



## COUNCIL MEETING

**7.30 pm Wednesday, 22 March 2017**  
**At Council Chamber - Town Hall**

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



**Kathryn Robinson**  
**Monitoring Officer**

**For information about the meeting please contact:**  
**Anthony Clements tel: 01708 433065**  
**[anthony.clements@oneSource.co.uk](mailto:anthony.clements@oneSource.co.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.**

## **Protocol for members of the public wishing to report on meetings of the London Borough of Havering**

Members of the public are entitled to report on meetings of Council, Committees and Cabinet, except in circumstances where the public have been excluded as permitted by law.

Reporting means:-

- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

Anyone present at a meeting as it takes place is not permitted to carry out an oral commentary or report. This is to prevent the business of the meeting being disrupted.

Anyone attending a meeting is asked to advise Democratic Services staff on 01708 433076 that they wish to report on the meeting and how they wish to do so. This is to enable employees to guide anyone choosing to report on proceedings to an appropriate place from which to be able to report effectively.

Members of the public are asked to remain seated throughout the meeting as standing up and walking around could distract from the business in hand.

## AGENDA

**1 PRAYERS**

**2 APOLOGIES FOR ABSENCE**

To receive apologies for absence (if any).

**3 MINUTES** (Pages 1 - 18)

To sign as a true record the minutes of the meeting of the Council held on 22 February 2017 (attached).

**4 DISCLOSURE OF INTERESTS**

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

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

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

To receive announcements (if any).

**6 PETITIONS**

Councillor Tucker and Smith have given notice of an intention to present a petition.

To receive any other petition presented pursuant to Council Procedure Rule 23.

**7 PAY POLICY STATEMENT 2017/18** (Pages 19 - 58)

**Note: the deadline for amendment to all reports published with the Council agenda is midnight, Monday, 20 March 2017.**

To consider a report of the Chief Executive on the Pay Policy statement 2017/18 (attached).

**Council, 22 March 2017 - Agenda**

**8 DATES OF COUNCIL MEETINGS 2017/18** (Pages 59 - 60)

To consider a report of the Chief Executive on the dates of Council meetings 2017/18 (attached).

**9 MEMBERS' QUESTIONS** (Pages 61 - 64)

Attached.

**10 MOTIONS FOR DEBATE** (Pages 65 - 68)

Motions paper attached.



**MINUTES OF A MEETING OF THE COUNCIL OF THE  
LONDON BOROUGH OF HAVERING  
Council Chamber - Town Hall  
22 February 2017 (7.30 - 10.30 pm)**

**Present:** The Mayor (Councillor Philippa Crowder) in the Chair

**Councillors** Councillors June Alexander, Clarence Barrett, Robert Benham, Ray Best, Wendy Brice-Thompson, Michael Deon Burton, Joshua Chapman, John Crowder, Philippa Crowder, Keith Darvill, Meg Davis, Ian de Wulverton, Osman Dervish, Nic Dodin, Alex Donald, David Durant, Brian Eagling, Gillian Ford, Jason Frost, Jody Ganly, John Glanville, Linda Hawthorn, David Johnson, Phil Martin, Ray Morgon, Barry Mugglestone, John Mylod, Stephanie Nunn, Denis O'Flynn, Ron Ower, Garry Pain, Dilip Patel, Viddy Persaud, Roger Ramsey, Keith Roberts, Patricia Rumble, Carol Smith, Frederick Thompson, Jeffrey Tucker, Linda Van den Hende, Melvin Wallace, Lawrence Webb, Roger Westwood, Damian White, Michael White, Reg Whitney, Graham Williamson, Darren Wise and John Wood

One member of the public was also present.

Apologies were received for the absence of Councillors Steven Kelly, Barbara Matthews, Linda Trew and Julie Wilkes. Council recorded its sincere condolences to Councillor Wilkes following her recent bereavement.

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

Father Roderick Hingley, of the Church of St Alban, Protomartyr, Romford opened the meeting with prayers.

The meeting closed with the singing of the National Anthem.

**82 MINUTES (agenda item 3)**

The minutes of the Council meeting held on 25 January 2017 were before the Council for approval.

**RESOLVED:**

**That the minutes of the meeting of the Council held on 25 January 2017 be signed as a correct record.**

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

As shown below, all Members present disclosed an interest in agenda item 8 – Members' Allowances Scheme 2017-18 as they were in receipt of a Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor Alex Donald, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor Barry Mugglestone, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor Brian Eagling, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor Carol Smith, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor Clarence Barrett, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor Damian White, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor Darren Wise, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor David Durant, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor David Johnson, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor Denis O'Flynn, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor Dilip Patel, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor Frederick Thompson, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor Garry Pain, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.

Councillor Gillian Ford, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Graham Williamson, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Ian de Wulverton, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Jason Frost, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Jeffrey Tucker, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Jody Ganly, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor John Crowder, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor John Glanville, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor John Mylod, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor John Wood, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Joshua Chapman, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor June Alexander, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Keith Darvill, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Keith Roberts, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Lawrence Webb, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Linda Hawthorn, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Linda Trew, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Linda Van den Hende, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Meg Davis, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.Councillor Melvin Wallace,  
Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Michael Deon Burton, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Michael White, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Nic Dodin, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Osman Dervish, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Patricia Rumble, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Phil Martin, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Philippa Crowder, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Ray Best, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Ray Morgon, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Reg Whitney, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Robby Misir, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Robert Benham, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Roger Ramsey, Personal, in receipt of Members' Allowance.



MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Roger Westwood, Personal, in receipt of  
Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Ron Ower, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Stephanie Nunn, Personal, in receipt of Members' Allowance.

MEMBERS' ALLOWANCES SCHEME 2017-18.  
Councillor Viddy Persaud, Personal, in receipt of Members' Allowance.

84 **ANNOUNCEMENTS BY THE MAYOR, BY THE LEADER OF THE  
COUNCIL OR BY THE CHIEF EXECUTIVE (agenda item 5)**

A minute's silence was held in memory of local charity campaigner Paul Freedman MBE who had recently died. Tributes were paid from all sides of the Chamber.

The Mayor thanked everyone involved in her recent variety show and also advised Members that she would shortly be participating in the Dick Whittington Walk to raise money for charity.

85 **PROCEDURE (agenda item 6)**

The following procedural motion was **AGREED** without division:

**That agenda items 7 and 8 be debated together with separate votes taken for each item.**

86 **THE COUNCIL'S BUDGET 2017-18 (agenda item 7)**

Council had before it a report of the Cabinet (incorporating the budget proposals for 2017/18). This referred to the reports presented to Cabinet at its meeting on 8 February 2017.

An additional recommendation to the report was proposed by the Conservative Group as follows:

That the Treasury Management Strategy Statement 2017/18 which was reported to Cabinet on 8 February 2017 and was appended to the report at Annex C be approved.

Following debate, the recommendations of Cabinet, including the additional recommendation that the Treasury Management Strategy Statement which was reported to Cabinet on 8 February 2017 and attached to the report to Council at annex C be approved were **AGREED** by 31 votes to 9 (see division 1) and it was **RESOLVED**:

1. That the following as submitted in the report to Cabinet be approved:
  - a) The General Fund revenue budget for 2017/18, as set out in the revised Appendix E attached to the report before Council.
  - b) The delegated schools' budget for 2017/18, as set out in Appendix F of the report to Cabinet.
  - c) The Capital Programme for 2017/18, as set out in Paragraph 3.28 and Appendix I of the report to Cabinet.
  - d) The HRA Capital Programme 2017/18, as set out in the separate report to Cabinet on 8 February.
  - e) The Treasury Management Strategy Statement 2017/18, as set out in the separate report to Cabinet on 8 February and as set out in Annex C of the report before Council.
2. That, in accepting recommendation 1, Council is mindful of the advice of the Chief Finance Officer as set out in Appendix H of the report to Cabinet and a revised is appended to this report.
3. That it be noted that the Council Tax public engagement exercise carried out during January 2017 was considered by Cabinet when considering the draft financial strategy as detailed in Annex D of the report before Council.
4. That it be noted that the minutes of the Overview and Scrutiny Board that were considered at the Cabinet meeting of 8 February were included at Annex E of the report before Council for information.
5. That it be noted that under delegated powers the Chief Finance Officer has calculated the amount of 86,821 (called T in the Act and Regulations) as its Council Tax base for the year 2017/18 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) made under Section 31B of the Local Government Finance Act 1992 as amended.
6. That the amount of £ 114,404,900 be now calculated as the Council Tax requirement for the Council's own purposes for 2017/18, with £4,317,608 of that amount being ringfenced for Adult Social Care.
7. That the following amounts be now calculated by the Council for the year 2017/18 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

(a)	£500,074,745	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	(£385,669,845)	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£114,404,900	being the amount by which the aggregate at 7(a) above exceeds the aggregate at 7(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
(d)	£1,317.71	being the amount at 7(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

8. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in the table below as the amounts of Council Tax for 2017/18 for each of the categories of dwellings.

Valuation Bands London Borough of Havering			
	Havering	Adult Social Care	Total
	£ p	£ p	£ p
A	845.32	33.15	878.47
B	986.21	38.68	1,024.89
C	1,127.09	44.21	1,171.30
D	1,267.98	49.73	1,317.71
E	1,549.75	60.78	1,610.53
F	1,831.53	71.83	1,903.36
G	2,113.30	82.88	2,196.18
H	2,535.96	99.46	2,635.42

9. That it be noted for the year 2017/18 the major precepting authority (the GLA) has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the

categories of the dwellings shown below as proposed by the Mayor and as due to be considered by the London Assembly at its meeting on 20 February 2017.

Valuation Bands Greater London Authority	
	£ p
A	186.68
B	217.79
C	248.91
D	280.02
E	342.24
F	404.47
G	466.70
H	560.04

10. That, having calculated the aggregate in each case of the amounts at 8 and 9 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2017/18 for each of the categories of dwellings shown below:

Valuation Bands	£ p
A	1,065.15
B	1,242.68
C	1,420.21
D	1,597.73
E	1,952.77
F	2,307.83
G	2,662.88
H	3,195.46

The effect of adopting this resolution would be to set the Council Tax for a Band D property at £1,597.73

11. That Council having considered the principles approved under the Local Government Finance Act 1992 by the Secretary of

State for Communities and Local Government concludes that the Council's basic relevant amount of Council Tax for 2017/18 is not excessive.

12. That any Council Tax payer who is liable to pay an amount of Council Tax to the Authority in respect to the year ending on 31 March 2018, who is served with a demand notice under Regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 as amended and who makes payment to the Authority of the full balance of the estimated amount shown on that demand by 1 April 2017, may deduct a sum equivalent to 1.5% of and from the estimated amount and such reduced amount shall be accepted in full settlement of that estimated amount.
13. That Council agrees that the Capital Programme be expanded for schemes during the year which are funded via additional external funding under the authority of the Cabinet Member for Finance and the relevant service area Cabinet Members.
14. That Council delegates to the Chief Financial Officer approval to amend the Corporate Risk Budget in order to account for any changes which arise as a consequence of the late approval by Parliament of the Local Government financial settlement.

87 **MEMBERS' ALLOWANCES SCHEME 2017-18 (agenda item 8)**

A report of the Chief Executive proposed the Members' Allowances Scheme 2017/18. It was noted that the allowance for Vice-Chairmen of the Licensing Committee was £117 per Sub-Committee meeting chaired rather than as stated in the original report.

Following debate, the recommendation in the report was **ADOPTED** by 31 votes to 0 and it was **RESOLVED**:

**That the Members' Allowances Scheme (as set out in appendix 1 to these minutes) becomes effective from 1<sup>st</sup> April 2017 and the existing scheme be revoked with effect from the same date.**

88 **VOTING RECORD**

The record of voting decisions is attached at Appendix 2.

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**Mayor**

## Members' Allowances Scheme

*Agreed at the meeting of the Council on 22<sup>nd</sup> February 2017:*

*The new Scheme is agreed with effect from 1<sup>st</sup> April 2017 and the revocation of the Members' Allowance Scheme (2016) is effective from 31<sup>st</sup> March 2017.*

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

- 1 This scheme may be cited as the Havering London Borough Council Members' Allowance Scheme. The new scheme shall have effect from 1<sup>st</sup> April 2017.
- 2 In this scheme, "councillor" means a councillor of the London Borough of Havering and "year" means the period ending on 31<sup>st</sup> March 2018 and any period of 12 months ending on 31<sup>st</sup> March in any year after 2018.
- 3 **Basic allowance (Schedule 1)**

Subject to paragraphs 7 and 11, for each year a basic allowance of £10,208 shall be paid to each councillor.
- 4 **Special responsibility allowance (Schedule 1)**
  - (a) For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the Council that are specified in schedule 1 to this scheme.
  - (b) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
  - (c) When a councillor would otherwise be entitled under the scheme to more than one special responsibility allowance, then the entitlement shall instead be only to one of them, being the one attracting the higher rate.
  - (d) Where a Member is also a member of another authority, that Member may not receive allowances from more than one authority in respect of the same duties.
- 5 **Child and dependent care allowance**

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

## **6 Renunciation**

A Councillor may, by notice in writing given to the Chief Finance Officer, elect to forego any part of his/her entitlement to an allowance under this scheme.

## **7 Part-year entitlements**

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

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

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



his/her term of office as a councillor subsists bears to the number of days in that period.

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

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

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

## **9 Claims and payments**

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

10 **Pension Scheme**

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

11 **Financial Limits**

The Chief Finance Officer will arrange for the budget for members allowances to be monitored to ensure that budgetary issues are reported to Members.

(a) Increases in Allowances

Basic Allowances as quoted will be updated for 2017/18 by any 2017/18 increases as agreed under the annual Local Government Pay Settlement of the Joint Negotiating Committee for Chief Officers of Local Authorities or its replacement under the local pay agreement. The amounts so calculated are to be rounded up to be divisible for payment purposes.

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

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

(b) Suspension of Basic and Special Responsibility Allowance

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

12 **Mayor and Deputy**

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

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

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

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

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

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

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

**14 Note**

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

## Schedule 1: Members' Allowances

Category of Allowance	Amount Per Member £
<b><u>Basic Allowance</u></b>	10,208
<b>Special Responsibility Allowances:</b>	
Leader of the Council	45,048
Deputy Leader of the Administration	31,420
Cabinet Members	28,780
Leader of Principal Opposition	14,418
Leader of Minority Opposition Groups	4,000
Mayor	12,000
Deputy Mayor	4,000
Overview and Scrutiny Board Chairman	14,418
Overview and Scrutiny Sub-Committee Chairmen	7,650
Licensing and Regulatory Services Committee Chairmen	14,418
Regulatory Services Committee Vice-Chairman	2,000
Licensing Committee Vice Chairmen	117+
Audit, Pensions, Highways and Governance Committees Chairmen	7,650
Adjudication & Review Committee Chairman	2,000
Rainham & South Hornchurch Working Party Chairman	7,650

+ Per Sub-Committee meeting chaired.

**NOTES:** The basic allowance will be uplifted each year in accordance with paragraph 11.

## Schedule 2: Travel and Subsistence

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

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

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

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

## VOTING RECORD

<i>DIVISION NUMBER:</i>	<b>1</b>	<b>2</b>
<b>The Mayor [Cllr. Philippa Crowder]</b>	✓	✓
The Deputy Mayor [Cllr. Linda Van den Hende]	✓	✓
<b><u>CONSERVATIVE GROUP</u></b>		
Cllr Roger Ramsey	✓	✓
Cllr Robert Benham	✓	✓
Cllr Ray Best	✓	✓
Cllr Wendy Brice-Thompson	✓	✓
Cllr Joshua Chapman	✓	✓
Cllr John Crowder	✓	✓
Cllr Meg Davis	✓	✓
Cllr Osman Dervish	✓	✓
Cllr Jason Frost	✓	✓
Cllr Steven Kelly	A	A
Cllr Robby Misir	✓	✓
Cllr Garry Pain	✓	✓
Cllr Dilip Patel	✓	✓
Cllr Viddy Persaud	✓	✓
Cllr Carol Smith	✓	✓
Cllr Frederick Thompson	✓	✓
Cllr Linda Trew	A	A
Cllr Melvin Wallace	✓	✓
Cllr Roger Westwood	✓	✓
Cllr Damian White	✓	✓
Cllr Michael White	✓	✓
<b><u>RESIDENTS' GROUP</u></b>		
Cllr Ray Morgon	O	O
Cllr June Alexander	O	O
Cllr Nic Dodin	O	O
Cllr Jody Ganly	O	O
Cllr Barbara Matthews	A	A
Cllr Barry Mugglestone	O	O
Cllr John Mylod	O	O
Cllr Stephanie Nunn	O	O
Cllr Reg Whitney	O	O
Cllr Julie Wilkes	A	A
Cllr John Wood	O	O
<b><u>EAST HAVERING RESIDENTS' GROUP</u></b>		
Cllr Clarence Barrett	✓	✓
Cllr Alex Donald	✓	✓
Cllr Brian Eagling	✓	✓
Cllr Gillian Ford	✓	✓
Cllr Linda Hawthorn	✓	✓
Cllr Ron Ower	✓	✓
Cllr Darren Wise	✓	✓
<b><u>UK INDEPENDENCE PARTY GROUP</u></b>		
Cllr Lawrence Webb	X	O
Cllr Ian De Wulverton	X	O
Cllr John Glanville	X	O
Cllr David Johnson	X	O
Cllr Phil Martin	X	✓
Cllr Patricia Rumble	X	O
<b><u>INDEPENDENT LOCAL RESIDENTS' GROUP</u></b>		
Cllr Jeffrey Tucker	X	O
Cllr Michael Deon Burton	✓	O
Cllr David Durant	X	O
Cllr Keith Roberts	X	O
Cllr Graham Williamson	O	O
<b><u>LABOUR GROUP</u></b>		
Cllr Keith Darvill	✓	✓
Cllr Denis O'Flynn	✓	✓
<b>TOTALS</b>		
✓ = YES	31	31
X = NO	9	0
O = ABSTAIN/NO VOTE	10	19
ID = INTEREST DISCLOSED/NO VOTE	0	0
A = ABSENT FROM MEETING	4	4
	<b>54</b>	<b>54</b>

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## REPORT OF THE CHIEF EXECUTIVE

### PAY POLICY STATEMENT 2017/18

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

The Council's pay policy statement must set out:

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

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

- HG1 (Chief Executive)
- HG2/HG2S (Director/Chief Operating Officer)
- HG3 (Director/Assistant Director/Head of Service)
- HS 1/2/3 (Director/Assistant Director/Head of Service)

The Council's draft Pay Policy Statement 2017/18 is appended.

**The Chief Executive RECOMMENDS to Council that the Pay Policy Statement, 2017/18 be approved.**

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## London Borough of Havering

### Pay Policy Statement 2017/18

#### 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 22 March 2017. It is made available on the Council's website.
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 (Director/Chief Operating Officer)
  3. HG3 (Director/Assistant Director/Head of Service)
  4. HS1/2/3 (Director/Assistant Director/Head of Service)
6. This pay policy statement excludes staff in schools.
7. The Council's next pay policy statement will be for the year 2018/19 and will be submitted to a meeting of full Council for approval by 31 March 2018.

#### 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 comprising the following spinal points and annual Full Time Equivalent salary, as at 1 April 2017.

## HG1

1. £167,217
  2. £168,768
  3. £170,319
  4. £171,870
  5. £173,421
- 
12. The values of the spinal points are increased in accordance with the Joint Negotiating Committee for Chief Executives of Local Authorities with effect from 1<sup>st</sup> April each year.
  13. Progression through the spinal points is subject to annual incremental progression.
  14. 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.
  15. The Chief Executive role receives no other bonuses, overtime or any other additional salary payments.
  16. Director/Chief Operating Officer
  17. Director/Chief Operating Officer roles are paid on one of the following 2 grades comprising the following spinal points and annual Full Time Equivalent salary, as at 1 April 2017:

## HG2

1. £116,037
2. £119,352
3. £122,620
4. £125,985
5. £129,300
6. £132,615

## HG2S

1. £129,429
2. £133,125
3. £136,824
4. £140,520
5. £144,219
6. £147,918

18. 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.
19. Progression through the spinal points is subject to annual incremental progression.
20. The Council's statutory chief officer roles currently undertaken by Director/Chief Operating Officer roles are detailed below. No additional payments are made in respect of these roles:
  - Section 151 (Finance) – Chief Operating Officer
  - Children's Services – Director of Children's Services
  - Adults Social Services – Director Adult Social Care & Health
21. Director/Chief Operating Officer roles may be entitled, if appointed for an election, to receive a fee for any Deputy Returning Officer role undertaken. The approach to the setting of these fees is set out in Appendix 1.
22. Director/Chief Operating Officer roles receive no other bonuses, overtime or any other additional salary payments.
23. Director/Assistant Director/Head of Service
24. Director/Assistant Director/Head of Service roles of larger services are paid on the following grade comprising the following spinal points and annual Full Time Equivalent salaries, as at 1 April 2017:  
  
HG3
  1. £95,601
  2. £98,331
  3. £101,064
  4. £103,794
  5. £104,436
  6. £107,112
25. 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.
26. Progression through the spinal points of the grade is subject to annual incremental progression.

27. Director/Assistant Director/Head of Service roles may be entitled, if appointed for an election, to receive a fee for any Deputy Returning Officer role undertaken. The approach to the setting of these fees is set out in Appendix 1.
28. Director/Assistant Director/Head of Service roles receive no other bonuses, overtime or any other additional salary payments.
29. Director/Assistant Director/Head of Service
30. Director/Assistant Director/Head of Service roles of smaller services are paid on one of the following 3 grades comprising the following spinal points and annual Full Time Equivalent salaries, as at 1 April 2017:

HS3

1.	£72,969
2.	£75,669
3.	£78,375
4.	£81,078

HS2

1.	£78,411
2.	£81,315
3.	£84,216
4.	£87,120

HS1

1.	£86,310
2.	£89,511
3.	£92,694
4.	£95,898

31. 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.
32. Progression through the spinal points is subject to annual incremental progression.
33. The Deputy Director of Legal Services is the Council's Statutory Monitoring Officer. No additional payments are made in respect of this role.
34. The Assistant Director of Economic Development role receives an additional Market Supplement payment equivalent to £8,000pa.

35. Director/Assistant Director/Head of Service roles may be entitled, if appointed for an election, to receive a fee for any Deputy Returning Officer role undertaken. The approach to the setting of these fees is set out in Appendix 1.
36. Other Assistant Director/Head of Service roles receive no other bonuses, overtime or any other additional salary payments.
37. **Other Remuneration for Chief Officers**
38. 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.
39. 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.
40. The Council does not operate a performance related pay scheme or other bonus schemes for Chief Officers.
41. Chief Officers are not entitled to payment for any other charges, fees or allowances.
42. Chief Officers are not entitled to any benefits in kind as a result of their office or employment.
43. **Other Remuneration for Chief Officers and the Council's Other Employees**
44. 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 all employees. In general the Authority will not grant any increase or enhancement of pension entitlement as a result of its discretions policy, although each case will be determined on a case by case basis. As a result of the introduction of the new LGPS 2014 scheme all employer and Administering Authority discretions have now been reviewed and noted by Pension Committee.
45. The Council's policies regarding how the Council exercises the various employer discretions under the Local Government (Early Termination of

Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 are set out at Appendix 3.

46. On ceasing to be employed by the Council, all employees will only receive compensation:
  - in circumstances that are relevant (eg redundancy) and
  - that complies with the specific terms of any compromise agreement
47. Any severance package in excess of £100,000 (excluding annual pension/pension lump sum payments) will be subject of a vote by full Council.
48. 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.
49. **Remuneration of the Council's Other Employees and the Council's Lowest Paid Employees**
50. The Council uses the following pay and grading structures to pay its other employees:
  - NJC for Local Government Employees
  - Soulbury Committee
  - JNC for Youth & Community Workers
  - School Teachers Pay & Conditions
51. The grades, incremental points and annual Full Time Equivalent salaries, as at 1 April 2017, associated with these pay and grading structures are detailed at Appendix 4. The values of the spinal points are increased in accordance with the respective negotiating body with effect from a variety of dates each year.
52. The remuneration of the Council's other employees also includes the payments/allowances detailed at Appendix 5.
53. For the purpose of this pay policy statement the Council's lowest paid employees are defined as those paid at APTC1 spinal column point 6 of the NJC for Local Government Employees, for which the annual Full Time Equivalent salary, as at 1 April 2017 is £17,961.
54. 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 1 April 2017 is £26,805.

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

56. 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 are detailed below.

Top earner : Lowest Paid Employee     1 : 9.4  
Top earner: Median Paid Employee     1 : 6.3

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## **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/or by allocation of some of the Returning Officer fee) and vary in accordance with duties and responsibilities undertaken.

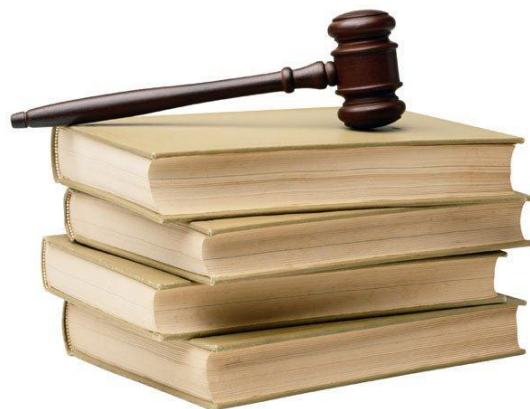
### European Parliamentary and Parliamentary Elections and National Referenda

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/or by allocation of some of the Returning Officer fee) and vary in accordance with duties and responsibilities undertaken.





**London Borough of Havering**  
**Employing Authority Discretions and Administration**  
**Authority Discretions**  
**Statement of Policy**



**1) Determination of contribution rate and how it will be determined (9(1) and 9(3))**

- The employee contribution band will be reviewed each April.
- Contributions are payable on all pay received such as non-contractual overtime or additional hours. Reductions in pay due to sickness, child related leave etc. are ignored. The salary used to determine the band will be assessed by taking into account basic salary each April plus any additional hours or overtime that were paid for in the previous financial year.

**2) Funding of additional pension contributions (16(2)(e) and 16(4)(d)) (LGPS 2013)**

**Where APCs are to be paid by regular contributions, whether to fund in whole or in part a members additional pension contribution. The maximum additional pension which can be purchased from 1 April 2014 is £6,500. (16(2)(e))**

**Where APCs are to be paid by a lump sum contribution, whether to fund in whole or in part members additional pension contribution. The maximum additional pension which can be purchased from 1 April 2014 is £6,500. (16(4)(d))**

The Council will generally not contribute by either regular contributions or lump sum contribution towards a members additional pension contributions but may determine on a case by case basis if there has been any operational benefit gained by the employer and if so whether the APC should be wholly or partly funded. Strike action will not be funded.

**3) Flexible retirement (30(6)) (LGPS 2013)**

**Whether to allow an active member, who has attained the age of 55 or over, who reduces their working hours or grade, to receive immediate payment of all or part of their retirement pension to which the member is entitled to in respect of that employment, subject to an actuarial reduction.**

The Council has decided to allow flexible retirement in cases where there is normally no or minimal cost to the Council on a case by case basis, ensuring the detailed merits of each individual case is taken into account. Employees can choose to draw all of their pension benefits or defer payment of all or part of their fund which has accrued since 1 April 2008. The following criteria will apply: there must be at least a 25% reduction in pay or hours; the member may not move to another promotion post with the Council and/or increase their hours following flexible retirement; will not be granted a 2<sup>nd</sup> or subsequent flexible retirement.

Flexible retirement will normally result in an actuarial reduction of pension benefits. In exceptional circumstances the Council may consider waiving the actuarial reduction where it is in the Council's interest to do so.

#### 4) Waiving actuarial reduction (30(8)) (LGPS 2013)

**Whether to waive, in whole or in part, any reduction to a members pension benefits as a result of a member who has not attained normal pension age but who has attained the age of 55 or over and has elected to receive immediate payment of a retirement pension.**

There will normally be a reduction to the pension where employees retire before their normal pension age with insufficient service to qualify for a full pension, except in compassionate grounds. Compassionate is normally defined as:

- The applicant had to leave employment to care for a dependent who is suffering from long term illness/incapacity. For this purpose dependent normally includes a partner, child or parent; and
- That the dependant's need is for constant supervision for both day and night and that this is supported by confirmation from the Benefits Agency that an Attendance Allowance at the higher rate is payable; and
- That the dependant has no recourse to alternative means of support from his/her immediate family nor the financial resources to provide independent care support (for this purpose a certified statement of income and expenditure will be required); and
- That the applicant is suffering or facing severe financial hardship, that the applicant has no other significant source of income and that their personal financial circumstances are unlikely to improve. For this purpose the applicant will be required to submit a certified statement of income and expenditure covering both the applicant and any partner living with them; and
- That the applicant's opportunities for employment are severely limited by the nature of the care duties they are undertaking.

Flexible retirement will normally result in an actuarial reduction of pension benefits. In exceptional circumstances the Council may consider waiving the actuarial reduction where it is in the Council's interest to do so.

**5) Award of additional pension (31) (LGPS 2013)**

**Whether to award additional pension up to a maximum of £6,500 to an active member or a member who was an active member who was dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency within 6 months of the date the member's employment ended.**

The Council will not generally apply this discretion but in extreme cases consider on a case by case basis.

**6) Applying the rule of 85 (Transitional 2014)**

**'Switch on' the 85 year rule protection, allowing a member to receive fully or partly unreduced benefits subject to the Scheme employer paying a strain cost to the Pension Fund (Schedule 2 paragraph 1 (1) (c) ( Application of the 85 year rule between age 55 & 60) and that is correct).**

The Council will not usually exercise discretion to fund additional costs applicable to the 85 Year Rule for 55 to 60 year olds. However in exceptional circumstances, to be considered on individual merits on a case by case basis, where this is of benefit to the Council then the Council may exercise discretion to pay the cost waiving actuarial reductions.

**7) Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60. NB: The rule of 85 currently applies for members for member who qualify for the rule and it cannot be turned off.**

Elections made under this Regulation by members aged less than 60 are ineffective without employer consent of the employing authority or former employing authority. No employees will be permitted to receive early payment of benefits prior to age 60 except in compassionate cases. Applications may be granted on a case by case basis in circumstances where it may be considered to be to the Council's operational or financial advantage.

**8) Regulation 30 (5) (Waiving of actuarial reduction)**

**Whether to waive, on compassionate grounds, any actuarial reduction applying to a member's deferred benefits that are paid early.**

Elections made under this Regulation by members aged less than 60 are ineffective without employer consent of the employing authority or former employing authority. No employees will be permitted to receive early payment of benefits prior to age 60 except in compassionate cases. Applications may be granted on a case by case basis in circumstances where it may be considered to be to the Council's operational or financial advantage.

## Local Government Pension Scheme Regulations 2013

		Discretion application
9(1)	Determination of contribution rate and how it will be determined.	<p>For new employees - Where possible a reasonable assessment is made and the contribution rate relevant to that annual rate is applied.</p> <p>The contribution policy is:</p> <p>The employee contribution band will be reviewed <b>each April</b>.</p> <p>Contributions are payable on all pay received such as non-contractual overtime or additional hours. Reductions in pay due to sickness, child related leave etc. are ignored. The salary used to determine your band will be assessed by taking into account basic salary each April plus any additional hours or overtime that were paid for in the previous financial year.</p> <p>A review of the initial policy is periodically undertaken to ensure a reasonable contribution collection.</p>

9(3)	To determine a revised employee contribution rate where there is a change in employment or a material change affecting the member's pensionable pay in the course of a year.	<p>Contributions are payable on all pay received such as non-contractual overtime or additional hours. Reductions in pay due to sickness, child related leave etc. are ignored. The salary used to determine your band will be assessed by taking into account basic salary each April plus any additional hours or overtime that were paid for in the previous financial year.</p> <p>We will review the banding in the event of a material change where a member requests such a review.</p>
16(2)(e) and 16(4)(d)	Whether and how much and in what circumstances to contribute to a shared cost APC/SCAPC	Generally this discretion will not be exercised but delegated authority is given to the Pensions Panel to determine on a case by case basis if there has been any operational benefit gained by the employer and if so whether the APC should be wholly or partly funded. As a general rule the Council will not contribute to a shared cost APC/SCAPC where the absence is due to an unauthorised absence such as strike action.
17(1)	Establishment of a Shared Cost AVC (SCAVC) facility	The decision taken by the Investment Committee in 2001 is still relevant, therefore for the time being the Council does not set up a shared cost AVC facility.

19(2)	Right to a refund if member left due to offence of fraudulent character or grave misconduct	In the first instance withhold the return of contributions in all cases but each situation is considered on a case by case basis with delegated powers being given to the Pensions Panel
20(1)	Specify in an employee's contract benefits to be determined as pensionable	Where the Council wishes to specify in a contract of employment that other payments or benefits may also be pensionable it is determined by the Pension Panel on a case by case basis with the appropriate business case being presented
21(5)	Determine "regular lump sum" for Assumed Pensionable Pay	Where necessary the Transactional Manager (HR, Pensions and Payroll) is given delegated authority to make a determination on a case by case basis
22(7)(b)	Extension of time limit for deferred benefits to not be aggregated (concurrent employments)	Where a decision is required delegated authority is given to the Team Leader (Pensions Administration) to take account on a case by case basis of the relevant circumstances whether or not the 12 month time limit is to be extended and that the decision is communicated in writing to the scheme member within one month of the decision being made.
22(8)(b)	Extension of time limit for deferred benefits to not be aggregated	Where a decision is required delegated authority is given to the Team Leader (Pensions Administration) to take account on a case by case basis of the relevant circumstances whether or not the 12 month time limit is to be extended and that the decision is communicated in writing to the scheme member within one month of the decision being made.
30(6), and 11(2) of the Transitional Provisions Regulations –	Flexible retirement and waiving any actuarial reduction that would apply	A business case is prepared for each request, ensuring that this includes the Fund cost and any costs of additional salaries for a new part-time post to fill the reduced capacity, as well as quantifying the benefits of agreeing to the flexible retirement.  Any actuarial reduction will not be waived.

30(8)	<p>To waive in whole or in part an actuarial reduction due for a member:</p> <ul style="list-style-type: none"> <li>• Who is allowed to take flexible retirement and is not protected by the 85 year rule</li> <li>• Who having reached age 55 but not yet their normal retirement age and who is no longer working in the employment in relation to their accrued benefits elects to receive early payment of their benefits*</li> </ul>	<p>A business case is prepared for each request, ensuring that this includes the Fund cost and any costs of additional salaries for a new part-time post to fill the reduced capacity, as well as quantifying the benefits of agreeing to the flexible retirement.</p> <p>Any actuarial reduction will not be waived.</p>
31	Power of employing authority to grant additional pension to an active member	The Council does not generally apply this discretion to award additional pension but may in extreme cases consider on a case by case basis where the full cost benefit is presented in a business case and agreed by the Pension Panel.
37(3)	Recovery of payments following date of discontinuance of third tier ill health pension entitlement	Where pension payments have continued to be paid after the date of discontinuance they should be recovered in all cases with the individual being notified of the repayment procedure and timescales.
37(7)	Subsequent determination on level of ill health benefit following review of third tier ill health award as to whether tier two ill health benefits should apply.	Where in the opinion of the medical adviser and any other relevant information available in each individual case, if the member at the time of the review of their tier 3 ill health entitlement, satisfies the requirements of a tier 2 ill health pension the Council agrees and determines to put the increased ill health pension into payment. Where the member does not satisfy the requirements of a tier 2 ill health pension all the facts of the case are presented to the Pension Panel for a final determination.



38(6)	Decision whether a deferred and deferred pensioner member meets criteria for early payment due to permanent ill health	Where the Council is required to make a determination as to agreeing to the early payment of a deferred pension on the grounds of permanent ill health once the opinion has been received from the IRMP, all the facts of the case are presented to the Pension Panel for a final determination.
91 to 93	Forfeiture of pension rights as a result of offences or misconduct	The Council will seek recovery of any loss it has suffered and any such cases are referred to the Pension Panel to be considered
95	Impact of forfeiture decision on surviving spouse or civil partner	The Council will seek recovery of any loss it has suffered and any such cases are referred to the Pension Panel to be considered.
98(1)(b)	Agreement to a bulk transfer	Each opportunity is determined on a case by case basis with delegated authority given to the Transactional Manager (Exchequer and Transactional) in consultation with the Fund actuary.
100(6)	Extension of time limit to accept a transfer value	Where discretion needs to be exercised it is determined on a case by case basis with delegated authority given to the Team Leader (Pensions Administration).

## Government Pension Scheme (Transitional Provisions and Savings and Amendment) Regulations 2014

Regulation	Description	Discretion application
3(6), 4(6)(c), 8(4), 10(2)(a), 17(2) and 17(2)(b)	Agreement to member selecting final pay period for fees	Where a scheme member's final pay consists of fees then the use of a period of three years ending on 31st March in last ten will be permitted so as to have a fairer fee figure used in the calculation of benefits.
12(6)	Use of an ill health certificate produced under the 2008 scheme	Delegated authority is given to the Team Leader (Pensions Administration) to agree the use of a certificate produced under the 2008 scheme on a case by case basis.
	Continuing contribution in to a Shared Cost AVC (SCAVC) facility	The Council did not agree to the setting up of a Shared Cost AVC (SCAVC) facility so therefore this discretion does not apply.
15(1)(d)	Allow late application to convert scheme AVCs into membership credit	Where an election is received late then delegated authority is given to the Team Leader (Pensions Administration) to determine on a case by case basis.
Schedule 2 paragraph 1(1)(c)	<p>To allow the rule of 85 to apply for members (who otherwise qualify for the rule) electing to take early payment of their pension on or after age 55 and before age 60 under regulation 30(5) of the Local Regulations 2013.</p> <p>i.e. Use of the discretion waives the actuarial reduction that would otherwise arise. NB: This applies only to members who were members of the LGPS after 1 April 2014.</p>	<ul style="list-style-type: none"> <li>If the member satisfies the 85 year rule, that part of the member's benefits accrued under the Earlier Scheme(s) which is calculated by reference to any period of membership before the 1 April 2014 is reduced by reference to the period between the date of the request and age 60.</li> </ul>

		<ul style="list-style-type: none"> <li>If the member does not satisfy the 85 year rule, that part of the member's benefits accrued under the Earlier Scheme(s) which is calculated by reference to any period of membership before the 1 April 2014 is reduced by reference to the period between the date of the request and the date the member would satisfy the 85 year rule, or age 60 if later.</li> </ul> <p>Each case be dealt with on a case by case basis and although generally the 85 year rule will be applied as above, where there may be a circumstance for a different application agreement is sought from the Pension Panel.</p>
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## Discretions in relation to the Local Government Pension Scheme (Benefits Membership and Contributions) Regulations 2007

Regulation	Description	Discretion Application
11(2)	Final pay period to be used where a member's pay consists of fees	Where a scheme member's final pay consists of fees then the use of a period of three years ending on 31st March in last ten will be permitted so as to have a fairer fee figure used in the calculation of benefits.
12	Increase total membership for an active member (This will be spent after 30 September 2014)	For the remaining period for which this discretion will apply that the Council will not agree to the award of increased membership.
30(2)	Consenting to the immediate payment of benefits between age 55 and 60	No applications are permitted to receive early payment of their unreduced benefits prior to age 60 except in compassionate cases. Applications may be granted on a

		case by case basis in circumstances where it may be considered to be to the Council's operational or financial advantage subject to a business case to the Pension Panel.
30(5)	Waiving an actuarial reduction to pension benefits on compassionate grounds	<p>The waiving of an actuarial reduction on compassionate grounds will be considered on a case by case basis with the following criteria taken into consideration–</p> <ul style="list-style-type: none"> <li>Leave employment to care for dependent</li> <li>Dependents need for constant supervision</li> <li>No recourse to alternative care</li> <li>Suffering severe hardship</li> <li>Opportunity for employment severely limited</li> </ul> <p>If all the above criteria are met the Pension Panel will consider such cases, and that any costs that are incurred are paid by the relevant service/department. Any actuarial reduction that may apply will not be waived.</p>
30A(3)	Consenting to application of payment for a suspended tier 3 ill health pension	<p>Generally applications will not be agreed but may be granted on a case by case basis with all circumstances being taken account and to be determined by the Pension Panel.</p> <p>Where the Council is required to make a determination as to agreeing to the early payment of a deferred pension on the grounds of permanent ill health that once the opinion has been received from the IRMP, all the facts of the case will be presented to the Pension Panel for a final determination.</p>
30A(5)	To waive actuarial on compassionate grounds	The Pension Panel will determine each application on a case by case basis and that it will only agree to the waiving of an actuarial reduction in extreme circumstances where the application has been enforced on the member due to unforeseen circumstances or circumstances beyond their

		control.
Regulation 31(4) and 31(7)-	Determine payment of deferred pension on health grounds. Decision whether a deferred or deferred pensioner member meets criteria for early payment due to permanent ill health	Where the Council is required to make a determination as to agreeing to the early payment of a deferred pension on the grounds of permanent ill health once the opinion has been received from the IRMP all the facts of the case are presented to the Pension Panel for a final determination.

## Discretions in relation to the Local Government Pension Scheme (Administration) Regulations 2008

		Discretion application
Regulation 47(2)	Payment of a refund of contributions in misconduct cases	In the first instance the return of contributions will be withheld in all cases but each situation is considered on a case by case basis with delegated powers being given to the Pension Panel.
Regulation 72	Forfeiture of pension rights as a result of offences or misconduct	The Council seeks recovery of any loss it has suffered and any such cases are referred to the Pension Panel.

## Discretions in relation to the Local Government Pension Scheme Regulations 1997 (The 1997 Pension Regulations) (some may continue to apply in relation to historical cases or councillors)

There are a number of regulations within the former 1997 Pension Regulations that apply to councillors who elect to join the LGPS. Where discretions are applicable in relation to active councillor members they should be applied as they are mirrored within the LGPS Regulations applicable from 1 April 2014.

Regulation	Description	Discretion application
22(1)(b)	Allow post 31 March 1998 / pre 1 April 2008 member to select final pay period for fees to be a period of not less than 3 or more than 5 years back from date of leaving	Delegated powers have been given to the Pension Panel
23 (4)	Issue a certificate of protection of pension benefits where eligible non-councillor member fails to apply for one (pay reduction / restrictions occurring pre 1 April 2008)	Delegated powers have been given to the Pension Panel
31(2)*	Whether to grant applications for the early payment of pension benefits on or after age 55 and before age 60. NB: The rule of 85 currently applies for members who qualify for the rule and it cannot be turned off.	No employees are permitted to receive early payment of benefits prior to age 60 except in compassionate cases, where the payment of such benefits would arise on a voluntary basis.  Applications may be granted on a case by case
31(5)*	Whether to waive, on compassionate grounds, any actuarial reduction applying to a member's benefits that are paid before age 65.	Will be considered on a case by case basis.

31 (7A)	Whether to allow an employee who opted out to receive their benefits from their normal retirement date.	This to be allowed
34(1)(b)	Where a scheme member would be entitled to a pension or retirement grant under two or more regulations by reason of the same period of scheme membership, the employer can choose which benefits is to be paid if the member does not make a choice within 3 months of becoming entitled to elect.	Delegated powers have been given to the Pension Panel
71(7)(a)	Consent to a member's former employer assigning to the new employer rights under any SCAVC life assurance policy (pre 1 April 2008 non-councillor leavers)	No SCAVC payments are permitted.
88(2)	No right to return of contributions due to offence of a fraudulent character unless employer directs a total or partial refund is to be made (councillors and pre 1 April 2008 leavers)	Delegated powers have been given to the Pension Panel
92	Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions can be recovered from the Pension Fund (councillor or pre 1 April 2008 leaver)	Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions will be recovered from the Pension Fund
111(2) & (5)	Forfeiture of pension rights on issue of Secretary of State's certificate (councillors and pre 1 April 2008 leavers)	Delegated powers have been given to the Pension Panel
112(1)	Where forfeiture certificate is issued, direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits (pre 1 April 2008 leavers)	Delegated powers have been given to the Pension Panel

113(2)	Recovery from Fund of monetary obligation owed by former employee or, if less, the value of the member's benefits (other than transferred in pension rights ) (pre 1 April 2008 leavers)	Delegated powers have been given to the Pension Panel
115(2) & (3)	Recovery from Fund of financial loss caused by employee, or amount of refund if less (pre 1 April 2008 leavers)	Delegated powers have been given to the Pension Panel

## Discretions in relation to the Local Government Pension Scheme Regulations 1995 (the "1995 Pension Regulations")

There are some regulations within the former 1995 Pension Regulations that still apply scheme members who ceased active membership before 1 April 1998. Where discretions are also applicable in relation to active members in the LGPS2014 Regulations they should be applied as they are mirrored within the LGPS Regulations applicable from 1 April 2014.

Regulation	Description	Discretion application
D11(2)(c)	Grant application from a pre 1 April 1998 leaver for early payment of deferred benefits on or after age 50 on compassionate grounds	Delegated powers have been given to the Pension Panel
D10	Decide in the absence from a pre 1 April 1998 leaver of an election from the member within 3 months of being able to elect, which benefit is to be paid where the member would be entitled to a pension or retirement grant under 2 or more regulations in respect of the same period of Scheme membership	Delegated powers have been given to the Pension Panel



## **SCHEME EMPLOYER CONFIRMATION**

The Pension Committee (24 June 2014) delegated to the Group Director of Resources, the Director of Human Resources and Organisational Development, and the Council's Monitoring Officer, acting jointly, the setting of the discretion decisions and Policy Statement.

It is understood that the discretions contained within this statement of policy are applicable to all eligible members of the Scheme. The Scheme rules allow for a revised statement to be issued at least one month in advance of the date that any new policy takes effect. The revised statement must be sent to the administering authority and the employer must publish its statement as revised in a place that is accessible to all of its eligible scheme members.

The policies made above:

- Have regard to the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service;
- Will not be used for any ulterior motive;
- Will be exercised reasonably;
- Will only be used when there is a real and substantial future benefit to the employer for incurring the extra costs that may arise;
- Will be duly recorded when applied.

Agreed on behalf of the Scheme Employer by the Group Director of Resources, the Director of Human Resources and Organisational Development, and the Council's Monitoring Officer, acting jointly.

Scheme Employer's Name: The London Borough of Havering

Date: 29 July



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

**Regulations 2006**

**Statement of Policy**

(as amended)

(Published March 2010, effective from 1<sup>st</sup> 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 £43,115.23 (with effect from 1/4/17 – this figure increases in 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.

## Grades, Incremental Points and Annual Full Time Equivalent Salaries for the Council's Other Employees

### 1. NJC for Local Government Employees (with effect from 1/4/17 to 31/3/18)

#### Administrative, Professional, Technical, Clerical Staff & Principal Officers & Social Workers

Spinal Point	Pay	Spinal Point	Pay	Spinal Point	Pay
		<b>27</b>	£26,019	<b>49</b>	£45,666
<b>6</b>	£17,961	<b>28</b>	£26,805	<b>50</b>	£46,608
<b>7</b>	£17,985	<b>29</b>	£27,801	<b>51</b>	£47,544
<b>8</b>	£18,051	<b>30</b>	£28,668	<b>52</b>	£48,489
<b>9</b>	£18,105	<b>31</b>	£29,517	<b>53</b>	£49,452
<b>10</b>	£18,330	<b>32</b>	£30,324	<b>54</b>	£50,445
<b>11</b>	£18,357	<b>33</b>	£31,170	<b>55</b>	£51,465
<b>12</b>	£18,375	<b>34</b>	£31,998	<b>56</b>	£52,476
<b>13</b>	£18,396	<b>35</b>	£32,628	<b>57</b>	£53,478
<b>14</b>	£18,657	<b>36</b>	£33,444	<b>58</b>	£54,480
<b>15</b>	£18,936	<b>37</b>	£34,338	<b>59</b>	£55,494
<b>16</b>	£19,281	<b>38</b>	£35,286	<b>60</b>	£56,496
<b>17</b>	£19,623	<b>39</b>	£36,372	<b>61</b>	£57,501
<b>18</b>	£19,917	<b>40</b>	£37,293	<b>62</b>	£58,515
<b>19</b>	£20,598	<b>41</b>	£38,229	<b>63</b>	£59,523
<b>20</b>	£21,276	<b>42</b>	£39,147	<b>64</b>	£60,525
<b>21</b>	£21,984	<b>43</b>	£40,086	<b>65</b>	£61,536
<b>22</b>	£22,506	<b>44</b>	£41,025	<b>66</b>	£62,829
<b>23</b>	£23,115	<b>45</b>	£41,898	<b>67</b>	£64,140
<b>24</b>	£23,802	<b>46</b>	£42,876	<b>68</b>	£65,481
<b>25</b>	£24,510	<b>47</b>	£43,815	<b>69</b>	£66,861
<b>26</b>	£25,242	<b>48</b>	£44,751	<b>70</b>	£68,259

### **APTC/ Senior Officer Grades**

APTC1 SP 6-11            APTC5 SP 22-25

APTC2 SP 11-13        APTC6 SP 26-28

APTC3 SP 14-17        SO1    SP 29-31

APTC4 SP18-21        SO2    SP 32-34

### **Principal Officer Grades**

PO1    SP 33-36            LPO7(a)            SP 49-52    LPO8 (e)            SP 59-62

PO2    SP 35-38            LPO7(b)            SP 50-53    LPO8 (f)            SP 60-63

PO3    SP 38-41            LPO7(c)            SP 51-54    LPO8 (g)            SP 61-64

PO4    SP 41-44            LPO8(a)            SP 55-58    LPO8 (h)            SP 62-65

PO5    SP 44-47            LPO8(b)            SP 56-59    LPO8 (i)            SP 66-70

PO6    SP 46-49            LPO8(c)            SP 57-60

PO6    SP 46-49            LPO8(d)            SP 58-61

### **Day Centre Officer (for people with learning disabilities) Grades**

Level 1 SP 16-24

Level 2 SP 20-26

## 2. Soulbury Committee (with effect from 1/9/16 to 31/8/17)

### Educational Improvement Professionals

Spine Point	£	Spine Point	£	Spine Point	£
1	33,730	18	54,042	35	72,173
2	34,938	19	55,223	36	73,329
3	36,078	20	55,833***	37	74,465
4	37,234	21	57,005	38	75,615
5	38,383	22	58,027	39	76,748
6	39,533	23	59,152	40	77,880
7	40,741	24	60,160	41	79,019
8	41,902*	25	61,239	42	80,156
9	43,256	26	62,291	43	81,293
10	44,463	27	63,367	44	82,435
11	45,655	28	64,457	45	83,574
12	46,809	29	65,551	46	84,715
13	48,116**	30	66,643	47	85,860
14	49,280	31	67,725	48	86,995****
15	50,567	32	68,824	49	88,135****
16	51,731	33	69,924	50	89,275****
17	52,897	34	71,050		

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

\*normal minimum point for EIP undertaking the full range of duties at this level.

\*\*normal minimum point for senior EIP undertaking the full range of duties at this level.

\*\*\*normal minimum point for leading EIP undertaking the full range of duties at this level.

\*\*\*\*extension to range to accommodate structured professional assessments.

### **Educational Psychologists – Scale A**

Spine Point	£	Spine Point	£
1	35,377	7	46,044
2	37,173	8	47,734
3	38,969	9	*49,317
4	40,764	10	*50,902
5	42,558	11	*52,380
6	44,353		

#### Notes

Salary scales to consist of six consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

\*Extension to scale to accommodate structured professional assessment points.

### **Senior & Principal Educational Psychologists**

Spine Point	£	Spine Point	£
1	44,353	10	56,386
2	46,044	11	57,506
3	47,734*	12	58,649
4	49,317	13	59,811
5	50,902	14	60,933**
6	52,380	15	62,110**
7	52,987	16	63,275**
8	54,120	17	64,448**
9	55,243	18	65,620**

#### Notes

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

\*Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level.

\*\*Extension to range to accommodate discretionary scale points and structured professional assessments.

### **Trainee Educational Psychologists**

Spine Point	£
1	22,728
2	24,393
3	26,054
4	27,718
5	29,381
6	31,044

### **Assistant Educational Psychologists**

Spine Point	£
1	27,939
2	29,080
3	30,221
4	31,355

### **Young People's Community Service Managers**

Spine Point	£	Spine Point	£
1	34,983	13	48,616
2	36,128	14	49,762
3	37,272	15	50,908
4	38,440*	16	52,057
5	39,626	17	53,213
6	40,784	18	54,360
7	41,969**	19	55,502
8	43,314	20	56,668***
9	44,056	21	57,857***
10	45,202	22	59,072***
11	46,342	23	60,312***
12	47,483	24	61,579***

#### Notes:

The minimum Youth and Community Service Officers' scale is 4 points.

Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

\*normal minimum point for senior youth and community service officers undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report).

\*\*normal minimum point for principal youth and community service officer undertaking the full range of duties at this level (see paragraph 5.8 of the Soulbury Report).

\*\*\*extension to range to accommodate discretionary scale points and structured professional assessments.

## **London Area Payments**

With effect from 1<sup>st</sup> September 2016 staff in the London area shall receive the following:

- (a) at the rate of £3,027 per annum to officers serving in the Inner area.
- (b) at the £1,996 per annum to officers serving in the Outer area.
- (c) at the rate of £771 per annum to officers serving in the Fringe area.
- (d) officers normally serving in the London area but temporarily employed elsewhere shall continue to receive London area payments at the rate appropriate to their normal area of employment.
- (e) in the case of an officer required to serve in different parts of the London areas, or partly outside that area, the officer shall be deemed to be serving in the area in which he is required to spend more than one half of his time.
- (f) for the purpose of this paragraph –

**The “Inner Area”** means the area of the London Boroughs of: Camden, City of London, Greenwich, Hackney, Hammersmith & Fulham, Islington, Kensington & Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth, Westminster (the former Inner London Education Authority), and the London Boroughs of Barking and Dagenham, Brent, Ealing, Haringey, Merton and Newham.

**The “Outer Area”** means Greater London, excluding the Inner area.

**The “Fringe Area”** means:

Berkshire: the districts of Bracknell, Slough, Windsor and Maidenhead.

Buckinghamshire: the districts of Beaconsfield and Chiltern.

Essex: the districts of Basildon, Brentwood, Epping Forest, Harlow and Thurrock.

Hertfordshire: the districts of Broxbourne, Dacorum, East Hertfordshire, Hertsmere, St. Albans, Three Rivers, Watford and Welwyn Hatfield.

Kent: the districts of Dartford and Sevenoaks. Surrey: the whole County.

West Sussex: the district of Crawley.

**The “London Area”** comprises the Inner area, the Outer area and the Fringe area.



**3. JNC for Youth & Community Workers (with effect from 1/9/16 to 31/8/18)**

**Support Worker Level**

<u>Spine Point</u>	<u>wef 1/9/16</u>	<u>wef 1/9/17</u>
2	15,507	15,807
3	16,117	16,417
4	16,681	16,931
5	17,241	17,491
6	17,828	18,006
7	18,450	18,636
8	19,069	19,260
9	19,856	20,055
10	20,472	20,677
11	21,467	21,682
12	22,441	22,665
13	23,445	23,679
14	24,485	24,730
15	25,194	25,446
16	25,935	26,194
17	26,662	26,929

<u>Grade</u>	<u>Spine Points</u>	<u>Grade</u>	<u>Spine Points</u>	<u>Grade</u>	<u>Spine Points</u>
First Level		Second Level		Second Level (Contd.)	
YSW 11	1-4	YSW 21	7-10	YSW 25	11-14
YSW 12	2-5	YSW 22	8-11	YSW 26	12-15
YSW 13	3-6	YSW 23	9-12	YSW 27	13-16
		YSW 24	10-13	YSW 28	14-17

## **Professional Level**

Spine Point    wef 1/9/16    wef 1/9/17

13	23,445	23,679
14	24,485	24,730
15	25,194	25,446
16	25,935	26,194
17	26,662	26,929
18	27,396	27,670
19	28,123	28,404
20	28,852	29,141
21	29,672	29,969
22	30,601	30,907
23	31,505	31,820
24	32,413	32,737
25	33,329	33,662
26	34,243	34,585
27	35,159	35,511
28	36,085	36,446
29	37,005	37,375
30	37,924	38,304
31	38,545*	38,930*
32	39,565*	39,961*

\* Discretionary Points

## **LONDON AREA ALLOWANCE**

	<u>2016</u>	<u>2017</u>
Outer	£1979	£1,999

## **SLEEPING IN DUTY ALLOWANCE**

	<u>2016</u>	<u>2017</u>
Sleeping in Allowance	£34.34	£34.68
Disturbance Element	£19.19	£19.38

#### **4. School Teachers Pay & Conditions**

##### Unqualified Teachers £

1	19,553
2	21,469
3	23,384
4	25,301
5	27,214
6	29,130

##### Main Pay Scale £

M1	26,139
M2	27,759
M3	29,477
M4	31,302
M5	33,957
M6a	36,544
M6b	36,906

##### Upper Pay Scale £

U1	39,127
U2	40,575
U3	42,077

##### Lead Practitioner £

Minimum	42,077
Maximum	62,361

##### Teaching and Learning Responsibility £

Minimum	523
Maximum	2,603

##### Additional Payments for Class Teachers £

TLR 2 min	2,640
TLR 2 max	6,450
TLR 1 min	7,622
TLR 1 max	12,898
SEN min	2,085
SEN max	4,116

<u>Leadership Scale £</u>	<u>Leadership Scale £</u>	<u>Leadership Scale £</u>
L1 42,077	L19 63,830	L34 90,789
L2 43,055	L20 65,334	L35a 92,046
L3 44,049	L21a 66,213	L35b 92,967
L4 45,074	L21b 66,876	L36 95,189
L5 46,120	L22 68,454	L37 97,484
L6 47,195	L23 70,073	L38 99,818
L7 48,386	L24a 71,025	L39a 101,161
L8 49,429	L24b 71,736	L39b 102,173
L9 50,584	L25 73,441	L40 104,650
L10 51,806	L26 75,182	L41 107,187
L11 53,066	L27a 76,205	L42 109,789
L12 54,223	L27b 76,968	L43 111,346
L13 55,503	L28 78,802	
L14 56,801	L29 80,674	
L15 58,138	L30 82,605	
L16 59,605	L31a 83,738	
L17 60,905	L31b 84,576	
L18a 61,743	L32 86,595	
L18b 62,361	L33 88,675	

**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  
Additional Payments  
Additional Pension  
Additional Programmed Activity  
Additional Statutory Paternity Pay Birth  
Advance of Pay  
Agreed Programme Activity (NHS)  
Annual leave not taken  
Bank Holiday Enhanced  
Bicycle Mileage  
Callout Allowance  
Casual Pay  
Change of work base (NHS)  
Childcare Allowance  
Civil Weddings  
Contractual overtime  
Dog money  
Electoral registration  
Electoral duties  
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  
Keep In Touch Days Payment  
Laundry Allowance  
Leave Not Taken  
Lettings  
London Allowance  
Market Supplement  
Mileage  
New Starter Arrears  
Night rates  
Noise abatement

Occupational Adoption Pay  
Occupational Maternity Pay  
Occupational Sick Pay  
Oncall allowance  
Out of school activity  
Overtime  
Pay adjustment  
Pay In Lieu Of Notice  
Pension  
Protected rate  
Recruitment & Retention Allowance (NHS)  
Redeployment payment  
Relocation expenses  
Session payment  
Shared Parental Salary Offset  
Shift payment  
Sleep in allowance  
Special Needs Allowance  
Split duty  
Standby allowance  
Statutory Adoption Pay  
Statutory. Maternity Pay  
Statutory. Paternity Pay  
Statutory Shared Parental Pay Birth  
Statutory. Sick Pay  
Supplement  
Supply  
Three year plusage  
Travel Allowance  
TLR2  
TLR7  
Tool allowance  
Unsocial hours



## **COUNCIL, 22 MARCH 2017**

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

#### **SUBJECT: DATES OF COUNCIL MEETINGS, 2017/18**

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

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

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

#### **2017**

- 7 June
- 12 July
- 13 September
- 22 November

#### **2018**

- 24 January
- 21 February (Council tax Setting)
- 21 March
- 16 May (Annual Meeting)
- 6 June (provisional)
- 11 July (provisional)
- 12 September (provisional)
- 21 November (provisional)

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

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

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

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

**RECOMMENDATIONS**

That the Council fixes the date of its meetings for the Municipal Year 2017/18 and, on a provisional basis, the balance of 2018.

Staff Contact:	Andy Beesley
Designation	Head of Democratic Services
Email:	<a href="mailto:andrew.beesley@onesource.co.uk">andrew.beesley@onesource.co.uk</a>

**Andrew Blake-Herbert  
Chief Executive**

**Background paper List**

There are no background papers.





FULL COUNCIL, Wednesday 22 March 2017

## MEMBERS' QUESTIONS

### Community Infrastructure Levy

- 1) **To the Leader of the Council (Councillor Roger Ramsey)**  
**From Councillor Reg Whitney**

Since the introduction of the Community Infrastructure Levy, would the Cabinet Member confirm how much money has been generated from it and how has it been specifically spent?

### Social Care Appointments

- 2) **To the Cabinet Member for Adult Social Services and Health (Councillor Wendy Brice-Thompson)**  
**From Councillor Ian De Wulverton**

With the current concerns in the media over the links between 15 minute Social Care appointments and neglect in the quality of the care given, what action is the council taking to evaluate the quality of care delivered to Havering residents and to ensure that care is safe and needs driven?

### Policy on Dog Fouling

- 3) **To the Cabinet Member for Environment, Regulatory Services and Community Safety (Councillor Osman Dervish)**  
**From Councillor Keith Roberts**

Councils have a statutory duty to keep pavements clear of dog waste but enforcement is an issue. Please can the Cabinet Member for Environment review the scheme promoted by Boston Borough Council to approve new powers under Public Safety Protection Order legislation requiring owners to carry a "waste bag" to clear up after their pet or face a £100 fine, to see if a similar scheme can be introduced in Havering.

### Persons Presenting Themselves to the Council as Homeless

- 4) **To the Cabinet Member for Housing (Councillor Damian White)**  
**From Councillor Keith Darvill**

How many people have presented themselves to the Council as homeless during 2014, 2015 and 2016?

### **Planning Permission for New Dwellings**

**5) To the Cabinet Member for Housing (Councillor Damian White)  
From Councillor Stephanie Nunn**

Would the Cabinet Member confirm over each of the last 5 years how many new dwellings have received planning permission and how many dwellings have actually been built?

### **Housing for Young People with Disabilities**

**6) To the Cabinet Member for Housing (Councillor Damian White)  
From Councillor Patricia Rumble**

What provision is the council making to ensure that young people with disabilities are suitably accommodated in housing that fits their needs?

### **Havering Vision**

**7) To the Cabinet Member for Housing (Councillor Damian White)  
From Councillor Graham Williamson**

In a Romford & Havering Post (Wed 1/3) article headlined "Borough's vision for greater and more active role in the capital" it was reported that the Council's proposed and as yet particularised Vision 'Havering - making a Greater London' includes the building of some 30,000 homes on behalf of London. Can the Council Leader confirm if there is any truth in that figure?

### **Standards of Parks in Havering**

**8) To the Cabinet Member for Culture & Community Engagement (Councillor Melvin Wallace)  
From Councillor Barbara Matthews**

Does the Cabinet Member agree that ALL parks in Havering boast the highest possible standards, are beautifully maintained and have excellent facilities?

### **Creation of New Parking Places**

**9) To the Cabinet Member for Environment, Regulatory Services and Community Safety (Councillor Melvin Wallace)  
From Councillor Lawrence Webb**

In the last five years how many new public parking places have been created by removing verges? Please provide the breakdown by year.

## **IT and Data Security**

**10) To the Cabinet Member for Financial Management, ICT (Client) and Transformation (Councillor Clarence Barrett)**  
**From Councillor Michael Deon Burton**

Minded of the attack upon Tiverton Town Council in Devon who found themselves victim of a 'ransom email', which has rendered all files dating back to 2015 inaccessible. (A clerk opened an email, which instantly infected all the council's computers, and now the cyber criminals responsible are demanding a payment to return the information.) Is Havering's I.T, data secure from such attack and are our systems and procedures robust enough to prevent such an occurrence?

## **Traffic Congestion in Hornchurch Town Centre**

**11) To the Cabinet Member for Environment, Regulatory Services and Community Safety (Councillor Osman Dervish)**

**From Councillor John Wood**

Would the Cabinet Member confirm what actions are being taken to reduce traffic congestion in Havering, and Hornchurch Town Centre in particular, given the increasing number of complaints that ward councillors are receiving on this issue?

## **Vacant Retail Properties**

**12) To the Cabinet Member for Environment, Regulatory Services and Community Safety (Councillor Osman Dervish)**

**From Councillor Lawrence Webb**

How many vacant retail properties are there within the Romford Ring Road?

## **Administration of Direct Payments**

**13) To the Cabinet Member for Financial Management, ICT (Client) and Transformation (Councillor Clarence Barrett)**  
**From Councillor Ray Morgon**

Would the Cabinet Member explain why, with an annual budget of over £10 million, Internal Audit found a worrying lack of documented procedures and monitoring/control systems in place in the administration of Direct Payments, so much so it has made 5 high and 9 medium priority recommendations for action to mitigate unacceptable financial risks to the council.

Council, 22 March 2017

## **Housing Bidding System**

**14) To the Cabinet Member for Housing (Councillor Damian White)  
From Councillor Jody Ganly**

If we are to actively encourage tenants in properties of 3 or more bedrooms to downsize to smaller properties, would the Cabinet Member confirm why we make it more difficult for tenants to do so by having to bid for properties, particularly when many elderly tenants do not have the means to bid online for them

## **Fields in Trust Scheme**

**15) To the Cabinet Member for Culture & Community Engagement (Councillor Melvin Wallace)  
From Councillor Barry Mugglestone**

Would the Cabinet Member explain why there are now restraints in relation to the Fields in Trust ideas for Hornchurch Country Park, when in the past the council has felt comfortable to have these restraints in place and working with Fields in Trust schemes?

## **COUNCIL, 22 March 2017**

### **A PLANNING ENFORCEMENT ISSUE**

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

As Members recall a motion before council regarding 2 metre high front walls was referred to the Towns and Communities O&S sub-committee for further consideration and they in turn deferred the matter until the planning department had received legal advice on the legality of the walls.

Planning concluded that part of the wall nearest the house was permitted development and the bit nearest the highway was unlawful. Planning then asked the owner on threat of enforcement action to lower the wall nearest the highway and they responded by submitting a Certificate of Lawfulness saying the entire walls were lawful. This was refused by planning and the owner appealed and the Government Inspector dismissed the appeal without qualification ruling the walls unlawful. (Planning Inspectorate APP/B5480/X/16/3152643)

But in response planning officers are once again intending to ask the owner to lower part of the wall nearest the highway or face enforcement. **This is not good enough.** Planning should enforce against the entire single structure walls and tell the owner to lower the entire walls or remove them completely. This is necessary in the public interest because the walls are anti-social and need to be deterred and because this is fair not punitive enforcement considering the Government Inspector ruled the entire walls unlawful.

**Thus Council calls on officers to consider enforcing against the entire walls, but allowing the owner the option of lowering their entire height to avoid having to remove them completely.**

#### **Amendment by the Conservative Group**

This Council requests the Town and Communities O & S sub committee to review again the case involving 2 metre high front walls referred to it on 25 November 2015 in the light of the subsequent appeal decision (Planning Inspectorate APP/B5480/X/16/3152643) and updated legal advice received.

**Council, 22 March 2017**

**B SAFER NEIGHBOURHOOD TEAMS AND NEW POLICING MODEL**

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

The Council Leader volunteered Havering to pioneer a Tri-borough police merger with Redbridge and Barking and Dagenham, rather than await the outcome of a reorganisation elsewhere in London. The reorganisation like the Newham merger, will be difficult to reverse even if further mergers are not progressed across London. The Council Leader says being a pioneer has advantages because the reorganisation includes strengthened Safer Neighbourhood Teams with designated ward officers!

Nevertheless Council calls on the Executive not to support the Tri-borough without guarantees that SNT designated ward officers won't be re-designated response officers and sent to police events outside the borough.

**Amendment by the Conservative Group**

Amend to read:

This Council thanks the Borough Commander for the thorough and informative briefing to members of the Council given on the 20<sup>th</sup> February about the Tri-borough policing pilot involving Havering Redbridge and Barking and Dagenham and his offer of a follow up session before the pilot concludes and notes that:

- it is one of two pilot schemes for a programme to be rolled out across the whole of Greater London
- the Metropolitan Police identified our three boroughs for one of the pilots
- it is reversible
- it gives the opportunity to focus on the policing needs of the Borough
- it provides the ability to influence the eventual shape of the London-wide scheme.

**Amendment by the Labour Group**

Delete the motion and replace with the following:

This Council welcomes the Metropolitan Police Service initiative promoting cross Borough cooperation recognising the benefits to London wide policing to reduce and prevent fraud, cyber crime and terrorism. It also welcomes the commitment of the Mayor and the MPS to real neighbourhood policing with stronger Safer Neighbourhood Teams which should remain a top priority in Havering.

**Council, 22 March 2017**

**C GRAMMAR SCHOOLS**

**Motion on behalf of the Labour Group**

This Council opposes the introduction of Grammar Schools in the London Borough of Havering.

**Amendment by the Conservative Group**

Amend to read:

This Council takes pride in the achievements of all its children and young people through the provision of good quality education available to all students and we await further detail about any national scheme for the establishment of new Grammar Schools before taking a considered view on the matter

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