

## Appendix D

### Terms of Reference of Consultative and other Bodies

## Contents

Conservation and Design Advisory Panel	3
Corporate Parenting Board	4
Joint Consultative Committee with Ethnic Minority Organisations	6
School Standards Panel	7
Standing Advisory Council on Religious Education	8
Pension Fund Investment Advisory Panel	12
South West London Joint Waste Management Committee	13
Street Management Advisory Committee	14

## **Conservation and Design Advisory Panel**

**Membership: Open Membership including 5 Merton Councillors**

**Constituted by: Council**

**Powers and Duties determined by: Council**

**Authority: Article 10 of the Constitution**

### **Functions**

- a) To promote good design and conservation in the urban environment.
- b) To advise on matters concerning the care, maintenance and enhancement of the Borough's built heritage, including Conservation Areas Management plans and character appraisals, Urban Villages, Urban Centres, Town Centres and other areas containing heritage assets.
- c) To advise on the preservation of buildings of special architectural or historic interest, both on the Statutory List and the Local List.
- d) To advise on archaeological matters.
- e) To advise on Parks and Gardens issues.
- f) To advise on the Conservation Area and archaeological implications of Development briefs, Planning briefs, Design briefs and Statements.
- g) To advise on design and conservation based area regeneration initiatives and schemes, and review their implementation.
- h) To provide urban design advice on major road proposals, major traffic management schemes, and policy for street materials, signage and street furniture in the Borough, and landscaping work within the public domain.
- i) To advise on the designation and review of Conservation Areas, Areas of Distinctive Quality, and other built heritage designations, and on additions and deletions to the Local List of Buildings.
- j) To advise on the preparation and review of the Local Development Framework documents and Supplementary Planning documents, in relation to Conservation Areas, archaeology, Listed and Locally Listed Buildings, building design and Urban Design matters.
- k) To advise on any other matters, not mentioned above, which may be referred to the Advisory Panel by the Director of Environment and Regeneration, in consultation with the Chair of the Panel, on the grounds that it would be beneficial to the Council to seek the views of the Panel on the matter concerned.

## **Corporate Parenting Board**

**Membership: See Section 4 below**

**Constituted by: Council**

### **1. Overall purpose of the Group**

To ensure a structured and effective approach to corporate parenting in Merton that supports good outcomes and high aspirations for, and actively engages with the views of, children and young people.

### **2. Focus of the Group**

The Group will support achievement in, and monitor progress against, the five outcomes for the following children and young people:

- Young people in residential care
- Children and young people in foster care
- Children placed for adoption
- Young people (up to 24 years) who are care leavers
- Disabled children and young people who receive short break services
- Education of children and young people in public care
- Health needs of children and young people in public care
- Children in need, including those in need of safeguarding
- Young people in custody
- Young people in Merton schools but under the care of other local authorities
- LBM Children placed out of the Borough in schools out of the Borough
- Unaccompanied young people

### **3. Aims and objectives of the Group**

3.1. Provide strategic direction

3.2. Ensure quality and impact

3.3. Engage stakeholders

3.4. Maximise resources

### **4. Membership**

The Group has an independent Chair and a total of 13 members. These members include; 2 elected members and 2 members of the CYPSP, 2 further members representing the leadership of Merton's Corporate Parenting activity (LAC team managers), 3 members with specific Corporate Parenting expertise (Early years,

Virtual School Headteacher and Participation Officer), and 4 key leaders from health, voluntary sector, the community and other key services . Essential occasional attendance will be required from other areas of the Council e.g. Housing, Regeneration, Planning, Adult Services, FE and Youth Services.

A wide group of young people will be involved – representatives at separate meetings at least 6 times per year. Representation will be from a range of young people which varies and evolves throughout the year. All young people will be supported by our LBM Participation Officer and a group will meet in advance of every meeting to prepare their own agenda items. These meetings will also respond to requests and enquiries from the Corporate Parenting Strategic Governance Group.

## **5. Reporting**

Regular reporting (monthly), Exceptional reporting (only as required), Quarterly reporting, biannual reports and annual reporting will be required;

## **Joint Consultative Committee with Ethnic Minority Organisations**

**Membership: 5 Merton Councillors and representatives of Community Organisations**

**Constituted by: Council**

**Powers and Duties determined by: Council**

**Authority: Section 76 Race Relations Act 1976 and Race Relations (Amendment) Act 2000 and Article 10 of the Constitution**

### **Functions**

- a) To advise and make recommendations upon strategic policy issues relating to:
  - (i) Issues of local concern to the ethnic minority communities
  - (ii) Provision of Council services and resources, with reference to the needs of local ethnic minority communities
  - (iii) The elimination of discriminatory practices and racial prejudice in the delivery of Council services
  - (iv) The promotion of equal opportunities and good relations between different groups
  - (v) Applications for financial grant from Merton Council, Central Government, EC and other external funding organisations in aid of projects affecting local ethnic minority people.
- b) To contribute to and monitor the Council's Equality and Diversity Statement and Policy and the Race Equality commitments of the Corporate Equality Scheme

## **Members' School Standards Panel**

**Membership: 3 members one of whom shall be Chair**

**Constituted by: Council**

**Powers and Duties determined by: Council**

**Authority: Article 10 of the Constitution**

### **Functions**

- a) The Panel will meet half termly
- b) OFSTED Inspection Reports
  - (i) Receive all OFSTED Inspection reports and discuss the outcomes with the head teacher, the chair of the governing body and one other representative governor.
  - (ii) Support each school's governing body in the development of an appropriate, relevant and effective action plan in response to the inspection report.
  - (iii) Request the Chief Inspector to write to the chair of the governing body to summarise the meeting, and where appropriate, to follow up on the implementation of the school's action plan where the OFSTED report indicates that the school is performing below expected levels in significant aspects. In such a case the school will be allocated to the appropriate category as set out in the Support and Monitoring Framework.
- c) Support and Monitoring Framework
  - (i) Receive a termly oral report from the Chief Inspector of the outcomes of the half-termly Phase Group meetings, including a list, confidential between the MRP and the Chief Inspector, of the performance levels of all schools.
  - (ii) Receive all monitoring reports from schools undergoing support and monitoring at level D, and confirm decisions made by the School Improvement Group (SIG).
  - (iii) Receive all monitoring reports from schools at level E of the Support and Monitoring Framework and confirm decisions made by the Schools Improvement Group. The final report will go to the Cabinet Portfolio holder for a decision on further action with a recommendation from the Panel.
- d) Formal Warning Notices
  - (i) Recommend to Cabinet Portfolio holder the issue of a Formal Warning Notice to a governing body where the governing body refuse to take the necessary action to address serious weakness. In some circumstances, this may need to be carried out in the form of urgency under delegated powers.

- (ii) Recommend to Cabinet Portfolio holder the appointment of additional governors where a governing body does not comply with a Formal Warning Notice, and/or the suspension of a school's delegated budget.



## **Standing Advisory Council On Religious Education**

### **Membership:**

See section 3 below

### **Constituted by: Council**

### **Powers and Duties determined by: Section 390 of the Education Act 1996**

### **Authority: Section 390 of the Education Act 1996**

The Council shall be called the Merton SACRE (Standing Advisory Council on Religious Education).

It is established under Section 3.90 – 3.97 of the Education Act 1996 as amended.

#### **1. Role and functions**

- a) To advise the LA on such matters concerned with school worship and with Religious Education according to an Agreed Syllabus as the LA may request or as the SACRE may see fit.
- b) These matters might include methods of teaching and choice of materials to deliver the Agreed Syllabus.
- c) To evaluate how well the Agreed Syllabus supports the provision of Religious Education provision in schools.
- d) To receive, and determine whether an application from a Head Teacher to vary the requirement for worship of a broadly or mainly Christian character, is appropriate for the whole school or for groups of pupils.
- e) To publish an annual report on the work of SACRE and to circulate this to Headteachers, to QCDA and to the appropriate Council Committee and senior officers in Children Schools and Families Department.
- f) To set up a Statutory Conference at any time if, in the opinion of SACRE, it becomes necessary to review the Authority's agreed syllabus and to do so at least every five years.
- g) To advise, if requested, on matters arising from the Authority's Complaints Procedures under Section 23 of the Education Reform Act 1988.

#### **2. Officers**

- a) The Director of Merton's Children, Schools and Families Department, or such other senior officer/s as s/he may designate, shall attend and participate in discussions in the SACRE as professional adviser/s and make appropriate arrangements to support the administration of the SACRE and its meetings.

#### **3. Membership**

- a) In accordance with the provisions of the Education Reform Act 1988 (Section 11(4)): The SACRE is to comprise four groups representing:  
Committee A  
Such religions and belief groups as, in the opinion of the Council, will appropriately reflect the principal religious and belief traditions in the Borough of Merton.  
Committee B  
The Church of England.  
Committee C

Such associations representing teachers as, in the opinion on the Local Authority, ought, having regard to the circumstances of the borough, to be represented.

#### Committee D

The Local Authority.

- b) The Authority may, after appropriate consultation with the denomination/association concerned, remove a member of the SACRE, if in the opinion of the Authority, that member ceases to be representative of the denomination or belief group s/he was appointed to represent.

#### **4. Term of office of members**

Members of Group D (elected members) shall be elected at the Annual Meeting of Merton Council.

#### **5. Vacancies**

- a) A member appointed to fill a vacancy shall hold office only for the unexpired term of office of the member in whose place s/he is appointed.
- b) Any vacancy occurring within three months of the expiration of the term of office of a member need not be filled.
- c) The validity of proceedings of the SACRE or of the members of the SACRE of any particular category shall not be affected:
  - I. By a vacancy in the office of any member of the Council; or
  - II. On the grounds that a member of the Council appointed to represent any denomination or associations does not at the time of the proceedings represent the denomination or associations in question.

#### **6. Deputies**

Only named deputies may attend or vote in place of a member.

#### **7. Chair and Vice-Chair**

- a) The Chair and Vice Chair shall be elected annually by the SACRE members following nomination at the first SACRE meeting of the council year. Nominations should be made to the clerk prior to the start of the meeting.
- b) If there is more than one nomination for each position then a secret ballot will take place. In the event of a tie the previous chair has the casting vote.
- c) In the case of no nominations an executive group consisting of a member of each committee shall be set up.

#### **8. Voting**

- a) SACRE  
Each representative group shall be entitled to one vote on any question to be decided by the whole SACRE, totalling four votes in all. Decisions made by the SACRE require a majority vote.
- b) Representative Groups  
Decisions made within each representative group, including how to cast that group's vote on any question to be determined by the whole SACRE, require a majority vote.

#### **9. Co-options**

- a) The SACRE may co-opt further members if it is felt that the existing members do not adequately reflect the principal belief groups and/or religious traditions of the area, or for particular purposes and such length of time as representative groups on the SACRE shall decide.
- b) Such co-opted members may participate fully in the discussion of the SACRE but may not vote or participate in the co-option of others.

#### **10. Quorum**

A quorum shall consist of one third of the members and which must include representation from each of the four committee groups.

#### **11. Frequency of meetings**

- a) The SACRE shall normally meet at least once in every school term. It is for each of the four constituent groups to determine whether it wishes to meet on an ad hoc basis outside meetings of the full Council.
- b) The chair may call an extraordinary meeting if this agreed at a preceding quorate meeting.

#### **12. Notice of meetings**

At least five clear working days before each meeting of the SACRE the clerk shall send notice to every member setting out the business to be transacted. Items for the agenda may be submitted by any of the four groups, and such items should be sent to the Clerk not less than 14 days before a meeting.

#### **13. Minutes**

The minutes of each meeting shall be sent by the Clerk to each member as soon as practicable after a meeting. The minutes shall be confirmed and signed at the next meeting.

#### **14. Submission of resolutions to the Cabinet**

The Clerk shall submit to the following meeting of the Cabinet any resolution of the SACRE addressed to that Committee.

#### **15. Availability of papers to the public**

All papers of the SACRE shall be available on the local authority's website, except in relation to any matter deemed by the SACRE to be confidential.

## **Pension Fund Investment Advisory Panel**

**Membership: Voting - 3 Councillors. Non-voting - Chief Finance Officer (or delegate), Treasury Services Manager, Staff Side Representative, Pensioner Representative)**

**Constituted by: Council**

**Powers and Duties determined by: Council**

**Authority: (Section 102(4) Local Government Act 1972)**

### **Functions**

- a) To establish, in consultation with relevant advisors, appropriate investment policy for the Pension Fund, and to advise General Purposes Committee accordingly
- b) To advise officers on the exercise of their delegated powers concerning the management and investment strategy of the Pension Fund and to report to and advise General Purposes Committee as appropriate.
- c) To monitor the performance of the Pension Fund relative to its objectives, benchmarks and targets, and to prompt remedial action as necessary
- d) To review the draft Annual Report and Accounts for the Pension Fund, and provide comments to the General Purposes Committee and Audit Committee in respect of the investment matters reported therein.

**South West London Joint Waste Management Committee**

**Membership: 2**

**Constituted by: Cabinet**

**Powers and Duties determined by: Cabinet**

**Authority: Cabinet**

**Functions:**

To advise the Cabinet on the Development of the Joint Waste Development Plan Document

**Street Management Advisory Committee**

**Membership: 6 Councillors**

**Constituted by: Cabinet**

**Powers and Duties determined by: Cabinet/Cabinet Member for Environment and Regeneration**

**Authority: Cabinet**

**Functions:**

To advise the Cabinet Member for Environment and Traffic Management on any matter that the Cabinet Member refers to the Committee for consideration.