

# **GOVERNANCE COMMITTEE SUPPLEMENTARY AGENDA**

**14 October 2014**

The following report is attached for consideration and is submitted with the agreement of the Chairman as an urgent matter pursuant to Section 100B (4) of the Local Government Act 1972

- 5 REVISIONS TO THE OVERVIEW & SCRUTINY GOVERNANCE STRUCTURE**  
(Pages 1 - 10)
- 6 REVISIONS TO THE SPECIAL RESPONSIBILITY ALLOWANCES SCHEME** (Pages  
11 - 22)
- 7 THE ENFORCEMENT OF MOVING TRAFFIC CONTRAVENTIONS** (Pages 23 - 40)

**Andrew Beesley**  
**Committee Administration**  
**Manager**

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## GOVERNANCE COMMITTEE

14 October 2014

**Subject Heading:**

**REVISIONS TO OVERVIEW &  
SCRUTINY GOVERNANCE  
STRUCTURE**

**CMT Lead:**

**Andrew Blake-Herbert**  
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**Policy context:**

Local Government Act 2000  
Council Constitution

**Financial summary:**

Revisions will be required to the Member  
Special Responsibility Allowance Scheme  
if the proposals are approved by Council

**The subject matter of this report deals with the following Council Objectives**

Ensuring a clean, safe and green borough	<input type="checkbox"/>
Championing education and learning for all	<input type="checkbox"/>
Providing economic, social and cultural activity in thriving towns and villages	<input type="checkbox"/>
Valuing and enhancing the lives of our residents	<input type="checkbox"/>
Delivering high customer satisfaction and a stable council tax	<input checked="" type="checkbox"/>

**SUMMARY**

This report proposes changes to the Overview & Scrutiny governance regime within the Council.

Following a Member-led review of Scrutiny in 2013 it was recognised that the majority of councils across London, and many nationally, have an “overarching” Overview and Scrutiny committee which co-ordinates the work of thematic sub-committees, overseeing requisitions of executive decisions and ensuring the

avoidance of duplication in terms of topic groups and other scrutiny activities. This paper proposes the establishment of similar arrangements in Havering.

## **RECOMMENDATIONS**

That Governance Committee

Recommended to Council that:

- 1) An overarching Overview & Scrutiny Board be established in accordance with political balance rules
- 2) The following Overview and Scrutiny committees be converted to sub-committees of the overarching Overview & Scrutiny Board:
  - Towns & Communities
  - Health
  - Individuals
  - Environment
  - Crime and Disorder
  - Children & Learning
- 3) Council nominate one of the chairs of the Overview and Scrutiny Sub-Committees to Chair the Overview & Scrutiny Board
- 4) The Overview & Scrutiny Board comprises all of the chairs of the Overview and Scrutiny sub-committees together with such other members nominated to the Board to meet the political balance requirements.
- 5) Using her delegated powers, the Council's Monitoring Officer make the necessary changes to the Council's Constitution in respect of the proposed revisions to Overview and Scrutiny.

## **REPORT DETAIL**

- 1.1 The concept of Overview & Scrutiny (O&S) originated in the Local Government Act 2000. It was intended as an essential part of the "checks and balances" to the introduction of strong executive governance model within local government, to provide oversight of an executive able to make almost all operational decisions. Subsequent legislation - most recently the current Government's Localism Act 2011 - has reinforced the role of O&S in holding the Executive to account. O&S also provides non-executive

councillors with an opportunity to ensure that local people receive high quality services and with a robust review of those services.

1.2 Since coming into force in 2002, Havering has adopted an O&S structure whereby individual committees take ownership for scrutinising specific areas of responsibility, operating their own requisition powers. Currently, there are seven O&S committees:

- Value
- Towns and Communities
- Environment
- Children and Learning
- Individuals
- Health
- Crime and Disorder

1.3 In 2013, a Member-led review of the approach to O&S in Havering was undertaken along with an analysis of how other local authorities approached the function.

1.4 The review identified that various models for O&S had been developed across the country and that a “no one size fits all” approach existed. Some local authorities had adopted a “one for one” style, where the O&S Committees matched service delivery areas; others had adopted a cross-cutting system, with O&S committees matched to activities that were common to a number of service areas. The majority of councils across London, and many nationally however, had adopted a single, over-arching O&S committee with sub-committees (known by a variety of names) covering specific areas, some permanent, others set up with a limited scope and timeframe that were dissolved upon completing their task.

1.5 As part of the review, Best Practice authorities in O&S as recognised by the Centre for Public Scrutiny (CfPS) were visited. Visits to Enfield and Hackney demonstrated the advantages of an overarching scrutiny board which coordinated the work of themed committees. Hackney, in particular, used its O&S Board as the vehicle by which the effectiveness of scrutiny was monitored and through which work - undertaken by the themed committees - could be directed to avoid duplication and to ensure that areas of priority and, importantly – issues that scrutiny could influence – were being pursued.

1.6 It is consequently proposed that a single O&S Board is established in Havering to undertake all call-in functions and to act as a vehicle by which the effectiveness of scrutiny is monitored and where work undertaken by themed sub-committees could be co-ordinated to avoid duplication and to ensure that areas of priority were being pursued. This Board would subsume the role of the current value Scrutiny Committee which oversees general management matters. It is proposed that the other current O&S committees will become sub-committees to the new Overview and Scrutiny Board. Sub-committees could continue to form topic groups.

- 1.7 In order for this arrangement to function effectively, the Chairs of the O&S sub-committees would have automatic membership of the new O&S Board to ensure good co-ordination. The Board would need to be politically balanced and its size would therefore need to depend upon the political balance of the distribution of Chairs of sub-committees.
- 1.8 Depending upon the agreement of other Group leaders, the Leader of the Council proposes that, as the Chairs of Scrutiny have only recently been decided by the Council, the current Chairs of scrutiny committees become Chairs of the relevant sub-committees. It is further proposed that Council appoints one of the Chairs of the sub-committees to also be the Chair of the Overview and Scrutiny Board.
- 1.9 The Leader of the Council will set out these proposals as formal nominations to Council, but it will of course be up to other groups to make amendments to those proposals which will then be voted upon in the usual way.
- 2.0 If the Leader's proposals are accepted by Council, given the political affiliation of current Chairs, the Overview and Scrutiny Board would need to be a Committee of 16 members in order to comply with political balance requirements. Under these circumstances, the allocations would be as follows:
- 7 Conservative
  - 3 RAs (the current Chairs of Environment, Individuals and Health)
  - 2 UKIP (including the Chair of Towns and Communities)
  - 2 EHRG (including the current Chair of Children's)
  - 2 IRG (including the current Chair of Community safety)
- 2.1 Terms of reference for the new Overview and Scrutiny Board and Sub Committees are set out in Appendix 1 attached.

## **IMPLICATIONS AND RISKS**

### **Financial implications and risks:**

There are no direct financial implications and risks

### **Legal implications and risks:**

Section 9F of the Local Government Act 2000 provides that executive arrangements by a local authority must include provision for the appointment by the authority of one or more committees to undertake the specified functions of overview & scrutiny. The specified functions are those contained in the terms of reference of the proposed overarching Committee at Appendix 1 to this report.

Subject to the foregoing it is within the discretion of every authority as to how its Overview & Scrutiny arrangements are organised. The proposals in this report satisfy the legal requirements and there are no other immediate legal implications arising from this report.

**Human Resources implications and risks:**

There will be a minor impact to resources as staff will be required to undertake revised administrative duties; this will however be met by existing resources.

**Equalities implications and risks:**

There are no direct equalities implications and risks

**BACKGROUND PAPERS**

None

**Appendix 1**

**Overview & Scrutiny Responsibilities**

Section 9F of the Local Government Act 2000, requires that the overview & scrutiny function be empowered to undertake the following activities:

To:

- a) Review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive.
- (b) Make reports or recommendations to the Authority or the Executive with respect to the discharge of any functions which are the responsibility of the Executive;
- (c) Review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the Executive;
- (d) Make reports or recommendations to the Authority or the Executive with respect to the discharge of any functions which are not the responsibility of the Executive; and
- (e) Make reports or recommendations to the Authority or the Executive on matters which affect the Authority's area or the inhabitants of that area.
- (f)
  - (i) Review and scrutinise in accordance with regulations made under Section 244 of the National Health Service Act 2006 matters relating to the Health Service (within the meaning given by that Act as extended by that section) in the Authority's area and
  - (ii) Make reports and recommendations on such matters in accordance with the regulations.

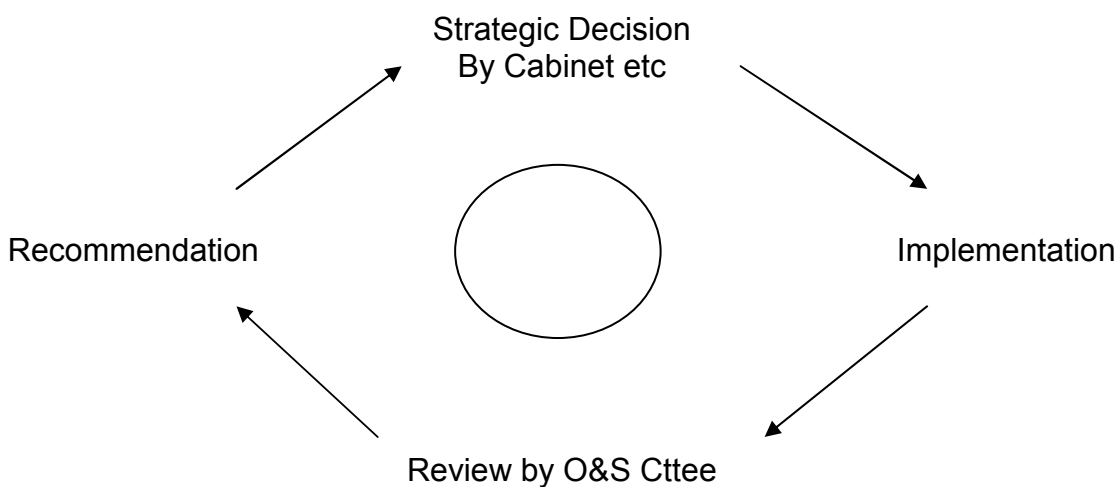
**Havering Council's Overview and Scrutiny Function is delegated as follows:**

**The Overview and Scrutiny Board will take responsibility for:**

- 1) General oversight of the overview and scrutiny function to ensure that scrutiny reviews and investigations are appropriate, that the sub-committees work together, and that ideas and expertise are shared. To help this happen, the Chairs of each scrutiny sub-committee will be members of the Overview and Scrutiny Board.
- 2) This Board exercises the power to hold the Executive to account, by examining decisions about to be taken; taken but not yet implemented (call-in); and that have been implemented (post-hoc review) in connection with the discharge of any functions which are the responsibility of the Executive.
- 3) Consider matters relating to the conduct, structure and procedures of overview and scrutiny;



- 4) Develop mechanisms for addressing cross-cutting issues and for preventing duplication of work. Where matters fall within the remit of more than one O&S sub-committee, to determine which of them will assume responsibility or set up a joint ad-hoc body;
- 5) Contribute to continuous improvement in service delivery (through consideration of service delivery performance) and through consideration of the work of the sub committees to ensure a balanced programme that relates to important aspects of council activity is undertaken. Such activity will include both Executive and non-Executive processes. The Board will encourage the sub-committees to review key policies and decision made by the Executive to ensure it contributes to learning and a culture of continuous improvement using the model below.



This model suggests that Cabinet strategy decisions are to be put to the O&S Board after a given period subject to O&S choosing to review that policy. While the Board and sub-committees can pick and choose which policies they would like to examine, it is desirable that any review of the policy chosen is undertaken in the context of the Council's declared policy priorities. The O&S Board will oversee this process.

- 6) Undertake specific scrutiny of:
  - The Council's financial strategy and management including business processes and systems, debt recovery, use of resources and financial information for members
  - Strategic partnerships including Partnerships with Business
  - Customer access
  - oneSource
  - Councillor Call for Action

**Overview and Scrutiny Sub Committees will take responsibility for each of the areas set out below:**

**Children & Learning**

- School improvement (BSF)
- School Improvement
- Youth Service
- Social Care for Children
- Adult Education
- 14-19 Diplomas
- Social Inclusion
- Councillor Call for action

**Environment**

- Local Development Framework and Strategic Transport
- Transport for London
- Environmental Strategy
- Street care
- Parking
- Social Inclusion
- Councillor Call for action

**Individuals**

- Personalised services agenda
- Adult Social Care
- Diversity
- Social Inclusion
- Councillor Call for action

**Towns & Communities**

- Community Engagement
- Cohesion
- 3rd Sector
- Regulatory Services
- Planning and Building Control
- Town centre strategy
- Licensing
- Leisure, arts, culture
- Housing
- Social and economic regeneration
- Parks
- Social inclusion
- Councillor Call for Action

**Health**

NHS bodies

**Crime and Disorder**

Police and other organisations that deal with crime and disorder

**Note:**

The Health Sub- Committee and Crime and Disorder Sub-Committee will continue to have delegated to them the powers to scrutinise the NHS and crime and disorder partners as set out above via the appropriate legislation.

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## Governance Committee 14 October 2014

**Subject Heading:**

**MEMBERS' ALLOWANCES – Proposed revision of scheme**

**Report Author and contact details:**

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Group Director Strategy and Resources  
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**Policy context:**

Members Allowances Scheme

**Financial summary:**

The revisions to the special responsibility allowances scheme will ensure that the budgetary position is no longer exceeded

### The subject matter of this report deals with the following Council Objectives

Clean, safe and green borough	<input type="checkbox"/>
Excellence in education and learning	<input type="checkbox"/>
Opportunities for all through economic, social and cultural activity	<input type="checkbox"/>
Value and enhance the life of every individual	<input checked="" type="checkbox"/>
High customer satisfaction and a stable council tax	<input checked="" type="checkbox"/>

### SUMMARY

On 26 February 2014, the Council approved the 2014/15 Members Allowances Scheme. The budget position was established on the basis of a reduction in the number of Special Responsibility Allowances which was not enacted at that time.

Subject to the agreement of the proposed revisions to the Council's committee structure, this report proposes a revision to the existing scheme. In reviewing the scheme due regard was given to the June 2014 report of the Independent Remuneration Panel of London Councils and the allowances in the scheme are set with regard to their bands of recommendations.

In addition, close consideration was given to the diverse political make-up of the Council which was critical when establishing the number of positions that were to receive a special responsibility allowance. The Allowances proposed fall within

the budget that had been set to ensure Allowances were reduced in line with reductions elsewhere within the council.

## RECOMMENDATIONS

That

- 1) Governance Committee recommend to Council that the proposed revision to the Members' Allowances Scheme for the remainder of the 2014/15 municipal year as set out in paragraph 2 of the report and Schedule 1 of Appendix A be approved.

Alternatively that

- 2) Governance Committee recommend to Council different proposals for the Members Allowances Scheme which do not exceed the budget position.

## REPORT DETAIL

### 1. **BACKGROUND INFORMATION – THE CURRENT SCHEME**

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 provide that a Local Authority shall make a scheme in accordance with these Regulations in respect of each year. Regulation 10 provides that such a scheme shall be made before the beginning of each year commencing on 1<sup>st</sup> April. Such a scheme may be amended during the year, but only revoked and replaced with a new scheme with effect from the beginning of a year.
- 1.2 Members approved the 2014/15 Member Allowances Scheme at Full Council on 26 February 2014 with Members resolving that the total number of SRAs be reduced to no more than 27 in line with the Government's recommendations for the proportion of SRAs. The budget position was established on the basis of plans put in place by the previous Administration to make changes to cabinet and scrutiny positions. Not all of those changes were, however, made at Annual Council because it was the will of some Members to review the Council's Overview and Scrutiny function. A report to Council on 11 June 2014 explained that revisions to the scheme would be required ensure it fell within the financial envelope agreed. This report seeks to do that and, in addition, has regard to changes in political representation in the light of the establishment of a new political group.

## 2. Revisions to the Allowances Scheme

- 2.1 In light of the on-going financial pressures the Council faces with the continued reduction in central government funding, it is proposed that the level of special responsibility allowance for a number of posts be reduced, the figures for which are detailed in the table below.
- 2.2 In recognition of the diverse political make-up of the Council and the representation of all Groups through positions as Chairmen on various committees, it is not proposed that the overall number of posts receiving a special responsibility allowance be reduced. Despite this, the proposals which are presented on behalf of the Administration correspond with the Council's savings targets for 2014/15 and beyond because of reductions in the levels of allowances proposed.
- 2.3 To ensure expenditure does not exceed the budget position, account has been taken of the circumstance that when a councillor would otherwise be entitled - under the scheme - to more than one special responsibility allowance then that entitlement shall instead be only to **one** of them, being the one attracting the higher rate. The effect of this is that only 29 of the 33 special responsibility allowances proposed in this report will actually be paid to Members.
- 2.4 The revisions also take account of the proposed changes to the operation of Overview and Scrutiny. Clearly, should the proposals not be approved then the SRA level for the position of Overview and Scrutiny Chairman will need to be revisited as it could have budgetary implications.
- 2.5 The revised list of members' allowances, if agreed, would be as follows:

Category of Allowance	Amount Per Member £	Minimum London Scheme (where applicable)
<b><u>Basic Allowance</u></b>	10,208	10,703
<b>Special Responsibility Allowances:</b>		
Leader of the Council	45,048	54,769
Deputy Leader of the Administration	31,420	35,128
Cabinet Members	28,780	35,128
Leader of Principal Opposition	14,418	15,486
Leader of Minority Opposition Groups	4,000	2,392
Mayor	12,000	15,486
Deputy Mayor	4,000	2,392
Overview and Scrutiny Board Chairman	14,418	15,468 - 35,128

Overview and Scrutiny Sub-Committee Chairmen	7,650	2,392
Licensing and Regulatory Services Committee Chairmen	14,418	15,486
Regulatory Services Committee Vice-Chairman	2,000	2,392
Licensing Committee Vice Chairmen	2,000	2,392
Audit, Pensions, Highways and Governance Committees Chairmen	7,650	
Adjudication & Review Committee Chairman	2,000	
Rainham & South Hornchurch Working Party Chairman	7,650	

In accordance with paragraph 4(c) of the Members' Allowance scheme, when a Councillor would otherwise be entitled to more than one special responsibility allowance, then the entitlement shall be to only one, that being the one attracting the higher rate

- 2.6 Under Regulation 19 of the 2003 Regulations, before an authority amends a scheme, it shall have regard to the recommendations made in relation to it by an independent remuneration panel.
- 2.7 The Council uses the London Council's Independent Review Panel in this regard and that panel has published a report, *"The Remuneration of Councillors in London 2014"*, in June 2014. This report discusses the role of councillors and sets out recommended allowance levels. This includes special responsibility allowances.
- 2.8 Special Responsibility Allowances (SRAs) are presented in 5 bands determined by the types of role a Member may have. The allowance levels for each band are shown in a range and as a percentage of the remuneration package for a Council Leader. This gives flexibility and takes into account the different level of complexity similar roles may have between Councils.
- 2.9 Due regard has been given to the Independent Review Panel report in determining the proposed scheme and comparisons between the proposed SRA levels and the recommendations of the Independent Panel are referred to in the table above. It can be seen that in each case - apart from minority group leaders' and chairmen of Overview and Scrutiny Sub-Committee allowances - the Allowances proposed are below the Independent Panel recommendation.

#### **Financial Implications and Risks:**

After the approved savings the 2014/15 budget provision is £1,066k. Based on the proposed new scheme and an initial assessment of possible circumstances that when a councillor would otherwise be entitled under the scheme to more than one special responsibility allowance then the entitlement shall instead be only to one of them, being the one attracting the higher rate, it is project that this



will be within budget. When nominations are confirmed, this will be validated by the Director of Strategy and Resources and represents a 20% saving on the previous SRA scheme in recognition of the savings taken in other parts of the council.

**Human Resource Implications and Risks:**

None arising directly.

**Legal Implications and Risks:**

The 2003 Regulations provide for an allowance scheme to be made each year prior to, and with effect from, 1st April and the revocation of a scheme with effect from the same date. **It is permissible to amend the scheme during a year but not to make a new scheme other than at 1st April.**

The Regulations set out various detailed requirements in respect of:

- publicity
- categories of special responsibility allowances
- basic allowances being the same for all members
- co-optees' allowances etc.

In addition, the Regulations provide that an Independent Remuneration Panel's report shall, as soon as reasonably practicable after it is received, be made available for public inspection and the main features of the report be published in one or more newspapers circulating in its area.

**Regulation 19 provides that before a local authority makes or amends a scheme, the authority shall have regard to the recommendations made to it by an independent remuneration panel.** This does not mean that a local authority has to adopt only those recommendations but it does mean that if an authority is going to depart from those recommendations it should objectively justify those departures and the rationale for them so that if the decision making of the authority is called in to challenge there are both reasoned and reasonable grounds for its decision taking into account all the material factors in issue.

**Background Papers**

None

## Members' Allowances Scheme

*Agreed at the meeting of the Council on 26<sup>th</sup> February 2014:*

*The new Scheme is agreed with effect from 1<sup>st</sup> April 2014 and the revocation of the Members' Allowance Scheme (2014) is effective from 31<sup>st</sup> March 2014. A revision to the scheme was agreed at an Extraordinary meeting of Council on 22<sup>nd</sup> October 2014 and is effective from that date.*

The Council of the London Borough of Havering in exercise of the powers conferred by the Local Authorities (Members Allowances) (England) Regulations 2003 hereby makes the following scheme:

- (a) This scheme may be cited as the Havering London Borough Council Members' Allowance Scheme. The new scheme shall have effect from 1<sup>st</sup> April 2014.
- (b) In this scheme, "councillor" means a councillor of the London Borough of Havering and "year" means the period ending on 31<sup>st</sup> March 2015 and any period of 12 months ending on 31<sup>st</sup> March in any year after 2015.
- (c) **Basic allowance (Schedule 1)**

Subject to paragraphs 7 and 12, for each year a basic allowance of £10,208 shall be paid to each councillor.

#### 4 **Special responsibility allowance (Schedule 1)**

- (d) For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the Council that are specified in schedule 1 to this scheme.
- (b) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
- (c) When a councillor would otherwise be entitled under the scheme to more than one special responsibility allowance, then the entitlement shall instead be only to one of them, being the one attracting the higher rate.
- (d) Where a Member is also a member of another authority, that Member may not receive allowances from more than one authority in respect of the same duties.

**5 Child and dependent care allowance**

These expenses are expected to be met from the Basic Allowance.

**6 Renunciation**

A Councillor may, by notice in writing given to the Group Director Strategy and Resources, elect to forego any part of his/her entitlement to an allowance under this scheme.

**7 Part-year entitlements**

- (a) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- (b) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
  - (i) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
  - (ii) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year.

The entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (c) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his/her terms of office subsists bears to the number of days in that year.
- (d) Where this scheme is amended as mentioned in paragraph 7(b), and the term of office of a councillor does not subsist throughout the period mentioned in paragraph 7(b)(i), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period

(ascertained in accordance with that paragraph) as bears to the whole the same proportion as the number of days during which his/her term of office as a councillor subsists bears to the number of days in that period.

- (e) Where a councillor has, during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- (f) Where this scheme is amended, as mentioned in paragraph 7(b), and a councillor has, during part, but does not have throughout, the whole of any period mentioned in paragraph 7(b)(i) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

## **8 Travelling and Subsistence (Schedule 2)**

- (a) Members can claim travelling expenses for travelling outside of the Borough on official Council business as set out in Schedule 2.
- (b) Members can claim subsistence expenses on official Council business when outside of the Borough as set out in schedule 2.

## **9 Claims and payments**

- (b) Payments shall be made in respect of basic and special responsibility allowances, subject to paragraph 8(b), in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month.
- (c) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 7, he or she is entitled, then payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.
- (d) Payments in respect of Travel and Subsistence shall be made to the councillor on receipt of a claim form with supporting

receipts/vouchers. Claims must be made within three months of the claim arising.

**10 Pension Scheme**

No Member in the scheme is entitled to apply for inclusion in the Pension Scheme.

**11 Financial Limits**

The Group Director Strategy and Resources will arrange for the budget for members allowances to be monitored to ensure that budgetary issues are reported to Members.

**(e) Increases in Allowances**

Basic Allowances as quoted will be updated for 2014/15 by any 2014/15 increases as agreed under the annual Local Government Pay Settlement of the Joint Negotiating Committee for Chief Officers of Local Authorities or its replacement under the local pay agreement. The amounts so calculated are to be rounded up to be divisible for payment purposes.

The amended basic allowance will be found on the Internet once any annual % uplifts have been agreed.

The Travelling and Subsistence allowances will be increased in line with the increase in officer rates.

**(f) Suspension of Basic and Special Responsibility Allowance**

Where a Member is suspended, or partially suspended, from his/her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000, or Regulations made under that part, the part of Basic and Special Responsibility allowance payable to him/her in respect of the period for which he is suspended or partially suspended will be withheld by the Authority..

**14 Mayor and Deputy**

The Mayor and Deputy Mayor's allowance covers the cost of all Mayoral activities such as clothing, personal expenses and sundry expenses – including items such as attendance at dinners, raffle tickets, sponsorship and donations.

The Mayor and Deputy Mayor will be responsible for all such payments via the SRA, which will be taxed. The Council will meet the cost of:

- Having Civic receptions, award pins and certificates at the civic award ceremony;
- medals, certificates and frames in the event of there being any ceremony associated with Honorary Alderman/Freeman of the Borough awards;
- gifts given on behalf of the Council in reciprocation or gifts initiated by the Council for promotional purposes;
- maintaining and provisioning the beverage machine in the Parlour;
- postage costs and all costs associated with the Mayoral transport, robes etc.

**15 Co-Optees and Independent Persons' Allowances**

The standard rate of allowance for statutory co-optees is £117 per meeting attended.

The Independent Person for standards of Members' Conduct will be paid an annual allowance of £1,000, in monthly instalments.

Co-optees and Independent Persons will be reimbursed for all travel costs in accordance with the above, whether the travel is within or outside the Borough, but will not be paid subsistence.

**16 Note**

- (g) The Council is required to keep a record of the payments made by it in accordance with this scheme.
- (h) The record is required to be available for inspection at all reasonable times free of charge by any local government elector for the borough who may make a copy of any part of it.
- (i) The Council is also required to arrange publication of the total sums paid in each year to each member in respect of basic and special responsibility allowances.
- (j) The Council is required to arrange publication of the Scheme when approved.

## Schedule 1: Members' allowances

Category of Allowance	Amount Per Member £
<b>Basic Allowance</b>	10,208
<b>Special Responsibility Allowances:</b>	
Leader of the Council	45,048
Deputy Leader of the Administration	31,420
Cabinet Members	28,780
Leader of Principal Opposition	14,418
Leader of Minority Opposition Groups	4,000
Mayor	12,000
Deputy Mayor	4,000
Overview and Scrutiny Board Chairman	14,418
Overview and Scrutiny Sub-Committee Chairmen	7,650
Licensing and Regulatory Services Committee Chairmen	14,418
Regulatory Services Committee Vice-Chairman	2,000
Licensing Committee Vice Chairmen	2,000
Audit, Pensions, Highways and Governance Committees Chairmen	7,650
Adjudication & Review Committee Chairman	2,000
Rainham & South Hornchurch Working Party Chairman	7,650

**NOTES:** The basic allowance will be uplifted each year in accordance with paragraph 12.

## Schedule 2: Travel and Subsistence

Travelling expenses can only be claimed for travel outside of the borough on official Council business. The rules and entitlements for reimbursement of travel outside the Borough are the same as those for officers.

Subsistence allowances are only payable for official Council business outside the borough where the duties entail an overnight stay or working outside 'normal office hours'. Members will be reimbursed actual expenditure incurred up to the maximum of the rates set for officers

Allowances are payable on the basis of expenditure incurred and receipts must be submitted to support claims for subsistence allowances and travel costs

Travel and subsistence arrangements for key events will be set in line with the above. Taking account of the practicalities of arrangements however, these will be set out and documented by the Group Director Strategy and Resources, prior to each event and be agreed with the Cabinet Member for Value.





## GOVERNANCE COMMITTEE

14 OCTOBER 2014

Subject Heading:

Cabinet Member:

CMT Lead:

Report Author and contact details:

Policy context:

Financial summary:

Is this a Key Decision?

**Adoption of the London Local Authorities and Transport for London Act 2003 - ENFORCEMENT OF MOVING TRAFFIC CONTRAVENTIONS**

**Councillor Robert Benham**

**Cynthia Griffin**

Tina Brooks

01708433753

tina.brooks@havering.gov.uk

To introduce new enforcement measures to improve Traffic Flow & Road Safety

Service is expected to be cost neutral however any surplus may be used as set down in Road Traffic Regulation Act 1984.

No

### The subject matter of this report deals with the following Council Objectives

Ensuring a clean, safe and green borough	<input checked="" type="checkbox"/>
Championing education and learning for all	<input type="checkbox"/>
Providing economic, social and cultural activity In thriving towns and villages	<input type="checkbox"/>
Valuing and enhancing the lives of our residents	<input checked="" type="checkbox"/>
Delivering high customer satisfaction and a stable council tax	<input checked="" type="checkbox"/>

### SUMMARY

Moving Traffic Contraventions (MTCs) comprise a number of traffic regulations, including, but not limited to, banned right, left and U turns, no vehicle entry, yellow no stopping box junctions and vehicle type access restrictions

There are a limited number of locations in Havering where MTC enforcement could be applied, and it is considered that these locations would benefit from such enforcement in terms of improved driver behaviours, improved traffic flow and road safety.

The Council cannot enforce the relevant MTC unless it resolves to do so, such decision falling to full Council. This Committee is asked to consider whether or not to recommend adoption of the London Local Authorities and Transport for London Act 2003 (LLATFLA) provisions to Council. If

adopted there will be a need for consequential amendments to the Constitution. A further report to Cabinet is also anticipated once Council resolves to adopt the MTC provisions in relation to the operational aspects of enforcement.

## RECOMMENDATIONS

That the Committee Agree

1. To **recommend to Council** to make a resolution to adopt enforcement of Moving Traffic Contraventions within the whole of Havering in accordance with the provisions as set out in the London Local Authorities and Transport for London Act 2003.
2. That under delegated authority, the Head of StreetCare publish the necessary notices to introduce the changes.
3. To note that a report will be submitted to Cabinet for it to determine the locations of CCTV cameras within the borough.

## REPORT DETAIL

1. The Traffic Management Act 2004 places a duty on Local Authorities to ensure the free flow of traffic on the roads they manage and provides the process for issuing, processing and dealing with challenges related to Penalty Charge Notices (PCNs) issued for parking, bus lane and moving traffic contraventions. Moving Traffic Offences (MTC) however are enforceable by the Council pursuant to the LLATFLA.
2. A Council resolution is needed to adopt LLATFLA enforcement as this is a requirement under section 3 LLATFLA.
3. It is accepted practice that once the Council has passed a resolution to enforce the provisions of LLATFLA the introduction of MTC enforcement should be ratified by London Council's TEC (Transport and Environment Committee). Amendments will also be required to existing traffic management orders locally.
4. Subject to the resolution being granted, the adoption of the new enforcement powers will be advertised in a local newspaper, the London Gazette and other sources used for such purposes by the Council. The advert will be placed at least three months before the start date of the new powers to meet with the statutory requirements.
5. Signage must be placed at the entrance points to the borough and in key locations where the moving traffic and civil parking enforcement would take place to ensure all motorists are aware that camera enforcement is in operation. Alongside this process all locations will be checked to ensure there is a need for enforcement and all locations meet regulatory requirements for enforcement.

**Moving Traffic Contraventions**

6. Enforcing London's road signs has historically been the responsibility of the Police, however, it is often perceived as low policing priority which inhibits the local authority to properly manage traffic flow which in turn has a direct effect on road safety, the local environment and economy. The list of Moving Traffic Contraventions is detailed in Appendix A to this report.
7. Drivers whose vehicles are banned from using bus lanes and other restricted turns and areas of carriageway, but use them when prohibited, can cause accidents and delays leading to frustration and resentment among those drivers complying with the regulations
8. Buses are a central part of any public transport system and need to have bus lanes protected from misuse to make the bus journey more punctual and to reduce accidents to passengers. Enforcement of bus lanes may be undertaken by the Local Authority pursuant to the London Local Authorities Act 1996. These provisions however, do not need to be adopted by Council resolution and are already available subject to the consent of Transport for London (TfL).
9. Fair and consistent enforcement ensures that only those who contravene the regulations are penalised and drivers who are compliant have the benefit of a properly managed road network with improved traffic flow and reduced congestion will improve the local environment and economy.
10. CCTV is already used by the Council using Enforcement vehicles to issue PCNs to vehicles contravening parking regulations in accordance with regulations made under the Traffic Management Act 2004.
11. A number of London boroughs have already adopted the necessary powers to enforce MTCs, and their experience has shown the most effective means of evidenced collection is to use camera-based technology since the movement of the vehicle or the direction it has travelled needs to be captured as evidence and used to support the service of a PCN by post.
12. The Road Traffic Management Act 2004 sets down a robust statutory procedure that must be followed at each stage of the penalty charge notice, from issue, collection, and provides a robust process to challenge the issue of a PCN which includes the right of appeal to an independent adjudicator at the Parking and Traffic Appeals service. (PaTAS).
13. It should be noted that whilst the Council must adopt the powers to take on responsibility for enforcement of all the contraventions as detailed in **Appendix A** the operational management of when and where to enforce will be at the discretion of the Council and subject to further Cabinet report for Members to consider.

**IMPLICATIONS AND RISKS**

**Financial implications and risks:**

Income derived from the issue of PCNs is expected to cover the cost of enforcement and any surplus may be used for parking and highway provision to the benefit of local residents and businesses.

If there is any delay in receiving consent from London Councils the project may be delayed.

As part of the Council's budget proposals, a number of parking initiatives are being considered and the introduction of MTCs is included within this package of proposals.

**Legal implications and risks:**

The full Council will need to agree a resolution to introduce MTC enforcement by virtue of section 3 LLATFLA, before being submitted to London Councils TEC (Transport and Environment Committee) for ratification.

Changes to Traffic Management Orders are required including statutory consultation and public notices.

**Human Resources implications and risks:**

There may be some need to review working practices and contracts of enforcement staff, which will be dealt with through normal consultation processes.

**Equalities implications and risks:**

EIA attached.












**BACKGROUND PAPERS**










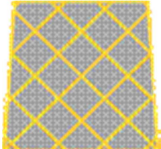
London Councils Approval to Commence MTC Enforcement guidance notes.

London Borough of Havering Financial Strategy 24/09/2014

London Borough of Havering Parking Strategy 2014

Moving Traffic Contraventions

Sign	Contravention
	Vehicular traffic must proceed in the direction indicated by the arrow
	Vehicular traffic must turn ahead in the direction indicated by the arrow
	Vehicular traffic must comply with the requirements prescribed in regulation 15
	No right turn for vehicular traffic
	No left turn for vehicular traffic
	No U turns for vehicular traffic
	Priority must be given to vehicles from the opposite direction
	No entry for vehicular traffic N.B. There is a condition attached to this sign which means that it is only included in this list when it indicates a restriction or prohibition which may also be indicated by another sign in the list.
	All Vehicles prohibited except non – mechanically propelled vehicles being pushed by pedestrians
	Entry to pedestrian zone restricted (Alternative types)
	Entry to and waiting in pedestrian zone restricted (Alternative types)

	<p>Entry to and waiting in pedestrian zone restricted (Variable message sign)</p>
	<p>Motor vehicles prohibited</p>
	<p>Motor vehicles except solo motorcycles prohibited</p>
	<p>Solo motorcycles prohibited</p>
	<p>Goods vehicles exceeding the maximum gross weight indicated on the goods vehicle symbol prohibited</p>
	<p>One way traffic</p>
	<p>Route for use by buses and pedal cycles only</p>
	<p>Route for use by tramcars only</p>
	<p>Part of the carriageway outside a school entrance where vehicles should not stop</p>
	<p>Marking conveying the requirements prescribed in regulation 29(2) and Part II of Schedule 19 of the Traffic Signs Regulations and General Directions 2002</p>

## Equality Impact Assessment (EIA)

### Document control

<b>Title of activity:</b>	<i>Enforcement of Moving Traffic Contraventions</i>
<b>Type of activity:</b>	Enforcement service using CCTV
<b>Lead officer:</b>	<i>Tina Brooks</i>
<b>Approved by:</b>	<i>Bob Wenman Head of Streetcare Please include your name, job title, service and directorate</i>
<b>Date completed:</b>	<i>6/10/2014</i>
<b>Scheduled date for review:</b>	<i>Will be reviewed every 2 years as part of Parking Strategy</i>

<b>Did you seek advice from the Corporate Policy &amp; Diversity team?</b>	Yes
<b>Does the EIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?</b>	/ No

# 1. Equality Impact Assessment Checklist

The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#).

Please complete the following checklist to determine whether or not you will need to complete an EIA. Please ensure you keep this section for your audit trail. If you have any questions, please contact the Corporate Policy and Diversity Team at [diversity@haverling.gov.uk](mailto:diversity@haverling.gov.uk)

## About your activity

<b>1</b>	<b>Title of activity</b>	<i>Enforcement of Moving Traffic Contraventions</i>
<b>2</b>	<b>Type of activity</b>	Enforcement service using CCTV
<b>3</b>	<b>Scope of activity</b>	There are a limited number of locations in Havering where it is considered enforcement of moving traffic contraventions will improve driver behaviour leading to improved traffic flow, and promote road safety for residents, visitors and all road users  CCTV will record contravening vehicles and Penalty Charge Notices will be issued via post to the registered owner of the vehicle.
<b>4a</b>	<b>Is the activity new or changing?</b>	Yes.
<b>4b</b>	<b>Is the activity likely to have an impact on individuals or groups?</b>	Yes
<b>5</b>	<b>If you answered yes:</b>	<i>Please complete the EIA on the next page.</i>
<b>6</b>	<b>If you answered no:</b>	<i>Please provide a clear and robust explanation on why your activity does not require an EIA. Please keep this checklist for your audit trail.</i>

<b>Completed by:</b>	<i>Tina Brooks Assistant Group Manager Traffic &amp; Parking Services</i>
<b>Date:</b>	<i>6/10/2014</i>

## 2. Equality Impact Assessment



The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#).

For more details on the Council's 'Fair to All' approach to equality and diversity, please visit our [Equality and Diversity Intranet pages](#). For any additional advice, please contact [diversity@havering.gov.uk](mailto:diversity@havering.gov.uk)

Please note that EIAs are public documents and must be made available on the Council's [EIA webpage](#).

## **Understanding the different needs of individuals and groups who use or deliver your service**

In this section you will need to assess the impact (positive, neutral or negative) of your activity on individuals and groups with **protected characteristics** (this includes staff delivering your activity).

Currently there are **nine** protected characteristics (previously known as 'equality groups' or 'equality strands'): age, disability, sex/gender, ethnicity/race, religion/faith, sexual orientation, gender reassignment, marriage/civil partnership, and pregnancy/maternity/paternity.

In addition to this, you should also consider **socio-economic status** as a protected characteristic, and the impact of your activity on individuals and groups that might be disadvantaged in this regard (e.g. carers, low income households, looked after children and other vulnerable children, families and adults).

When assessing the impact, please consider and note how your activity contributes to the Council's **Public Sector Equality Duty** and its three aims to:

- eliminate discrimination, harassment and victimisation;
- advance equality of opportunity, and
- Foster good relations between people with different protected characteristics.

**Guidance on how to undertake an EIA for a protected characteristic can be found on the next page.**

## Guidance on undertaking an EIA

Example: Background/context	
Example: Protected characteristic	
<p>Please tick (✓) the relevant box:</p>	
<b>Positive</b>	
<b>Neutral</b>	✓
<b>Negative</b>	
<p><b>Overall impact:</b> In this section you will need to consider and note what impact your activity will have on individuals and groups (including staff) with protected characteristics based on the data and information you have. You should note whether this is a positive, neutral or negative impact.</p> <p><b>It is essential that you note all negative impacts. This will demonstrate that you have paid ‘due regard’ to the Public Sector Equality Duty if your activity is challenged under the Equality Act.</b></p> <p style="text-align: right;"><i>*Expand box as required</i></p>	
<p><b>Evidence:</b> In this section you will need to document the evidence that you have used to assess the impact of your activity.</p> <p>When assessing the impact, please consider and note how your activity contributes to the three aims of the Public Sector Equality Duty (PSED) as stated in the section above.</p> <p>It is essential that you note the full impact of your activity, so you can demonstrate that you have fully considered the equality implications and have paid ‘due regard’ to the PSED should the Council be challenged.</p> <ul style="list-style-type: none"> <li>- If you have identified a <b>positive impact</b>, please note this.</li> <li>- If you think there is a <b>neutral impact</b> or the impact is not known, please provide a full reason why this is the case.</li> <li>- If you have identified a <b>negative impact</b>, please note what steps you will take to mitigate this impact. If you are unable to take any mitigating steps, please provide a full reason why. All negative impacts that have mitigating actions must be recorded in the <b>Action Plan</b>.</li> </ul> <p style="text-align: right;"><i>*Expand box as required</i></p>	
<p><b>Sources used:</b> In this section you should list all sources of the evidence you used to assess the impact of your activity. This can include:</p> <ul style="list-style-type: none"> <li>- Service specific data</li> <li>- Population, demographic and socio-economic data</li> </ul> <p>Suggested sources include:</p> <ul style="list-style-type: none"> <li>- Service user monitoring data that your service collects</li> <li>- <a href="#">Havering Data Intelligence Hub</a></li> <li>- <a href="#">London Datastore</a></li> <li>- <a href="#">Office for National Statistics (ONS)</a></li> </ul> <p>If you do not have any relevant data, please provide the reason why.</p> <p style="text-align: right;"><i>*Expand box as required</i></p>	

## The EIA

### Background/context:

1. Enforcing London's road signs has historically been the responsibility of the Police, however, it is often perceived as low policing priority which inhibits the local authority to properly manage traffic flow which in turn has a direct effect on road safety, the local environment and economy.
2. Drivers whose vehicles are banned from using bus lanes and other restricted turns and areas of carriageway, but use them when prohibited, can cause accidents and delays leading to frustration and resentment among those drivers complying with the regulations
3. Fair and consistent enforcement ensures that only those who contravene the regulations are penalised and drivers who are compliant have the benefit of a properly managed road network, with improved traffic flow and reduced congestion which will improve the local environment and economy.
4. CCTV is already used by the Council using Enforcement vehicles to issue PCNs to vehicles contravening parking regulations in accordance with regulations made under the Traffic Management Act 2004.
5. A number of London boroughs have already adopted the necessary powers to enforce MTCs, and their experience has shown the most effective means of evidenced collection is to use camera based technology since the movement of the vehicle or the direction it has travelled needs to be captured as evidence and used to support the service of a Penalty Charge Notice (PCN) by post.
6. There are a limited number of locations in Havering where MTC enforcement could be applied where it is considered enforcement will improve driver behaviour leading to improved traffic flow, improve bus journey times and promote road safety for residents, visitors and road users.
7. It is recommended a one month advisory period will commence from the date the Council adopts these powers where nil charge Warning Notices will be served through the post on any motorist considered to have contravened the regulations. After this, full Penalty Charge Notices (PCNs) will then be served through the post for any identified contraventions.
8. The Road Traffic Management Act 2004 sets down a robust statutory procedure that must be followed at each stage of the penalty charge notice, from issue, collection, and provides a robust process to challenge the issue of a PCN which includes the right of appeal to an independent adjudicator at the Parking and Traffic Appeals service. (PaTAS).

*\*Expand box as required*



**Sources used:**

OFN

*\*Expand box as required*

**Sex/gender:** Consider both men and women

<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b> It is envisaged the proposals will impact positively on all who use Havering roads as enforcement will improve road safety and traffic flow.
<b>Positive</b>	✓	
<b>Neutral</b>		
<b>Negative</b>		

*\*Expand box as required*

**Evidence:**

No data on sex/gender usage is currently available.

*\*Expand box as required*

**Sources used:**

*\*Expand box as required*

**Ethnicity/race:** Consider the impact on different ethnic groups and nationalities

<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b> It is envisaged the proposals will impact positively on all who use Havering roads as enforcement will improve road safety and traffic flow.
<b>Positive</b>	✓	
<b>Neutral</b>		
<b>Negative</b>		

*\*Expand box as required*

<b>Evidence:</b>	<i>*Expand box as required</i>
<b>Sources used:</b>	<i>*Expand box as required</i>

<b>Religion/faith:</b> Consider people from different religions or beliefs including those with no religion or belief							
<i>Please tick (✓) the relevant box:</i>	<table border="1"> <tr> <td style="width: 10%;"><b>Positive</b></td> <td style="text-align: center;">✓</td> </tr> <tr> <td><b>Neutral</b></td> <td></td> </tr> <tr> <td><b>Negative</b></td> <td></td> </tr> </table>	<b>Positive</b>	✓	<b>Neutral</b>		<b>Negative</b>	
<b>Positive</b>		✓					
<b>Neutral</b>							
<b>Negative</b>							
	<table border="1"> <tr> <td colspan="2"><b>Overall impact:</b></td> </tr> <tr> <td colspan="2">It is envisaged the proposals will impact positively on all who use Havering roads as enforcement will improve road safety and traffic flow.</td> </tr> <tr> <td colspan="2" style="text-align: right;"><i>*Expand box as required</i></td> </tr> </table>	<b>Overall impact:</b>		It is envisaged the proposals will impact positively on all who use Havering roads as enforcement will improve road safety and traffic flow.		<i>*Expand box as required</i>	
<b>Overall impact:</b>							
It is envisaged the proposals will impact positively on all who use Havering roads as enforcement will improve road safety and traffic flow.							
<i>*Expand box as required</i>							
<b>Evidence:</b>							
<i>*Expand box as required</i>							
<b>Sources used:</b>							
<i>*Expand box as required</i>							

<b>Sexual orientation:</b> Consider people who are heterosexual, lesbian, gay or bisexual					
<i>Please tick (✓) the relevant box:</i>	<table border="1"> <tr> <td colspan="2"><b>Overall impact:</b></td> </tr> <tr> <td colspan="2">It is envisaged the proposals will impact positively on all who use Havering roads as enforcement will improve road safety and traffic flow.</td> </tr> </table>	<b>Overall impact:</b>		It is envisaged the proposals will impact positively on all who use Havering roads as enforcement will improve road safety and traffic flow.	
<b>Overall impact:</b>					
It is envisaged the proposals will impact positively on all who use Havering roads as enforcement will improve road safety and traffic flow.					
<b>Positive</b>	✓				
<b>Neutral</b>					

<b>Negative</b>		<i>*Expand box as required</i>
<b>Evidence:</b>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

<b>Gender reassignment:</b> Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  It is envisaged the proposals will impact positively on all who use Havering roads as enforcement will improve road safety and traffic flow.
<b>Positive</b>	<input checked="" type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<i>*Expand box as required</i>		
<b>Evidence:</b>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

<b>Marriage/civil partnership:</b> Consider people in a marriage or civil partnership		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  It is envisaged the proposals will impact positively on all who use
<b>Positive</b>	<input checked="" type="checkbox"/>	

<b>Neutral</b>		Having roads as enforcement will improve road safety and traffic flow.
<b>Negative</b>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

<b>Pregnancy, maternity and paternity:</b> Consider those who are pregnant and those who are undertaking maternity or paternity leave		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  It is envisaged the proposals will impact positively on all who use Having roads as enforcement will improve road safety and traffic flow.
<b>Positive</b>	✓	
<b>Neutral</b>		
<b>Negative</b>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

<b>Socio-economic status:</b> Consider those who are from low income or financially excluded backgrounds	
<i>Please tick (✓) the relevant box:</i>	It is envisaged the proposals will impact positively on all who use



<b>Positive</b>	<input checked="" type="checkbox"/>	Having roads as enforcement will improve road safety and traffic flow.
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

## Action Plan

In this section you should list the specific actions that set out how you will address any negative equality impacts you have identified in this assessment.

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
No negative equality impacts have been identified.	No negative impact identified	Accident statistics will be monitored to establish improvement of driver behaviours.	Ongoing monitoring of accident statistics,	Assessment to be reviewed on an ongoing basis	Bob Wenman

\* You should include details of any future consultations you will undertake to mitigate negative impacts

\*\* Monitoring: You should state how the negative impact will be monitored; how regularly it will be monitored; and who will be monitoring it (if this is different from the lead officer).

Review every 2 years by Group Manger