

## 5.1 REVIEW OF COUNCIL CONSTITUTION – MEMBER / OFFICER PROTOCOL

Chapter 22 of the Constitution regarding the Member / Officer Protocol be amended to read as follows:

### **Members' Enquiries and Service Requests**

*A Member is free to submit a Member's Enquiry or service request to any Council Department, via the Members' Enquiry portal only, to provide such information, explanation and advice about the Department's functions as may reasonably be required in order to assist with discharging his/her role.*

*A **Members' Enquiry** is defined as:*

*'a clear question has been asked that requires **investigation** by Council Officers, or the supply of **information** from a Council department'. A Members Enquiry may include requests for general policy and performance information, and/or the investigation of ongoing or persistent issues including persistent fly tipping.*

*A **Members' Service Request** is defined as:*

*'a request for a **one-off action** to be taken, that requires action by an officer and not investigative activities or supply of information'. Examples of a Service Request include collection of fly tipping, removal of graffiti, street lighting issues, tree problem etc. Service Requests are **location-specific**.*

*All enquiries and requests must be reasonable and will be met subject to any overriding legal considerations (determined by the Monitoring Officer). If the recipient of any request considers the cost of providing the information requested or the nature of the request to be unreasonable, they will raise the matter with the relevant Corporate / Executive Director who will discuss the issue with the relevant Group Leader or, in the absence of a Group Leader, with the Member concerned.*

*Should a Member wish for information that is not specific to their own Ward (e.g. is regarding matters affecting the whole Borough or is cross-cutting for a part of the Borough wider than a single Ward) then such a request must be made through the Group Leader with an explanation as to why such information is required.*

*Should a Member wish to raise, or be asked to raise by a member of the public, a matter in another Member's Ward there is an expectation that they will refer the matter to the appropriate Ward Member(s), unless a valid reason why this would not be appropriate is provided by the Group Leader.*

*Where a Member requests such factual information, that information will also be supplied to the relevant Cabinet Member, Chairman of the appropriate Committee or relevant officers.*

*To assist Members in this matter, the Council operates a Members' Enquiries portal, and all such requests must be made via this route.*

## 5.2 REVIEW OF COUNCIL CONSTITUTION – APPOINTMENTS COMMITTEE

The terms of reference of the Appointments Committee to be amended to read as follows:

## Membership

*The Appointments Committee will be politically balanced, and membership determined by the Full Council. Membership shall include at least one member of the Cabinet. The Committee will determine employment matters in respect of Chief Officers.*

## Quorum

*No business shall be transacted at a meeting of an Appointments Committee unless there is present at least 2 Members of the Committee*

## Terms of Reference

- 1) To determine all matters (including interviewing, salaries and service conditions) in the recruitment, selection and appointment of the Chief Executive, Corporate & Executive Directors and those Chief Officers on JNC National Conditions of Service, and any other appointments as deemed necessary, subject to the financial implications being within approved budgets. Full Council approval is required for the Chief Executive's appointment.*
- 2) To establish and implement an annual appraisal and remuneration review process for the Chief Executive, Corporate & Executive Directors, based on clear performance targets and objectives.*
- 3) To authorise a compensation package for the Council's Chief Executive on or before the termination of his/her employment with the Council.*

The membership of the Appointments Committee to be amended as follows:

- 1) Councillors Edwards and Bianco as Chairman and Vice-Chairman – substitutes: other Members of the Cabinet who will be appointed dependent on the Cabinet portfolio into which the post(s) being interviewed falls.
- 2) Councillor Curling – substitutes: Councillors Farley, Mathers, Money and Sweeting.

## **5.3 REVIEW OF COUNCIL CONSTITUTION – HEALTH AND WELLBEING BOARD MEMBERSHIP**

The membership of the Health and Wellbeing Board to be amended as follows:

- 1) *Cabinet Member for Health and Social Care (Co-Chairman)*
- 2) *Hillingdon Health and Care Partners Managing Director (Co-Chairman)*
- 3) *Cabinet Member for Children, Families & Education (Vice-Chairman)*
- 4) *LBH Chief Executive*
- 5) *LBH Executive Director, Adult Services & Health*
- 6) *LBH Executive Director, Children and Young People's Services*
- 7) *LBH Director, Public Health*
- 8) *NWL ICS - Hillingdon Board representative*
- 9) *NWL ICS - nominated lead*
- 10) *Central and North West London NHS Foundation Trust - nominated lead*
- 11) *The Hillingdon Hospitals NHS Foundation Trust Chief Executive*
- 12) *Healthwatch Hillingdon - nominated lead*
- 13) *Royal Brompton and Harefield NHS Foundation Trust - nominated lead*
- 14) *Hillingdon GP Confederation - nominated lead*