

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Reporting Officer: Head of Democratic Services

i) URGENT IMPLEMENTATION OF DECISIONS

RECOMMENDATION: That the Urgency decisions detailed below be noted.

Information

1. The Constitution allows a Cabinet or Cabinet Member decision to be implemented before the expiry of the 5-day scrutiny call-in period, provided the decision is deemed urgent and agreement is given from the Chair of the relevant Select Committee that the matter is urgent and to waive the scrutiny call-in period. All such decisions are to be reported for information only to the next full Council meeting.
2. Since last reported to Council, the following decisions have been made using urgency procedures:

Date of Decision	Nature of Decision	Reason for Urgency	Decision-Maker
26/6/25	Contract for Revenues, Benefits & Housing System & Other Corporate Solutions	The exceptional waiver of the scrutiny call-in period was agreed due to time constraints, beyond the control of the Council, to ensure the contract is in place to ensure the system's service continuity to residents, and where any delay could seriously prejudice the Council's and public's interests.	Cabinet
18/6/25	Meadow High School Expansion (Replacement Contractor Appointment for Northwood Road, Harefield site)	To provide the necessary grant funding in the 2025/26 budget to appoint a contractor for Meadow High School, enabling immediate contract execution and allowing for essential lead-in and site setup time to keep the project on track for a September 2026 opening.	The Deputy Leader of the Council and Cabinet Member for Corporate Services & Property, on behalf of the Leader, the Cabinet Member for Finance & Transformation and the Cabinet Member for Children, Families & Education
29/4/25	Hayes Estate Regeneration and Development of first phases and release of funds 2025/26	To ensure the Council met its contractual payment obligations to the appointed contractors.	The Deputy Leader of the Council and Cabinet Member for Corporate Services & Property, on behalf of the Leader, and in conjunction with the Cabinet Member for Finance & Transformation
16/4/25	Finance Modernisation Programme	To speedily confirm the future structure of the finance team and to recruit to those positions as well as reviewing our financial systems and processes to ensure they	The Leader of the Council, and on behalf of the Cabinet Member for Finance & Transformation

Date of Decision	Nature of Decision	Reason for Urgency	Decision-Maker
		remain fit for purpose and make best use of automation and information technology.	
20/2/25	The Schools Budget 25/26	The exceptional waiver of the scrutiny call-in period was agreed so that schools could be formally notified of their approved individual budgets by 28 February 2025	Cabinet

Background Papers: Decision Notices

ii) **POLITICAL GROUPS ON THE COUNCIL, CALCULATION OF POLITICAL BALANCE AND COMMITTEE MEMBERSHIPS**

Background

1. The Local Government and Housing Act 1989 provides a statutory basis for the rights of political groups to secure representation upon Council Committee and Sub-Committee meetings in proportion to their respective political strengths within the Council.
2. A 'political group' is one which has been constituted in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 and consists of at least two Members. It is therefore separate from the concept of a political party, although it may well consist of Members of the same political persuasion.
3. Following the local elections in 2022, two political groups were formed:
 - The Conservative Group with Councillor Ian Edwards as Group Leader and
 - The Labour Group with Councillor Peter Curling as Leader.
4. Subsequent to that Councillor Basit, who had previously formed a part of the Labour Group, became an independent Member and, therefore, does not constitute a 'Group' within the definition of the legislation.

RECOMMENDATION: That the alteration of the overall political balance of the Council, following the formation of the Hayes Independent Party Group, be noted and the following changes to membership of Council Committees etc. be approved:

- **Licensing Committee – Councillor Gardner to remain a member of the Committee but representing the Hayes Independent Party Group.**
- **Pensions Committee – Councillor Basit to replace Councillor Burles and Councillor Sullivan to replace Councillor Burrows. Councillor Burles to be a nominated substitute.**
- **Registration and Appeals Committee – Councillor Curling to replace Councillor Makwana and Councillor Basit to replace Councillor Judge.**
- **Appointments Committee – Councillor Mathers to replace Councillor Curling.**
- **Residents Services Select Committee - Councillor Garelick to replace Councillor Gardner.**

- **Corporate Resources and Infrastructure Select Committee - Councillor Mand to replace Councillor Mathers and Councillor Islam to replace Councillor Garelick.**
- **Hillingdon Planning Committee – Councillor Sansarpuri to replace Councillor Mand.**

Information

5. The Head of Democratic Services has recently received the requisite notices of:
- a change in the composition of the Labour Group, whereby Councillors Curling and Gardner are no longer members of that Group and are consequently sitting as independent Members.
 - The appointment of Councillor Stuart Mathers as Leader of the Labour Group with Councillor Punja as Deputy Leader.
 - The formation of a third political group on the Council – the Hayes Independent Party Group - comprising three members with Councillor Peter Curling as Leader and Councillor Gardner as Deputy Leader.

6. Council is asked to note the subsequent change in the overall political balance of the Council as shown below:

Council composition	members	% cttee places
Conservative	30	56.60
Labour	20	37.74
Hayes Independent	3	5.66
Total	53	100

7. The new Group are entitled to seats on certain Council Committees and, it has been agreed that the membership of the following bodies will be amended as shown below to comply with the revised political balance:

- **Licensing Committee** – Councillor Gardner to remain a member of the Committee but representing the Hayes Independent Party Group. The membership, therefore, to comprise 6 Con', 3 Lab' and 1 HIP.
- **Pensions Committee** – Councillor Basit to replace Councillor Burles. The membership, therefore, to comprise 3 Con', 1 Lab' and 1 HIP.
- **Registration and Appeals Committee** – Councillor Curling to replace Councillor Makwana and Councillor Basit to replace Councillor Judge. The membership, therefore, to comprise 2 Con', 1 Lab' and 2 HIP.

In addition, and not required by the change in political balance:

- the Labour Group has notified the following changes
 - **Appointments Committee** - replace Councillor Curling with Councillor Mathers,
 - **Residents Services Select Committee** - replace Councillor Gardner with Councillor Garelick
 - **Corporate Resources and Infrastructure Select Committee** - replace Councillor Mathers with Councillor Mand and replace Councillor Garelick with Councillor Islam.

- **Hillingdon Planning Committee** – replace Councillor Mand with Councillor Sansarpuri
 - **Pensions Committee** – Councillor Burles to be an additional Labour Group nominated substitute.
- b) the Conservative Group have notified that Councillor Sullivan is to replace Councillor Burrows as a member of the **Pensions Committee**.

FINANCIAL IMPLICATIONS

8. There are no financial implications arising from this report.

LEGAL IMPLICATIONS

9. These are contained within the report.

Background papers: Hayes Independent Party Group declaration

iii) APPOINTMENT OF STATUTORY OFFICER

Background

1. The Monitoring Officer and Section 151 Officer, along with the Head of Paid Service combine to form the Council's Statutory Officer functions. These roles are key to ensuring lawfulness, fairness, probity and general good governance that supports the Council in achieving its aims. It is important that they work effectively together yet maintain appropriate independence and that the roles are undertaken by adequately skilled and experienced staff supported by appropriate resources.

RECOMMENDATION: That the new Corporate Director of Finance* be appointed to the statutory role of Section 151 and Chief Financial Officer of the Council once their appointment to the post of Corporate Director of Finance has been confirmed and they have commenced employment at the Council.

** NB – name of recommended officer to follow.*

Information

2. **Section 151 Officer:**

Section 151 of the Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs and appoint a S151 Officer, also known as a Chief Financial Officer (CFO), whose roles and responsibilities are defined in the Constitution.

3. As such, the CFO must lead on a local authority's financial functions and ensure they are fit for purpose. The CFO must be professionally qualified and suitably experienced. In accordance with the Local Government Finance Act 1988, the

CFO must be a member of one of the following bodies in order to qualify as a responsible officer:

- (a) the Institute of Chartered Accountants in England and Wales,
 - (b) the Institute of Chartered Accountants of Scotland,
 - (c) the Chartered Association of Certified Accountants,
 - (d) the Chartered Institute of Public Finance and Accountancy,
 - (e) the Institute of Chartered Accountants in Ireland,
 - (f) the Chartered Institute of Management Accountants, and
 - (g) any other body of accountants established in the United Kingdom and for the time being approved by the Secretary of State for the purposes of this section.
3. Members will recall that, at the last meeting of Council in May and following the departure of the previous, interim S151 Officer, Mr Andy Goodwin was appointed as the interim S151 Officer pending the appointment of a permanent Corporate Director of Finance / Chief Financial Officer.
 4. Subsequently, following a full recruitment process, the Appointments Committee on 1 July 2025 have appointed to the position of Corporate Director of Finance / Chief Financial Officer (subject to references) and Council is now asked to fulfil its statutory duty and appoint the recommended appointee to the role of S151 officer, once their appointment is confirmed and they commence work at the authority.
 5. ***NB – the name of the appointed applicant will be supplied to Members prior to the Council meeting in order that Members can satisfy themselves that the nominated person’s experience and qualifications are suitable for the role.***
 6. This appointment will provide appropriate expertise and resilience to the Council in its financial management.

Financial Implications

7. The cost of this appointment will be contained within existing budgets.

Legal Implications

8. The appointment of a Section 151 Officer is a statutory requirement which is reserved to Full Council.

Background papers: None

iv) NORTHWEST LONDON JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE TERMS OF REFERENCE

Background

1. Council is asked to consider the changes to the Terms of Reference for the Northwest London Joint Health Overview and Scrutiny Committee (NWL JHOSC).

RECOMMENDATION: That Council agrees the changes to the NWL JHOSC Terms of Reference.

Information

2. The NWL JHOSC was established to provide a joined-up approach towards the scrutiny of plans for meeting the health needs of the population and arranging for the provision of health services across Northwest London (NWL). There had been a particular focus on the planning and delivery of services being led through the NWL Integrated Care Board (ICB) with a view to enabling a more coordinated approach than might normally be taken by individual local authorities.
3. The JHOSC also has a role under Section 23 and 30 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 in considering any proposals relating to the substantial reconfiguration of health services proposed by NWL ICB. The JHOSC has the ability to make recommendations to the Integrated Care System, ICB and NHS England (or any other appropriate outside body) in relation to the plans for meeting the health needs of the population and for the provision of health services in NWL. It will also monitor the outcomes of these recommendations where appropriate.
4. The NWL JHOSC recently reviewed its Terms of Reference and agreed that its remit be revised in relation to the powers available to consider any substantial reconfiguration of health services. The current Terms of Reference for the NWL JHOSC currently exclude it from formally acting for the purposes of being consulted on any major reconfiguration of health services across NWL, such as the recent Specialist Palliative Care reconfiguration proposals.
5. Paragraph 5 of the current Terms of Reference state:

“Participation in the Joint Health Overview and Scrutiny Committee will not preclude any scrutiny or right of response by individual boroughs. In particular, and for the sake of clarity, this joint committee is not appointed for and nor does it have delegated to it any of the functions or powers of the local authorities, either individually or jointly, under Section 23 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013”.
6. As drafted, this means that new consultations involving any major reconfiguration of services would require a new JHOSC to be convened specifically in order to comply with the legislative requirements. Given that the NWL JHOSC was established to provide a joined-up approach towards the scrutiny of plans for meeting the health needs of the population and arranging

for the provision of health services across NWL, convening separate boards would be counter-productive and defeat the purpose of the JHOSC.

7. Following discussions between member authorities, it has become apparent that the terms of reference for other JHOSCs (for example, Southeast London, North Central London and Inner Northeast London) provide greater flexibility and remove any uncertainty about the power of the JHOSC being able to formally respond to proposals relating to substantial reconfigurations.
8. In order to reflect this change, it is therefore proposed that paragraph 5 of the JHOSC Terms of Reference be amended as follows:

~~*Participation in the Joint Health Overview and Scrutiny Committee will not preclude any scrutiny or right of response by individual boroughs. In particular, and for the sake of clarity, this joint committee is not appointed for and nor does it have delegated to it any of the functions or powers of the local authorities, either individually or jointly, under Section 23 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013”.*~~

To delegate the functions and powers available to local authorities under Section 23 and 30 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 to collectively respond to any formal consultations on proposals for substantial developments or variations in health services affecting the area of Northwest London on behalf of all boroughs participating in the JHOSC.

Participation in the Joint Health Overview and Scrutiny Committee will not preclude any scrutiny or right of response by individual boroughs.

9. The proposed change set out in 3.7 has been subject to review by the JHOSC but will require formal approval as a change to the Constitution by each individual member authority, prior to coming into effect.

Financial Implications

10. There are no financial implications arising from this report.

Legal Implications

11. There are no legal implications associated with the recommendation in this report. The NWL JHOSC is appointed under the provisions of regulation 30 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013/218 ('the 2013 Regulations'), which provides that two or more local authorities may appoint a joint overview and scrutiny committee of those authorities and arrange for relevant functions in relation to any (or all) of those authorities to be exercisable by the joint committee subject to such terms and conditions as the authorities may consider appropriate.
12. Regulation 23 of the 2013 Regulations provides that, where a responsible person has under consideration any proposal for a substantial development of the health service in the area of a local authority, or for a substantial variation in the provision of such service, they must consult the authority. The proposed

revisions to the joint committee's terms of reference retains the requirement that individual member authorities be consulted in relation to substantial developments and variations in the provision of health services in their local authority area.

13. The proposed changes to the JHOSC's terms of reference are designed to ensure these powers are clearly reflected.

Background Papers: None

APPENDIX

NORTHWEST LONDON JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Membership

One nominated voting member from each Council participating in the North West London Joint Health Overview and Scrutiny Committee plus one alternate member who can vote in the voting member's absence. In addition, one non-voting co-opted member of the London Borough of Richmond. The committee will require at least six voting members in attendance to be quorate. The North West London Joint Health Overview and Scrutiny Committee will elect its own Chair and Vice Chair.

Terms of Reference

(Amendment to paragraph 5 highlighted in red)

1. To scrutinise the plans for meeting the health needs of the population and arranging for the provision of health services in North West London; in particular the implementation plans and actions by the North West Integrated Care System and their Integrated Care Board, focusing on aspects affecting the whole of North West London. Taking a wider view than might normally be taken by individual local authorities.
2. To review and scrutinise decisions made, or actions taken by North West London Integrated Care System, their Integrated Care Board and/or other NHS service providers, in relation to the plans for meeting the health needs of the population and arranging for the provision of health services in North West London, where appropriate.
3. To make recommendations to North West London Integrated Care System and its Integrated Care Board, NHS England, or any other appropriate outside body in relation to the plans for meeting the health needs of the population and arranging for the provision of health services in North West London; and to monitor the outcomes of these recommendations where appropriate.
4. To require the provision of information from, and attendance before the committee by, any such person or organisation under a statutory duty to comply with the scrutiny function of health services in North West London. Individual local authority members of the North West London Joint Health Overview and Scrutiny

Committee will continue their own scrutiny of health services in, or affecting, their individual areas (including those under the for North West London).

5. ~~Participation in the Joint Health Overview and Scrutiny Committee will not preclude any scrutiny or right of response by individual boroughs. In particular, and for the sake of clarity, this joint committee is not appointed for and nor does it have delegated to it any of the functions or powers of the local authorities, either individually or jointly, under Section 23 of the local authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.~~

To delegate the functions and powers available to local authorities under Section 23 and 30 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 to collectively respond to any formal consultations on proposals for substantial developments or variations in health services affecting the area of North West London on behalf of all boroughs participating in the JHOSC.

Participation in the Joint Health Overview and Scrutiny Committee will not preclude any scrutiny or right of response by individual boroughs.

Duration

The Joint Health Overview and Scrutiny Committee will continue until all participating authorities decide otherwise and does not preclude individual authorities from leaving the Committee if they choose to do so. The Committee will keep under review whether it has fulfilled its remit and recommendations of the Committee will be reported to a Full Council meeting of each participating authority, at the earliest opportunity