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**Havering**  
LONDON BOROUGH

# COUNCIL MEETING

**7.30 pm Wednesday, 27 March 2013  
At Council Chamber - Town Hall**

**Members of the Council of the London Borough of Havering are hereby summoned to attend a meeting of the Council at the time and place indicated for the transaction of the following business**

**Acting Assistant  
Chief Executive**

**For information about the meeting please contact:**

**Ian Buckmaster Tel: 01708 432431  
ian.buckmaster@havering.gov.uk**

or

**Anthony Clements Tel: 01708 433065  
anthony.clements@havering.gov.uk**



**Please note that this meeting will be webcast.**

**Members of the public who do not wish to appear  
in the webcast will be able to sit in the balcony,  
which is not in camera range.**

## AGENDA

**1 PRAYERS**

**2 APOLOGIES FOR ABSENCE**

To receive apologies for absence (if any)

**3 MINUTES** (Pages 1 - 16)

To sign as a true record the minutes of the Meeting of the Council held on 27 February 2013 – attached.

**4 DISCLOSURE OF PECUNIARY INTERESTS**

Members are invited to disclose any pecuniary interest in any of the items on the agenda at this point of the meeting.

*Members may still disclose any pecuniary interest in an item at any time prior to the consideration of the matter.*

**5 ANNOUNCEMENTS BY THE MAYOR, BY THE LEADER OF THE COUNCIL OR BY THE CHIEF EXECUTIVE**

To receive announcements (if any)

**6 PETITIONS**

Councillors Jeffrey Tucker, Denis Breading and Keith Darvill have each given notice of an intention to present a petition.

**7 ARMED FORCES CHAMPION** (Pages 17 - 18)

To consider a report of the Governance Committee - attached.

**8 ANNUAL COUNCIL ARRANGEMENTS** (Pages 19 - 22)

To consider a report of the Governance Committee - attached.

**9 REVISION OF PROCEDURE FOR COUNCIL QUESTIONS** (Pages 23 - 24)

To consider a report of the Governance Committee - attached.

**10 HEALTH AND WELLBEING BOARD** (Pages 25 - 36)

To consider a report of the Governance Committee - attached.

**11 HEALTH OVERVIEW AND SCRUTINY COMMITTEE FUNCTIONS** (Pages 37 - 40)

To consider a report of the Governance Committee - attached.

**12 AMENDMENTS TO THE CONSTITUTION** (Pages 41 - 42)

To consider a report of the Governance Committee - attached.

**13 PAY POLICY STATEMENT** (Pages 43 - 66)

To consider a report of the Chief Executive - attached.

**14 MEETINGS OF COUNCIL 2013/14** (Pages 67 - 68)

To consider a report of the Chief Executive - attached.

**15 MEMBERS' QUESTIONS** (Pages 69 - 74)

Attached.

**16 MOTIONS FOR DEBATE** (Pages 75 - 78)

See attached paper.

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**MINUTES OF A MEETING OF THE COUNCIL OF THE  
LONDON BOROUGH OF HAVERING  
Havering Town Hall, Romford  
27 February 2013 (7.30pm – 11pm)**

**Present:** The Mayor (Councillor Lynden Thorpe) in the Chair

**Councillors:** Councillors June Alexander, Michael Armstrong, Clarence Barrett, Robert Benham, Becky Bennett, Sandra Binion, Jeff Brace, Denis Breading, Wendy Brice-Thompson, Michael Deon Burton, Andrew Curtin, Keith Darvill, Osman Dervish, Nic Dodin, David Durant, Roger Evans, Gillian Ford, Peter Gardner, Linda Hawthorn, Lesley Kelly, Steven Kelly, Pam Light, Mark Logan, Barbara Matthews, Paul McGeary, Robby Misir, Ray Morgan, John Mylod, Eric Munday, Pat Murray, Barry Oddy, Denis O'Flynn, Frederick Osborne, Ron Ower, Garry Pain, Roger Ramsey, Paul Rochford, Geoffrey Starns, Barry Tebbutt, Frederick Thompson, Linda Trew, Jeffery Tucker, Melvin Wallace, Keith Wells, Damian White, Michael White and John Wood

6 Members' guests and a representative of the press were also present.

Apologies were received for the absence of Councillors Brian Eagling, Ted Eden, Georgina Galpin, Billy Taylor and Linda Van den Hende

The Mayor advised Members and the public of action to be taken in the event of emergency evacuation of the Town Hall becoming necessary.

Prayers were said by Father Roderick Hingley, Mayor's Chaplain

The meeting closed with the singing of the National Anthem.

## 83 **MINUTES (agenda item 3)**

### **RESOLVED:**

**That the minutes of the Meeting of the Council held on 30 January 2013 be signed as a true record.**

84 **DISCLOSURE OF INTERESTS (agenda item 4)**

Each Member present disclosed a pecuniary interest as a Council Tax payer or member of households for which Council Tax was paid, and as a recipient of Members' Allowances (agenda items 7 and 8/minutes 88 and 89).

85 **ANNOUNCEMENTS BY THE MAYOR (agenda item 5)**

The Mayor's Announcements are attached as **Appendix 1** to these minutes.

86 **IAN BUCKMASTER, COMMITTEE ADMINISTRATION AND MEMBER SUPPORT MANAGER**

In the course of her announcements, the Mayor referred to the forthcoming retirement of Ian Buckmaster, Committee Administration and Member Support Manager, thanked him for his service since 1973 and wished him well for the future. At later points in the meeting, the Leader of the Council and other Members added their best wishes.

87 **PROCEDURAL MOTION (agenda item 6)**

The following procedural motion was agreed without division:

1. **That agenda items 7 and 8 be debated together; and**
2. **That Council Procedure Rule 13.4 be suspended so as to allow 30 minutes each for the speeches of the proposers of the two reports and the amendments to them**

88 **THE COUNCIL'S BUDGET 2013/14 (agenda item 7)**

Council had before it a report of the Cabinet (incorporating the budget proposals for 2013/14).

**Amendment to budget proposals by the Residents' Group**

That the adjustments set out in the accompanying table 7A\* be made in the budget.

[\* see **Appendix 2** to these minutes]

Following debate, the Residents' Group amendment was **LOST** by 15 votes to 28 (see voting division 1). The recommendations of Cabinet were **ADOPTED** by 35 votes to 0 (see division 2) and it was **RESOLVED**:

- 1 **That the following as submitted in the report to Cabinet be approved:**

- a) The General Fund revenue budget for 2013/14, as set out in the revised Appendix E attached to this report.
- b) The delegated schools' budget for 2013/14, as set out in Appendix E of the report to Cabinet.
- c) The Capital Programme for 2013/14, as set out in Annexes 2, 3 and 4 of Appendix I of the report to Cabinet.
- 2 That, in accepting recommendation 1 of the Cabinet report, Council is mindful of the advice of the Chief Finance Officer as set out in Appendix H of the report to Cabinet.
- 3 That it be noted that under delegated powers the Chief Finance Officer had calculated the amount of 79,401 (called T in the Act and Regulations) as its Council Tax base for the year 2013/14 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) made under Section 31B of the Local Government Finance Act 1992 as amended.
- 4 That the amount of £94,898,487 be now calculated as the Council Tax requirement for the Council's own purposes for 2013/14.
- 5 That the following amounts be now calculated by the Council for the year 2013/14 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

(a)	£448,440,793	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	(£353,542,306)	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£94,898,487	being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

(d)	£1,195.18	being the amount at 5(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.
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- 6 That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in the table below as the amounts of Council Tax for 2013/14 for each of the categories of dwellings:

Valuation Bands London Borough of Havering	
	£ p
A	796.78
B	929.59
C	1,062.38
D	1,195.18
E	1,460.77
F	1,726.37
G	1,991.97
H	2,390.36

- 7 That it be noted that, for the year 2013/14, the major precepting authority (the GLA) has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below as proposed by the Mayor and as due to be considered by the London Assembly at its meeting on 25 February 2013:

Valuation Bands Greater London Authority	
	£ p
A	202.00
B	235.67
C	269.33
D	303.00
E	370.33
F	437.67
G	505.00
H	606.00

- 8 That, having calculated the aggregate in each case of the amounts at 6 and 7 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2013/14 for each of the categories of dwellings shown below:



Valuation Bands	£ p
A	998.78
B	1,165.26
C	1,331.71
D	1,498.18
E	1,831.10
F	2,164.04
G	2,496.97
H	2,996.36

- 9 That Council, having considered the principles approved under the Local Government Finance Act 1992 by the Secretary of State, concludes that the Council's basic relevant amount of Council Tax for 2013/14 is not excessive.
- 10 That any Council Tax payer who is liable to pay an amount of Council Tax to the Authority in respect to the year ending on 31 March 2014, who is served with a demand notice under Regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 as amended and who makes payment to the Authority of the full balance of the estimated amount shown on that demand by 1 April 2013, may deduct a sum equivalent to 1.5% of and from the estimated amount and such reduced amount shall be accepted in full settlement of that estimated amount.
- 11 That Council agrees that the Capital Programme be expanded for schemes during the year which are funded via additional external funding under the authority of the Cabinet Member for Value and the relevant service area Cabinet Members.
- 12 That Council approves the Treasury Management Strategy Statement, the Minimum Revenue Provision Strategy and the Annual Investment Strategy 2013/14.
- 13 That Council agrees the proposed HRA Capital Programmes for 2013/14 and 2014/15, as set out in Appendices 2 and 3 of the HRA Budget report submitted to Cabinet on 13 February 2013.

## 89 MEMBERS' ALLOWANCES, 2013/14

Council received the report of the Chief Executive.

**Amendment by the Residents' Group**

That the table of SRAs in paragraph 1.4 of the report (and Schedule 1 of the draft scheme), be deleted and that the following be inserted in its place:

Category of Allowance	Amount Per Member £
<b><u>Basic Allowance</u></b>	<b>10,208</b>
<b>Special Responsibility Allowances:</b>	
Leader of the Council	<b>45,000</b>
Deputy Leader of the Administration	<b>30,000</b>
Cabinet Members	<b>24,900</b>
Leader of Principal Opposition	<b>17,000</b>
Leader of Principal Minority Opposition	<b>6,390</b>
Leader of Minority Opposition	<b>2,227</b>
Deputy Leader of Principal Opposition	<b>3,825</b>
Mayor	<b>14,418</b>
Deputy Mayor	<b>7,650</b>
Overview and Scrutiny Committees Chairmen	<b>10,000</b>
Regulatory Services Committee Chairman	<b>20,430</b>
Licensing Committee Chairman	<b>10,000</b>
Audit, Pensions, Highways, Governance Committee Chairmen	<b>10,000</b>
Licensing Committee Vice-Chairmen	<b>4,260</b>

Following debate, the Residents' Group amendment was **LOST** by 15 votes to 29 (see division 3). The recommendations in the report were **ADOPTED** by 35 votes to 0 (see voting division 4) and it was **RESOLVED**:

- 1 That the Members' Allowances scheme (as set out in Appendix 3 to these minutes) become effective from 1 April 2013 and the existing scheme be revoked with effect from the same date.
- 2 That the total number of Special Responsibility Allowances may exceed the recommended 50%. In the event of this occurring, Council endorse the justification set out in the report.

90 **VOTING RECORD**

The record of voting divisions is attached as **Appendix 3** to these minutes.

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Mayor  
27 March 2013

## **MAYOR'S ANNOUNCEMENTS**

Good evening everyone and welcome to Havering's Full Council meeting.

I will try to keep the Mayor's report brief, as we have a fair amount to get through this evening.

However, it would be remiss of me, if I didn't mention that this will be the last council meeting of our, committee and member support manager, Ian Buckmaster, who is retiring soon.

Ian has tirelessly served Havering for nearly 40 years. He started here on the 20 August, 1973, and has been clerking our council meetings since 1996. On behalf of the Council, I would like to thank him for his hard work and many years of loyal service. We shall certainly miss him and his invaluable support.

I must say I'm really looking forward to the Mayor's Civic Service this Sunday. It will be held at the parish church of St. Edward the Confessor, in Romford Market Place. I am particularly honoured that the Lord Bishop of Chelmsford, the Rt. Revd. Stephen Cottrell, will be joining us for the service. It promises to be a very special day.

Over the past few weeks, I've had an abundance of local primary school children visiting the Town Hall as part of their local democracy education. They have seen the Council Chamber, the Mayors Parlour and have asked some amazing, and sometimes penetrating questions about the role of Mayor. I was very impressed with them and thank their teachers for organising the visits.

The Consort (David) and I were really enjoyed a production of "The Mikado" staged by "The Havering Music Makers". Their talent is truly humbling. And tomorrow, at the Queen's Theatre, I will be presenting a cheque to the "Havering Theatre Trust" who performed so brilliantly in London's New Year's Day Parade. They really are a credit to this Borough.

In keeping with the official start of spring this week-end, I enjoyed helping out with some tree planting today in Thurloe Gardens. This was part of a celebration to plant 100 new street trees in Romford. Thanks to the "Trees for Cities" initiative.

Finally, I gather that Councillor Clarence Barrett is running the Brentwood half marathon on 24 March in aid of Little Havens Children's Hospice. If anyone would like to sponsor him please have a word after the meeting.

Thank you. That concludes my announcements.

**TABLE 7A**  
**RESIDENTS' ASSOCIATION GROUP BUDGET AMENDMENTS 2013/14+**

	2013/14 £'000	2014/15 £'000	BUDGET SAVINGS	2013/14 £'000	2014/15 £'000
<b>BUDGET ADDITIONS</b>					
<b>HELPING OUR VOLUNTARY SECTOR</b>					
<b>RA1a</b> <b>Community Support Bank</b> This builds on the one-off funding pot made available in 2011/12 by making £70,000 available on an on-going, year-on-year basis. The 'Community Support Bank' will provide a source of funding (up to £5,000 per submission) which will be available for voluntary groups via a grant application process.	70	70	<b>RA1s</b> <b>Review of Special Responsibility Allowances (SRAs)</b> This brings forward the proposal set out by the Administration to reduce SRAs with a reduction in allowances for Cabinet, Overview & Scrutiny and other committees/positions by reviewing structure and number of positions.	134	134
<b>BUDGET ADDITIONS</b>					
<b>HELPING OUR BUSINESS SECTOR</b>					
<b>RA2a</b> <b>Havering Works</b> Further to the £1million earmarked for transformation, this £100,000 adds to the business development strand with a particular emphasis on promoting and marketing Havering as a place for businesses to locate and to invest. The funding can be used to enhance or pump prime initiatives that will enhance the appeal of Havering as a place to do business.	100	100	<b>RA2s</b> <b>Interest received</b> Increase budget for interest received by £66,000 (from £967,000 to £1,033,000)  Interest received has exceeded budget by an average of £500,000 over the last three years. This £66,000 is in addition to the £300,000 added to the budget by the Administration in 2013/14+	66	66
<b>BUDGET ADDITIONS</b>					
<b>PARK 'N' SHOP</b>					
<b>RA3a</b> <b>Christmas/New Year Free Parking for first 2 hours</b> Building on the 'Helping our Business Sector' strand, this initiative is designed to boost business and promote our local economy around the Christmas period. This proposal will allow the first two hours of parking free of charge in all council managed car parks across the borough. Charges beyond that time period will be as per existing schedule. Effective weekend of 14th/15th December, weekend of 21st/22nd December then from 24th December through to 1st January inclusive. An assessment of associated costs (enforcement /ticket machine adaptations, etc) has been built into the figure and will be subject to a detailed analysis before implementation.	30	30			
<b>Total</b>	<b>200</b>	<b>200</b>		<b>200</b>	<b>200</b>

**MEMBERS' ALLOWANCES SCHEME, 2013/14**

***Agreed at the meeting of the Council on 27th February 2013. The new Scheme is agreed with effect from 1<sup>st</sup> April 2013 and the revocation of the Members' Allowance Scheme (2011) is effective from 31<sup>st</sup> March 2013.***

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:

1 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 2013.

2 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 2014 and any period of 12 months ending on 31<sup>st</sup> March in any year after 2014.

**3 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)**

(a) 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 Finance and Commerce 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**

- (a) 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.
- (b) 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.
- (c) 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 Finance and Commerce will arrange for the budget for members Allowances to be monitored to ensure that budgetary issues are reported to Members.

**12 Increases in Allowances**

Basic Allowances as quoted will be updated for 2013/14 by the 2013/14 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.

**13 Suspension of Basic and Special Responsibility Allowance**

Where a Member is suspended or partially suspended from his 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 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 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:

- the Mayor's "At Home" and other Havering 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**

- (a) The Council is required to keep a record of the payments made by it in accordance with this scheme.
- (b) 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.
- (c) 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.
- (d) 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	51,191
Deputy Leader of the Administration	35,705
Cabinet Members	32,705
Leader of Principal Opposition	18,000
Leader of Principal Minority Opposition	6,390
Leader of Minority Opposition	2,227
Deputy Leader of Principal Opposition	3,825
Mayor	14,418
Deputy Mayor	7,650
Overview and Scrutiny Committees Chairmen	14,418
Licensing and Regulatory Services Committee Chairmen	20,430
Audit, Pension, Highways, Governance, Committee Chairmen	7,650

<i>DIVISION NUMBER:</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>The Mayor [Cllr. Lynden Thorpe]</b>	O	O	O	O
The Deputy Mayor [Cllr. Eric Munday]	X	✓	X	✓
<b><u>CONSERVATIVE GROUP</u></b>				
Cllr. Michael White	X	✓	X	✓
Cllr. Michael Armstrong	X	✓	X	✓
Cllr. Robert Benham	X	✓	X	✓
Cllr. Becky Bennett	X	✓	X	✓
Cllr. Sandra Binion	X	✓	X	✓
Cllr. Jeff Brace	X	✓	X	✓
Cllr. Wendy Brice-Thompson	X	✓	X	✓
Cllr. Andrew Curtin	X	✓	X	✓
Cllr. Osman Dervish	X	✓	X	✓
Cllr. Ted Eden	A	A	A	A
Cllr. Roger Evans	X	✓	X	✓
Cllr. Georgina Galpin	A	A	A	A
Cllr. Peter Gardner	X	✓	X	✓
Cllr. Lesley Kelly	X	✓	X	✓
Cllr. Steven Kelly	X	✓	X	✓
Cllr. Pam Light	X	✓	X	✓
Cllr. Robby Misir	X	✓	X	✓
Cllr. Barry Oddy	X	✓	X	✓
Cllr. Frederick Osborne	X	✓	X	✓
Cllr. Gary Pain	X	✓	X	✓
Cllr. Roger Ramsey	X	✓	X	✓
Cllr. Paul Rochford	X	✓	X	✓
Cllr. Geoffrey Starns	X	✓	X	✓
Cllr. Billy Taylor	A	A	A	A
Cllr. Barry Tebbutt	X	✓	X	✓
Cllr. Frederick Thompson	X	✓	X	✓
Cllr. Linda Trew	X	✓	X	✓
Cllr. Melvin Wallace	X	✓	X	✓
Cllr. Keith Wells	X	✓	X	✓
Cllr. Damian White	X	✓	X	✓
<b><u>RESIDENTS' GROUP</u></b>				
Cllr. Clarence Barrett	✓	O	✓	O
Cllr. June Alexander	✓	O	✓	O
Cllr. Nic Dodin	✓	O	✓	O
Cllr. Brian Eagling	A	A	A	A
Cllr. Gillian Ford	✓	O	✓	O
Cllr. Linda Hawthorn	✓	O	✓	O
Cllr. Barbara Matthews	✓	O	✓	O
Cllr. Ray Morgon	✓	O	✓	O
Cllr. John Mylod	✓	O	✓	O
Cllr. Ron Ower	✓	O	✓	O
Cllr. Linda Van den Hende	A	A	A	A
Cllr. John Wood	✓	O	✓	O
<b><u>LABOUR GROUP</u></b>				
Cllr. Keith Darvill	✓	✓	✓	✓
Cllr. Denis Breading	✓	✓	✓	✓
Cllr. Paul McGeary	✓	✓	✓	✓
Cllr. Pat Murray	✓	✓	✓	✓
Cllr. Denis O'Flynn	✓	✓	✓	✓
<b><u>INDEPENDENT LOCAL RESIDENTS' GROUP</u></b>				
Cllr. Jeffery Tucker	O	✓	O	✓
Cllr. Michael Deon Burton	O	O	X	O
Cllr. David Durant	O	O	O	O
Cllr. Mark Logan	O	✓	O	✓
<b>One vacancy</b>				
<b>TOTALS</b>				
✓ = YES	15	35	15	35
X = NO	28	0	29	0
O = ABSTAIN/NO VOTE	5	13	4	13
ID = DECLARATION OF INTEREST/NO VOTE	0	0	0	0
A = ABSENT FROM MEETING	5	5	5	5
	53	53	53	53

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## **REPORT OF THE GOVERNANCE COMMITTEE**

### **APPOINTMENT OF MEMBER CHAMPION FOR ARMED FORCES**

At the Council meeting on 30 January 2013, in response to a Member's question, the Leader of the Council indicated that he supported the proposition that the Council should appoint a Member Champion for Armed Forces veterans. This comment was met with approval from all present at the meeting. Subsequently it was considered that a Champion for the Armed Forces inclusive of currently serving personnel, veterans and youth cadet organisations would be more appropriate.

No specific terms of reference are proposed for this appointment but the Member appointed would be expected to establish and maintain links with the Armed Forces units with which the Council has a relationship such as The Royal Anglian Regiment and HMS Raider as well as the wide number of different veterans' organisations such as the Royal British Legion, the Burma Star Association and the Royal Air Force Association. The role would also provide an opportunity to promote the work of the pre-service youth cadet organisations in the borough and to promote the Armed Forces Community Covenant which Havering signed in 2012.

**The Committee accordingly now RECOMMENDS to the Council that a Member Champion for Armed Forces be appointed, with effect from the Annual Council in May 2013.**

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## REPORT OF THE GOVERNANCE COMMITTEE

### ARRANGEMENTS FOR THE ANNUAL MEETING OF THE COUNCIL

Following a review of the different ways in which the Annual Meetings of the Council were arranged in the past several years, the Governance Committee now considers that the arrangements for the Annual Council that were followed in 2012 should become permanent. This requires amendment of the Council Procedure Rules; this report is submitted accordingly.

The new arrangements will provide as follows:

- (a) Other than in the year of the local elections – next due in 2014 – immediately before the main Annual Meeting there will be a brief extraordinary meeting of the Council to deal with nominations for the election of Honorary Freemen (in election years, this will be dealt with at the July meeting of the Council, as at present)
- (b) The Annual Meeting itself will follow on as seamlessly as possible from the extraordinary meeting, and the business to be considered will be:
  - (i) The Election of the Mayor
  - (ii) The appointment of Deputy Mayor
  - (iii) The appointment of Committees and their Chairmen and Vice-Chairmen
  - (iv) The appointment of Member Champions
  - (v) A statement by the Leader of the Council
- (c) A further, ordinary meeting of the Council will be held two or three weeks after the Annual Meeting, at which the business will include:
  - (i) A debate upon the Leader of the Council's statement at the Annual Meeting
  - (ii) Other, ordinary business (Reports, Questions and Motions)

The new Council Procedure Rules to give effect to these arrangements are set out in the Appendix to this report.

**The Committee accordingly RECOMMENDS to the Council that:**

- 1 The proposed new arrangements for the Annual Meeting be approved**
- 2 That the changes to the relevant Council Procedure Rules set out in the Appendix to this report be approved.**

**Proposed changes in the Council Procedure Rules**

**A. Replace the existing Rule 1 by the following:**

**1. ANNUAL MEETING OF THE COUNCIL**

- 1.1 In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will normally take place in May but may, if the Council so agrees, take place in March or April.
- 1.2 Other than in a year when there is an ordinary election of Councillors, an extraordinary meeting of the Council shall be held in accordance with Council Procedure Rule 4.3, commencing at 7.30pm, and the Annual Meeting shall commence immediately following the conclusion of that extraordinary meeting. In the year of an election, there shall be no extraordinary meeting but Council Procedure Rule 2(d) shall apply.
- 1.3 The business of the Annual Meeting shall be to:
- (a) choose a Member to preside if the outgoing Mayor is not present and to receive apologies for absence;
  - (b) elect the Mayor of the Borough for the forthcoming municipal year and receive notice of the appointment of the Deputy Mayor;
  - (c) approve the minutes of the last meeting and of any subsequent extraordinary meeting;
  - (d) receive any declarations of interest from members;
  - (e) receive any announcements from the Mayor and/or Chief Executive;
  - (f) in a year when there is an ordinary election of Councillors, elect the Leader of the Council, and receive notice of the appointment of the Deputy Leader of the Council and the Members of the Cabinet
  - (g) appoint the overview and scrutiny committees and any such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions; appoint their Chairmen and Vice Chairmen and appoint the following Member Champions:
    - (i) for Diversity
    - (ii) for the Historic Environment
    - (iii) for the Over Fifties



- (iv) for Standards
  - (v) for the Voluntary Sector Compact
  - (vi) for Younger Persons
  - (vii) for Armed Forces veterans
  - (h) receive a statement by (or on behalf of) the Leader of the Council relating to any aspect of the Council policy or in respect of any issue affecting the Council or the borough.
- 1.4 An additional Ordinary Meeting of the Council shall be held on such date as the Council may determine no more than 21 days after the Annual Meeting. Council Procedure Rule 2 shall apply to that additional meeting.
- 1.5 The Initial, Revised and Final Agendas for the Annual Meeting, and any papers or other submissions for consideration at that meeting, shall be delivered in accordance with Timetable 1 appended to these Rules.

B. In Rule 2, add a new subparagraph (d) as follows, and renumber subsequent subparagraphs accordingly

**2. ORDINARY MEETINGS**

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- (d) at the ordinary meeting held following the Annual Meeting in accordance with Council Procedure Rule 1.4, debate the Statement given by the Leader of the Council to the Annual Meeting.

C. In Rule 4, add a new paragraph 4.3 as follows:

**4. EXTRAORDINARY MEETINGS**

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**4.3 Conferment of Honorary Freedom**

Immediately before the Annual Meeting of the Council in any year other than when there is an ordinary election of Councillors, an extraordinary meeting shall be convened for the purpose of considering any nominations for the conferment of the Honorary Freedom of the Borough in accordance with Council Procedure Rule 24.

D. In Rule 11, add a new paragraph 11.12 as follows:

**11. MOTIONS OF WHICH NOTICE IS GIVEN**

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**11.12 Debate of Leader of the Council's Statement to the Annual Meeting of the Council**

At the additional ordinary meeting following the Annual Meeting of the Council held in accordance with Council Procedure Rule 1.4, there shall be deemed to be a motion "That the Statement given by the Leader of the Council's to the Annual Meeting of the Council be received". Amendments may be moved to that deemed motion in accordance with the provisions of this Rule.

The provisions of Rules 11.1 and 11.2 shall not apply to that deemed motion.

E. Insert into Rule 24 the words highlighted:

**24. CONFERMENT OF AWARDS FOR EMINENT SERVICE**

24.1 Other than in a year in which there is an ordinary election of Councillors, Council shall consider **at an extraordinary meeting held immediately before the Annual Meeting** whether to confer on any person the Honorary Freedom of the borough, in recognition of their distinction or eminent services to the borough.

## **REPORT OF THE GOVERNANCE COMMITTEE**

### **REVISION OF PROCEDURE FOR COUNCIL QUESTIONS**

For many years, 30 minutes has been available at Council for questions about the business of the Council and matters affecting the borough. Members, having given notice of their main question and received the initial answer may then ask without notice a supplementary question. The number of questions put down for answer is invariably over 20 and often near 30, but it is now rare for more than nine or 10 questions to be answered. As well as the number of questions, the complexity of many means that a considerable amount of research has to be undertaken in a patently short period as questions currently have to be submitted six working days before the Council meeting.

The reduction in the size of the officer structure together with the number and complexity of questions is resulting in the answers being completed very close to the Council meeting and often requires Cabinet Members to consider the draft replies at very short notice.

To address this problem, the Governance Committee suggest that the notice period for the deposit of questions should be extended to 11 working days before the Council meeting. This will enable answers to be prepared in a comprehensive manner, including sufficient time for Cabinet Members to include their input into the final replies.

The Mayor will still be able to permit the asking of an urgent question where a matter of importance has arisen after the normal closing date for questions. In order that more questions can be answered orally, the Committee also suggests that the number of questions be limited to a maximum of 15. There will be no time limit.

Currently, questions that do not receive an oral answer receive a written answer. This is appropriate when there is uncertainty about the number of questions that will receive an oral reply. If the Council decides to fix the number of questions that will receive an oral reply then there is no need to have a 'reserve' list that may or may not receive an oral response. It is proposed that once the 15 questions have been submitted any subsequent questions will be treated as member enquiries and will receive a written response in the normal manner.

There are already provisions in the Council Procedure Rules to ensure a fair distribution of questions. These provisions will be retained.

**The Committee accordingly now RECOMMENDS to the Council that:**

- 1. Rule 10.2(i) of the Council Procedure Rules (Notice of Questions) be amended to read:**

**“They have given 11 clear days’ notice in writing to the Proper Officer signed by the Member or by the Group Leader on behalf of that Member”**

**and the timetable in the Appendix to the Rules be amended accordingly.**

- 2. That rule 10.6 of the Council Procedure Rules (Time for Questions) be amended to read:**

**“Number of Questions**

**A maximum of 15 questions can be submitted for a Council meeting all of which together with any supplementary questions under rule 10.5 will receive an oral reply at the meeting. Any questions in excess of the maximum number that are submitted will be treated as a Member enquiry and receive a written response.”**

## **REPORT OF THE GOVERNANCE COMMITTEE**

### **CHANGES TO THE COUNCIL'S CONSTITUTION AS A RESULT OF THE HEALTH AND SOCIAL CARE ACT 2012**

#### **Background**

The Health and Social Care Act 2012 introduced the largest and most significant change to the NHS since its creation. The Act transfers public health functions back to local authorities with effect from the 1 April 2013. The Act requires the establishment of a Health and Wellbeing Board as an executive committee of the Council also with effect from 1 April 2013.

At its meeting on 19 September 2012, Council approved the membership of Havering's Shadow Health and Wellbeing Board (HWB) in line with legal requirements. The Shadow HWB has been meeting since March 2011 and, at its last meeting in February 2013, agreed to request specific rules of procedure required to comply with all relevant primary and secondary legislation affecting the HWB. The Governance Committee has now reviewed those rules of procedure proposed by the Shadow HWB. These are incorporated into the recommended changes to the Constitution along with additional changes required to integrate public health functions into the Constitution.

#### **Powers & Governance**

##### *Public Health*

Part 1 of the Health and Social Care Act confers the responsibility for public health functions directly onto local authorities. At present, public health is delivered by the local Primary Care Trust (PCT) (legally, NHS Havering, but operationally NHS North East London and City) by the Public Health Team. As of 1 April 2013 the local PCT will cease to exist. Arrangements are currently underway to incorporate the existing Public Health Team into the Council.

To fully incorporate the public health functions into the Council and enable the authority to meet its statutory responsibilities, numerous amendments will be required to the Constitution, (set out in Appendix 1). These changes include amendments to Parts 1, 2 and 3 of the Constitution, to include public health as a council function and to outline the role, function and responsibilities of the Director of Public Health and staff, the HWB and the Cabinet Member with responsibility for public health.

Section 12 of the Health and Social Care Act 2012 outlines the specific requirements of local authorities in exercising public health duties. In general, public health sets out to improve the health of residents. In particular, this means

that the Council will, from 1 April 2013, have a duty to promote the health of the public, for which it may:

- (a) provide information and advice;
- (b) provide services or facilities designed to promote healthy living (whether by helping individuals to address behaviour that is detrimental to health or in any other way);
- (c) provide services or facilities for the prevention, diagnosis or treatment of illness;
- (d) provide financial incentives to encourage individuals to adopt healthier lifestyles;
- (e) provide assistance (including financial assistance) to help individuals to minimise any risks to health arising from their accommodation or environment;
- (f) provide or participating in the provision of training for persons working or seeking to work in the field of health improvement;
- (g) make available the services of any person or any facilities.

The Health and Social Care Act 2012 requires local authorities to appoint a Director of Public Health (DPH) to exercise and have responsibility for the Council's public health function. It is intended that the newly appointed DPH will become a member of the Council's Corporate Management Team. Amendments to the Constitution are proposed to reflect this.

#### *Health and Wellbeing Board*

The Health and Wellbeing Board is required to be an executive committee of the Council. This is an entirely new form of local government body and is at odds with the division of executive functions which are the responsibility of the Leader and the Cabinet, and non-executive functions which are carried out by Committees on behalf of the Council as a whole. It is understood that the Department of Health did not take advice from the Department of Communities and Local Government before creating the arrangement. The Board comprises statutory members which are detailed in Appendix 2. Again this is a unique arrangement in local government as non-councillors - in the form of external health representatives and senior officers of the Council - are full members of the Committee. The Board has a duty to develop and monitor a Joint Strategic Needs Assessment (JSNA) for the borough and to use this to further develop and implement a Health and Wellbeing Strategy (HWBS).

The Board is expected to work to align health, social care and public health commissioning plans and to promote joint-commissioning and integrated provision. The Shadow HWB agreed its purpose on 25 July 2012 was to work in partnership to ensure people in Havering have services of the highest quality which promote their health and wellbeing. The HWB committed to achieving greater integrated

working and better use of collective resources to improve the wellbeing of Havering residents and to work with Health, Social Care and other local services to narrow inequalities and improve outcomes for local residents.

Whilst the Health and Social Care Act 2012 requires that the Board function in the same manner as any other local authority committee, the Board is unique in several respects. For example:

- The Board's core membership is fixed by the Health and Social Care Act 2012, whilst allowing for additional members to be appointed;
- CCG and Healthwatch representatives sit alongside elected councillors; and
- certain local authority officers are required to be members
- Councillor members of the Board are directly appointed by the Leader of the Council

Given this unique arrangement, the Department of Health drafted Regulations in early 2013, which were laid before Parliament on 8 February 2013, to amend or dis-apply various aspects of legislation covering council committees in order to allow boards to run as intended. The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 also come into force on the 1 April 2013.

These Regulations do not affect the current setup of Havering's Shadow HWB. The specific provisions amended in the Regulations related to voting rights (enabling equal rights to all Board members), ability to establish sub-committees or delegate to officers (makes the Council restrict this power), dis-applying rules around political proportionality and easing restrictions on membership disqualifications (which would have otherwise restricted NHS representatives from membership). However, all other statutory requirements on committees and their membership apply in relation to disclosures of personal and financial interests.

It is possible for the Council to direct that certain members of the HWB are to be non-voting members, but before making such a direction the Council must consult with the HWB.

### **Further Changes**

As the public health team transfers to the Council and working arrangements are finalised, it is possible that further changes will be brought forward to improve practice and delineate roles and procedures.

A sub-committee of the Health and Wellbeing Board - the Health Protection Forum - was agreed by the Board in February. The Council is asked to agree the addition of the Forum to the Constitution, whilst noting that further changes may be required as the arrangements for this body are finalised. The formation of any further sub-committee will likewise need the approval of the Council.

**The Committee accordingly now RECOMMENDS to the Council that:**

- 1. The recommended changes to the Council's Constitution as detailed in Appendix 1 to this report, be adopted.**
- 2. The Membership of the Health and Wellbeing Board as set out in Appendix 2 to this report, be noted.**



APPENDIX 1

Part	Section	Page	Insertion	Summary of Changes
1.	Summary	7	<p><u>New paragraph six:</u></p> <p><b>6. Health &amp; Wellbeing Board</b></p> <p>The Council's Health and Wellbeing Board is a committee that includes NHS representatives as well as councillors and officers from the Council. Havering's local Healthwatch organisation is also represented. The Board works towards ensuring people in Havering have services of the highest quality which promote their health and wellbeing and to narrow inequalities and improve outcomes for local residents.</p>	<p>This change reflects the new strategic role of the Council in shaping local health services.</p>
2.	Article 1 (Para 1.03)	11	<p><u>Under (b) add:</u></p> <p>7. Director of Public Health</p>	<p>It is a statutory requirement to have a Director of Public Health.</p>
2.	Article 8 (Para 8.01)	21	<p><u>Under (b) [Corporate Management Team] add:</u></p> <ul style="list-style-type: none"> <li>• Director of Public Health</li> </ul> <p><u>Under (c) [Statutory Officers] add (into the table):</u></p> <p><i>Post: Director of Public Health, Statutory Designation: Director of Public Health</i></p>	<p>It is intended that the Corporate Management Structure will change to reflect the incorporation of public health into the Council</p>
2.	Article 9	22	<p><u>Under sub-section 9.03 [Executive Decisions] add an additional sentence, to read:</u></p> <p>9.03 Decisions made by the Health and Wellbeing Board are also Executive Decisions as this is a statutory executive committee.</p> <p><u>Under sub-section 9.05 [Referral of Decision-Making to Higher Authority] add an additional sentence, to read:</u></p> <p>Decisions of the Health and Wellbeing Board cannot be referred to other parts of the Council, i.e. Cabinet, where the statutory decision making power rests solely with the Board.</p>	<p>Reiterates the policy intention of the Health and Social Care Act 2012 to ensure that health and wellbeing boards are autonomous bodies, with no need to refer decisions or have them ratified.</p>

Part	Section	Page	Insertion	Summary of Changes
1.	Appendix	28	<p><u>Insert (into the table):</u></p> <p><i>Committee:</i> Health &amp; Wellbeing Board</p> <p><i>Number of Members and any Special Requirements:</i> 4 councillors, 3 council officers (Chief Executive, Group Director, Social Care &amp; Learning and Director of Public Health), 1 statutory Healthwatch representative, 3 NHS members from Havering's Clinical Commissioning Group, 1 member from the National Commissioning Board with voting rights.</p>	Reflects the Board's status as a part of the Council's committee structure.
3.	(Para 3)	35	<p><u>Under 3 [Functions Delegated to Staff] add:</u></p> <p>3.9 Director of Public Health</p>	The Health & Social Care Act 2012 gives public health responsibility to the Council and allocates powers directly onto the Director of Public Health.
3.	Section 1.2	37	<p><u>In the table under 1.2 [Functions Delegated to General Council Committees] add the following under 'Governance Committee', 'Appointments and Dismissals':</u></p> <p>'Director of Public Health' after 'Group Directors' in bullet points 2 and 3 of this section.</p>	Standard recruitment rules for CMT staff apply.
3.	Section 1.2	39	<p><u>In the table under 1.2 In the table under 1.2 [Functions Delegated to General Council Committees] add the following after 'Governance Committee but before 'Highways Advisory Committee':</u></p> <p><i>Council Committee:</i> Health &amp; Wellbeing Board</p> <p><i>Functions:</i> To exercise those functions prescribed under the Health and Social Care Act 2012. In particular to:</p>	These functions follow those conferred on the Board by the Health and Social Care Act 2012 and does not preclude any such functions as may be allocated at a later date.

Part	Section	Page	Insertion	Summary of Changes
			<p><b>Duty to encourage integrated working</b></p> <ul style="list-style-type: none"> <li>• To encourage organisations involved in the provision of any health or social care services in the borough to work in an integrated manner.</li> <li>• To advise, support and encourage (where appropriate) section 75 arrangements under the National Health Service Act 2006 in connection with the provision of health services.</li> <li>• To encourage all those involved in the provision of health-related services to work with the Board.</li> <li>• To arrange and encourage any persons involved in the provision of health-related services to work in cooperation with the Health and Wellbeing Board.</li> </ul> <p><b>Other Functions</b></p> <ul style="list-style-type: none"> <li>• To exercise those functions conferred on the Council by virtue of the Local Government and Public Involvement in Health Act 2007, namely: <ul style="list-style-type: none"> <li>– Preparation of a Joint Strategic Needs Assessment, and;</li> <li>– Preparation of a Health and Wellbeing Strategy</li> </ul> </li> <li>• To inform the Council on whether or not the Council is meeting its duties under section 116B of the Local Government and Public Involvement in Health Act 2007 (duty to have regard for strategies).</li> </ul> <p><b>Discharge of Functions</b></p> <ul style="list-style-type: none"> <li>• If appropriate, to make arrangements for its functions to be discharged jointly with the Board of another authority and/or by joint sub-committees.</li> </ul> <p><b>Supply of Information</b></p> <ul style="list-style-type: none"> <li>• To request, where necessary, information from any organisation represented on the Board that relates to the function of the organisation from which the information is requested and that is for the purpose of enabling or assisting the Board in fulfilling its functions.</li> </ul>	

Part	Section	Page	Insertion	Summary of Changes
3.	Section 1.2	41	<p><u>Under 1.2 [Sub-Committees] add:</u></p> <p><i>Committee Establishing Sub-Committee:</i> Health and Wellbeing Board</p> <p><i>Name of Sub-Committee</i> Health Protection Forum</p> <p><i>Functions</i></p> <ul style="list-style-type: none"> <li>To provide assistance and guidance to the Director of Public Health to enable them to fulfil their function with regard to health protection and emergency planning as prescribed in Section 12 of the Health and Social Care Act 2012.</li> </ul>	Specific details of how this sub-committee will operate have yet to be finalised. Some discussions are underway about having a joint Forum between three boroughs. Further changes may need to be made to accommodate these arrangements.
3	Section 1.4	46	<p><u>In the table [overview and scrutiny areas of responsibility] delete the existing content under 'Health' and substitute with the following:</u></p> <ul style="list-style-type: none"> <li>Scrutiny of NHS bodies including the Havering Clinical Commissioning Group, NHS trusts, NHS foundation trusts and other providers of NHS services within the borough or to residents of the borough.</li> <li>To consider and provide recommendations on any proposed substantial development of the health service in the borough or any substantial variation of health services currently provided which are referred to it by the relevant health service commissioner or provider.</li> </ul>	Reflect the changes brought about in the role and processes underpinning the Council's health scrutiny function.
3.	Section 2.4	52	<p><u>Under 2.4 [Quality of Life Functions] add a point (iii) under 'Social Care and Health':</u></p> <p>(iii) all matters relating to public health and dental health as conferred onto the authority by virtue of the National Health Services Act 2003, the Health and Social Care Act 2012 and any subsequent legislation (but excluding functions that are the statutory responsibility of the Health &amp; Wellbeing Board).</p>	This shows public health as a function alongside the council's other duties.
3.	Section 2.6	55	<p><u>Under 2.6 [Portfolios assigned to individual Cabinet members] add:</u></p> <p>(ee) Public Health</p>	Allocation of the public health portfolio will be a matter for the Leader.

Part	Section	Page	Insertion	Summary of Changes
3.	Section 3.	59 & 108	<p><u>Under 3. [Functions Delegated to Staff] add a new sub-section, 3.9, to which add:</u></p> <p>3.9 Functions Delegated to the Director of Public Health</p> <p><u>Under 3.9 add a new section 3.9.1, to which add:</u></p> <p><b>3.9.1 DIRECTOR OF PUBLIC HEALTH</b></p> <ul style="list-style-type: none"> <li>(a) To take responsibility for all the Council's public health functions</li> <li>(b) To oversee all services relating to the public health function</li> <li>(c) To provide information and advice on public health matters</li> <li>(d) To provide services and facilities designed to promote healthy living</li> <li>(e) To provide services and facilities for the prevention of illnesses</li> <li>(f) To provide assistance (including financial assistance) to help individuals to minimise risks to health arising from their accommodation or environment</li> <li>(g) To provide or participate in the provision of training for persons working or seeking to work in the field of health improvement.</li> <li>(h) The exercise of the local authority function in the National Health Service Act 2006 as amended</li> <li>(i) The planning for and responding to emergencies involving a risk to public health</li> <li>(j) The liaising with the Commissioner of the Metropolitan Police and the local probation board on assessing and managing the risks posed by sexual and violent offenders and other offenders who may cause serious harm to the public</li> <li>(k) The medical inspection and treatment of pupils in attendance at schools maintained by the Council.</li> <li>(l) The provision of advice, examination and treatment of persons seeking advice on contraception and the supply of contraceptive substances and appliances.</li> </ul>	Reflects the general role of the Director of Public Health.

Part	Section	Page	Insertion	Summary of Changes
4.	Committee Procedure Rules	180	<p><u>Under Section 5 [Appointment of Chairman and Vice-Chairman of committees] amend sub-section (a) to read:</u></p> <p>(a) The Chairman and Vice-Chairman of committees and sub-committees other than the Health and Wellbeing Board shall be appointed by Council, and shall hold office until the next annual meeting of Council.</p>	Power to appoint the chairman of the Board is conferred upon the Leader of the Council.
4.	Committee Procedure Rules	186	<p><u>Under 'Rules for Specific Meetings', add a new sub-section 16, to which add:</u></p> <p><b>16. Health &amp; Wellbeing Board</b></p> <p>(a) Quorum for Board meetings shall be:</p> <ul style="list-style-type: none"> <li>- one councillor,</li> <li>- one local authority officer member of the Board, and;</li> <li>- one CCG clinical director or officer</li> </ul> <p>(b) The Chairman of the Board will be appointed by the Leader of the Council along with other councillor representatives.</p> <p>(c) All Board members have equal voting rights.</p> <p>(d) In accordance with The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013, political proportionality rules do not apply to the Board.</p> <p>(e) Members of the public will only be entitled to speak at Board meetings at the discretion of the Chairman.</p> <p>(f) Sections 4, 5 and 7(d) of the committee procedure rules do not apply to the Board.</p>	Accommodates the special arrangements for the Board. In some areas the Board will adopt ordinary procedure rules.

## APPENDIX 2

### Membership of the Health and Wellbeing Board

Member	Position	Representing
Cllr Steven Kelly	Deputy Leader of the Council and Cabinet Member for Individuals and Health	London Borough of Havering
Dr Gurdev Saini	CCG Board Member (Lead for the Local Authority)	Havering CCG
Cllr Andrew Curtin	Cabinet Member for Town and Communities, with special responsibility for Culture	London Borough of Havering
Conor Burke	Accountable Officer (Designate)	Havering CCG
Cheryl Coppell	Chief Executive	London Borough of Havering
Cllr Lesley Kelly	Cabinet Member for Housing	London Borough of Havering
Cllr Paul Rochford	Cabinet Member for Children & Learning	London Borough of Havering
Dr Atul Aggarwal	Chair	Havering CCG
Joy Hollister	Group Director, Social Care & Learning	London Borough of Havering
Dr Mary Black	Director of Public Health	London Borough of Havering
Anne-Marie Dean	HWB Representative (Chairman)	Healthwatch
<b><u>Non-Voting Member:</u></b>		
Alan Steward	Borough Director	Havering CCG

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**REPORT OF THE GOVERNANCE COMMITTEE**

**OVERVIEW & SCRUTINY OF HEALTH SERVICES – responsibility for functions**

The Health & Social Care Act 2012 and Regulations recently made under it have changed the way in which the Council scrutinises the work of local NHS bodies, affecting the Council, the Health Overview & Scrutiny Committee (Health OSC) and the scrutiny arrangements that exist jointly with the outer North East London boroughs of Barking & Dagenham, Redbridge and Waltham Forest and the County of Essex (in relation to Epping Forest and Brentwood, both of which look to hospitals in the North East London sector for health services).

The current powers of the Health OSC, as set out in the Constitution, are:

Health	<ul style="list-style-type: none"> <li>• Scrutiny of NHS Bodies under the Council’s Health Scrutiny function</li> </ul>
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The new Act, and Regulations recently made under it, do not, of themselves, affect that allocation of functions. It is the way in which the functions are exercised that has changed.

Members will be aware that issues affecting the provision of health services tend to attract considerable public interest. Locally, the current and future operation of maternity services and accident & emergency services at Queens Hospital have been matters of major concern, prompting several debates and resolutions at Council and leading to the only exercise to date of the right of referral to the Secretary of State by the Health OSC (acting on its own behalf and jointly with the Health OSCs of Barking & Dagenham, Redbridge and Waltham Forest and Essex).

Under the new legislation, that referral would have been made on behalf of each Council as a whole rather than by the individual Health OSCs acting on their own initiative. An express purpose of the provisions in the new Act was to ensure that, in future, no Health OSC could act unilaterally and take a position different to that of its appointing Council. Although there was no inconsistency between the Health OSC and the view expressed in resolutions by the Council, it appears that such inconsistencies had occurred elsewhere. The possibility of that occurring is now avoided.

Future exercise of the scrutiny function

The arrangements for the Health OSC are now no different from those of any other OSC. It is possible for any OSC to take a position on an issue before the Council that is different to that taken by the Cabinet as local Executive; but any such difference of view would need to be settled by the Council.

Although the legislative position has left the functions unchanged, it is important to ensure that, for the future, there is clarity about the way in which the Health OSC

(and any future OSC exercising the health scrutiny function) goes about its work. In particular, it would be useful to define the circumstances in which the OSC should report to the Council rather than act on its own initiative.

The power conferred upon the Council is to “review and scrutinise any matter relating to the planning, provision and operation of the health service in its area”. In doing so, the Council must take account of relevant information, including information provided by or on behalf of the local Healthwatch organisation (which must be dealt with in specified ways). Reports and recommendations arising from such scrutiny activity may be provided to the Council (if undertaken by a Committee, or jointly with other Councils’ health scrutiny bodies) and to relevant health service bodies.

Health service bodies are, as at present, obliged to consult the Council on any substantial development of the health service or substantial variation in the provision of such service (except where action is needed urgently because of a risk to the safety or welfare of patients – in which case the reason for urgency must be explained). The Council may respond by a date set for closure of the consultation, or decline to do so. The health service body in question must formally respond to any response by the Council and, should it fail to do so, or its response be considered inadequate, the Council may report its concerns to the Secretary of State.

The power continues (with some limitations for exceptional circumstances) for the Council to require the attendance of any member or employee of a health service body to answer questions about matters under scrutiny. This existing power has not so far had to be invoked but its existence means that the Council has power to ensure that health service bodies co-operate with scrutiny exercises.

#### Distribution of scrutiny powers

The Governance Committee therefore proposes that day-to-day scrutiny activity should continue to be carried out at OSC level. Whether that should continue to be by a dedicated Health OSC or by an OSC having health scrutiny functions in addition to others is a matter for review and decision in due course – for now, it is assumed that the Health OSC will continue but operate under the new arrangements.

Where formal consultation on health service changes is being undertaken, the day-to-day work on that would continue to be undertaken at OSC level. Due to the need to respond formally to the health service body carrying out the consultation, it is unlikely to be feasible to report first to full Council before the response is submitted but that response would be reported to the next convenient meeting of the Council for information and, where necessary, endorsement.

On the (probably) rare occasions that it is intended that the Council should refer a matter to the Secretary of State, that would need to be done by formal resolution of the full Council, on the recommendation of the Health OSC. Submitting a report to the Council would give all Members the opportunity to debate the issues and for

the Council formally to resolve its policy on the matter. It should be noted that, in consequence, it may be necessary to convene an extraordinary meeting of the Council to do this within the consultation timetables specified by the relevant NHS body and/or Secretary of State.

A small adjustment to the functions of the Health OSC as listed in section 1.4 of Part 3 of the Constitution is recommended to give effect to his proposed change.

It would be beneficial for the Council to continue to engage with its neighbouring local authorities through the Joint Health OSC. The Joint Health OSC (which is administered by Havering on a cost recovery basis) enables cross-borough discussion, particularly important as the acute hospitals serving Havering residents also serve Barking & Dagenham, Redbridge and Brentwood residents, and many community services are provided by a healthcare trust that also serves Waltham Forest and Epping Forest.

From time to time, proposals emerge for wider-ranging Joint Health O&S arrangements. For example, several years ago a London-wide Joint Health OSC was established in response to proposals from a Joint Committee of all London Primary Care Trusts for major changes in hospital provision for cardiac, stroke, major trauma and other specialist services. Havering participated fully in that OSC, which achieved significant modification of the original proposals for the benefit of all London residents. Members may consider that the Council should continue to participate in such initiatives and that the Health OSC should be able to agree to that as the need arose. This is again in line with existing arrangements and current provisions in the Constitution.

**The Committee accordingly RECOMMENDS to the Council that:**

- (i) The Health Overview & Scrutiny Committee (and any successor OSC) continue to carry out the day-to-day health scrutiny functions**
- (ii) Responses to any formal consultation by a health service body be reported to the next convenient meeting of the Council for information and, where necessary, endorsement**
- (iii) Where the Health OSC considers that a health service proposal should be referred formally to the Secretary of State, it should report upon the matter to the Council and such referral should be made only by resolution of the Council.**
- (iv) The Council continue to participate in the activities of the Outer North East London Joint Health OSC and that the Council's Joint Health OSC continue to have authority to enter into other Joint Health O&S arrangements as appropriate.**
- (v) The functions of the Health OSC be amended by the insertion - after the current description of the OSC's functions in Section 1.4 of Part 3 of the Constitution of the words:**

**“(except any referral to the Secretary of State, which is reserved to the Council by resolution)”**

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## **REPORT OF THE GOVERNANCE COMMITTEE**

### **AMENDMENTS TO THE CONSTITUTION**

Recent applications of the Constitution have identified a need for two small amendments to delegated powers would assist the delivery of the Council's work.

Staff, other than solicitors, can appear on behalf of the Council at various Tribunals only if they have been duly authorised to do so. While the Assistant Chief Executive has a general delegation to authorise Council staff to appear in Courts and Tribunals, representation of the Council at the Valuation Tribunal on Council Tax support matters is a specialist task and the Governance Committee considers that the Head of Customer Services would be best placed to know which staff were suitably knowledgeable and experienced to represent the Council in Tribunal proceedings.

**The Committee accordingly now RECOMMENDS to the Council that the following amendments to the Constitution and to practice be adopted.**

**1. That the Head of Customer Services be delegated the power to authorise staff in the particular circumstances relating to council tax issues.**

**2. Part 3.6.2 - Head of Customer Services be amended by:**

**Adding, after (h) (iii) a new paragraph (iv) to authorise staff to represent the Council on all matters relating to council tax support appeals in the Valuation Tribunal service. Current paragraph (iv) will then be renumbered (v).**

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## REPORT OF THE CHIEF EXECUTIVE

### PAY POLICY STATEMENT 2013/14

The Localism Act 2011 requires the Council to prepare a pay policy statement by the 31 March each year before it comes into force. The pay policy statement must be approved by a full meeting of the Council and published on the Council's website.

The Council's pay policy statement must set out:

- The remuneration of the its Chief Officers
- The remuneration of its lowest-paid employees
- The relationship between the remuneration of its Chief Officers and its other employees

Under the Localism Act 2011, Chief Officers in Havering are defined as those remunerated on the following grades:

- HG1 (Chief Executive)
- HG2/HG2S (Group Director)
- HG3 (Assistant Chief Executive/Assistant Director)
- HS 1/2/3 (Head of Service)
- NHS VSM (Director for Public Health)
- Director of Finance & Corporate Services (ALMO)

The Council's draft Pay Policy Statement 2013/14 is appended.

**The Chief Executive RECOMMENDS to Council that the Pay Policy Statement, 2013/14 be approved.**

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**London Borough of Havering**

**Pay Policy Statement 2013/14**

**1. Introduction**

2. This pay policy statement is produced in accordance with Chapter 8 of the Localism Act 2011 which requires the Council to prepare a pay policy statement by the 31 March each year before it comes into force.
3. This pay policy statement was approved by a meeting of full Council on 27 March 2013. It is made available on the Council's website which also includes separately published data on salary information relating to the Council's senior management team.
4. Under the Localism Act 2011, the Council's pay policy statement must set out:
  1. the remuneration of its chief officers
  2. the remuneration of its lowest-paid employees
  3. the relationship between:
    - i. the remuneration of its chief officers and
    - ii. the remuneration of its employees who are not chief officers
5. Under the Localism Act 2011, Chief Officers in Havering are defined as those remunerated on the following grades:
  1. HG1 (Chief Executive)
  2. HG2/HG2S (Group Director)
  3. HG3 (Assistant Chief Executive/Assistant Director)
  4. HS1/2/3 (Head of Service)
  5. NHS VSM (Director of Public Health)
  6. Director of Finance & Corporate Services (ALMO)
6. This pay policy statement excludes staff in schools.
7. The Council's next pay policy statement will be for the year 2014/15 and will be submitted to a meeting of full Council for approval by 31 March 2014.
- 8. Remuneration of Chief Officers**
9. Chief Executive
10. The Chief Executive role is the Council's Head of Paid Service.
11. The Chief Executive role is paid on the HG1 grade on a spot salary. As at 31 March 2013, the annual Full Time Equivalent spot salary is £163,920pa. The

value of the spot salary is increased in accordance with the Joint Negotiating Committee for Chief Executives of Local Authorities with effect from 1<sup>st</sup> April each year (any increase for effect from 1<sup>st</sup> April 2013 has not yet been determined).

12. The Chief Executive role is entitled to receive a separate Returning Officer fee in respect of elections. The approach to the setting of these fees is set out in Appendix 1.

13. The Chief Executive role receives no other bonuses, overtime or any other additional salary payments.

14. Group Director

15. Group Director roles are paid on one of the following 2 grades comprising the following spinal points and annual Full Time Equivalent salary, as at 31 March 2013:

HG2

1. £113,750
2. £117,000
3. £120,250
4. £123,500
5. £126,750
6. £130,000

HG2S

1. £126,875
2. £130,500
3. £134,125
4. £137,750
5. £141,375
6. £145,000

16. The values of the spinal points are increased in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities with effect from 1<sup>st</sup> April each year (any increase for effect from 1<sup>st</sup> April 2013 has not yet been determined).

17. Progression through the spinal points is subject to annual incremental progression.

18. The Council's statutory chief officer roles currently undertaken by Group Directors are detailed below. No additional payments are made in respect of these roles:
- Section 151 (Finance): Group Director: Resources
  - Children's Services and Adults Social Services: Group Director: Children, Adults and Housing Services
19. Group Director roles are entitled to receive a separate Deputy Returning Officer fee in respect of elections. The approach to the setting of these fees is set out in Appendix 1.
20. Group Director roles receive no other bonuses, overtime or any other additional salary payments.
21. Assistant Chief Executive/Assistant Director
22. Assistant Chief Executive/Assistant Director roles are paid on the following grade comprising the following spinal points and annual Full Time Equivalent salaries, as at 31 March 2013:
- HG3
- |    |          |
|----|----------|
| 1. | £91,875  |
| 2. | £94,500  |
| 3. | £97,125  |
| 4. | £99,750  |
| 5. | £102,375 |
| 6. | £105,000 |
23. The values of the spinal points are increased in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities with effect from 1 April each year (any increase for effect from 1<sup>st</sup> April 2013 has not yet been determined).
24. Progression through the spinal points of the grade is subject to annual incremental progression.
25. The Assistant Chief Executive: Legal & Democratic Services role is the Council's Statutory Monitoring Officer. No additional payments are made in respect of this role.
26. The Assistant Chief Executive: Legal & Democratic Services role is entitled to receive a separate Deputy Returning Officer fee in respect of elections. The approach to the setting of these fees is set out in Appendix 1.

27. Assistant Chief Executive/Assistant Director roles receive no other bonuses, overtime or any other additional salary payments.

28. Head of Service

29. Head of Service roles are paid on one of the following 3 grades comprising the following spinal points and annual Full Time Equivalent salaries, as at 31 March 2013:

HS3

1. £70,125
2. £72,720
3. £75,318
4. £77,919

HS2

- a. £75,354
- b. £78,147
- c. £80,934
- d. £83,724

HS1

- a. £82,947
- b. £86,022
- c. £89,085
- d. £92,160

30. The values of the spinal points are increased in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities with effect from 1 April each year (any increase for effect from 1<sup>st</sup> April 2013 has not yet been determined).

31. Progression through the spinal points is subject to annual incremental progression.

32. The Head of Finance & Procurement receives an additional annual allowance of £5,000 in respect of Deputy Statutory Section 151 (Finance) responsibilities.

33. The Head of Legal Services receives an additional annual allowance of £5,000 in respect of Deputy Statutory Monitoring Officer responsibilities.

34. The Head of Children & Young People receives an additional Market Supplement payment equivalent to £10,000pa.
35. The Head of Internal Shared Services receives an additional Honorarium payment equivalent to £12,840pa.
36. The Head of Legal Services is entitled to receive a separate Deputy Returning Officer fee in respect of elections. The approach to the setting of these fees is set out in Appendix 1.
37. The Head of Business Systems role is currently shared with the London Borough of Newham (the London Borough of Havering meets 50% of the costs). Further details can be found on the London Borough of Newham's website.
38. Head of Service roles receive no other bonuses, overtime or any other additional salary payments.
39. Director of Public Health
40. As part of the National Transfer Order for Public Health duties which are being assumed by the Council, a new statutory role of Director of Public Health has been created. The role is paid on the NHS VSM (Very Senior Manager) scale with an annual Full Time Equivalent salary, as at 31 March 2013, of between £89,370 and £100,446. London Weighting is paid in addition of £2,162.
41. The values of the spinal points are increased in accordance with the NHS Pay and conditions of service for hospital medical and dental staff, doctors and dentists in public health, the community health service and salaried primary dental care with effect from 1st April each year (a rise of 1% under NHS terms and conditions will take effect from 1st April 2013).
42. The Director of Public Health role is eligible to be considered for a range of professional allowances and premiums including an award for Clinical Excellence, and call-out allowances under the national NHS Consultant pay scheme.
43. Director of Finance & Corporate Services (ALMO)
44. The Director of Finance & Corporate Services (ALMO) role was part of the former Homes in Havering structure which transferred to the London Borough of Havering in 2012. It is proposed to delete this post under the Council's new senior management structure (the decision on the date of the application of the proposed structure will be determined by the Leader of the Council). The

role is paid on a spot salary. As at 31 March 2013, the annual Full Time Equivalent spot salary is £86,000pa.

45. The value of the spot salary is increased in accordance with the Joint Negotiating Committee for Chief Executives of Local Authorities with effect from 1<sup>st</sup> April each year (any increase for effect from 1<sup>st</sup> April 2013 has not yet been determined).
46. The Director of Finance & Corporate Services (ALMO) role receives an Additional Allowance of £4,000pa but no other bonuses, overtime or any other additional salary payments.
47. **Other Remuneration for Chief Officers**
48. On appointment, Chief Officers will be placed on the appropriate spinal point within the appropriate grade and paid any other allowance/payment as set out in this pay policy statement, having regard to the knowledge, skills and competencies of the individual as well as their current and previous salary levels.
49. Where it is proposed, on appointment, to place a Chief Officer on a spinal point/grade or pay an allowance/payment outside of those set out in this pay policy statement, full Council will be given the opportunity to vote on the application of any salary package that exceeds £100,000pa.
50. The Council does not operate a performance related pay scheme or other bonus schemes for Chief Officers.
51. Chief Officers are not entitled to payment for any other charges, fees or allowances.
52. Chief Officers are not entitled to any benefits in kind as a result of their office or employment.
53. All employees (including Chief Officers) who are within 3 years of retirement and have completed 25 years service within Local Government by the date of their retirement and have been continuously employed by the Council since 24 September 1997 are entitled to receive a salary plusage payment during their final 3 years employment with the Council. The payment is based on 0.2% and 0.3% of substantive salary for each year of Local Government service and each year of continuous service with the Council respectively.
54. The Council's policies regarding how the Council exercises the various employer discretions provided by the Local Government Pension Scheme

(LGPS) are set out at Appendix 2. These discretions are applied equally to Chief Officers and the Council's other employees. Chief Officers are not entitled to any other increase in or enhancement of pension entitlement as a result of a resolution of the authority.

55. On ceasing to be employed by the Council, Chief Officers (and the Council's other employees) will only receive compensation:
- in circumstances that are relevant (eg redundancy) and
  - that is in accordance with the Council's published policies regarding the various employer discretions provided by the LGPS and/or
  - that complies with the specific terms of any compromise agreement
56. Any severance package in excess of £100,000 (excluding annual pension/pension lump sum payments) will be subject of a vote by full Council.
57. All directly employed staff, whether permanent or fixed term, will be paid via the Council's payroll system and subject to deduction of tax and national insurance in accordance with PAYE regulations.
- 58. Remuneration of the Council's Other Employees and the Council's Lowest Paid Employees**
59. The Council uses the following grading structures to pay its other employees:
- NJC for Local Government Employees
  - Soulbury Committee
  - JNC for Youth & Community Workers
  - School Teachers Pay & Conditions
  - NHS Terms & Conditions of Service
60. The grades, incremental points and annual Full Time Equivalent salaries, as at 31 March 2013, associated with these grading structures are detailed at Appendix 3.
61. The remuneration of the Council's other employees also includes the payments/allowances detailed at Appendix 4.
62. For the purpose of this pay policy statement the Council's lowest paid employees are defined as those paid at Scale 1, spinal point 4 of the NJC for Local Government Employees for which the annual Full Time Equivalent salary, as at 31 March 2013 is £14,697. The Council currently has 6 employees at this level.

63. For the purposes of this pay policy statement the Council's median paid employee is paid at Scale 6, spinal column point 28 of the NJC for Local Government Employees for which the annual Full Time Equivalent salary, as at 31 March 2013 is £25,455.

**64. Relationship between the remuneration of the Council's top earner, its lowest paid employees and other employees**

65. Although the Council does not have a policy regarding the ratio between the remuneration of its top earner, its lowest paid employees and other employees, the current ratios (based upon the part-year to February 2013) are detailed below.

Top Earner : Lowest Paid Employee      1 : 11.1

Top earner: Median Paid Employee      1 : 6.4



## **Approach to the Setting of Returning Officer/Deputy Returning Officer Fees**

### Local Elections

Returning Officer fees are paid in accordance with the scale of fees agreed by the Leaders Committee of London Councils. The fees are funded by the Council which provides a budget every fourth year for running local elections. Fees for Deputy Returning Officer roles are paid by the Returning Officer from a budget allocated for clerical assistance and vary in accordance with duties and responsibilities undertaken.

### Greater London Authority Elections

Returning Officer fees are set by the Greater London Returning Officer. The fees are funded by the Greater London Authority. Fees for Deputy Returning Officer roles are paid by the Returning Officer from a budget allocated for clerical assistance and vary in accordance with duties and responsibilities undertaken.

### European Parliamentary and Parliamentary Elections and National Referenda

Returning Officer fees are set by the Central Government usually through the publication of a Statutory Instrument. The fees are funded by Central Government. Fees for Deputy Returning Officer roles are paid by the Returning Officer from a budget allocated for clerical assistance and vary in accordance with duties and responsibilities undertaken.



## LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY

(April 2010)

(as amended)

### Statement of Policy

This statement outlines the Council's policies in relation to a number of discretions that may be exercised relating to pension and compensation matters. The Council's policies as detailed here will be operated in normal circumstances. However, each case will be considered on its own merits and exceptional circumstances may merit a move from the policies as outlined in this statement.

#### **Regulation 31**

**Consent to the immediate payment of pension benefits between the ages of 55 and 60**

**Consent to the early payment of deferred pension benefits on compassionate grounds on or after the age of 55 and the waiving of an actuarial reduction to pension benefits on compassionate grounds.**

The Local Government Pension Scheme allows a scheme member to retire voluntarily (or to receive payment of deferred benefits in the case of employees who have already left) at any point from age 60. Depending on their accrued scheme membership service at that point, they may suffer a reduction in the value of their pension and lump sum. The Pension Regulations provide that employers may permit scheme members to retire (or receive payment of deferred benefits) before age 60 (as long as they have attained age 55). As with retirement after age 60, they may suffer a reduction to the value of their accrued pension and lump sum.

The Council's current policy, as determined at Investment Committee 2001, is to exercise its discretion under this Regulation after careful consideration of the merits of each individual election taking into account the Council's financial position at the time of the election.

**Regulation 35**

**Power of the Employing Authority to enable an employee who reduces their hours or grade either by their request or action by the employer, and is over 55 and under 65 to take their pension benefits with employer consent and remain in employment.**

Changes have been made to the rules of the local Government Pension Scheme allowing scheme members (and employers) to consider the option of flexible retirement. This regulation allows employees over 55 who have reduced their grade or hours to receive immediate pension benefits whilst still working.

The Council has decided to allow flexible retirement in cases where there is no or minimal cost to the Council subject to careful consideration of the detailed merits of each individual case taking into account the Council's financial position at the time.

**Regulation 52**

**Power of the Employing Authority to award an additional period of scheme membership to a scheme member.**

This provision permits an employing authority to award an additional period of scheme membership to a scheme member (commonly referred to as "augmentation"). Subject to some other statutory limitations, the maximum that can be awarded is 10 years. The period can be awarded at any time as long as the employee who is to receive the award is still an active member of the Local Government Pension Scheme. The cost of granting the additional period of scheme membership falls entirely on the employing authority. It is also possible to use the augmentation provision within the Local Government Pension Scheme to provide a scheme member with the alternative of augmentation rather than receiving lump sum compensation upon redundancy or grounds of efficiency under the regulations.

The Council has decided not to exercise its power of discretion under this regulation.

**Regulation 53**

**Power of the Employing Authority to increase total membership of new employees.**

This Regulation allows the Council to resolve to increase a new employee's pension membership within 6 months of them joining the Local Government Pension Scheme. The Council has decided that in general this discretion will not be exercised, having regard to the likely cost.

The Council has resolved, as determined at Investment Committee 2001, only to exercise its discretion under this Regulation after careful consideration of the merits of each individual case taking into account the Council's financial position.

**Regulations 67 and 71**

**Power of the Employing Authority to establish shared cost AVC schemes and Transfer of former assignable rights from a scheme as a result of re-employment.**

This Regulation allows the Council to resolve to establish a SCAVC scheme

whereby the Council contributes as well as the member. The Council has decided not to exercise this discretion on cost grounds.

The Council has resolved, as determined at Investment Committee 2001, at this time not to establish a shared cost AVC scheme under Regulation 67 and transfers of former assignable rights (Regulation 71) will not be accepted.

**Regulation 109**

**Power of the Employing Authority to reduce or suspend a pension payment where a scheme member who is in receipt of a pension from the Council's Fund enters a local government employment where they are again eligible to join the scheme.**

This Regulation requires the Council to formulate and keep under review their policy concerning abatement (that is, the extent, if any, to which the amount of retirement pension payable to a member should be reduced (or whether it should be extinguished) where the member has entered a new employment with a Scheme employer, other than one in which he is eligible to belong to a teachers scheme).

The Council has decided that where this Regulation applies the retirement pension will be abated or reduced.



**The Local Government (Early Termination Of Employment)  
(Discretionary Compensation) (England And Wales)  
Regulations 2006**

**Statement of Policy**

**(as amended)**

**(Published March 2010, effective from 1st April 2010)**

*The Council has made decisions under the above Regulations, which have resulted in the following policies being adopted. (Please note the above Regulations only apply to employees of the Council who are eligible to be members of the Local Government Pension Scheme (LGPS) and who have been employed for 2 years or more – **they do not apply to teachers**). All awards are subject to the Pension Scheme Regulations.*

**Increase of Statutory Redundancy Payments**

All redundancy payments will be based on an employee's actual weekly rate of pay.

**Compensation for Redundancy: General**

Employees whose employment is terminated by reason of redundancy will be paid according to the statutory redundancy table based on actual pay. Those who receive immediate pension benefits will have their redundancy payment capped at a maximum of £40,946.40 (current figure, this increases annually in line with JNC pay awards).

**Added Pension Years Award for those aged 55 and over**

Employees aged 55 or over who are members of the LGPS and whose employment is terminated by reason of redundancy or in the interests of the efficient exercise of the authority's functions will be eligible for immediate payment of pension benefits. The Local Government (Early Termination Of Employment) (Discretionary Compensation) (England And Wales) Regulations 2006 do not provide for the award of compensatory added years.

**Grading Structures for the Council's Other Employees**

**NJC for Local Government Employees**

<b>Spinal Point</b>	<b>Pay £</b>		
4	14,697	<b>Administrative, Professional, Technical &amp; Clerical Staff</b>	
5	14,814	<b>Grade</b>	<b>Spinal Point Range</b>
6	14,940	APTC 1	4-11
7	15,216	APTC 2	11-13
8	15,615	APTC 3	14-17
9	16,005	APTC 4	18-21
10	16,290	APTC 5	22-25
11	16,482	APTC 6	26-28
12	16,794	SO1	29-31
13	17,196	SO2	32-34
14	17,484		
15	17,808	<b>Principal Officers</b>	
16	18,195	<b>Grade</b>	<b>Spinal Point Range</b>
17	18,582	PO1	33-36
18	18,915	PO2	35-38
19	19,563	PO3	38-41
20	20,205	PO4	41-44
21	20,877	PO5	44-47
22	21,375	PO6	46-49
23	21,951	LP07(a)	49-52
24	22,608	LP07(b)	50-53
25	23,277	LP07(c)	51-54
26	23,970	LP08(a)	55-58

**Council, 27 March 2013**

27	24,711	LP08(b)	56-59
28	25,455	LP08(c)	57-60
29	26,400	LP08(d)	58-61
30	27,225	LP08(e)	59-62
31	28,032	LP08(f)	60-63
32	28,800	LP08(g)	61-64
33	29,601	LP08(h)	62-65
34	30,390	LP08(i)	66-70

35 30,987

36 31,761 **Residential Workers \*\* - see below**

37 32,607 **Grade Spinal Point Range**

38 33,510 Grade 1/2 4-19

39 34,542 Grade 3 18-23

40 35,418 Grade 4 22-27

41 36,306 Grade 5 25-30

42 37,179 Grade 6 28-31

43 38,070 Grade 7 31-34

44 38,961 Grade 8 34-37

45 39,789 Grade 9 37-40

46 40,716

47 41,610 **Residential Home Workers**

48 42,498 **Grade Spinal Point Range**

49 43,368 1 6 & 8

50 44,262 2 10-12

51 45,153 3 13-15

52 46,050 NRHW 4 16-17

53 46,962 Cook's Grade 11-13

54 47,907

**Council, 27 March 2013**

55	48,876	<b>Day Centre Officers</b>	
		<b>(for people with learning disabilities)</b>	
56	49,836	<b>Grade</b>	<b>Spinal Point Range</b>
57	50,790	Level 1	16-24
58	51,741	Level 2	20-26
59	52,704		
60	53,655	<b>Social Workers Spinal Point Range</b>	
61	54,609	22-36	
62	55,572	Minimum entry point for social worker (unqualified) is scp 22	
63	56,529	Minimum entry point for social worker (qualified) is scp 24	
64	57,477	Review point for social worker (unqualified) is scp 27	
65	58,440	Review point for social worker (qualified) is scp 29	
66	59,667	Maximum point for social worker (unqualified) is scp 35	
67	60,915		
68	62,187		
69	63,498		
70	64,827		

**\*\* Residential Workers (W)**

(inc weekend enhancement)

1/2 (W) SP 6-19 / BAR / 21

3 (W) SP 20-23 / BAR / 25

4 (W) SP 24-27 / BAR / 29

5 (W) SP 27-30 / BAR / 32

6 (W) SP 30-33

7 (W) SP 33-36

8 (W) SP 36-39

9 (W) 39-42

Residential Benchmark: Grade SP22-26 / BAR / 28

**Soulbury Committee**



Educational Improvement Professionals

<u>Spine Point</u>	<u>£</u>		<u>Spine Point</u>	<u>£</u>	<u>Spine Point</u>	<u>£</u>
1	32,353	18	51,837	35	69,228	
2	33,512	19	52,969	36	70,337	
3	34,606	20	53,554	37	71,427	
4	35,714	21	54,679	38	72,529	
5	36,817	22	55,658	39	73,616	
6	37,920	23	56,738	40	74,702	
7	39,079	24	57,705	41	75,795	
8	40,192	25	58,741	42	76,885	
9	41,491	26	59,749	43	77,975	
10	42,649	27	60,781	44	79,071	
11	43,792	28	61,827	45	80,164	
12	44,899	29	62,876	46	81,257	
13	46,152	30	63,924	47	82,356	
14	47,269	31	64,961	48	83,446	
15	48,503	32	66,016	49	84,539	
16	49,620	33	67,071	50	85,632	
17	50,739	34	68,151			

Trainee Educational Psychologists

<u>Spine Point</u>	<u>£</u>
1	21,801
2	23,397
3	24,991
4	26,587
5	28,182
6	29,777

Assistant Educational Psychologists

<u>Spine Point</u>	<u>£</u>
1	26,799
2	27,893
3	28,988
4	30,076

Educational Psychologists – Scale A

<u>Spine Point</u>	<u>£</u>		<u>Spine Point</u>	<u>£</u>
1	33,934	7	44,165	
2	35,656	8	45,786	
3	37,378	9	47,305	
4	39,100	10	48,825	
5	40,822	11	50,243	
6	42,544			

Senior & Principal Educational Psychologists

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<u>Spine Point</u>	<u>£</u>		<u>Spine Point</u>	<u>£</u>
1	42,544	10	54,085	
2	44,165	11	55,159	
3	45,786	12	56,255	
4	47,305	13	57,370	
5	48,825	14	58,447	
6	50,243	15	59,575	
7	50,825	16	60,693	
8	51,912	17	61,818	
9	52,989	18	62,942	

Young People's Community Service Managers

<u>Spine Point</u>	<u>£</u>		<u>Spine Point</u>	<u>£</u>
1	33,555	13	46,633	
2	34,653	14	47,731	
3	35,751	15	48,831	
4	36,871	16	49,933	
5	38,009	17	51,042	
6	39,120	18	52,142	
7	40,256	19	53,237	
8	41,547	20	54,355	
9	42,258	21	55,496	
10	43,357	22	56,661	
11	44,450	23	57,851	
12	45,546	24	59,066	

**JNC for Youth & Community Workers**

Support Worker Level

<u>Spine Point</u>	<u>£</u>	<u>Spine Point</u>	<u>£</u>
1	14,143	10	19,636
2	14,733	11	20,591
3	15,324	12	21,525
4	15,917	13	22,489
5	16,509	14	23,485
6	17,100	15	24,166
7	17,697	16	24,875
8	18,291	17	25,574
9	19,047		

Grade Spine Points

First Level	
YSW 11	1-4
YSW 12	2-5
YSW 13	3-6

Grade Spine Points

Second Level	
YSW 21	7-10
YSW 22	8-11
YSW 23	9-12
YSW 24	10-13

Grade Spine Points

Second Level (Contd.)	
YSW 25	11-14
YSW 26	12-15
YSW 27	13-16
YSW 28	14-17

## **Council, 27 March 2013**

### Professional Level

<u>Spine Point</u>	<u>£</u>	<u>Spine Point</u>	<u>£</u>
11	20,591	21	28,461
12	21,525	22	29,352
13	22,489	23	30,219
14	23,485	24	31,091
15	24,166	25	31,968
16	24,875	26	32,847
17	25,574	27	33,726
18	26,279	28	34,613
19	26,975	29	35,496
20	27,673	30	36,377

<u>Grade</u>	<u>Spine Points</u>	<u>Grade</u>	<u>Spine Points</u>
YPR 1	11-14	YPR 10	20-23
YPR 2	12-15	YPR 11	21-24
YPR 3	13-16	YPR 12	22-25
YPR 4	14-17	YPR 13	23-26
YPR 5	15-18	YPR 14	24-27
YPR 6	16-19	YPR 15	25-28
YPR 7	17-20	YPR 16	26-29
YPR 8	18-21	YPR 17	27-30
YPR 9	19-22		

### **School Teachers Pay & Conditions**

#### Main Pay Scale £

M1	25,117
M2	26,674
M3	28,325
M4	30,080
M5	32,630
M6	35,116

#### Upper Pay Scale £

U1	37,599
U2	38,991
U3	40,433

#### Additional Payments for Class Teachers £

TLR 2 min	2,535
TLR 2 max	6,197
TLR 1 min	7,323
TLR 1 max	12,393
SEN min	2,001
SEN max	3,954

#### Unqualified Teachers £

1	19,039
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2	20,879
3	22,720
4	24,311
5	26,150
6	27,992

**Excellent Teachers £**

Min	43,668
Max	56,061

**Leadership Scale £**

L1	40,433
L2	41,373
L3	42,328
L4	43,314
L5	44,318
L6	45,351
L7	46,496
L8	47,499
L9	48,609
L10	49,784
L11	50,993
L12	52,106
L13	53,335
L14	54,583
L15	55,869

**Leadership Scale £**

L16	57,277
L17	58,526
L18	59,925
L19	61,338
L20	62,784
L21	64,264
L22	65,782
L23	67,338
L24	68,934
L25	70,575
L26	72,247
L27	73,962
L28	75,725
L29	77,525
L30	79,381

**Leadership Scale £**

L31	81,274
L32	83,215
L33	85,213
L34	87,246
L35	89,337
L36	91,473
L37	93,679
L38	95,921
L39	98,185
L40	100,565
L41	103,003
L42	105,502
L43	108,070

**NHS (re Public Health)**

<u>Point</u>	<u>£</u>	<u>Point</u>	<u>£</u>	<u>Point</u>	<u>£</u>	<u>Point</u>	<u>£</u>
1	14153	15	21054	29	34189	43	58431
2	14508	16	21176	30	35184	44	61167
3	14864	17	21798	31	36303	45	65270
4	15279	18	22676	32	37545	46	67134
5	15694	19	23589	33	38851	47	69932
6	16110	20	24554	34	40157	48	73351
7	16645	21	25528	35	41772	49	77079
8	17253	22	26556	36	43388	50	80810
9	17618	23	27625	37	45254	51	84688
10	18104	24	28470	38	46621	52	88753
11	18652	25	29464	39	48983	53	93014
12	19077	26	30460	40	51718	54	97478
13	19750	27	31454	41	54454		
14	20433	28	32573	42	55945		

Band 1 : Points 1-3  
Band 2 : Points 1-8  
Band 3 : Points 6-12  
Band 4 : Points 11-17  
Band 5 : Points 16-23  
Band 6 : Points 21-29  
Band 7 : Points 26-34

Band 8A : Points 33-38  
Band 8B : Points 37-42  
Band 8C : Points 41-46  
Band 8D : Points 45-50  
Band 9 : Points 49-54

**Additional Payments/Allowances for Other Employees**

The following additional payments/allowances are paid to employees other than Chief Officers.

Accelerated Increments  
Additional Allowance  
Additional Hours  
Advance of Pay  
Agreed Programme Activity (NHS)  
Bank Holiday Enhanced  
Callout Allowance  
Casual Pay  
Change of work base (NHS)  
Civil Weddings  
Contractual overtime  
Dog money  
Electoral registration  
Enhanced payments  
Essential Car Lump Sum  
Excess Leave  
FE Lecturer Pay  
Fee  
First Aid  
GTC Payment  
Gritting Allowance  
High Cost Area Supplement (NHS)  
Holiday Pay  
Honorarium  
Invigilation  
Laundry Allowance  
Leave Not Taken  
Lettings  
London Allowance  
Market Supplement  
New Starter Arrears  
Night rates  
Noise abatement  
Occupational maternity pay  
Occupational sick pay  
Oncall allowance  
Out of school activity  
Overtime

**Council, 27 March 2013**

Pay adjustment  
Protected rate  
Recruitment & Retention Allowance (NHS)  
Redeployment payment  
Relocation expenses  
Salary Offset  
Session payment  
Shift payment  
Sleep in allowance  
Split duty  
Standby allowance  
Stat. adoption pay  
Stat. maternity pay  
Stat. paternity pay  
Stat. sick pay  
Supply  
Three year plusage  
Tool allowance  
Unsocial hours



## **COUNCIL, 27 MARCH 2013**

### **REPORT OF THE CHIEF EXECUTIVE**

#### **SUBJECT: DATES OF COUNCIL MEETINGS, 2013/14**

In accordance with the Constitution, meetings of the Council are fixed by the Council itself.

It has been the practice that dates for the whole of the Municipal Year are agreed each municipal year with dates for the balance of the following calendar year being agreed on a provisional basis for the purposes of the Council Diary.

It is proposed that the pattern of meetings for the coming year continues to follow past practice, which would mean dates of the Council would be as follows (all Wednesdays) –

#### **2013**

- 12 June (continuation of Annual Meeting from 23 May)
- 17 July
- 18 September
- 27 November

#### **2014**

- 29 January
- 26 February (Council tax Setting)
- 26 March
- 21 May (Annual Meeting)(provisional: see below)
- 11 June (continuation of Annual Meeting from 22 May) (provisional)
- 16 July (provisional)
- 17 September (provisional)
- 26 November (provisional)

These dates are subject to any change that may subsequently be agreed.

In particular, it is possible that the dates of the Annual Meeting and the subsequent June meeting in 2014 will need to be altered. In addition to the Municipal Election due in May, the five-yearly Election of Members of the European Parliament is also due, in May or June, and it is possible that for the sake of economy the Municipal election will be postponed to be held at the same time as the European election. A firm decision on that has yet to be made by the Government, and may not be made until early in 2014. A further report on that

**Council, 27 March 2013**

position and any adjustment to meetings arrangements consequent upon it, will follow in due course if necessary.

The meetings shall begin at the time agreed by the Council or by the Mayor, or at 7.30pm if no other time is agreed.

Dates of Cabinet and Committee meetings will be notified in due course.

There are no identified, direct **financial, legal, Human Resources or equalities implications and risks** associated with selection of these dates.

<b>RECOMMENDATIONS</b>
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That the Council fixes the date of its meetings for the Municipal Year 2013/14 and, on a provisional basis, the balance of 2014.

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**Cheryl Coppel**  
**Chief Executive**

**Background paper List**

There are no background papers.





**COUNCIL, 27 MARCH 2013**

## **MEMBERS' QUESTIONS**

### **1 CAR POOL SCHEME**

#### **To the Cabinet Member for Value (Councillor Roger Ramsey)**

By Councillor June Alexander

A saving of £200,000 was agreed as part of the 2012/13 budget which related to the introduction of a car pooling/car club arrangement whereby staff would use the pool cars instead of their own cars on council business. Would the Cabinet Member advise:

- a) when did the scheme begin and how many cars are involved?
- b) how much of the £200,000 saving will be achieved in 2012/13?
- c) has it led to more efficient working practices?

### **2 TEMPORARY ICE RINK**

#### **To the Leader of the Council (Councillor Michael White)**

By Councillor Jeffrey Tucker

Please would the Leader provide an update on the negotiations that have taken place between the Council, Government, GLA, MPs and ice rink user groups regarding the provision of a temporary ice rink.

### **3 TEMPORARY REPLACEMENT ICE RINK**

#### **To the Leader of the Council (Councillor Michael White)**

By Councillor Keith Darvill

Will he make a statement about progress in facilitating a temporary alternative ice rink within the Borough following the anticipated closure of the Romford Ice Rink in April?

### **4 COST OF INTERPRETERS AND TRANSLATION SERVICES**

#### **To the Cabinet Member for Value (Councillor Roger Ramsey)**

By Councillor Ray Morgon

Would the Cabinet Member confirm the amount of money spent on interpreters and translation services in each of the last four years?

**5 THREAT TO THE GREEN BELT**

**To the Cabinet Member for Individuals (Councillor Steven Kelly)**

By Councillor Deon Burton

Newspapers such as the Sunday Telegraph claims that more than 9,000 acres of land is to be removed from the green belt by local authorities following the government's planning reforms. Newspapers state that at least 40% of councils with green-belt land in their areas have already redrawn, or plan to alter, the boundaries of the protected areas in an attempt to meet demand for housing and development.

Councillors such as myself who fight against overdevelopment and for the protection of Havering's open space, are filled with dread that such moves will make a mockery of promises by ministers that their reforms under the National Planning Policy Framework would not lead to a degradation of the green belt.

Will the Executive give clear and unequivocal assurance that they will not pursue proposals which put a risk our Green Belt and make comment as to this administration's position in regards to the above media statements.

**6 NORTH HILL DRIVE HAROLD HILL PLAY AREA**

**To the Cabinet Member for Culture, Towns and Communities (Councillor Andrew Curtin)**

By Councillor Paul McGeary

What proposals are there to replace play equipment in the North Hill Drive Play Area?

**7 STAFF SICKNESS ABSENCE**

**To the Leader of the Council (Councillor Michael White)**

By Councillor Clarence Barrett

With average staff sickness absence running at 7.9 days per annum per employee (as at December 2012), would the Leader set out what corrective actions are being taken?

8 **RAINHAM WAR MEMORIAL: RENOVATION**

**To the Cabinet Member for Culture, Towns and Communities (Councillor Andrew Curtin)**

By Councillor David Durant

The Council obtained funding from the Veolia community fund towards improvements to the Rainham Conservation Area and War Memorial. Alas for technical reasons the War Memorial itself was not renovated.

Could the Cabinet Members for Rainham Compass and Culture seek further funds to renovate the War Memorial and add new names following the research of local resident Sean Connolly?

9 **PRECAST REINFORCED CONCRETE (PRC) HOMES OWNED BY THE COUNCIL**

**To the Cabinet Member for Housing (Councillor Lesley Kelly)**

By Councillor Pat Murray

Are all PRC constructed homes owned by the Council to be fully insulated to current standards within the Decent Homes Funding Programme?

10 **HORSEMEAT: SAMPLING**

**To the Cabinet Member for Community Safety (Councillor Geoff Starns)**

By Councillor Ray Morgon

Would the Cabinet Member confirm what actions, including sampling, have been taken by the Council in light of the recent horsemeat scandal?

11 **RAINHAM LIBRARY - UPDATE**

**To the Cabinet Member for Culture, Towns and Communities (Councillor Andrew Curtin)**

By Councillor Jeffrey Tucker

Please would the Cabinet Member provide an update on the building of the new Rainham Library?

12 **“BEDROOM TAX”**

**To the Cabinet Member for Housing (Councillor Lesley Kelly)**

By Councillor Denis Breading

How many tenants in Havering will be adversely affected by the introduction of the bedroom tax?

13 **NEW MORRISONS SUPERSTORE: IMPACT ON ROMFORD MARKET**

**To the Cabinet Member for Culture, Towns and Communities (Councillor Andrew Curtin)**

By Councillor Clarence Barrett

The introduction of Morrisons Superstore in Romford will no doubt increase consumer choice in the area. However has the Cabinet Member undertaken any risk based assessment of the potential impact on existing small businesses/retailers in the area and in particular Romford Market?

14 **PARKING INCOME - TARGET**

**To the Cabinet Member for Environment (Councillor Barry Tebbutt)**

By Councillor Deon Burton

Minded of the revenue generated by this Council's parking schemes, is there in existence a target amount for the current or forthcoming year?

15 **MEETINGS CLASHING WITH FULL COUNCIL**

**To the Leader of the Council (Councillor Michael White)**

By Councillor Denis O'Flynn

Will the Administration ensure that officers do not arrange meetings where Ward Councillors are expected to attend at the same time as Full Council Meetings?

16 **REMEMBERING THOSE WHO HAVE DIED IN THE SERVICE OF THEIR COUNTRY**

**To the Leader of the Council (Councillor Michael White)**

By Councillor John Mylod

Would the Leader of the Council confirm if he will consider naming new roads in Havering after those Havering residents who have died whilst serving their country abroad?

**17 OLYMPIC GAMES: GLA LEVY**

**To the Cabinet Member for Value (Councillor Roger Ramsey)**

By Councillor David Durant

Havering residents are required to pay a surcharge on top of the GLA levy towards the cost of the Olympic Games. What will be the total cost of this GLA surcharge to Havering residents and how much has already been paid?

**18 PERFORMANCE INFORMATION**

**To the Leader of the Council (Councillor Michael White)**

By Councillor Ray Morgon

Would the Leader confirm what he thinks is the benefit of looking at performance information at the Value Overview and Scrutiny Committee for the quarter ending September 2012 in February 2013?

**19 "TROUBLED FAMILIES": HELP**

**To the Cabinet Member for Children & Learning (Councillor Paul Rochford)**

By Councillor Ray Morgon

Would the Cabinet Member confirm what progress has been made in helping "Troubled Families" in Havering?

**20 UNEMPLOYMENT IN HAVERING**

**To the Cabinet Member for Individuals (Councillor Steven Kelly)**

By Councillor Nic Dodin

Would the Cabinet Member confirm the following:

- a) The current number of people unemployed in Havering?
- b) The number of long term unemployed?
- c) The number of Young People (under 25) unemployed?
- d) What steps the council are taking to reduce the number of people unemployed in Havering?

**21 LIBRARY SERVICE: PERFORMANCE**

**To the Cabinet Member for Culture, Towns and Communities (Councillor Andrew Curtin)**

By Councillor Linda Hawthorn

Would the Cabinet Member confirm the following:-

- a) How are the number of visitors to Havering's Library in the Members Performance pack calculated?

b) How many residents hold a library card (split between Havering and non-Havering residents)?

**22 PLANTING STREET TREES - COST**

**To the Cabinet Member for Environment (Councillor Barry Tebbutt)**

By Councillor Clarence Barrett

Would the Cabinet Member set out the full unit cost to the Authority to supply and plant a street tree?

**23 RECYCLING REFUSE**

**To the Cabinet Member for Environment (Councillor Barry Tebbutt)**

By Councillor Clarence Barrett

While recycling is to be encouraged, the orange recycling bags given to residents are woefully thin and split under the slightest pressure. Would the Cabinet Member confirm what steps are being taken to make the sacks more robust?



## COUNCIL, 27 MARCH 2013

### MOTIONS FOR DEBATE

#### A CLOSURE OF ST GEORGE'S HOSPITAL, HORNCHURCH

##### Motion on behalf of the Labour Group

This Council acknowledges the invaluable contribution that St George's Hospital has made to the quality of life of the people of Havering, particularly older people and their dependents. It is therefore with deep regret that after various unsuccessful attempts at justifying closure of the site the Primary Care Trust has now achieved its objective.

In light of this the Council places on record its strongly held view that the future use of the site should have regard to the heritage of the site and to the needs of the people of Havering. It is widely accepted that Havering has one of the largest growing elderly populations in London. To this end, and subject to the appropriate planning processes, the Council will seek to influence any proposed development of the site.

In particular it will enter into urgent discussions with the Primary Care Trust and its successors to reinforce the strength of local feeling that the future use of the site should reflect its long-standing historical medical and community care relationship with the local community. Those discussions should explore the possibility of a pathfinding development of an older persons' village. For example, this might comprise a mixed development of retirement homes for sale and rent (involving private developers and housing associations), sheltered housing, a resource centre encompassing medical and nursing facilities, residential care facilities and provision for a luncheon club, together with other local amenities. Such development should attempt to retain as much as possible of the current architectural heritage of the site with new buildings reflecting architectural sympathy with that heritage.

In pursuance of this the Council will also:

1. Consider including a specific policy or site allocation in the forthcoming Havering Local Plan enshrining these objectives and the necessary planning principles;
2. Make urgent representations to the Secretary of State for Communities and Local Government as to the desirability of, and seeking his support for, a pathfinding scheme of this nature as a demonstration of 'the new localism' and as a measure of joined up government seek his liaison with

**Council, 27 March 2013**

the Secretary of State for Health regarding ownership and disposal of the site;

3. Consult with appropriate heritage bodies regarding possible measures for the protection and preservation of existing buildings on the site.

This Council believes that such a development would be ideally located, in a pleasant environmental setting and close to essential transport hubs. It would provide opportunity for self-help among a community of retired and older people and would be likely to attract resource from voluntary and community organisations. It would also be of benefit to the health and well-being of those people and help facilitate more people to live independent lives for longer and avoiding loneliness.

The Council concludes that in addition to the obvious community benefits, the principle of such a development would have a positive impact on the increasingly stretched resources of the various public sector agencies, including the NHS.

**A1: Amendment on behalf of the Administration**

**Amend** to read:

Although the St. George's Hospital site in Hornchurch is a matter for the CCG, this Council wants to work in partnership to achieve the following for its local community:-

- 1) Establish a specific health facility on the site.
- 2) Protect Havering's Greenbelt
- 3) Any proceeds from the sale of the site must be spent on the local health economy in Havering.

**B REGULATORY SERVICES COMMITTEE: WEBCASTING MEETINGS**

**Motion on behalf of the Independent Residents' Group**

When in the interests of transparency Cllr Michael Deon Burton first proposed that council meetings be recorded on the WebCam there was some opposition from camera shy members concerned about costs. A valid concern, but public scrutiny is good for local democracy and the WebCam is needed because so few residents actually attend meetings. At present the WebCam only covers Council and Cabinet meetings.

Therefore this Council agrees the WebCam should be extended to cover all Regulatory Services Committee meetings to ensure the conduct of members is of the highest standard and to help restore/maintain public confidence in the



planning process that is often badly shaken by contentious decisions and behaviour.

**B1: Amendment on behalf of the Administration**

**Amend** to read:

This Council notes the question of extension of webcasting of Council meetings to Regulatory Services Committee meetings is already under review by Governance Committee and awaits its report before considering the matter further.

**C HOUSING BENEFIT CHANGES - BEDROOM TAX**

**Motion on behalf of the Labour Group**

This Council asks the Government to re-examine the measures it is putting in place to cut housing benefit from some of Havering's most vulnerable residents on the grounds that their social housing has a spare bedroom;

Believes it to be an unworkable policy given that if people moved house it would not save any money;

Notes that according to the Government's own impact assessment, two thirds of the households affected have a disabled person; and

Calls on the Government to drop the policy and think again.

**C1: Amendment on behalf of the Administration**

**Amend** to read:

This Council notes that the Government has re-examined its measures to reform Housing Benefit and made changes for the Armed Forces, Foster Carers and households with a child having severe disabilities and allocated resources for discretionary payments in other cases.

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