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**Havering**  
LONDON BOROUGH

# **ANNUAL MEETING OF THE COUNCIL**

**7.45 pm Wednesday, 22 May 2013  
At Council Chamber - Town Hall**

**Members of the Council of the London Borough of Havering are hereby summoned to attend the Annual 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:**

**Anthony Clements**

**Tel: 01708 433065**

**Email: [anthony.clements@havering.gov.uk](mailto: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 MAYORALTY, 2013/14

- (a) To elect the Mayor of the Borough for the Municipal Year 2013/14.

#### **Motion on behalf of the Administration**

That Councillor Eric Munday be elected Mayor for the Municipal Year 2013/14.

- (b) To receive notice of the appointment of the Deputy Mayor of the Borough for the Municipal Year 2013/14.

**Note: details of the ceremonial proceedings are set out in the booklet  
“Election of the 50<sup>th</sup> Mayor of Havering”**

### 2 MINUTES (Pages 1 - 62)

To sign as a true record the minutes of the Meeting of the Council held on 27 March 2013 (attached).

### 3 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.*

### 4 ANNOUNCEMENTS BY THE MAYOR, BY THE LEADER OF THE COUNCIL OR BY THE CHIEF EXECUTIVE

To receive announcements (if any)

### 5 APPOINTING THE COMMITTEES OF THE COUNCIL (Pages 63 - 76)

To consider the Chief Executive's report about appointing Committees (attached).

**6 APPOINTMENT OF THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES**  
(Pages 77 - 82)

To consider the attached motion on behalf of the Administration and amendments by the Independent Residents' Group and the Residents' Group.

*See also the attached Explanatory Note.*

**7 APPOINTMENT OF THE STATUTORY LEAD MEMBER FOR CHILDREN'S SERVICES** (Pages 83 - 84)

To consider the attached motion on behalf of the Administration.

**8 APPOINTMENT OF THE MEMBER CHAMPIONS** (Pages 85 - 86)

To consider the attached motion on behalf of the Administration and amendment by the Residents' Group.

**9 STATEMENT BY THE LEADER OF THE COUNCIL**

To receive a statement by the Leader of the Council, Councillor Michael White.

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**MINUTES OF A MEETING OF THE COUNCIL OF THE  
LONDON BOROUGH OF HAVERING  
Havering Town Hall, Romford  
27 March 2013 (7.30pm – 11.15pm)**

- Present:** The Mayor (Councillor Lynden Thorpe) in the Chair
- Councillors:** Councillors June Alexander, Michael Armstrong, Clarence Barrett, Robert Benham, Becky Bennett, Sandra Binion, Jeffrey Brace, Denis Breading, Wendy Brice-Thompson, Andrew Curtin, Keith Darvill, Michael Deon Burton, Osman Dervish, Nic Dodin, David Durant, Brian Eagling, Ted Eden\*, Roger Evans, Gillian Ford, Georgina Galpin, Peter Gardner, Linda Hawthorn, Linda Van den Hende, Lesley Kelly, Steven Kelly, Barbara Matthews, Paul McGeary, Robby Misir, Ray Morgon, Eric Munday, Pat Murray\*, John Mylod, Denis O'Flynn, Barry Oddy, Fred Osborne, Ron Ower\*, Garry Pain, Roger Ramsey, Paul Rochford, Geoffrey Starns, Billy Taylor, Barry Tebbutt, Frederick Thompson, Jeffrey Tucker, Melvin Wallace, Lawrence Webb, Keith Wells, Damian White, Michael White and John Wood.

\* for part of the meeting

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

Apologies were received for the absence of Councillors Pam Light, Mark Logan and Linda Trew.

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.

**91 MINUTES (agenda item 3)**

The minutes of the meeting of the Council held on 27 February 2013 were before the Council for approval.

The minutes were **AGREED** without division and it was **RESOLVED:**

**That the minutes of the meeting of the Council held on 27 February 2013 be signed as a correct record.**

92 **DISCLOSURE OF PECUNIARY INTERESTS (agenda item 4)**

There were no disclosures of interest.

93 **FORMER COUNCILLOR OWEN WARE**

The Council stood in silence as a mark of respect for former Councillor Owen Ware who had recently died. All Group Leaders and six other Members paid tributes to Councillor Ware.

94 **ANNOUNCEMENTS (agenda item 5)**

There were no announcements by the Mayor.

95 **PROCEDURAL MOTIONS**

A procedural motion was proposed that the motions before Council be debated in the following order:

**16A (Closure of St. George's Hospital Hornchurch)**

**16C (Housing Benefit Changes: Bedroom Tax) and**

**16B (Regulatory Services Committee: Webcasting)**

The procedural motion was **CARRIED** by 25 votes to 3 (see division 1) and it was **RESOLVED** accordingly.

A procedural motion that the debate on an amendment to the report at agenda item 9 ((Revision of Procedure for Council Questions) be held under the intermediate debate procedure was **CARRIED** by 19 votes to 0 (see division 2) and it was **RESOLVED** accordingly..

96 **PETITIONS (agenda item 6)**

Pursuant to Council Procedure Rule 23, petitions were presented as follows, by Councillors:

Councillor Jeffrey Tucker – seeking improvements at Chafford Sports Centre.

Councillor Denis Breading –  
requesting the appointment of a crossing patrol person in Blacksmith Lane at the rear of Rainham Road

Councillor Keith Darvill - seeking the provision of a temporary ice rink in Romford

Councillor Damian White – against development on the site of Garrick House, Hornchurch

It was **NOTED** that each petition would be passed to Committee Administration for attention in accordance with the Council's Petitions Scheme.

97 **ARMED FORCES CHAMPION (Agenda item 7)**

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 were 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 had 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 recommendations of the Governance Committee were **APPROVED** without division and it was **RESOLVED**:

**That a Member Champion for Armed Forces be appointed, with effect from the Annual Council in May 2013.**

98 **ANNUAL COUNCIL ARRANGEMENTS (agenda item 8)**

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 considered that the arrangements for the Annual Council that were followed in 2012 should become permanent. This required amendment of the Council Procedure Rules and this report was submitted accordingly.

The new arrangements would 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)
  
- (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)

Accordingly, the Governance Committee recommended to Council that the new Council Procedure Rules to give effect to these arrangements as set out in appendix 1 to these minutes be approved..

The recommendations of the Governance Committee were **APPROVED** without division and it was **RESOLVED**:

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



99 **REVISION OF PROCEDURE FOR COUNCIL QUESTIONS (agenda item 9)**

For many years, 30 minutes has been available at Council meetings 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 could then ask without notice a supplementary question. The number of questions put down for answer was invariably over 20 and often near 30, but it was now rare for more than nine or 10 questions to be answered. As well as the number of questions, the complexity of many meant 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 was resulting in the answers being completed very close to the Council meeting and often required Cabinet Members to consider the draft replies at very short notice.

To address this problem, the Governance Committee suggested that the notice period for the deposit of questions should be extended to 11 working days before the Council meeting. This would 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 would still be able to permit the asking of an urgent question where a matter of importance had arisen after the normal closing date for questions. In order that more questions could be answered orally, the Committee had also suggested that the number of questions be limited to a maximum of 15. There would be no time limit.

It was also proposed that once the 15 questions have been submitted any subsequent questions would be treated as member enquiries and would receive a written response in the normal manner.

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

An amendment to the report by the Residents' Group that the recommendation of the Governance Committee be amended to read:

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 there are no further changes to the existing arrangements  
was **LOST** by 29 votes to 19 (see division 3).

The motion by the Administration that the recommendations of the Governance Committee be approved was **CARRIED** by 28 votes to 4 (see division 4) and it was **RESOLVED** without division 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.”**

## 100 **HEALTH AND WELLBEING BOARD (agenda item 10)**

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

The Health and Social Care Act 2012 had introduced the largest and most significant change to the NHS since its creation. The Act transferred public health functions back to local authorities with effect from the 1 April 2013. The Act required 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 had 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 had now reviewed those rules of procedure proposed by the Shadow HWB. These were incorporated into the recommended changes to the Constitution along with additional changes required to integrate public health functions into the Constitution.

The recommendations of the Governance Committee were **APPROVED** without division and it was **RESOLVED** that:

1. **The recommended changes to the Council's Constitution as detailed in Appendix 2, be adopted.**
2. **The Membership of the Health and Wellbeing Board as set out in Appendix 3, be noted.**

101 **HEALTH OVERVIEW AND SCRUTINY COMMITTEE FUNCTIONS (agenda item 11)**

The report before Council recommended some changes to how formal consultation responses from the Health Overview and Scrutiny Committee were dealt with. In line with the requirements of the Health and Social Care Act 2012, it was recommended that such responses to formal consultations be reported to full Council for information and, where necessary, endorsement. Formal referrals of health matters to the Secretary of State would need to be reported to Council upon whose resolution such a referral could be made. It was recommended that day to day health scrutiny functions should continue to be undertaken by the Health Overview and Scrutiny Committee.

The report of the Governance Committee was **APPROVED** without division and it was **RESOLVED** that:

- 1 **The Health Overview & Scrutiny Committee (and any successor OSC) continue to carry out the day-to-day health scrutiny functions**
- 2 **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**
- 3 **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.**

- 4 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.
- 5 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)”

102 **AMENDMENTS TO THE CONSTITUTION (agenda item 12)**

The Council noted that some small amendments to the Constitution were required in order to allow the Head of Customer Services to have the power to decide which staff represented the Council at the Valuation Tribunal on Council Tax support matters.

The recommendations of the Governance Committee were **APPROVED** without division and it was **RESOLVED** 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).

103 **PAY POLICY STATEMENT (agenda item 13)**

The Localism Act 2011 required the Council to prepare a pay policy statement by the 31 March each year before it came into force. The pay policy statement was required to 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 recommendations of the Chief executive were **APPROVED** without division and it was **RESOLVED** that:

**The Pay Policy statement as shown in Appendix 4 of the minutes be approved.**

104 **MEETINGS OF COUNCIL 2013/14 (agenda item 14)**

The Council was invited to agree the dates of its meetings in the municipal year 2013/14. The Council noted that it was possible that the dates of the Annual Meeting and subsequent June meeting may need to be altered due to the possible change in date of the Municipal election. A further report on that position and any adjustment to meetings arrangements consequent upon it, would follow in due course if necessary.

**RESOLVED:**

**That the Council fixes the date of its meetings for the Municipal Year 2013/14 and, on a provisional basis, the balance of 2014 as follows:**

**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)**  
**4 June (continuation of Annual Meeting from 22 May)**  
**(provisional)**  
**16 July (provisional)**  
**24 September (provisional)**  
**26 November (provisional)**

105 **MEMBERS' QUESTIONS (agenda item 15)**

Ten questions were asked and replies given.

The text of the questions, and their answers, together with those not asked orally, are set out in **Appendix 5** to these minutes.

106 **CLOSURE OF ST. GEORGE'S HOSPITAL, HORNCHURCH (agenda item 16A)**

**Motion on behalf 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 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.

Following debate, the Administration amendment was **CARRIED** by 39 votes to 8 (see division 5); and it was then **CARRIED** as the substantive motion without division.

**RESOLVED that:**

**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.**

**107 HOUSING BENEFIT CHANGES: BEDROOM TAX (agenda item 16C)**

**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.

Following debate, the Administration amendment was **CARRIED** by 40 votes to 8 (see division 6) and it was then **CARRIED** as the substantive motion by 40 votes to 8 (see division 7).



**RESOLVED that:**

**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.**

**108 REGULATORY SERVICES COMMITTEE: WEBCASTING MEETINGS  
(agenda item 16B)**

**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.

Following debate, the Administration amendment was **CARRIED** by 40 votes to 8 (see division 8) and it was then **CARRIED** as the substantive motion by 40 votes to 2 (see division 9).

**RESOLVED that:**

**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.**

109 **VOTING RECORD**

The record of voting divisions is attached as **Appendix 6**.

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Mayor  
22 May 2013

**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.

**APPENDIX 2  
(Minute 100)**

| 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<br>(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<br>(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</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>with the Board.</p> <p><u>Insert (into the table):</u></p> <p><i>Committee:</i><br/>Health &amp; Wellbeing Board</p> <p><i>Number of Members and any Special Requirements:</i><br/>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> <p><u>Under 3 [Functions Delegated to Staff] add:</u><br/>3.9 Director of Public Health</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><br/>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 GMT 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><br/>Health &amp; Wellbeing Board</p> <p><i>Functions:</i><br/>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 meetings 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><br/>Health and Wellbeing Board</p> <p><i>Name of Sub-Committee</i><br/>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>                                                                                                                                                                                 | <p>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.</p> |
| 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> | <p>Reflect the changes brought about in the role and processes underpinning the Council's health scrutiny function.</p>                                                                                                                          |
| 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>                                                                                                                                                                                                                                                             | <p>This shows public health as a function alongside the council's other duties.</p>                                                                                                                                                              |
| 3.   | Section 2.6 | 55   | <p><u>Under 2.6 [Portfolios assigned to individual Cabinet members] add:</u></p> <p>(ee) Public Health</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Allocation of the public health portfolio will be a matter for the Leader.</p>                                                                                                                                                                |

| 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> | <p>Reflects the general role of the Director of Public Health.</p> |

| 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. |

## 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               |

**Appendix 4 (minute item 103)****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:
 

|             |          |
|-------------|----------|
| <u>HG2</u>  |          |
| 1.          | £113,750 |
| 2.          | £117,000 |
| 3.          | £120,250 |
| 4.          | £123,500 |
| 5.          | £126,750 |
| 6.          | £130,000 |
| <br>        |          |
| <u>HG2S</u> |          |
| 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:
- | <u>HG3</u> |          |
|------------|----------|
| 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

| Spinal Point | Pay<br>£ |                                                                     |                           |
|--------------|----------|---------------------------------------------------------------------|---------------------------|
| 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                     |

|    |        |         |       |
|----|--------|---------|-------|
| 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 | <b>Grade</b> | <b>Spinal Point Range</b> |
|----|--------|--------------|---------------------------|

|    |        |           |      |
|----|--------|-----------|------|
| 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 | <b>Grade</b> | <b>Spinal Point Range</b> |
|----|--------|--------------|---------------------------|

|    |        |   |       |
|----|--------|---|-------|
| 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

|    |        |                                                               |                           |
|----|--------|---------------------------------------------------------------|---------------------------|
| 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

| <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 |

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 |
|---|--------|

|   |        |
|---|--------|
| 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

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

**FULL 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?

**ANSWER**

We are currently trialling the pool car arrangement using 10 vehicles – this trial began in February this year and runs until May. If the trial is successful, there will be a full roll-out of the arrangement from Summer 2013 and we are confident that this will achieve the £200,000 saving.

The details of the final arrangement will be informed by the results of the trial. The decision to implement the scheme was delayed while we explored all of the implications. The saving for 2012/13 has been absorbed by services through other means for this year only, pending the outcome of the pilot.

In response to a supplementary question the Cabinet Member confirmed that the pool cars would only be left on the town hall car park for the duration of the trial period and would be removed after that point.

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?

**ADDRESSED IN ONE ANSWER**

**ANSWER**

Building a new swimming pool and ice rink in Romford is one of our top priorities. I am delighted that the deal we struck with Morrison's allows us to build one, in the heart of the town centre, with no major draw on council taxpayer's money - at a time when other authorities are closing these types of facilities.

We have examined options for a temporary ice rink very carefully but the costs are just too much for Havering council tax payers to bear. We are already managing a £40million cut in our funding over a four year period and, with austerity measures set to continue, there are likely to be further savings necessary in the future - so we must focus our efforts on protecting vital front line services for residents.

However, we have always said that we will provide the land and a rent free building if skaters can put together a business case to fit out the new rink and run it at no cost to council tax payers. We have held meetings with groups representing skaters and clubs that use the rink, but so far no concrete proposals have come forward.

In response to a supplementary question the Cabinet Member explained that the land swap deal could only take place in the Romford area as this was where Morrisons owned the land. The land swap was a very good deal for Havering and there was no facility for a swimming pool to be developed in the Rainham area. Any problems related to the Chafford Sports Centre were a separate resource issue.

In response to a supplementary question it was confirmed that options for a temporary ice rink were continuing to be considered but that, under procurement rules, it was not possible to link the building of the temporary facility with the contract for the permanent ice rink. The Council remained committed to finding a way forward as regards a temporary solution but suitable providers needed to come forward.

#### 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?

##### **ANSWER**

Working through the East London Solutions partnership we have been able to get the best value for some of our corporate contracts.

Through the partnership, since April 2011 we introduced a central contract with The Language Shop to provide all our translation and interpreting services. These are the figures that we hold centrally. They show that in 2011/12 the Council spent £2,569 with the Language Shop.

Previous year's figures are not held centrally and it will take some time to pull these figures together and also to run further checks on the figures for the current year. I will be happy to provide Cllr Morgon with a fuller answer in due course.

In response to a supplementary question the Cabinet Member explained that other Councils with higher levels of immigration than Havering had an increased need for interpreters or translation services. The Council was required to comply with the Equalities Act 2010 and therefore had to be ready to provide translations etc should they be needed.

#### 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.

**ANSWER**

I understand that people are worried following coverage in the press about changes to the national planning system. I am grateful for the chance to again declare our commitment to the green belt and reassure local people that this commitment underpins our planning policies.

Our planning policies for protecting the green belt are well established and there are no proposals to change these or the green belt boundary. Only proposals which satisfy green belt policy are allowed within it.

Recent national planning policy and planning policy from the London Mayor support strong protection to the Green Belt principles and the Council's approach is consistent with these.

The Administration is committed to the Green Belt and will unequivocally oppose any attempts to remove or sell off any areas of this in Havering.

In response to a supplementary question the Cabinet Member confirmed that there were no plans to allow any building works on Green Belt areas in Havering. For example the planned development at St. George's Hospital would only be allowed to cover the existing footprint of the buildings on the site.

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?

**ANSWER**

We're working hard to secure funding to restore the North Hill Drive play area and have submitted bid applications to external sources. Sadly, one of our bids to the London Marathon trust was unsuccessful, but we're still hopeful about the other bid we have submitted to Veolia.

We are also making significant improvements to park spaces in Harold Hill including Dagnam, Central and Broxhill Parks as part of our Ambitions programme. This includes providing new play equipment in Central Park, and turning Broxhill Park into a state-of-the-art sports activity park

In response to a supplementary question the Cabinet Member was in agreement that early development was very important and agreed to take on board the need to continue to seek funding 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?

**ANSWER**

Although this average is in line with other public services, we always want to improve our sickness rates and have introduced new measures to help keep sickness levels as low as possible.

We've introduced a new policy to manage sickness and absence and an improved strategy for managing the health of our staff. All managers are being trained on the new scheme and it will come into operation in April. With public health transferring into the Council in April, managers will have the chance to work more closely with health colleagues to support staff to remain at work.

Sickness levels are monitored by senior management to ensure any trends can be identified and are dealt with quickly.

In response to a supplementary question it was confirmed that the sickness absence target of 7.6 days per employee per annum was in line with targets in other Councils and public services.

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?

**ANSWER**

I am pleased to say that we are discussing the renovations to the war memorial with English Heritage, from whom we require listed building consent to undertake the works.

The Rainham Traffic Management scheme has delivered a large programme of improvements within the village. A major part of this was the creation of the pedestrianised area around the war memorial.

As Cllr Durant alluded to, we wanted to renovate the War Memorial itself, but this could not be completed within the scheme because it requires a specialist conservation builder. This work will need to be done on a separate contract.

We welcome the research undertaken by Mr Connolly and would very much like to add the names he uncovered to the memorial. We also welcome the offer from the Romford Recorder to co-ordinate donations towards the cost of this project. Once again, we will discuss with English Heritage how this can be done sensitively and we will need to follow the formal authentication processes established through the war graves commission and the war memorial trust.

In a supplementary question Councillor Durant thanked the Cabinet Member for his assistance with this matter.

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?

**ANSWER**

Yes.

10 **HORSEMEAT: SAMPLING**

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

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?



**ANSWER**

We have taken the horsemeat scandal very seriously and put a number of processes in place. We are satisfied that our supply chain is robust and the meat we use is traceable.

We intend to contact schools that cater independently from H & T CS to ensure that they have adequate traceability and there is also a program to contact care homes and nursing homes in the borough. Evidence found during these contacts will determine if sampling is required.

We have also visited and discussed traceability of products and supplies with manufacturers operating in the borough who are approved to handle meat and other animal products. We have taken samples and submitted them for testing where necessary. Results of sampling can take up to two months. The results of sampling completed by other local authorities and a full report from the Food Standards Agency are expected in April.

In response to a supplementary question it was confirmed that schools that made independent catering arrangements would also be contacted as part of this programme.

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?

**ANSWER**

We have now moved on to finalising details of materials with contractors. This aspect of the work is absolutely critical at this important location in the setting of very significant listed buildings and in a conservation area.

This gives us grounds for optimism that work will soon start on site. The new building will remain the focus of my complete and undivided attention throughout this process.

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?

**Answer:**

The Welfare Reform Act 2012 reproduces in social housing what was already in place within the private rented sector, namely that working age tenants in receipt of housing benefit will receive public support for only those bedrooms required for the size of their households.

The initial list of those affected in Havering, provided by the DWP, contained 804 Council tenants, and 300 Housing Association tenants. Following work done by the Council to contact all these households, this list has reduced to around 680 households in all. It should be stressed that the number of households fluctuates because households move in and out of work, and additional information about their circumstances comes to light which may change the assessment.

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

**To the Cabinet Member for Community Empowerment (Councillor Robert Benham)**

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?

**ANSWER**

A retail impact assessment has been commissioned by Morrisons and submitted as part of the planning application. The assessment considers the impact of the development on the overall health of the town centre and the extent of likely trade diversion from existing stores.

The proposed Morrisons foodstore would have a very different offer to that of Romford Market so does not specifically refer to this in the assessment. However, the retail impact assessment does identify that the development would contribute to the level of investment in the town centre, thereby making the town centre more viable, by drawing in more people.

The report also concludes that there would not be a harmful degree of trade diversion from the other town centre supermarkets. The Council has had the retail impact assessment independently scrutinised and this has verified the overall conclusions of the report.

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?

**ANSWER**

We set the income budget for traffic and parking control based on income data collected over previous years. The budget for 2012-13 shows an expected income from on and off street parking provision - including permit scheme and penalty charge notices of £3,831,500.

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?

**ANSWER**

Yes, we will do that. If this has happened then it should not have done and we will raise that with officers from the relevant departments

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?

**ANSWER**

As many of you know, I have taken a strong interest in Havering's recognition of the outstanding work that the armed forces community does on our behalf and most importantly of the sacrifices made by our servicemen and women in the line of duty.

Since I signed the Armed Forces Community Covenant in June last year, this Council has been working hard in support of the military community through such things as Armed Forces Day and prioritising housing support for ex-service personnel for example.

I can confirm that we are considering a number of further measures in support of the armed forces community and how we recognise the work that they do including looking at the naming arrangements for new roads.

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?

**ANSWER**

The cost of the Games is an element within the overall GLA precept, rather than a surcharge on top of it. The standard amount to be paid by residents in a band D property in the forthcoming year is £20 out of the £303 GLA levy.

This was introduced in 2006/7 and will continue at £20 annually until 2015/16 with a final payment of £9 in 2016/17.

Therefore, the overall charge related to the Games for residents in a band D property, will be £209 paid over an 11 year period. To date, Band D households will have paid £140.

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?

**ANSWER**

Councillor Morgan is quite right that it was too late to be looking at this data in February and we will be ensuring that this sort of delay does not happen again. I took the decision to publish our performance data in the cabinet report each quarter to improve the Council's openness and transparency and I expect this will continue in a more timely fashion from now on.

19 **"TROUBLED FAMILIES": HELP**

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

By Councillor Ray Morgon

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

**ANSWER**

We've made a really positive start to this project and have hit our first year target of identifying and starting to work with 166 families. We have successfully supported some families throughout the project and completed work with them and have already begun looking for families to work with in the next year.

Our work has received positive feedback from both DCLG and Ofsted and due to our success; DCLG will release full funding for the 207 families we will be working with in the second year of the project.

Much of the troubled families funding is supporting the development of early help for vulnerable families across the borough, which aims to prevent a family's problems escalating which can lead to family breakdowns and also costs more to deal with in the longer term.

Some examples include the Child and Adolescent Mental Health Support (CAMHS), working with the voluntary and third sector to help the community support families, the Multi Agency Safeguarding Hub (MASH) and working with Job Centre Plus to help develop skills and opportunities for workless families.

All this work has helped to build stronger partnerships across the Council and the community which will continue to help support our most troubled families.

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?

**ANSWERS**

- a) The most recent figures published by the Government relate to January 2013. At that time the number of people claiming job seekers allowance in Havering was 5,418, or 3.6% of the resident working age population. This compared to 3.9% in London and 3.8% across Great Britain.
- b) Of the 5,418 job seekers allowance claimants in the borough 1,450, or 1% have been unemployed for longer than 12 months, compared to 1.1% in London and 1.0% in Great Britain.
- c) Of the 5,418 job seekers allowance claimants in the borough 1,480 are aged between 18 and 24. This constitutes 7.1% of the resident population aged 18-24 and compares to 5.6% of the London population and 7% of the GB population.
- d) The Council meets regularly with Jobcentre Plus, the Work Programme and other providers to develop and implement projects that will help reduce the number of people unemployed in Havering. The Employment and Skills Group has considered issues such as mapping employment and skills provision in the borough and encouraging local recruitment. We have a number of initiatives, such as employment support, business support, apprenticeship programmes and town centre regeneration to encourage employment. We also have a local partnership of schools, colleges and training providers.

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)?

**ANSWERS**

- a) Our visitor numbers are measured by electronic people counters at the entrance to all of our libraries.

Unlike in some other boroughs, we make full use of our libraries and have a number of ways of encouraging attendance. For instance, we held 3,619 events between April 2012 - Feb 2013 in our libraries, encouraging people to read and enjoy life more. Libraries also support other key objectives of the Council such as recycling initiatives. This ensures both that tax payers get maximum benefit from the library service and that public libraries serve as the badly needed heart of every community they are in. In my opinion, other boroughs would do well to emulate the outstanding model established by Havering Library Service.

- b) We currently have 158,375 Havering residents who hold a library card, which is almost 70 per cent of all residents – and that's great to see.

Non-Havering residents do use our libraries as well, just as Havering residents can use libraries in other boroughs, as we are part of the London Libraries Consortium, which not only increases the resources available to Havering residents in a cost-efficient way, but also allows us to make savings through efficiencies without reducing frontline library services. We do not hold specific figures for non-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?

**ANSWER**

The average cost to supply and plant a tree is £148.50. However, this might vary depending on the specific locations.



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?

**ANSWER**

We recognise this and have raised the issue with the East London Waste Authority who manage the contract with Shanks. Shanks have agreed to review the quality of the sacks and come back to us, so we can discuss a sensible and cost-effective solution.

| DIVISION NUMBER:                          | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
|-------------------------------------------|----|----|----|----|----|----|----|----|----|
| The Mayor [Cllr. Lynden Thorpe]           | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |
| The Deputy Mayor [Cllr. Eric Munday]      | 0  | 0  | X  | 0  | 0  | ✓  | ✓  | ✓  | ✓  |
| <b>CONSERVATIVE GROUP</b>                 |    |    |    |    |    |    |    |    |    |
| Cllr. Michael White                       | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Michael Armstrong                   | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Robert Benham                       | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Becky Bennett                       | ✓  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Sandra Binion                       | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Jeff Brace                          | ✓  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Wendy Brice-Thompson                | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Andrew Curtin                       | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Osman Dervish                       | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Ted Eden                            | 0  | 0  | X  | ✓  | A  | A  | A  | A  | A  |
| Cllr. Roger Evans                         | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Georgina Galpin                     | ✓  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Peter Gardner                       | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Lesley Kelly                        | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Steven Kelly                        | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Pam Light                           | A  | A  | A  | A  | A  | A  | A  | A  | A  |
| Cllr. Robby Misir                         | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Barry Oddy                          | ✓  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Frederick Osborne                   | ✓  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Gary Pain                           | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Roger Ramsey                        | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Paul Rochford                       | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Geoffrey Starns                     | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Billy Taylor                        | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Barry Tebbutt                       | ✓  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Frederick Thompson                  | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Linda Trew                          | A  | A  | A  | A  | A  | A  | A  | A  | A  |
| Cllr. Melvin Wallace                      | 0  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Keith Wells                         | ✓  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Damian White                        | ✓  | 0  | X  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| <b>RESIDENTS' GROUP</b>                   |    |    |    |    |    |    |    |    |    |
| Cllr. Clarence Barrett                    | ✓  | ✓  | ✓  | 0  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. June Alexander                      | ✓  | ✓  | ✓  | 0  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Nic Dodin                           | ✓  | ✓  | ✓  | 0  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Brian Eagling                       | ✓  | ✓  | ✓  | 0  | ✓  | ✓  | ✓  | ✓  | 0  |
| Cllr. Gillian Ford                        | ✓  | ✓  | ✓  | 0  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Linda Hawthorn                      | ✓  | ✓  | ✓  | 0  | ✓  | ✓  | ✓  | ✓  | 0  |
| Cllr. Barbara Matthews                    | ✓  | ✓  | ✓  | X  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Ray Morgon                          | ✓  | ✓  | ✓  | 0  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. John Mylod                          | ✓  | ✓  | ✓  | 0  | ✓  | ✓  | ✓  | ✓  | ✓  |
| Cllr. Ron Ower                            | ✓  | A  | A  | A  | A  | A  | A  | A  | A  |
| Cllr. Linda Van den Hende                 | ✓  | ✓  | ✓  | 0  | ✓  | ✓  | ✓  | ✓  | 0  |
| Cllr. John Wood                           | ✓  | ✓  | ✓  | X  | ✓  | ✓  | ✓  | ✓  | ✓  |
| <b>LABOUR GROUP</b>                       |    |    |    |    |    |    |    |    |    |
| Cllr. Keith Darvill                       | ✓  | ✓  | ✓  | 0  | X  | X  | X  | X  | ✓  |
| Cllr. Denis Breading                      | ✓  | ✓  | ✓  | 0  | X  | X  | X  | X  | 0  |
| Cllr. Paul McGeary                        | ✓  | ✓  | ✓  | 0  | X  | X  | X  | X  | ✓  |
| Cllr. Pat Murray                          | 0  | ✓  | ✓  | 0  | X  | X  | X  | X  | ✓  |
| Cllr. Denis O'Flynn                       | ✓  | ✓  | ✓  | X  | X  | X  | X  | X  | ✓  |
| <b>INDEPENDENT LOCAL RESIDENTS' GROUP</b> |    |    |    |    |    |    |    |    |    |
| Cllr. Jeffery Tucker                      | X  | ✓  | ✓  | 0  | X  | X  | X  | X  | X  |
| Cllr. Michael Deon Burton                 | X  | ✓  | ✓  | 0  | X  | X  | X  | X  | 0  |
| Cllr. David Durant                        | X  | ✓  | ✓  | X  | X  | X  | X  | X  | X  |
| Cllr. Mark Logan                          | A  | A  | A  | A  | A  | A  | A  | A  | A  |
| <b>UNITED KINGDOM INDEPENDENCE PARTY</b>  |    |    |    |    |    |    |    |    |    |
| Cllr. Lawrence Webb                       | ✓  | 0  | 0  | 0  | ✓  | ✓  | ✓  | ✓  | 0  |
| <b>TOTALS</b>                             |    |    |    |    |    |    |    |    |    |
| ✓ = YES                                   | 25 | 19 | 19 | 28 | 39 | 40 | 40 | 40 | 40 |
| X = NO                                    | 3  | 0  | 29 | 4  | 8  | 8  | 8  | 8  | 2  |
| 0 = ABSTAIN/NO VOTE                       | 23 | 31 | 2  | 18 | 2  | 1  | 1  | 1  | 7  |
| ID = INTEREST DISCLOSED/NO VOTE           | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |
| A = ABSENT FROM MEETING                   | 3  | 4  | 4  | 4  | 5  | 5  | 5  | 5  | 5  |
|                                           | 54 | 54 | 54 | 54 | 54 | 54 | 54 | 54 | 54 |

## REPORT OF THE CHIEF EXECUTIVE

### SUBJECT: APPOINTING THE COMMITTEES OF THE COUNCIL

- 1 In accordance with the Constitution, the Council appoints its Committees at the Annual Meeting.
- 2 This report deals with the appointment and sizes of Committees, the co-opted members and observers etc and recommends such appointments consistent with previous decisions of the Council.
- 3 There are no additional financial implications or risks arising from this report. Any allowances payable to Members resulting from the proposed appointments will be in accordance with the current approved Members' Allowances scheme and will be contained within the relevant budgetary provision.
- 4 There are no legal, human resources or equalities and social inclusion implications or risks attached to this report.

### **RECOMMENDATIONS**

That:

- (1) The Committees listed in Appendix 1 be appointed for the 2013/14 Municipal Year.
- (2) Those Committees be appointed with:
  - (a) the membership sizes and
  - (b) the political balanceindicated in Appendix 2 and its annexes (including the notes to the table in annex B)
- (3) The voting co-optees, the two representing Church of England and Roman Catholic interests and the three parent governor co-optees selected in accordance with the appropriate Regulations, be appointed to the Children's Services Overview and Scrutiny Committee.
- (4) The other non-elected member "appointments" and invitations to attend shown in Appendix 1 be confirmed.

**Annual Council, 22 May 2013**

Staff Contact: Anthony Clements  
Designation: Principal Committee Officer  
Telephone No: 01708 433065  
E-mail address: anthony.clements@haverling.gov.uk

**Cheryl Coppel  
Chief Executive**

**Background Papers List**

None

**APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES**

Audit Committee

Adjudication and Review Committee      ~~See annex 1~~

Governance Committee

Licensing Committee      *See annex 2*

Pensions Committee      *See annex 3*

Regulatory Services Committee

Children's Overview & Scrutiny Committee      *See annex 4*

Crime & Disorder Committee      *See annex 5*

Environment Overview & Scrutiny Committee

Health Overview and Scrutiny Committee

Individuals Overview & Scrutiny Committee

Towns & Communities Overview & Scrutiny Committee

Value Overview & Scrutiny Committee

Annex 1

**Adjudication and Review Committee**

- 1.1 The major part of the work of this Committee is carried out through Hearings Panels. The composition of Hearings Panels varies according to the nature of the issue adjudicated – as indicated in the following table:

| <b>Type of hearing</b>                                                                                             | <b>Membership of Panel</b>                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Corporate complaints procedure (including housing tenants' complaints)                                             | Three Members and a non-voting independent person                                                                                                                      |
| Children Act complaints                                                                                            | Three independent persons (one as chairman) with voting rights ( <i>to accord with legal requirements, elected Members may no longer serve on this type of Panel</i> ) |
| Adult Care complaints                                                                                              | Two independent persons (one as chairman) with voting rights and one Member ( <i>but the Committee may be revising this in due course</i> )                            |
| Housing tenancy appeals                                                                                            | Three Members                                                                                                                                                          |
| Hearings into allegations of breaches of the Members' Code of Conduct (for cases referred on or after 1 July 2012) | Three Members                                                                                                                                                          |

1.2 The independent persons used for such hearings are taken from a pool of such people appointed on behalf the Adjudication & Review Committee, managed by Democratic Services, who have received training appropriate to that role.

1.3 Hearings Panels are not required to be politically balanced.

Annex 2

### **Licensing Committee**

2.1 Most of the work of this Committee is carried out through Licensing Sub-Committees comprising a Chairman and two other Members, all drawn from the main Committee. In general, Sub-Committees will be chaired either by the Chairman of the main Committee, or one of the three Vice-Chairmen.

2.2 The substitute rule does not apply to Licensing Sub-Committees nor are they required to be politically balanced.

### **Pensions Committee**

- 3.1 The Pensions Committee is responsible for the management of the Council's Pension Fund investment portfolio.
- 3.2 The Admitted and Scheduled Bodies who are members of the pension fund jointly appoint a representative as a voting co-opted Member of the Committee.
- 3.3 Although not strictly Members of the Committee, in accordance with the Constitution, two representatives of the staff are appointed by the unions to attend and contribute to meetings of the Committee. These appointees have no voting rights but are present during the discussion of any exempt business.

### **Children's Overview & Scrutiny Committee**

- 5.1 The law requires that the Council co-opt to this Overview & Scrutiny Committee one representative of each of the Anglican and Roman Catholic Churches, **with voting rights**, to attend when issues relating to Education are being discussed and to have call-in rights in relation to executive decisions. In practice, they are also able to contribute to other discussions.
- 5.2 In addition, there are three co-opted members, **also with voting rights**, representing governors of schools in the three sectors of education, primary, secondary and special. Again, they may attend when issues relating to Education are being discussed and have call-in rights in relation to executive decisions. They are also able to contribute to other discussions.
- 5.3 Finally, there are three **non-voting** representatives of local teacher unions and professional associations, nominated by those organisations.
- 5.4 The Councillor Members of the Committee are also automatically Members of the Council's Corporate Parenting Panel.

### **Crime & Disorder Committee**

- 6.1 The Crime and Disorder (Overview and Scrutiny) Regulations 2009 confer on the Committee an ability to co-opt certain members or employees of crime and disorder partner bodies. It is for the Committee to determine whether such co-optees are to have voting rights and the issues in respect of which they may attend meetings as co-optees.

- 6.2 There are no present proposals for the Committee to exercise its rights to co-opt but that is reviewed from time-to-time and co-options may be made as need arises.



**POLITICAL BALANCE**

- 1 **The Local Government (Committees and Political Groups) Regulations 1990** require that, so far as practicable, the membership of Committees – both overall, and of individual bodies – must reflect the division of the overall membership of the Council into the various Groups. The Regulations set out the parameters within which such balance is to be achieved.
- 2 The proposed allocation of seats in **Annex A** has been prepared accordingly and *is considered to represent the default position*.
- 3 **Annex B** sets out in detail the principles of political balance that the law requires the Council to conform to, and discusses the application of those rules to the current political make-up of the Council.
- 4 In broad terms, each Group of members is entitled to take seats on Committees in proportion to the total number of Members that belong to it. The Regulations state that each Group must have at least two Members and Members who do not belong to a group of at least this size do not have any entitlement an allocation of seats. There is discretion as to the size of Committees and thus the total number of places available for allocation, although for reasons of practicality – not least ensuring that sufficient Members are available from each Group to cover its meeting obligations – the total number of seats (assuming that the number of Committees does not change) within the current structure of Committees is always likely to be in the range 108-120 with individual Committee sizes varying from 6 to a maximum of 15.
- 5 Within the overall number of seats available, some adjustment is needed to ensure, so far as practicable, that each Group has its due share of seats and that the allocation of seats between the Groups on each Committee reflects their respective proportions of the Council's membership.
- 6 ***There is no perfect answer.***
- 7 The first step is to agree the sizes of the individual Committees; the allocation of seats to each Group then follows the formula referred to in Annex B; then finally, adjustments are required to the outcome to ensure that, overall, each Group receives its appropriate share of the total number of seats to be allocated.
- 8 The Council is free to agree different arrangements from those prescribed by law, so long as no Member votes against them. Should any such “different arrangements” be voted against, however, then the “default” position would need to be applied.

- 9 The abolition during 2012/13 of the Standards Committee has not affect the current political balance of the Council and its Committees.

**RECOMMENDED SEAT ALLOCATION**

Having regard to the principles of political balance and of seat allocation referred to in Appendix 1, the following allocation of seats is recommended on the basis that, taking all factors into account, it shows a “reasonably practicable” allocation of seats and is therefore the default position.

|                              |            | <b>CONSERVATIVE</b> | <b>RESIDENTS</b> | <b>LABOUR</b> | <b>IND LOCAL RESIDENTS</b> |
|------------------------------|------------|---------------------|------------------|---------------|----------------------------|
| Governance                   | <b>13</b>  | 8                   | 2                | 2             | 1                          |
| Licensing                    | <b>11</b>  | 7                   | 2                | 1             | 1                          |
| Regulatory Services          | <b>11</b>  | 7                   | 2                | 1             | 1                          |
| Adjudication and Review      | <b>10</b>  | 6                   | 2                | 1             | 1                          |
| Highways Advisory            | <b>9</b>   | 5                   | 2                | 1             | 1                          |
| Pensions                     | <b>7</b>   | 4                   | 1                | 1             | 1                          |
| Audit                        | <b>6</b>   | 4                   | 1                | 1             | 0                          |
| Children's OSC               | <b>9</b>   | 6                   | 2                | 1             | 0                          |
| Crime & Disorder OSC         | <b>9</b>   | 5                   | 2                | 1             | 1                          |
| Towns & Communities OSC      | <b>9</b>   | 5                   | 2                | 1             | 1                          |
| Environment OSC              | <b>7</b>   | 4                   | 2                | 0             | 1                          |
| Health OSC                   | <b>6</b>   | 4                   | 2                | 0             | 0                          |
| Individuals OSC              | <b>6</b>   | 4                   | 2                | 0             | 0                          |
| Value OSC                    | <b>6</b>   | 4                   | 2                | 0             | 0                          |
| <b>Total seats allocated</b> | <b>119</b> | <b>73</b>           | <b>26</b>        | <b>11</b>     | <b>9</b>                   |

- All Groups are represented on the Governance, Highways Advisory, Licensing, Pensions, Regulatory Services and Adjudication & Review Committees, and on the Towns and Communities Overview & Scrutiny Committee and Crime & Disorder Committee. Committee seats are allocated, and each Committee is balanced, as “reasonably practicably” as possible

## **POLITICAL BALANCE PRINCIPLES**

- 1.1 In allocating seats on Committees to the Groups, the Council has a duty to make only such decisions as give effect, **so far as reasonably practicable**, to certain principles set out in the relevant legislation. As the current situation at Havering is that one Group (the Conservative Group) has an overall majority but there are several opposition Groups, the relevant principles are, in order of priority:
1. Not all of the seats on any Committee may be allocated to only one Group (note - the Cabinet is not a Committee).
  2. The majority of seats on each Committee must be allocated to the Group having a majority of Members of the Council.
  3. The total share of all the seats available for all of the Council main Committees allocated to each political Group must be proportionate to that Group's share of the total Council membership.
  4. So far as can be done without conflicting with the other principles, the total number of seats on each Committee allocated to a political Group must be proportionate to that Group's share of total Council membership.
- 1.2 Moreover, in determining entitlements to seats, any members who are not in a Group are disregarded, as they are not entitled to a seat on any Committee; but the proportions on which entitlements are calculated must relate to the total number of Councillors.
- 1.3 **In practice, Committees are balanced against the overall total of Committee places and then, so far as that overall total allows, each Committee is balanced on its own.** With the distribution of seats on the Council that results from the election, it is inevitable (a) that the smaller Groups will not be able to be represented on every Committee, (b) that one Group's representation on some Committees will be at the expense of another's and (c) that, with calculations made as accurately as possible, one or more Groups may have actual seat numbers that differ from their entitlements.
- 1.4 The Council may make arrangements different from those prescribed **provided that no Member of the Council votes against** those different arrangements.
- 1.5 To make such a decision each member of the Council must at least be sent an agenda indicating that the approval of alternative arrangements is to be considered. The agenda for this Annual Council meeting meets this requirement. To accommodate this requirement this report should be treated as giving due notice so that there is no impediment to such a proposal being made.

- 1.6 Once the allocation of seats to Groups in accordance with the statutory procedure is undertaken, the Council is under a duty to make appointments to each Committee so as to give effect to the wishes expressed by that Group about who is to be appointed to their allocated seats.
- 1.7 The “wishes of the Group” may be communicated to the Chief Executive (or the Committee Administration & Member Support Manager [CAMSM] on her behalf) by notice in writing by the Group Leader (or on his/her behalf by a recognised deputy) and will be implemented forthwith. Changes may be effected at any time by notice to the Chief Executive (or CAMSM) and will be notified to all Members in the next available edition of the weekly Calendar Brief.
- 1.8 It should be noted that the Chairmen and Vice-Chairmen of Committees are appointed by Council and any change in membership affecting a Chairman or Vice-Chairman will therefore require consideration by Council, and be dealt with by formal motion.
- 1.9 The Health and Wellbeing Board, while a Council Committee, is an executive Committee with separate statutory rules on membership. As with the Cabinet therefore, the Health and Wellbeing Board is not included in this seat allocation process.

## **PRINCIPLES FOR ALLOCATION OF SEATS ON COMMITTEES**

- 2.1 The principles of seat allocation follow the requirements of the political balance principles, using a formula that takes account of the respective sizes of the Groups and the number of seats on Committees available for distribution among the Groups.

### **Basic allocation of seats**

- 3.1 The Regulations specify that the minimum size of a Group is two Members. As seats are allocated on the basis of Groups, Members who do not belong to a Group do not have a right to be allocated any Committee seat.
- 3.2 The seat entitlements of the Groups are determined by a formula using the percentage of seats held by each Group, operating through a sequence of stages as follows:
  - **First**, the percentage of each Group’s membership of the Council is calculated.
  - **Next**, that percentage is then applied to the number of seats available on each Committee to determine each Group’s potential entitlement to seats on that Committee (rounded to the nearest whole number following the mathematical convention that numbers below 0.5 are rounded down, and those 0.5 or more are rounded up).

In some cases, a Group may be entitled to a seat even though, rounded down, its potential entitlement appears nil (i.e. less than 0.5), as there is a specific number of seats available on each Committee and no Group may have more seats on any Committee than its entitlement.

Those figures are then applied to the total number of seats available on each Committee, the seats being allocated in order, highest entitlement first, until all seats have been allocated.

- **Finally**, fine adjustment is required to ensure that, so far as reasonably practicable, the total of seats allocated reflects the overall proportion of Council membership held by each Group and the numerical strength of its entitlement to seats on particular Committees. For that purpose, at this stage the seat allocation of particular Committees will be adjusted from the ideally-balanced number reached in earlier stages of the process. This can result in a group being allocated more seats than appears to be its strict entitlement: this is the inevitable result of tensions within the political balance rules, which require different balancing arrangements as between the overall number of seats available, and the number of seats on each Committee.

**Specific allocations**

- 4.1 For the allocation of seats on specific Committees, several permutations are possible. Although the Council’s Constitution does specify particular numbers of seats to each Committee, it is expressed as being “or such other number as the Council may agree”, so there is discretion as to Committee sizes.
- 4.2 Once the number of seats available on each Committee has been determined, the allocation of seats to the individual Groups would then need to be adjusted between the Groups to achieve, so far as possible and practicable, an allocation that gives each Group its proportionate share of seats overall while ensuring that each Committee is proportionately balanced. In practice, it will be impossible to achieve both aims without enlarging Committee memberships to an unworkable size, so a degree of compromise is required.

**Sub-Committee of the Governance Committee**

- 5.1 The Appointments Sub-Committee does not count for the purpose of determining the overall political balance but must nevertheless be politically balanced itself:

| Sub-Committee | CONSERVATIVE | RESIDENTS | LABOUR | IND LOCAL RESIDENTS |   |
|---------------|--------------|-----------|--------|---------------------|---|
| Appointments  | 7            | 4         | 2      | 1                   | 0 |

- 5.2 Members of the Sub-Committee do not have to be Members of the Governance Committee, though some overlapping membership is desirable.

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## ANNUAL COUNCIL, 22 MAY 2013

### MOTION AND AMENDMENTS

#### APPOINTMENT OF THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

##### Motion on behalf of the Administration

That the following Chairmen and Vice-Chairmen be appointed –

| Committee                                               | Chairman<br>Councillor | Vice-Chairman<br>Councillor                              |
|---------------------------------------------------------|------------------------|----------------------------------------------------------|
| Adjudication and Review<br>(2 Vice-Chairmen)            | Ted Eden               | 1. Frederick Thompson<br>2. <i>Opposition Nomination</i> |
| Audit                                                   | Georgina Galpin        | Fred Osborne                                             |
| Governance                                              | Frederick Thompson     | Rebecca Bennett                                          |
| Pensions                                                | Rebecca Bennett        | Melvin Wallace                                           |
| Licensing<br>(3 Vice-Chairmen)                          | Peter Gardner          | 1. Linda Trew<br>2. Keith Wells<br>3. Melvin Wallace     |
| Regulatory Services                                     | Barry Oddy             | Barry Tebbutt                                            |
| Highways Advisory                                       | Melvin Wallace         | Frederick Thompson                                       |
| Children & Learning<br>Overview & Scrutiny<br>Committee | Sandra Binion          | <i>Opposition Nomination</i>                             |
| Environment Overview<br>& Scrutiny                      | Jeff Brace             | <i>Opposition Nomination</i>                             |
| Individuals Overview &<br>Scrutiny                      | Wendy Brice-Thompson   | <i>Opposition Nomination</i>                             |
| Towns and<br>Communities Overview<br>& Scrutiny         | Damian White           | <i>Opposition Nomination</i>                             |
| Value Overview &<br>Scrutiny                            | Robby Misir            | <i>Opposition Nomination</i>                             |
| Crime & Disorder                                        | Osman Dervish          | <i>Opposition Nomination</i>                             |

**Annual Council, 23 May 2013**

| <b>Committee</b>           | <b>Chairman<br/>Councillor</b> | <b>Vice-Chairman<br/>Councillor</b> |
|----------------------------|--------------------------------|-------------------------------------|
| Health Overview & Scrutiny | Pam Light                      | <i>Opposition Nomination</i>        |

**Sub-Committee of the Governance Committee:**

|              |                 |               |
|--------------|-----------------|---------------|
| Appointments | Rebecca Bennett | Michael White |
|--------------|-----------------|---------------|

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

That the following Chairmen and Vice-Chairmen be appointed -

|                                                          |                     |              |
|----------------------------------------------------------|---------------------|--------------|
| Adjudication and Review                                  | Michael Deon Burton |              |
| Highways Advisory                                        | David Durant        |              |
| Regulatory Services                                      |                     | David Durant |
| Appointments (Sub-Committee of the Governance Committee) | Jeffrey Tucker      |              |

**Amendment on behalf of the Residents' Group**

That the following Chairmen and Vice-Chairmen be appointed –

|                                           |                |                    |
|-------------------------------------------|----------------|--------------------|
| Adjudication and Review (2 Vice-Chairmen) |                | 2 Barbara Matthews |
| Children & Learning Overview & Scrutiny   |                | Gillian Ford       |
| Environment Overview & Scrutiny           |                | John Mylod         |
| Individuals Overview & Scrutiny           |                | June Alexander     |
| Towns and Communities Overview & Scrutiny | Linda Hawthorn | Linda Hawthorn     |
| Value Overview & Scrutiny                 |                | Ray Morgon         |
| Crime & Disorder                          |                | John Wood          |
| Health                                    |                | Nic Dodin          |



## ANNUAL COUNCIL 22 May 2013

### EXPLANATORY NOTE

#### 6 APPOINTMENT OF THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

For ease of reference, the tables that follow indicate the nominations that are unopposed, and those upon which votes will be required.

**Table 1: Unopposed nominations**

| <b>Committee</b>                                   | <b>Chairman<br/>Councillor</b> | <b>Vice-Chairman<br/>Councillor</b>               |
|----------------------------------------------------|--------------------------------|---------------------------------------------------|
| Adjudication and Review (2 Vice-Chairmen)          |                                | 1 Frederick Thompson<br>2 Barbara Matthews        |
| Audit                                              | Georgina Galpin                | Fred Osborne                                      |
| Governance                                         | Frederick Thompson             | Rebecca Bennett                                   |
| Pensions                                           | Rebecca Bennett                | Melvin Wallace                                    |
| Licensing (3 Vice-Chairmen)                        | Peter Gardner                  | 1 Linda Trew<br>2 Keith Wells<br>3 Melvin Wallace |
| Regulatory Services                                | Barry Oddy                     |                                                   |
| Highways                                           |                                | Frederick Thompson                                |
| Children's & Learning Overview & Scrutiny Learning | Sandra Binion                  | Gillian Ford                                      |
| Environment Overview & Scrutiny                    | Jeff Brace                     | John Mylod                                        |

| <b>Committee</b>                          | <b>Chairman Councillor</b> | <b>Vice-Chairman Councillor</b> |
|-------------------------------------------|----------------------------|---------------------------------|
| Individuals Overview & Scrutiny           | Wendy Brice-Thompson       | June Alexander                  |
| Towns and Communities Overview & Scrutiny |                            | Linda Hawthorn Ø                |
| Value Overview & Scrutiny                 | Robby Misir                | Ray Morgon                      |
| Crime & Disorder Overview & Scrutiny      | Osman Dervish              | John Wood                       |
| Health Overview & Scrutiny                | Pam Light                  | Nic Dodin                       |

*Ø provided that the nominee is not elected as Chairman*

**Sub-Committee of the Governance Committee:**

|              |  |               |
|--------------|--|---------------|
| Appointments |  | Michael White |
|--------------|--|---------------|

**Table 2: Opposed nominations, where there are two nominees**

**A. Chairman of Adjudication and Review Committee**

| <b>Administration nominee Councillor</b> | <b>Independent Residents' Group nominee Councillor</b> |
|------------------------------------------|--------------------------------------------------------|
| Ted Eden                                 | Michael Deon Burton                                    |

**B. Vice-Chairman of Regulatory Services Committee**

| <b>Administration nominee Councillor</b> | <b>Independent Residents' Group nominee Councillor</b> |
|------------------------------------------|--------------------------------------------------------|
| Barry Tebbutt                            | David Durant                                           |

**C. Chairman of Highways Advisory Committee**

| <b>Administration<br/>nominee<br/>Councillor</b> | <b>Independent<br/>Residents' Group<br/>nominee<br/>Councillor</b> |
|--------------------------------------------------|--------------------------------------------------------------------|
| Melvin Wallace                                   | David Durant                                                       |

**D. Chairman of Towns & Communities Overview & Scrutiny Committee**

| <b>Administration<br/>nominee<br/>Councillor</b> | <b>Residents' Group<br/>nominee<br/>Councillor</b> |
|--------------------------------------------------|----------------------------------------------------|
| Damian White                                     | Linda Hawthorn                                     |

**E. Chairman of the Appointments Sub-Committee of the Governance Committee**

| <b>Administration<br/>nominee Councillor</b> | <b>Independent<br/>Residents' Group<br/>nominee Councillor</b> |
|----------------------------------------------|----------------------------------------------------------------|
| Rebecca Bennett                              | Jeffrey Tucker                                                 |

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**ANNUAL COUNCIL, 22 MAY 2013**

**MOTION**

**APPOINTMENT OF THE STATUTORY LEAD MEMBER FOR CHILDREN'S SERVICES**

**Motion on behalf of the Administration**

That the Cabinet Member for Children & Learning be appointed Statutory Lead Member for Children's Services.

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**ANNUAL COUNCIL, 22 MAY 2013**

**MOTION**

**APPOINTMENT OF THE MEMBER CHAMPIONS**

**Motion on behalf of the Administration**

That the following be appointed Champions as indicated:

For Diversity - Robby Misir

For the Over Fifties - Pam Light

For the Historic Environment - Andrew Curtin

For the Voluntary Sector Compact – Andrew Curtin

For Younger Persons - Rebecca Bennett

For the Armed Forces – Peter Gardner

**Amendment on behalf of the Residents' Group**

That the following be appointed Champion as indicated:

For the Armed Forces – John Mylod

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