

## REPORT OF THE CLERK TO THE JOINT COMMITTEE

<b>JOINT COMMITTEE – TERMS OF REFERENCE AND AGENDA MANAGEMENT PROTOCOL AND RULES OF PROCEDURE</b>  <b>Joint Committee of the Olympic and Paralympic Boroughs</b> <b>[04.09.2009]</b>	<b>Classification</b>  Public	<b>Enclosures</b>  [Appendix 1]  <b>AGENDA ITEM NO.</b>  <b>4</b>
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### 1. SUMMARY

- 1.1 This report sets out the Terms of Reference of the Joint Committee as approved by the London Boroughs of Greenwich, Hackney, Newham, Tower Hamlets and Waltham Forest and set out in the agreed Memorandum of Understanding

### 2. RECOMMENDATION

The Joint Committee of the Olympic and Paralympic Boroughs is recommended to note the Terms of Reference as set out in the Appendix to this report and that further reports will be submitted to the Joint Committee regarding rules of procedure for meetings and other associated matters following consultation with Mayors and Leaders of the Boroughs

### 3. RELATED DECISIONS

- 3.1 The London Boroughs of Greenwich, Hackney, Newham, Tower Hamlets and Waltham Forest (the five boroughs) have decided to establish a joint committee to discharge executive functions on behalf of the five boroughs in so far as they relate to joint activities or areas of common concern in relation to the 2012 Olympic and Paralympic Games. In doing so they have adopted a Memorandum of Understanding setting out the basis for operating the joint committee and associated activities as agreed between the five boroughs

### 4. FINANCIAL CONSIDERATIONS

- 4.1 There are no financial considerations specific to the content of this report

### 5. LEGAL COMMENTS

- 5.1 These are contained within the body of the report

## **6. BACKGROUND**

- 6.1 Attached are the Terms of Reference of the Joint Committee as approved by the five Boroughs and set out in the Memorandum of Understanding.
- 6.2 The Memorandum of Understanding provides that administrative support for the joint committee will be provided by the London Borough of Hackney on a lead borough basis and the Chief Executive of Hackney Council will be formally designated as clerk to the joint committee with responsibility for the provision of administrative support.
- 6.3 It also provides that once established the joint committee will adopt a protocol to cover matters such as rules of procedure for meetings, public access to information (including arrangements for the publication of key decisions) and the scrutiny process agreed by the five boroughs.
- 6.4 This will be the subject of a further report to the Joint Committee following consultation with the Mayors and Leaders of the participating Boroughs to ensure that such a protocol reflect their requirements.
- 6.5 The Memorandum of Understanding currently provides that the rules of procedure adopted by the joint committee as part of a Constitution shall include the following provisions relating to agenda management.
- All prospective items of business for the joint committee or any sub-committee established by it shall in the first instance be considered at a meeting of the Chief Executives' Board. An item shall only be included on the agenda for a joint committee or sub-committee meeting with the agreement of each of the five borough Chief Executives.
  - Where an item of business has been included in the agenda for a joint committee but it appears to the Chair of the joint committee that unanimity of voting may not be achieved, the Chair may propose that the agenda item be referred back to the Chief Executives' Board for further consideration.
  - Where a decision of the joint committee does not apply to all five boroughs, the delegation of functions to the joint committee is limited to those boroughs to which the decision applies so that any borough to which the decision does not apply retains the capacity to determine the issue(s) in accordance with its own procedural requirements.
- 6.6 The operation of the joint committee will be in accordance with the relevant statutory provisions for discharge of local authority functions as set out in the Local Government Act 1972 and any statutory modification thereof and any business placed before the joint committee for approval shall be subject to the same need for relevant financial and legal advice as pertains to the discharge of any executive function by the individual Boroughs.
- 6.7 Further reports will be submitted to the Joint Committee as necessary regarding the effective and efficient operation of the joint committee including matters such as insurance and other operating costs which have yet to be determined.

**Tim Shields, Chief Executive, London Borough of Hackney  
Clerk to the Joint Committee**

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**Background papers**

The following documents have been relied upon in the preparation of this report:

<b>Description of document</b>	<b>Location</b>	<b>Date</b>
None		

## **Appendix One**

### **JOINT COMMITTEE TERMS OF REFERENCE**

**To act as a joint committee of the London Boroughs of Greenwich, Hackney, Newham, Tower Hamlets and Waltham Forest (the five boroughs) for joint collaboration in relation to the Olympic and Paralympic Games in 2012.**

#### **1. Functions:**

To discharge on behalf of the five boroughs the executive functions listed below in so far as they relate to joint activities or areas of common concern in relation to the 2012 Olympic and Paralympic Games:

1. Management and expenditure of the annual budget as defined by the Inter Authority Agreement made between the five boroughs dated 31 August 2006
2. Management and expenditure of external funding and all other financial resources allocated to the joint committee, including any funding allocated to the joint committee by any or all of the five boroughs in addition to the annual budget.
3. Approval of an annual business plan.
4. Development, negotiation and agreement of any Strategic Regeneration Framework and Multi Area Agreement(s).
5. Development, negotiation and implementation of joint regeneration policies and programmes.
6. Development, negotiation and agreement of a joint approach to post Olympic legacy, including promotion of the five boroughs as a sub region.
7. Development, negotiation and implementation of joint legacy strategies.
8. Development, negotiation and implementation of joint arrangements in relation to bidding for, accepting and distributing external funding.
9. Development, negotiation and implementation of joint publicity and a joint communications strategy.
10. Development, negotiation and implementation of joint cultural event programmes and policies.
11. Development, negotiation and implementation of joint economic development and employment programmes and policies.
12. Review of the operation and effectiveness of the Joint Local Authority Building Control (JLAB) agreements for the Olympic Park. and Olympic venues in the five host boroughs.
13. Review of the operation and effectiveness of the Joint Local Authority Regulatory Services (JLARS) agreements in respect of the Olympic Park and Olympic venues in the host boroughs, covering environmental health (food safety & standards, health & safety enforcement, pest & pollution control and public health), highways and traffic management, street naming and numbering, licensing, safety at sports grounds, street scene enforcement, parking, and waste management.
14. Development, negotiation and implementation of joint policies for tourism and the business travel economy.
15. Development, negotiation and implementation of joint policies to maximise educational opportunities.
16. Development, negotiation and implementation of joint sports development policies.

Any other executive functions relating to joint activities or areas of common concern in relation to the 2012 Olympic and Paralympic Games in relation to which funding is allocated through the annual budget or in respect of which external funding or any other financial resources are allocated to the joint committee.

For the avoidance of doubt, where a decision of the joint committee does not apply to all five boroughs, the delegation of functions to the joint committee is limited to those boroughs to which the decision applies so that any borough to which the decision does not apply retains the capacity to determine the issue(s) in accordance with its own procedural requirements.

## **2. Membership:**

Ten Members, comprising two Members nominated by the Executive from each of the five boroughs for a maximum period not extending beyond any Member's remaining terms of office as a councillor.

## **3. Quorum:**

At least one Member from each of the five boroughs.

## **4. Voting Requirements:**

Each Member of the joint committee will have one vote and all questions coming or arising before the joint committee shall be decided by a majority of the members of the joint committee present and voting.

## **5. Sub-Committees:**

The joint committee may establish such sub-committees to discharge any, some or all of the functions listed in paragraph 1 above and/or for such other purposes as the joint committee determines appropriate. Any sub-committee so established shall comprise one Member from each of the five boroughs, who shall each have one vote and all questions coming or arising before a sub-committee shall be decided by a majority of the members of the sub-committee present and voting.