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| Chief Executives’ Circular |
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| To: | Chief Executives | Cc: | Leaders |
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|  |
| Date: | 18 March 2015 | Ref. no: | 1/15 |
| Contact: | Derek Gadd  | Tel: | 020 7934 9505  |
| Email: | derek.gadd@londoncouncils.gov.uk |
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London Councils Annual General Meeting

The Annual General Meeting of London Councils is on 2 June 2015. London Councils AGM will elect London Councils leadership, ratify the borough nominations to the Greater London Employment Forum, receive details of borough lead members in a number of policy areas and note the memberships of the Transport and Environment Committee, Grants Committee and of the Pensions CIV (Common Investment Vehicle) Sectoral Joint Committee.

To inform that process, this circular seeks nominations and details of lead members from London boroughs and the City of London.

**London Councils Member Structures**

The arrangements for appointment to the following remain unchanged from last year (with the exception of the Pensions CIV which is new this year). The Executive is not directly appointed by the boroughs, nominations to it come from the party groups.

Committees

* Leaders’
* Transport and Environment
* Grants
* Greater London Provincial Council
* Pensions CIV Sectoral Joint Committee

Forums:

* Greater London Employment Forum

All formal London Councils committee or forum meetings are held during the day on weekdays.

**Pensions CIV Sectoral Joint Committee**

The Pensions CIV Sectoral Joint Committee fell outside of the normal nominations process last year as it only came into existence in July 2014 (after London Councils AGM) at the point that the CIV operating company (London LGPS CIV Ltd.) was incorporated. Nominations were requested through a London Councils Chief Executives’ Circular to the Chief Executives of all the participating boroughs (dated 22 July 2014).

Only boroughs that are participating in the CIV arrangements should make nominations to this committee.

This committee fulfils two primary functions, first, to act as a platform for shareholder meetings and decision making, and second, as a forum for members to consider the structure and performance of the CIV Operator and Fund as well as and to steer the development of both.

The person nominated will also be the nominated person who will have power to act for the local authority in exercising its rights as a shareholder of the ACS Operator.

**Substitutes**

Councils are advised to appoint deputies who have some knowledge of the policy area concerned and who are able to act as a substitute if a principal nominee cannot attend. We can arrange that such deputies receive papers and are kept informed of work in relevant areas.

**Lead Members**

Forums have been discontinued in terms of formal regular meetings but members of London Councils Executive who lead on particular policy areas need to consult and liaise with borough colleagues on matters of major importance. London Councils, therefore, requests the details of borough lead members or relevant portfolio-holders in the following areas:

* Children and Young People
* Employment and Skills
* Economic Development/Regeneration
* Crime and Public Protection
* Culture and Tourism
* Health and Adult Services
* Housing
* Planning/Infrastructure

in order that we might contact them from time to time.

**Capital Ambition, Audit Committee and Young People Education and Skills Board**

There is a Capital Ambition Member Board, a London Councils Audit Committee and the Young People Education and Skills Board but, like the Executive, appointments are not made directly by the boroughs - nominations come from the party groups. Similarly the Lead Member for Equalities is appointed from the party groups.

**Deadline**

Nomination forms are attached. Please complete and return these forms to Lisa Dominic, preferably by e-mail to nominations@londoncouncils.gov.uk. Please ensure that all nominations reach London Councils offices as soon as possible but **by 27 May 2015** at the latest. The Annual General Meeting of London Councils Leaders’ Committee will be held at 11:30 on Tuesday 2 June 2015 at London Councils offices at 59½ Southwark Street, London SE1 OAL; the agenda will be circulated in due course. London Councils aims to provide an accessible service to all members. Please indicate any specific access requirements that any nominees may have, e.g. signer, loop, wheelchair access, papers in large print, etc.

Boroughs also need to appoint a representative to the company, London Councils Limited, the Memorandum and Articles of Association of which are available on request. Each borough's representative on Leaders' Committee is normally appointed to London Councils Limited and will be unless a council specifically indicates otherwise. At the end of the form an opportunity is also presented to make nominations to the London Irish Councillors' Network.

John O’Brien **Chief ExecutiveLondon Councils Committees, Forum, Policy leads and Lead Member**

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| **Committees** | **Membership** |
| Leaders’ Committee (S.101 Joint Committee) | Councils nominate one voting member (usually the Leader, but not necessarily) and up to two named deputies. All three members will receive papers for meetings. |
| Associated Joint Committee (London Councils Transport and Environment Committee)  | Councils nominate directly (usually lead member for transport and/or environmental issues). One voting member and up to four named deputies. |
| Associated Joint Committee (London Councils Grants Committee) | Councils nominate directly one voting member, and up to four named deputies, **who must all be a member of the nominating borough’s Cabinet or Executive**. They will preferably be the member with responsibility for partnerships with the voluntary sector. |
| Greater London Provincial Council (GLPC) | The GLPC Employers’ Side now comprises 15 members drawn from the combined membership of the Leaders’ Committee and the Greater London Employment Forum. The Employers’ Side officers for GLPC are also elected to fulfil the same roles for the Greater London Employment Forum  |
| Pensions CIV (Common Investment Vehicle) Sectoral Joint Committee | Councils nominate one voting member (usually the Pension Committee Chair (or equivalent), but not necessarily) and up to two named deputies.  All three members will receive papers for meetings. |
| **Forum** |  |
| Greater London Employment Forum | Each authority (including the City of London) can nominate one member to sit on the GLEF. It is expected that in most cases this will be the member responsible for human resources issues within the authority. The Employers’ Side of the Greater London Provincial Council will be 15 members chosen from the combined membership of the GLEF and the Leaders’ Committee.  |
| **Policy area borough leads (or relevant cabinet portfolio-holder)** |  |
| * Children and Young People
* Employment and Skills
* Economic Development/Regeneration
* Crime and Public Protection
* Culture and Tourism
* Health and Adult Services
* Housing
* Planning/Infrastructure
 | In these areas, there is no formal standing member group. We do, however, need to know who the lead member/portfolio-holder in the relevant area is in each borough. This is because we need to consult and liaise with relevant borough colleagues from time-to-time and invite them to consultation/briefing meetings on specific issues during the course of the year. Please advise us of lead member/portfolio-holder in each of the areas listed. |
| **Lead Member** |  |
| Equalities | The Leaders’ Committee AGM currently appoints, from nominations made by the political parties, a Lead Member for Equalities who will also be an ex-officio member of the Leaders’ Committee. |

# Nominations to London Councils Committees and Forum

Council**:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**Leaders’ Committee (S.101 Joint Committee)**

Please nominate one voting member and up to two named deputies (usually Leader / executive councillor)

Any queries, please contact Lisa Dominic on 020 7934 9843.

Either return the completed form to Lisa Dominic, London Councils, 59½ Southwark Street, London SE1 0AL or, preferably, by email to: nominations@Londoncouncils.gov.uk

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| (Member) First Name: |  | Last Name: |  |
| Address line 1: |  | Telephone number: |  |
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| (Deputy 1) First Name: |  | Last Name: |  |
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| (Deputy 2) First Name: |  | Last Name: |  |
| Address line 1: |  | Telephone number: |  |
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Council**:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**London Councils Transport & Environment Committee - formerly Transport Committee for London (Associated S.101 Joint Committee)**

Please nominate one member and up to 4 deputies (Please note: the main member is usually the lead member for transport or environment)

Any queries, please contact Lisa Dominic on 020 7934 9843.

Either return the completed form to Lisa Dominic, London Councils, 59½ Southwark Street, London SE1 0AL or, preferably, by email to: nominations@LondonCouncils.gov.uk

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| (Deputy 4) First Name: |  | Last Name: |  |
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Council**:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**Grants Committee (Associated Joint Committee)**

Please nominate one member and up to four deputies. **Please note all members must be a member of the authority’s cabinet**.

Any queries, please contact Lisa Dominic on 020 7934 9843.

Either return the completed form to Lisa Dominic, London Councils, 59½ Southwark Street, London SE1 0AL or, preferably, by email to: nominations@LondonCouncils.gov.uk

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Please supply details of officer to whom agendas should be sent for distribution:

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| (Officer) Name: | e-mail: |
| Address: | Phone: |

Council**:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**Pensions CIV (Sectoral Joint Committee)**

Please nominate one voting member and up to two named deputies (usually the Pension Committee Chair (or equivalent), but not necessarily) and up to two named deputies.  All three members will receive papers for meetings.

Any queries, please contact Lisa Dominic on 020 7934 9843.

Either return the completed form to Lisa Dominic, London Councils, 59½ Southwark Street, London SE1 0AL or, preferably, by email to: nominations@Londoncouncils.gov.uk

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Council**:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**Greater London Employment Forum**

The Employers’ side of the GLEF acts as the regional employer for London for those staff employed under the National Joint Council for Local Government Services, for all the boroughs which choose to be party to it. The full GLEF is made up of employers and trade union representatives.

Boroughs are asked to nominate a member and a deputy. Please note it is expected that the principal nominee will be the member responsible for human resources matters in the authority. Any queries please contact Lisa Dominic on 020 7934 9843.

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Council**:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**Children and Young People Lead Member**

Please nominate one member. There are no regular scheduled meetings of the lead members/portfolio holders but London Councils Executive members do have a need to consult relevant borough lead members on key issues of importance and, from time to time, may need to have a meeting on a particular issue. It is helpful for boroughs to identify the relevant lead member for this purpose.

Any queries, please contact Lisa Dominic on 020 7934 9843.

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Council**:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**Employment & Skills Lead Member**

Please nominate one member. There are no regular scheduled meetings of the lead members/portfolio holders but London Councils Executive members do have a need to consult relevant borough lead members on key issues of importance and, from time to time, may need to have a meeting on a particular issue. It is helpful for boroughs to identify the relevant lead member for this purpose.

Any queries, please contact Lisa Dominic on 020 7934 9843.

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Council**:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**Housing Lead Member**

Please nominate one member (usually lead member for housing). There are no regular scheduled meetings of the lead members/portfolio holders but London Councils Executive members do have a need to consult relevant borough lead members on key issues of importance and, from time to time, may need to have a meeting on a particular issue. It is helpful for boroughs to identify the relevant lead member for this purpose.

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**Council:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**Health and Adult Services Lead Member**

Please nominate one member (usually lead member for health / social services) There are no regular scheduled meetings of the lead members/portfolio holders but London Councils Executive members do have a need to consult relevant borough lead members on key issues of importance and, from time to time, may need to have a meeting on a particular issue. It is helpful for boroughs to identify the relevant lead member for this purpose.

Any queries, please contact Lisa Dominic on 020 7934 9843.

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Council**:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**Culture and Tourism Lead Member**

Please nominate one member (usually lead member for Culture and Tourism and ) There are no regular scheduled meetings of the lead members/portfolio holders but London Councils Executive members do have a need to consult relevant borough lead members on key issues of importance and, from time to time, may need to have a meeting on a particular issue. It is helpful for boroughs to identify the relevant lead member for this purpose... Any queries, please contact Lisa Dominic on 020 7934 9843.

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Council**:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**Crime and Public Protection Lead Member**

Please nominate one member (usually lead member for Community safety) There are no regular scheduled meetings of the lead members/portfolio holders but London Councils Executive members do have a need to consult relevant borough lead members on key issues of importance and, from time to time, may need to have a meeting on a particular issue. It is helpful for boroughs to identify the relevant lead member for this purpose.

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Council**:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**Economic Development/Regeneration Lead Member**

Please nominate one member (usually lead member for regeneration / economic development) There are no regular scheduled meetings of the lead members/portfolio holders but London Councils Executive members do have a need to consult relevant borough lead members on key issues of importance and, from time to time, may need to have a meeting on a particular issue. It is helpful for boroughs to identify the relevant lead member for this purpose.

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Council**:……………………………………………………**

For each member nominated, please indicate any specific access requirements (e.g. signer, loop, wheelchair access, papers in large print, etc.)

**Planning/Infrastructure Lead Member**

Please nominate one member (usually lead member for Planning) There are no regular scheduled meetings of the lead members/portfolio holders but London Councils Executive members do have a need to consult relevant borough lead members on key issues of importance and, from time to time, may need to have a meeting on a particular issue. It is helpful for boroughs to identify the relevant lead member for this purpose.

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**Other nominations**

In addition to the positions dealt with above, London Councils also provides details to the **London Irish Councillors' Network** of those members who wish to participate. It isa forum for all London councillors of Irish origin or background. Please give the names of councillors who wish to be included on the mailing list. There is no limit to the number of names from each borough.

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