increase to 2,573 electors to each Member by 2025 based on the Council's electoral forecast. This electoral forecast is based on the GLA population forecast which takes into account planned housing development included in the GLA population projections also uses the '2016 Strategic Housing Land Availability Assessment (SHLAA)'. (A summary of the forecast methodology is provided as Appendix 1).

- 2.6. The Council acknowledges that having 48 Members results in the number of electors per Member being lower than that of many other London boroughs; however there is a minimum number of Members required for the Council to deliver effective governance and representation. Reducing the number of Members purely to have a ratio of electors to Members more in line with other London boroughs would result in insufficient Members to deliver the necessary functions.
- 2.7. In making this recommendation, the factors below have been taken into consideration:
- 2.7.1. **Governance Arrangements** - how the Council takes decisions across the broad range of its responsibilities. The submission will outline the 'Committee System' of governance that has been in place in Kingston since 2012.
- 2.7.2. **Representational Role of Members** - how Members engage in the local community, with local residents, conduct casework and represent the Council on local partner organisations. The submission will provide evidence about how Members interact with communities, their caseloads and the support required to represent local residents and groups effectively. The Administration has committed to 'hardwiring' effective engagement into decision-making - involving residents in the design of local services and the things that affect them and introducing new ways for residents to participate in decision making, like open democracy platforms and Citizens' Assemblies. This will require greater representation of elected Members at community events, forums and citizen panels, for example, to meet this aspiration.
- 2.7.3. **Members Broader Range of Functions and Responsibilities** - the commitments required of elected Members beyond their representational role and membership of Committees, including induction, training and development obligations, participation in civic and ceremonial events and representation of the Council on the management boards of a range of external organisations.

3. Borough Profile



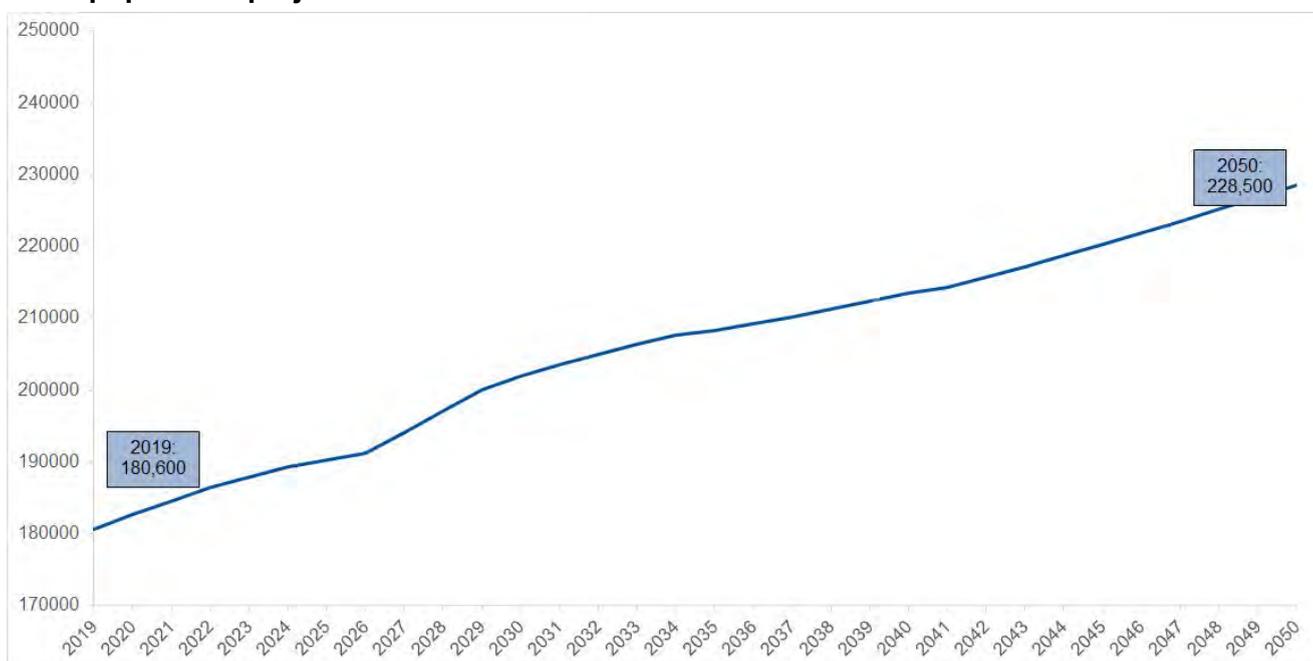
- 3.1. As the oldest royal borough in London, dating back to 838AD, Kingston has a proud history, intrinsically linked to its unique location on the River Thames. In the tenth Century, seven Anglo-Saxon kings were crowned in Kingston, and the Coronation Stone now stands in the grounds of the Guildhall. A market in Kingston has flourished since the 13th Century, and the ancient market place and stalls in the town centre were rejuvenated in 2014, which gained a RIBA Regional London Award in 2016. Surbiton saw one of the last battles of the English Civil Wars, which was fought in 1648. Such elements contribute to the borough's attractive, distinctive image and character. It is important to conserve and enhance what makes the borough and its local areas different, to retain and enhance its unique local identity. Heritage assets form part of the borough's identity and play a critical role in the regeneration of the borough by creating a distinctive character experienced by all.
- 3.2. Kingston is one of the smallest boroughs in South West London; as well as bordering London boroughs of Richmond, Sutton, Merton and Wandsworth it shares borders with Surrey districts of Elmbridge, Epsom & Ewell and Mole Valley.
- 3.3. Like the rest of London, Kingston's population is growing. The total projected population for 2019 is 180,600 and this is anticipated to rise to 228,500 by 2050. Kingston is home to a higher proportion of older residents (aged 65+) compared with London and this age group is projected to grow from 24,800 in 2019 to 45,100 in 2050. The number of young people (aged 0-19) is set to increase from 44,000 in 2019 to 50,300 in 2050.

	2019	2025	2030	2050
Projected population	180,600	190,300 (+9,700; +5.4% against 2019)	202,000 (+21,400; +11.8% against 2019)	228,500 (+47,900; +26.5% against 2019)
Older Residents (65+)	24,800	28,100 (+3,300; +13.3% against 2019)	32,000 (+7,200; +29% against 2019)	45,100 (+20,300; +81.9% against 2019)
Young People (0-19 years)	44,000	46,500 (+2,500; +5.7% against 2019)	47,300 in 2030 (+3,300; +7.5% against 2019)	50,300 (+6,300; +14.3% against 2019)

Source: GLA 2016 Housing led population projections

3.4. Whilst people living longer is something to celebrate, Kingston's growing population - particularly the growth in younger and older cohorts who tend to require more social care support - puts increasing pressure on a range of local services, particularly social care and housing.

Total population projected to 2050



Source: GLA 2016 Housing led population projections

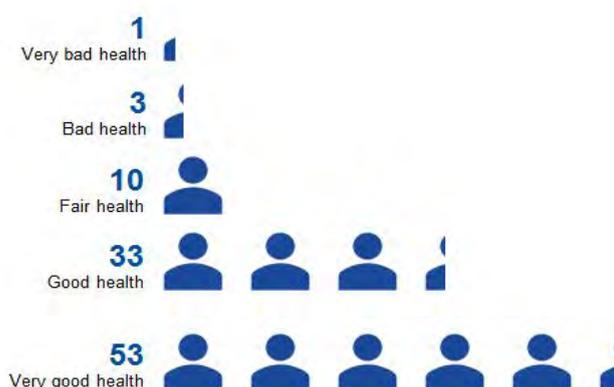
3.5. Kingston is an increasingly diverse borough and will have an estimated BAME population of 35.3% by 2025. 32.7% of current working aged adults are from Black, Asian and Minority Ethnic groups.

Ethnic Group	Year			
	2019 Number	2019 %	2025 Number	2025 %
White British/Irish/Other	121,900	67.5%	123,200	64.7%
BAME	58,700	32.5%	67,100	35.3%

Source: GLA 2016 Housing led population projections

3.6. Residents of Kingston are generally in good health, with 86% self-reporting their health as being good or better. Like much of the country, obesity levels are a concern - 53% of the borough's adults are classed as overweight or obese¹. That said, Kingston compares favourably to London and England on this and against a range of health and lifestyle indicators, including life-expectancy.

Self reported health per 100 persons

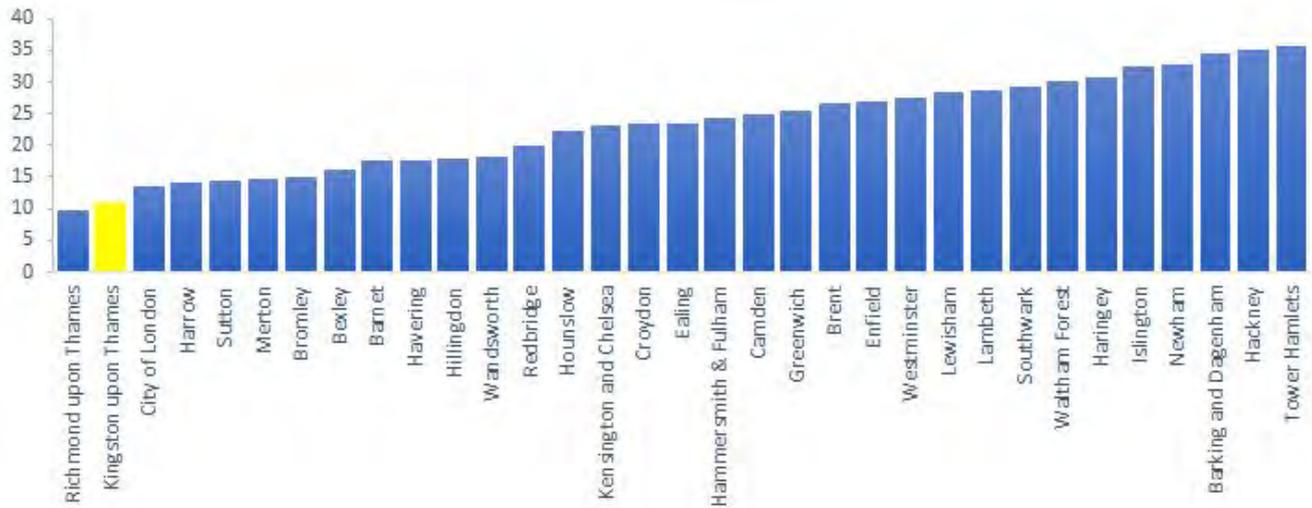


Source: ONS 2011 Census

3.7. Kingston ranks as the second least deprived local authority in London and is 143rd out of 152 authorities in England. Nonetheless, there are pockets of relative deprivation. The Index of Multiple Deprivation ranks every small area in England from 1 (most deprived area) to 32,844 (least deprived area). Three of Kingston's 98 small areas - within the Norbiton, Berrylands and Beverly wards - fall within the top 30% for deprivation in the country.

¹ Public Health England 2016/17

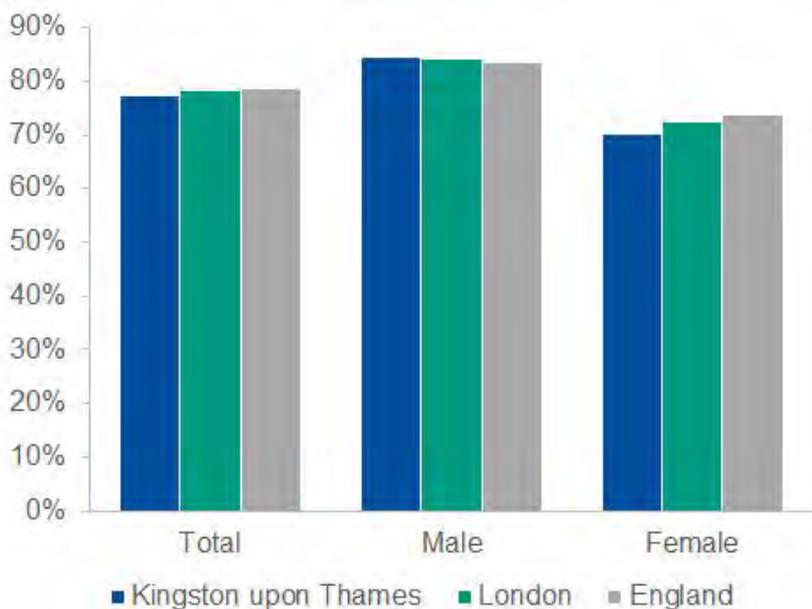
Deprivation score - comparison with London boroughs



Source: DCLG 2015

- 3.8. Kingston’s education outcomes are strong, with the borough consistently ranking among the best local authorities nationally for educational attainment at both GCSE and A-Level. 77.5% (93,000) of 16-64 year olds are economically active, 4.0% of which are unemployed (2017/18). This is lower than both London (5.0%) and England (4.3%).

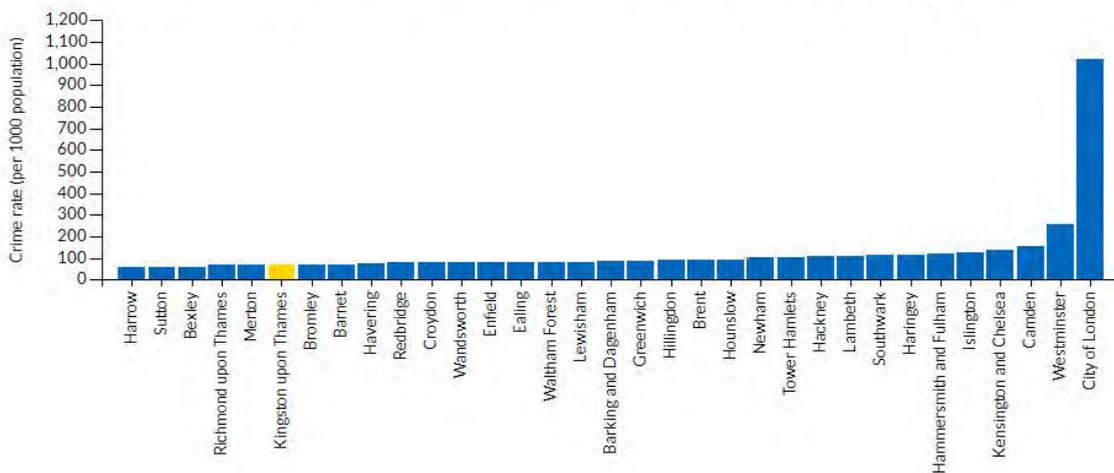
% of 16-64 year olds economically active



Source: ONS Annual population survey (June 2018)

- 3.9. Kingston is amongst the safest boroughs in London, with crime rates - including anti-social behaviour, violence and sexual offences - significantly lower than the London average.

Total crime rate comparison across London (Sept 2017 - Aug 2018)



Source: data.police.uk

- 3.10. The Council strongly believes in innovation through partnership and delivers a range of services through a joint relationship with the London Borough of Sutton (HR, Finance, ICT & Digital, Customer Services, Transport, Highways and Regulatory Services) and is in multi-shared-service partnerships with neighbouring London Boroughs for Internal Audit and Fraud and Legal Services. Children’s Services are delivered through a community interest company, Achieving for Children (AfC), who also provide services for the London Borough of Richmond and the Royal Borough of Windsor & Maidenhead. Joint governance arrangements are in place to monitor performance and ensure these delivery models are focussed on the future priorities of the Council and remain fit for purpose.
- 3.11. Over the last 10-20 years many local authorities have transferred their housing stock to an arms length management company. Kingston Council has retained its housing stock, through the choice of its tenants and leaseholders, and manages approximately 4,500 tenanted and 1,500 leasehold properties. As a housing landlord the council has a number of statutory responsibilities to provide a safe, well maintained, affordable and settled home for all tenants and leaseholders.
- 3.12. Our longer term average housing delivery is about 430 homes per year. This is below the required delivery target of 643 homes per year. The government has introduced a Housing Delivery Test which, because of how it is calculated, means that the council is significantly under-delivering homes from all sources (conventional, non-self contained and bringing vacant homes back into use). This significant under-delivery impacts on how the council can determine planning applications, and the council needs to produce an action plan setting out how it will increase housing delivery.

- 3.13. In the new draft London Plan the borough’s housing target is proposed to be increased to 1,364 homes per year, double our current target. Once Kingston’s new target is published in the final new London Plan, the council will be measured against this new target, which is three times current delivery rates.

Housing Completions and Housing Trajectory (as at 1st April 2018)



- 3.14. The graph above clearly illustrates that the rate of housing development needs to significantly increase, including to address the shortfall of past under-supply. However, this growth is taken into account in the GLA Housing-led population projections, and it is also noted that new household formation is suppressed by the chronic under-supply of housing (for example, the increase in one million additional young people in the UK living with parents over the past 20 years). Therefore, whilst the council must bring forward a step-change in the delivery of housing, this is accommodated in the assumptions on population increase given in paragraph 3.3 above.
- 3.15. The Council has developed a strong relationship with the GLA for housing delivery and have secured £67.8m under the recently announced Building Council Homes for Londoners programme, including significant funds for the Cambridge Road Estate Programme, the fourth highest allocation in London. We have also developed a pipeline of small sites housing delivery programme, using our own sites across the Borough that will deliver Social Rented and London Affordable Rented homes over the next 4 years.

- 3.16. The Cambridge Road Estate redevelopment is the largest regeneration programme the Council has ever embarked on (valued at £800m. If supported by residents via a ballot taking place in Autumn 2019, the works will see approximately 2,000 new homes being delivered over the next 12/15 years as well as improved public spaces, community facilities, and employment opportunities.
- 3.17. The potential arrival of Crossrail 2, a major piece of new transport infrastructure, provides an unrivalled opportunity for the borough and has the ability to support the growing demands of the borough's population by creating new homes and jobs. Ten train stations within the borough are due to be on the Crossrail 2 route, increasing our connectivity to central London and further improving Kingston's reputation as a destination for culture and retail. However, the impact of this investment and the increase in housing related to it falls outside of the time period of this boundary review.



Source: crossrail2.co.uk

- 3.18. In 2014, the council secured funding to improve infrastructure and encourage more people to cycle and improve safety while providing better streets and places for everyone. Some of the many benefits of the Go Cycle programme are: preparing the borough to deal with future transport demands alongside a growing population; relieving public transport pressures by supporting more sustainable travel choices; making better use of existing spaces and; encouraging more people to cycle and walk improving health and wellbeing.

4. Challenges and Priorities

4.1. Corporate Priorities

4.1.1. Our vision for the borough:

- a. We have an ambitious vision for the Royal Borough of Kingston, which we are determined to work with residents, businesses and local strategic partners across the public, private and voluntary sectors to achieve;

“Kingston will be a vibrant, diverse and inclusive borough, where residents are active, empowered, engaged and able to remain independent and resilient, especially our more vulnerable.”

4.1.2. Our vision for the council:

- a. We have a clear vision about the type of council we want to be and how we will strive to put the needs of residents at the heart of what we do, as we ‘hardwire’ effective resident engagement and involvement into our decision making. To achieve this we are committed to changing the culture of the organisation and involving staff in this process. This is a core part of our transformation as a council, enabling us to become a more agile, responsive and forward looking organisation where everyone knows their roles and responsibilities and staff feel respected and valued in their job;

“Kingston Council will be financially and environmentally sustainable, working transparently and collectively in the best interests of Kingston’s residents, partners and businesses.”

4.1.3. In achieving this vision, the Council will focus on getting the basics right; providing value for money local services; embracing new technology in service design and delivery; and ensuring that decisions are inclusive and to the benefit of our vibrant and diverse communities.

4.1.4. Over the next four years to 2023, we will focus on achieving three strategic outcomes which are linked to our vision and set out what we want to achieve for the borough. Against each strategic outcome are a number of priority activities that we will focus on delivering in order to help achieve our vision and our strategic outcomes. These outcomes and priorities don’t aim to capture everything we do - rather, they are intended as a framework to guide the decisions we take and how we allocate the resources we have available.

4.1.5. **A sustainable approach to new homes, development and infrastructure which benefits our communities, in a well maintained borough**

- a. Work with local residents to bring forward the redevelopment of the Cambridge Road Estate in Norbiton, increasing the number of social rented homes and providing new replacement homes, open spaces and new community facilities for existing residents.
- b. Make effective use of council-owned land to deliver as many truly affordable homes as possible across the borough.
- c. Work with communities to develop Kingston's new Local Plan which will guide and manage future development to 2041, ensuring high quality, good design, supporting infrastructure, and affordable housing.
- d. Ensure that all development schemes are well designed in character with the area, creating a sense of pride and place.
- e. Actively manage our property portfolio to drive up value, increase income where desirable and improve services for our residents
- f. Make best use of our Housing Revenue Account assets and resources, maximise our income and spending wisely to provide modern, high quality services and support for our tenants and leaseholders and enable us to develop new council homes.
- g. Invest in the borough's essential infrastructure to support our growing population - schools; health, community and leisure facilities; roads and transport - with developers paying their fair share.
- h. Make it easier for residents and businesses to reduce, reuse and recycle more and dispose of their waste efficiently; and keep the borough's streets clean.
- i. Protect Kingston's parks and green open spaces for current and future generations to enjoy.
- j. Invest in sustainable transport - including cycling and electric vehicle charging - to reduce reliance on high polluting vehicles to tackle air pollution, with a fair approach to traffic enforcement designed to keep the borough moving.

4.1.6. **Healthy, independent and resilient residents with effective support to those who need it most**

- a. Kingston's communities are places where residents feel safe and the fear of crime is low, with a zero-tolerance approach to domestic violence and hate crime and action against anti-social behaviour.
- b. Review and strengthen the council's approach to emergency planning and business continuity locally and with other London boroughs as part of new statutory arrangements to prevent and respond to national, regional and local emergencies.
- c. People of all ages and backgrounds share our vision for Kingston as a diverse, tolerant and welcoming borough.
- d. A borough which celebrates culture, heritage and diversity with vibrant community events for local people, businesses and visitors to enjoy.

- e. Create the environment for thriving local businesses across a range of sectors across the borough.
- f. Work with local partners and neighbouring boroughs to support people to develop the skills they need to enter employment.
- g. Review the council's approach to voluntary and community sector grants and commissioning to focus on improving value for money and the delivery of our strategic outcomes, with an emphasis on celebrating volunteering.
- h. Strengthen the role of Neighbourhood Committees to enhance local decision making, with greater flexibility to respond to local issues.
- i. Maximise civic engagement through participatory democracy projects, including Citizens Assemblies and open democracy platforms.
- j. Do more to understand views on the borough, the council, and local services, communicate effectively, in plain english and act on the feedback.

4.1.7. **A safe borough which celebrates our diverse and vibrant communities, with local priorities shaped through participatory democracy**

- a. Children and adult social care services which champion resilience and independence; focus on strengths; and support people of all ages to live the most happy healthy, independent lives possible.
- b. Effective, targeted support to our most vulnerable residents to enable them to fulfil their potential and improve the quality of their lives
- c. Helping to provide young people with the best start in life, through effective early years support to those who need it.
- d. Ensure all children and young people receive a high standard of education locally, with a focus on supporting those with special educational needs to be educated alongside their peers and in their local school.
- e. Effective school place planning, ensuring that the borough has enough schools and school places to support a growing population.
- f. Accessible and integrated health and social care services, with partners providing effective care and an approach which enables people to live independently within their local community.
- g. Empowering people to maintain good mental health and well being with access to information, advice and guidance on local activities and services that will enable them to lead active and healthy lifestyles.

4.1.8. In order to achieve our strategic outcomes, the council is going through ambitious change. Not only are we transforming how we deliver services and striving to engage residents and businesses more effectively, we are also transforming how we operate as an organisation and how we work with our local partners. It is through this transformation that we will deliver our strategic outcomes, enabling us to become; **Financially and environmentally sustainable, working transparently and collectively in the best interests of Kingston's residents, partners and businesses by;**

- a. Taking responsibility and doing what's necessary to put the council on a sustainable financial footing.
- b. Reshaping commissioning and contract management to deliver more effective outcomes using the same or less resources, including through a corporate framework and approach.
- c. Developing a framework that maximises social value from all third party relationships to benefit Kingston communities and businesses.
- d. Having an approach to organisational development that drives transformation and delivers the culture change we want - ensuring our workforce reflects our community.
- e. 'Hardwiring' effective communications, consultation and engagement into the council's decision-making, with services which are designed with our residents.
- f. Improving the way residents can access services by embracing new technology; investing in customer services; and making it easier for residents to book things, report activities and access services online, whilst providing alternatives for those unable to do so.
- g. Being an open and transparent council, with accessible data and decisions which are subject to public debate and scrutiny.
- h. Valuing, respecting and rewarding our staff, listening to their ideas and concerns and providing a 'golden thread' on how they are helping us to achieve our ambitions.

4.1.9 The council has committed to 'hardwiring' effective engagement into decision-making - involving residents in the design of local services and the things that affect them. The role of Neighbourhood Committees are being strengthened and have an important engagement role with local communities. They may meet informally in addition to formal meetings to fulfill this remit. The council is introducing new ways for residents to participate in decision making, like open democracy platforms and Citizens' Assemblies. Community engagement will be at the heart of how the council operates and will require greater representation of elected Members at community events, forums and citizen panels, for example to meet this aspiration.

4.2. Financial Position

- 4.2.1. The Government has reduced grant funding in recent years and as a result of this, Kingston is now a financially self-sufficient Council and no longer receives revenue support grant from central government, needing to find its funding for essential services from maximising the collection of Council Tax, Business Rates and other income. To help meet the challenge of reduced funding and an increasing demand on services, Kingston has made savings in excess of £80m since 2011/12 however a budget gap of £22m still remains for the period 2019-2023. In order to deal with this gap Kingston are adopting a more commercial approach to service delivery and asset management and enabling the borough's sustainable economic growth in line with our Strategic Outcomes.
- 4.2.2. Central government are proposing, and working with local government, on a fair funding review and new approach to business rates retention which will fundamentally change local government finance. In addition this coincides with a challenging comprehensive spending review where central government has already committed a significant proportion of any increased funding available to the NHS. This will provide a challenging environment for local government and the Ministry of Housing Communities and Local Government to advocate for additional funding for local government, which is not a protected expenditure area. In 2018/19, Kingston joined the rest of London in a pooling pilot for Business Rates Retention, this pilot has been extended for 2019/20.
- 4.2.3. Consistent with the national picture, there has continued to be a high level of demand for Adult Social Care. Work to manage this demand has reaped benefits - however there still remains increasing demand within this area. There is also increasing demand in Children's Services centred on children leaving care, Unaccompanied Asylum Seeking Children (UASC) and Special Educational Needs (SEN) Transport. However, the most critical financial pressure is the structural overspend in the Dedicated Schools Grant (DSG) high needs block and this is the single biggest financial risk facing the Council.

5. Electoral Arrangements

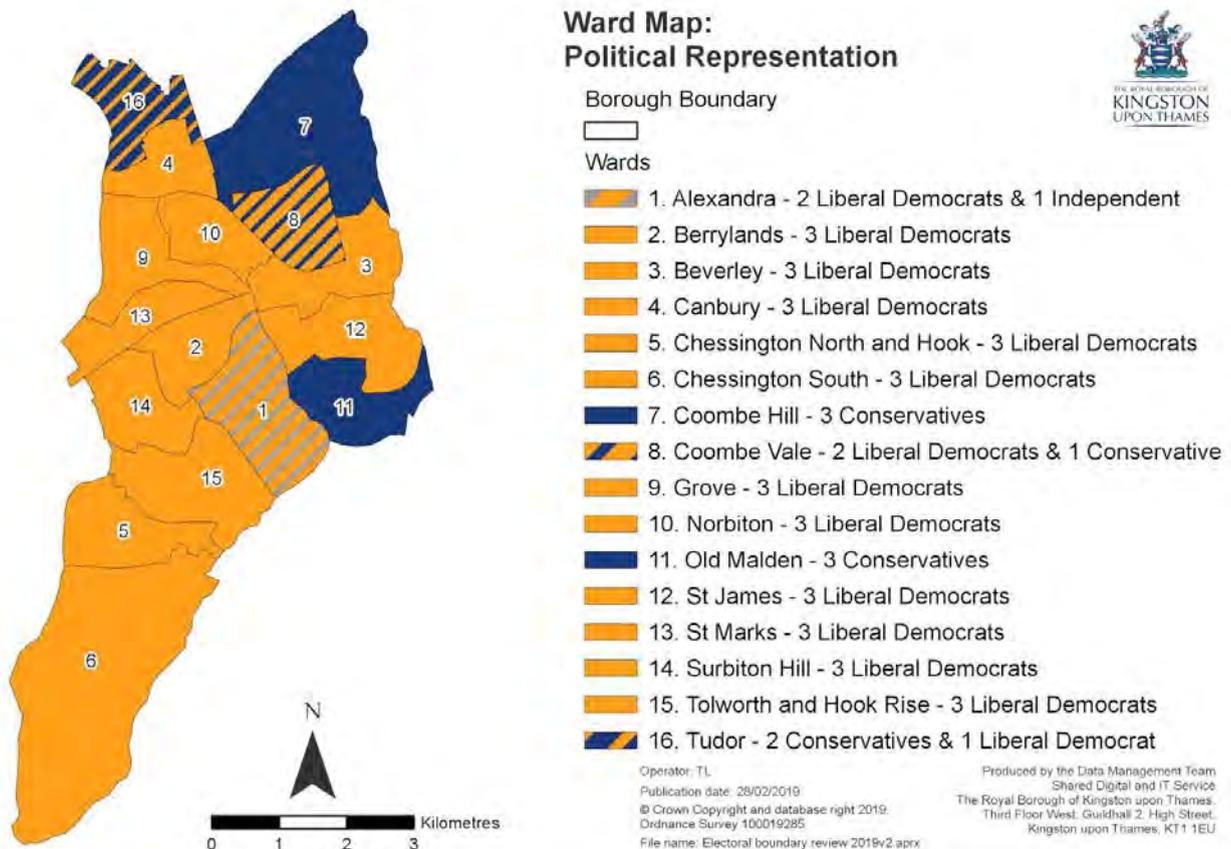
- 5.1. Following the most recent publication of the Register of Electors on 1 February 2019 the local government electorate for the Royal Borough of Kingston was 115,480. The ward with the largest proportion of the electorate is Canbury ward (7.9%) and the ward with the lowest proportion of the electorate is Coombe Hill ward (5.7%). As might be expected, being the ward with the largest proportion of the electorate, Canbury is the one ward in the borough that is outside the tolerance levels set by the Commission with a 25% variance. Canbury has seen a number of major developments reach completion over the last few years. However, this rate of housing delivery is slowing as sites are completed, and the rate of change will not be at the same level going forward (albeit that there will still be some sites that come forward with significant numbers of new homes).
- 5.2. The highest electorate for the borough was 118,777 in August 2017 following the EU referendum in 2016 and subsequent snap general election in 2017 which both increased registration rates.
- 5.3. While response rates to the annual canvass Household Enquiry Form (HEF) have on average been around 92% in recent years the percentage response for each ward varies. The ward with the highest response rate at the most recent canvass (autumn 2018) was Chessington South (96.9%) and the lowest response rate was Norbiton (85.5%).
- 5.4. The electorate to Member ratios obtained by using the local government electorate on 3 September 2018 for each of Kingston's nearest neighbours involved, at some level, with the South London Partnership are listed in the table below:

Nearest Neighbouring London Boroughs	Electorate as at 3 September 2018	Number of Councillors	Electorate ratio
Croydon	270,459	70	3,864
Kingston	115,451	48	2,405
Merton	150,732	60	2,512
Richmond	139,321	54	2,580
Sutton	150,013	54	2,778
Wandsworth	229,155	60	3,819

6. Governance Arrangements

6.1. Introduction

6.1.1. Kingston is made up of 16 wards each of which are represented by three Members, comprising a total of 48 councillors. Following the May 2018 Local Election the political balance of the Council is 38 Liberal Democrats, 9 Conservatives and 1 Independent. All Councillors sit on Full Council which is the supreme decision making body of the Council and is chaired by the Mayor.



6.2. Governance Model

- 6.2.1. Following the Local Government Act 2000 most local authorities operate an executive system of governance, usually termed as 'Leader and Cabinet', or 'Executive arrangements'. In this model, the Leader and Cabinet Members have high levels of delegated authority to make decisions, both collectively and individually, and are held to account for those decisions by cross-party overview and scrutiny committees whose membership is drawn from majority group non-executive Members ('backbenchers') and opposition Members.
- 6.2.2. Kingston, however, operates a 'Committee System' of governance, having reverted from a Leader and Cabinet model to a modified version of the traditional pre 2000 Act arrangements in May 2012, as soon as the Localism Act 2011 gave it the flexibility to do so.
- 6.2.3. In the Committee system, Full Council, which is comprised of all Members of the Council, is the supreme decision-making body. Legislation prescribes that certain budget and policy framework decisions can only be agreed by Full Council. All other decisions are delegated by Council either to officers or a series of cross party Committees which all Members are eligible to sit on and, in most cases, have memberships which proportionately reflect the overall political balance of the Council. No Member can exercise any decision making functions when acting individually as all powers rest collectively with the Committee. Scrutiny therefore effectively takes place at the point of decision rather than in separate scrutiny committees.
- 6.2.4. The Leader of the Council may appoint up to ten Members who will have oversight of a portfolio of service areas/activities as defined by the Leader. The function of the Portfolio Holder is to provide the Council with policy guidance and does not include any powers of decision making. At present there are a total of eight such Portfolio Holders. The Leader of the Opposition may appoint an equivalent number of Opposition 'spokespersons' whose role is to 'shadow' the relevant Portfolio Holder. Other Members may be appointed to assist the Portfolio Holders where there are specific needs or projects that the Administration wishes to pursue but none are currently assigned to such a role.
- 6.2.5. Details of the Council's Committees are set out in Section 7 of this report.

6.3. Appointments

- 6.3.1. In accordance with Standing Order 18 in Part 4A of the Council's Constitution the Leader and Deputy Leader of the Majority Group on the Council automatically serve as the Leader and Deputy Leader of the Council. The Leader of the largest Opposition Group on the Council automatically serves as the Leader of the Opposition. Portfolio Holders and Opposition Spokespersons are appointed by the Leader of the Council and the Leader of the Opposition respectively.
- 6.3.2. Appointments to the Committees of the Council and the positions of Chair and Vice-Chair in respect of each are the responsibility of Full Council.
- 6.3.3. Appointments to Committees are governed by the requirements of Section 15(1) of the Local Government and Housing Act 1989, to keep under review the representation of the different political groups on bodies appointed by the Council. In allocating seats on Committees and Sub-Committees of the Council to political groups the following rules apply:
- a) That not all seats on the Committee/Sub-Committee are allocated to the same political group.
 - b) That the political group having a majority of seats on the Council should have a majority on each Committee and Sub-Committee.
 - c) That, subject to a) and b) above, the number of seats on the council's Committees and Sub-Committees allocated to each political group, bears the same proportion to the total number of such Committee/Sub-Committee seats as the number of Members of that group bears to the membership of the Full Council, and
 - d) That, subject to a) and c) above, seats will be allocated on each Committee and Sub-Committee in the same ratio as exists on the Full Council.
- 6.3.4. The Council's overriding duty to comply with a) and b) above takes precedence over achieving a mathematically balanced distribution of Committee seats as described in c) and d).
- 6.3.5. Political proportionality is reported to Full Council to note and Committee appointments are made based on the distribution of seats arising. The political balance of the Council and seat allocations are as detailed in the table below:

Political Balance

	Number of Councillors	Political Composition	Actual Allocation of Seats
Liberal Democrat Group	38	79.17%	78.95%
Conservative Group	9	18.75%	18.80%
Independent	1	2.08%	2.25%
Total	48	100%	100%

- 6.3.6. Members are also appointed to represent the Council on a wide variety of outside bodies. The purpose and functions of outside bodies varies but includes: the boards of companies that the Council has an interest in; local charities; partnership boards; pan-London bodies (e.g. London Council's committees and panels); plus other forums and boards. Appointments to outside bodies generally take place following the local elections and are usually for a four-year term. Responsibility for the making of an appointment rests either with Full Council or the relevant Committee, depending on the nature of the role. In total there are 43 Kingston seats for Members upon 29 outside bodies.

7. Decision Making Arrangements

7.1. Full Council

- 7.1.1. Full Council is the supreme decision-making body and is required by law to make certain decisions including approving the Budget and Medium Term Financial Strategy, certain statutory policies (referred to as Policy Framework Documents) and approving/amending the Constitution (which includes delegations to Committees and Officers). It also holds Portfolio Holders and Committee Chairs to account through a system of formal questions from other Members. Half an hour is set aside for the questions during which each Group is able to ask three questions (and the independent Member one). An unlimited number of additional questions may be submitted which receive a response in writing.
- 7.1.2. Full Council also serves as a forum for political debate on issues affecting the borough and a significant part of most meetings is dedicated to the debate of a motion on a matter relevant to the Borough - the subject of the motion is determined by the Majority and Opposition Groups on a rotational basis.
- 7.1.3. There are seven Full Council meetings during each Municipal Year including the Annual meeting in May at which the Mayor is elected and appointments are made to Committees, and the meeting in February which sets the Budget and Council Tax for the forthcoming financial year. The State of the Borough meeting each November is devoted entirely to debate of a single topic of particular concern to local residents and includes guest speakers, panels of expert contributors and opportunities for direct participation by members of the public.

7.2. Strategic Committees

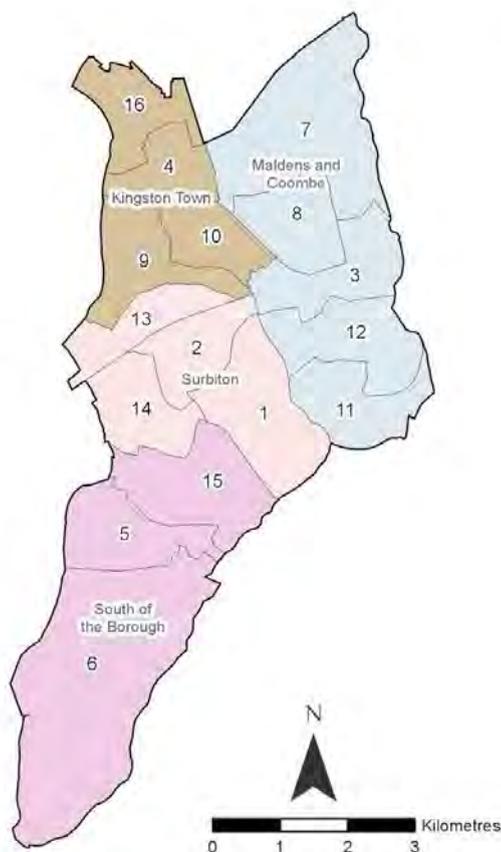
- 7.2.1. In Kingston the majority of strategic, policy and financial decisions are taken by five 'Strategic Committees', each of which comprise 11 Members. In an Executive system of governance, these kinds of decisions would either be made by the Executive as a whole, or by an individual Executive Member. Each Strategic Committee has a specific portfolio of responsibilities and powers. Following a review of governance arrangements in the autumn of 2018, decisions reserved to Strategic Committees include: contract awards over £1m in total over the life of the contract; new capital scheme approvals and capital and revenue virements over £500,000; the acquisition and disposal of land valued at more than £1m; and any decision that is deemed to be significant by the relevant Director (likely to be substantial service reconfigurations and policy changes and matters of particular political sensitivity and/or concern to residents).

7.2.2. Each Strategic Committee generally meets five times a year though additional meetings can occasionally be scheduled on an ad hoc basis as the need arises. Further details of the responsibilities of each of the Strategic Committees, listed below, are shown in Appendix 3.

- a. Finance & Contracts Committee
- b. Strategic Housing and Planning Committee
- c. Environment & Sustainable Transport Committee
- d. Community Engagement Committee
- e. Childrens and Adults Care & Education Committee

7.3. Neighbourhood Committees

7.3.1. Neighbourhood Committees are an important feature of the Council's governance arrangements, providing an opportunity for decision making at the closest possible level to local residents and more effective engagement and consultation with local communities. The Council is divided into four Neighbourhood areas with every Councillor sitting on their relevant Neighbourhood Committee.



Ward Map: Wards in Neighbourhoods

Borough Boundary



Wards - Neighbourhoods

-  1. Alexandra - Surbiton
-  2. Berrylands - Surbiton
-  3. Beverley - Maldens and Coombe
-  4. Canbury - Kingston Town
-  5. Chessington North and Hook - South of the Borough
-  6. Chessington South - South of the Borough
-  7. Coombe Hill - Maldens and Coombe
-  8. Coombe Vale - Maldens and Coombe
-  9. Grove - Kingston Town
-  10. Norbiton - Kingston Town
-  11. Old Malden - Maldens and Coombe
-  12. St James - Maldens and Coombe
-  13. St Marks - Surbiton
-  14. Surbiton Hill - Surbiton
-  15. Tolworth and Hook Rise - South of the Borough
-  16. Tudor - Kingston Town

Operator: TL
 Publication date: 28/02/2019
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 Ordnance Survey 100019285
 File name: Electoral boundary review 2018.aprx

Produced by the Data Management Team
 Shared Digital and IT Service
 The Royal Borough of Kingston upon Thames,
 Third Floor West, Guildhall 2, High Street,
 Kingston upon Thames, KT1 1EU

- 7.3.2. Under new arrangements introduced in March 2019 and designed to strengthen the role of Neighbourhood Committees they are be able to exercise decision making powers in respect of almost any matter within the relevant area provided that it does not have a strategic cross borough impact and is consistent with both existing budgetary and policy provisions. Matters specifically reserved to Neighbourhood Committees for determination include: responsibility for the development of local Community Plans; matters related to traffic management schemes (except those on A roads); parking controls where objections cannot be resolved by negotiation; and planning enforcement cases. Each Neighbourhood Committee has access to dedicated sources of funding for schemes within its area including locally generated Community Infrastructure Levy funding.
- 7.3.3. Neighbourhood Committees also have responsibility for the determination of planning applications for up to ten housing units or up to 1,000 square metres of non residential floorspace within their locality. Whilst most applications are determined by Officers under delegated powers schemes they still come before the Neighbourhood Committees where there are five or more objections and/or all local Ward Members or the Chair or Vice-Chair of the Committee call the application in for decision.
- 7.3.4. In addition Neighbourhood Committees are to be consulted on significant policy related decisions due to be taken by Strategic Committees including major regeneration schemes, Supplementary Planning Documents and the highways related Local Implementation Plan.
- 7.3.5. A total of five meetings of each Neighbourhood Committee are scheduled in every Municipal Year while from May 2019 each Committee may also choose to establish a Planning Sub-Committee which can meet on a further five occasions. Neighbourhood Committees also have an important engagement role with the local community and may meet informally up to four times a year to fulfill this remit. On this basis each Neighbourhood Committee may choose to hold up to 14 meetings and events annually.

7.4. Regulatory Committees

- 7.4.1. In addition to the local planning functions undertaken by Neighbourhood Committees, there is also a main [Development Control Committee](#) which is responsible for determining larger scale planning applications across the borough. This meets approximately monthly and typically determines 2-3 major applications on each occasion. Decisions taken by this committee are often controversial and some decisions must be referred to the Mayor of London or occasionally are called in by the Secretary of State. In addition to attending the Development Control Committee Members undertake site visits to some or all of the application sites so that they are able to understand the key issues before making a determination.
- 7.4.2. The [Licensing Committee](#), which has 15 Members, meets four times a year and is responsible for all aspects of licensing. The vast majority of the work of Members who sit on the Committee is discharged through Sub-Committees of three Members which meet to consider applications for alcohol and/or entertainment licences which have received objections, or licences called in for review by a responsible authority (e.g. the police or licensing authority). During 2018/19 a total of 24 Sub-Committee hearings have been convened, although 10 of these have been cancelled due to the objections being withdrawn or the licence holder agreeing conditions outside of the formal hearing environment. Notwithstanding that, Members still need to make themselves available and review papers for the meetings.

7.5. Scrutiny

- 7.5.1. Kingston is not statutorily obliged to maintain a Scrutiny function because of its Committee system of governance. Nevertheless, in the interests of accountability, the Council retains a system whereby decisions of Strategic or Neighbourhood Committees can be called-in for review by either a minimum of 100 residents or 9 Members. A [Scrutiny Panel](#) comprising seven Members and chaired by the Leader of the Opposition meets as required to consider call-ins and either confirm the original decision or make recommendations for change to the decision making Committee. Typically it deals with 4-5 call-ins per year.
- 7.5.2. The Council also retains a [Health Overview Panel](#) which scrutinises the performance of Kingston Clinical Commissioning Group and primary and acute health services in the borough as well as Council led Public Health and social care provision. The Panel may respond as a consultee to NHS proposals for the substantial development of the health service or substantial variations to the provision of such services in the local area. It exercises all of the statutory health scrutiny functions conferred on the Council including the ability to refer proposals by NHS bodies to the Secretary of State.

- 7.5.3. The Chair and Vice-Chair of the Health Overview Panel also represent Kingston on the [South West London and Surrey Joint Health Overview and Scrutiny Committee \(JHOSC\)](#). The JHOSC scrutinises the broader strategic changes relating to health service provision across the six constituent boroughs of Croydon, Kingston, Merton, Richmond, Sutton and Wandsworth, together with the County of Surrey. Its purpose is to respond to changes in the provision of health and health consultations which affect more than one Authority area.

7.6. Other Committees

- 7.6.1. The Council has a number of other Committees dealing with health partnerships and internal arrangements including governance, pension fund administration and senior staff appointments.
- 7.6.2. Kingston's [Health and Wellbeing Board](#) was established under the Health and Social Care Act 2012 to act as a forum in which key leaders from the local health and care system could work together to improve the health and wellbeing of their local population. Whilst it is a Committee of the Council and includes six Councillors its membership also includes relevant Officers and partners including the Clinical Commissioning Group, NHS England, local GPs and representatives of Kingston Healthwatch, and the local voluntary sector. The Board's main statutory responsibilities are to undertake an assessment of the health and social care needs of the local population, agree the Health and Wellbeing Strategy and oversee the allocation of joint resources.
- 7.6.3. The purpose of the five Member [Audit Governance and Standards Committee](#) is to provide an independent and high level focus on audit, assurance and reporting arrangements that underpin good governance and financial standards. It delivers independent assurance on the adequacy of the risk management framework and internal control environment and oversees the financial reporting and annual governance processes as well as providing oversight of the internal and external audit arrangements. The Committee is also responsible for the promotion and maintenance of high standards of conduct amongst elected, co-opted and advisory members and employees of the Authority.
- 7.6.4. The [Pension Fund Panel](#) has specific legal responsibilities in respect of the Kingston Local Government Pension Scheme. It considers reports from the Fund Managers on investment strategy, fund performance, investment transactions and related matters and gives instructions to the Fund Managers as necessary from time to time. As pension fund administration is a technical area, the five Members who sit on the Committee ideally have a finance background or attend training to ensure that they have the requisite knowledge and skills.

- 7.6.5. The [Pension Board](#) is responsible for assisting with securing compliance with Local Government Pension Scheme regulations and ensuring the efficient and effective governance and administration of the Scheme. Membership of the Board comprises employer and employee representatives.
- 7.6.6. The Council's [Senior Staff Panel](#) meets to consider recruitment to Director and Assistant Director positions and operates as an interview panel when such vacancies arise. It comprises five Members.
- 7.6.7. Members also sit on a wide variety of other Panels including the Schools Forum Funding Consultative Group, Standing Advisory Council for Religious Education, and the Staff Consultative Committee as well as a number of appeals bodies including the Corporate Parenting Panel, Staff Appeals Committee, Teachers Appeals Committee, Home to School Travel Appeals Panel and Blue Badge Appeals Panel.
- 7.6.8. A full list of the Committees and Outside Bodies to which the Council appoints elected Members is set out at Appendix 2. The detailed powers of those Committees is attached as Appendix 3.

7.7. Joint Committees

- 7.7.1. Members represent the Council on a number of Joint Committees with neighbouring authorities on matters which extend across borough boundaries. These include the [Joint Committee for Achieving for Children](#), which has oversight of Achieving for Children, a social enterprise company jointly owned by Kingston, the London Borough of Richmond and the Royal Borough of Windsor and Maidenhead which provides children's services across the three boroughs. The Council is also represented on the [South West London Waste Partnership Joint Committee](#) which manages arrangements for waste disposal services.

7.8. Panels and Partnership Groups

- 7.8.1. The Council is also represented by Members in a number of less formal partnership boards.
- 7.8.2. The Leader of the Council chairs the Kingston Strategic Partnership which brings together key public, private and voluntary organisations within the borough to provide collaborative leadership to support the needs and aspirations of Kingston's communities.

- 7.8.3. The Safer Kingston Partnership is the inter-agency mechanism to reduce crime and anti-social behaviour and reoffending and promote social cohesion. It acts as the Crime and Disorder Reduction Partnership as required by legislation. The partnership brings the Council together with the Metropolitan Police, the Clinical Commissioning Group, the London Fire Brigade and the London Probation Trust. It also includes organisations from the voluntary sector and business communities.
- 7.8.4. The Leader of the Council sits on the South London Partnership which is a five borough collaboration (Kingston, Merton, Croydon, Richmond and Sutton) designed to focus on issues where partnership between the Boroughs could secure greater benefit than individual action. Priority areas include economic growth, transport investment, business skills and the integration and transformation of health and care services.
- 7.8.5. All members have a role supporting and working in partnership with local Members of the Youth Parliament to make sure views of the young people are represented.

8. Member Roles and Responsibilities

8.1. Formal Decision Making Roles

8.1.1. By virtue of the Committee system form of governance adopted by the Council all Members are expected to play an active role in the decision making process, participating fully in the consideration and scrutiny of proposals for service or policy change or development presented at Committee, both at a borough wide strategic and more local Neighbourhood level. In addition a number of key leadership roles are provided for within the Council's Constitution and its Committee structures including:

- a. Leader of the Council
- b. Deputy Leader of the Council
- c. Leader of the Opposition
- d. Portfolio Holder
- e. Opposition Spokespersons
- f. Committee Chairs
- g. Neighbourhood Chairs
- h. Mayor and Deputy Mayor

8.2. Community Champion Role

8.2.1. Members' core role as a ward member includes the requirement to represent their communities and bring their views into the Council's decision making process, thereby acting as the advocate of and for their communities. They are also required to deal with individual casework and assist constituents in resolving particular concerns or grievances, and to actively encourage community participation and citizen involvement in decision making functions.

- 8.2.2. In order to lead and champion the interests of their ward and its constituents Members meet and liaise regularly with individual residents, community groups and the voluntary and business sectors, involving and consulting them on key Council decisions and communicating and interpreting for them the Council's policies and decisions. They also undertake casework for individual constituents helping them to resolve service issues such as housing maintenance repairs, signpost them to Council services or other public agencies and act as a mediator in local disputes. Many Members, together with their ward colleagues, host regular surgeries for constituents and may also engage in other methods of contact with local residents including door to door visits, leafleting and social media activity. It is essential that all Members acquire and maintain a good knowledge and understanding of their ward, the issues affecting it and local services and partners.

8.3. Political Group Roles

- 8.3.1. In addition to participation in the formal decision making processes of the Council through membership of Council, Committees, Joint Committees, Panels and working groups and fulfillment of the political and representative roles referred to above, Members have a wide variety of other functions and responsibilities. These include engagement with the activities of their political group through attendance at Group meetings, political campaigning and, in some cases, the holding of specific Group related Offices or roles such as Group Whips and informal assistance to Portfolio Holders or topic specific lead responsibility.

8.4. Civic and Ceremonial Roles

- 8.4.1. There are also expectations that all Members will engage in the civic and ceremonial life of the borough and the local community through attendance at civic events including Armed Forces Day, Civic Services for Remembrance Sunday and civic awards and presentations. In total there are six Civic Events each year to which every Member is invited.

8.5. Training and Development Activities

- 8.5.1. Members are under a duty to participate in induction and development activities to ensure that they are equipped with the requisite knowledge, skills and experience to be effective in their various roles. This includes mandatory training in planning and licensing for those Members who sit on Committees which deal with those functions, briefings on Members ethical responsibilities under the Member Code of Conduct and topic specific sessions covering matters such as equalities, GDPR and safeguarding and corporate parenting obligations as well as skills based sessions covering issues such as ICT usage and Chairing skills. Individual Members also attend conferences, seminars, briefings and external development sessions relevant to their particular roles and responsibilities.
- 8.5.2. In total 21 different induction and development sessions have been arranged for Members in the 2018/19 Municipal Year. The exact number will fluctuate from year to year dependent upon needs and priorities.

8.6. Member Activity

- 8.6.1. There are a total of 165 seats on Committees, Sub-Committees and Panels of the Council to which Members are individually appointed. Almost all sit on at least one Strategic Committee. In addition, every Member sits by right on both the Full Council and their relevant Neighbourhood Committee. On average Members sit on five Committees each with only the Mayor, who has to fulfill a very considerable number of civic engagements each year, on fewer than three. Nine Members sit on seven or more Committees with one on 10. The introduction of Planning Sub-Committees in Neighbourhoods from May 2019 will further increase these figures.
- 8.6.2. There are a total of 125 meetings of Committees, Sub-Committees and Panels scheduled in the 2018/19 Municipal Year. Members attendance at these meetings is 86%.
- 8.6.3. Collectively the Mayor and Deputy Mayor represent the Council at approximately 650 civic engagements per year.
- 8.6.4. Participation in formal Committee meetings, however, represents only a small element of the role of an elected Member. All 48 Councillors have been surveyed as part of the electoral review process to better understand the demands on their time, how they communicate with residents, their local leadership role and the impact of past and any future changes. A total of 32 Members (66.6%) responded to the survey, including at least one councillor from each ward.

- 8.6.5. The responses to the survey highlighted that Members attend an average of 14 meetings a month. These meetings include:
- a. Full Council
 - b. Strategic Committees
 - c. Informal ward level meetings
 - d. Community meetings
 - e. Tenant and residents association meetings
 - f. Ward surgeries
 - g. Meetings with partnership organisation
 - h. Management boards of outside bodies on which they represent the Council
- 8.6.6. An average of 35 hours a month was spent in attendance at the meetings together with an additional 26.5 hours per month preparing for meetings. Members said that on average they also attended approximately 16 community events during the course of a year (including events such as, litter picks, neighbourhood association meetings, charity events and cultural events).
- 8.6.7. The survey also found that Members spend on average around 23 hours each month on emails relating to Council business, seven and a half hours on social media enquiries, a further five hours on phone calls and one hour on letters. A number of Members observed that the increasing popularity, ease of use and instant delivery of electronic communications have raised expectations as to the speed of response - this is particularly important in respect of social media due to the very public and immediate interactions and short local news cycles.
- 8.6.8. Taken together with attendance at and preparation for meetings the findings suggests that on average Members are devoting at least 99 hours per month to Council business - equivalent to 23 hours per week, or more than three full working days.
- 8.6.9. Half of the Members that responded indicated that they held ward surgeries and on average three hours a month were spent dealing with enquiries raised during these surgeries. Of those that did not hold ward surgeries (due in some part to poor attendance) time was spent going out into the community to discuss issues and on average this approach also generated around three hours work a month dealing with enquiries arising from interactions with residents.
- 8.6.10. In total an average of 17 hours a month is spent on casework.

- 8.6.11. Around 60% of the Members that responded to the survey reported that the level of work involved with fulfilling their role is more than they expected it would be. The reason for this varied and it is worth highlighting that 30 of the current 48 Members were newly elected in May 2018 (29 for the first time). Seventeen of the 32 responses received to the survey are from newly elected Members. Members commented on the length and complexity of some processes, the volume of meetings and the expectations of the public. Members generally reported that their role on the Council has had an impact on their personal and professional lives due to the volume of work involved. Some respondents indicated that they have had to reduce the amount of time and responsibility at their full time jobs and find balancing child care / social life difficult due to both daytime/evening meetings and weekend working.
- 8.6.12. Virtually all of the Members who responded to the survey expressed concern that a reduction in the number of Councillors would lead to an increase in the workload for those remaining in office who would have to absorb the shortfall. Concerns were also expressed that if Members' workload were to increase this would discourage those with other commitments from standing as a councillor (e.g. those with full time jobs or young families). There is a risk that over time this could lead to the Council no longer being representative of the community it serves.

9. Member Support

- 9.1. All elected Members receive a degree of support from the Council in order to help them fulfill their role. Both the political Groups represented on the Council maintain staffed Group Offices with 3 FTE posts presently providing logistical and administrative support to the Administration Group and 1 FTE to the Opposition. A dedicated touchdown office space is provided for the use of the one independent Member on the Council.
- 9.2. The Council strongly promotes paper free working for both financial and environmental reasons and the majority of Members receive agendas for Committees and other papers electronically. While Members are encouraged to utilise their own tablet or laptop device for these purposes a tablet device is made available for all who require it subject to agreement that they forgo the right to hard copies of meeting papers.
- 9.3. All Members have access to a dedicated telephone line to report service issues raised by residents and an intranet web portal which hosts training materials and key policy and procedural documents. Advice and support on ethical and constitutional issues is provided by the Monitoring Officer and the Democratic Services team. Every Member, and particularly those in leadership roles, will have access to policy advice and guidance from Directors and senior managers where required.
- 9.4. The Members Allowances Scheme, referred to in more detail in the Financial Implications section, makes provision for the payment of a basic allowance to support all Members in their roles and additional Special Responsibility Allowances for those in certain key positions. Every Member is also entitled to reclaim costs of dependants care provision incurred in undertaking their Council duties. A Maternity, Paternity and Adoption policy has also recently been approved in order to improve the level of financial support to those Members on maternity, paternity or adoption leave.
- 9.5. A full programme of induction is offered to every Member in order to ensure that they are equipped with the skills, knowledge and networks to operate effectively within their role. Ongoing development and briefing sessions continue to be offered both internally and externally throughout each four year Council term.

10. Financial Implications

- 10.1. The budget allocated for Members' Allowances for 2018-2019 is £692,500. The Mayor and Deputy Mayors Responsibility Allowances, totalling £21,300, are drawn separately from civic budgets. Expenditure on the National Insurance contributions relating to Members Allowances amounts to a further £36,000. There is also provision of £148,300 which covers the staffing of the offices of both political Groups represented on the Council and miscellaneous expenditure including stationery, attendance at Conferences, travel, subsistence and dependency care allowances and registrations (for example, the registration of Members with the Information Commissioner as Data Controllers). A sum of £7,000 within the corporate training and development budget is set aside for Members induction, training and development activities. Members are encouraged to utilise their own laptops and tablet devices but the provision of tablet devices and data connections for those Members who choose to use Council equipment is approximately £3,000 pa.
- 10.2. The total direct expenditure in respect of Members and Member support is therefore £908,100.
- 10.3. The Basic Allowance payable to all Members to help meet the cost of performing their role is £8,086pa in 2018/19, well below the figure of £11,045 recommended for all London Councillors by the Independent Remuneration Panel². Special Responsibility Allowances (SRAs) are paid to Councillors who hold leadership roles such as Portfolio Holders or Opposition Spokespersons or Chair the Council's committees. Members are entitled to only one SRA regardless of the number of positions they occupy. In 2018/19 28 Members received a SRA. The full list of SRAs is set out at Appendix 4.
- 10.4. Any increase in the number of councillors would result in an additional cost to the Council at least equivalent to the basic allowance of £8,086pa per Member plus on costs (principally National Insurance). For example the cost of 3 additional councillors would be at least £27,000pa and 6 additional Councillors would equate to £54,000pa. There might also be some additional costs relating to induction, training and development, IT provision and other support but unless the increase in numbers was proportionally very significant these would be marginal and likely to be contained within existing budgets.
- 10.5. Correspondingly, any reduction in the number of Members would generate a saving at least equivalent to the basic allowance of £8,086pa per Member plus on costs. On this basis the saving from a reduction of 3 Councillors would be at least £27,000pa and from a reduction of 6 would be a minimum of £54,000pa. Additional savings in induction, training and development, IT provision and other support would, however, be minimal unless the reduction in numbers was on such a scale that major structural changes would need to be made to the Council's governance arrangements.

² [See the report of the London Councils Independent Remuneration Panel 2018](#)

- 10.6. Any reductions to SRAs could only be achieved by reducing the level of the SRA itself or by reducing the number of roles for which an SRA is offered (e.g. by consolidating the number of committees or Member leadership posts or deleting some SRAs from the Members Allowances Scheme).
- 10.7. In light of the council's financial position (reduced funding, increased demand upon services, and uncertainty about future funding) any additional pressures upon the revenue budget would have serious consequences for our ability to deliver our statutory responsibilities and a legal budget. The council is facing a forecast budget gap of £21.9m over the next four years (2019/20 - 2022/23) and closing this gap will require some difficult decisions about prioritising our limited resources. Within this context, it is unlikely that an increase in councillor costs could be recommended.

11. Conclusion and Recommendations

- 11.1. Although Members are busy and work hard to fulfill their duties the Council has demonstrated since 2002 that it can operate effectively with the current total of 48 Members. In the context of the financial pressures facing the Council and the forecast budget gap of £21.9m over the period between 2019/20 to 2022/23 there is no financial justification for an increase in the number of elected Members and the associated costs this would incur.
- 11.2. Nevertheless, feedback from Members confirms that the demands placed upon them are significant and growing. Regardless of population size Kingston is responsible for delivery of the same range of functions as every other London Borough and therefore requires the same number of Members in leadership positions, yet it has one of the smallest pools of Members to draw upon to fulfill these roles. Only three other London Boroughs have fewer elected Members than Kingston's existing total of 48 (Tower Hamlets and Bexley 45 and Hammersmith & Fulham 46, all of which operate different governance models). The average across the capital is 57 and the span is between 45 - 70.
- 11.3. This pressure on Member capacity is reflected in the fact that 28 Kingston Councillors (58% of Members) presently hold roles which, by virtue of their significance and responsibility, attract a Special Responsibility Allowance (SRA). Guidance issued by the London Councils Independent Member Remuneration Panel recommends that no more than half of an authority's Members should be in receipt of an SRA. While the exact proportion of Kingston's Members entitled to such a payment varies from year to year dependant upon the number of Members who hold more than one eligible role, it is always close to, or, as is the case at present, just above this recommended threshold.
- 11.4. In view of the issues highlighted above it is felt that there is no scope to reduce the number of elected Members at the present time. Any reduction would place unacceptable pressure on the workloads of remaining Members and their ability to effectively represent the interests of their local communities. It would also make it more difficult for the Council to appropriately fill all the necessary leadership roles required of Members within a unitary authority. There is no strong financial case for a reduction given the relatively marginal savings which could be achieved, estimated at no more than approximately £9,000 per Member.
- 11.5. **Kingston Council recommends that the Council should retain the existing number of 48 Members.**

Appendix 1 - Electorate Forecast Methodology

1. Introduction

- 1.1. The below methodology outlines the steps that have been taken to produce the electoral forecast for the Royal Borough of Kingston upon Thames required as part of the electoral review undertaken by the Local Government Boundary Commission for England (LGBCE).
- 1.2. The table below shows the projected populations produced by the Greater London Authority (GLA) and the Office for National Statistics (ONS) for the borough. Given the population projections will be used to calculate the electoral forecast only those aged 18 and over have been included in the projections.

	2019	2020	2021	2022	2023	2024	2025
GLA Housing-led (2016 based)	140800	142300	143800	145200	146500	147600	148700
ONS SNPP	140600	141900	143100	144500	145700	147100	148500

Table 1: *The adult population projections from the GLA and ONS comparison*

- 1.3. The Greater London Authority (GLA) housing led 2016 base population projections were used to calculate the electorate forecast rather than the ONS subnational population projections (SNPP) recommended by the LGBCE. This is because the GLA projections are considered to be more representative of a London Borough demographic and are therefore deemed to be a more robust forecast of the population. Importantly, these projections are not just unconstrained population growth: they take into account the availability of homes, which has an impact on where people choose to live and therefore local population growth.

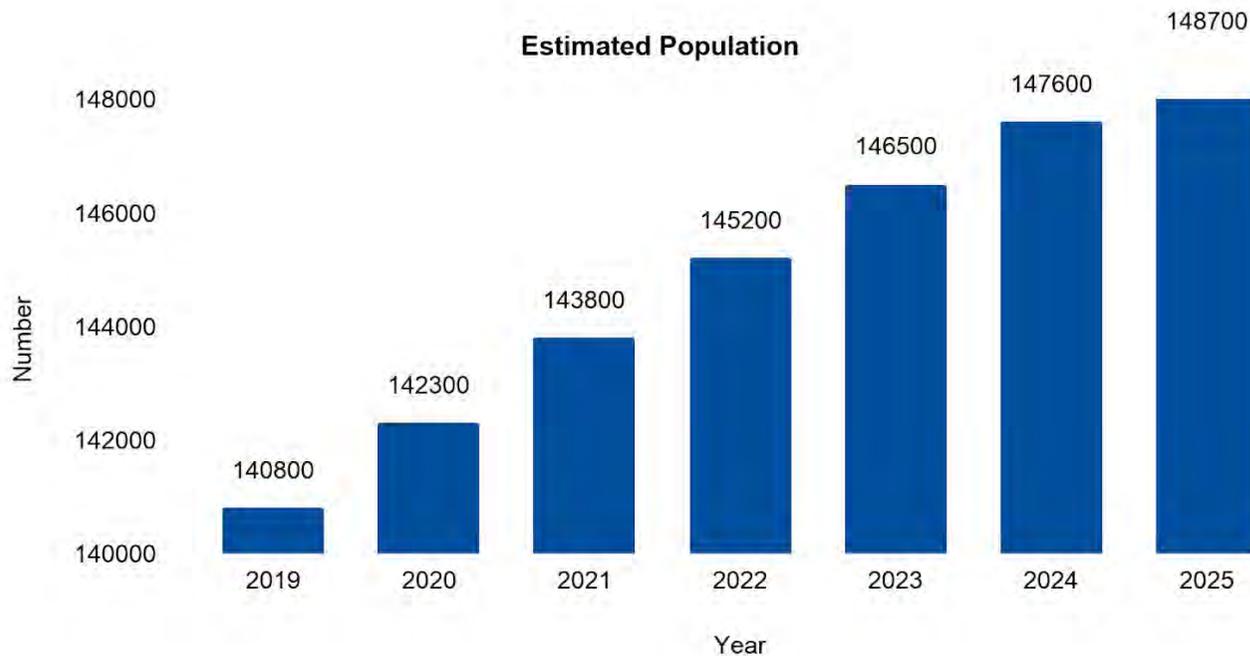


Figure 1: Chart to show GLA population projection increase from 2019 - 2025

- 1.4. The GLA housing led population projections use two sets of information to assess how many homes will come forward: for the first few years, actual completions figures are used from the [London Development Database \(LDD\)](#), a collaborative project between the Mayor of London and the London boroughs to monitor planning permissions, starts and completions. For future years to 2041, the 2016 Strategic Housing Land Availability Assessment (SHLAA) development trajectory is used. This determines the quantity and suitability of land potentially available for housing developments and therefore the likely number of new homes that are likely to come forward in an area. The SHLAA includes sites in previous SHLAAs, sites allocated for development in development plans, sites with planning permission, sites identified by land owners and other interested parties through a 'call for sites' exercise (where these have been agreed with the boroughs for inclusion) and sites identified through development capacity studies undertaken by the GLA. This includes information from the LDD. These are then assessed for their suitability for housing developments together with the boroughs, including the probability of a site coming forward and when in the future that might be. Smaller sites under 0.25 hectares are estimated by the SHLAA through a modelling exercise where housing completions are adjusted to account for changes in planning policy in the London Plan.

- 1.5. This means that the SHLAA, and therefore the housing-led population projections, already takes into account any additional housing and accounts for the likely timescales for the new homes to become available. It also translates these new homes into likely population change because the relationship between new homes and population increases (including the eligibility of people to register to vote) is not straight-forward. For example, there are a large number of hidden households such as adult children living with parents or other family. If these 'adult-children' move into their own home, this does not result in an additional registration on the electoral register, merely the move of electoral registration from one property to another (although it may be in a different ward).
- 1.6. The GLA housing led 2016 base population projection takes into account housing developments in Kingston in the time period measured. The population projections have not been adjusted further because there are no major housing developments which the Council believes will be completed in the borough over the period to 2025 that have not already been accounted for. If development sites were to be separately included, this would result in double-counting. The council has been made aware of a very small number of sites in Metropolitan Open Land/Green Belt which are not included in the SHLAA and which, if approved for release would result in significant housing numbers. However, the test for release through a planning application is "very special circumstances" and through the local plan process is "exceptional circumstances". Additionally, the draft new London Plan strengthens protections for Green Belt, and this is scheduled to replace the current London Plan at the end of 2019. In both cases these are very significant hurdles and therefore the likelihood of these sites delivering new homes at all, or if so, by 2025 is *de minimus*, and therefore these sites have not been separately included.

2. Borough Level Forecast

- 2.1. To produce the electorate forecast the council has calculated the average percentage of registered electors compared to the over-18 population estimate for the last three years (2017-2019).
- 2.2. The percentage of registered electors to the over-18 population for 2017, 2018 and 2019 was calculated for the borough using the latest figures from the February 2019 electoral register (the most recent publication) and the local government electorate at the same point for 2017 and 2018. The nationwide transition to Individual Electoral Registration was only completed in December 2015. Therefore it was felt that using data from February 2016 (immediately after the end of the transition) and earlier years could distort the figures. Each year's local government electorate was compared against the over-18 population estimate for Kingston from the GLA population projections for that year.
- 2.3. Having calculated the average percentage of electors to over-18 population for the 2017, 2018 and 2019 February registers, this figure was applied to the 2025 estimated over-18 population figure to calculate the estimated electorate figure for 2025. The ratios for 2017, 2018 and 2019 were averaged to produce a final ratio that is more representative of the relationship between the electorate/population.
- 2.4. The table identifies an adult population increase of 5.6% for Kingston. This finding is similar to the London increase of 6.4%.

	2017	2018	2019	2025 estimate
Number of local government electors	117,170	116,720	115,480	123,489
Number of electors per councillor	2,441	2,432	2,406	2,573
Adult population (aged 18 and over) (approx)	139,600	140,200	140,800	148,700
Percentage of registered electors to adult population	84.0%	83.2%	82.0%	83.1% (based on three year average)

Table 2: Forecast figures for RBK at the borough level

Note: The population projection figures have been rounded to the nearest 100. Calculations were made on the exact figure.

3. Ward Level Forecast

- 3.1. The GLA produces ward level population projections which also incorporates the 2016 Strategic Housing Land Availability Assessment (SHLAA) development trajectory.
- 3.2. To forecast the future electorate for individual wards in the borough the same approach was taken as for the borough level forecast. The percentage of registered electors to the adult population for 2017, 2018 and 2019 was calculated for each ward in the borough using the latest figures from the February 2019 electoral register (the most recent publication) and the local government electorate at the same point for 2017 and 2018. Each year's local government electorate was compared against the adult population estimate for Kingston from the GLA housing led 2016 base population projections for that year.

Ward	2017 estimated adult population (GLA)	Electorate February 2017	2017 % of electors to adult population	2018 estimated adult population (GLA)	Electorate February 2018	2018 % of electors to adult population	2019 estimated adult population (GLA)	Electorate February 2019	2019 % of electors to adult population	Average % of electors to adult population	2025 estimated adult population (GLA)	2025 estimated electorate
Alexandra	7783	7136	91.7%	7797	7130	91.4%	7806	7038	90.2%	91.1%	9087	8278
Berrylands	8420	7119	84.5%	8439	7030	83.3%	8451	7037	83.3%	83.7%	8827	7389
Beverley	8636	7509	86.9%	8652	7425	85.8%	8657	7402	85.5%	86.1%	9374	8070
Canbury	11558	9078	78.5%	11789	9143	77.6%	12018	9120	75.9%	77.3%	12108	9363
Chessington North & Hook	7199	6809	94.6%	7206	6801	94.4%	7203	6719	93.3%	94.1%	7372	6936
Chessington South	8515	7835	92.0%	8564	7869	91.9%	8624	7819	90.7%	91.5%	8800	8054
Coombe Hill	8820	6713	76.1%	8853	6631	74.9%	8867	6551	73.9%	75.0%	8765	6571
Coombe Vale	7994	7170	89.7%	8010	7126	89.0%	8021	7071	88.2%	88.9%	8286	7369

Grove	10733	7517	70.0%	10790	7390	68.5%	10826	7276	67.2%	68.6%	12755	8747
Norbiton	8832	6992	79.2%	8860	6973	78.7%	8877	6855	77.2%	78.4%	9583	7510
Old Malden	7849	7231	92.1%	7868	7245	92.1%	7877	7187	91.2%	91.8%	8578	7876
St James	7439	6759	90.9%	7455	6798	91.2%	7467	6711	89.9%	90.6%	7872	7135
St Mark's	10433	6962	66.7%	10536	6940	65.9%	10591	6724	63.5%	65.4%	10394	6794
Surbiton Hill	9373	7844	83.7%	9387	7752	82.6%	9399	7597	80.8%	82.4%	9440	7775
Tolworth & Hook Rise	8330	7447	89.4%	8372	7412	88.5%	8398	7317	87.1%	88.4%	9758	8622
Tudor	7647	7049	92.2%	7677	7055	91.9%	7713	7056	91.5%	91.9%	7640	7018

Table 3: Ward forecast figures for RBK

Note: GLA figures are unrounded due to being used in calculations. Please note the level of precision in this table should not be mistaken for a declaration of accuracy. Totals may not sum due to rounding. (for more information [click here](#))

3.3. As per the table above, in February 2019, the lowest percentage of registered electors to the estimated adult population is in St Mark's ward (63.5%) and the highest is in Chessington North & Hook (93.3%). Across the borough the percentage of the adult population registered to vote will be impacted, not only by low registration rates in some wards, but also by the housing types and the proportion of the adult population who are eligible to register to vote. (See section 5 'Other considerations for warding' for more information)

4. Polling District Level Forecast

- 4.1. Having produced a projected electorate for each ward it was possible to calculate a polling district forecast using the average number of electors, as a percentage of the ward electorate, within each polling district for 2017, 2018 and 2019. The average of these three years was then used to distribute the projected ward electorate between the polling districts for that ward (see table below).
- 4.2. The initial polling district forecast figures were then re-evaluated based on where there are known developments that will include 30 or more properties that are due to be either partially or fully completed by 2025. The estimated number of electors was then calculated for each of these developments (as shown in the table below). This was achieved by multiplying the expected number of new homes by the average number of electors per household for that specific polling district.

Ward	Polling District	New Homes by 2025 included in the SHLAA population forecast	Ratio of electors per property in the ward*	Estimated Electorate for the development by 2025
Berrylands	AB	179	1.3	237
Beverley	BB	46	1.5	70
Beverley	BC	147	1.7	242
Grove	E	1146	1.1	1291
Grove	EA	32	1.5	47
Grove	EB	32	1.3	42
Alexandra	F	34	2.0	68
Alexandra	FA	386	1.9	722
Old Malden	G	44	2.0	88
Old Malden	GA	54	1.9	103
Norbiton	H	211	1.4	303
Norbiton	HA	151	1.5	229

Tolworth and Hook Rise	JA	106	1.8	188
Tolworth and Hook Rise	JB	485	1.9	929
St James	KA	483	1.8	77
St Marks	LB	48	1.6	78
Surbiton Hill	M	41	1.3	55
Canbury	T	30	1.1	32
Coombe Hill	UC	37	1.4	51
		3692		4852

Table 4: Electorate forecast for new properties included in the SHLAA estimated to be completed by 2025

* The ratio of electors to properties for each polling district has been rounded to one decimal place in this table

4.3. The initial forecast figures were then re-distributed between the polling districts in each of the affected wards. Firstly by taking the overall increase from 2019 to 2025 for the ward and ensuring that 100% of the electors forecasted for the developments within specific polling district were accounted for. Then by taking the remaining electors and re-distributing these using the same methodology as was used to obtain the initial electorate forecast (i.e. by using the 'average of electorate in each polling district').

4.4. The table below sets out the adjustments that have been made in 12 wards.

Polling District	Existing Ward	Electorate February 2017	2017 % of ward electorate	Electorate February 2018	2018 % of ward electorate	Electorate February 2019	2018 % of ward electorate	Average % of ward electorate in each polling district	Ward electorate forecast	INITIAL electorate forecast at polling district level for 2025	REVISED 2025 electorate forecast accounting for development
A	Berrylands	1567	22.0%	1560	22.2%	1564	22.2%	22.1%	7389	1636	1590
AA	Berrylands	2871	40.3%	2843	40.4%	2909	41.3%	40.7%		3007	2956
AB	Berrylands	2681	37.7%	2627	37.4%	2564	36.4%	37.2%		2745	2843
B	Beverley	1149	15.3%	1132	15.2%	1132	15.3%	15.3%	8070	1233	1187
BA	Beverley	2003	26.7%	1981	26.7%	1984	26.8%	26.7%		2156	2079

BB	Beverley	1555	20.7%	1551	20.9%	1554	21.0%	20.9%		1684	1698
BC	Beverley	2802	37.3%	2761	37.2%	2732	36.9%	37.1%		2997	3106
C	Chessington North & Hook	2774	40.7%	2760	40.6%	2708	40.3%	40.5%		6936	2812
CA	Chessington North & Hook	2601	38.2%	2617	38.5%	2613	38.9%	38.5%	2672		No change
CB	Chessington North & Hook	1434	21.1%	1424	20.9%	1398	20.8%	20.9%	1452		No change
D	Chessington South	2971	37.9%	2977	37.8%	3003	38.4%	38.1%	8054	3065	No change
DA	Chessington South	2350	30.0%	2385	30.3%	2343	30.0%	30.1%		2423	No change
DB	Chessington South	2170	27.7%	2159	27.4%	2134	27.3%	27.5%		2213	No change
DC	Chessington South	344	4.4%	348	4.4%	339	4.3%	4.4%		353	No change
E	Grove	1739	23.1%	1765	23.9%	1779	24.5%	23.8%	8747	2084	3091
EA	Grove	3409	45.4%	3323	45.0%	3235	44.5%	44.9%		3930	3323
EB	Grove	2369	31.5%	2302	31.2%	2262	31.1%	31.3%		2734	2333
F	Alexandra	2430	34.1%	2432	34.1%	2398	34.1%	34.1%	8278	2821	2619
FA	Alexandra	1721	24.1%	1699	23.8%	1696	24.1%	24.0%		1988	2526
FB	Alexandra	2985	41.8%	2999	42.1%	2944	41.8%	41.9%		3469	3133
G	Old Malden	2796	38.7%	2821	38.9%	2816	39.2%	38.9%	7876	3066	3097
GA	Old Malden	3590	49.6%	3592	49.6%	3543	49.3%	49.5%		3899	3893
GB	Old Malden	845	11.7%	832	11.5%	828	11.5%	11.6%		911	886

H	Norbiton	2394	34.2%	2359	33.8%	2331	34.0%	34.0%	7510	2555	2675
HA	Norbiton	2657	38.0%	2684	38.5%	2631	38.4%	38.3%		2875	2907
HB	Norbiton	1941	27.8%	1930	27.7%	1893	27.6%	27.7%		2079	1928
J	Tolworth & Hook Rise	2231	30.0%	2230	30.1%	2167	29.6%	29.9%	8622	2577	2224
JA	Tolworth & Hook Rise	3200	43.0%	3180	42.9%	3165	43.3%	43.0%		3711	3435
JB	Tolworth & Hook Rise	2016	27.1%	2002	27.0%	1985	27.1%	27.1%		2334	2963
K	St James	2496	36.9%	2514	37.0%	2483	37.0%	37.0%	7135	2638	2612
KA	St James	1304	19.3%	1296	19.1%	1285	19.1%	19.2%		1368	1428
KB	St James	2959	43.8%	2988	44.0%	2943	43.9%	43.9%		3130	3095
L	St Marks	2179	31.3%	2165	31.2%	2080	30.9%	31.1%	6794	2116	2076
LA	St Marks	2660	38.2%	2619	37.7%	2501	37.2%	37.7%		2562	2497
LB	St Marks	2123	30.5%	2156	31.1%	2143	31.9%	31.1%		2116	2221
M	Surbiton Hill	3053	38.9%	3007	38.8%	2903	38.2%	38.6%	7775	3004	3005
MA	Surbiton Hill	2217	28.3%	2149	27.7%	2113	27.8%	27.9%		2172	2148
MB	Surbiton Hill	2574	32.8%	2596	33.5%	2581	34.0%	33.4%		2599	2622
S	Coombe Vale	2111	29.4%	2136	30.0%	2077	29.4%	29.6%	7369	2181	No change
SA	Coombe Vale	1566	21.8%	1527	21.4%	1514	21.4%	21.6%		1589	No change
SB	Coombe Vale	3493	48.7%	3463	48.6%	3480	49.2%	48.8%		3599	No change
T	Canbury	2384	26.3%	2380	26.0%	2372	26.0%	26.1%	9363	2444	2459
TA	Canbury	1831	20.2%	1822	19.9%	1811	19.9%	20.0%		1871	1853
TB	Canbury	3475	38.3%	3539	38.7%	3566	39.1%	38.7%		3623	3648

TC	Canbury	1388	15.3%	1402	15.3%	1371	15.0%	15.2%		1425	1403
U	Coombe Hill	2275	33.9%	2214	33.4%	2177	33.2%	33.5%	6571	2201	2165
UA	Coombe Hill	2157	32.1%	2145	32.3%	2164	33.0%	32.5%		2136	2152
UB	Coombe Hill	1064	15.8%	1071	16.2%	1046	16.0%	16.0%		1051	1039
UC	Coombe Hill	1217	18.1%	1201	18.1%	1164	17.8%	18.0%		1183	1215
V	Tudor	1311	18.6%	1307	18.5%	1304	18.5%	18.5%	7018	1301	No change
VA	Tudor	2044	29.0%	2053	29.1%	2067	29.3%	29.1%		2044	No change
VB	Tudor	2262	32.1%	2250	31.9%	2266	32.1%	32.0%		2248	No change
VC	Tudor	1432	20.3%	1445	20.5%	1419	20.1%	20.3%		1425	No change

Table 5: Polling District forecast figures for RBK adjusted to account for developments that will include more than 30 properties.

5. Other considerations for warding

5.1. Student population and University Halls of residence

- 5.1.1. There are university halls of residence in Beverley, Grove, Norbiton, St Mark's and Coombe Hill wards. Prior to the introduction of Individual Electoral Registration (IER) in 2014 Kingston University would provide the council with details of all students living in halls of residences to allow the Electoral Registration Officer to automatically register students. Following the introduction of IER there has been a reduction in the electorate of these wards because there is now a requirement for each student to register to vote individually. The council works with Kingston University to collect contact details of students to encourage registration, however many students prefer to only register to vote at their 'home' (i.e. non-term time address). There are also a number of overseas students and are not eligible to register due to their nationality.

Polling District	Ward	Number of Rooms in student halls	2013 registration rates (Pre-IER)	Number of students registered in halls
B	Beverley	313	Not built yet	12
E	Grove	329	129	21
EA	Grove	410	156	32
EB	Grove	90	Not built yet	5
H	Norbiton	143	Not built yet	9
HA	Norbiton	130	Not built yet	20
L	St Marks	734	574	27
LB	St Marks	722	560	66
UA	Coombe Hill	491	349	46
Borough Total		3362	1,768	238

Table 6: Location and volume of Halls of Residence located within the Royal Borough of Kingston and changes in registration rates

5.1.2. There are also students living in private rented accommodation across the borough and the table below details the volume of properties in each ward receiving a student exemption for their Council Tax and how these are distributed throughout the borough.

Ward	Number of properties in ward*	Total Number of properties receiving a student exemption per Council Tax	% of total properties in ward in receipt of student council tax exemption	% of total properties across the borough in receipt of student council tax exemption
Grove	5471	594	10.86	30.18
Canbury	6194	231	3.73	11.74
Norbiton	4324	215	4.97	10.92
St Marks	4696	183	3.90	9.30
Coombe Hill	3913	148	3.78	7.52
Berrylands	4537	112	2.47	5.69
Surbiton Hill	4823	70	1.45	3.56
Alexandra	3631	66	1.82	3.35
Beverley	4456	61	1.37	3.10
Tudor	3847	59	1.53	3.00
Tolworth & Hook Rise	4046	51	1.26	2.59
Coombe Vale	3708	46	1.24	2.34
Chessington North & Hook	3503	35	1.00	1.78
Old Malden	3677	33	0.90	1.68
St James	3406	32	0.94	1.63
Chessington South	4172	32	0.77	1.63

Table 7: The location and volume of properties in each ward that are listed by the Council Tax department as receiving an exemption from Council Tax as the property is occupied by students

* Taken from property database from the electoral register in as at February 2019 - These figures exclude 'Halls of residence', but do include individual rooms in 'Houses of Multiple Occupation' properties

5.2. Privately rented accommodation

- 5.2.1. In addition to the student population mentioned in section 5.1, both Grove and St Mark's ward have a high proportion of privately rented accommodation. Both these wards contain commuters, particularly in St Mark's due to the 'fast' South Western Railway train service to London Waterloo. Grove ward has a high number of students living in privately rented accommodation (as opposed to student halls of residences). Both these groups are known to be under-registered.

Ward	% of properties rented from private landlords or letting agencies
St Marks	37.10%
Grove	35.20%
Surbiton Hill	29.60%
Canbury	26.70%
Berrylands	25.70%
Coombe Hill	24.50%
Norbiton	22.60%
Beverley	20.70%
Coombe Vale	18.50%
Tolworth & Hook Rise	15.30%
Tudor	13.30%
St James	13.20%
Alexandra	12.30%
Old Malden	11.40%
Chessington South	8.40%
Chessington North & Hook	7.50%

Table 8: *The percentage of properties rented from private landlords or letting agencies by ward*

Source: *ONS Census 2011*

5.3. Non-eligible Nationals

- 5.3.1. There is a large Korean community in the New Malden area of the borough, primarily we believe, in the Beverley, St James and Coombe Vale wards. There are no other significant communities not eligible to register to vote within the borough.

Appendix 2

Committee and Outside Bodies Memberships

Committees	Membership
Finance And Contracts Committee	11
Community Engagement Committee	11
Environment And Sustainable Transport Committee	11
Strategic Housing And Planning Committee	11
Children's And Adults' Care And Education Committee	11
Health and Wellbeing Board	6
Health Overview Panel	11
Scrutiny Panel	7
Development Control Committee	11
Audit, Governance And Standards Committee	5
Licensing Committee	15
Licensing Sub-Committee	3
Neighbourhood Committees	Membership
Kingston Town	12
Maldens and Coombe	15
South of the Borough	9
Surbiton	12
Neighbourhood Consultation Forums	Membership
Kingston Town Consultation Forum	12
Maldens and Coombe Consultation Forum	15
South of the Borough Consultation Forum	9
Surbiton Consultation Forum	12
Neighbourhood Planning Sub-Committees	Membership
Kingston Town Planning Sub-Committee	To be agreed by Neighbourhood Committee
Maldens and Coombe Planning Sub-Committee	To be agreed by Neighbourhood Committee

Appendix 2

South of the Borough Planning Sub-Committee	To be agreed by Neighbourhood Committee
Surbiton Planning Sub-Committee	To be agreed by Neighbourhood Committee
Other bodies and panels	Membership
Pension Fund Panel	5
Blue Badge Appeals Panel	5
Senior Staff Panel	5
Staff Consultative Committee	5
Staff Appeals Committee	5
Teachers' Appeals Committee	5
Standing Advisory Council For Religious Education	3
Home To School Travel Appeals Panel	5
Corporate Parenting Panel	4
Joint Committees with other Authorities	Membership
Joint Committee For Achieving For Children	3
Standing Joint Health Overview And Scrutiny Committee	1
South London Partnership	1
Joint Appointments Committee With Lbrut For Director Of Children's Services	3
South London Joint Committee On Waste Disposal	2 (one non-voting member)

Outside Bodies	Membership
London Councils Leaders' Committee (S101 Joint Committee)	1
London Councils Associated Joint Committee (Transport and Environment Committee)	1
Associated Joint Committee (London Councils Grants Committee)	1
Greater London Employment Forum (GLEF):	1
Pensions CIV (Common Investment Vehicle)	1

Appendix 2

Sectoral Joint Committee	
London Councils Limited	1
London Health and Wellbeing Board Chairs Network	1
Local Government Association General Assembly	4
London Youth Games Ltd	1
Joint Waste Development Plan Document Member Working Group	2
Surrey Countryside Partnerships Board (former Lower Mole project)	1
2 M Group (Heathrow expansion)	1
Kingston Hospital Council of Governors – 3 years to June 2020	2
NHS SWL STP Leadership Group – 1 year	1
Reserve Forces and Cadets Association for Greater London	1
Thames Landscape Strategy	2
Global Arts Kingston	1
Kingston Primary Care Commissioning Board	1
Kingston Arts Council	1
Kingston Arts Council Executive Committee	3
Kingston Chamber of Commerce	1
Kingston Safer Neighbourhood Board	2
Kingston Sports Council (to 2018)	1
Kingston Theatre Trust (Terms are for 3 years)	2
Kingston First	2
Kingston upon Thames Society (Executive Board)	1
Local Children's Safeguarding Board	1
Local Safeguarding Adults Partnership Board	1

Appendix 2

Tolworth Hospital Community Forum (SWLSTG)	8
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PART 3A - RESPONSIBILITY FOR FUNCTIONS - FULL COUNCIL AND COMMITTEES

1. COUNCIL

2. GENERAL REFERENCES AND DELEGATIONS TO COMMITTEES

[The Finance And Contracts Committee](#)
[The Strategic Housing And Planning Committee](#)
[The Children's And Adults' Care And Education Committee](#)
[The Environment And Sustainable Transport Committee](#)
[The Community Engagement Committee](#)
[The Health And Wellbeing Board](#)

3. NEIGHBOURHOOD COMMITTEES

4. REGULATORY AND OTHER COMMITTEES / PANELS

[Audit, Governance and Standards Committee](#)
[Development Control Committee](#)
[Licensing Committee](#)
[Home to School Travel Appeals](#)
[Blue Badge Appeals Panel](#)
[Senior Staff Panel](#)
[Staff Appeals Panel](#)
[Teacher Appeals Committee](#)
[Pension Fund Panel](#)

5. CONSULTATIVE / ADVISORY BODIES

[Safeguarding of Children Review Panel](#)
[Staff Consultative Committee](#)
[Kingston Youth Council](#)

6. JOINT COMMITTEES

[Achieving for Children Joint Committee](#)
[South London Joint Committee on Waste Disposal](#)
[South London Partnership Joint Committee](#)
[The London Pensions Collective Investment Vehicle Joint Committee](#)

7. STATUTORY BODIES

[Standing Advisory Council for Religious Education](#)
[Kingston Schools Forum - The Funding Consultative Group](#)
[Pension Board](#)

This Part of the Constitution deals with the allocation of responsibility for undertaking the functions of the Council. Full Council (where all 48 Councillors meet together) is the primary decision-making body of the Council and as such is responsible for the exercise of all the functions that are the responsibility of the local authority. However, in order to operate more effectively as an organisation, Full Council delegates many of its decision-making powers to committees, to officers, and to other local authorities. References to committees shall also include sub-committees except where otherwise stated.

The Scheme of Delegation to Officers, which deals with the powers allocated to Officers of the Council is set out at Part 3B

1. Full Council

Only Full Council will exercise the following functions:

- (a) approval of the Constitution and any changes to it.
- (b) approval of the annual Budget and policy framework and setting the Council Tax;
- (c) ,Making any applications to the appropriate Secretary of State in respect of any Housing Land Transfer;
- (d) agreeing and/or amending the terms of reference for Panels, Committees, etc, deciding on their composition and making appointments to them; including the Chairs, Co-Chairs and Vice-Chairs where appropriate;
- (e) appointing the Mayor;
- (f) appointing elected (and other) Members to such other Council bodies as appropriate;
- (g) adopting the authority's Code of Conduct for Members and the Councillor Recall Scheme;
- (h) confirming the appointment of the Chief Executive;

- (i) dismissal of the Chief Executive, Chief Finance Officer and Monitoring Officer following consideration of the advice, views and recommendations of the Senior Staff Panel, the conclusion of any investigations into the proposed dismissal and any representations from the relevant Officer
- (j) determining the Scheme and amounts of Members' Allowances (including the Mayor's Allowance);
- (k) being the final arbiter on controversial issues referred to Council through the requisitioning process (see Article 4.05);
- (l) being a forum for debate on policy issues, including matters referred to the Council by Committees or Panels, motions submitted by Members in accordance with Standing Order No 8, and an annual State of the Borough debate on a matter of local concern;
- (m) providing opportunities for public participation through deputations, the presentation of petitions and the identification by the community of topics for debate;
- (n) providing opportunities for debate on matters that are not necessarily within the Council's responsibilities but impact on the Borough or a significant number of residents of the Borough and where, at the Council's discretion, representatives of other agencies (e.g. the Police, the Health Authority, the GLA) may also be asked to address the Council, present proposals and/or answer questions;
- (o) appointing representatives to serve on national and London-wide outside bodies (e.g. LGA, London Councils) and to other outside bodies unless the appointment has been delegated by the Council;
- (p) taking any other decisions which have not been delegated by the Council to another Committee or body, or to officers. These currently include the following:
 - conferring the Freedom of the Borough and the status of Honorary Alderman;
 - to make, amend, revoke or enact any bylaws and to promote or oppose any Local Bills in Parliament;
 - to change the name of the Borough;
 - to authorise the making of compulsory purchase orders (upon a recommendation from the Finance and Contracts Committee);

- to appoint the Council's Returning Officer for elections and the Electoral Registration Officer; to authorise the creation of polling districts or revisions to polling district boundaries; the Council's powers in relation to the filling of vacancies in the office of Councillor; the submission of proposals for pilot electoral schemes;
 - appointment of 'Proper Officers' and designation of Head of Paid Service and Monitoring Officer;
 - duty to make arrangements for the proper administration of the Council's affairs; and
 - the power to make payments in cases of maladministration;
- (q) all other matters which, by law, must be reserved to Council.
- (r) to receive the recommendations of the Scrutiny Panel in respect of call ins which have, exceptionally, been reported to Council instead of the decision making Committee, and determine a response.

Meanings

(a) Policy Framework.

The policy framework means the following plans and strategies:

- Annual Library Plan
- Crime and Disorder Reduction Strategy
- Licensing Policy Statement
- Local Transport Plan
- Plans and alterations which together comprise the Development Plan
- Sustainable Community Strategy (i.e. the Kingston Plan)
- Youth Justice Plan
- A plan or strategy for the control of the local authority's borrowing, investments or capital expenditure, or for determining the authority's minimum revenue provision.

Together with such other plans or strategies that the Council may decide should be added to the policy framework.

- (b) Budget.** The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, the council tax base, setting the council tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits.

- (c) **Housing Land Transfer.** Housing Land Transfer means the approval or adoption of applications (whether in draft form or not) to the Secretary of State for approval of a programme of disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under sections 32 or 43 of the Housing Act 1985.

2. General References and Delegations to Committees

A. APPLICABLE TO STRATEGIC AND NEIGHBOURHOOD COMMITTEES

- (1) The table below sets out the extent of the delegated decisions which each Strategic and Neighbourhood Committee may exercise within that committee's remit. In addition, the table sets out the limits of delegated authority for the Chief Executive, Strategic Directors and other Officers.

<p>Decision Making authority delegated to Strategic Committees</p>	<p>A Strategic Committee may take any decision within its remit with the exception of a decision which would be outside of or not wholly in accordance with, the Council's budget and policy framework, including contract and virement decisions.</p> <p>(N.b. Recommendations which are outside of the Council's Policy and budget framework are reserved to Finance and Contracts Committee).</p> <ul style="list-style-type: none"> ● Contract awards over £1 million in total over the life of the contract ● Capital virements over £500,000 ● Revenue estimate virements over £500,000 ● New capital schemes over £500,000 ● Debt write offs over £100,000 ● Variations to schemes within capital programme over £500,000 ● Any decision that is deemed by the relevant Director to be significant ● Recommendations to Full Council in relation to the policy and budget framework within the
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	<p>Committees portfolio of responsibility</p> <ul style="list-style-type: none"> ● To make appointments to outside bodies ● To agree the acquisition and disposal of land and property where the value is in excess of £1million (reserved to Finance and Contracts Committee) ● To recommend to Council the making of Compulsory Purchase Orders (reserved to Finance and Contracts Committee)
Neighbourhood Committees	<p>In addition to powers and duties specifically reserved to Neighbourhood Committees, any decision which impacts upon a single Neighbourhood Committee area may be taken by the relevant Neighbourhood Committee provided that:</p> <ul style="list-style-type: none"> - The decision is within Council's budget and policy framework/ there is no conflict with Council policy; - The impact of the decision extends no further than the boundaries of relevant Neighbourhood area. - Any financial implications of decisions taken are capable of being contained within the approved budget; - The decision does not involve matters of a highly controversial nature as determined by the Chief Executive, in consultation with the Chair of the Neighbourhood Committee concerned.
Officers	<ul style="list-style-type: none"> ● Any decision not specifically delegated to a Strategic Committee, Neighbourhood Committee or a Director, <p>(N.b. officer decisions shall be taken in accordance with the relevant Directorate internal scheme of authorisation, the contract standing orders and financial regulations)</p>

B. APPLICABLE TO INDIVIDUAL COMMITTEES

TERMS OF REFERENCE OF THE FINANCE AND CONTRACTS COMMITTEE

- (1) To be the principal means by which advice on strategic policy and plans is given and co-ordinated and to advise the Council, as necessary, on strategic issues.

This to include:

- (a) allocating resources to spending committees and taking such action as necessary to effect the maintenance, extension or contraction of services;
 - (b) preparing and keeping under review the Council's Medium Term Service and Financial Plan and Budget and recommending to the Council the levying of a Council Tax in respect of each financial year;
- (2) To maintain general oversight of the organisation, performance and operational working of the Council and to be responsible for the overall strategic direction of the Council including the following specific functions/activities:

Constitutional Issues	Finance (Revenue and Capital)
Electoral Services	Human Resources and Pensions
Legal Affairs	Contracts and Commissioning
Our Kingston Programme	Revenues and Benefits
Performance	Asset Management, including the disposal or acquisition of land or property
Regulatory services including Trading Standards and most of Environmental Health	Cemeteries and Crematoria
	Registration Services

- (3) To submit recommendations to the Council in the event of a difference of opinion arising between committees upon a matter which falls within the terms of reference of more than one committee.
- (4) To be responsible for those matters not specifically allocated to any other committee affecting the affairs of the Council.
- (5) To exercise the powers of any of the other Strategic Committees in cases where determination of a matter is urgent, subject to the

approval of the Chair of the relevant Committee and the Leader of the Council.

- (6) To consider and take any necessary action upon proposals for new legislation, Bills before Parliament, Acts of Parliament and other proceedings before Parliament affecting or likely to affect the interests of the Borough or its inhabitants generally where not the specific concern of any other committee(s). The promotion of Bills and Provisional and Statutory Orders in Parliament shall be dealt with by the Council.

TERMS OF REFERENCE OF THE STRATEGIC HOUSING AND PLANNING COMMITTEE

To be responsible for the following functions:

Regeneration	Planning Policy
Housing and Estate Regeneration	International Investment Partnerships
HMO Licensing	

The Committee has overall responsibility for the Council's housing functions, including council housing, homelessness, allocations and standards of housing in the area.

Specific responsibilities include:

- (a) the Council's Housing Strategy;
- (b) homelessness and the allocation of housing;
- (c) the commissioning or delivery of landlord functions in relation to Council owned housing;
- (d) all matters related to the regulation of private sector housing;
- (e) housing licensing and housing enforcement;
- (f) housing loans and grants
- (g) the Housing Revenue Account and HRA capital programme;
- (h) considers and makes recommendations to the Health and Wellbeing Board and Children's and Adults' Care and Education Committee on matters relating to the Council's wider health and wellbeing policies and programmes

TERMS OF REFERENCE OF THE CHILDREN'S AND ADULTS' CARE AND EDUCATION COMMITTEE

To be responsible for the following functions:

AfC Commissioning

Education and Skills

Schools and School Place Planning

Special Educational Needs

Children's Centres

Pupil Referral Units

Youth Service

Safeguarding

Looked After Children

Adult Social Care

Public Health

Leisure Services

Adult Education

Mental Health

Equalities

CSPAN

Approval of the Schools Budget Estimates and Schools Funding Formula (to meet the requirement that Schools are informed of their delegated budgets by 27 February each year)

TERMS OF REFERENCE OF THE ENVIRONMENT AND SUSTAINABLE TRANSPORT COMMITTEE

To be responsible for the following functions:

Cycling
Environment
Air Quality
Waste
Parks and Open Spaces
Street Scene
Heritage and Arts,
Nature Conservation and Open Spaces
Transport and Highways
Parking

TERMS OF REFERENCE OF THE COMMUNITY ENGAGEMENT COMMITTEE

To be responsible for the following functions:

Communications (Internal and External)
Kingston Partnership
Voluntary Sector and Voluntary Sector Commissioning
Consultation and Engagement
Customer Contact
Connected Kingston
Strategic Partnerships incl: Safer Kingston Partnership & South London Partnership
Emergency Planning
Business Continuity
Economic Development
Business Support and Development
Business and Skills
Tourism

This Committee will make recommendations in relation to Constitutional issues relating to Neighbourhood Committees and public participation in decision-making to full Council

TERMS OF REFERENCE OF THE HEALTH AND WELLBEING BOARD

To improve health and wellbeing and narrow the gaps in health inequalities

To ensure that health, social care and health-related services work in an integrated way, working with other appropriate agencies and departments and exploring further joint commissioning opportunities.

To ensure that the needs of the population are assessed through the statutory Joint Strategic Needs Assessment (JSNA)

To ensure that a Health and Wellbeing Strategy is developed, implemented and monitored which reflects the priorities identified in the JSNA

To provide feedback on the Kingston Clinical Commissioning Group's (CCG) Commissioning Plan

To provide input as required by the NHS Commissioning Board during the annual performance assessment of the CCG

To consider and sign off the Better Care Fund Plan

The production and maintenance of the Pharmaceutical Needs Assessment

3. NEIGHBOURHOOD COMMITTEES

Details of the Neighbourhood Committees structure are set out in Article 9 of the Constitution and the functions for which Neighbourhood Committees are responsible are set out below. Each Neighbourhood Committee is comprised of the Councillors representing the electoral wards within the Neighbourhood.

The role of the Neighbourhood Committees broadly comprises three distinct but complementary elements;

- i) to exercise the formal powers and duties of the Council in respect of certain services and functions;
- ii) to support and complement the work of the Strategic Committees and;
- iii) to use their positions of leadership and influence to actively engage with and empower the respective local communities and build capacity and resilience within them.

POWERS

Any decision which affects a single Neighbourhood Committee area may be taken by the relevant Neighbourhood Committee provided that:

- they are within Council policy / there is no conflict with Council policy;
- The impact of the decision is not wider than the relevant Neighbourhood
- any financial implications of decisions taken are capable of being contained within the approved budget;
- they do not involve matters of a highly controversial nature as identified by the Chief Executive in consultation with the Chair of the Neighbourhood Committee concerned.

Where a decision has a cross boundary impact on part of another Neighbourhood Committee area it will be taken by the Committee in the area in which the decision has the greatest impact subject to consultation with the secondary Committee. Where the effect of the impact is broadly equal the Monitoring Officer shall determine the appropriate decision maker in consultation with the Chairs of the relevant Neighbourhood Committees

The following powers and duties are specifically reserved to Neighbourhood Committees

1. To be responsible for the development and approval of Local Community Plans containing priority topics or issues identified through consultation and engagement on the local area and local population. Local Community Plans provide clear priorities, appropriate project workstreams and identify potential funding to be allocated for the Neighbourhood Committee's decision or recommendation to relevant Strategic Committee.
2. To make recommendations to Strategic Committees in relation to issues which impact on the Neighbourhood Committee Community Plan
3. To be responsible for the determination of Development Control applications in respect of the construction of up to 10 new dwellings or 1,000 square metres of non residential floorspace where the following circumstances apply:
 - A. A minor planning application for development which is contrary to Council policy unless it is intended to refuse the application.
 - B. Planning applications for development where there is significant local public concern (defined as 5 or more objection from separate

- addresses, who have objected in writing raising material planning considerations) unless it is intended to refuse the application AND the relevant Chair or Vice Chair requests that the application be considered at Committee.
- C. Where the Chair of the relevant Neighbourhood Committee requests, on material planning grounds, that the application be considered at Committee and both the Assistant Director, Strategic Planning and Infrastructure and the Chair of the Development Control Committee agree that it is appropriate to do so.
 - D. Where all relevant ward Members have, within 28 days of the date an application is deemed to be valid, submitted requests in writing raising objections on the basis of material planning grounds.
 - E. Applications submitted by or on behalf of the Council or where the Council has an interest in the land where the objection(s) have been received or where the Committee Chair has requested that it is determined by Committee.
 - F. Any application which falls within a Conservation Area and to which the relevant Conservation Area Advisory Committee resolves to object where it is intended to approve the application and the relevant Chair or Vice-Chair requests that the matter be considered by the Committee.
 - G. Any application which in the view of the Assistant Director of Strategic Planning & Infrastructure it is in the public interest should be considered by the relevant Committee.
4. To determine planning enforcement action in respect of planning decisions by either the Development Control Committee or the Neighbourhood Committee unless the Chair of the relevant Neighbourhood Committee, the Corporate Head of Planning and the Chair of the Development Control Committee agree that it is appropriate for the matter to be referred to the Development Control Committee
 5. To approve or reject schemes associated with all forms of parking controls which are contentious, and where objections cannot be resolved by negotiation
 6. To approve traffic management schemes on all roads other than A roads and strategic routes managed by Transport for London, where objections cannot be resolved by negotiation
 7. To make appointments to Outside Bodies operating solely within the relevant Neighbourhood

8. To establish Sub-Committees for the purpose of determining planning applications and planning enforcement action and agree their composition and working arrangements
9. To determine whether the allocation of Ward Councillor funding for the Neighbourhood Committee area is to be pooled across the entire Committee.
10. To be formally consulted on any major regeneration schemes in the Neighbourhood Committee area.
11. To be formally consulted on the scoping of Supplementary Planning Documents at the pre-application stage.
12. To be consulted on the Local Implementation Plan (LIP) programme before it is submitted to Transport for London.

ALLOCATION OF FUNDING

13. The Neighbourhood Committee will have access to certain funding streams to award projects, events and activities which provide a benefit to the neighbourhood area based on the allocation recommended by Finance and Contracts Committee to include (but not exhaustively) the following funding streams;
 - Community Interest Levy (CIL) funding,
 - Community Funding Grants and
 - Ward Councillor Funding (allocation of up to £2,000 per Councillor in each Neighbourhood). Ward Councillor funding may be pooled or used by individual Councillors, to be decided upon and at the discretion of each individual Neighbourhood Committee's arrangements each municipal year.

INFLUENCE AND ENGAGEMENT

In addition to the exercise of its formal powers and duties Neighbourhood Committees provide an effective mechanism for representing the interests of local communities. As such they may be involved in the following activities (this is not an exhaustive list)

1. Consultee on the development of council wide strategies and policies
2. To comment on proposed specifications for any Borough wide contracts where service delivery is likely to impact on the Neighbourhood and to monitor performance of the contractor where appropriate

3. To promote and support Local health provision, campaigns and GP engagement and to promote, support and engage with public health services to achieve greatest benefit to residents
4. To engage with partner and voluntary sector organisations on issue affecting the Neighbourhood Committee area

4. REGULATORY AND OTHER COMMITTEES / PANELS

Responsibility for functions

Audit, Governance and Standards Committee (Five Members of the Council, who should not be Portfolio Holders; 1 Independent member)

Statement of Purpose

The Audit, Governance and Standards Committee provides an independent and high level focus on audit, assurance and reporting arrangements that underpin good governance and financial standards. Its purpose is to provide independent assurance to members and those charged with governance, on the adequacy of the risk management framework and internal control environment. It provides an 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.

The Committee is also responsible for the promotion and maintenance of high standards of conduct amongst elected, co-opted and advisory members and employees of the Authority.

Audit and Governance Core Functions

1. Approve internal audit's Charter, risk based plan and any significant changes to the plan.
2. To monitor delivery of the audit plan.
3. Review Internal Audit's work and performance to include consideration of the most significant issues arising from internal audit work; obtaining assurance that appropriate action is being taken on those issues, conformance with the Public Sector Internal Audit Standards and monitoring results of the Quality Assurance and Improvement Programme;
4. Consideration of the external auditor's opinions of financial statements and of other reports addressed to those charged with governance in accordance with International Standards on Auditing; deciding any required initial response; obtaining assurance that appropriate action is being taken on any issues raised; initiating any appropriate recommendations to the Treasury Committee for matters within their remit; and otherwise initiating any action or matter that the Committee considers appropriate in relation to these opinions and reports;

5. Review of the effectiveness of relationships between internal and external audit and inspection agencies and between those and the subjects and addressees of their reports;
6. Undertake a self assessment of the effectiveness of the Audit, Governance and Standards Committee against the agreed terms of reference.
7. Maintain an overview of the effectiveness of the Council's arrangements for corporate governance, particularly those concerned with risk management, internal control, financial governance, treasury management, value for money and counter fraud and corruption; obtaining assurance that appropriate action is being taken on any issues or risks raised; initiating any appropriate recommendations to the Treasury Committee for matters within their remit; and otherwise initiating any action or matter that the Committee considers appropriate in relation to these issues;
8. On the Annual Statement of Accounts, the Annual Governance Statement and the Pension Fund accounts:
 - a) receive the accounts themselves and, following initial review of the appropriateness of accounting policies and questioning of the basis of the responsible financial officer's signature thereon, approve them for publication, subject to audit;
 - b) receive and approve the Annual Governance Statement and ensure from its work and enquiries that it addresses the key governance weaknesses and areas for improvement.
 - c) receive the external auditor's Annual Governance Report following audit of the accounts and, after reviewing and considering the matters raised therein and officers' responses thereto, submit it to the Treasury Committee for their consideration and action as appropriate;
 - d) monitor management action in response to issues raised in the action plan arising from the Annual Governance Statement and the external auditors' Annual Governance Report;
 - e) initiate any appropriate recommendations to the Treasury Committee or other action that the Committee considers appropriate in relation to these matters.
 - f) approve the Anti Fraud framework, endorsing those elements of it which are within the Constitution and recommending these to Council for approval

Standards Functions

1. To promote and maintain high standards of conduct amongst elected, co-opted, and advisory members of the Authority.
2. Generally, to be responsible for matters relating to the declaration and registration of interests.
3. To advise the Council on the adoption or revision of a Code of Conduct for members, this is to include the monitoring of the operation and effectiveness and any updating of the Code as appropriate.
4. To advise and assist in observing the Code, including arranging for the training of members in matters of conduct, and advice to individual members on such issues as the treatment of interests and, generally, on matters of conduct.
5. To hear and determine any appeals by Members against the Monitoring Officer's decisions on the grant of a dispensation.
6. To set up arrangements, including the establishment of a Sub –Committee, for the formal hearing of any complaints referred by the Monitoring Officer and to determine the procedure to be followed for any hearing. .
7. Where, following a hearing, by the Committee or Sub Committee, a failure to comply with the Code of Conduct is found, to
 - A. impose one or more of the sanctions
 1. Censuring or reprimanding the member;
 2. Reporting the Committee's findings to Council for information;
 3. Recommending to the member's Group Leader that he/she be removed from any or all Committees or Sub Committees of the Council. In the case of ungrouped members or in respect of Committees to which the political

balance requirements do not apply, recommend to Council that he/she be removed from any or all Committees or Sub-Committees of the Council;

4. Recommending to the Leader of the Council or Group Leader that the member be removed from particular Portfolio responsibilities;
 5. Request that the member undertakes such training as may be specified (to be arranged by the MO);
- B. refer the proposed imposition of one or more of the following sanctions for decision by Council
6. Removing from all outside appointments to which he/she has been appointed or nominated by the Council;
 7. Withdrawing facilities provided to the member by the Council, such as a computer, website and/or email and Internet access; or
 8. Excluding the member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.
8. To maintain oversight of the operation of the Councillor Recall Scheme, receive and consider an annual report on its operation and recommend modifications to Council, and to determine whether any further action should be pursued in the event of a Councillor failing to abide by the requirements of the Scheme
 9. To advise on good practice generally through training and the adoption, where necessary of protocols.
 10. To adjudicate on any dispute as to entitlement to payments under the Dependent's Allowance Scheme, and any allegations of abuse of the Scheme.

Development Control Committee (Eleven Members of the Council)

Functions

The Committee has concurrent reserve powers with Neighbourhood Committees to enable it to deal with any planning application that an individual Neighbourhood was unable to deal with for whatever reason (e.g. where a substantial number of Neighbourhood Councillors have prejudicial interest in a matter).

1. The exercise of the Council's Development Control responsibilities in respect of the following categories of planning application. (Formal consultation shall take place with Neighbourhood Committees prior to the exercise of these powers in those circumstances where the Head of Planning and Transport, in consultation with the Chair of the Development Control Committee and the Chair of the relevant Neighbourhood Committee, considers it appropriate)
 - a) In relation to development of such classes as the Development Control Committee may from time to time determine shall be the subject of recommendations to them including major developments involving the construction of more than 10 new dwellings or more than 1000 sq metres of non residential floorspace.
 - b) A major planning application for development which is contrary to Council policy unless it is intended to refuse the application.
 - c) Any application which, in the view of the Head of Planning, is in the public interest that it should be considered by the committee.
 - d) Where the Head of Planning considers that that an application should be refused where such a decision will result in the Council being made liable for a payment of compensation, save in the case of development which would have been permitted development but for an Article 4 direction.
2. The Committee may also consider and respond to consultations from external bodies, or the Strategic Committees.
3. The control of high hedges under Part 8 of the Anti-Social Behaviour Act 2003.
4. To receive performance monitoring information on matters within the remit of the Committee.

Responsibility for functions

**Licensing Committee
(Fifteen Members of the Council)**

Functions

1. The exercise of all the Council's functions under the Licensing Act 2003 and the Gambling Act, 2005
2. The determination of all licensing policy and strategy matters including, but not necessarily limited to, those concerning animal welfare, special treatment types, street trading, fireworks, sex establishments and scrap metal;
3. To review strategy and licensing policy and make recommendations to Council.
4. To have reserve powers to enable the Committee (or any of its Sub-Committees) to deal with any Licensing and Regulation matter that is the responsibility of Neighbourhood Committees where, on legal advice, a Neighbourhood Committee is unable to deal with the matter.
5. The Licensing Committee retains the right to exercise any function delegated to its Sub Committees, should it wish to do so.

Licensing Sub Committee

1. To deal with applications, determinations and reviews of licences under the Licensing Act 2003 and the Gambling Act 2005, or any amending legislation, in the circumstances set out in Part 3B of the Council's Constitution
2. To deal with any matter related to an application, determination or review of a licence under the Licensing Act 2003 and the Gambling Act 2005, or any amending legislation, including the determination of the Council's position in respect of legal proceedings arising therefrom.

[Responsibility for functions](#)

**Home to School Travel Appeals
(Five Members of the Council 3:2)**

Functions

To consider any appeals against decisions of the Director of Learning and Children's Services on Discretionary Awards and Home to School Travel Awards

[Responsibility for functions](#)

Blue Badge Appeals Panel

(Five Members of the Council (proportionate to the political balance) and an Independent Member nominated by Kingston Centre for Independent Living)
Functions

To review the decision taken by officers against an applicant's eligibility for a Blue Badge.

[Responsibility for functions](#)

Senior Staff Panel

(Five Members of the Council including at least one Portfolio Holder. Where the Panel is meeting in an advisory role as provided in point 2 below, voting membership must include at least two Independent Persons appointed in accordance with the provisions of s.28(7) of the Localism Act 2011)

Functions

1. Subject, in the case of the Chief Executive, or the dismissal of the Chief Finance Officer and Monitoring Officer, to the approval of the Full Council, the appointment, dismissal or disciplinary action in relation to the Chief Executive, Senior Leadership Team Directors and any posts holding a statutory officer designation if not at Director level. *(nb subject to change dependent upon the outcome of pending legal advice)*
2. To act as the advisory panel as defined in the Local Authorities (Standing Order) (England) (Amendment) Regulations 2015
3. To deal with job evaluation and any other pay related issues for these posts.

[Responsibility for functions](#)

Staff Appeals Panel

(Four Members of the Council)

Functions

To consider and determine appeals against dismissal in respect of non-teaching employees below Chief Officer level excluding dismissal on the grounds of redundancy...

[Responsibility for functions](#)

Teacher Appeals Committee

(Four Members of the Council)

Functions

To consider appeals received from teachers against termination of employment and either uphold the appeal or advise Governing Bodies accordingly.

Responsibility for functions

Pension Fund Panel
(Five Members of the Council and four observer Members)

Functions

To consider reports from the Fund Manager(s) on investment strategy, fund performance, investment transactions and related matters and to give instructions to the Fund Manager(s) as necessary from time to time.

1. CONSULTATIVE / ADVISORY BODIES

The Council has also established the following Consultative and Advisory bodies with the Membership and Terms of Reference as indicated.

Responsibility for functions

Safeguarding of Children Review Panel
(Seven Councillors (proportionate to the political balance) including the Portfolio Holder for safeguarding of children and the Opposition Spokesperson.)

Functions

To review on a quarterly basis the Council's child protection arrangements and make recommendations to officers, or where appropriate the Local Safeguarding Children's Board or the Adults and Children's Committee.

Responsibility for functions

Staff Consultative Committee
(Seven Councillors and representatives of UNISON the GMB union and Kingston Teachers and 5 Departmental Consultative Group representatives)

Functions

1. To establish regular methods of consultation between the Council and its employees with a view to harmonious relations and to advise on the settlement of any differences or misunderstandings should they arise.
2. To consider the local implementation of national and provincial agreements in relation to pay and terms and conditions of service and on any relevant matter

concerning the recruitment, payment, promotion, health, safety, welfare, training, discipline, working methods and retirement of employees. However, individual employment matters including discipline and capability will be excluded from the scope of the Staff Consultative Committee.

3. To provide a forum for consultation between the Authority and the recognised school teacher organisations on matters concerning teachers employed under the Teachers' Pay and Conditions - as adopted and supplemented by the Local Authority's human resources policies following consultations and negotiations with the Teachers' Professional Organisations, and on educational proposals.
4. Conditions of service for teachers which are negotiated nationally shall be the subject of consultation only where local interpretation or variation is appropriate within the law.
5. To consider any matter referred to it by the Council or by the Kingston upon Thames Branches of Unison or GMB or by the Kingston Teachers' representative(s).
6. To make appropriate recommendations on these matters to the Treasury Committee or, if deemed appropriate, to any other Council body which has responsibility for the efficient management of all Council human resources.

Note: The authority is able to negotiate on conditions of service only in respect of those teachers whom it employs, but it undertakes to recommend any agreements reached through the Staff Consultative Committee to the Governing Bodies of Foundation or Voluntary Aided Schools and Schools with delegated budgets without delay.

[Responsibility for functions](#)

Kingston Youth Council

(Up to 16 young people between the ages of 13 and 19 with the elected Youth Parliament member for Kingston as Chair)

Functions

The Youth Council as a body which the Council consults and which advises the Council on issues affecting young people.

6. JOINT COMMITTEES

Responsibility for functions

Achieving for Children Joint Committee

(Three Members of the Council, including the Leader of the Council and the Portfolio Holder with responsibility for Children’s Services, together with three Members of each of the London Borough of Richmond and the Royal Borough of Windsor and Maidenhead)

Terms of Reference and Procedure Rules

1. Purpose of the Joint Committee

1.1 The London Borough of Richmond upon Thames, the Royal Borough of Kingston upon Thames and the Royal Borough of Windsor and Maidenhead have established the Joint Committee pursuant to powers under the Local Government Acts 1972 and 2000. The Joint Committee shall be known as “The Achieving for Children Joint Committee”.

1.2 The Joint Committee will discharge functions on behalf of all three boroughs insofar as they relate to the ownership of jointly owned local authority company “Achieving for Children”.

1.3 The Joint Committee is not a self-standing legal entity but part of its constituent authorities. Any legal commitment entered into pursuant of a decision of the Joint Committee must be made by either or all of the authorities which will be indemnified appropriately.

1.4 These Terms of Reference govern the conduct of meetings of the Joint Committee and except, where expressly stated otherwise, take precedence over each Borough’s relevant Constitutional provisions. The Joint Committee may vary the Terms of Reference rules as it considers appropriate.

2. Definitions

2.1 Any reference to Access to Information legislation shall mean Part VA of the Local Government Act 1972 (as amended) and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (as amended).”

3. Functions

3.1 The Joint Committee will discharge on behalf of all three boroughs the functions listed below insofar as they relate to the ownership of local authority company “Achieving for Children”. The Joint Committee will decide on behalf of each Council to:

- Enter into any arrangement, contract or transaction resulting in expenditure either with a capital value greater than £10,000 or revenue value greater than

£10 million. Any expenditure of such revenue by the Company being less than £10 million shall be subject to the Company's own financial regulations and shall be subject to prior approval within the Business Plan and operating revenue budget, which shall be approved by the Members in accordance with the Reserved Matters.

- Enter into any arrangement, contract or transaction where the Company is providing services to third parties without following the Trading Opportunity Evaluation Process as produced by the Members. Such arrangements, contracts or transactions shall also be subject to prior approval within the Business Plan, which shall be approved by the Members in accordance with the Reserved Matters.
- Enter into any borrowing, credit facility or investment arrangement (other than trade credit in the ordinary course of business) that has not been approved by the Members under the Financial Plan.
- Appoint or remove any auditor of the Company.
- Adopt or amend the Business Plan in respect of each financial year, which for the avoidance of doubt shall include the adoption and amendment of an operating revenue budget for the financial year to which it relates.
- Adopt or amend the Financial Plan.
- Enter into any arrangement, contract or transaction within, ancillary or incidental to the ordinary course of the Company's business or is otherwise than on arm's length terms.
- Deal with any surpluses of the Company.
- Appoint or remove any Company Directors (from the Achieving for Children Board).
- Agree any terms for any Directors (but for the avoidance of doubt this does not include the terms and conditions of employment of Executive Directors as defined in the Articles of Association of the Company).
- Agreeing changes in employment terms and conditions which would be inconsistent with the National Joint Council National Agreement on Pay and Conditions of Service and any changes to the pay and grading structure of the chief executive post of the Company.

3.2 The Joint Committee will be responsible for setting out the expectations and ambitions of the three Council's as owners of "Achieving for children".

4. Membership

4.1 There will be nine elected members of the Joint Committee, three appointed from each Borough. Appointments will be made in line with each Authority's governance arrangements.

4.2 The appointments should include the Leader of each Council and a Member whose portfolio areas include responsibility for Children's Services.

4.3 Appointments will be made for a maximum period not extending beyond each Member's remaining term of office as a Councillor.

4.4 As nominees of their respective Councils, members of the Joint Committee are governed by the provisions of their own Council's Codes and Protocols including the Code of Conduct for Members and the rules on Disclosable Pecuniary Interests.

4.5 Each authority will utilise existing mechanisms for substitution as laid down in their own Standing Orders.

5. Chair

5.1 Each Council will appoint one Member as a Co-Chair each of whom, in rotation, shall preside over meetings of the Joint Committee.

5.2 Meeting venues shall rotate between the Council's main offices with the Co-Chair from the authority which is hosting the meeting presiding over the meeting. Where the host Co-Chair is not present, the Joint Committee shall appoint an alternate Co-Chair from amongst its number to preside over the meeting.

6. Sub-Committees

6.1 The Joint Committee may establish sub-committees to undertake elements of its work if required and subject to the approval of each of the constituent authorities.

7. Delegation to Officers

7.1 The Joint Committee may delegate specific functions to officers of any of the Boroughs.

7.2 Any such delegation may be subject to the requirement for the officer to consult with or obtain the prior agreement of an officer (or officers) of the other boroughs.

7.3 It may also be subject to the requirement for the officer with delegated authority to consult with the Co-Chairs of the Joint Committee before exercising their delegated authority.

8. Administration

8.1 Organisational and clerking support for the Joint Committee will be provided on an annual rotational basis or longer if agreed by all three Councils.

9. Budget

The Joint Committee will not have an allocated budget.

10. Agenda Management

10.1 All prospective items of business for the Joint Committee shall be agreed by the Chief Executives of all three Councils or their representatives, following consultation with the AfC Management Team.

10.2 Where a decision of the Joint Committee does not apply to all three Boroughs, the delegation of functions to the Joint Committee is limited to the Borough to which the decision applies.

10.3 To comply with Access to Information legislation in the publication of agendas including Forward Plan requirements, those functions delegated to the Joint Committee for determination and defined as key- decisions on behalf of Richmond and Windsor and Maidenhead must be included in the Forward Plan.

Although not legally required for Kingston under the Committee System Governance Arrangements, a Forward Plan has been maintained and notice will be given therein.

11. Meetings

11.1 The Joint Committee will meet as required to fulfil its functions and will determine a programme of meetings before the start of each Municipal Year to be included in the Calendar of Meetings for all three Authorities.

11.2 The quorum for a meeting of the Joint Committee shall be at least two members from each Borough. part

11.3 Access to meetings and papers of the Joint Committee by the Press and Public is subject to Part 2 of the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012

12. Notice of Meetings

12.1 The host authority clerk of the Joint Committee will give notice to the public of the time and place of any meeting in accordance with the Access to Information requirements.

12.2 At least five clear working days in advance of a meeting the host authority clerk of the Joint Committee will publish the agenda via the website of the host authority and distribute a copy of the papers to all Members of the Committee. Five Clear Days does not include weekends or national holidays and excludes both the day of the meeting and the day on which the meeting is called.

13. Public Participation

13.1 Unless considering information classified as “exempt” or “confidential” under Access to Information Legislation, all meetings of the Joint Committee shall be held in public.

13.2 An agenda item to last no longer than 30 minutes will be included on each agenda to hear public representations and questions. Notification must be given in advance of the meeting indicating the matter to be raised, by 12 noon on the last working day before the meeting.

13.3 Where the number of public representations exceed the time allowed, a written response will be provided or the matter will be deferred to the next meeting of the Joint Committee.

14. Member Participation

14.1 Any member of each Council who is not a member of the Joint Committee may ask a question or address the Committee with the consent of the Co-Chair of the meeting at which they wish to speak.

15. Business to be Transacted

15.1 Standing items for each meeting of the Joint Committee will include the following:

- Public participation
- Apologies for absence
- Declarations of Interest
- Minutes of the Last Meeting
- Substantive items for consideration

15.2 The Co-Chair may vary the order of business and take urgent items as specified in the Access to Information Requirements at his / her discretion.

15.3 An item of business may not be considered at a meeting unless:

- A copy of the agenda included the item (or a copy of the item) is open to inspection by the public for at least five clear days before the meeting; or
- Where the meeting is convened at shorter notice from the time the meeting is convened; or
- By reason of special circumstances which shall be specified in the minutes the Co-Chair of the meeting (following consultation with the other Co-Chairs) is of the opinion that the item should be considered at the meeting as a matter of urgency

15.4 “Special Circumstances” justifying an item being considered as a matter of urgency will relate to both why the decision could not be made at a later meeting allowing the proper time for inspection of documents by the public as well as why the item or report could not have been available for inspection for five clear days before the meeting.

16. Extraordinary Meetings

16.1 Arrangements may be made following consultation with all three Co-Chairs to call an extraordinary meeting of the Joint Committee.

16.2 The business of an extraordinary meeting shall be only that specified on the agenda.

17. Cancellation of Meetings

17.1 Meetings of the Joint Committee may, after consultation with all three Co-Chairs, be cancelled if there is insufficient business to transact or some other appropriate reason warranting cancellation. The date of meetings may be varied after consultation with all Co-Chairs in the event that it is necessary for the efficient transaction of business.

18. Rules of Debate

18.1 The rules of debate in operation in the authority which is hosting the meeting shall apply.

19. Request for Determination of Business

19.1 Any member of the Joint Committee may request at any time that:

- The Joint Committee move to vote upon the current item of consideration.
- The item be deferred to the next meeting.
- The item be referred back to the relevant Chief Executive for further consideration by the Council
- The meeting be adjourned.

20. Urgency Procedure

20.1 Where all Co-Chairs of the Joint Committee are of the view that an urgent decision is required in respect of any matter within the Joint Committee's Terms of Reference and that decision would not reasonably require the calling of an Extraordinary Meeting of the Joint Committee to consider it and it cannot wait until the next Ordinary Meeting of the Joint Committee, then they may authorise in writing the Chief Executive of Achieving for Children to take such a decision following consultation with the Co-Chairs. Decisions taken in these circumstances shall not be subject to any of the Council procedures.

21. Voting

21.1 Each elected member will be entitled to one vote.

21.2 Where there is an equality of votes and the matter cannot be resolved, the conflict resolution mechanism will be implemented.

21.3 The conflict resolution mechanism states that:

- The matter will be referred back to the Chief Executives of all three Authorities for further consideration.
- After further consideration has taken place, the matter will be placed on the agenda for the next available meeting of the Joint Committee for determination. If
- on this second occasion there is still an equality of votes the Chair can exercise a casting vote to ensure that a decision is made.

22. Minutes

22.1 At the next suitable meeting of the Joint Committee, the Co-Chair presiding will move a motion that the minutes of the previous meeting be agreed as a correct record. The meeting may only consider the accuracy of the minutes.

22.2 Once agreed, the Co-Chair presiding at the meeting will sign the minutes.

23 Exclusion of Public and Press

23.1 Members of the public and press may only be excluded from a meeting of the Joint Committee either in accordance with the Access to Information requirements or in the event of disturbance.

23.2 A motion may be moved at any time for the exclusion of the public from the whole or any part of the proceedings. The motion shall specify by reference to Section 100(A) Local Government Act 1972 the reason for the exclusion in relation to each item of business for which it is proposed that the public be excluded. The public must be excluded from meetings whenever it is likely, in view of the nature of

business to be transacted, or the nature of the proceedings that confidential information would be disclosed.

23.3 If there is a general disturbance making orderly business impossible, the Co-Chair may adjourn the meeting for as long as he/she thinks is necessary.

23.4 To comply with the Executive Arrangements (Access to Information) Regulations 2012 on Richmond's and Windsor and Maidenhead's behalf, all background papers will be published as part of the Joint Committee agenda and be made available to the public via the website of each authority.

24. Overview and Scrutiny

24.1 Decisions of the Joint Committee will be subject to scrutiny and Call -In.

24.2 On the publication of the minutes of a meeting of the Joint Committee, 5 clear days must elapse (not including the date of publication and weekend days and bank holidays) before decisions can be implemented.

24.3 Decisions of the Joint Committee will be subject to the existing "Call-In" arrangements operating in each of the Boroughs as outlined in their respective Constitutions.

24.4 Where a decision is called in, arrangements will be made at the earliest opportunity within the Borough where the Call-In had taken place for it to be heard.

24.5 The body hearing the Call-in would be able to take the following courses of action:

- Take no further action (decision takes effect)
- Refer back to the decision-maker (Joint Committee) for reconsideration
- Refer to the Full Council meeting of the relevant authority (only if deemed to be contrary to the budget and / or policy framework of the relevant authority in line with the delegations to the Joint Committee.)

24.6 Any decision called in for scrutiny before it has been implemented shall not be implemented until such time as the call in procedures of the Council concerned have been concluded.

[Responsibility for functions](#)

South London Joint Committee on Waste Disposal
(Two Members of the Council, together with two Members from each of the London Boroughs of Sutton, Merton and Croydon)

Functions

To make arrangements for the disposal of waste, provide places for the deposit and disposal of waste and to advise participating Councils on the delivery and separation of waste in accordance with the detailed terms of reference set out in Schedule 1 of the Constitution of the Joint Committee.

[Responsibility for functions](#)

South London Partnership Joint Committee

The Leader of the Council and a nominated substitute)

Role and Purpose

- a) To form collaborative South London views on issues affecting economic growth, regeneration and competitiveness
 - b) To undertake activities which promote and improve economic growth and wellbeing in the South London area
 - c) To determine strategic objectives and barriers to growth for the local area and develop solutions
 - d) To take on additional responsibilities and funding delegated from Government where the Committee judges this to be in the area's best interests.
- * The aim of the Joint Committee will be collaboration and the Terms of Reference would not prohibit any of the Member Councils from promoting economic wellbeing in their own areas either in addition to, or independently, from the Joint Committee

Terms of Reference

1. To act as a strategic body, setting and reviewing objectives for strategic growth, regeneration and investment across South London including:
 - Providing a coherent single position on the City Deal and Growth Deal issues
 - Coordinating the contribution of all Councils to the Strategic Economic Plan
 - Agreeing allocation of spending as required
 - Agreeing major priorities
 - Considering and determining any issues made by the Advisory Officer Board to the Joint Committee
2. To formulate and agree appropriate agreements with Government, ensuring their delivery

3. To influence and align government investment in South London in order to boost economic growth locally.
4. To jointly review as appropriate consultations on plans, strategies and programmes affecting South London, encouraging alignment with the London Enterprise Partnership Plan.
5. To agree, review and amend options at any time for City Deal and Growth Deal Governance which is fit for purpose.
6. To agree and approve any additional governance structures as related to the Joint Committee. (e.g. setting up sub committees etc)

[Responsibility for functions](#)

The London Pensions Collective Investment Vehicle Joint Committee

(One Member of the Council, together with representatives from other London Boroughs)

Purpose

To undertake those functions necessary for the proper functioning of the Authorised Contractual Scheme (ACS) Operator, including the effective oversight of the ACS Operator and the appointment of Directors

[Responsibility for functions](#)

Joint Appointments Committee – Director of Childrens Services

(Three Members of the Council together with three Members of the London Borough of Richmond Upon Thames)

Purpose

To deal with appointments to the shared post of Director of Childrens Services

7. STATUTORY BODIES

Responsibility for functions

Standing Advisory Council for Religious Education (Three Councillors, plus representatives of various religions and teachers)

Functions

1. To provide advice to the LEA on all aspects of its provision for RE in its schools (this does not include voluntary aided Schools).
2. To decide whether the LEA's Agreed Syllabus for RE needs to be reviewed and to require the LEA to do so.
3. To provide advice to the LEA on collective worship in its schools (this does not include voluntary aided Schools).
4. To determine requests from Headteachers to hold collective worship that is not of a broadly Christian character.
5. To advise on matters relating to training for teachers in RE and collective worship.

Responsibility for functions

Kingston Schools Forum - The Funding Consultative Group 18 Schools representatives, Two Councillors, PVI (private, voluntary and independent) providers and local authority 14-19 partnerships, a Pupil Referral Unit representative

Functions

1. To be consulted on the Authority's School Funding Formula.
2. To be consulted on contracts for supplies and services where the value is above the specified limits
3. To be consulted on specified issues in connection with the Schools Budget;
4. The following decision powers:
 - a.) minor changes to the operation of the minimum funding guarantee;
 - b.) the level of school specific contingency at the beginning of each year;

- c.) creating a combined children's services budget where there is a clear benefit for schools and pupils in doing so;
- d.) proposals to meet prudential borrowing costs from the Schools Budget ;
- e.) proposals to meet termination of employment costs from the Schools Budget;
- f.) proposals to meet Special Educational Needs transport costs from the Schools Budget;
- g.) in exceptional circumstances only:
 - i. an increase in the amount of expenditure a local authority can retain from its Schools Budget for services defined as centrally retained above that allowed for in the regulations;
 - ii. an increase in central expenditure within the Schools Budget once a multi-year funding period has begun; and
 - iii. changes to an authority's funding formula after it has been announced prior to the start of a multi-year funding period.

Responsibility for functions

Pension Board

(4 members)

- 2 employer representatives;
- 2 scheme member representatives

A member of the Council may be appointed as an employer representative; provided that the member is not involved in the decision making of the Pension Fund (i.e. is not a member of either the Pension Fund Panel or the Treasury Committee).

The Pension Board may appoint its own Chair with the option of this being on a rotating basis with the term of office shared between employer and scheme member representatives on an equal basis.

Functions

1. The role of the Pension Board as defined by sections 5 (1) and (2) of the Public Service Pensions Act 2013, is to –
 - Assist the Royal Borough of Kingston upon Thames (the Administering Authority) as the Scheme Manager; –

- to secure compliance with the LGPS regulations and any other legislation relating to the governance and administration of the LGPS
 - to secure compliance with requirements imposed in relation to the LGPS by the Pensions Regulator
 - in such other matters as the LGPS regulations may specify
 - Secure the effective and efficient governance and administration of the LGPS for the Royal Borough of Kingston upon Thames Pension Fund
 - Provide the Scheme Manager with such information as it requires to ensure that any member of the Pension Board or person to be appointed to the Pension Board does not have a conflict of interest.
2. The Pension Board will also help ensure that the RBK Pension Fund is managed and administered effectively and efficiently and complies with the code of practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

Appendix 4

Members Special Responsibility Allowances

Leader of the Council	£25,276.50	*
Deputy Leader	£18,663.55	
Leader of the Opposition:	£12,442.38	*
Portfolio Holder	£12,439.94	
Chair of Neighbourhood Committee	£12,439.94	
Chair of Development Control Committee	£12,439.94	
Chair of Health and WellBeing Board	£12,439.94	
Opposition Spokesperson	£6,219.97	
Leader of a Minority Opposition Group	£6,219.97	*
Chair of Audit, Governance and Standards Committee	£6,219.97	
Chair of Licensing Committee	£6,219.97	
Chair of Health Overview Panel	£6,219.97	
Chair of Pension Fund Panel	£6,219.97	

*+ £311.07 per Member of the Group