



COUNCIL MEETING

7.30 pm Wednesday, 10 July 2019
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.

Anne Brown
Monitoring Officer

For information about the meeting please contact:
Anthony Clements tel: 01708 433065
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:-

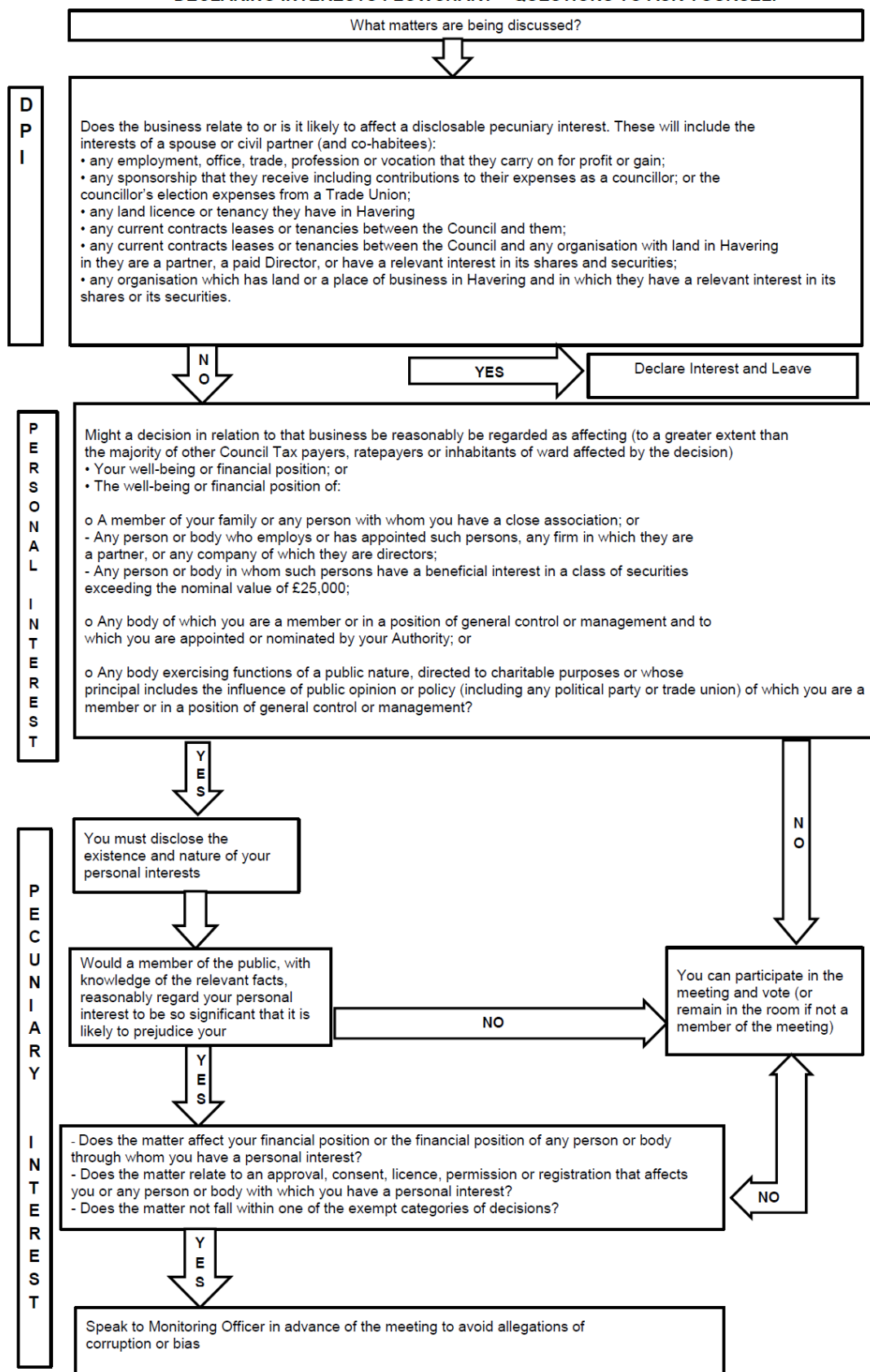
- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing,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

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



AGENDA

1 PRAYERS

2 APOLOGIES FOR ABSENCE

To receive apologies for absence (if any).

3 MINUTES (Pages 1 - 28)

To sign as a true record the minutes of the Annual Meeting of the Council held on 15 May 2019 (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

To receive any petition presented pursuant to Council Procedure Rule 14.

Councillors Dilip Patel and Durant have given notice of intention to present a petition.

7 HAVERING COMMUNITY INFRASTRUCTURE LEVY - ADOPTION (Pages 29 - 76)

Report attached.

NOTE: The deadline for receipt of amendments to all reports published with the Council agenda is midnight, Monday 8 July 2019.

8 REVIEW OF CALL-IN PROVISIONS (Pages 77 - 140)

Report attached.

9 APPOINTMENT OF A NEW MONITORING OFFICER (Pages 141 - 142)

Report attached.

10 VACANCY FOR POSITION OF CHAIRMAN OF THE APPOINTMENTS SUB-COMMITTEE (Pages 143 - 144)

Report attached.

11 CHANGES TO THE CONSTITUTION (Pages 145 - 154)

Report attached.

12 ANNUAL REPORTS OF COMMITTEES AND MEMBER CHAMPIONS (Pages 155 - 296)

Attached.

13 MEMBERS' QUESTIONS (Pages 297 - 300)

Attached.

14 MOTIONS FOR DEBATE (Pages 301 - 306)

Attached.

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Public Document Pack Agenda Item 3



MINUTES OF A MEETING OF THE COUNCIL OF THE LONDON BOROUGH OF HAVERING Council Chamber - Town Hall 15 May 2019 (7.30 – 9.15 pm)

Present: The Mayor (Councillor Dilip Patel at start of meeting, Councillor Michael Deon Burton thereafter) in the Chair.

Councillors Robert Benham, Ray Best, Carole Beth, Joshua Chapman, John Crowder, Philippa Crowder, Keith Darvill, Osman Dervish, Nic Dodin, David Durant, Tony Durdin, Brian Eagling, Gillian Ford, Jason Frost, Martin Goode, Linda Hawthorn, Judith Holt, Tele Lawal, Paul McGeary, Paul Middleton, Sally Miller, Robby Misir, Ray Morgon, Barry Mugglestone, John Mylod, Stephanie Nunn, Denis O'Flynn, Gerry O'Sullivan, Ron Ower, Nisha Patel, Bob Perry, Viddy Persaud, Roger Ramsey, Timothy Ryan, Jan Sargent, Carol Smith, Christine Smith, Natasha Summers, Matt Sutton, Maggie Themistocli, Jeffrey Tucker, John Tyler, Linda Van den Hende, Christine Vickery, Melvin Wallace, Ciaran White, Damian White, Michael White, Reg Whitney, Christopher Wilkins, Graham Williamson and Darren Wise

Approximately 60 Members' guests and members of the public and a representative of the press were also present.

There were no apologies for absence.

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.

1 **DISCLOSURE OF INTERESTS (agenda item 3)**

The following interests were disclosed:

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Bob Perry, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Brian Eagling, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Carol Smith, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Christine Smith, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Christine Vickery, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Darren Wise, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Dilip Patel, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor John Crowder, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Judith Holt, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Maggie Themistocli, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Martin Goode, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Matt Sutton, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Michael White, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Nisha Patel, Personal, Nominated for a position attracting a special responsibility allowance...

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Philippa Crowder, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Ray Best, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Robby Misir, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Timothy Ryan, Personal, Nominated for a position attracting a special responsibility allowance.

Agenda item 3. DISCLOSURE OF INTERESTS.

Councillor Timothy Ryan, Personal, Nominated for a position attracting a special responsibility allowance.

2 ANNOUNCEMENTS BY THE OUTGOING MAYOR, THE LEADER OF THE COUNCIL OR THE CHIEF EXECUTIVE (agenda item 4)

A minute's silence was held in memory of the victims of the Christchurch and Sri Lanka terrorist attacks and also in memory of former Councillor John Stevart who had passed away recently. Tributes to former Councillor Stevart were paid from all sides of the Chamber.

The outgoing Mayor summarised highlights of his year in office including a number of business receptions and welcoming the British-Irish parliamentary reception to Havering. In excess of £80,000 had been raised during the year for the Mayor's charities – Havering MIND, the Lennox Children's Cancer Fund and the Rainbow Trust.

3 MAYORALTY 2019/20 (agenda item 5)

Motion on behalf of the Conservative Group

That Councillor Michael Deon Burton be elected to the office of Mayor for the municipal year 2019/20.

Motion on behalf of the Residents' Group

That Councillor Barry Mugglestone be elected to the office of Mayor for the municipal year 2019/20.

The motion on behalf of the Conservative Group was **AGREED** by 29 votes to 24 (see division 1) and Councillor Michael Deon Burton was therefore **ELECTED** as Mayor for the municipal year 2019/20.

Councillor Michael Deon Burton, having made the Declaration of Acceptance of Office of Mayor as required by the Local Government act 1972, then took the Chair and thanked the Council for the honour bestowed upon them.

Council Deon Burton expressed the thanks of the Council to the outgoing Mayor – Councillor Dilip Patel for his services during 2018/19. Councillor Patel suitably replied.

4 **DEPUTY MAYOR**

In accordance with the Local Government Act 1972, the Mayor signified in writing his appointment of **Councillor John Mylod** as Deputy Mayor for the coming year and to carry out the duties of the Mayor in case of the Mayor's illness or absence.

Councillor Mylod made the Declaration of Acceptance of Office accordingly. The Mayor indicated that the Deputy Mayor's Consort for the year would be **former Councillor Pat Mylod**.

5 **MINUTES (agenda item 6)**

The minutes of the meeting of the Council held on 20 March 2019 were before the council for approval.

It was noted that the petition presented at the meeting by the Independent Residents' Group related to removal of double yellow lines in Roding Way, Rainham rather than as stated in the minutes.

RESOLVED:

Having noted the correction shown above, that the minutes of the meeting of Council held on 20 March 2019 be approved as a correct record.

6 **ANNOUNCEMENTS BY THE INCOMING MAYOR (agenda item 7)**

The incoming Mayor – Councillor Michael Deon Burton thanked the Council for his appointment. The Mayor thanked the outgoing Deputy Mayor's consort – Councillor Christine Vickery for her help and support and the outgoing Mayor – Councillor Dilip Patel for his achievements. The Mayor also welcomed back to the Chamber Councillor Linda Van den Hende following her recent victory in a by-election.

7 APPOINTING THE COMMITTEES OF THE COUNCIL AND THE SCHEME OF DELEGATION (agenda item 8)

A report in the supplementary agenda papers asked Council to agree some further changes to the allocation of places on Committees in light of the outcome of a change of Political Group by a Member. The report gave details of the appointment of the Committees of the Council and advised on political balance issues and the scheme of delegation.

The report was **AGREED** without division and it was **RESOLVED**:

That recommendation 3 in the substantive report be replaced to reflect an increase in the total number of seats on those committees referred to in recommendation 2 of the report to 135, with membership sizes and political balance indicated in Appendix 2 in this amended report.

Recommendations of substantive report:

- (1) That, so far as necessary to enable any changes proposed and agreed during this meeting to be carried in to effect, Council Procedure Rule 20.2 (proposals to amend the Constitution to be referred to Governance Committee without discussion) be suspended.**
- (2) That, subject to the Council's consideration of any motion or amendment to this report relating to changes in the Committee structure, the Committees listed in Appendix 1 be appointed for the 2019/20 Municipal Year and that:**
 - (a) As required by statute, two voting co-optees representing the Church of England and the Roman Catholic Church and three parent governor co-optees selected in accordance with the appropriate Regulations, be appointed to the Children & Learning Services Overview and Scrutiny Sub-Committee.**
 - (b) The other non-elected member "appointments" and invitations to attend shown in the Appendix (and particularly its annexes) be confirmed.**
- (3) Those Committees be appointed with:**
 - (a) the membership sizes and**
 - (b) the political balance****indicated in Appendix 2**
- (4) That the delegation of non-executive functions (as defined by the Local Authorities (Functions and Responsibilities) (England)**

Regulations 2000 (amended) to officers be agreed as set out in the Council's Constitution.

- (5) To agree that all officers with delegated powers have power to further delegate those powers to other officers under s.101 of the Local Government Act 1972 or as provided for by any other legislation and may agree a scheme of delegation to officers for their service areas.**

8 APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES (agenda item 9)

Motion on behalf of the North Havering Residents Group

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)		1. 2.
Audit	Martin Goode	
Governance		
Highways Advisory	Brian Eagling	
Licensing (3 Vice-Chairmen)		1. 2. 3.
Pensions		Martin Goode
Planning		
Strategic Planning		
Joint Venture Working Party		
Overview and Scrutiny Board	Darren Wise	
Children and Learning Overview and Scrutiny Sub-Committee		
Crime & Disorder Sub-Committee		
Environment Overview and		

Scrutiny Sub-Committee		
Health Overview and Scrutiny Sub-Committee		
Individuals Overview and Scrutiny Sub-Committee		
Towns and Communities Overview and Scrutiny Sub-Committee		

Sub-Committee of the Governance Committee:

Appointments		
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Motion on behalf of the Upminster and Cranham Residents' Associations Group

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)		1. 2.
Audit		
Governance	Linda Hawthorn	Linda Hawthorn (unless elected as Chairman)
Highways Advisory		
Licensing (3 Vice-Chairmen)		1. 2. 3.
Pensions		
Planning	John Tyler	John Tyler (unless elected as Chairman)
Strategic Planning		

Joint Venture Working Party	Ron Ower	
Overview and Scrutiny Board		
Children and Learning Overview and Scrutiny Sub-Committee	Gillian Ford	Gillian Ford (unless elected as Chairman)
Crime & Disorder Sub-Committee		
Environment Overview and Scrutiny Sub-Committee		
Health Overview and Scrutiny Sub-Committee		
Individuals Overview and Scrutiny Sub-Committee		
Towns and Communities Overview and Scrutiny Sub-Committee	Chris Wilkins	Chris Wilkins (unless elected as Chairman)

Sub-Committee of the Governance Committee:

Appointments		
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Motion on behalf of the Labour Group

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)		1. 2.
Audit		
Governance		
Highways Advisory		

Licensing (3 Vice-Chairmen)		1. 2. 3.
Pensions		
Planning		
Strategic Planning		Keith Darvill
Joint Venture Working Party		Paul McGeary
Overview and Scrutiny Board		Keith Darvill
Children and Learning Overview and Scrutiny Sub- Committee		
Crime & Disorder Sub-Committee		
Environment Overview and Scrutiny Sub- Committee		
Health Overview and Scrutiny Sub- Committee		
Individuals Overview and Scrutiny Sub- Committee		
Towns and Communities Overview and Scrutiny Sub- Committee	Keith Darvill	

Sub-Committee of the Governance Committee:

Appointments		
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Motion on behalf of the Conservative Group

Committee	Chairman Councillor	Vice-Chairman Councillor
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Adjudication and Review (2 Vice-Chairmen)	Matt Sutton	1. Timothy Ryan 2. Ray Best
Audit	Martin Goode (NHRA)	Viddy Persaud
Governance	Michael White	Robert Benham
Highways Advisory	Brian Eagling (NHRA)	John Mylod
Licensing (3 Vice-Chairmen)	Philippa Crowder	1. Bob Perry 2. Christine Smith 3. Christine Vickery
Pensions	John Crowder	Martin Goode (NHRA)
Planning	Robby Misir	Carol Smith
Strategic Planning	Dilip Patel	Tim Ryan
Joint Venture Working Party	Ciaran White	John Crowder
Overview and Scrutiny Board	Darren Wise (NHRA)	Maggie Themosticli
Children and Learning Overview and Scrutiny Sub-Committee	Judith Holt	Christine Vickery
Crime & Disorder Sub-Committee	Bob Perry	Matt Sutton
Environment Overview and Scrutiny Sub-Committee	Maggie Themistocli	John Mylod
Health Overview and Scrutiny Sub-Committee	Nisha Patel	Ciaran White
Individuals Overview and Scrutiny Sub-Committee	Christine Smith	Michael White
Towns and Communities Overview and Scrutiny Sub-Committee	Ray Best	Robby Misir

Sub-Committee of the Governance Committee:

Appointments	Damian White	Robert Benham
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Amendment on behalf of the Conservative Group

One amendment to Conservative Group motion as shown in italics:

Sub-Committee of the Governance Committee:

Appointments	<i>Christine Vickery</i>	Robert Benham
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Amendment on behalf of the Labour Group

All nominations as shown in Labour Group motion above with additional nominations shown in italics below:

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)		1. 2.
Audit		
Governance		
Highways Advisory		
Licensing (3 Vice-Chairmen)		1. 2. 3.
Pensions		
Planning		
Strategic Planning		

Joint Venture Working Party		
Overview and Scrutiny Board		
Children and Learning Overview and Scrutiny Sub-Committee		
Crime & Disorder Sub-Committee	<i>Tele Lawal</i>	
Environment Overview and Scrutiny Sub-Committee	<i>Carol Beth</i>	
Health Overview and Scrutiny Sub-Committee	<i>Denis O'Flynn</i>	
Individuals Overview and Scrutiny Sub-Committee	<i>Paul McGeary</i>	
Towns and Communities Overview and Scrutiny Sub-Committee		

Sub-Committee of the Governance Committee:

Appointments		
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The following appointments were unopposed and were **AGREED** without division:

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)	Matt Sutton	1. Timothy Ryan 2. Ray Best
Audit	Martin Goode	Viddy Persaud
Governance	Position contested – see below.	Position contested – see below.
Highways Advisory	Brian Eagling	John Mylod
Licensing (3 Vice-Chairmen)	Philippa Crowder	1. Bob Perry 2. Christine Smith 3. Christine Vickery
Pensions	John Crowder	Martin Goode
Planning	Position contested – see below.	Position contested – see below.
Strategic Planning	Dilip Patel	Position contested – see below.
Joint Venture Working Party	Position contested – see below.	Position contested – see below.
Overview and Scrutiny Board	Darren Wise	Position contested – see below.
Children and Learning Overview and Scrutiny Sub-Committee	Position contested – see below.	Position contested – see below.
Crime & Disorder Sub-Committee	Position contested – see below.	Matt Sutton
Environment Overview and Scrutiny Sub-Committee	Position contested – see below.	John Mylod
Health Overview and Scrutiny Sub-Committee	Position contested – see below.	Ciaran White
Individuals Overview and Scrutiny Sub-Committee	Position contested – see below.	Michael White
Towns and Communities Overview and Scrutiny Sub-Committee	Position contested – see below.	Position contested – see below.

Committee		
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Sub-Committee of the Governance Committee:

Appointments	Christine Vickery	Robert Benham
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The following appointments were **AGREED** following votes:

Chairman of Towns and Communities Overview and Scrutiny Committee

Upminster & Cranham Residents' Associations Group nominee Councillor	Labour Group nominee Councillor	Conservative Group nominee Councillor
Chris Wilkins	Keith Darvill	Ray Best

Councillor Ray Best was **ELECTED** as Chairman of the Towns and Communities Overview and Scrutiny Sub-Committee by 29 votes to 20 for Councillor Wilkins and 5 for Councillor Darvill (see division 2).

Chairman of Governance Committee

Upminster & Cranham Residents' Associations Group nominee Councillor	Conservative Group nominee Councillor
Linda Hawthorn	Michael White

Councillor Michael white was **ELECTED** as Chairman of the Governance Committee by 30 votes to 24 (see division 3).

Vice-Chairman of Governance Committee

Upminster & Cranham Residents' Associations Group nominee Councillor	Conservative Group nominee Councillor
Linda Hawthorn*	Robert Benham

*Unless elected as Chairman.

Councillor Robert Benham was **ELECTED** as Vice-Chairman of the Governance Committee by 30 votes to 24 (see division 4).

Chairman of Planning Committee

Upminster & Cranham Residents' Associations Group nominee Councillor	Conservative Group nominee Councillor
John Tyler	Robby Misir

Councillor Robby Misir was **ELECTED** as Chairman of the Planning Committee by 30 votes to 23 (see division 5)

Vice-Chairman of Planning Committee

Upminster & Cranham Residents' Associations Group nominee Councillor	Conservative Group nominee Councillor
John Tyler*	Carol Smith

*Unless elected as Chairman.

Councillor Carol Smith was **ELECTED** as Vice-Chairman of the Planning Committee by 30 votes to 24 (see division 6).

Vice-Chairman of Strategic Planning Committee

Labour Group nominee Councillor	Conservative Group nominee Councillor
Keith Darvill	Tim Ryan

Councillor Tim Ryan was **ELECTED** as Vice-Chairman of the Strategic Planning Committee by 31 votes to 18 (see division 7).

Chairman of Joint Venture Working Party

Upminster & Cranham Residents' Associations Group nominee Councillor	Conservative Group nominee Councillor
Ron Ower	Ciaran White

Councillor Ciaran White was **ELECTED** as Chairman of the Joint Venture Working Party by 30 votes to 24 (see division 8).

Vice-Chairman of Joint Venture Working Party

Labour Group nominee Councillor	Conservative Group nominee Councillor
Paul McGeary	John Crowder

Councillor John Crowder was **ELECTED** as Vice-Chairman of the Joint Venture Working Party by 30 votes to 15 (see division 9).

Vice-Chairman of Overview and Scrutiny Board

Labour Group nominee Councillor	Conservative Group nominee Councillor
Keith Darvill	Maggie Themistocli

Councillor Maggie Themistocli was **ELECTED** as Vice-Chairman of the Overview and Scrutiny Board by 30 votes to 16 (see division 10).

Chairman of Children and Learning Overview and Scrutiny Sub-Committee

Upminster & Cranham Residents' Associations Group nominee Councillor	Conservative Group nominee Councillor
Gillian Ford	Judith Holt

Councillor Judith Holt was **ELECTED** as Chairman of the Children and Learning Overview and Scrutiny Sub-Committee by 30 votes to 24 (see division 11).

Vice-Chairman of Children and Learning Overview and Scrutiny Sub-Committee

Upminster & Cranham Residents' Associations Group nominee Councillor	Conservative Group nominee Councillor
Gillian Ford*	Christine Vickery

*Unless elected as Chairman.

Councillor Christine Vickery was **ELECTED** as Vice-Chairman of the Children and Learning Overview and Scrutiny Sub-Committee by 30 votes to 24 (see division 12).

Chairman of Crime and Disorder Sub-Committee

Labour Group nominee Councillor	Conservative Group nominee Councillor
Tele Lawal	Bob Perry

Councillor Bob Perry was **ELECTED** as Chairman of the Crime and Disorder Sub-Committee by 31 votes to 18 (see division 13).

Chairman of Environment Overview and Scrutiny Sub-Committee

Labour Group nominee Councillor	Conservative Group nominee Councillor
Carole Beth	Maggie Themistocli

Councillor Maggie Themistocli was **ELECTED** as Chairman of the Environment Overview and Scrutiny Sub-Committee by 30 votes to 15 (see division 14).

Chairman of Health Overview and Scrutiny Sub-Committee

Labour Group nominee Councillor	Conservative Group nominee Councillor
Denis O'Flynn	Nisha Patel

Councillor Nisha Patel was **ELECTED** as Chairman of the Health Overview and Scrutiny Sub-Committee by 32 votes to 14 (see division 15).

Chairman of Individuals Overview and Scrutiny Sub-Committee

Labour Group nominee Councillor	Conservative Group nominee Councillor
Paul McGeary	Christine Smith

Councillor Christine Smith was **ELECTED** as Chairman of the Individuals Overview and Scrutiny Sub-Committee by 30 votes to 13 (see division 16).

Vice-Chairman of Towns and Communities Overview and Scrutiny Sub-Committee

Upminster & Cranham Residents' Associations Group nominee Councillor	Conservative Group nominee Councillor
Chris Wilkins*	Robby Misir

*Unless elected as Chairman.

Councillor Robby Misir was **ELECTED** as Vice-Chairman of the Towns and Communities Overview and Scrutiny Sub-Committee by 30 votes to 24 (see division 17).

For ease of reference, a summary of Members appointed by Council to positions is as follows:

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)	Matt Sutton	1. Timothy Ryan 2. Ray Best
Audit	Martin Goode	Viddy Persaud
Governance	Michael White	Robert Benham
Highways Advisory	Brian Eagling	John Mylod
Licensing (3 Vice-Chairmen)	Philippa Crowder	1. Bob Perry 2. Christine Smith 3. Christine Vickery
Pensions	John Crowder	Martin Goode
Planning	Robby Misir	Carol Smith
Strategic Planning	Dilip Patel	Timothy Ryan
Joint Venture Working Party	Ciaran White	John Crowder
Overview and Scrutiny Board	Darren Wise	Maggie Themistocli
Children and Learning Overview and Scrutiny Sub-Committee	Judith Holt	Christine Vickery
Crime & Disorder Sub-Committee	Bob Perry	Matt Sutton
Environment Overview and Scrutiny Sub-Committee	Maggie Themistocli	John Mylod
Health Overview and Scrutiny Sub-Committee	Nisha Patel	Ciaran White
Individuals Overview and Scrutiny Sub-Committee	Christine Smith	Michael White
Towns and Communities Overview and	Ray Best	Robby Misir

Scrutiny Committee	Sub-		
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Sub-Committee of the Governance Committee:

Appointments	Christine Vickery	Robert Benham
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9 APPOINTMENT OF THE MEMBER CHAMPIONS (agenda item 10)**Motion on behalf of the Labour Group**

That the following be appointed Champions as indicated:

For the Armed Forces – Denis O’Flynn

For Equality and Diversity – Tele Lawal

For the Historic Environment –

For the Over 50’s –

For the Voluntary Sector Compact –

For Young People –

Motion on behalf of the Conservative Group

That the following be appointed Champions as indicated:

For the Armed Forces –

For Equality and Diversity – Robby Misir

For the Historic Environment – Judith Holt

For the Over 50’s – Christine Smith

For the Voluntary Sector Compact – Christine Vickery

For Young People – Ciaran White

Motion on behalf of the Residents’ Group

That the following be appointed Champions as indicated:

For the Armed Forces – Barry Mugglestone

For Equality and Diversity –

For the Historic Environment –

For the Over 50's –

For the Voluntary Sector Compact –

For Young People –

The following Member Champions were appointed without division:

Member Champion	Nominee - Councillor
For the Historic Environment	Judith Holt
For the Over 50's	Christine Smith
For the Voluntary Sector Compact	Christine Vickery
For Young People	Ciaran White

The following Member Champions were appointed following a vote:

Member Champion for the Armed Forces

Labour Group nominee Councillor	Residents' Group nominee Councillor
Denis O'Flynn	Barry Mugglestone

Councillor Denis O'Flynn was **ELECTED** as Member Champion for the Armed Forces by 35 votes to 19 (see division 18).

Member Champion for Equality & Diversity

Labour Group nominee Councillor	Conservative Group nominee Councillor
Tele Lawal	Robby Misir

Councillor Robby Misir was **ELECTED** as Member Champion for Equalities and Diversity by 31 votes to 19 (see division 19).

10 **STATEMENT BY THE LEADER OF THE COUNCIL (agenda item 11)**

A summary of the text of the statement given by the Leader of the Council is shown at appendix 1 to these minutes (attached).

11 **VOTING RECORD**

The record of voting decisions is attached as appendix 2 to these minutes.

Mayor

Full Council – Leader’s speech – 15 May 2019

- As you can see from the video it has been a great year for our special borough.
- I was proud to be elected as Leader in May 2018 and I stand here proud today that we have hit the ground running and have followed through on the things which matter most to our residents.
- We have listened very closely to our residents’ views, from when we were knocking on the door step, to the outcome of the IPSOS Mori survey and the feedback from the public budget consultation meetings.
- We have agreed our budget which responds to and acts on the issues that matter most to our community.
- We will see major improvements in roads, pavements and street cleaning while continuing to invest in services for people who are more vulnerable.
- We will bring significant improvements to all parts of the borough with investment in neighbourhoods, job creation and more genuinely affordable housing.
- We are a Council which listens to our residents.
- Residents have already started to benefit from some of our plans being delivered and they will see a lot more over the next year.

Cleaner

- This month our additional £400,000 for extra street cleaning kicked in with the launch of our Cleaner Havering campaign.
- The frequency in residential streets has increased from once every three weeks to fortnightly.
- We have started a programme in Romford to clean up the pavements – where last week I joined our hardworking cleaning team to remove discarded chewing gum and the build-up of grime from South Street.
- We are supporting many community clean-ups happening across the borough - organised by residents who want to take pride in their community.
- It has been our pleasure to encourage these by providing cleaning kits and safety equipment, and promoting their great work on our council channels.
- They have even seen myself and other members joining in and getting our hands dirty to help clean up the borough.
- Over the coming months there will be much more work to clean up our town centres, reducing dog mess on our streets and in our parks and tackling fly-tipping.

Highways and connections

- Another key promise in our budget is to improve our roads and pavements.
- I am excited to see the launch of our Highways Investment campaign at the end of this month.
- Work will begin to improve our roads and pavements from our commitment to plough ten million pounds a year into repairs.
- This will see many of our worst roads and pavements resurfaced and thousands of potholes fixed.

- We are also working on plans for new a North/South connection in the borough. You may even have spotted Mr Blake-Herbert or myself popping up in the Evening Standard or on regional radio talking about the different solutions being considered, even a monorail!
- Residents will soon reap the rewards from all our work over the coming months, with easier, quicker and better journeys.

Safety

- Our budget pledged £200,000 for better CCTV to make residents feel safer, as we know this is a concern.
- We are working with partners to tackle serious youth violence. This includes work in our schools and holding a youth crime summit.
- Last week my Cabinet approved funding for extra police officers to deal with Havering specific crime.
- This means the Council will invest around £300,000 a year in policing for the next three years, which will give an increased police presence in the community and will see the new officers working alongside existing police officers to tackle anti-social behaviour and target law enforcement.
- The new officers will be ring-fenced from Metropolitan Police duties such as policing football matches and local events in order to allow them to concentrate on policing issues that are important to local communities.
- I am proud to be leading a Council which has taken community safety into our own hands.
- We are providing the safety and reassurance our residents deserve and in the wake of savage and short-sighted cuts to local policing by the Mayor of London.
- Our extra police officers allow us to prioritise and allocate resources to tackle the issues that need an immediate response and to take the most appropriate action to clamp down on crime in our community.

Leisure

- As the video showed – last year I was proud to mark the first year anniversary of Sapphire Ice and Leisure.
- Over the past 15 months, it has fast become the jewel in Havering's leisure crown.
- Half a million people have come through the doors since it opened in February 2018 and it has seen around 3,400 people become fitness members during the first 12 months.
- Meanwhile in Hornchurch we saw a ground-breaking signalling the start of construction for a brand new leisure centre – due to open next year.
- We are also looking into the feasibility for a new sports facility to be built in the south of the borough as part of wider regeneration, as the current offer of Chafford is no longer fit for purpose.
- This council is committed to providing state-of-the-art leisure facilities which allows residents right across Havering to live happier and healthier lives.

Regeneration

- In our first year we have made great strides with our promise to build a better borough with more affordable homes, healthcare facilities and new schools.
- Work is continuing on our three joint venture projects.
- We have nearly £150 million as the next instalment of the council's ambitious regeneration plans.

- Havering Council and our joint venture partner Wates Residential project looks to build around 3,000 high quality homes for local people across 12 of our Council estates.
- Over the next few months we will see the demolition of Napier and New Plymouth houses in Rainham and Solar, Serena and Sunrise in Hornchurch, which along with Waterloo estate in Romford make up phase one of this exciting project.
- As part of the project, the Council and Wates Residential are also investing in education, training and skills in support of their commitment to deliver a borough-wide legacy.
- In Rainham and Beam Park work continues on our joint venture project with Notting Hill Genesis which will deliver around 700 homes, transform the A1306 into a new green space and improve transport links in the south of the borough.
- Meanwhile back in Romford the Bridge Close regeneration with our joint venture partner First Base and Savills, has just had its second consultation event.
- Residents were able to feed back on affordable homes, a new school and health centre. The project also includes a new pedestrian bridge with direct access to Romford station and the regeneration of a stretch of the River Rom.
- This year work which began last year to improve our town centres will continue.
- As part of the development of a Romford Masterplan, the Council is talking to residents and businesses about what they think of Romford town centre now, what they would like to change, and what they think would make it even better.
- Meanwhile, this year we will also move forward with plans to improve our other town centres too as we have done in Hornchurch.
- This is an exciting time for Havering. We have an opportunity to make our borough even better.
- We need to provide quality homes which our sons and daughters can genuinely afford.
- We need to attract the right investment in our borough which will provide more jobs, skills and training.
- But most importantly, this Council isn't afraid to say no to the wrong type of development.
- We will deliver regeneration that protects what we love while providing the homes, jobs and community amenities we need.
- We will bring the right regeneration for Havering.

Events

- As you can see, we have worked hard to deliver our promises to residents and there is much more still to do.
- But we have still found the time to celebrate our fantastic borough.
- Last year saw the launch of our Romford Market events programme.
- We celebrated Halloween, Christmas, and St George's Day with a variety of free entertainment and activities.
- This series of free events are helping to bring people back into the market and are part of wider regeneration plans to make Romford Market even better.
- The Havering Show will return this August Bank Holiday Weekend, boasting a bigger and better line-up than ever before.
- We will also be celebrating, Armed Forces Day, Remembrance Sunday and despite objections from the opposition, Christmas shall not be cancelled under my watch and we will be celebrating with the much-loved local lights switch-ons and events.

Conclusion

- I would like to thank my cabinet colleagues and officers for all their hard work over the past year.
- I am grateful for their commitment to help make residents' lives better.
- I am proud of what we have achieved in our first year and I am equally excited for what is to come.
- I look forward to seeing our policies making a difference to our residents and helping to create a Cleaner, Safer, Prouder Havering, together.

DIVISION NUMBER:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
The Mayor [Cllr. Dilip Patel at start of meeting, then Cllr Michael Deon Burton]	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
The Deputy Mayor [Cllr. Michael Deon Burton at start of meeting, then Cllr John Mylod]	✓	✓	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
CONSERVATIVE GROUP																			
Cllr Robert Benham	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Ray Best	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Joshua Chapman	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr John Crowder	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Philippa Crowder	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Osman Dervish	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Jason Frost	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Judith Holt	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Sally Miller	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Robby Misir	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr John Mylod	✓	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Cllr Dilip Patel	/	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Nisha Patel	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Bob Perry	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Viddy Persaud	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Roger Ramsey	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Timothy Ryan	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Carol Smith	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Christine Smith	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Matt Sutton	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Maggie Themistocli	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Christine Vickery	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Ciaran White	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Damian White	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Michael White	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
RESIDENTS' GROUP																			
Cllr Nic Dodin	×	✓	✓	✓	✓	✓	×	✓	✓	0	✓	✓	×	✓	0	0	✓	×	✓
Cllr Paul Middleton	×	✓	✓	✓	✓	✓	✓	✓	✓	0	✓	✓	✓	✓	0	0	✓	×	✓
Cllr Raymond Morgon	×	✓	✓	✓	✓	✓	0	✓	0	0	✓	✓	0	0	0	0	✓	×	0
Cllr Barry Mugglestone	×	✓	✓	✓	✓	✓	✓	✓	0	✓	✓	✓	0	0	0	0	✓	×	0
Cllr Stephanie Nunn	×	✓	✓	✓	✓	✓	✓	✓	0	0	✓	✓	✓	0	✓	0	✓	×	✓
Cllr Gerry O'Sullivan	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	0	0	✓	×	✓
Cllr Reg Whitney	×	✓	✓	✓	✓	✓	0	✓	0	0	✓	✓	✓	0	×	0	✓	×	×
INDEPENDENT RESIDENTS' GROUP																			
Cllr David Durant	×	✓	✓	✓	✓	✓	0	✓	0	0	✓	✓	0	0	0	0	✓	×	0
Cllr Tony Durdin	×	✓	✓	✓	✓	✓	0	✓	0	0	✓	✓	0	0	0	0	✓	×	0
Cllr Jan Sargent	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	0	×	✓	✓	×	✓
Cllr Natasha Summers	×	✓	✓	✓	✓	✓	✓	✓	0	✓	✓	✓	✓	0	✓	✓	✓	×	✓
Cllr Jeffrey Tucker	×	✓	✓	✓	✓	✓	0	✓	0	0	✓	✓	✓	✓	0	0	✓	×	✓
Cllr Graham Williamson	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	0	✓	✓	✓	×	✓
UPMINSTER & CRANHAM RESIDENTS' GROUP																			
Cllr Gillian Ford	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	×	✓
Cllr Linda Hawthorn	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	×	✓
Cllr Ron Ower	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	×	✓
Cllr John Tyler	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	0	✓	✓	✓	✓	×	✓
Cllr Linda Van den Hende	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	×	✓
Cllr Christopher Wilkins	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	×	✓
LABOUR GROUP																			
Cllr Carole Beth	×	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Keith Darvill	×	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Tele Lawal	×	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Paul McGeary	×	×	✓	✓	0	✓	✓	✓	0	✓	✓	✓	✓	✓	✓	0	✓	✓	✓
Cllr Denis O'Flynn	×	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NORTH HAVERING RESIDENTS' GROUP																			
Cllr Brian Eagling	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Martin Goode	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
Cllr Darren Wise	✓	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
INDEPENDENT																			
Cllr Melvin Wallace	0	0	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×
TOTALS																			
✓ = YES	29	20	24	24	23	24	18	24	15	16	24	24	18	15	14	13	24	35	19
×	24	5	30	30	30	30	31	30	30	30	30	30	31	30	32	30	30	19	31
0 = ABSTAIN/NO VOTE	1	29	0	0	1	0	5	0	9	8	0	0	5	9	8	11	0	0	4
ID = INTEREST DISCLOSED/NO VOTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A = ABSENT FROM MEETING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54

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REPORT OF CABINET

Council, 10 July 2019

HAVERING COMMUNITY INFRASTRUCTURE LEVY - ADOPTION

At its meeting on 9 July 2019, Cabinet was due to consider a report concerning the adoption of the Havering Community Infrastructure Levy (CIL). This will be the primary mechanism for the Council to secure financial contributions from development to help deliver necessary new infrastructure across Havering.

As such the Community Infrastructure will have an important role in helping the Council deliver its place-making role and ensuring that the borough remains an attractive place where people want to live and businesses can prosper. Funds secured through the Community Infrastructure Levy will need to be complemented by other funds to secure the provision of infrastructure.

The proposed CIL has been reviewed by an Independent Examiner whose report is attached at appendix 1. The report notes that, subject to modifications recommended by the Examiner, the Havering CIL Charging Schedule provides an appropriate basis for the collection of the levy in Havering and satisfies the necessary legal requirements.

Accordingly, and subject to the approval of the report by Cabinet, Council is recommended to:

- **Adopt the Havering Community Infrastructure Levy (CIL) Charging Schedule and the Regulation 123 list (set out in Appendices 2 and 3 of the Cabinet report, respectively)**
- **Agree that the CIL Charging Schedule will be implemented and effective from September 1 2019; and**
- **Agree delegated powers to the Director of Neighbourhoods or the Assistant Director of Planning in consultation with the Leader of the Council for future changes to the Regulation 123 list following its review as appropriate**

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CABINET

Subject Heading:	Havering Community Infrastructure Levy – Adoption
Cabinet Member:	Councillor Damian White Leader of the Council
SLT Lead:	Sue Harper Interim Executive Director Neighbourhoods
Report Author and contact details:	Martyn Thomas Development and Transport Planning Group Manager Tel : 01708 432845 E-mail : martyn.thomas@havering.gov.uk
Policy context:	Havering Corporate Plan 2019/2020 National Planning Policy Framework (2019) Draft London Plan (2017) Havering Local Development Framework (2008) Submission Havering Local Plan (2018) Community Infrastructure Levy Regulations 2010 (as amended)
Financial summary:	The Community Infrastructure Levy is a potential income stream to be applied against Havering's infrastructure requirements and will be used to provide infrastructure within the Borough in accordance with the Regulation123 List. Yes – affects more than two wards and potential significant income to the Council
Is this a Key Decision?	Yes

When should this matter be reviewed?	June 2021
Reviewing OSC:	Towns and Communities

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

Communities making Havering	[X]
Places making Havering	[X]
Opportunities making Havering	[X]
Connections making Havering	[X]

SUMMARY

1. The Havering Community Infrastructure Levy (CIL) will be the primary mechanism for the Council to secure financial contributions from development to help deliver necessary new infrastructure across Havering. Without CIL, the Council would have to rely on other funding including via Section 106 planning obligations and other external sources of funding to help deliver the infrastructure necessary to support the timely delivery of the development set out in the Havering Local Plan.
2. An independent Examiner has recently reviewed the proposed Havering CIL. The Examiner's Report (set out in Appendix 1) was published in June 2019. This report considers the outcomes from the Examination.
3. The report notes that subject to modifications recommended by the Examiner, the Havering CIL Charging Schedule provides an appropriate basis for the collection of the levy in Havering and satisfies the necessary legal requirements.
4. The Examiner recommends that the Charging schedule, with modifications, be approved. These address comments from the Examiner about how the CIL charging zones will be identified in the CIL 'charging schedule' document and for the supporting maps in this to be on an Ordnance Survey 'base'. The Charging Schedule is attached as Appendix 2.
5. Given the above and the endorsement of the Examiner to the approach taken by the Council to preparing CIL rates, it is now proposed that the Council formally adopts the CIL Charging Schedule with the Inspector's modifications and commences charging CIL for applications determined from September 1 2019.

RECOMMENDATIONS

That Cabinet recommends to Council to:

- Adopt the Havering Community Infrastructure Levy (CIL) Charging Schedule and the Regulation 123 list (set out in Appendices 2 and 3, respectively)
- Agree that the CIL Charging Schedule will be implemented and effective from September 1 2019; and
- Agree delegated powers to the Director of Neighbourhoods or the Assistant Director of Planning in consultation with the Leader of the Council for future changes to the Regulation 123 list following its review as appropriate

REPORT DETAIL

1. Background

- 1.1 The Council has prepared a Community Infrastructure Levy (CIL) Charging Schedule which will place non-negotiable financial charges on some types of new development in Havering. This funding will help to deliver infrastructure considered necessary within Havering to support anticipated growth. CIL funds will complement and work alongside Section 106 agreements and the financial contributions secured from developers through those. The Council already collects CIL funds on behalf of the Mayor of London and these are used towards the cost of Crossrail. Those arrangements will continue and are outside of the scope of Havering preparing and adopting a Havering specific CIL regime.
- 1.2 Public consultation has been undertaken on the proposed CIL rates as required by the relevant CIL legislation.
- 1.3 An independent Examiner has reviewed the submission CIL documents following the submission of the Havering Community Infrastructure Levy in autumn 2018
- 1.4 During the Examination, the Examiner sought information and clarification from the Council on technical and 'presentational' matters linked to the CIL and these matters have been addressed to the satisfaction of the Examiner.
- 1.5 In short, the Examiner requested that the Council prepare modifications to the Draft Charging Schedule relating to how the CIL documents set out

where CIL charges would apply the application of CIL charges and the legislative background to CIL.

- 1.6 These proposed modifications were the subject of a 4 week consultation period in early 2019. Four consultations responses were received: Highways England, Natural England, Environment Agency and Williams Gallagher (on behalf of the Mercury Mall shopping centre). These were forwarded to the Inspector and taken into account in his published report. The Examiner did not hold a hearing as none of the parties exercised their right to be heard during the consultation on the Draft Charging Schedule and based on his own assessment of the representations.

2. Examiner's Report

- 2.1 The Examiner's Report on the proposed CIL rates was received recently and published by the Council in June 2019. It is included as Appendix 1. A copy was:

- Included on the Council's website
- Placed 'on deposit' at the PASC in Romford and at all libraries where the CIL consultation documents were lodged

- 2.2 In forming his view on the Council's approach to CIL, the Examiner concluded that:

- 'The Infrastructure Delivery Plan (IDP) reflects the infrastructure requirements of the emerging Local Plan for the borough and there is a funding gap. The proposed charges will make a modest contribution and I consider that the need to impose CIL has been demonstrated by the figures.' (paragraph 16 Examiner report)
- 'The Viability Assessment follows good and accepted practice'. (paragraph 22 Examiner report)
- 'The CIL rates for residential development are justified' and 'the appraisals and the absence of any contrary evidence lead me to conclude that the retail rates are justified.' (paragraphs 33 and 36 Examiner report)

- 2.3 Overall, the Examiner concluded:

'In setting the CIL charging rates the Council has had regard to detailed evidence on infrastructure planning and the economic viability evidence of the development market in the London Borough of Havering. The Council has been realistic in terms of achieving a reasonable level of income to address a gap in infrastructure funding while ensuring that in general development remains viable across most of the authority's area. An appropriate balance has been struck.' (Paragraph 40 Examiner report)

- 2.4 The Examiner has recommended that the Charging Schedule be approved with his specified modifications (see paragraph 5 above). Subject to approval and adoption by Members, it is proposed that CIL comes into effect and is applied to relevant planning permissions granted after 1 September 2019.
- 2.5 The Council as planning authority has been advising developers and applicants of the proposed date for the introduction of CIL. Planning applications determined after this time (including those which involve the signing of associated legal agreements) will become CIL liable, where a CIL charge is to be applied for that form of development.
- 2.6 Work is underway to ensure that there are appropriate administrative processes in place linked to the Council's development management role as the local planning authority to collect CIL receipts and manage the process of receiving these.

3. The CIL Regulation 123 List

- 3.1 Under the current legislation including the CIL Regulations, the Council is required to have a Regulation 123 list to set out the infrastructure that it intends to fund through CIL receipts. Its purpose is to ensure that the authority does not use developer contributions secured through Section 106 (S106) agreements to fund infrastructure that it has determined it will fund through CIL contributions. Planning obligations cannot be sought for infrastructure intended to be funded by CIL and the Regulation 123 list has been carefully drafted to avoid identifying development specific infrastructure items that it is expected would be required through a S106 agreement to mitigate its impacts. As this report was being finalised for consideration by Members, the Government announced its intention to further amend the CIL Regulations with anticipated effect from September 2019 in regard to some of its specific provisions including the 'pooling' restrictions linked to planning obligations, the scope for infrastructure to be funded by both CIL monies and developer contributions secured through planning obligations and the replacement of the Regulation 123 list with an Infrastructure Funding Statement to be published from the end of 2020. This is part of the Government's aim to provide more flexibility to fund and deliver infrastructure. It is considered that the Council should adopt the CIL that was the subject of independent Examination (including the amendments required by the Examiner) subject to implementation in accordance with the relevant legislative changes as and when these become effective
- 3.2 The Regulation 123 list is drawn from the Infrastructure Delivery Plan (IDP) prepared to support the submission Havering Local Plan in early 2018. The Regulation 123 list and the IDP were both submitted to the Examiner for information.

- 3.3 The Regulation 123 list details the infrastructure types that will, and will not, receive funding from CIL. A governance process will be developed to determine CIL funding priorities and allocations. It is likely that this decision making process will be informed by the Infrastructure Delivery Plan
- 3.4 It is expected that the IDP and the Regulation 123 list will be kept under review and updated as necessary depending on development progress across Havering. This report includes a recommendation that the review of the Regulation 123 list be delegated to the Director of Neighbourhoods/ Assistant Director of Planning in consultation with the Leader of the Council.
- 3.5 A copy of the current Regulation 123 list (as submitted to the Examiner) is provided in Appendix 3 and will come into effect at the same time as CIL is introduced.
- 3.6 Alongside the introduction of CIL, there will be a continued need to make use of Section 106 agreements in the future, in order to mitigate the impact of a specific development. Such agreements must be drafted in line with the CIL regulations such that they are:
- Necessary to make the development acceptable in planning terms;
 - Directly related to the development; and
 - Fairly and reasonably related in scale and kind to the development.

4. The scope for CIL to be paid in instalments

- 4.1 The CIL monies due from a development are generally paid 60 days after a development has formally 'commenced'. However, the CIL Regulations provide the flexibility for CIL schemes to include an instalments policy to allow for the phased payment of the CIL amount for larger sites (where the CIL liability could be a significant financial obligation). This is to assist in supporting a developer's cash-flow, which is important to ensure that a site comes forward for development in a timely manner, given that the majority of development costs are 'up-front'.
- 4.2 The Charging Schedule will include provision for payment of CIL charges by instalments in specific circumstances. These are:
- If the CIL liability is less than £100,000 then no instalments are allowed and the total amount payable is required to be paid within 60 days of the commencement of development
 - If the CIL liability is £100,001 or above, then two instalments are allowed. The greater of £100,000 or half the value of the total amount payable within 60 days of commencement of development and the remainder within 240 days of commencement of development.

- 4.3 This approach is consistent with the Mayoral CIL instalment policy. No consultation responses commented on this aspect of the Havering CIL. It is proposed that the CIL should be adopted with this provision.

5. Discretionary Matters

- 5.1 The draft CIL Charging Schedule includes details on the exceptional circumstances where the Council will offer 'discretionary relief' from CIL liability. This includes circumstances where land is transferred to the Council and/or where infrastructure is provided and also provisions for charitable relief.

6. Payment in Kind

- 6.1 In the vast majority of cases, CIL will be passed to the borough council in the form of a financial payment. However, the CIL Regulations allow for the charging authority, at its discretion, to accept land and/or infrastructure from the body liable in exceptional circumstances, instead of money to satisfy the CIL charge arising. It may be more beneficial for all parties for a developer to provide the infrastructure as a component of a scheme, where this serves a strategic function and this is not to be provided through a Section 106 agreement. .

7. Havering Planning service restructure and its implications for CIL

- 7.1 A service wide restructure has been implemented with a recruitment campaign shortly to be launched. The restructure includes the provision of a specific Infrastructure and Delivery team overseen by the Head of Strategic Development. The team will address matters linked to these areas including:

- Section 106 planning obligation database and monitoring
- Community Infrastructure Levy collection and monitoring
- Lobbying for key infrastructure
- Development Plan Document infrastructure policy
- Infrastructure Delivery Plan
- Community Infrastructure Levy review
- Section 106 planning obligation and Community Infrastructure Levy management and infrastructure delivery co-ordination

- 7.2 The provision of a specific and 'dedicated' officer team linked to CIL will enable the Council to optimise its approach to CIL in regard to infrastructure planning, establishing priorities for spending CIL funds and keeping CIL under review.

8. Summary and reasons for the recommendation

8.1 In conclusion, and recognising the modifications set out in the Examiner's Report, it is recommended that the updated CIL Charging Schedule is adopted at the July 2019 meeting of Full Council.

8.2 After formal adoption of the CIL Charging Schedule by the Council, the necessary regulatory requirements will be undertaken in order to commence charging CIL for planning applications determined from September 1 2019.

9. Next steps

9.1 Cabinet is asked to recommend to the Council that the CIL Charging Schedule and Regulation 123 list be adopted.

9.2 Subject to the adoption of the charging schedule and related documents by the Council, it is proposed that the Council implements CIL with effect from September 1 2019. This provides time to complete preparations for internal teams/processes and sufficient time to liaise with the development industry to enable them to complete their negotiations and prepare their applications in the knowledge of whether or not they will be liable to pay CIL.

9.3 Planning approvals made on, or after September 1 2019 for development specified in the Charging Schedule which is liable for CIL charges, will be subject to the requirements of the Charging Schedule, regardless of when the applications were submitted.

REASONS AND OPTIONS

The approval of the Havering Community Infrastructure Levy will ensure the early adoption of the Levy and will optimise the potential financial contributions from developers towards the cost of infrastructure provision.

1. Reasons for the decision:

To ensure:

- The effective adoption of the Havering Community Infrastructure Levy; and
- That the potential financial contributions from developers/development are optimised to assist in the provision of necessary infrastructure to support development in Havering.

2. Other options considered:

2.1 The option of not accepting the report from the Examiner and not recommending the adoption of the Havering Community Infrastructure Levy has been rejected because this would prevent the Council from optimising

the financial contributions it secures from development towards the cost of infrastructure needed to support development in the borough.

IMPLICATIONS AND RISKS

Financial implications and risks:

1. The introduction of a Havering CIL will enable the Council to secure developer contributions towards the provision of specific infrastructure matters within the borough with these monies being outside the 'pooling' restrictions currently in place for contributions from developers. The level of CIL funds generated will be dependent on the type, size and quantity of development in the borough. The potential income from the Havering CIL is set out below.
2. CIL will be another potential funding stream towards the cost of infrastructure (as identified in the Regulation 123 list supporting the Havering CIL. It will sit alongside the financial contributions that the Council will continue to seek from developers for on-site/off-site/site specific infrastructure. Details of these are set out in Appendix 3.
3. The Council has produced viability evidence to inform the setting of its CIL rates as well as providing supporting evidence of the infrastructure funding gap based on the Havering Local Plan.
4. The level of contributions received under CIL will represent only a proportion of the cost of the infrastructure needs of Havering and as such funding will need to be allocated to projects which are identified as having the highest priority.
5. The Infrastructure Delivery Plan estimates that the infrastructure needed to support development in the borough over the period of the Havering Local Plan will be in the region of £580m. The Havering Community Infrastructure Levy Infrastructure Funding Gap Report sets out further detail on this and the potential sources of funding towards this which will complement the Havering Community Infrastructure Levy.
6. CIL legislation and regulation requires that a proportion of CIL funds from a development are spent within the area where the development is located. The proportion varies from 15-25% depending on factors such as whether there is a neighbourhood plan in place and if there are parish, community or town Councils in place. In the case of Havering, the proportion to be spent in the local neighbourhood will be required to be 15%.
7. Once adopted, the Council will be able to use an element of the CIL monies towards the cost of administering and collecting the CIL itself. There are

provisions within the CIL regulations to use up to 5% of funds derived from CIL to administer and monitor the system.

8. The Council's consultants have reviewed the potential CIL income based on the development envisaged in the Local Plan (based on the housing trajectory as at April 2019). They estimate that over the period 2017/18 – 2031/32 the potential Havering CIL income may be:

Year	Potential CIL income £m	Potential CIL income per annum £m
2017/18 – 2021/22	10.600	2.650
2022/23 – 2026/27	40.500	10.125
2027/28 - 2031/32	12.400	3.100
Total	63.500	5.000

9. Havering CIL charges will be collected from developers alongside any relevant London Mayoral CIL charges as one overall CIL obligation. Havering will then forward Mayoral CIL monies to the London Mayor as it does currently.
10. The Council has employed specialist advisers to assist officers in preparing the Havering CIL. An overall cost of around £0.075m is expected to be incurred over the period 2018/2020 to deliver the Havering CIL for adoption. This includes final costs for the Examination and for the Programme Officer to be incurred in 2019/20 (confirmation of these is awaited but they are expected to be circa £0.013m in total). The Programme Officer acts as an independent 'conduit' between the Council and its consultants and the Examiner.

Legal implications and risks:

1. The power to charge by way of the Community Infrastructure Levy (CIL) was introduced by Part 11 (Sections 205-225) of the Planning Act 2008. The Community Infrastructure Levy Regulations 2010 (as amended) deal with the detailed implementation of CIL and cover matters such as the procedure for setting CIL, the charging and collecting of the levy and liability for payment. A charging authority cannot adopt CIL unless it has first produced a charging schedule based on appropriate available evidence, which has informed the preparation of the charging schedule.
2. Setting and reviewing the Community Infrastructure Levy (CIL) must follow a statutory process, as defined in the Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (as amended). In addition, there is considerable Government Planning Policy Guidance dealing with the

approach to be adopted in setting and reviewing rates within the Charging Schedule.

3. The statutory process requires demonstrable evidence of how the Council has derived the Regulation123 Schedule and liable development, and consultation of that evidence. There is also a requirement to consider the outcome of that consultation prior to setting or reviewing a rate, which includes external validation by an examiner with the Charging Schedule being subject to any modifications recommended by the examiner.
4. The report from the independent Examiner concluded that the Havering Community Infrastructure Levy Charging Schedule, with the modifications that have been consulted upon, satisfies the requirements of Section 212 of the 2008 Planning Act and 2010 Regulations (as amended).

Human Resources implications and risks:

1. There are no specific implications for the Council's workforce arising from this report.
2. The work involved in progressing the CIL through consultation and examination will be undertaken by officers in the Planning Service except where it is necessary to engage the specialist skills provided by the consultants retained to advise on the preparation of the Havering CIL. The project team will need to consider the IR35 Intermediaries implications

Equalities implications and risks:

1. The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:
 - (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 - (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
 - (iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are: age, gender, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender re-assignment.

2. The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

3. The Community Infrastructure Levy is unlikely to have an adverse impact on any social group. By making communities more sustainable, the Community Infrastructure Levy will facilitate economic growth and liveability and so create opportunity for all. The infrastructure and services that the Community Infrastructure Levy will provide will enhance accessibility and liveability for all sectors of society, and could help to deliver new infrastructure that serves different needs within the community, for example by increasing mobility and accessibility.
4. The Havering Community Infrastructure Levy has been subject to public consultation and is informed by the emerging new Havering Local Plan and its Equalities Impact Assessment.
5. An Equality Impact Assessment was undertaken to consider the implications of the introduction of CIL for the Public Sector Equality Duty and the impact on the protected characteristics groups (Equality Act 2010). No differential impact has been identified for any groups. It was noted that all residents will benefit from improvements to infrastructure in their local area and the borough as a whole.

BACKGROUND PAPERS

Report to the London Borough of Havering Council

by Terrence Kemmann-Lane JP DipTP FRTPI MCMI
an Examiner appointed by the Council

Date: 29 May 2019

PLANNING ACT 2008 (AS AMENDED)
SECTION 212(2)

REPORT ON THE EXAMINATION OF THE LONDON BOROUGH OF HAVERING COMMUNITY INFRASTRUCTURE LEVY DRAFT CHARGING SCHEDULE

Charging Schedule submitted for examination on 19 November 2018

Non Technical Summary

This report concludes that the modified London Borough of Havering Council Community Infrastructure Levy Draft Charging Schedule, submitted and consulted on during the course of this examination, provides an appropriate basis for the collection of the levy in the borough. The proposed rates will not put developments at risk, and it can be recommended for approval.

Introduction

1. This report contains my assessment of the London Borough of Havering Council (LBH) Community Infrastructure Levy (CIL) Draft Charging Schedule (DCS) in terms of Section 212 of the Planning Act 2008. It considers whether the schedule is compliant in legal terms and whether it is economically viable as well as reasonable, realistic and consistent with national guidance (Ministry of Housing, Communities and Local Government Guidance on the Community Infrastructure Levy). There were no requests for a hearing in the consultation responses and I have taken the view that the written representations are sufficient for the purposes of my examination.
2. To comply with the relevant legislation the local charging authority has to submit a charging schedule that sets an appropriate balance between helping to fund necessary new infrastructure and the potential effects on the economic viability of development across the borough.
3. The basis for my examination is the modified schedule that was published for public consultation during the course of the examination, with a closing date for representations of 24 April 2019. I now provide a brief explanation of the reasons that the Council has modified the DCS.

Modifications to the Draft Charging Schedule

4. The submitted DCS included differential charging rates in relation to residential and retail developments. Following my initial reading of the submitted documents, it became clear that the submitted DCS was not completely compliant with the Community Infrastructure Regulations 2010 (as amended). The specific regulations were concerned with the format and content of charging schedules. Under Regulation 12, a charging authority may determine the format and content of a charging schedule, subject to certain provisions. In particular, Regulation 12(2)(c) specifies specific content that a DCS must contain:
*"12(2)(c) where a charging authority sets differential rates in accordance with regulation 13(1)(a), a map which—
(i) identifies the location and boundaries of the zones,
(ii) is reproduced from, or based on, an Ordnance Survey map,
(iii) shows National Grid lines and reference numbers, and
(iv) includes an explanation of any symbol or notation which it uses;
and
12(3)(c) a statement that it has been issued, approved and published in accordance with these Regulations and Part 11 of PA 2008."*
5. The residential rates were differentiated by 2 Zones – Zone A and Zone B –

and these zones were depicted on a map, while retail supermarkets, superstores and retail warehouses were differentiated from other retail by being above 280m² gross internal area. However, the 'All other retail' charging zones were not depicted on a map, which must be contained in the charging schedule. The submitted DCS requires that reference is made to the Local Plan, wherein the Metropolitan, District and Local Centres are defined, which obviously is not included as part of the DCS.

6. I made a number of points: a map is not contained in the charging schedule with an identification of 'All other retail' charging zone boundaries or any relevant symbol or notations, and there needed to be a Map or Maps which show each of the areas within which the 'All other retail' charge would be applied. In addition there were other more minor matters, such as National Grid lines and reference numbers that needed to be added. The Council readily acknowledged these points. Although the charging rates were not to be altered, the fact that additional mapping needed to be added within the DCS meant that these were modifications that needed to go through the Statement of Modifications procedure.
7. The Modifications were then advertised and the documents made available to view online and at various locations within the Borough. A period of 4 weeks was provided for representations to be made, ending on 24 April 2019. At the end of this period I was provided with the representations thus made, and have taken them into account along with those made in respect of the October 2018 DCS. This report now deals with the DCS as modified through the procedure described above.
8. For convenience, I set out below the CIL rates proposed by the Council. As mentioned in paragraph 6 above, the modifications did not affect the proposed charging rates.

TYPE OF DEVELOPMENT (and use class)	CIL RATE (£ PER M ² OF NET ADDITIONAL FLOORSPACE)	
	ZONE A (NORTH)	ZONE B (SOUTH)
Residential*	£125	£55
Office and industrial	£0	
Retail – supermarkets**, superstores and retail warehouses*** above 280m ² gross internal area	£175	
All other retail (A1-A5) in Metropolitan, District and Local Centres as shown on the retail zoning maps	£50	
Hotels	£20	
All other development	£0	

*Including private care homes and retirement homes (excluding Extra Care)

** Supermarkets/Superstores are defined as shopping destinations in their own right, where weekly food needs are met, catering for a significant proportion of car-borne customers, and which can also include non-food floorspace as part of the overall mix of the unit.

***Retail Warehousing is defined as shopping destinations specialising in the sale of household goods (such as carpets, furniture and electrical goods), DIY items and other ranges of goods, catering for a significant proportion of car-borne customers.

Note: the Residential Charging Zones Map and the Retail Zoning Maps are appended at the end of this Schedule.

Other Examiner's Questions

9. In addition to my question to the Council (EQ-1) concerning compliance with the Regulations, dealt with above, I also raised a number of questions (under reference EQ-2) with the Council. These included reference to some of the representations made, and inviting further responses to these. I also sought clarification from the Council's viability consultants of the level of 'buffer' against the maximum CIL charge. This was because, whilst it was apparent that a buffer had been allowed for, I could find no clear indication of its scale. Further, I questioned Benchmark Land Value (BLV) figure for industrial use, since it was shown as £650,000 in Table 4.39.1 – Summary of Benchmark Land Values in document CIL-CD07, but a figure of £750,000 is used in Figure 5.5.1 – Sample format for residential results, and this value is used throughout the appendices to the document.
10. In relation to the question about the extent of buffer allowed for in setting the rates, the response was that for residential development, after allowing for the Mayoral CIL charge in addition to the proposed Borough charge, the buffer was close to 30% (see the Council's response to EQ-2 for precise figures). With respect to commercial uses, the proposed charge of £175 psm for supermarkets etc equates to a buffer of between 65.28% and 28.28%, whilst for 'all other retail', the buffer equates to between 90.88% and 44.44%, and for hotels the buffer is 71.42%.
11. In relation to my query about inconsistency between BLVs of £750,000 and £650,000 I am told that the correct figure is the latter and that the £750,000 was a typographical error. However, this error, which was used to establish the viability and maximum CIL charge for residential and retirement housing has the effect of an additional cost of £100,000 per gross hectare and effectively provides a greater buffer.
12. I ensured that my questions and answers were put on the Council's CIL webpage and sent to the original consultation respondents, who were invited to comment if they wished. I have taken all responses into account in my examination.

Is the charging schedule supported by background documents containing appropriate available evidence?

Does the Infrastructure Delivery Plan support the introduction of CIL?

13. The Council commissioned an Infrastructure Delivery Plan (IDP), document CIL-CD05, which was published in March 2018. The aim of the IDP is to set out the type and scale of infrastructure required to underpin the Local Plan's vision and framework for the future development of the Borough. The Local Plan (LP) was submitted for examination in March 2018, covering the period 2016 -2031: at the time of writing the Inspector's report on that examination has not yet been delivered, but the LP is expected to be adopted during the summer of 2019.
14. The IDP was compiled in consultation with all the relevant delivery agencies. The need for infrastructure was assessed in the following categories: Transport; Education; Health and Well-being; Utilities; Flood

Protection; Culture & Community; Green Infrastructure; Recreation & Leisure; Emergency Services; Waste Management; Urban Regeneration; and Environment. It includes an explanation of the main funding sources likely to be available. Tables ES1 and 7.1 within the document set out the estimated total cost of identified infrastructure requirements, arriving at a total of £578m.

15. A further document, the Infrastructure Funding Gap Report (IFGR), document CIL-CD04, was commissioned. This report, dated October 2018, demonstrates an aggregate funding gap after taking into account CIL projected income. The estimated CIL receipts are based on an assessment of likely development that will come forward during the LP period, excluding that which has planning permission granted already. The projected CIL income amounts to about £67m. The report also provides an estimate of the total available funding, which includes the Council's capital funding, funding from the Greater London Authority/Transport for London, developer contributions, central government allocations, lotteries and charities, and direct charges for services as in the case of utility companies. The total funding from these sources is circa £134m. Thus, after allowing for funding from other sources, there remains a gap of the order of £444m. Clearly CIL will make a contribution to meeting this, but there will still be a gap of some £377m: CIL can be a useful contributor, but will make only a modest contribution.
16. Thus I am satisfied that the IDP reflects the infrastructure requirements of the emerging Local Plan for the Borough and that there is a funding gap. The proposed charges will make a modest contribution, and I consider that the need to impose the CIL has been demonstrated by the figures.

Does the economic viability evidence support the introduction of CIL?

17. The Council commissioned a report, called the Havering CIL – Viability Assessment (VA), from a consultancy specialising in development viability studies. This report, dated October 2018 (document CIL-CD07) with 5 Appendices, followed on from an earlier report prepared for the Preliminary Draft Charging Schedule (PDCS) that was dated February 2015 (document CIL-SD03). In addition a Retail Warehouse Sensitivity Test was produced (document CIL-CD12).
18. The VA uses a residual valuation method of calculating the value of each development. This involves calculating the value of the completed scheme and deducting development costs (construction, fees, finance, sustainability requirements, CIL and other plan policy costs) and developer's profit. The residual amount is the sum left after these costs have been deducted from the value of the development and guides the amount available for site acquisition. A 'Benchmark Land Value' (BLV) is used, being the value above the existing use value a landowner would accept, including an incentive to sell, to bring the site to market for development. This is a standard approach advocated by the Harman Report. The VA also includes allowance for Mayoral CIL (Mayor of London CIL 2) at the rate of £25 per square metre (psm).

19. The VA considers the type and likely locations for residential growth in the borough. This ensures that any proposed CIL charge will be applied to those developments most likely to come forward. The study's methodology compares the residual land values (RLVs) of a range of generic developments (typologies) to a range of BLVs as an indication of existing or alternative land use values relevant to site use and locality. Ten residential development typologies were appraised, representing the types of site that the Council expects to come forward.
20. A series of commercial development typologies are also appraised reflecting a range of use classes on existing commercial sites. The assessment assumed that the site could currently accommodate one of three existing uses (thereby allowing the site to be assessed in relation to a range of three current use values ('CUVs')) and that the development involves the intensification of the site. Lower rents and higher yields for existing space than the planned new floorspace have been assumed, reflecting the lower quality and lower demand for second hand space, as well as the poorer covenant strength of the likely occupier of second hand space. A modest refurbishment cost is allowed for to reflect costs that would be incurred to secure a letting of the existing space. A 15% - 20% landowner premium is added to the resulting existing use value as an incentive for the site to come forward for development. The actual premium would vary between sites, and be determined by site-specific circumstances, so the 15% - 20% premium has been adopted as a 'top of range' scenario for testing purposes.
21. In relation to locality, for residential development only, the VA identifies two areas or zones where differential rates should be applied. For commercial development, retail development is shown as being able to support a CIL charge, but with differential rates, one for supermarkets, superstores and retail warehouses and one for all other retail (A1-A5) in Metropolitan, District and Local Centres as defined in the Local Plan. The only other commercial development found to have viability levels able to absorb a charge is hotel development. The VA finds that all other development should be set at a nil charge.

Conclusion

22. The DCS is supported by evidence of community infrastructure needs and a funding gap has been identified. I am satisfied that the VA follows good and accepted practice. Furthermore, there is evidence for the various inputs used and adequate headroom – a minimum 'buffer' of at or just below 30% is allowed for. I conclude that the DCS is supported by satisfactory viability evidence and evidence of the costs of infrastructure and that the background documents contain appropriate available evidence.

Are the charging rates informed by and consistent with the evidence?

Is the level of CIL proposed for residential development justified?

23. At paragraph 22 above I conclude that the DCS is supported by satisfactory viability evidence. However among the responses to the consultation on the DCS there were two issues raised that I need to deal with: firstly whether

the delivery of the LP's housing requirement will be adversely affected by the introduction of CIL, and secondly the justification for the increase in charges in Zones A and B in the DCS compared with those in the PDCS.

24. The first of these issues – whether CIL will affect the supply of housing in the Borough, so that the LP target for new dwellings may not be met – essentially revolves around whether CIL is set at a level that does not damage the viability of residential development generally. It is the role of this examination to ensure, on the basis of the evidence, that CIL is not set at rates that harm the viability of development in the Borough.
25. As I report in paragraphs 17 to 21 above, the DCS is supported by a VA that has been carried out in accordance with appropriate advice and follows normal practice in such studies and by the development industry generally. The setting of CIL rates can only be done on the basis of evidence. No evidence has been submitted that throws any significant doubt on the inputs or the outcome of the VA.
26. It is clear that there is particular difficulty in producing viable higher density (flatted) schemes while providing the profit margin of 20% allowed for in the assessments. The VA explains that there are tested schemes that will not be viable even if CIL was set at a zero rate, and only a change in other factors will make them viable. Indeed, the VA has taken the approach that, if a scheme is unviable before CIL is levied, it is unlikely to come forward and CIL will not be a critical factor. The VA has therefore disregarded 'unviable' schemes in recommending an appropriate level of CIL (VA paragraph 6.8). The footnote to this text also refers to sensitivity analyses that reduce affordable housing in increments down to 0%, which shows that even such reductions do not always remedy viability issues.
27. This approach (of dismissing schemes that are indicated as being unviable irrespective of the imposition of CIL) is challenged in representations, but there is no alternative evidence or analysis put forward. In fact, it is stated that a high-level scheme specific appraisal, supported by a development viability specialist, supports the view that high density flatted schemes will be unviable with the imposition of CIL: but there is no comment on whether the analysed scheme would be viable at a lower rate or with a zero rate. No additional evidence arising from the scheme specific appraisal has been put forward. The only further comment made in the representation in this regard is that the proposed CIL rate would have the effect of reducing developer profit to below an acceptable level – ie below the 20% profit margin adopted in the VA.
28. My conclusions on this are that, for reasons other than the imposition of CIL, there are areas of the Borough, and schemes of high density, that are important for housing delivery, that are very testing from the point of view of viability. It may be that, as a result, housing delivery to meet LP targets will be challenging. However, I cannot find fault with the rationale behind the approach that if a scheme is unviable without a CIL charge, it is not a critical factor in setting charging rates and CIL itself will not be a prime determining factor.

29. A further matter that I must address in this part of the report is the allowance in the VA for continuing section 106 contributions. Representations criticise the allowance of £2,000 per residential unit as being without supporting justification. I have seen similar figures put into viability appraisals elsewhere. In the context of site specific requirements varying from site to site, I consider that to put a reasonable proxy figure into the assessment at least leans towards caution. I and other Examiners have accepted this approach and I accept it here.
30. The second issue, as put by a representor, is the fact that the uplift in the proposed DCS rate for Zone A represents a large increase on the PDCS rate and this puts in doubt the justification for that rate. Arithmetically it is correct that the currently proposed residential charge in Zone A is 79% higher than the rate proposed in the PDCS, whilst the same calculation for Zone B is a modest 10% uplift.
31. The Council accepts that the simple analysis of the percentage increase in the charges is methodologically correct. However, the percentages of rate increases in themselves can be misleading as the increase is expressed by reference to the starting point charge, and provides no information as to the likely impact on development of the revised charge. As explained for the Council, if a rate of say £10 psm were to be increased by 50% this would take the charge up to £15 per sq ft. An increase of 50% appears to be significant, however this in fact only represents a £5 per sq m increase. More particularly however, the percentage uplift does not identify the impact on development viability of such a charge. The important issue to consider is the amount of the actual charge being proposed and the impact of this on residual land value of developments.
32. As set out in the VA analysis of the appraisal testing, the charge amounts to an average of 2.3% of total scheme value in the residential Zone B (south of the A1306) and an average of 3.8% in zone A (north of the A1306). The simple calculation of the percentage increase between PDCS and DCS residential rates is no indication that the currently proposed rates are not founded on cogent evidence. I agree with the Council and its viability consultants that the proposed charges are unlikely to adversely impact on the viability of development generally in the Borough, and that where, in certain areas and for high density schemes there are viability issues, CIL is not the significant driver for this difficulty.

Conclusion

33. The rates proposed for residential development in the Borough have been established by the Council on the basis of a Viability Assessment commissioned from experienced consultants in development economics. The methodology used is consistent with CIL Guidance and industry practice. The CIL rates proposed for residential development are justified.

Is the CIL rate for Retail development justified by the Viability Assessment?

34. Representations question the two retail typologies chosen to be tested in the VA – 'retail supermarkets, superstores and retail warehouses' and 'all

other retail' and what is seen as an insufficient number of developments/locations assessed.

35. In my experience the two typologies are not uncommon in CIL viability assessments and CIL charging schedules, as is the divide between units that are above and below the Sunday Trading Threshold levels. The larger store types are clearly identifiable in everyday experience, whilst I can accept that the smaller units, below 280m², reasonably reflect the 'all other retail' category. For the 'high level' appraisals required to establish CIL viability, I consider the 2 typologies adequately represent the retail market.
36. The explanations given on behalf of the Council that experience shows that retail warehouses and supermarkets have a similar capacity to absorb CIL charges, despite rent and yield differences, is persuasive. I also support the contention that to test smaller or larger developments would be a matter of scaling, resulting in the same outcome for the level of charge. In addition I note that a further sensitivity test for retail warehouses (document CIL-CD12) has been run with build costs identified in BCIS, demonstrating the ability to accommodate a maximum CIL charge ranging between £32m² to £504m². The appraisals and the absence of any contrary evidence lead me to conclude that the retail rates are justified.

Does the evidence demonstrate that the proposed charge rates would not put the overall development of the area at serious risk?

37. The Council's decision to set differential rates for residential and retail, and a rate for hotel developments is based on reasonable assumptions about development values and likely costs. All other development has a Nil rate, and the evidence gives reasonable confidence that development will remain viable across most of the area if the charge is applied.

Other Matters

38. There is a representation that contends that the six weeks allowed for consultation on the DCS was insufficient, bearing in mind that the PDCS was consulted on between February and April 2015. It is also suggested that it would have been more appropriate to have published a revised PDCS in view of the time that has passed. I note that the six week period for consultation is in excess of the requirements of the CIL Regulations. Furthermore there is no requirement for a revised PDCS to be produced, irrespective of the length of time that elapses between a PDCS and the DCS. I am satisfied that sufficient time has been allowed for properly judged responses to be made.
39. A small final point: on page 2 above I have set out the charging rates table for the convenience of readers of this report. I have amended the text slightly to refer to the Zoning Maps, in the row for 'All other retail' and in a 'Note' following the existing footnotes to the table. I consider that it is necessary to be clear within the table that the Zoning Maps are referred to and where to find them. I do not consider that it is necessary for me to make a formal recommendation about this. The Council has confirmed that it will make the appropriate changes to the text, and I am happy to leave it to the Council to do so.

Overall Conclusion

40. In setting the CIL charging rates the Council has had regard to detailed evidence on infrastructure planning and the economic viability evidence of the development market in the London Borough of Havering. The Council has been realistic in terms of achieving a reasonable level of income to address a gap in infrastructure funding, while ensuring that in general development remains viable across most of the authority's area. An appropriate balance has been struck.

Are the Legal Requirements met?

41. The Legal Requirements are met:

- The Charging Schedule complies with national policy/guidance
- The Charging Schedule complies with the 2008 Planning Act and 2010 Regulations (as amended), including in respect of the statutory processes and public consultation, consistency with the emerging Havering Local Plan 2016 – 2031, and the Infrastructure Delivery Schedule and is supported by an adequate financial appraisal.

42. I conclude that Havering Community Infrastructure Levy Charging Schedule, with the modifications that have been consulted upon, satisfies the requirements of Section 212 of the 2008 Act and meets the criteria for viability in the 2010 Regulations (as amended). I therefore recommend that the Charging Schedule be approved.

Terrence Kemmann-Lane

Examiner



Havering

L O N D O N B O R O U G H

HAVERING COMMUNITY INFRASTRUCTURE LEVY

CHARGING SCHEDULE

LONDON BOROUGH OF HAVERING

JULY 2019

This charging schedule has been issued, approved and published in accordance with the Community Infrastructure Regulations 2010 and subsequent amendments and Part 11 of the Planning Act 2008.

1 Planning Act 2008 and CIL Regulations 2010

The Community Infrastructure Levy (CIL) was established through the Planning Act 2008 (Part 11) and is bound by the Community Infrastructure Levy Regulations 2010 and subsequent amendments.

The London Borough of Havering is a charging authority in view of this legislation and will charge the Community Infrastructure Levy in respect of development within Havering.

The CIL charge will be additional of the Mayoral CIL of £20 per square metre¹.

2 Draft Charging Schedule: CIL rates

TYPE OF DEVELOPMENT (and use class)	CIL RATE (£ PER M ² OF NET ADDITIONAL FLOORSPACE)	
	ZONE A (NORTH)	ZONE B (SOUTH)
Residential*	£125	£55
Office and industrial	£0	
Retail – supermarkets**, superstores and retail warehouses*** above 280m ² gross internal area	£175	
All other retail (A1-A5) in Metropolitan, District and Local Centres as shown on the retail zoning maps	£50	
Hotels	£20	
All other development	£0	

*Including private care homes and retirement homes (excluding Extra Care)

** Supermarkets/Superstores are defined as shopping destinations in their own right, where weekly food needs are met, catering for a significant proportion of car-borne customers, and which can also include non-food floorspace as part of the overall mix of the unit.

¹ The MCIL2 rate will rise to £25 per square metre from April 2019 (<https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/mayoral-community-infrastructure-levy>)

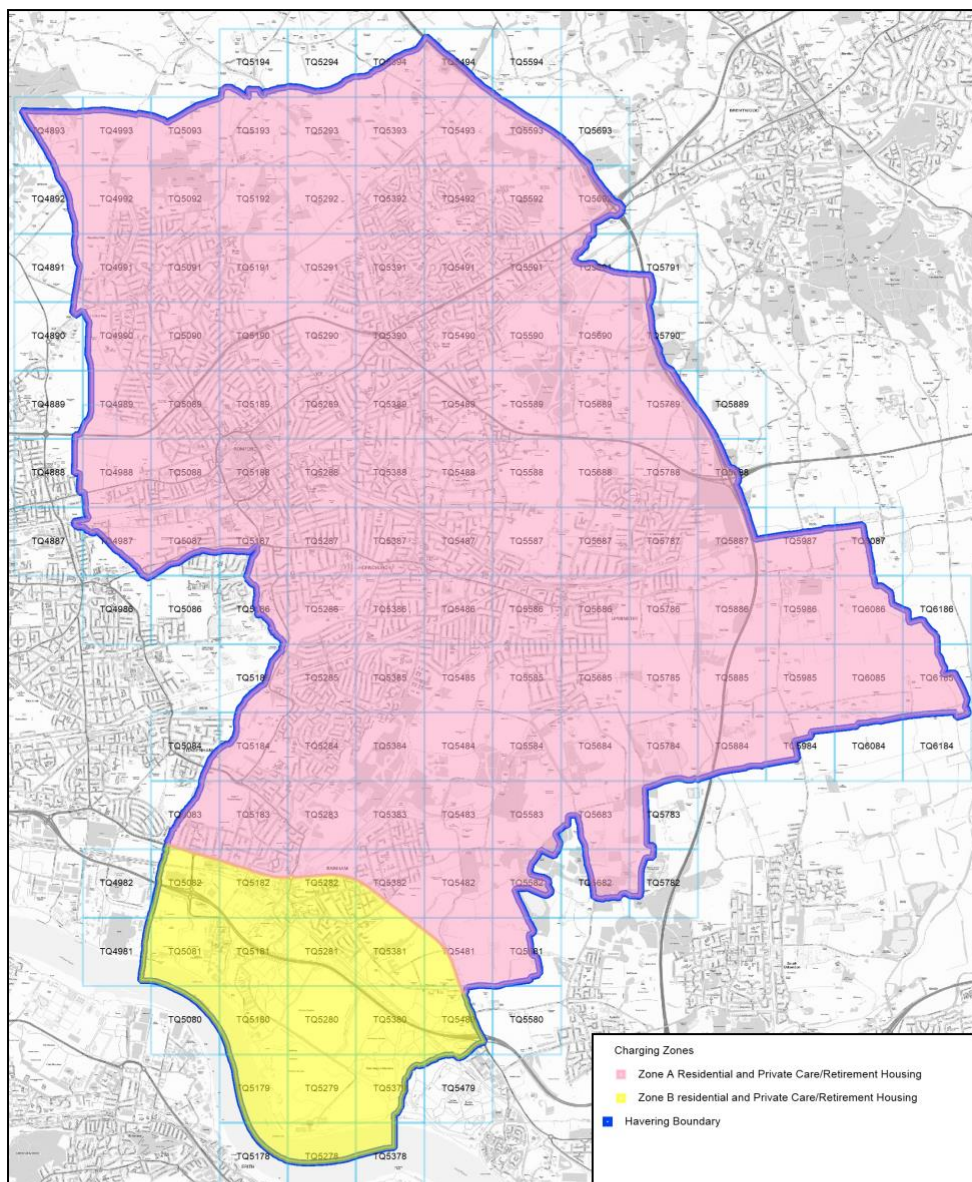
*** Retail Warehousing is defined as shopping destinations specialising in the sale of household goods (such as carpets, furniture and electrical goods), DIY items and other ranges of goods, catering for a significant proportion of car-borne customers.





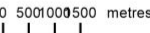

NOTE: The Retail Zoning Maps are appended at the end of this Schedule.

3 CIL charging zones

As the charging authority, the Council will charge differential CIL rates for two geographical zones to reflect locational differences in viability.

The map below shows the boundary and location of the north and the south charging zones. This geographical differential rate will only apply to residential and private care/retirement housing developments in Havering. CIL rates for other forms of development apply borough-wide.



			
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4 Liability to pay CIL

The levy may be payable on development which creates net additional floor space, where the gross internal area of new build is 100 square metres or more. That limit does not apply to new houses or flats, and a charge can be levied on a single house or flat of any size. See section 5 for details of exclusions, exemptions and reliefs from the levy that may be available.

5 Exemptions

The following do not pay CIL:

- Development of less than 100 square metres (see regulation 42 on minor development exemptions) – unless this is a whole house, in which case the levy is payable
- Houses, flats, residential annexes and residential extensions which are built by ‘self-builders’ where an exemption has been applied for and obtained, and, in regard to a self-build home or a residential annex, a Commencement (of development) Notice served prior to the commencement of the development (see regulations 42A, 42B, 54A, 54B and 67(1A), inserted by the 2014 Regulations)
- Social housing that meets the relief criteria set out in Regulation 49 or 49A (as amended by the 2014 Regulations) and where an exemption has been obtained, and a Commencement (of development) Notice served, prior to the commencement of the development
- Charitable development that meets the relief criteria set out in regulations 43 to 48 and where an exemption has been obtained, and a Commencement (of development) Notice served, prior to the commencement of the development
- Buildings into which people do not normally go (see regulation 6(2))
- Buildings into which people go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery (see regulation 6(2))
- Structures which are not buildings, such as pylons and wind turbines
- Specified types of development which local authorities have decided should be subject to a ‘zero’ rate and specified as such in their charging schedules
- Vacant buildings brought back into the same use (see regulation 40 as amended by the 2014 Regulations)

Where the levy liability is calculated to be less than £50, the chargeable amount is deemed to be zero so no levy is due.

Mezzanine floors, inserted into an existing building, are not liable for the levy unless they form part of a wider planning permission that seeks to provide other works as well.

6 Calculating the chargeable amount

CIL will be calculated as set out in the regulation 40 of the CIL Regulations 2010 (as amended).

On chargeable development, CIL is charged on net additional floor space (Gross Internal Area measured in square metres), subject to the relevant exemptions outlined above.

The rates shown in the CIL rates table will be updated annually for inflation in accordance with the national All-In Tender Price Index of construction costs published by the Building Cost Information Service (BCIS) of the Royal Institution of Chartered Surveyors.

7 Instalments policy

Havering's instalment policy is in line with the Mayor of London's instalment policy.

From the 1st January 2018, a new Mayoral instalments policy was implemented, which lowered the threshold from which instalments can be applied from £500,000 to £100,000. The Mayoral CIL instalments policy is set out below:

Amount of CIL liability	Number of instalment payments	Amount or proportion of CIL payable in any instalment/time at which payments are due
£100,000 or less	No instalments	Total amount payable within 60 days of commencement of development
£100,001 or more	Two instalments	<ul style="list-style-type: none">• The greater of £100,000 or half the value of the total amount payable within 60 days of commencement of development• The remainder within 240 days of commencement of development

8 Discretionary Matters

The Council proposes to offer 'discretionary relief for exceptional circumstances'² from liability to pay CIL. Offering exceptional circumstances relief would provide the Council with some flexibility to deal with individual sites where development is desirable, but which are proved to have exceptional costs or other requirements which make them unviable. Exceptional circumstances relief can be activated and deactivated at any time and a notice of intention will be published by the Council.

The Council proposes, at its discretion, to allow the value of land, where the land is transferred to the Council, and infrastructure provided to be offset against the chargeable

² Under the provisions and limitations of Regulations 55 and 57 of the CIL Regulations 2010

amount of CIL. The Council proposes, at its discretion, to enter into agreements for a land payment to discharge part or all of a levy liability and may also enter into agreements to receive infrastructure as payment. The value of land acquired and infrastructure provided as 'payment in kind' will be determined by the District Valuer (at the cost of the developer).

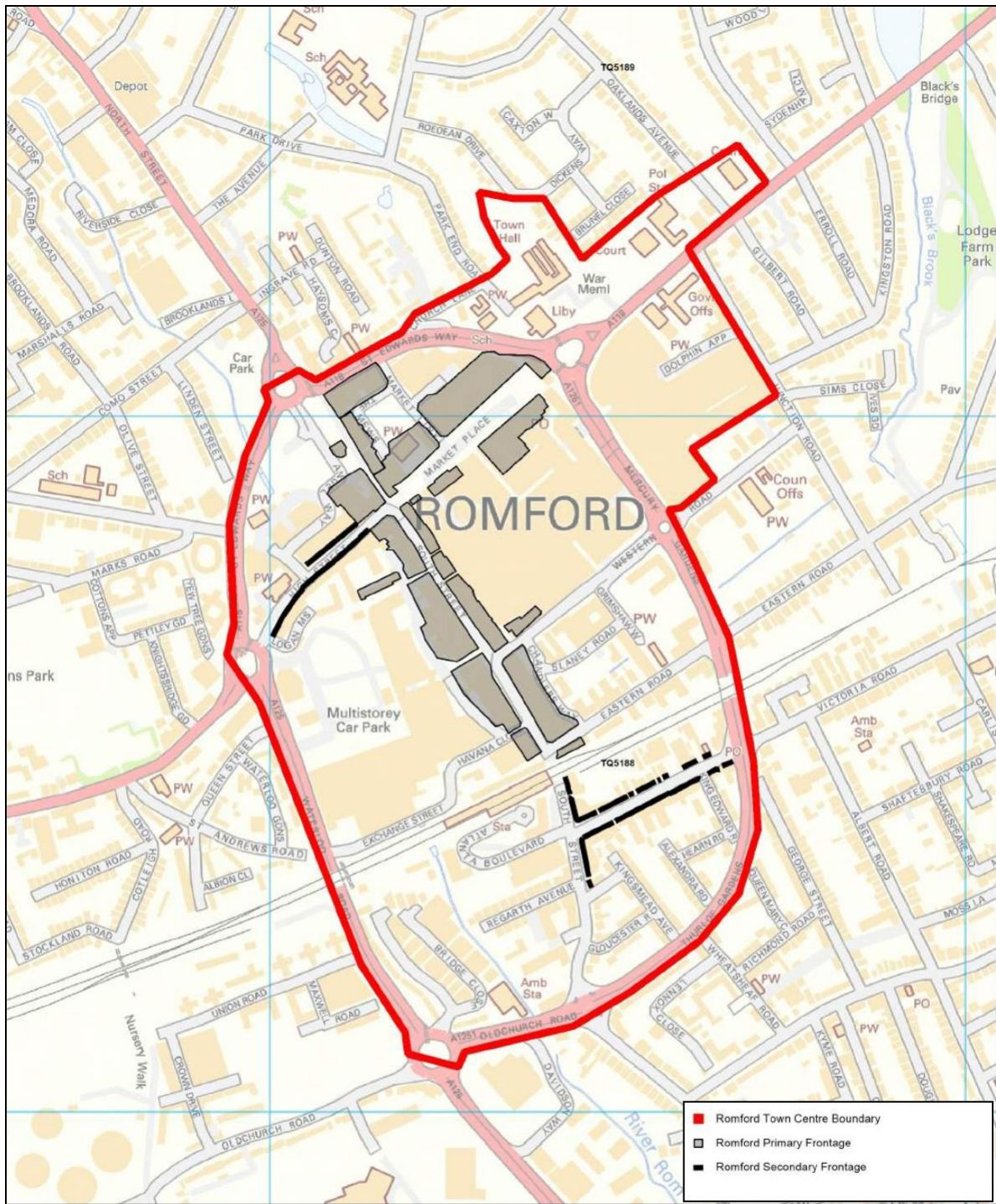
The Council proposes that it may apply CIL funds to 'administrative expenses'³ incurred in connection with CIL.



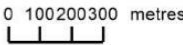

The Council proposes to offer 'discretionary charitable relief for investment activities'⁴ where a charity landowner will hold the development as an investment from which the profits are applied for charitable purposes. This discretionary relief can be activated and deactivated at any time and a notice of intention will be published by the Council.

³ Under the provisions and limitations of Regulation 61 of the CIL Regulations 2010

⁴ Under the provisions and limitations of Regulations 44-48 of the CIL Regulations 2010

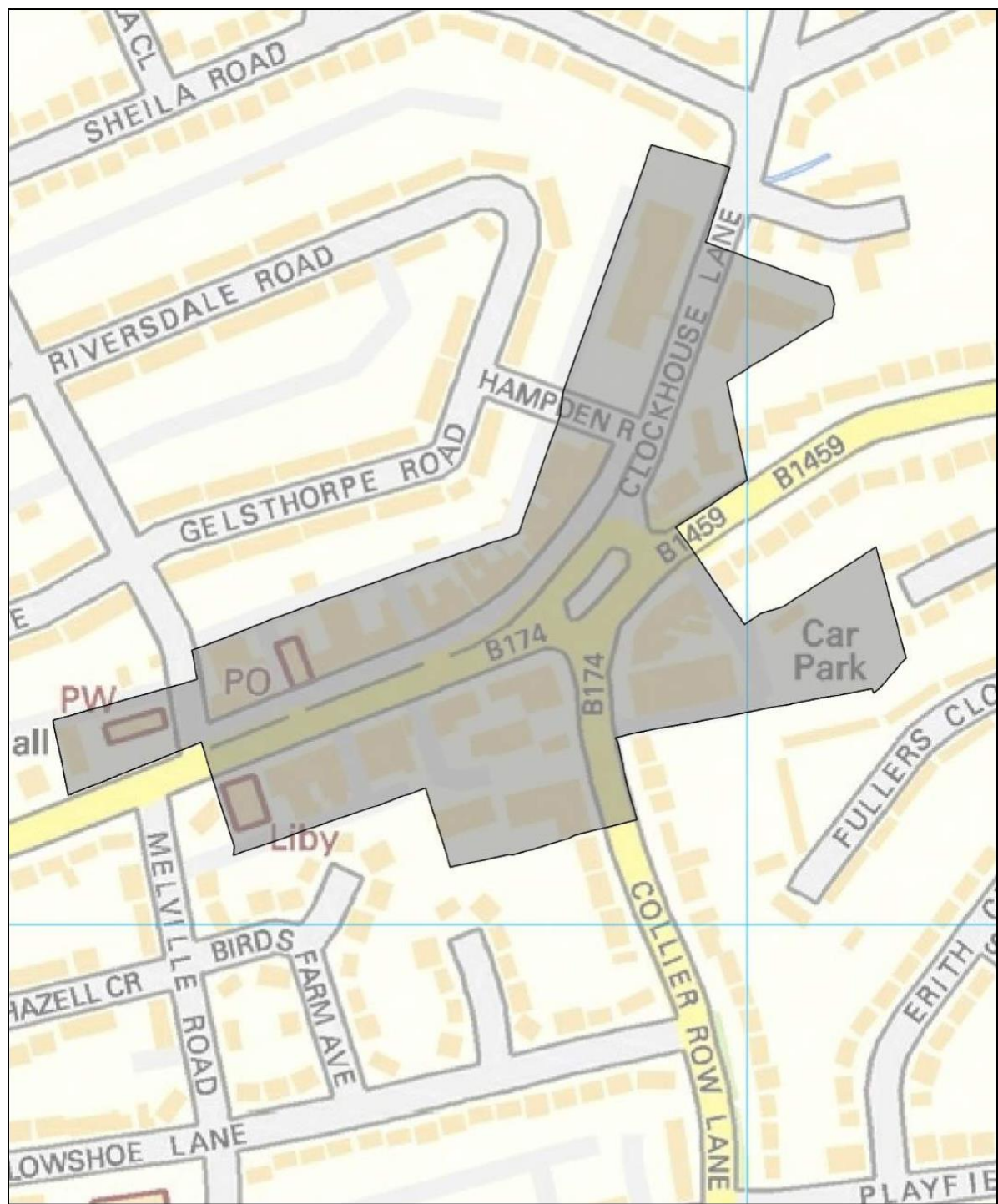
Appendix A: Romford Metropolitan Centre



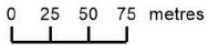



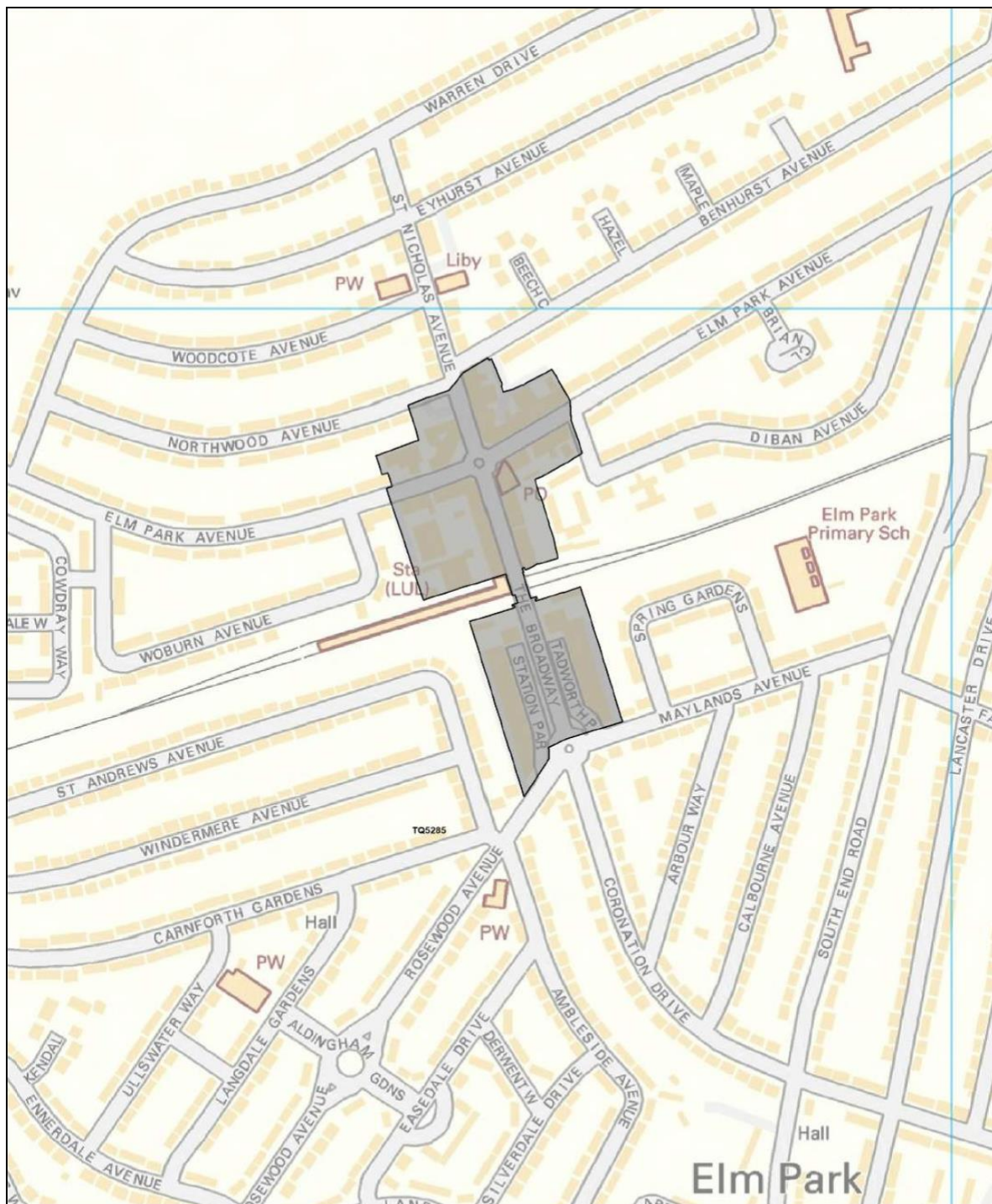
Romford Metropolitan Centre	
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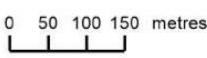

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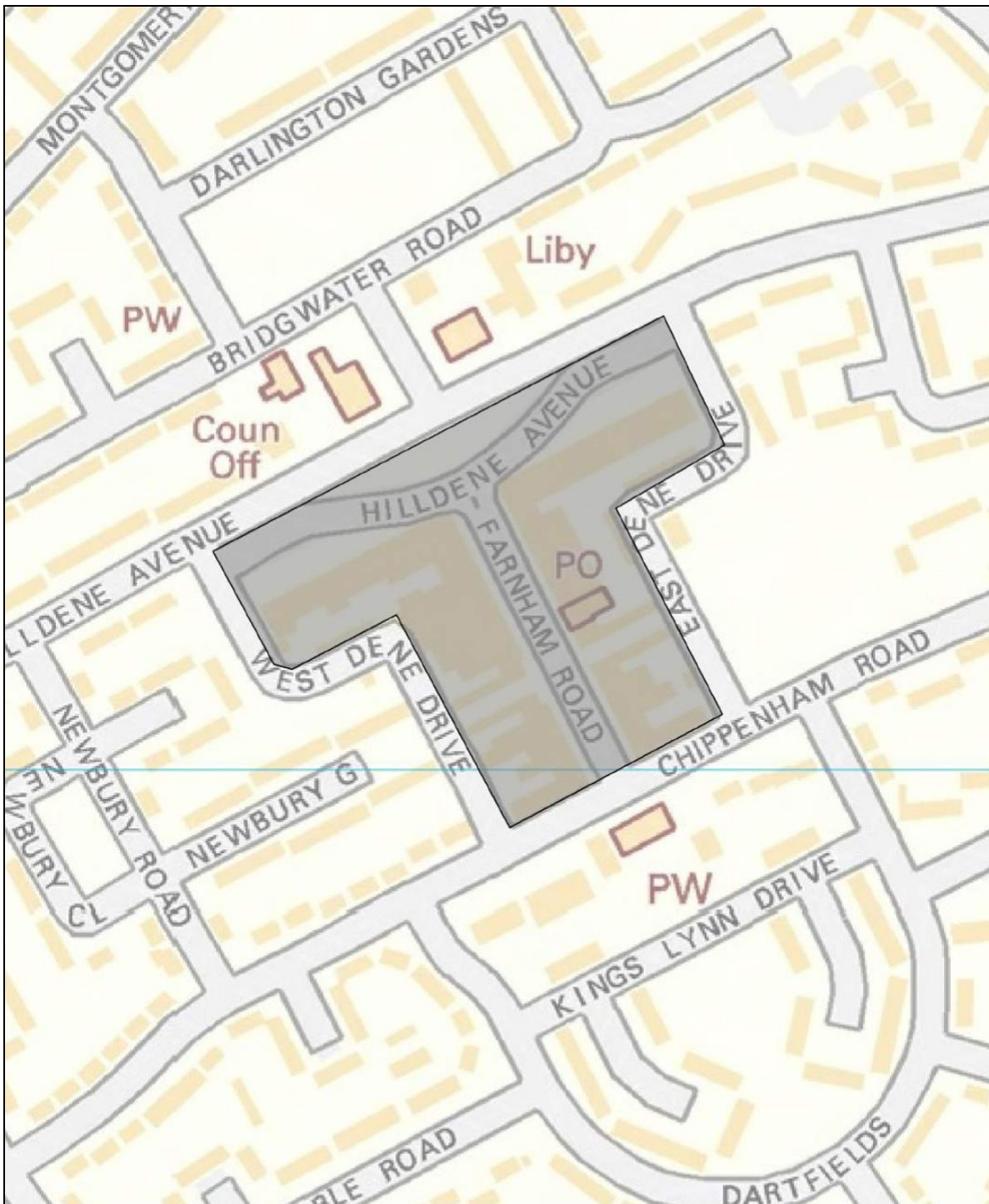
Appendix B: District Centres



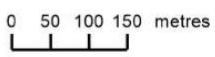



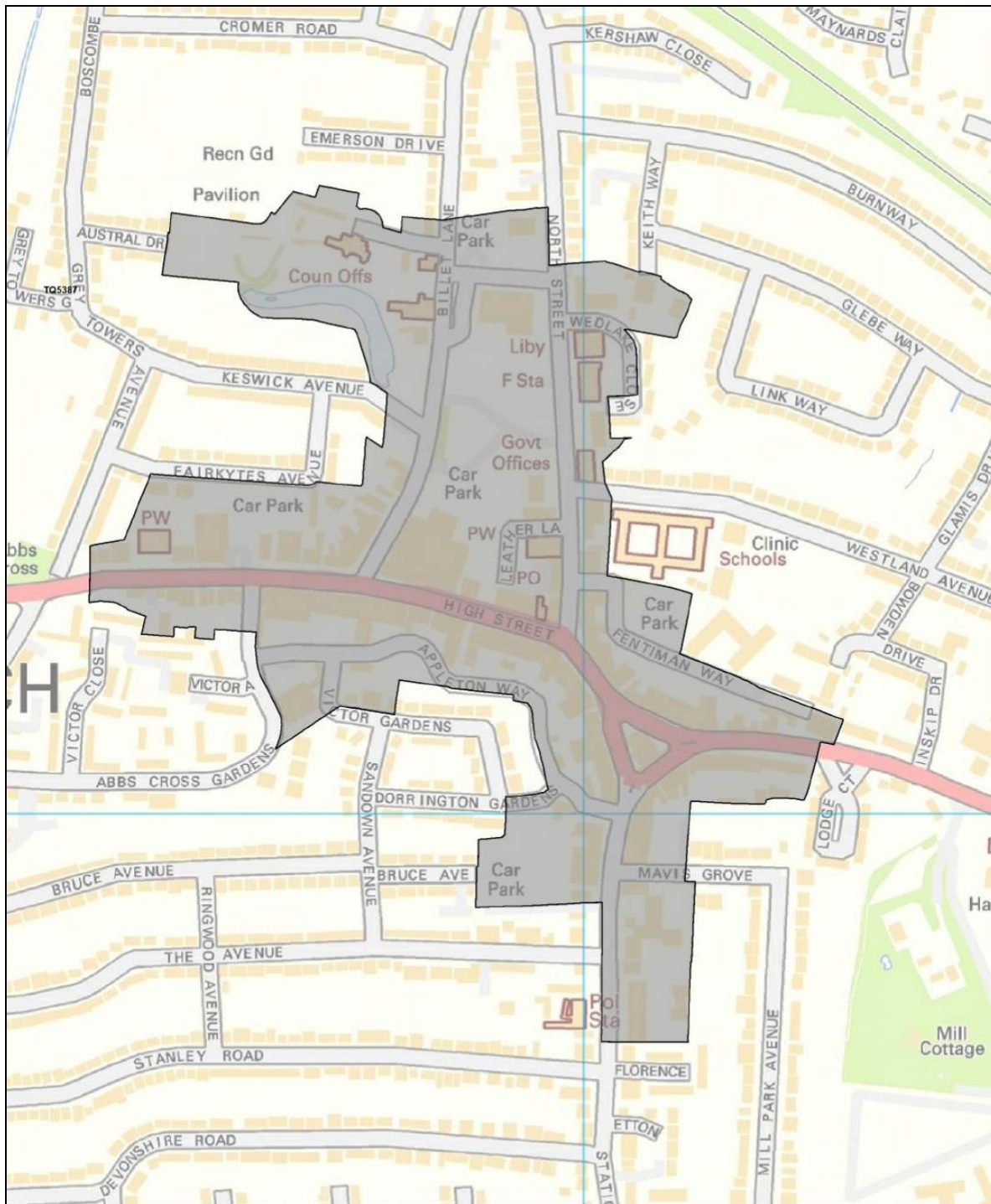
Collier Row District Centre			
		Scale: 1:2500 Date: 21 March 2019	
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Elm Park District Centre	
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Harold Hill District Centre	
	Scale: 1:2500 Date: 21 March 2019 
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Hornchurch District Centre



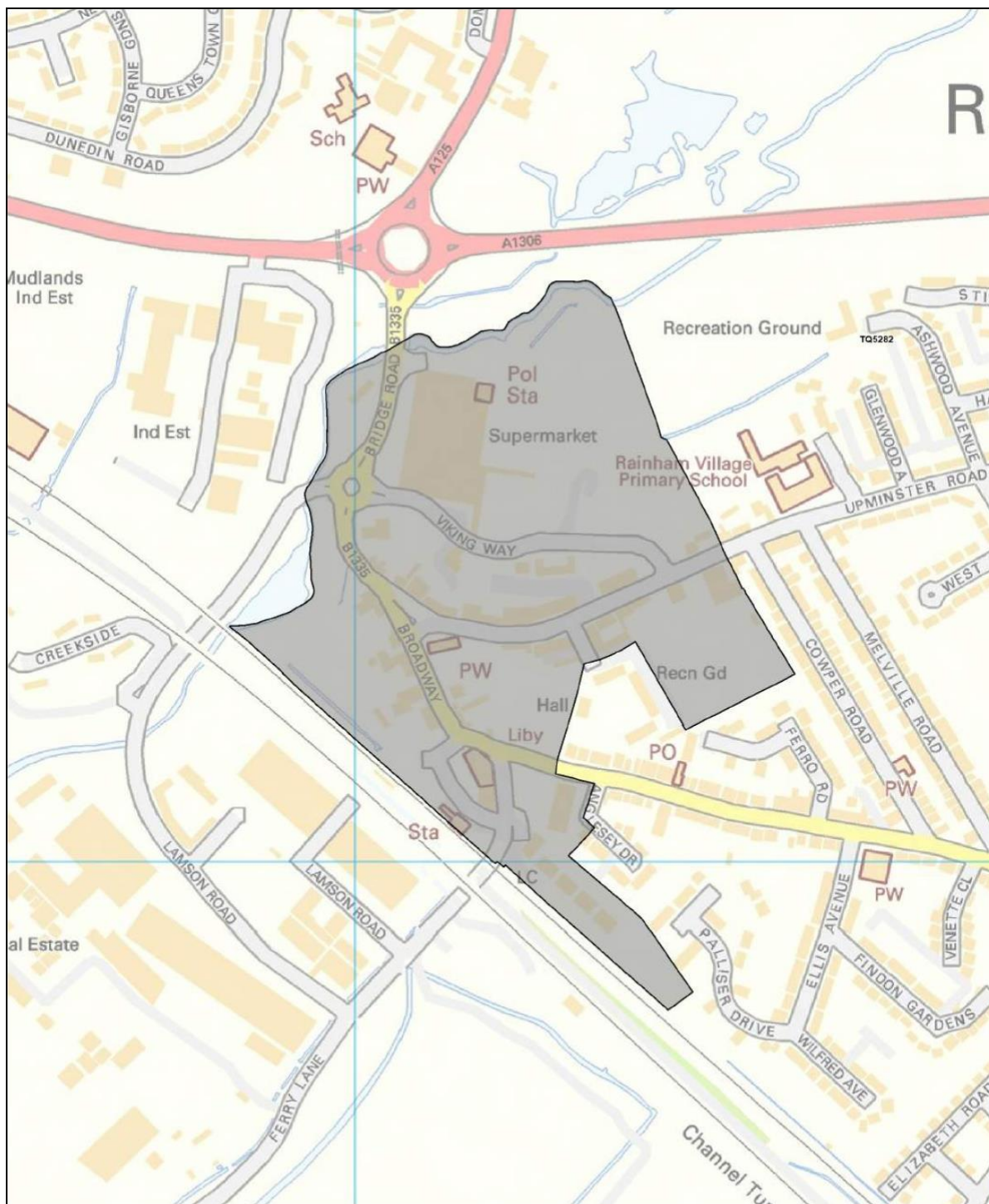
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Date: 21 March 2019





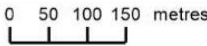

0 50 100 150 metres

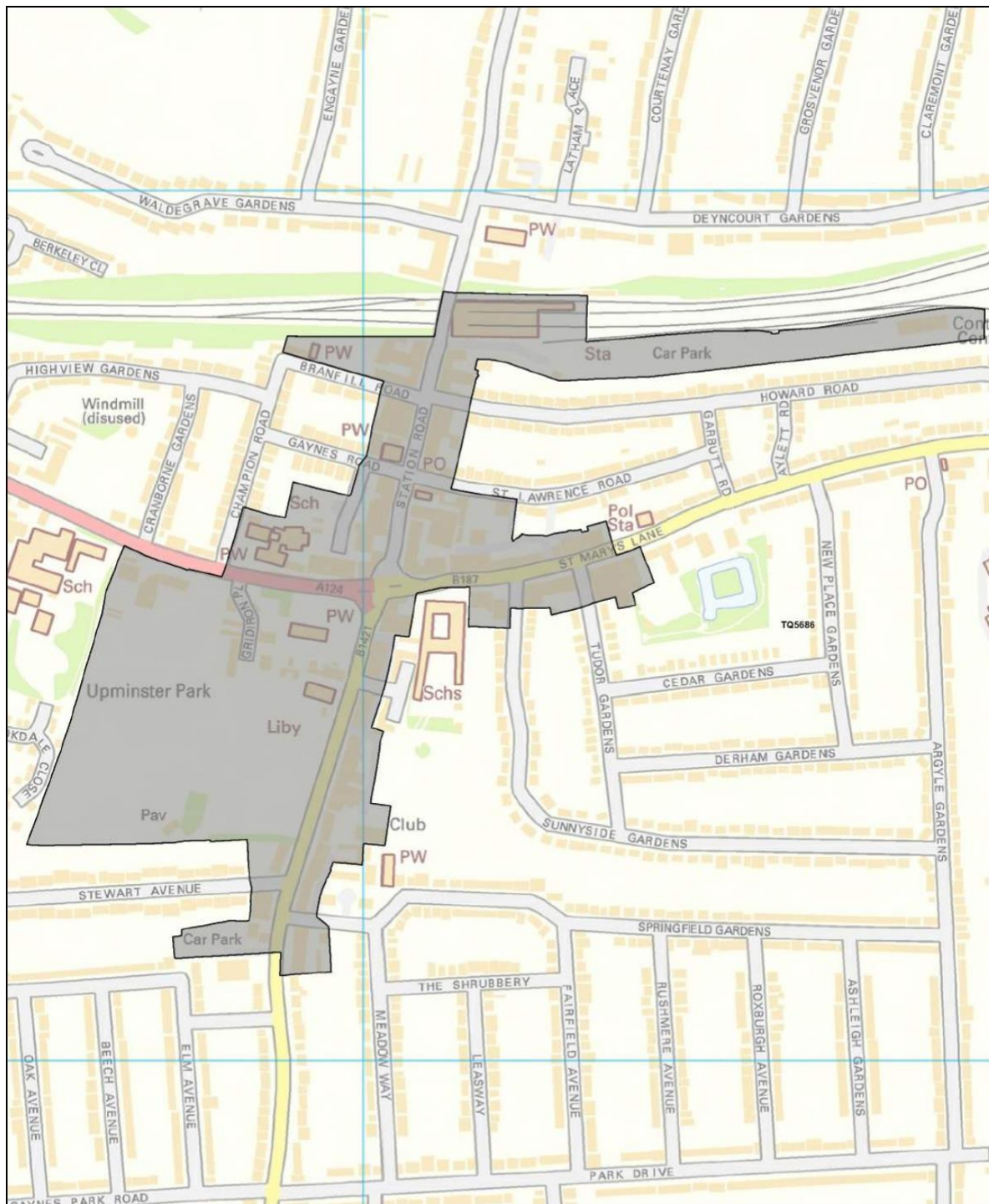




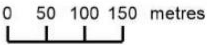

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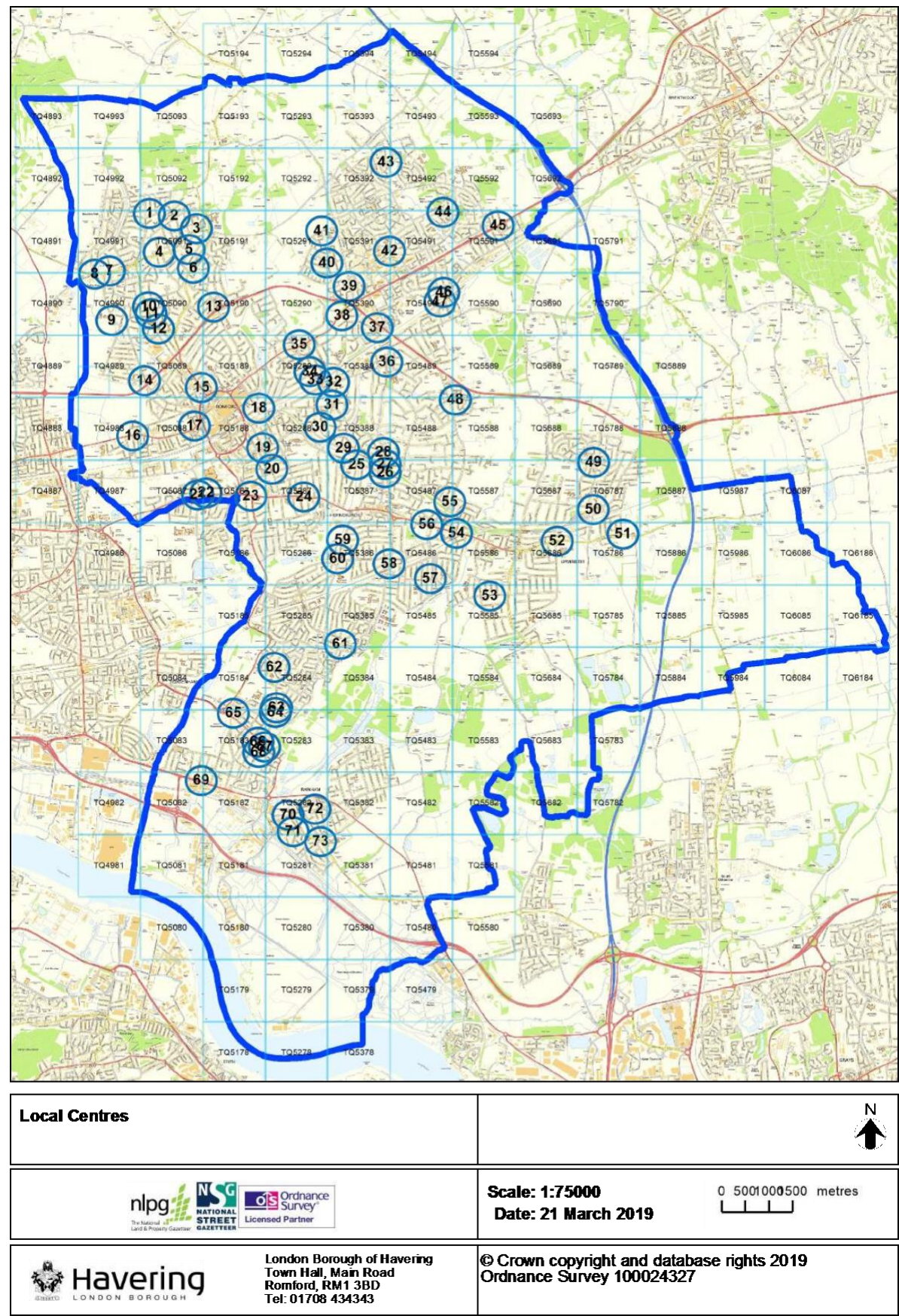


Rainham District Centre	
  	Scale: 1:5000 Date: 21 March 2019 
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Upminster District Centre	
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Appendix C: Local Centres



Appendix D: Key

Note: the boundaries on the maps enclose the addresses listed below.

Annex A: Romford Metropolitan Centre (as identified in the draft Havering Local Plan : Table 7 Annex A6)

Primary frontage

South Street, 2-116 (evens), 1-129 (odds)
Eastern Road, 2 (evens)
Western Road, 1-13 (odds)
North Street, 8-56 (evens) 7-9 (odds), 21-23 (odds)
High Street, 2-4 (evens), 3, 7-13 (odds)
Market Place, 1-19 (odds), 25-49 (odds), 20, 24, 28-42 (evens), 56-78 (evens), 82-96 (evens)
Arcade Place, 1 (odds)
Exchange Street, 1-2

Secondary frontage

South Street, 143, 147-159 (odds) 163-183 (odds)
High Street, 6-46 (evens), 15-17 (odds), 25-59 (odds)
Victoria Road (Station Chambers), 5, 6, 7, 7a
Victoria Road (Old Mill Parade), 1, 2, 3, 4, 5, 6
Victoria Road, 3-17 (odds), 35-41 (odds), 14-64 (evens), 70, 80, 84-86 (evens)
Victoria Road (Station Parade), 1, 2, 3, 4, 5, 6, 7, 7a, 9

Annex B: District Centres (as identified in the draft Havering Local Plan : Table 8 Annex A6)

Collier Row

Primary frontage

Collier Row Road : 2-62 (evens), 1-43b (odds);
Chase Cross Road : 2-18 (evens);
Collier Row Lane : 316-322 (evens);
Clockhouse Lane : 1-23 (odds).

Secondary frontage

Collier Row
Chase Cross Road : 1-11 (odds);
Collier Row Lane : 299-315 (odds), 314 (evens).

Elm Park

Primary frontage

Station Parade : 1-28b (all nos.);
Tadworth Parade : 1-20 (all nos.);

Broadway Parade : 7-13 (odds);
The Broadway : 14-42 (all nos.);
Elm Parade : 1-12 (all nos.);
Elm Park Avenue : 13-26 (all nos.)

Secondary frontage

Broadway Parade : 1-6 (all nos.).

Harold Hill

Primary frontage

Farnham Road : 2-16 (evens), 44-48 (evens), 3-17 (odds), 65-73 (odds)
Hilldene Avenue : 94-120 and 170-198 (evens);
Chippenham Road : 65 and 83 (odds).

Secondary frontage

Chippenham Road: 59-63 and 85-89 (odds);
The Arcade : 1-12b (all nos.).

Hornchurch

Primary frontage

High Street : 70-168 (evens), 63-187 (odds)
North Street : 4-14 (evens), 1-23 (odds)
Station Lane : 4-32 (evens)

Secondary frontage

High Street : 5a-17 (odds), 23-61 (odds), 189-199 (odds), 44-66 (evens) and 172-212 (evens);
North Street : 16-22 (evens);
Station Lane : 36-62 (evens), 1-43 (odds);
Billet Lane : 1-25 (odds)

Rainham

Primary frontage

Properties/land included
Upminster Road South : 9-53 (odds), 2-26 (evens);
Bridge Road, 1 (odds).

Secondary frontage

Broadway : 12-32 (evens);
Upminster Road South : 1-7 (odds)
Local Centres to be identified in the CIL Maps.

Upminster

Primary frontage

Station Road : 1-65 (odds), 2-72 (evens);
St. Mary's Lane : 119-149 (odds);

Corbets Tey Road : 1-63 (odds);
Bell Corner : 1-7 (odds);
Station Approach : 2 (evens)

Secondary frontage

St. Mary's Lane : 151-213 (odds), 160-166 (evens), 172-218 (evens);
Corbets Tey Road : 28-52 (evens), 69-127 (odds).

Annex C: Properties within Local Centres

1. **Boxmoor Road, Collier Row** : Boxmoor Road, 15-27 (odds) and 37
2. **Highfield Link, Collier Row** : Highfield Link, 1-7 (odds)
3. **Chase Cross Road, Collier Row** : Chase Cross Road, 257-263 (odds)
4. **Chase Cross Road, Collier Row** : Chase Cross Road, 87-93 (odds)
5. **Gobions Avenue, Rise Park** : Gobions Avenue, 25, 27, 33, 39, 43, 45, 47, 53, 55.
6. **Moray Way, Rise Park** : Moray Way, 2-16 (evens)
7. **Collier Row Road, Collier Row** : Collier Row Road, 98-120 (evens)
8. **Collier Row Road, Collier Row** : Collier Row Road, 164-178 (evens)
9. **White Hart Lane, Collier Row** : White Hart Lane, 37-59 (odds)
10. **Collier Row Lane, Collier Row** : Collier Row Lane, 162 -174 (evens)
11. **Collier Row Lane, Collier Row** : Collier Row Lane, 134 -142 (evens)
12. **Collier Row Lane, Collier Row** : Collier Row Lane, 52-62 (evens), 37-55 (odds)
13. **Pettits Lane North, Rise Park** : Rise Park Parade, Pettits Lane North, 169-179 (odds), 211-223 (odds)
14. **Mawney Road North, Collier Row** : Mawney Road, 170-178 (evens); Denbar Parade, 1-6 (all nos.); Marlborough Road, 6-8 (evens)
15. **North Street, Romford** : North Street 68-78, 88 -148 (evens), 95 -105, 117-137(odds)
16. **London Road West, Romford** : London Road, 257-277 (odds)
17. **London Road East, Romford** : London Road, 53-65 (odds), 30-60 (evens)
18. **Carlton Road, Romford** : Carlton Road, 2-16 (evens)
19. **Brentwood Road, Romford** : Brentwood Road, 46 -92 (evens); Albert Road, 89-93 (odds); Park Lane, 1, 7, 9 (odds), 2-4 (evens)
20. **Park Lane, Romford** : Park Lane, 65-93 (odds), 134-140 (evens)
21. **Rush Green Road, Rush Green** : Rush Green Road, 162-180 (evens), 197-205 (odds), Dagenham Road; 68-96 (evens)
22. **Rush Green Road, Romford** : Rush Green Road, 138-146 (evens)

-
23. **Roneo Corner, Romford** : Hornchurch Road, 307-323 (odds); Roneo Corner, 2-32 (evens)
24. **Hornchurch Road, Hornchurch** : Hornchurch Road, 134-194 (evens), 202-228 (evens), 121-137 (odds)
25. **Lyndhurst Drive, Hornchurch** : Lyndhurst Drive, 202-210 (evens)
26. **North Street, Hornchurch** : North Street, 88-112, 118-124, 128-142 (evens); Billet Lane, 153-163 (odds); 'The Chequers' Public House
27. **Butts Green Road, Emerson Park** : Butts Green Road 1-9, 23 (odds); Berther Road, 2 (evens)
28. **Butts Green Road, Emerson** : Park Butts Green Road, 43-79 (odds)
29. **Hillview Avenue, Heath Park** : Hillview Avenue, 136-144 (evens)
30. **Brentwood Road, Romford** : Brentwood Road, 284-290 (evens), 317-319 (odds)
31. **Drill Corner, Squirrels Heath** : Heath Park Road, 143-155 (odds), 160-168 (evens); Balgores Lane, 236-238 (evens); Brentwood Road, 364-392 (evens), 395-405 (odds); 'The Drill' Public House
32. **Station Road, Gidea Park** : Station Road, 84-94 (evens)
33. **Balgores Lane, Gidea Park**, Balgores Lane, 97-105 (odds), 81-85 (odds), 142-168 (evens); Station Road, 2-8 (evens); Balgores Square, 1-4 (all nos.)
34. **Hare Hall Lane, Gidea Park** : Hare Hall Lane, 4-9 (all nos.)
35. **Main Road Gidea Park** : Main Road 168-248 (evens), 73-89 (odds), 91-101 (odds), 107 (odds) and 'The Unicorn Hotel' Public House; Balgores Lane 1-9 (odds)
36. **Ardleigh Green Road, Squirrels Heath** : Ardleigh Green Road, 88-122 (evens), 187 - 207 (odds); Squirrels Heath Lane, 177-179 (odds)
37. **Belgrave Avenue, Harold Wood** : Belgrave Avenue, 117-127 (odds)
38. **Upper Brentwood Road, Gidea Park** : Upper Brentwood Road, 622-630 (evens)
39. **Masefield Crescent, Harold Hill** : Masefield Crescent, 61-67 (odds), 66-72 (evens)
40. **Tennyson Road, Harold Hill** : Tennyson Road, 39-45 (odds)
- 41 **Grange Road, Harold Hill** : Grange Road, 1-7 (odds)
42. **Camborne Avenue, Harold Hill** : Camborne Avenue, 1-15 (odds)

-
43. **Whitchurch Road, Harold Hill** : Whitchurch Road, 145-167 (odds)
44. **Petersfield Avenue, Harold Hill** : Petersfield Avenue, 90-132 (evens)
45. **Harold Park** : The Parade, Colchester Road, 1-8 (all nos.); Colchester Road, 15-21 (odds);
Tudor Court, Harold Court Road, 1-5 (all nos.)
46. **Station Road, Harold Wood** : Station Road, 1-29 (odds), 33-49 (odds) and 'The King Harold' Public House
47. **Oak Road, Harold Hill** : Oak Road, 1-17 (odds)
48. **Essex Gardens, Emerson Park** : Essex Gardens, 2-8 (evens)
49. **Avon Road, Cranham** : Avon Road, Cranham, 119-151 (odds)
50. **Front Lane, Cranham** : Front Lane, 69-81 (odds), 85 -103 (odds) and 'The Plough' Public House; Willow Parade, Front Lane 1-12 (all nos.); Broadway, Front Lane, 1-2; Moor Lane, 2-12 (evens)
51. **Lichfield Terrace St. Marys Lane** : Cranham, Lichfield Terrace, 41-46 (all nos.)
52. **St. Mary's Lane, Upminster** : St. Mary's Lane, 302-314
53. **Gaynes Park Road, Upminster** : Gaynes Park Road, 49-57 (odds)
54. **Upminster Bridge, Upminster** : Upminster Bridge, 97-107 (odds), 122-164A (evens)
55. **Wingletye Lane, Emerson Park** : Wingletye Lane, 65a-81 (odds)
56. **Upminster Road, Upminster** : Upminster Road, 25-33 (odds)
57. **Bevan Way, Hornchurch** : Hacton Parade, Bevan Way/Central Drive, 1-8 (all nos.)
58. **Station Lane, Hornchurch** : Station Lane, 171-213 (odds); 142-144 (evens).
Suttons Lane, 1-25 (odds)
59. **Abbs Cross Lane, Hornchurch** : Abbs Cross Lane, 115 -119 (odds)
60. **Abbs Cross Lane, Hornchurch** : Abbs Cross Lane, 224 -228 (evens)
61. **Northolt Way, South Hornchurch** : Blenheim Court 1-7 (all nos.)
62. **Mungo Park Road, South Hornchurch** : Mungo Park Road, 105-131 (odds)
63. **Elmer Gardens, South Hornchurch** : Elmer Gardens 2-8 (evens)

-
64. **South End Road, South Hornchurch** : South End Road, 166-174
65. **Ongar Way, South Hornchurch** : Writtle Walk, 1-5 (all nos.)
66. **Rainham Road, South Hornchurch** : Rainham Road, 145 -149
67. **Cherry Tree Corner, South Hornchurch** : Rainham Road, 70-90 (evens), 109-119 (odds) and
'The Cherry Tree' Public House; South End Road, 2-12 (evens); Cherry Tree Lane, 205-211 (odds)
68. **Cherry Tree Lane, Cherry Tree Lane, South Hornchurch** : Cherry Tree Lane, 183, 183a, 185 (odds)
69. **Southview Parade, New Road, Rainham** : Southview Parade, 1-6 (all nos.)
70. **Upminster Road South** : 107-119 (odds), 76-84 (evens)
71. **Wennington Road, Rainham** : Wennington Road, 113-139B (odds)
72. **Crown Parade, Upminster Road South** : Upminster Road South 193, 215-223 (odds), 188-200 (evens); Crown Parade, 1-8 (all numbers)
73. **Wennington Road, Rainham** : Wennington Road, 194-198 (evens)

Note: The list is based on the list in the Submission Local Plan (2018) and information in the Town Centre Position Statement document. The former Local Centres at Briar Road, Harold Hill and Roman Close, South Hornchurch no longer exist and are not included.

Havering Community Infrastructure Levy – The Regulation 123 list and funding towards infrastructure costs that will be secured through Section 106 planning obligations

Havering Community Infrastructure Levy – Regulation 123 list

The Council's Community Infrastructure Levy scheme includes a Regulation 123 list to set out those types of infrastructure projects that Havering intends will be, or may be, wholly or part funded by CIL.

The list of infrastructure projects or types that will or may be wholly or partly funded by the Havering Community Infrastructure Levy comprises:

- Provision, improvement, replacement, operation or maintenance of libraries, sport and leisure facilities (including Hornchurch Leisure Centre, new sports and leisure facilities in the south of Havering, Central Park Leisure Centre, Bretons Outdoor Recreation Centre and 3G Artificial Grass Pitches) , emergency services, cultural facilities, and green infrastructure
- Provision, improvement, replacement, operation or maintenance of education infrastructure
- Provision, improvement, replacement, operation or maintenance of public realm (including built environment and street scene)
- Provision, improvement, replacement, operation or maintenance of health and wellbeing infrastructure

Infrastructure to be funded through developer contributions secured through Section 106 planning obligations

The Havering Community Infrastructure Levy sets out that the Council intends to negotiate planning obligations, in particular to secure specific infrastructure in the key growth areas of Romford and Rainham and Beam Park. This will be in line with the focus in the emerging Havering Local Plan for these to be the main areas of development in Havering over the 15 year period of the Local Plan.

One of the 'drivers' for including items as to be funded by developer contributions secured through planning obligations was that this may generate greater funds than a 'simple' application of CIL formula. Contributions towards major transport infrastructure is a good example of where it may be possible to secure a greater monetary contribution from a developer than just using CIL formula. Additionally, including transport in infrastructure to be funded through CIL may result in other external funding being reduced.

Infrastructure secured using developer contributions secured through Section 106 planning obligations and outside of the Community Infrastructure Levy funding 'stream' will include:

- Transport infrastructure necessary to support new development including Beam Park station and Rainham Creek bus / walking / cycling bridge
- Public art
- Utilities including the diversion of public utilities main cables
- Education comprising primary schools at Bridge Close and within Rainham and Beam Park Housing Zone
- Public realm comprising Romford Town Centre Public Realm Masterplan and improved connectivity along the A1306 and within London Riverside
- Health and well-being facilities comprising a community care hub in Romford, a primary care facility in Rainham Beam Park and a primary care facility in Rainham
- Flood defence and protection measures

Other general matters not covered by the Regulation 123 List for which funding may be sought through planning obligations (rather than using CIL) include:

- Affordable housing
- Section 278 agreements for highway schemes (including junction improvements, safety improvements and re-instatements)
- Training programmes or employment support
- Job brokerage
- Securing employment premises
- Waste management
- Provision of on-site renewable energy equipment
- Carbon reduction projects
- Electric vehicle charging
- Mitigating the impact of development on air or water quality
- Enhancements to bio-diversity and geodiversity
- Preservation of historic assets
- Measures to secure safer environments
- Travel plans and car clubs
- On-site / off-site green space and play space
- Energy efficiency
- Renewable energy

Provided there is a direct link to the development proposed then some of the contributions could be used for specific revenue (e.g. employment training and job brokerage).

FULL COUNCIL, 10 July 2019

REPORT OF GOVERNANCE COMMITTEE

Review of Call-in provisions – Overview & Scrutiny

Governance Committee, at its meeting on 25 June 2019 considered a report by the Monitoring Officer which reviewed the overview and scrutiny arrangements in respect of call-in (attached as **Appendix 1**)

The report set out Havering's approach to call-in, with examples given as to how other local authorities approached it. The report concentrated on a number of key provisions, namely::

- Which executive decisions can be called-in;
- Who can make a call-in request;
- The time-limit (or standstill period) for call-in requests;
- Call-in validity criteria; and
- Urgency rules

A number of suggestions were proposed during the meeting and it was resolved to recommend to Full Council at the earliest opportunity that the following changes to the operation of call-in be made:

1. **Key executive decisions only can be subject to call-in;**
2. **Any requisition submitted must be in writing and must be signed by at least six members representing between them no less than two groups;**
3. **Decisions may only be called-in once and that decisions are not eligible for call-in if there has been pre-decision scrutiny;**
4. **Requisitions must specify the decision to which it relates and must not only set out the grounds or reasons relied upon but, where appropriate, also suggest alternative proposals, actions or resolution of the matter. This will in turn set the parameters within which the decision called-in can be reviewed;**
5. **Requisitions must not be vexatious, frivolous or repetitive;**
6. **The Monitoring Officer be authorised to decide whether a call-in is valid as assessed against the agreed criteria and that it is otherwise an appropriate use of the call-in process;**
7. **The members submitting a call-in requisition or a group representative must attend the meeting of the Overview & Scrutiny Board where the called-in decision is to be reviewed;**
8. **The provisions relating to "holding" requisitions as set out in paragraph 17(j) of the Overview & Scrutiny procedure rules be deleted.**

It is also RECOMMENDED to Council that the Monitoring Officer be authorised to amend the Constitution in accordance with Appendix 2 of the suggestions proposed by the Governance Committee and any other consequential changes to the constitution.

Finally, at its meeting, the Governance Committee also discussed statutory guidance issued by the Ministry of Housing, Communities & Local Government in May 2019 on “Overview and Scrutiny in Local and Combined Authorities”. The Guidance is attached at **Appendix 3**. The Guidance is concerned with overview and scrutiny as a whole and the very limited references to call-in are in high-level terms only. It advises that the power to call-in should not be viewed as a substitute for early involvement in the decision-making process or a party-political tool (at page 10). Further, effectively-resourced scrutiny can help policy formulation and so minimise the need for call-in of executive decisions (at page 13).

Instead the Guidance majors on the broad and general themes of culture, resourcing, committee member selection, access to information and work planning. The Guidance will be formally reported to the Overview and Scrutiny Board this summer for its comments. Thereafter, any issues arising will be considered carefully and any proposals for changes will be reported to the Governance Committee and ultimately to Full Council.

GOVERNANCE COMMITTEE

Appendix 1

Subject Heading:

Review of Call-in provisions

SLT Lead:

Andrew Blake-Herbert

Chief Executive

Report Author and contact details:

Anne Brown, 01708 432091

Anne.Brown@havering.gov.uk

Policy context:

Governance

Financial summary:

None

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

Communities making Havering
Places making Havering
Opportunities making Havering
Connections making Havering

[]
[]
[]
[]

SUMMARY

This report reviews the Council's call-in provisions which, in broad terms, is the mechanism by which executive decisions are scrutinised before they are implemented.

RECOMMENDATIONS

That the Committee:

1. note the review of the Council's call-in provisions and the intention to consult the Overview and Scrutiny Board; and
2. if appropriate, make recommendations for changes for Council's approval.

REPORT DETAIL

1. Background

- 1.1 The Council's Constitution mandates an annual report to Council reviewing the operation of the provisions relating to call-in and urgency.
- 1.2 The Governance Committee, among other things, is responsible for monitoring and reviewing the role of overview and scrutiny and making recommendations.

2. What is call-in?

- 2.1 Call-in refers to the right to delay the implementation of certain executive decisions which have been made (but have not yet been implemented) to allow the decisions to be considered by a scrutiny committee. More broadly, scrutiny forms an integral part of the work of councils in delivering services by holding the executive to account for the important decisions they make.
- 2.2 It is necessary to recognise the legitimacy of call-in as an effective tool for holding the executive to account for the important decisions they make. By the same token, it should not be viewed as a substitute for early and constructive involvement in policy formulation or the decision making process and thereby minimising the need for call-in. Nor should call-in be viewed as a party-political tool.
- 2.3 The law relating to call-in can be found in the Local Government Act 2000. Sections 9F(2)(a) and 9F(4) of that Act between them establish that an overview and scrutiny committee has a power to review or scrutinise decisions made but not implemented by the executive, which includes a power to recommend that the decision be reconsidered by the

person who made it. The power in the Act also includes the power for an overview and scrutiny committee to refer the issue to Council for it to consider it substantively.

- 2.4 The law therefore requires councils to make provision for call-in but does not impose prescriptive rules on councils. Instead, councils have the freedom to make their own arrangements which best suit local needs and circumstances.
- 2.5 According to the Centre for Public Scrutiny Practice Guide on 'Key decisions and powers of call-in' (June 2014):

"call-in provides a mechanism for councillors to intervene when they feel that a decision being made by the executive needs to be revisited (or possibly changed). It provides a key check and balance in the leader/cabinet system of governance – a long-stop that, in theory, prevents the overweening exercise of power by Cabinet.

It should, however, be regarded as a measure that is only needed in exceptional circumstances, rather than day-to-day. It sits in the context of a range of other tools at scrutiny's disposal to influence decision-making."

3. The Council's call-in provisions

- 3.1 The Council's call-in procedure is set out in Part 4 of the Constitution and is attached as **Appendix 1** for ease of reference. In summary, decisions which have been made by Cabinet or individual Cabinet members, or key decisions made by officers, can be called-in by the following:
- 3.1.1 Overview and Scrutiny Board,
 - 3.1.2 overview and scrutiny committees/sub-committees,
 - 3.1.3 at least two members representing between them more than one group (and may include one or two members who are not attached to a group), or
 - 3.1.4 at least one co-opted member and one member.
- 3.2 A key decision is an executive decision, which is likely a) to result in the Council incurring expenditure which is, or the making of savings which are, significant or b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards.
- 3.3 According to Council rules, in financial terms, a decision is significant if it is in excess of £500,000 or in excess of 10% of the gross controllable composite budget at Head of Service level (subject to a minimum value

of £250,000) whether relating to revenue expenditure/savings or capital expenditure.

- 3.4 The Constitution also refers to the statutory education co-opted members on the Children & Learning Overview & Scrutiny Sub-Committees having call-in rights.
- 3.5 In addition, the Council's call-in provisions entitle the Overview and Scrutiny Board and the overview and scrutiny committees/sub-committees to refer an executive decision which has been made (but has not yet been implemented) to Council because, in its opinion, it is contrary to or not wholly in accordance with the budget and policy framework set by Council.
- 3.6 The time-limit for a call-in is within three working days of the publication of the decision in 'Calendar Brief'.
- 3.7 A call-in request must be in writing and signed (but, subject to specified requirements, this includes the use of email), and must state the grounds. Provision is also made for "holding" requests and for requests to be withdrawn.
- 3.8 If the decision maker and the Chairman of the Overview and Scrutiny Board agree that the decision is urgent, the right to call-in can be dis-applied. A decision is urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.

4. Use of call-in and urgency powers

- 4.1 For Members' information, during the period May 2018 to May 2019 there were 11 call-in requests which are listed at **Appendix 2**.
- 4.2 Also during that period, the right to call-in was dis-applied on 3 occasions as listed at **Appendix 3**. These decisions will be reported to the next meeting of Council.

5. Other Councils' rules on call-in

- 5.1 As call-in rules are not prescriptive, detailed arrangements differ from council to council but are broadly similar. For comparison and benchmarking purposes, attached at **Appendix 4** is a snap-shot of the call-in rules recorded in the constitutions of 10 other councils. These include 5 other London Boroughs as well as district, county and unitary councils.
- 5.2 **Appendix 4** focuses on the following key issues: which executive decisions can be called-in; who can make a call-in request; the time-limit

(or standstill period) for call-in requests; call-in validity criteria and urgency rules.

- 5.3 As already noted, call-in arrangements must be suitable for the local needs and circumstances of individual councils. In particular, the political composition of a council, i.e. the number and sizes of different political groups and the number (if any) of independent members, can have a significant bearing on the operation of call-in in practice.
- 5.4 That said, as part of the review of the Council's call-in provisions, Members are asked to consider the following assessment:
- 5.4.1 **Which executive decisions can be called-in:** the scope of the Council's call-in provisions, namely, decisions which have been made by Cabinet or individual Cabinet members, or key decisions made by officers, is in line with the practice adopted by most other councils and requires no change.
- 5.4.2 **Who can make a call-in request:** the Council's threshold for the number of individual Members who can request a call-in (i.e. two) is relatively low. Having regard to the political composition of the Council, it is for Members to decide what they consider to be an appropriate threshold and the appropriate role of co-opted members.
- 5.4.3 **The time-limit (or standstill period) for call-in requests:** compared to the Council's 3 working days, most councils appear to have a longer time-limit of 5 working days. In practice, however, the Council's standstill period is longer than 3 working days as notice of decisions which can be called-in is given on a Thursday (which is when Calendar Brief is dispatched) and the time-limit for calling in a decision does not expire until the following Wednesday at midnight. Also, in some cases, the decision may already have been published.
- 5.4.4 **Call-in validity criteria:** having regard to the criteria adopted by other councils to determine what constitutes a valid call-in request, the following improvements are proposed.
- 5.4.5 First, that it be made explicit that decisions may only be called-in once and that decisions are not eligible for call-in if there has been pre-decision scrutiny. Duplication would not serve a useful purpose, is not cost effective and would result in unacceptable delay.
- 5.4.6 Second, that call-in requests should not only set out the grounds or reasons relied upon but also the suggested alternative proposals, actions or resolution of the matter. Clearly explained

grounds or reasons will in turn ensure that there are clear parameters within which the decision called-in can be reviewed.

5.4.7 Third, that the Monitoring Officer be authorised to decide whether a call-in request is valid as assessed against the stated criteria and that it is otherwise an appropriate use of the call-in process.

5.4.8 **Urgency rules:** all the councils have very similar urgency rules and there does not appear to be any need to change the Council's urgency rules as outlined above (see paragraph 3.8).

5.5 Members are requested to note the review of the Council's call-in provisions and, if appropriate, make recommendations for changes for Council's approval. Members are also requested to note that the views of the Overview and Scrutiny Board on the operation will also be reported to Council.

IMPLICATIONS AND RISKS

Financial implications and risks:

None in relation to this report.

Legal implications and risks:

The relevant legislative and constitutional provisions have been referred to in the body of the report.

Human Resources implications and risks:

None.

Equalities implications and risks:

None directly arising from this report.

Background Papers

None.

Appendix

Extract from Part 4 of the Constitution on the call-in procedure

17 Call-in (“requisition”) procedure

(a) All decisions of Cabinet and individual Cabinet members, and all key decisions taken by staff will be notified weekly to all members, who shall be entitled to requisition that decision. Notification will be by the weekly Calendar Brief (or, where necessary, by supplementary Calendar Brief) to all members, indicating the latest date for submission of a requisition.

(b) If the Head of Democratic Services is notified of a requisition of a decision shown on that notification within three working days of the publication in Calendar Brief (or any supplementary Calendar Brief) of a decision, then that decision shall not be acted upon but shall be submitted to the next Overview and Scrutiny Board meeting as soon as possible, either at the next ordinary meeting if due within 15 working days of receipt of the requisition or at a special meeting convened for the purpose (to be held, so far as practicable, within 10 working days of the receipt of the requisition), for determination.

(c) At a meeting due to consider a requisition submitted under (b) above, the Overview and Scrutiny Board may resolve to initiate either of the specific call-in procedures set out in rule 5 of the Policy Framework Procedure Rules or in rule 5 of the Budget Framework Procedure Rules.

(d) Any requisition submitted under (b) above must be in writing and must be signed by:

- (i) at least two members representing between them more than one group (and may include one or two members who are not attached to a group), or
- (ii) at least one co-opted member and one member.

The requisition must state the grounds for the requisition.

(e) The Board may uphold a requisition in its entirety or in part, or may decline to uphold a requisition (in which case the original decision shall stand and be able to be implemented forthwith).

(f) Following the consideration of the matter by the Board, if the requisition submitted under (b) above is upheld, the matter shall be referred to either

- (i) The Council where the Board considers the matter is contrary or not wholly in accordance with the policy or budgetary framework, or otherwise
- (ii) The Cabinet

(g) The report of the Board submitted to the Council or Cabinet shall incorporate the Board's views on the requisition and any recommendations it wishes to put forward as to how the requisitioned decision should be reviewed or altered in order to address the points in the requisition that have been upheld.

(h) The Board's views may be articulated by an officer's report, by a minute of the Board or by a summary of the minute.

(i) A requisition under (b) above shall be determined at the board meeting by simple majority.

(j) The members calling in the decision may indicate at the time of submitting any requisition that it is "holding" requisition, to permit informal discussion with the Board member or the Chairman of the Board, as the case may be, as to the merits of the decision. Time shall be of the essence when dealing with "holding" requisitions. A "holding requisition" shall be treated as withdrawn if, eight clear days having passed from the publication of the decision, both members have not confirmed by notice in writing to the Head of Democratic Services that the requisition should be subject to the full requisition procedure provided for in the preceding paragraphs.

(k) Any requisition may be withdrawn by the requisitioners at any time prior to it being disposed of.

(l) For the avoidance of doubt, "notice given in writing" for the purpose of this Rule includes notice given by a requisitioner by fax or by email from an address or number recognised as associated with the member sending it, and shall be regarded as validly signed by both members if either an identical fax or email is received from both of them or one clearly associates him or herself with a submission by the other, and different members may use different methods of giving such notices.

18 Exception to the call-in ("requisition") procedure

(a) The call-in procedure set out above shall not apply where a decision being taken by Cabinet or an individual Cabinet member, or a key decision made by a member of staff, is urgent. A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the public interests. The record of the decision and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in.

(b) The decision making person or body can only take an urgent decision under (a) above and avoid the call-in procedures after obtaining agreement from the Chairman of the Board that the decision be treated as urgent.

(c) In the absence of the Chairman, the Vice Chairman, or if neither is able to act, then the Mayor, or in his/her absence the Deputy Mayor, may give the agreement in (b) above.

(d) Any agreement obtained under (b) or (c) above shall be evidenced in writing.

(e) The Leader of the Council will submit quarterly reports to Council on decisions taken by himself, Cabinet or individual Cabinet members, or key decisions made by a member of staff, pursuant to this rule in the preceding three months. The report will include the number of decisions taken and a summary of the matters in respect of which those decisions were taken.

(f) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council by the proper officer with proposals for review if necessary.

19 The Party Whip

There shall be no Party Whip at a meeting of the Overview and Scrutiny Board or Sub-Committees. "The Party Whip" is understood to mean "any instruction given by or on behalf of a political group to any Councillor who is a member of that group as to how that Councillor shall speak or vote before the Overview and Scrutiny Board or Sub-Committee, or the application or threat to apply any sanctions by the group in respect of that Councillor should they speak or vote in any particular manner"

20 Procedure at Overview and Scrutiny Board or Sub-Committee meetings

(a) The Overview and Scrutiny Board and any sub-committees shall consider the following business:

- (i) minutes of the last meeting
- (ii) declarations of interest
- (iii) consideration of any matter referred to the Board only for a decision in relation to call in of a decision
- (iv) responses of the Leader or Executive to reports of the Overview and Scrutiny Board or Sub-Committees
- (v) the business otherwise set out on the agenda for the meeting.

(b) Where the Overview and Scrutiny Board or Sub-Committee conducts investigations (for example, with a view to policy development), the committee shall observe the following principles:

(i) that the investigation be conducted fairly and all members of the committee be given the opportunity to ask questions of attendees, and to contribute and speak

(ii) that those assisting the committee by giving evidence be treated with respect and courtesy

(iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

(c) Following any investigation or review, the committee shall prepare a report for submission to the Cabinet and/or Council as appropriate and shall make its report and findings public.

Appendix

List of Decisions Called-in during the period May 2018 to May 2019

1. **9th October 2018-**
 - a) **Highways Capital Footway and Carriageway**
 - b) **Update to Corporate Complaints Policy & Procedure**
 - c) **Upminster Bridge CPZ – Results of informal consultation**
2. **18th October 2018 - Penalty Charge Notice Banding**
3. **8th January 2019 – Keep Havering Moving- adoption of parking strategy and Highways Re-surfacing Policy**
4. **6th February 2019 – Adopt East London**
5. **2nd April 2019 –**
 - a) **London Counter Fraud Hub**
 - b) **Chafford Sports Complex**
 - c) **Land at Hall Lane Pitch and Putt**
6. **11th April 2019 – Havering Brownfield Land Register Update 2019**
7. **28 May 2019 MOPAC Partnerships Plus Scheme for s92 Police**

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Appendix

List of Executive Decisions Made under Call-in Waiver Provisions during the period May 2018 – May 2019

Executive Decision	Decision Maker	Title	Date
18/66 Non Key Waiver from Call-in	Cllr Roger Ramsey, Finance & Property	Granting of Lease to Havering Theatre Trust	22 November 2018
18/69 Non Key Waiver from Call-in	Cllr Damian White, Leader	Lower Thames Crossing Consultation – delegation of formal response	05 December 2018
Cabinet Decision Key Waiver from Call-in	Cabinet	Update of the Council's Medium Term Financial Strategy (MTFS) and budget for 2019/20	24 July 2018

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APPENDIX

Other Councils' Rules on Call-in

London Borough Councils

Council	Which decisions can be called-in	Who can call-in	Time-limit/ Standstill period	Validity criteria and who decides	Urgency rules
Brent	All key decisions (irrespective of the decision maker) and any other decision by the Cabinet/ Cabinet Committee	Relevant O&S committee; or 5 non-Cabinet members	5 working days	Must include reason(s) for the request, suggested alternative proposals, actions or resolution of the matter There are other criteria, e.g., must not be vexatious, repetitive or frivolous Chief Ex decides	Chief Ex and Chair of relevant O&S must agree that any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests
Hammer-smith & Fulham	All key decisions	50% of the voting members of the relevant Policy and Accountability Committee Educ. co-optees only entitled to request call-in of educ. matters	3 working days	Must be in writing and set out reasons The proper officer decides	The Mayor must agree that any delay likely to be caused by the call-in process is likely to seriously prejudice the council's or the public's interests
Haringey	Key decisions made by the Executive	Any 5 members of the council	5 working days	Must specify the decision to which it objects and whether the decision is claimed to be outside the policy or budget framework; give reasons in writing and outline an alternative course of action	If the decision maker and the Chair of O&S agree that any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's

				Monitoring Officer decides	interests
Newham	All decisions by the Executive and officer key decisions	Scrutiny chair plus any 5 scrutiny members (educ. co-optees may only put their name to call –in on educ. members); or 3 members of the O&S committee; or 20% of cllrs (i.e. 12)	5 working days	The Chief Ex can reject call-in because of a breach of procedure or other reason in the constitution	If the decision maker and the Chair of O&S agree that any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests
Waltham Forest	All Cabinet/ Cabinet Committee/ Cabinet Member decisions and officer key decisions	Any 4 members of the council	5 working days	<p>Must give reasons in writing for call-in; outline the alternative course of action or recommendation proposed and adhere to a number of specific requirements</p> <p>Other rules include: a decision may only be called in once and call-in must only be used for the purpose of effective scrutiny</p> <p>Director of Governance and Law decides</p>	If the Director of Governance and Law, following consultation with the relevant Chair of O&S and the decision maker, agrees any delay would be likely to expose the council, its members or the public to a significant level of risk, loss or significant disadvantage

Other Councils

Council	Which decisions can be called-in	Who can call-in	Time-limit/ Standstill period	Validity criteria and who decides	Urgency rules
Babergh DC	All key decisions or any decision taken by Cabinet	5 members including at least 1 member from a	5 working days	<p>A proposal can be called-in once only</p> <p>A recommendation to council, a council</p>	The Chair of the council agree that any delay likely to be caused by the call-in process

		minority party or an independent member		committee etc. cannot be called-in A limit of 20 call-ins per council year Chair of O&S, in consultation with the Monitoring Officer decides	would seriously prejudice the council's or the public's interests
Kirklees	All executive decisions	5 councillors or Chair and 1 other member of O&S	5 working days	A decision can be called-in once only Must include reasons and, where possible, provide supporting evidence to illustrate how the decision making principles have been breached Service Director, Legal Governance and Commissioning in consultation with the Chair of O&S	The decision maker and the Chair of O&S agree it is urgent for the stated reasons
South Cambridgeshire DC	All Cabinet/Cabinet Member/Cabinet Committee/Joint Cabinet Committee and officer key decisions	Chair of O&S or any 5 councillors	5 working days	A proposal can be called-in once only Decisions must be outside of the budget and policy framework and not in accordance with the decision making principles set out in the constitution Chairman of O&S decides unless the Monitoring Officer advises otherwise	If the Chair of the Council and Chair of O&S agree that any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests
Wiltshire	All Cabinet/Cabinet Member/Cabinet Committee /Joint Cabinet Committee and officer key decisions	10 councillors	5 working days	Must give details of the decision, which of the principles of decision making have not been followed and in what way(s) and the action already taken to resolve the matter, including representations made to the decision maker Not intended to be used when councillors simply disagree with the decision taken and	If the decision maker and the Chair of the Council agree that any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests

				wish to appeal it	
York	All Executive/ Executive Member decisions and officer key decisions	3 councillors	2 working days	<p>Must identify item to be called-in and give reasons</p> <p>Does not apply to matters that have been subject of a previous call-in or to decisions which require Full Council approval</p>	If, in the opinion of the decision making person or body, the delay likely to be caused by the call-in process would, for example, seriously prejudice the council's or the public's interests

OVERVIEW & SCRUTINY COMMITTEE PROCEDURE RULES

1 Membership

All councillors (except members of the Cabinet) may be members of the Overview and Scrutiny Board or one or more Overview & Scrutiny Sub-Committees. However, no member may be involved in scrutinising a decision in which he or she has been directly involved.

2 General role of OSCs

Within their individual terms of reference, Overview and Scrutiny Sub-Committees may:

- (a) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions or those of a partner authority (as defined for the purposes of the Local Government and Public Involvement in Health Act 2007) where relevant to the terms of reference of that Overview and Scrutiny Sub-Committee.
- (b) make reports and/or recommendations to the full Council and/or the Cabinet and/or any policy or joint committee and/or to any partner authority in connection with the discharge of any functions

In doing so the Overview and Scrutiny Sub-Committees may record the views of members on that committee who are not members of the largest political group on the Council
- (c) consider any matter affecting the area or its inhabitants
- (d) exercise the right to call-in for consideration, [key](#) decisions made but not yet implemented [\(irrespective of the decision maker\) by the Cabinet](#)
- (e) from time to time review previous decisions of Cabinet or of the committee in relation to strategic policy issues as part of the Continuous Improvement process.
- (f) Consider matters referred to them by individual Members using the Councillor Call for Action process (see paragraph 9 following).

3 Specific functions of OSCs

(a) Policy development and review

The Overview and Scrutiny Board or Sub-Committees may:

- (i) assist in the development of the budget and policy framework by in-depth analysis of policy issues

- (ii) conduct research, community and other consultation in the analysis of policy issues and possible options
- (iii) encourage and enhance community participation in the development of policy options
- (iv) inquire of:
 - members of the Cabinet, the Chief Executive, SLT Directors, Director of Legal and Governance and Heads of Service (who may involve other staff as appropriate)
 - appropriate members and/or staff of partner authorities about their views on issues and proposals affecting the area
- (v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) **Scrutiny**

Overview and Scrutiny Board or Sub-Committees may:

- (i) review and scrutinise the decisions made by and performance of the Cabinet and/or council staff both in relation to individual decisions and over time. In reviewing decisions made by and the performance of council staff, it is expected that members will direct initial inquiries to the Chief Executive, SLT Directors, Director of Legal and Governance and appropriate Second Tier Managers
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas
- (iii) inquire of members of the Cabinet and/or the Chief Executive, SLT Directors, Director of Legal and Governance and Second Tier Managers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects
- (iv) inquire of relevant partner authorities (as defined in the Local Government & Public Involvement in Health Act 2007) about their decisions and performance in relation to matters:
 - falling within the scope of the National Health Service Act 2006 and any re-enactment thereof
 - relating to the Local Area Agreement

- (v) make recommendations to the Cabinet, Council and/or partner authorities arising from the outcome of the scrutiny process
- (vi) review and scrutinise the performance of partner authorities and other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Board or relevant Sub-Committee and local people about their activities and performance
- (vii) question and gather evidence from any other person (with their consent)
- (viii) Establish Topic Groups

The topic group must report back to the Overview and Scrutiny Board or relevant Sub-Committee which established it immediately after their first meeting with the group's suggested, detailed terms of reference for confirmation. The Committee is entitled to alter the terms of reference if it sees fit and to ask non-Members of the Committee to join the topic group. There is no requirement for topic groups to accord to the political balance rules or routinely be open to the public or non-Members of the topic group.

- (ix) Establish Groups, to be known as "CCA Groups", in response to Councillor Calls for Action pursuant to the Local Government & Public Involvement in Health Act 2007

(c) **Work programme**

The Overview and Scrutiny Board and sub-committees will be responsible for setting their own work programme.

(d) **Annual report**

Overview and Scrutiny Sub-Committees must report annually to the Board and the Board must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

4 Co-opted members

Subject to paragraphs 5 and 6 following, each Overview and Scrutiny Sub-Committee shall be entitled to recommend to Council the appointment of people as non-voting members (as defined in section 13 of the Local Government and Housing Act 1989).

5 Co-opted members and teacher representatives on Children and Learning Overview and Scrutiny Sub-Committee

- (a) The Children and Learning Overview and Scrutiny Sub-Committee (**Informative: this is the statutory “Education” OSC**) must include in its membership the following co-opted members:
- (i) one Church of England diocese representative
 - (ii) one Roman Catholic diocese representative
 - (iii) three parent governor representatives (elected by all governors in each of the three sectors of education)

Each of these appointees has statutory rights to attend and vote at meetings of the Overview and Scrutiny Sub-Committee at which education matters are discussed.

- (b) The Children and Learning Overview and Scrutiny Sub-Committee may also invite local teacher unions and professional association representatives to nominate, in each municipal year, two non-voting teacher representatives (one primary sector representative and one secondary sector representative).

6 Co-opted members on the Crime & Disorder Sub-Committee

The Crime & Disorder Sub-Committee may co-opt members in accordance with the provisions of Regulation 3 of the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and decide whether they should have voting rights.

7 Meetings of the committees

There shall be at least four ordinary meetings of the Overview and Scrutiny Board and each of the Overview and Scrutiny Sub-Committees in each year. In addition, extraordinary meetings may be called from time to time as and when appropriate. An Overview and Scrutiny Sub-Committee meeting may be called by the Chairman of the relevant Overview and Scrutiny Sub-Committee by half the whole number of members of the committee or by the proper officer if he or she considers it necessary or appropriate.

8 Quorum

The quorum for an Overview and Scrutiny Sub-Committee shall be as set out for committees in rule 4 of the Committee Procedure Rules in Part 4 of this constitution.

Co-opted Members – whether or not having voting rights – shall be taken into account when calculating the quorum of a Committee.

9 Councillor Calls for Action

- (a) Any member –
 - (i) of the Overview and Scrutiny Board or relevant sub-committee may refer to that Committee any matter which is relevant to the functions of that Committee; and
 - (ii) of the Council may refer to the Overview and Scrutiny Board or relevant sub-committee any local government matter which is relevant to the functions of that Committee.
- (b) Any member of the Council who is not a member of the Crime & Disorder Sub-Committee may refer any local crime and disorder matter to that Sub-Committee.

The proper officer shall include any matter referred in accordance with either (a) or (b) above in the agenda for a meeting of the Board or relevant Sub-Committee and the Chairman shall ensure that it is discussed at that meeting.

10 Policy review and development

- (a) The role of the Overview and Scrutiny Board or Sub-Committees in relation to the development of the Council's budget and policy framework is set out in detail in the Policy Framework Procedure Rules set out in Part 4 of this constitution.
- (b) In relation to the development of the Council's approach to other matters not forming part of its policy framework or budget framework, Overview and Scrutiny Sub-Committees may make proposals to the Overview and Scrutiny Board and the Board may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference.
- (c) The Overview and Scrutiny Board and Sub-Committees may hold inquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration.

11 Reports to Council and Cabinet

- (a) Once it has formed recommendations on proposals for development, the Overview and Scrutiny Sub-Committees will prepare a formal report and submit it to the Overview and Scrutiny Board who will then submit to the proper officer for consideration by the Council or by the Cabinet as appropriate.

- (b) If the Overview and Scrutiny Board cannot agree on one single final report to the Council or Cabinet as appropriate, then up to one minority report may be prepared and submitted for consideration by the Council or Cabinet with the majority report.
- (c) As soon as possible after the Overview and Scrutiny Board has prepared the report, the proper officer shall serve a copy of it upon the relevant Cabinet Member.
- (d) The Council or Cabinet must consider the report of the Overview and Scrutiny Board within two months of it being submitted to the proper officer.
- (e) Reports of Overview and Scrutiny Board referred to the Cabinet shall be considered by the Cabinet within two months of the meeting of the Overview and Scrutiny Board at which its report and recommendations are agreed.

12 **Reports to partner authorities**

Where an Overview and Scrutiny Sub-Committee report relates to a local improvement target which—

- (a) relates to a relevant partner authority, and
- (b) is specified in a local area agreement of the authority

that Committee shall comply with the relevant statutory requirements.

13 **Rights of Overview and Scrutiny Board and Sub-Committee members to documents**

- (a) In addition to their rights as councillors, members of Overview and Scrutiny Board and Sub-Committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this constitution.
- (b) Nothing in this rule prevents more detailed liaison between the Cabinet and Overview and Scrutiny Board as appropriate depending on the particular matter under consideration.

14 **Members and staff giving account**

- (a) The Overview and Scrutiny Board or relevant sub-committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any individual Cabinet member, the Chief Executive, an SLT Director, Director of Legal and Governance and Second Tier Manager (who may involve other staff as appropriate) to attend before it to explain, in relation to matters within their remit:
 - (i) any particular decision or series of decisions

- (ii) the extent to which the actions taken implement Council policy, and/or
- (iii) their performance

and it is the duty of those persons to attend if so required.

- (b) Where any member or member of staff is required to attend the Overview and Scrutiny Board or relevant sub-committee under this provision, the Chairman of the Board or relevant sub-committee will inform the proper officer. The proper officer shall inform the member or member of staff in writing giving at least seven working days' notice of the meeting at which they are required to attend. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the Board or relevant sub-committee. Where the account to be given to the Board or sub-committee will require the production of a report, then the member or member of staff concerned will be given sufficient notice to allow for preparation of that documentation.
- (c) Where, in exceptional circumstances, the member or member of staff is unable to attend on the required date, then the Overview and Scrutiny Board or Sub-Committee shall in consultation with the member or member of staff arrange an alternative date for attendance to take place within a maximum of ten days from the date of the original request.

15 **Attendance by Cabinet Members**

- (a) A member of the Cabinet may attend any meeting of the Overview and Scrutiny Board or Sub-Committee. Subject to (b) below, where a matter before the committee relates to an issue within the portfolio of that Cabinet member, he or she may address the Board or Sub-Committee about it unless to do so would breach any provision of the Members' Code of Conduct or any rule of law.
- (b) Where a decision of the Cabinet or of a Cabinet Member has been called in pursuant to rule 18 following, the relevant Cabinet Member or Members may attend the meeting at which the requisition is considered in order to explain the reasons for the decision and to respond to the decision, notwithstanding that the Cabinet Member has a prejudicial interest (which must be declared at the outset of the meeting). The Cabinet Member must, however, leave the meeting before the Board deliberates upon the matter and reaches a decision.

16 **Attendance by others**

The Overview and Scrutiny Board or Sub-Committee may invite people other than those people referred to in paragraphs 14 and 15 above to address it, discuss issues of local concern and/or answer questions, such as residents, stakeholders and members and staff in other parts of the public sector.

17 Call-in (“requisition”) procedure

- (a) All ~~decisions of Cabinet and individual Cabinet members, and all~~ key decisions (irrespective of the decision maker) taken by staff will be notified weekly to all members, who shall be entitled to requisition that decision. Notification will be by the weekly Calendar Brief (or, where necessary, by supplementary Calendar Brief) to all members, indicating the latest date for submission of a requisition.
- (b) If the Head of Democratic Services is notified of a requisition of a key decision shown on that notification within three working days of the publication in Calendar Brief (or any supplementary Calendar Brief) of a decision, then that decision shall not be acted upon but shall be submitted to the next Overview and Scrutiny Board meeting as soon as possible, either at the next ordinary meeting if due within 15 working days of receipt of the requisition or at a special meeting convened for the purpose (to be held, so far as practicable, within 10 working days of the receipt of the requisition), for determination.
- (c) At a meeting due to consider a requisition submitted under (b) above, the Overview and Scrutiny Board may resolve to initiate either of the specific call-in procedures set out in rule 75 of the Policy Framework Procedure Rules or in rule 5 of the Budget Framework Procedure Rules.
- (d) Any requisition submitted under (b) above must ~~be in writing and must be signed by:~~
 - (i) be in writing and must be signed by at least ~~six~~two members representing between them more than one group ~~(and may include one or two members who are not attached to a group), or~~
 - (ii) specify the key decision to which it relates,
 - (iii) relate to a key decision which has not previously been called-in or been the subject of pre-decision scrutiny,
 - ~~at least one co-opted member and one member.~~(iv) _____

~~The requisition must~~ state the grounds or reasons for the requisition.

 - (v) where appropriate, suggest alternative proposals, actions or resolution of the matter, and
 - (vii) not be vexatious, frivolous or repetitive.

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(e) The Monitoring Officer shall decide whether a requisition is valid as assessed against the criteria set out in paragraph (d) above or whether it is otherwise an appropriate use of the call-in process.

(f) The Board may uphold a requisition in its entirety or in part, or may decline to uphold a requisition (in which case the original decision shall stand and be able to be implemented forthwith).

(g) Following the consideration of the matter by the Board, if the requisition submitted under (b) above is upheld, the matter shall be referred to either

(i) The Council where the Board considers the matter is contrary or not wholly in accordance with the policy or budgetary framework, or otherwise

(ii) The Cabinet

(h) The report of the Board submitted to the Council or Cabinet shall incorporate the Board's views on the requisition and any recommendations it wishes to put forward as to how the requisitioned decision should be reviewed or altered in order to address the points in the requisition that have been upheld.

(i) The Board's views may be articulated by an officer's report, by a minute of the Board or by a summary of the minute.

(j) A requisition under (b) above shall be determined at the board meeting by simple majority.

~~(j) The members calling in the decision may indicate at the time of submitting any requisition that it is "holding" requisition, to permit informal discussion with the Board member or the Chairman of the Board, as the case may be, as to the merits of the decision. Time shall be of the essence when dealing with "holding" requisitions. A "holding requisition" shall be treated as withdrawn if, eight clear days having passed from the publication of the decision, both members have not confirmed by notice in writing to the Head of Democratic Services that the requisition should be subject to the full requisition procedure provided for in the preceding paragraphs.~~

(k) Any requisition may be withdrawn by the requisitioners at any time prior to it being disposed of.

(l) For the avoidance of doubt, "notice given in writing" for the purpose of this Rule includes notice given by a requisitioner by fax or by email from an address or number recognised as associated with the member sending it, and shall be regarded as validly signed by any of the other~~both~~ members if either an identical fax or email is received from ~~both of~~ them or a member~~one~~ clearly associates him or herself with a

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submission by ~~another member~~^{the other}, and different members may use different methods of giving such notices.

18 Exception to the call-in (“requisition”) procedure

- (a) The call-in procedure set out above shall not apply where a key decision being taken (~~irrespective of the decision maker~~)~~by Cabinet or an individual Cabinet member, or a key decision made by a member of staff,~~ is urgent. A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council’s or the public interests. The record of the decision and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in.
- (b) The decision making person or body can only take an urgent decision under (a) above and avoid the call-in procedures after obtaining agreement from the Chairman of the Board that the decision be treated as urgent.
- (c) In the absence of the Chairman, the Vice Chairman, or if neither is able to act, then the Mayor, or in his/her absence the Deputy Mayor, may give the agreement in (b) above.
- (d) Any agreement obtained under (b) or (c) above shall be evidenced in writing.
- (e) The Leader of the Council will submit quarterly reports to Council on decisions taken by himself, Cabinet or individual Cabinet members, or key decisions made by a member of staff, pursuant to this rule in the preceding three months. The report will include the number of decisions taken and a summary of the matters in respect of which those decisions were taken.
- (f) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council by the proper officer with proposals for review if necessary.

19 The Party Whip

There shall be no Party Whip at a meeting of the Overview and Scrutiny Board or Sub-Committees. “The Party Whip” is understood to mean “any instruction given by or on behalf of a political group to any Councillor who is a member of that group as to how that Councillor shall speak or vote before the Overview and Scrutiny Board or Sub-Committee, or the application or threat to apply any sanctions by the group in respect of that Councillor should they speak or vote in any particular manner”.

20 Procedure at Overview and Scrutiny Board or Sub-Committee meetings

- (a) The Overview and Scrutiny Board and any sub-committees shall consider the following business:
 - (i) minutes of the last meeting
 - (ii) declarations of interest
 - (iii) consideration of any matter referred to the Board only for a decision in relation to call in of a key decision in accordance with the validity criteria stated in paragraph (d) of Rule 17 above
 - (iv) responses of the Leader or Executive to reports of the Overview and Scrutiny Board or Sub-Committees
 - (v) the business otherwise set out on the agenda for the meeting.
- (b) Where the Overview and Scrutiny Board considers a call-in requisition, the member responsible for that requisition or a group representative must attend the meeting.
- (c) Where the Overview and Scrutiny Board or Sub-Committee conducts investigations (for example, with a view to policy development), the committee shall observe the following principles:
 - (i) that the investigation be conducted fairly and all members of the committee be given the opportunity to ask questions of attendees, and to contribute and speak
 - (ii) that those assisting the committee by giving evidence be treated with respect and courtesy
 - (iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
- (d) Following any investigation or review, the committee shall prepare a report for submission to the Cabinet and/or Council as appropriate and shall make its report and findings public.

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Ministry of Housing,
Communities &
Local Government

Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities



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Ministerial Foreword

The role that overview and scrutiny can play in holding an authority's decision-makers to account makes it fundamentally important to the successful functioning of local democracy. Effective scrutiny helps secure the efficient delivery of public services and drives improvements within the authority itself. Conversely, poor scrutiny can be indicative of wider governance, leadership and service failure.

It is vital that councils and combined authorities know the purpose of scrutiny, what effective scrutiny looks like, how to conduct it and the benefits it can bring. This guidance aims to increase understanding in all four areas.

In writing this guidance, my department has taken close note of the House of Commons Select Committee report of December 2017, as well as the written and oral evidence supplied to that Committee. We have also consulted individuals and organisations with practical involvement in conducting, researching and supporting scrutiny.

It is clear from speaking to these practitioners that local and combined authorities with effective overview and scrutiny arrangements in place share certain key traits, the most important being a strong organisational culture. Authorities who welcome challenge and recognise the value scrutiny can bring reap the benefits. But this depends on strong commitment from the top - from senior members as well as senior officials.

Crucially, this guidance recognises that authorities have democratic mandates and are ultimately accountable to their electorates, and that authorities themselves are best-placed to know which scrutiny arrangements are most appropriate for their own individual circumstances.

I would, however, strongly urge all councils to cast a critical eye over their existing arrangements and, above all, ensure they embed a culture that allows overview and scrutiny to flourish.

A handwritten signature in blue ink, reading 'Rishi Sunak'.

Rishi Sunak MP
Minister for Local Government

About this Guidance

Who the guidance is for

This document is aimed at local authorities and combined authorities in England to help them carry out their overview and scrutiny functions effectively. In particular, it provides advice for senior leaders, members of overview and scrutiny committees, and support officers.

Aim of the guidance

This guidance seeks to ensure local authorities and combined authorities are aware of the purpose of overview and scrutiny, what effective scrutiny looks like, how to conduct it effectively and the benefits it can bring.

As such, it includes a number of policies and practices authorities should adopt or should consider adopting when deciding how to carry out their overview and scrutiny functions.

The guidance recognises that authorities approach scrutiny in different ways and have different processes and procedures in place, and that what might work well for one authority might not work well in another.

The hypothetical scenarios contained in the annexes to this guidance have been included for illustrative purposes, and are intended to provoke thought and discussion rather than serve as a 'best' way to approach the relevant issues.

While the guidance sets out some of the key legal requirements, it does not seek to replicate legislation.

Status of the guidance

This is statutory guidance from the Ministry of Housing, Communities and Local Government. Local authorities and combined authorities must have regard to it when exercising their functions. The phrase 'must have regard', when used in this context, does not mean that the sections of statutory guidance have to be followed in every detail, but that they should be followed unless there is a good reason not to in a particular case.

Not every authority is required to appoint a scrutiny committee. This guidance applies to those authorities who have such a committee in place, whether they are required to or not.

This guidance has been issued under section 9Q of the Local Government Act 2000 and under paragraph 2(9) of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009, which requires authorities to have regard to this guidance. In addition, authorities may have regard to other material they might choose to consider, including that issued by the Centre for Public Scrutiny, when exercising their overview and scrutiny functions.

Terminology

Unless 'overview' is specifically mentioned, the term 'scrutiny' refers to both overview and scrutiny.¹

Where the term 'authority' is used, it refers to both local authorities and combined authorities.

Where the term 'scrutiny committee' is used, it refers to an overview and scrutiny committee and any of its sub-committees. As the legislation refers throughout to powers conferred on scrutiny committees, that is the wording used in this guidance. However, the guidance should be seen as applying equally to work undertaken in informal task and finish groups, commissioned by formal committees.

Where the term 'executive' is used, it refers to executive members.

For combined authorities, references to the 'executive' or 'cabinet' should be interpreted as relating to the mayor (where applicable) and all the authority members.

For authorities operating committee rather than executive arrangements, references to the executive or Cabinet should be interpreted as relating to councillors in leadership positions.

Expiry or review date

This guidance will be kept under review and updated as necessary.

¹ A distinction is often drawn between 'overview' which focuses on the development of policy, and 'scrutiny' which looks at decisions that have been made or are about to be made to ensure they are fit for purpose.

1. Introduction and Context

1. Overview and scrutiny committees were introduced in 2000 as part of new executive governance arrangements to ensure that members of an authority who were not part of the executive could hold the executive to account for the decisions and actions that affect their communities.
2. Overview and scrutiny committees have statutory powers² to scrutinise decisions the executive is planning to take, those it plans to implement, and those that have already been taken/implemented. Recommendations following scrutiny enable improvements to be made to policies and how they are implemented. Overview and scrutiny committees can also play a valuable role in developing policy.

Effective overview and scrutiny should:

- Provide constructive 'critical friend' challenge;
- Amplify the voices and concerns of the public;
- Be led by independent people who take responsibility for their role; and
- Drive improvement in public services.

3. The requirement for local authorities in England to establish overview and scrutiny committees is set out in sections 9F to 9FI of the Local Government Act 2000 as amended by the Localism Act 2011.
4. The Localism Act 2011 amended the Local Government Act 2000 to allow councils to revert to a non-executive form of governance - the 'committee system'. Councils who adopt the committee system are not required to have overview and scrutiny but may do so if they wish. The legislation has been strengthened and updated since 2000, most recently to reflect new governance arrangements with combined authorities. Requirements for combined authorities are set out in Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009.
5. Current overview and scrutiny legislation recognises that authorities are democratically-elected bodies who are best-placed to determine which overview and scrutiny arrangements best suit their own individual needs, and so gives them a great degree of flexibility to decide which arrangements to adopt.
6. In producing this guidance, the Government fully recognises both authorities' democratic mandate and that the nature of local government has changed in recent years, with, for example, the creation of combined authorities, and councils increasingly delivering key services in partnership with other organisations or outsourcing them entirely.

² Section 9F of the Local Government Act 2000; paragraph 1 of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009.

2. Culture

7. The prevailing organisational culture, behaviours and attitudes of an authority will largely determine whether its scrutiny function succeeds or fails.
8. While everyone in an authority can play a role in creating an environment conducive to effective scrutiny, it is important that this is led and owned by members, given their role in setting and maintaining the culture of an authority.
9. Creating a strong organisational culture supports scrutiny work that can add real value by, for example, improving policy-making and the efficient delivery of public services. In contrast, low levels of support for and engagement with the scrutiny function often lead to poor quality and ill-focused work that serves to reinforce the perception that it is of little worth or relevance.
10. Members and senior officers should note that the performance of the scrutiny function is not just of interest to the authority itself. Its effectiveness, or lack thereof, is often considered by external bodies such as regulators and inspectors, and highlighted in public reports, including best value inspection reports. Failures in scrutiny can therefore help to create a negative public image of the work of an authority as a whole.

How to establish a strong organisational culture

11. Authorities can establish a strong organisational culture by:

- a) **Recognising scrutiny's legal and democratic legitimacy** – all members and officers should recognise and appreciate the importance and legitimacy the scrutiny function is afforded by the law. It was created to act as a check and balance on the executive and is a statutory requirement for all authorities operating executive arrangements and for combined authorities.

Councillors have a unique legitimacy derived from their being democratically elected. The insights that they can bring by having this close connection to local people are part of what gives scrutiny its value.

- b) **Identifying a clear role and focus** – authorities should take steps to ensure scrutiny has a clear role and focus within the organisation, i.e. a niche within which it can clearly demonstrate it adds value. Therefore, prioritisation is necessary to ensure the scrutiny function concentrates on delivering work that is of genuine value and relevance to the work of the wider authority – this is one of the most challenging parts of scrutiny, and a critical element to get right if it is to be recognised as a strategic function of the authority (see chapter 6).

Authorities should ensure a clear division of responsibilities between the scrutiny function and the audit function. While it is appropriate for scrutiny to pay due regard to the authority's financial position, this will need to happen in the context of the formal audit role. The authority's section 151 officer should advise scrutiny on how to manage this dynamic.

While scrutiny has no role in the investigation or oversight of the authority's whistleblowing arrangements, the findings of independent whistleblowing investigations might be of interest to scrutiny committees as they consider their wider implications. Members should always follow the authority's constitution and associated Monitoring Officer directions on the matter. Further guidance on whistleblowing can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/415175/bis-15-200-whistleblowing-guidance-for-employers-and-code-of-practice.pdf.

- c) **Ensuring early and regular engagement between the executive and scrutiny** – authorities should ensure early and regular discussion takes place between scrutiny and the executive, especially regarding the latter's future work programme. Authorities should, though, be mindful of their distinct roles:

In particular:

- The executive should not try to exercise control over the work of the scrutiny committee. This could be direct, e.g. by purporting to 'order' scrutiny to look at, or not look at, certain issues, or indirect, e.g. through the use of the whip or as a tool of political patronage, and the committee itself should remember its statutory purpose when carrying out its work. All members and officers should consider the role the scrutiny committee plays to be that of a 'critical friend' not a de facto 'opposition'. Scrutiny chairs have a particular role to play in establishing the profile and nature of their committee (see chapter 4); and
- The chair of the scrutiny committee should determine the nature and extent of an executive member's participation in a scrutiny committee meeting, and in any informal scrutiny task group meeting.

- d) **Managing disagreement** – effective scrutiny involves looking at issues that can be politically contentious. It is therefore inevitable that, at times, an executive will disagree with the findings or recommendations of a scrutiny committee.

It is the job of both the executive and scrutiny to work together to reduce the risk of this happening, and authorities should take steps to predict, identify and act on disagreement.

One way in which this can be done is via an 'executive-scrutiny protocol' (see annex 1) which can help define the relationship between the two and mitigate any differences of opinion before they manifest themselves in unhelpful and unproductive ways. The benefit of this approach is that it provides a framework for disagreement and debate, and a way to manage it when it happens. Often,

the value of such a protocol lies in the dialogue that underpins its preparation. It is important that these protocols are reviewed on a regular basis.

Scrutiny committees do have the power to 'call in' decisions, i.e. ask the executive to reconsider them before they are implemented, but should not view it as a substitute for early involvement in the decision-making process or as a party-political tool.

- e) **Providing the necessary support** – while the level of resource allocated to scrutiny is for each authority to decide for itself, when determining resources an authority should consider the purpose of scrutiny as set out in legislation and the specific role and remit of the authority's own scrutiny committee(s), and the scrutiny function as a whole.

Support should also be given by members and senior officers to scrutiny committees and their support staff to access information held by the authority and facilitate discussions with representatives of external bodies (see chapter 5).

- f) **Ensuring impartial advice from officers** – authorities, particularly senior officers, should ensure all officers are free to provide impartial advice to scrutiny committees. This is fundamental to effective scrutiny. Of particular importance is the role played by 'statutory officers' – the monitoring officer, the section 151 officer and the head of paid service, and where relevant the statutory scrutiny officer. These individuals have a particular role in ensuring that timely, relevant and high-quality advice is provided to scrutiny.
- g) **Communicating scrutiny's role and purpose to the wider authority** – the scrutiny function can often lack support and recognition within an authority because there is a lack of awareness among both members and officers about the specific role it plays, which individuals are involved and its relevance to the authority's wider work. Authorities should, therefore, take steps to ensure all members and officers are made aware of the role the scrutiny committee plays in the organisation, its value and the outcomes it can deliver, the powers it has, its membership and, if appropriate, the identity of those providing officer support.
- h) **Maintaining the interest of full Council in the work of the scrutiny committee** – part of communicating scrutiny's role and purpose to the wider authority should happen through the formal, public role of full Council – particularly given that scrutiny will undertake valuable work to highlight challenging issues that an authority will be facing and subjects that will be a focus of full Council's work. Authorities should therefore take steps to ensure full Council is informed of the work the scrutiny committee is doing.

One way in which this can be done is by reports and recommendations being submitted to full Council rather than solely to the executive. Scrutiny should decide when it would be appropriate to submit reports for wider debate in this way, taking into account the relevance of reports to full Council business, as well as full Council's capacity to consider and respond in a timely manner. Such

reports would supplement the annual report to full Council on scrutiny's activities and raise awareness of ongoing work.

In order to maintain awareness of scrutiny at the Combined Authority and provoke dialogue and discussion of its impact, the business of scrutiny should be reported to the Combined Authority board or to the chairs of the relevant scrutiny committees of constituent and non-constituent authorities, or both. At those chairs' discretion, particular Combined Authority scrutiny outcomes, and what they might mean for each individual area, could be either discussed by scrutiny in committee or referred to full Council of the constituent authorities.

- i) **Communicating scrutiny's role to the public** – authorities should ensure scrutiny has a profile in the wider community. Consideration should be given to how and when to engage the authority's communications officers, and any other relevant channels, to understand how to get that message across. This will usually require engagement early on in the work programming process (see chapter 6).
- j) **Ensuring scrutiny members are supported in having an independent mindset** – formal committee meetings provide a vital opportunity for scrutiny members to question the executive and officers.

Inevitably, some committee members will come from the same political party as a member they are scrutinising and might well have a long-standing personal, or familial, relationship with them (see paragraph 25).

Scrutiny members should bear in mind, however, that adopting an independent mind-set is fundamental to carrying out their work effectively. In practice, this is likely to require scrutiny chairs working proactively to identify any potentially contentious issues and plan how to manage them.

Directly-elected mayoral systems

12. A strong organisational culture that supports scrutiny work is particularly important in authorities with a directly-elected mayor to ensure there are the checks and balances to maintain a robust democratic system. Mayoral systems offer the opportunity for greater public accountability and stronger governance, but there have also been incidents that highlight the importance of creating and maintaining a culture that puts scrutiny at the heart of its operations.
13. Authorities with a directly-elected mayor should ensure that scrutiny committees are well-resourced, are able to recruit high-calibre members and that their scrutiny functions pay particular attention to issues surrounding:
 - rights of access to documents by the press, public and councillors;
 - transparent and fully recorded decision-making processes, especially avoiding decisions by 'unofficial' committees or working groups;
 - delegated decisions by the Mayor;
 - whistleblowing protections for both staff and councillors; and
 - powers of Full Council, where applicable, to question and review.

14. Authorities with a directly-elected mayor should note that mayors are required by law to attend overview and scrutiny committee sessions when asked to do so (see paragraph 44).

3. Resourcing

15. The resource an authority allocates to the scrutiny function plays a pivotal role in determining how successful that function is and therefore the value it can add to the work of the authority.
16. Ultimately it is up to each authority to decide on the resource it provides, but every authority should recognise that creating and sustaining an effective scrutiny function requires them to allocate resources to it.
17. Authorities should also recognise that support for scrutiny committees, task groups and other activities is not solely about budgets and provision of officer time, although these are clearly extremely important elements. Effective support is also about the ways in which the wider authority engages with those who carry out the scrutiny function (both members and officers).

When deciding on the level of resource to allocate to the scrutiny function, the factors an authority should consider include:

- Scrutiny's legal powers and responsibilities;
- The particular role and remit scrutiny will play in the authority;
- The training requirements of scrutiny members and support officers, particularly the support needed to ask effective questions of the executive and other key partners, and make effective recommendations;
- The need for ad hoc external support where expertise does not exist in the council;
- Effectively-resourced scrutiny has been shown to add value to the work of authorities, improving their ability to meet the needs of local people; and
- Effectively-resourced scrutiny can help policy formulation and so minimise the need for call-in of executive decisions.

Statutory scrutiny officers

18. Combined authorities, upper and single tier authorities are required to designate a statutory scrutiny officer,³ someone whose role is to:
 - promote the role of the authority's scrutiny committee;
 - provide support to the scrutiny committee and its members; and
 - provide support and guidance to members and officers relating to the functions of the scrutiny committee.

³ Section 9FB of the Local Government Act 2000; article 9 of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017

19. Authorities not required by law to appoint such an officer should consider whether doing so would be appropriate for their specific local needs.

Officer resource models

20. Authorities are free to decide for themselves which wider officer support model best suits their individual circumstances, though generally they adopt one or a mix of the following:
- Committee – officers are drawn from specific policy or service areas;
 - Integrated – officers are drawn from the corporate centre and also service the executive; and
 - Specialist – officers are dedicated to scrutiny.
21. Each model has its merits – the committee model provides service-specific expertise; the integrated model facilitates closer and earlier scrutiny involvement in policy formation and alignment of corporate work programmes; and the specialist model is structurally independent from those areas it scrutinises.
22. Authorities should ensure that, whatever model they employ, officers tasked with providing scrutiny support are able to provide impartial advice. This might require consideration of the need to build safeguards into the way that support is provided. The nature of these safeguards will differ according to the specific role scrutiny plays in the organisation.

4. Selecting Committee Members

23. Selecting the right members to serve on scrutiny committees is essential if those committees are to function effectively. Where a committee is made up of members who have the necessary skills and commitment, it is far more likely to be taken seriously by the wider authority.
24. While there are proportionality requirements that must be met,⁴ the selection of the chair and other committee members is for each authority to decide for itself. Guidance for combined authorities on this issue has been produced by the Centre for Public Scrutiny⁵.

Members invariably have different skill-sets. What an authority must consider when forming a committee is that, as a group, it possesses the requisite expertise, commitment and ability to act impartially to fulfil its functions.

25. Authorities are reminded that members of the executive cannot be members of a scrutiny committee.⁶ Authorities should take care to ensure that, as a minimum, members holding less formal executive positions, e.g. as Cabinet assistants, do not sit on scrutinising committees looking at portfolios to which those roles relate. Authorities should articulate in their constitutions how conflicts of interest, including familial links (see also paragraph 31), between executive and scrutiny responsibilities should be managed, including where members stand down from the executive and move to a scrutiny role, and vice-versa.
26. Members or substitute members of a combined authority must not be members of its overview and scrutiny committee.⁷ This includes the Mayor in Mayoral Combined Authorities. It is advised that Deputy Mayors for Policing and Crime are also not members of the combined authority's overview and scrutiny committee.

Selecting individual committee members

27. When selecting individual members to serve on scrutiny committees, an authority should consider a member's experience, expertise, interests, ability to act impartially, ability to work as part of a group, and capacity to serve.

⁴ See, for example, regulation 11 of the Local Authorities (Committee System) (England) Regulations 2012 (S.I. 2012/1020) and article 4 of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 (S.I. 2017/68).

⁵ See pages 15-18 of 'Overview and scrutiny in combined authorities: a plain English guide': <https://www.cfps.org.uk/wp-content/uploads/Overview-and-scrutiny-in-combined-authorities-a-plain-english-guide.pdf>

⁶ Section 9FA(3) of the Local Government Act 2000.

⁷ 2(3) of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009

28. Authorities should not take into account a member's perceived level of support for or opposition to a particular political party (notwithstanding the wider legal requirement for proportionality referred to in paragraph 24).

Selecting a chair

29. The Chair plays a leadership role on a scrutiny committee as they are largely responsible for establishing its profile, influence and ways of working.
30. The attributes authorities should and should not take into account when selecting individual committee members (see paragraphs 27 and 28) also apply to the selection of the Chair, but the Chair should also possess the ability to lead and build a sense of teamwork and consensus among committee members.

Chairs should pay special attention to the need to guard the committee's independence. Importantly, however, they should take care to avoid the committee being, and being viewed as, a de facto opposition to the executive.

31. Given their pre-eminent role on the scrutiny committee, it is strongly recommended that the Chair not preside over scrutiny of their relatives⁸. Combined authorities should note the legal requirements that apply to them where the Chair is an independent person⁹.
32. The method for selecting a Chair is for each authority to decide for itself, however every authority should consider taking a vote by secret ballot. Combined Authorities should be aware of the legal requirements regarding the party affiliation of their scrutiny committee Chair¹⁰.

Training for committee members

33. Authorities should ensure committee members are offered induction when they take up their role and ongoing training so they can carry out their responsibilities effectively. Authorities should pay attention to the need to ensure committee members are aware of their legal powers, and how to prepare for and ask relevant questions at scrutiny sessions.
34. When deciding on training requirements for committee members, authorities should consider taking advantage of opportunities offered by external providers in the sector.

Co-option and technical advice

35. While members and their support officers will often have significant local insight and an understanding of local people and their needs, the provision of outside expertise can be invaluable.

⁸ A definition of 'relative' can be found at section 28(10) of the Localism Act 2011.

⁹ See article 5(2) of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 (S.I. 2017/68).

¹⁰ Article 5(6) of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

36. There are two principal ways to procure this:

- Co-option – formal co-option is provided for in legislation¹¹. Authorities must establish a co-option scheme to determine how individuals will be co-opted onto committees; and
- Technical advisers – depending on the subject matter, independent local experts might exist who can provide advice and assistance in evaluating evidence (see annex 2).

¹¹ Section 9FA(4) Local Government Act 2000

5. Power to Access Information

37. A scrutiny committee needs access to relevant information the authority holds, and to receive it in good time, if it is to do its job effectively.
38. This need is recognised in law, with members of scrutiny committees enjoying powers to access information¹². In particular, regulations give enhanced powers to a scrutiny member to access exempt or confidential information. This is in addition to existing rights for councillors to have access to information to perform their duties, including common law rights to request information and rights to request information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
39. When considering what information scrutiny needs in order to carry out its work, scrutiny members and the executive should consider scrutiny's role and the legal rights that committees and their individual members have, as well as their need to receive timely and accurate information to carry out their duties effectively.
40. Scrutiny members should have access to a regularly available source of key information about the management of the authority – particularly on performance, management and risk. Where this information exists, and scrutiny members are given support to understand it, the potential for what officers might consider unfocused and unproductive requests is reduced as members will be able to frame their requests from a more informed position.
41. Officers should speak to scrutiny members to ensure they understand the reasons why information is needed, thereby making the authority better able to provide information that is relevant and timely, as well as ensuring that the authority complies with legal requirements.

While each request for information should be judged on its individual merits, authorities should adopt a default position of sharing the information they hold, on request, with scrutiny committee members.

42. The law recognises that there might be instances where it is legitimate for an authority to withhold information and places a requirement on the executive to provide the scrutiny committee with a written statement setting out its reasons for that decision¹³. However, members of the executive and senior officers should take particular care to avoid refusing requests, or limiting the information they provide, for reasons of party political or reputational expediency.

¹² Regulation 17 - Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012; article 10 Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

¹³ Regulation 17(4) – Local Government (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012; article 10(4) Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

Before an authority takes a decision not to share information it holds, it should give serious consideration to whether that information could be shared in closed session.

43. Regulations already stipulate a timeframe for executives to comply with requests from a scrutiny member¹⁴. When agreeing to such requests, authorities should:
- consider whether seeking clarification from the information requester could help better target the request; and
 - Ensure the information is supplied in a format appropriate to the recipient's needs.

44. Committees should be aware of their legal power to require members of the executive and officers to attend before them to answer questions¹⁵. It is the duty of members and officers to comply with such requests.¹⁶

Seeking information from external organisations

45. Scrutiny members should also consider the need to supplement any authority-held information they receive with information and intelligence that might be available from other sources, and should note in particular their statutory powers to access information from certain external organisations.

46. When asking an external organisation to provide documentation or appear before it, and where that organisation is not legally obliged to do either (see annex 3), scrutiny committees should consider the following:

- a) **The need to explain the purpose of scrutiny** – the organisation being approached might have little or no awareness of the committee's work, or of an authority's scrutiny function more generally, and so might be reluctant to comply with any request;
- b) **The benefits of an informal approach** – individuals from external organisations can have fixed perceptions of what an evidence session entails and may be unwilling to subject themselves to detailed public scrutiny if they believe it could reflect badly on them or their employer. Making an informal approach can help reassure an organisation of the aims of the committee, the type of information being sought and the manner in which the evidence session would be conducted;

¹⁴ Regulation 17(2) – Local Government (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012; article 10(2) Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

¹⁵ Section 9FA(8) of the Local Government Act 2000; paragraph 2(6) of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009.

¹⁶ Section 9FA(9) of the Local Government Act 2000; paragraph 2(7) of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009.

- c) **How to encourage compliance with the request** – scrutiny committees will want to frame their approach on a case by case basis. For contentious issues, committees might want to emphasise the opportunity their request gives the organisation to ‘set the record straight’ in a public setting; and
- d) **Who to approach** – a committee might instinctively want to ask the Chief Executive or Managing Director of an organisation to appear at an evidence session, however it could be more beneficial to engage front-line staff when seeking operational-level detail rather than senior executives who might only be able to talk in more general terms. When making a request to a specific individual, the committee should consider the type of information it is seeking, the nature of the organisation in question and the authority’s pre-existing relationship with it.

Following ‘the Council Pound’

Scrutiny committees will often have a keen interest in ‘following the council pound’, i.e. scrutinising organisations that receive public funding to deliver goods and services.

Authorities should recognise the legitimacy of this interest and, where relevant, consider the need to provide assistance to scrutiny members and their support staff to obtain information from organisations the council has contracted to deliver services. In particular, when agreeing contracts with these bodies, authorities should consider whether it would be appropriate to include a *requirement* for them to supply information to or appear before scrutiny committees.

6. Planning Work

47. Effective scrutiny should have a defined impact on the ground, with the committee making recommendations that will make a tangible difference to the work of the authority. To have this kind of impact, scrutiny committees need to plan their work programme, i.e. draw up a long-term agenda and consider making it flexible enough to accommodate any urgent, short-term issues that might arise during the year.
48. Authorities with multiple scrutiny committees sometimes have a separate work programme for each committee. Where this happens, consideration should be given to how to co-ordinate the various committees' work to make best use of the total resources available.

Being clear about scrutiny's role

49. Scrutiny works best when it has a clear role and function. This provides focus and direction. While scrutiny has the power to look at anything which affects 'the area, or the area's inhabitants', authorities will often find it difficult to support a scrutiny function that carries out generalised oversight across the wide range of issues experienced by local people, particularly in the context of partnership working. Prioritisation is necessary, which means that there might be things that, despite being important, scrutiny will not be able to look at.
50. Different overall roles could include having a focus on risk, the authority's finances, or on the way the authority works with its partners.
51. Applying this focus does not mean that certain subjects are 'off limits'. It is more about looking at topics and deciding whether their relative importance justifies the positive impact scrutiny's further involvement could bring.
52. When thinking about scrutiny's focus, members should be supported by key senior officers. The statutory scrutiny officer, if an authority has one, will need to take a leading role in supporting members to clarify the role and function of scrutiny, and championing that role once agreed.

Who to speak to

53. Evidence will need to be gathered to inform the work programming process. This will ensure that it looks at the right topics, in the right way and at the right time. Gathering evidence requires conversations with:
 - *The public* – it is likely that formal 'consultation' with the public on the scrutiny work programme will be ineffective. Asking individual scrutiny members to have conversations with individuals and groups in their own local areas can work better. Insights gained from the public through individual pieces of scrutiny work can be fed back into the work programming process. Listening to and participating in conversations in places where local people come together, including in online forums, can help authorities engage people on their own terms and yield more positive results.

Authorities should consider how their communications officers can help scrutiny engage with the public, and how wider internal expertise and local knowledge from both members and officers might make a contribution.

- *The authority's partners* – relationships with other partners should not be limited to evidence-gathering to support individual reviews or agenda items. A range of partners are likely to have insights that will prove useful:
 - Public sector partners (like the NHS and community safety partners, over which scrutiny has specific legal powers);
 - Voluntary sector partners;
 - Contractors and commissioning partners (including partners in joint ventures and authority-owned companies);
 - In parished areas, town, community and parish councils;
 - Neighbouring principal councils (both in two-tier and unitary areas);
 - Cross-authority bodies and organisations, such as Local Enterprise Partnerships¹⁷; and
 - Others with a stake and interest in the local area – large local employers, for example.
- *The executive* – a principal partner in discussions on the work programme should be the executive (and senior officers). The executive should not direct scrutiny's work (see chapter 2), but conversations will help scrutiny members better understand how their work can be designed to align with the best opportunities to influence the authority's wider work.

Information sources

54. Scrutiny will need access to relevant information to inform its work programme. The type of information will depend on the specific role and function scrutiny plays within the authority, but might include:

- Performance information from across the authority and its partners;
- Finance and risk information from across the authority and its partners;
- Corporate complaints information, and aggregated information from political groups about the subject matter of members' surgeries;
- Business cases and options appraisals (and other planning information) for forthcoming major decisions. This information will be of particular use for pre-decision scrutiny; and
- Reports and recommendations issued by relevant ombudsmen, especially the Local Government and Social Care Ombudsman.

¹⁷ Authorities should ensure they have appropriate arrangements in place to ensure the effective democratic scrutiny of Local Enterprise Partnerships' investment decisions.

As committees can meet in closed session, commercial confidentiality should not preclude the sharing of information. Authorities should note, however, that the default for meetings should be that they are held in public (see 2014 guidance on '*Open and accountable local government*':

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf).

55. Scrutiny members should consider keeping this information under regular review. It is likely to be easier to do this outside committee, rather than bringing such information to committee 'to note', or to provide an update, as a matter of course.

Shortlisting topics

Approaches to shortlisting topics should reflect scrutiny's overall role in the authority. This will require the development of bespoke, local solutions, however when considering whether an item should be included in the work programme, the kind of questions a scrutiny committee should consider might include:

- Do we understand the benefits scrutiny would bring to this issue?
- How could we best carry out work on this subject?
- What would be the best outcome of this work?
- How would this work engage with the activity of the executive and other decision-makers, including partners?

56. Some authorities use scoring systems to evaluate and rank work programme proposals. If these are used to provoke discussion and debate, based on evidence, about what priorities should be, they can be a useful tool. Others take a looser approach. Whichever method is adopted, a committee should be able to justify how and why a decision has been taken to include certain issues and not others.

57. Scrutiny members should accept that shortlisting can be difficult; scrutiny committees have finite resources and deciding how these are best allocated is tough. They should understand that, if work programming is robust and effective, there might well be issues that they want to look at that nonetheless are not selected.

Carrying out work

58. Selected topics can be scrutinised in several ways, including:

- a) **As a single item on a committee agenda** – this often presents a limited opportunity for effective scrutiny, but may be appropriate for some issues or where the committee wants to maintain a formal watching brief over a given issue;
- b) **At a single meeting** – which could be a committee meeting or something less formal. This can provide an opportunity to have a single public meeting about a

given subject, or to have a meeting at which evidence is taken from a number of witnesses;

- c) **At a task and finish review of two or three meetings** – short, sharp scrutiny reviews are likely to be most effective even for complex topics. Properly focused, they ensure members can swiftly reach conclusions and make recommendations, perhaps over the course of a couple of months or less;
- d) **Via a longer-term task and finish review** – the ‘traditional’ task and finish model – with perhaps six or seven meetings spread over a number of months – is still appropriate when scrutiny needs to dig into a complex topic in significant detail. However, the resource implications of such work, and its length, can make it unattractive for all but the most complex matters; and
- e) **By establishing a ‘standing panel’** – this falls short of establishing a whole new committee but may reflect a necessity to keep a watching brief over a critical local issue, especially where members feel they need to convene regularly to carry out that oversight. Again, the resource implications of this approach means that it will be rarely used.

7. Evidence Sessions

59. Evidence sessions are a key way in which scrutiny committees inform their work. They might happen at formal committee, in less formal ‘task and finish’ groups or at standalone sessions.

Good preparation is a vital part of conducting effective evidence sessions. Members should have a clear idea of what the committee hopes to get out of each session and appreciate that success will depend on their ability to work together on the day.

How to plan

60. Effective planning does not necessarily involve a large number of pre-meetings, the development of complex scopes or the drafting of questioning plans. It is more often about setting overall objectives and then considering what type of questions (and the way in which they are asked) can best elicit the information the committee is seeking. This applies as much to individual agenda items as it does for longer evidence sessions – there should always be consideration in advance of what scrutiny is trying to get out of a particular evidence session.

Chairs play a vital role in leading discussions on objective-setting and ensuring all members are aware of the specific role each will play during the evidence session.

61. As far as possible there should be consensus among scrutiny members about the objective of an evidence session before it starts. It is important to recognise that members have different perspectives on certain issues, and so might not share the objectives for a session that are ultimately adopted. Where this happens, the Chair will need to be aware of this divergence of views and bear it in mind when planning the evidence session.
62. Effective planning should mean that at the end of a session it is relatively straightforward for the chair to draw together themes and highlight the key findings. It is unlikely that the committee will be able to develop and agree recommendations immediately, but, unless the session is part of a wider inquiry, enough evidence should have been gathered to allow the chair to set a clear direction.
63. After an evidence session, the committee might wish to hold a short ‘wash-up’ meeting to review whether their objectives were met and lessons could be learned for future sessions.

Developing recommendations

64. The development and agreement of recommendations is often an iterative process. It will usually be appropriate for this to be done only by members, assisted by co-optees where relevant. When deciding on recommendations, however, members should have due regard to advice received from officers, particularly the Monitoring Officer.

65. The drafting of reports is usually, but not always, carried out by officers, directed by members.
66. Authorities draft reports and recommendations in a number of ways, but there are normally three stages:
- i. the development of a 'heads of report' – a document setting out general findings that members can then discuss as they consider the overall structure and focus of the report and its recommendations;
 - ii. the development of those findings, which will set out some areas on which recommendations might be made; and
 - iii. the drafting of the full report.
67. Recommendations should be evidence-based and SMART, i.e. specific, measurable, achievable, relevant and timed. Where appropriate, committees may wish to consider sharing them in draft with interested parties.
68. Committees should bear in mind that often six to eight recommendations are sufficient to enable the authority to focus its response, although there may be specific circumstances in which more might be appropriate.

Sharing draft recommendations with executive members should not provide an opportunity for them to revise or block recommendations before they are made. It should, however, provide an opportunity for errors to be identified and corrected, and for a more general sense-check.

Annex 1: Illustrative Scenario – Creating an Executive-Scrutiny Protocol

An executive-scrutiny protocol can deal with the practical expectations of scrutiny committee members and the executive, as well as the cultural dynamics.

Workshops with scrutiny members, senior officers and Cabinet can be helpful to inform the drafting of a protocol. An external facilitator can help bring an independent perspective.

Councils should consider how to adopt a protocol, e.g. formal agreement at scrutiny committee and Cabinet, then formal integration into the Council's constitution at the next Annual General Meeting.

The protocol, as agreed, may contain sections on:

- The way scrutiny will go about developing its work programme (including the ways in which senior officers and Cabinet members will be kept informed);
- The way in which senior officers and Cabinet will keep scrutiny informed of the outlines of major decisions as they are developed, to allow for discussion of scrutiny's potential involvement in policy development. This involves the building in of safeguards to mitigate risks around the sharing of sensitive information with scrutiny members;
- A strengthening and expansion of existing parts of the code of conduct that relate to behaviour in formal meetings, and in informal meetings;
- Specification of the nature and form of responses that scrutiny can expect when it makes recommendations to the executive, when it makes requests to the executive for information, and when it makes requests that Cabinet members or senior officers attend meetings; and
- Confirmation of the role of the statutory scrutiny officer, and Monitoring Officer, in overseeing compliance with the protocol, and ensuring that it is used to support the wider aim of supporting and promoting a culture of scrutiny, with matters relating to the protocol's success being reported to full Council through the scrutiny Annual Report.

Annex 2: Illustrative Scenario – Engaging Independent Technical Advisers

This example demonstrates how one Council's executive and scrutiny committee worked together to scope a role and then appoint an independent adviser on transforming social care commissioning. Their considerations and process may be helpful and applicable in other similar scenarios.

Major care contracts were coming to an end and the Council took the opportunity to review whether to continue with its existing strategic commissioning framework, or take a different approach – potentially insourcing certain elements.

The relevant Director was concerned about the Council's reliance on a very small number of large providers. The Director therefore approached the Scrutiny and Governance Manager to talk through the potential role scrutiny could play as the Council considered these changes.

The Scrutiny Chair wanted to look at this issue in some depth, but recognised its complexity could make it difficult for her committee to engage – she was concerned it would not be able to do the issue justice. The Director offered support from his own officer team, but the Chair considered this approach to be beset by risks around the independence of the process.

She talked to the Director about securing independent advice. He was worried that an independent adviser could come with preconceived ideas and would not understand the Council's context and objectives. The Scrutiny Chair was concerned that independent advice could end up leading to scrutiny members being passive, relying on an adviser to do their thinking for them. They agreed that some form of independent assistance would be valuable, but that how it was provided and managed should be carefully thought out.

With the assistance of the Governance and Scrutiny Manager, the Scrutiny Chair approached local universities and Further Education institutions to identify an appropriate individual. The approach was clear – it set out the precise role expected of the adviser, and explained the scrutiny process itself. Because members wanted to focus on the risks of market failure, and felt more confident on substantive social care matters, the approach was directed at those with a specialism in economics and business administration. The Council's search was proactive – the assistance of the service department was drawn on to make direct approaches to particular individuals who could carry out this role.

It was agreed to make a small budget available to act as a 'per diem' to support an adviser; academics were approached in the first instance as the Council felt able to make a case that an educational institution would provide this support for free as part of its commitment to Corporate Social Responsibility.

Three individuals were identified from the Council's proactive search. The Chair and Vice-Chair of the committee had an informal discussion with each – not so much to establish their skills and expertise (which had already been assessed) but to give a sense about

their 'fit' with scrutiny's objectives and their political nous in understanding the environment in which they would operate, and to satisfy themselves that they will apply themselves even-handedly to the task. The Director sat in on this process but played no part in who was ultimately selected.

The independent advice provided by the selected individual gave the Scrutiny Committee a more comprehensive understanding of the issue and meant it was able to offer informed advice on the merits of putting in place a new strategic commissioning framework.

Annex 3: Illustrative Scenario – Approaching an External Organisation to Appear before a Committee

This example shows how one council ensured a productive scrutiny meeting, involving a private company and the public. Lessons may be drawn and apply to other similar scenarios.

Concerns had been expressed by user groups, and the public at large, about the reliability of the local bus service. The Scrutiny Chair wanted to question the bus company in a public evidence session but knew that she had no power to compel it to attend. Previous attempts to engage it had been unsuccessful; the company was not hostile, but said it had its own ways of engaging the public.

The Monitoring Officer approached the company's regional PR manager, but he expressed concern that the session would end in a 'bunfight'. He also explained the company had put their improvement plan in the public domain, and felt a big council meeting would exacerbate tensions.

Other councillors had strong views about the company – one thought the committee should tell the company it would be empty-chaired if it refused to attend. The Scrutiny Chair was sympathetic to this, but thought such an approach would not lead to any improvements.

The Scrutiny Chair was keen to make progress, but it was difficult to find the right person to speak to at the company, so she asked council officers and local transport advocacy groups for advice. Speaking to those people also gave her a better sense of what scrutiny's role might be.

When she finally spoke to the company's network manager, she explained the situation and suggested they work together to consider how the meeting could be productive for the Council, the company and local people. In particular, this provided her with an opportunity to explain scrutiny and its role. The network manager remained sceptical but was reassured that they could work together to ensure that the meeting would not be an 'ambush'. He agreed in principle to attend and also provide information to support the Committee's work beforehand.

Discussions continued in the four weeks leading up to the Committee meeting. The Scrutiny Chair was conscious that while she had to work with the company to ensure that the meeting was constructive – and secure their attendance – it could not be a whitewash, and other members and the public would demand a hard edge to the discussions.

The scrutiny committee agreed that the meeting would provide a space for the company to provide context to the problems local people are experiencing, but that this would be preceded by a space on the agenda for the Chair, Vice-chair, and representatives from two local transport advocacy groups to set out their concerns. The company were sent in

advance a summary of the general areas on which members were likely to ask questions, to ensure that those questions could be addressed at the meeting.

Finally, provision was made for public questions and debate. Those attending the meeting were invited to discuss with each other the principal issues they wanted the meeting to cover. A short, facilitated discussion in the room led by the Chair highlighted the key issues, and the Chair then put those points to the company representatives.

At the end of the meeting, the public asked questions of the bus company representative in a 20-minute plenary item.

The meeting was fractious, but the planning carried out to prepare for this – by channelling issues through discussion and using the Chair to mediate the questioning – made things easier. Some attendees were initially frustrated by this structure, but the company representative was more open and less defensive than might otherwise have been the case.

The meeting also motivated the company to revise its communications plan to become more responsive to this kind of challenge, part of which involved a commitment to feed back to the scrutiny committee on the recommendations it made on the night.

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COUNCIL, 10 July 2019

REPORT OF THE CHIEF EXECUTIVE

Appointment of a Monitoring Officer

Following the interim appointment of John Jones, Deputy Director of Legal & Governance, arrangements are needed to secure the continued exercise of the powers and duties as the Council's Monitoring Officer.

RECOMMENDATIONS

1. That the following individual be authorised to exercise the responsibilities of the statutory officer indicated:
Monitoring Officer John Jones, Deputy Director Legal & Governance (oneSource), with immediate effect.
2. Pursuant to that appointment the delegations and references made to that statutory role in the Constitution be amended accordingly.
3. To note that the Monitoring Officer appoints Daniel Fenwick as Deputy Monitoring Officer, who will exercise the responsibilities of the statutory officer in his absence.

Staff Contact: Andy Beesley, Head of Democratic Services
Andrew.beesley@onesource.co.uk

Andrew Blake-Herbert
Chief Executive

Background Papers

None.

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COUNCIL, 10 July 2019

REPORT OF THE CHIEF EXECUTIVE

Vacancy for position of Chairman of Appointments Sub-Committee

Following the resignation of Councillor Christine Vickery as Chairman of the Appointments Sub-Committee, a vacancy has arisen for this position.

RECOMMENDATIONS

- 1 That nominations be received for the appointment of the Chairman of the Appointments Sub-Committee.

Staff Contact: Andy Beesley,
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Andrew.beesley@onesource.co.uk

Andrew Blake-Herbert
Chief Executive

Background Papers

None.

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FULL COUNCIL, 10 July 2019

REPORT OF GOVERNANCE COMMITTEE

Changes to the Constitution

Governance Committee, at its meeting on 25 June 2019 considered a report by the Monitoring Officer in respect of proposed changes to the Constitution on Members' common law right to access documents on a 'need to know' basis and the rules of procedure relating to budget setting (the report is attached as **Appendix 1**)

A couple of minor amendments were proposed and agreed at the meeting and the committee therefore resolved to recommend to Full Council that the following changes be made to the Council's Constitution:

- 1. The Protocol on Member/Officer Relations be amended to authorise the Monitoring Officer to decide, on a case by case basis, a Member's common law right to access documents; with a right of appeal to the Chief Executive in instances where the request is denied.**
- 2. To replace paragraph 2.9 of the Council's Budget and Policy Framework Procedure Rules with the following:**
 - "2.9 If following consideration of the Executive's budget proposals, Council has any objection to them, it must inform the Leader of any objections which it has to the Executive's proposals and must give the Leader instructions requiring the Executive to reconsider, in the light of those objections, those proposals in accordance with Council's requirements.**
 - 2.10 Where Council gives instructions in accordance with paragraph 2.9, it must specify a period of at least five working days beginning on the day after the date on which the Leader receives the instructions on behalf of the Executive within which the Leader may:**
 - 2.10.1 submit a revision of the proposals as amended by the Executive, which have been reconsidered in accordance with Council's requirements, with the Executive's reasons for any amendments made to the proposals, to Council for Council's consideration; or**
 - 2.10.2 inform Council of any disagreement that the Executive has with any of Council's objections and the Executive's reasons for any such disagreement.**

- 2.11 When the period specified by Council, as referred to in paragraph 2.10, has expired Council must, when setting the budget, take into account:**
- 2.11.1 any amendments to the proposals that are included in any revised proposals;**
 - 2.11.2 the Executive's reasons for those amendments;**
 - 2.11.3 any disagreement that the Executive has with any of Council's objections; and**
 - 2.11.4 the Cabinet's reasons for that disagreement; which the Leader submitted to Council, or informed Council of, within the period specified.**
- 2.12 If the Executive's budget proposals are submitted to Council on or after 8th February in the preceding financial year, rules 2.9 to 2.11 apply subject to the Council's statutory duty to make budget calculations before 11th March in the preceding financial year and the ability to charge council tax from 1st April."**
- 3. Paragraph 2.12 has been added to give effect to the Committee's recommendation that the delay this procedure will inevitably cause does not override the Council's duty to make budget calculations on time and the financial imperative to issue council tax bills well in advance of 1 April. 7 February is the deadline stipulated in the relevant regulations (see paragraph 3.1 and Appendix 1 of the Committee's report).**
- 4. It is also RECOMMENDED to Council that the Monitoring Officer be authorised to amend the Constitution in accordance with the proposals in paragraphs 1 & 2.**

GOVERNANCE COMMITTEE

Appendix 1

Subject Heading:

Changes to the Constitution

SLT Lead:

Andrew Blake-Herbert
Chief Executive

Report Author and contact details:

Anne Brown, 01708 432091
Anne.Brown@havering.gov.uk

Policy context:

Governance

Financial summary:

None

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

Communities making Havering
Places making Havering
Opportunities making Havering
Connections making Havering

[]
[]
[]
[]

SUMMARY

This report proposes changes to the Constitution for recommendation to Council on Members' common law right to access documents on a 'need to know' basis and the rules of procedure relating to budget setting.

RECOMMENDATIONS

That the Committee recommend to Council that:

1. the Protocol on Member/Officer Relations is amended to authorise the Monitoring Officer to decide, on a case by case basis, a Member's common law right to access documents; and
2. the Council's Budget and Policy Framework Rules are amended in accordance with paragraph 3.3 of this report.

REPORT DETAIL

1. Background

- 1.1 This report proposes changes to the Constitution for recommendation to Council on Members' common law right to access documents on a 'need to know' basis and the rules of procedure relating to budget setting.

2. Members' 'need to know'

- 2.1 The Council's Protocol on Member/Officer Relations (which is in Part 5 of the Constitution) includes a section on '*Access to information – 'Need to Know'*'. Members statutory, but qualified, rights of access to information are recorded in Part 4 of the Constitution (Rules of Procedure – Access to Information Procedure Rules).
- 2.2 In respect of non-executive decision making, Members have statutory rights by s100(F) of the Local Government Act 1972. In respect of executive decision making, Members have statutory rights by r16 and r17 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.
- 2.3 These rights are in addition to Members' common law right to access documents on a 'need to know' basis but such access is also subject to limitations. In other words, there is no unrestricted entitlement to see Council documents. A Member has to have good reason to see documents, i.e. it has to be necessary for the Member to be able to carry out his/her duties.
- 2.4 There are other exceptions too. According to case law, there is no right to a "roaming commission to go and examine ... documents ... because he is a councillor". Nor does a Member have a right to know if he/she has an indirect motive or purpose for obtaining the document. Further, even if there is an entitlement in principle, some documents may be so confidential that they cannot be disclosed without necessary redaction.

- 2.5 Members' common law right to access documents therefore has to be decided on a case by case basis. As well as demonstrating a need to know, the right has to be balanced against competing data protection and privacy rights and the need for confidentiality if circumstances so require.
- 2.6 Currently, the Protocol on Member/Officer Relations does not state in terms who is authorised to decide a Member's common law right to access documents. It is proposed therefore that the Protocol is amended to expressly authorise the Monitoring Officer to respond to any such requests on a case by case basis.
- 2.7 Members are asked to note that the Leader has also approved such a delegation to the extent that the right to access documents relates to executive decision making.

3. Council procedure rules on budget setting

- 3.1 The Local Authorities (Standing Orders) (England) Regulations 2001 (the Regulations) require local authorities to incorporate into their standing orders a mechanism for resolving disputes between Cabinet and Council when setting the budget and policy framework.
- 3.2 More specifically, according to r3(1)(b) a local authority operating executive arrangements in the form of a Leader and Cabinet must incorporate in standing orders for regulating its proceedings and business the provisions set out in Part II of Schedule 2 of the Regulations or provisions to the like effect (see **Appendix 1**). These provisions relate to Council's consideration each year of Cabinet's budget proposals for the following financial year.
- 3.3 In Part 4 of the Constitution, the Council's Budget and Policy Framework Procedure Rules are set out. At paragraph 2.9, provision is made for "an Executive Mayor" to object to any Council decision to amend the budget as proposed by Cabinet. As such a provision is of no relevance given the Council's Leader and Cabinet model of governance, it is proposed that it be replaced with the following:
 - "2.9 *If following consideration of the Executive's budget proposals, Council has any objection to them, it must inform the Leader of any objections which it has to the Executive's proposals and must give the Leader instructions requiring the Executive to reconsider, in the light of those objections, those proposals in accordance with Council's requirements.*
 - 2.10 *Where Council gives instructions in accordance with paragraph 2.9, it must specify a period of at least five working days beginning on the day after the date on which the Leader receives the*

instructions on behalf of the Executive within which the Leader may:

2.10.1 submit a revision of the proposals as amended by the Executive, which have been reconsidered in accordance with Council's requirements, with the Executive's reasons for any amendments made to the proposals, to Council for Council's consideration; or

2.10.2 inform Council of any disagreement that the Executive has with any of Council's objections and the Executive's reasons for any such disagreement.

2.11 When the period specified by Council, as referred to in paragraph 2.10, has expired Council must, when setting the budget, take into account:

2.11.1 any amendments to the proposals that are included in any revised proposals;

2.11.2 the Executive's reasons for those amendments;

2.11.3 any disagreement that the Executive has with any of Council's objections; and

2.11.4 the Cabinet's reasons for that disagreement;

which the Leader submitted to Council, or informed Council of, within the period specified."

3.4 The practical effect of the statutory provisions is to put the brakes on Council if it is minded to vary or substitute Cabinet's budget proposals and require that Cabinet's views are considered before a budget for the following year is set.

3.5 However, the statutory provisions do not otherwise restrict Council's ability to regulate its proceedings and business. Accordingly, the stipulation that Cabinet submits its proposals before 8th February in any financial year has not been incorporated into the procedure rules as it does not fit in with the timetabling of meetings leading up to the setting of the budget each year.

IMPLICATIONS AND RISKS

Financial implications and risks:

None in relation to this report.

Legal implications and risks:

The relevant legislative and constitutional provisions have been referred to in the body of the report.

Human Resources implications and risks:

None.

Equalities implications and risks:

None directly arising from this report.

Background Papers

None.

Appendix 1 – Relevant provisions of Part II of Schedule 2 of the Regulations

6.

Subject to paragraph 10, where, before 8th February in any financial year, the authority's executive submits to the authority for its consideration in relation to the following financial year—

- (a) estimates of the amounts to be aggregated in making a calculation (whether originally or by way of substitute) in accordance with any of [sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ, of the Local Government Finance Act 1992];
- (b) estimates of other amounts to be used for the purposes of such a calculation;
- (c) estimates of such a calculation; or
- (d) amounts required to be stated in a precept under Chapter IV of Part I of the Local Government Finance Act 1992,

and following consideration of those estimates or amounts the authority has any objections to them, it must take the action set out in paragraph 7.

7.

Before the authority makes a calculation (whether originally or by way of substitute) in accordance with any of the sections referred to in paragraph 6(a), or issues a precept under Chapter IV of Part I of the Local Government Finance Act 1992, it must inform the executive leader of any objections which it has to the executive's estimates or amounts and must give to him instructions requiring the executive to reconsider, in the light of those objections, those estimates and amounts in accordance with the authority's requirements.

8.

Where the authority gives instructions in accordance with paragraph 7, it must specify a period of at least five working days beginning on the day after the date on which the executive leader receives the instructions on behalf of the executive within which the executive leader may—

- (a) submit a revision of the estimates or amounts as amended by the executive ("revised estimates or amounts"), which have been reconsidered in accordance with the authority's requirements, with the executive's reasons for any amendments made to the estimates or amounts, to the authority for the authority's consideration; or
- (b) inform the authority of any disagreement that the executive has with any of the authority's objections and the executive's reasons for any such disagreement.

9.

When the period specified by the authority, referred to in paragraph 8, has expired, the authority must, when making calculations (whether originally or by way of substitute) in accordance with the sections referred to in paragraph 6(a), or issuing a precept under Chapter IV of Part I of the Local Government Finance Act 1992, take into account—

- (a) any amendments to the estimates or amounts that are included in any revised estimates or amounts;
- (b) the executive's reasons for those amendments;

- (c) any disagreement that the executive has with any of the authority's objections; and
- (d) the executive's reasons for that disagreement, which the executive leader submitted to the authority, or informed the authority of, within the period specified.

10.

[Repealed]

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COUNCIL, 10 JULY 2019

REPORTS OF COMMITTEES, SUB-COMMITTEES AND MEMBER CHAMPIONS

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AUDIT COMMITTEE

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<p style="text-align: center;">ANNUAL REPORT ON THE WORK OF THE AUDIT COMMITTEE 2018/19 FINANCIAL YEAR</p>

1. Introduction

This reports covers the period April 2018 to March 2019 and outlines:-

- Information relating to the Audit Committee;
- The coverage of work undertaken by the Audit Committee;
- Actions taking during the year, including training, to ensure the effectiveness of the Audit Committee; and
- Future planned work and challenges.

2. Background

- 2.1 The Audit Committee has been in place for a number of years. The Committee's terms of reference list the responsibilities and authorities delegated in the Council's Constitution, which comprise:

Internal control

- To consider and monitor the adequacy and effectiveness of the authority's risk management and internal control environment and to make recommendations to full Council where necessary.

External audit

- To monitor the adequacy and effectiveness of the External Audit Service and respond to its findings.

Internal audit

- To support the Officers with their delegated responsibility of ensuring arrangements for the provision of an adequate and effective internal audit.
- To monitor the adequacy and effectiveness of the internal audit service and to receive and monitor an annual internal audit plan from the audit manager.
- To approve the Annual Statement of Accounts, including the Annual Governance Statement, and to recommend as necessary to the Governance Committee regarding the committee's responsibilities to monitor corporate governance matters generally.
- To monitor proactive fraud and corruption arrangements.

The Audit Structure (as at April 2018):

Audit Committee: Councillor Martin Goode (Chairman)
Councillor Matt Sutton (Vice Chairman)
Councillor Clarence Barrett*
Councillor Gerry O'Sullivan
Councillor Viddy Persaud
Councillor Roger Ramsey

**For part of the 2018-19 municipal year and was replaced by Councillor Ford.*

Internal Auditors: oneSource
External Auditors: Ernst & Young

During the year under review, the Committee met on four occasions and dealt with the following issues:

3. Audit Committee coverage

3.1 The Audit Committee has received the reports as set out in Appendix A. The coverage can broadly be categorised as regular and specific. More information on both is set out below.

3.2 Regular work

The Committee has regularly reviewed:

- Progress against the audit plan and performance;
- Key findings/issues arising from each audit undertaken;
- Progress against implementation of the recommendations;
- Anti-fraud and corruption activity, including frauds investigated and outcomes;
- Treasury Management activity; and
- The Accounts closedown timetable and progress reports.

3.3 Specific Review / Reports

There were several during the year including a review and approval of:

- the Statement of Accounts;
- the Annual Governance Statement; and
- the Annual Audit Plan.

The Committee also received assurances via:

- Annual Report from Internal Audit that includes the Annual Assurance Statement; and
- The work of external Audit (EY).

Priorities and work plan for the forthcoming year

- 4.1 The Audit Committee is currently planned to meet on four occasions over the next municipal year. There are specific reports planned throughout the year, running through a mix of quarterly progress reports and annual reviews of specific strategies and policies within the remit of the Committee, together with progress reports from the Council's external auditor.
- 3.2 Officers will continue to ensure all members on the Committee, and their nominated substitutes, are adequately trained.
- 3.3 The Committee will continue to oversee the effectiveness of the audit team and wider fraud resources in accordance with Public Sector Audit Standards Audit and Accounts Regulations 2015.
- 3.4 The Committee will focus on the embedding of the Risk Management arrangements agreed in the Revised Management Policy and Strategy.
- 3.5 Fraud prevention and detection will continue to be high on the Audit Committees agenda going forward.
- 3.6 The Committee will continue to focus on ensuring Value for Money and challenging weak areas that have been highlighted by the work of Internal Audit.
- 3.7 A draft forward plan and indicative training plan are detailed in Appendix B.

AUDIT COMMITTEE AGENDA ITEMS – FROM JULY 2018 TO MAY 2019

July 2018

- Annual Governance Statement 2017/18
- Annual Statement Of Accounts 2017/18 & To Those Charged With Governance
- Annual Treasury Management Report 2017/18
- Head Of Assurance Annual Report 2017/18
- Head Of Assurance - Quarter Four Progress Report 2017/18
- Proposed Work Programme For The Audit Committee For The 2018/19 municipal year

November 2018

- Head Of Assurance - Progress Report 2018/19
- Treasury Management Mid Year Update 2018/19
- 2017-18 Annual Audit Letter
- Forward Plan 2018/19

January 2019

- Local Government Audit Committee Briefing
- External Audit Plan 2018-19
- Closure Of Accounts Timetable
- Accounting Policies 2018-19
- Treasury Management Strategy Statement
- Governance Update
- Head Of Assurance - Progress Report Quarter Three 2018/19

April 2019

- Review Of Risk Management
- Internal Audit Plan - 2019-20
- Annual Audit Report 2018- 19
- Annual Governance Statement 2018-19
- Assurance Progress Report
- Grants Certification report

APPENIX B**AUDIT COMMITTEE – DRAFT FORWARD PLAN / TRAINING**

FORWARD PLAN	AGENDA ITEM	PLANNED TRAINING
July 2019	<ul style="list-style-type: none"> • Treasury Management Annual Report 2018/19 • Annual Statement of Accounts 2018/19 • External Audit Report to those charged with Governance (ISO 260) • Assurance End of Year Report 	Training on the role of the audit committee and the financial statements will take place between May-July
October 2019	<ul style="list-style-type: none"> • 2018/19 Annual Audit Letter • 6 Month Review of Risk Management • Assurance Progress Report Q1 and Q2 • Treasury Management Quarter 1 Update 	Per training plan to be considered April 19
January 2020	<ul style="list-style-type: none"> • External Audit Plan 2020/21 for London Borough of Havering and Havering Pension Fund • Governance Update • 18/19 Grants Certification Report • Assurance Progress Report Q3 • Draft Treasury Management Strategy Report 20/21 • Treasury Management Mid-Year Report • Accounting policies 2019/20 • Closure of Accounts Timetable 2019/20 	
April 2020	<ul style="list-style-type: none"> • Audit Committee – Annual Report 2019/20 • Member training plan • Draft Annual Governance Statement 19/20 • 2020/21 Internal Audit Plan, Strategy and Charter • Annual Review of Risk • Internal Audit Progress Report Q4 	



Havering

LONDON BOROUGH

HAVERING PENSION FUND

BUSINESS PLAN/REPORT ON THE WORK OF THE PENSIONS COMMITTEE DURING 2018/19

INTRODUCTION

The Havering Pension Fund (the Fund) provides benefits to Council employees (except teachers). The performance of the Fund impacts on the cost of Council services through the cost of employer contributions. It is therefore beneficial to issue a Business Plan/Annual report to all Council Members on the Havering Pension Fund and the work of the Pensions Committee.

The Business Plan looks forward over the next three years and will be reviewed and updated annually.

This report also covers the period 1st April 2018 to 31 March 2019 and outlines:

- The work of the Pensions Committee
- Key issues arising during the course of the year

The value of assets held and the financial position of the Havering Pension Fund for 2018/19 is included in the formal Annual Report of the Fund itself and not included here. The Annual Report is prepared later in the year when the pension fund accounts have been finalised.

BACKGROUND TO THE PENSION FUND

The Council is an Administering Authority under the Local Government Pension Scheme Regulations and as such invests employee and employer contributions into a Fund in order to pay pension benefits to scheme members. The Fund is financed by contributions from employees, employers and from profit, interest and dividends from investments.

The Pension Fund has a total of 49 employers with active members, of which the London Borough of Havering is the largest. The other employers in the Fund are made up of 43 Scheduled bodies (Academies and Further Education bodies) and 6 Admitted bodies (outsourced contracts). There were five new employers and two cessations during 2018/19.

The Council has delegated the responsibility for investment strategy and performance monitoring to the Pensions Committee.

Pension Fund – Funding

The Fund's Actuary (Hymans Robertson) carried out a triennial valuation during 2016/17 based on data as at 31 March 2016. The main purpose of the valuation is to calculate the funding position within the Fund and set employer contribution rates for the following three years with new rates commencing 1 April 2017.

The valuation is a planning exercise for the Fund, to assess the monies needed to meet the benefits owed to its members as they fall due. As part of the valuation process, the Fund reviews its funding and investment strategies to ensure that an appropriate contribution plan is in place.

As a measure of monitoring that the funding plan is on track the Fund Actuaries also provided Members with a report to illustrate the estimated development of the Pension Fund's funding position from 31 March 2016 to 30 September 2017 (the mid-way point between valuations)

A comparison of funding levels can be seen below:

Summary

Ongoing funding basis	31 Mar 2013	31 Mar 2016	30 Sep 2017
	£m	£m	£m
Assets	461	573	687
Liabilities	752	857	990
Surplus/(deficit)	(292)	(284)	(303)
Funding level	61.2%	66.8%	69.4%

The improvement in funding position is mainly due to strong investment performance over the periods. The next valuation will be based on data as at 31 March 2019 and the results will be presented to the Pensions Committee during the autumn 2019.

Pension Fund – Investment Strategy Development & Performance Monitoring

In conjunction with the 2016 Valuation and in line with regulations the Committee developed a new Investment Strategy Statement (ISS) which replaced the Statement of Investment Principles (SIP) from March 2017 and later updated in November 2017.

The asset allocations as at 31 March 2019 are shown below together with individual fund manager benchmarks:

Asset Class	Current Allocation 31 March 2019	Investment Manager/ product	Segregated / pooled	Active/ Passive	Benchmark and Target
UK/Global Equity	18.9	LCIV Baillie Gifford (Global Alpha Fund)	Pooled	Active	MSCI All Countries Index plus 2.5%
	7.5	Legal & General Investment Management	Pooled	Passive	FTSE All World Equity Index
	7.2	Legal & General Investment Management	Pooled	Passive	FTSE RAFI All World 3000 Index
	3.4	Legal & General Investment Management	Pooled	Passive	FTSE World Emerging Markets
Equities	37.0				
Multi Asset Strategy	12.0	LCIV Baillie Gifford (Diversified Growth Fund)	Pooled	Active	Capital growth at lower risk than equity markets
	4.5	GMO Global Real return (UCITS)	Pooled	Active	OECD CPI g7 plus 3 - 5%
	12.9	LCIV Ruffer	Pooled	Active	Absolute Return
Multi-asset	29.4				
Property	5.8	UBS	Pooled	Active	IPD All balanced (property) Fund's median +
Infrastructure	1.0	Stafford	Pooled	Active	CPI +5%% p.a. (net of fees)

Asset Class	Current Allocation 31 March 2019	Investment Manager/ product	Segregated / pooled	Active/ Passive	Benchmark and Target
	4.1	JPMorgan	Pooled	Active	CPI +5%% p.a. (net of fees)
Other	1.7	CBRE Global Property	Pooled	Active	CPI +5%% p.a. (net of fees)
Real assets	12.6				
Gilt/Investment Bonds	20.6	Royal London	Segregated	Active	<ul style="list-style-type: none"> • 50% iBoxx £ non- Gilt over 10 years • 16.7% FTSE Actuaries UK gilt over 15 years • 33.3% FTSE Actuaries Index-linked over 5 years. Plus 1.25%*
Other Bonds	0.4	Churchill	Pooled	Active	LIBOR + 4%
	Yet to be funded	Permira	Pooled	Active	LIBOR + 4%
Bonds and Cash	21.0				
TOTAL	100.0				

*0.75% prior to 1 November 2015

As at March 2019 the total value of assets with the LCIV is £321m (£313m 2017/18) which represents 45% (44% 2017/18) of assets under management. The London CIV has a business arrangement with LGIM to deliver the passive global mandate; this can be classified as being within the London CIV so the allocation increases to £453m (£417m 2017/18) (63%)

The Fund will continue to have ongoing discussions with the London CIV to progress the transition of assets onto the London CIV platform in accordance with the Ministry of Housing, Communities and Local Government (MHCLG) timelines.

Significant investment changes during 2018/19 were as follows:

- Following the appointment of Real Asset Managers for Infrastructure and Global Property in March 2018 the fund has commenced funding these mandates. To date these mandates have been funded from internal pension fund cash balances and drawdowns from one of the funds multi asset manager (GMO). Further funding will continue during 2019/2020.
- To retain exposure to emerging markets lost through disinvestments with GMO the Fund has also transferred cash to Legal and General Investment Management (LGIM) passive Emerging Market Fund.
- In August 2018 the Fund appointed two Private Debt Managers - Churchill and Permira. These mandates will be funded from drawdowns with the current bond manager. Churchill has commenced funding with Permira capital calls expected in the latter half of 2019.

The performance of the Fund is measured against a tactical and a strategic benchmark.

Strategic Benchmark - A strategic benchmark has been adopted for the overall Fund of Index Linked Gilts + 1.8% per annum. This is the expected return in excess of the fund's liabilities over the longer term. The strategic benchmark measures the extent to which the fund is meeting its longer term objective of reducing the funds deficit.

Tactical Benchmark - Each manager has been set a specific (tactical) benchmark as well as an outperformance target against which their performance will be measured. This benchmark is determined according to the type of investments being managed. This is not directly comparable to the strategic benchmark as the majority of the mandate benchmarks are different but contributes to the overall performance.

The Fund uses the services of State Street Global Services (SSGS) Performance Services PLC (formerly known as WM Company) to provide comparative statistics on the performance of the Fund for its quarterly monitoring.

The overall net performance of the Fund as at 31 March 2019 against both benchmarks is shown below:

	<u>1 year to</u> <u>31.03.18</u> %	<u>1 year to</u> <u>31.03.19</u> %	<u>3 Years to</u> <u>31.03.19</u> %	<u>5 years to</u> <u>31.03.19</u> %
Fund Return	4.9	3.3	8.3	7.3
Tactical Benchmark	2.6	5.7	6.9	6.7
Performance	2.3	-2.3	1.3	0.5
Fund Return	4.9	3.3	8.3	7.3
Strategic Benchmark	2.3	7.4	10.2	10.7
Performance	2.5	-3.8	-1.7	-3.1

Source: SSGS

A geometric method of calculation has been used in the above table and consequently this may not sum

The current shortfall has arisen largely as a consequence of the historically low level of real interest rates which have driven up the value of index linked gilts (and consequently the level of the funds liabilities). The Funds steady outperformance against strategic benchmark over the previous two years came to an abrupt halt as index-linked gilt yields fell over the quarter, pushing liability valuations up, whilst the funds return seeking assets fell sharply.

The former (DCLG) Guidance on Preparing and Maintaining an Investment Strategy Statement (ISS) issued September 2016 relaxed the regulatory framework for scheme investments which also included the relaxation on reviewing investment manager performance.

In light of the above guidance, the Committee reviewed the reporting arrangements in June 2017 and agreed that only one fund manager will attend each Committee meeting, unless performance concerns override this. Managers in the London CIV are now monitored by them

and the London CIV produce quarterly monitoring reports which are distributed to the Committee.

Cyclical coverage of manager monitoring is set out in **Annex B**, covering 2019/20 and 2020/21.

FUND GOVERNANCE STRUCTURE

Investment strategy and performance monitoring of the Fund is a matter for the Committee which obtains and considers advice from the Authority and onsource officers, and as necessary from the Fund's appointed professional adviser, actuary and performance measurers who attend meetings as and when required.

The terms of reference for the Committee are:

- To consider and agree the investment strategy and statement of investment principles (SIP) (now called Investment Strategy Statement) for the Pension Fund and subsequently monitor and review performance
- Authorise staff to invite tenders and to award contracts to actuaries, advisers and fund managers and in respect of other related investment matters
- To appoint and review the performance of advisers and investment managers for pension fund investments
- To take decisions on those matters not to be the responsibility of the Cabinet under the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 relating to those matters concerning pensions made under Regulations set out in Sections 7, 12 or 24 of the Superannuation Act 1972

The membership of the Pensions Committee reflects the political balance of the Council and following the Local Elections held in May 2018 the structure of the Committee (those responsible for decision making during the year to 31 March 2019), are as follows:

Conservative Group:

Cllr John Crowder (Chair)

Cllr Viddy Persuad (From March 19)

Cllr Matt Sutton

Residents Group

Cllr Stephanie Nunn

North Havering Residents' Group

Cllr Martin Goode (Vice Chair March 2019)

Upminster & Cranham Residents' Group

Councillor Ron Ower

***Labour Group**

Vacant*

Other

Union Members (Non-voting) - John Giles (Unison), Andy Hampshire (GMB)

Admitted/Scheduled Body Representative (voting) (currently vacant)

From 19 March 2019 meeting Cllr Viddy Persaud replaced Cllr Melvin Wallace

*Due to a Councillor changing political parties an adjustment was made to the political allocation of representatives who sit on the Pensions Committee from December 2018. This resulted in the Independent Residents Group losing one seat (Cllr David Durant) and the Labour Group gaining one seat (currently vacant).

SCHEME MANAGEMENT AND ADVISERS

Day to day management of the Fund is delegated to the authority's statutory section 151 officer and delivered via oneSource (shared service arrangement between London Borough of Havering, Newham and Bexley).

The Pensions and Treasury team within the OneSource Finance service ensures that members of the Committee receive advice on investment strategy and monitoring of the managers. The team also reviews management arrangements and other issues as appropriate, as well as accounting for the activities of the Fund.

From 1 November 2017, the London Borough of Havering delegated the pension administration service to Lancashire County Council (LCC) who has engaged the Local Pension Partnership (LPP) to undertake their pension's administration. The LPP monitor and manage the pension's employers and employee contributions into the Fund. The team is a contact point for employees who wish to join the scheme, for advice on procedures and for queries and complaints.

Chief Executive	Andrew Blake-Herbert
Section 151 Officer	Jane West
Pensions Administration Management	Sarah Bryant Director of Exchequer & Transactional Services (oneSource)
Fund Administrator	Local Pension Partnership (LPP)
Pension Fund Manager (Finance)	Debbie Ford (oneSource)
Legal Advisers	London Borough of Havering Legal Services (oneSource) provide legal advice as necessary Bevan Brittan (Specialist Advice)
Fund Actuary	Hymans Robertson LLP
Fund Investment Advisers	Hymans Robertson LLP
Investment Managers	Royal London Asset Management (Investment Bonds) UBS (Property) Ruffer LLP (Multi Asset) (transferred to London CIV 21 June 2016) Legal & General Investment Management GMO Global Real Return (UCITS) from January 2015 London CIV Baillie Gifford Diversified Growth Fund (from 15 February 2015) London CIV Baillie Gifford Global Alpha (from 11 April 2016) London CIV RF Absolute Return (from 21 June 2016)

	Stafford Capital – Real Assets Infrastructure (from June 18)
	JP Morgan – Real Assets Infrastructure (from July18)
	CBRE – Real Assets Global Property (from August 19)
	Churchill Asset Management – Private Debt (from December 18)
	Permira Credit Solutions– Private Debt (from January 19)
Asset Pool Company	London Collective Investment Vehicle (London CIV)
Fund Custodians	State Street Global Services
Performance Measurement	State Street Global Services – Performance Services PLC (formerly WM Company)
	Pensions & Investment Research Consultants Limited (PIRC)
Bankers	National Westminster Bank PLC
Auditors	Ernst and Young LLP
AVC Providers	Prudential
	Standard Life

PENSION COMMITTEE MEETINGS 2018/19

The Committee met a number of times during 2018/19 and **Annex A** sets out the coverage of matters considered, but the key issues that arose in the period are shown below:

Major milestones and key issues considered by the Committee

- **Reviewed Fund Managers quarterly performance**
- **Fund Manager voting and Engagement Activity** - Noted the annual review of fund manager voting and engagement and agreed to receive training in the development of a Statement of Investment Beliefs
- **Reviewed performance of the Pension Fund's Custodians, Investment Advisor and Actuary.**
- **Noted results of the Public service Pensions Act 2013 – Section 13 GAD report**
- **Agreed appointment of two Private Debt Managers (Churchill and Permira)**
- **Interview and assessment of Investment Consultancy Services for Stage 2 Evaluation**
- **Noted Local Pension Board Annual report for the year ending March 2018**
- **Noted Pension Fund Accounts for the Year ending 31 March 2018**
- **Noted Annual Report for the year ending 31 March 2018**
- **Collective Investment Vehicle (CIV)** - The Committee received updates on the London CIV.

PENSION COMMITTEE MEETINGS 2019/20 AND ONWARDS

In addition to the annual cyclical work programme as shown in **Annex B** there are a number of key issues that are likely to be considered by the Pensions Committee in the coming year and beyond:

- ESG Investment Beliefs policy development
- London CIV Pooling progression/Continued transfer of assets to the London CIV
- Further development and implementation of the Investment Strategy
- Training and consideration of Currency Management
- MHCLG Investment Regulation changes as applicable
- Outcome of The Pension Regulator review
- Results of the 2019 Triennial Valuation
- Review of the Funding Strategy Statement
- Topical issues discussed as appropriate
- Continued training and development – induction of new members, where applicable, following

INTERNAL & EXTERNAL RESOURCES

The Pensions Committee is supported by the Adminstrating Authority's Finance and Administration services (oneSource) and the associated costs are therefore reimbursed to the Adminstrating Authority by the Fund. The costs for these services form part of the Administrative and Investment Management expenses as reported in the Pension Fund Statement of Accounts.

Estimated costs for the forthcoming three years for Administration, Investment Management expenses and Governance & Oversight follow in this report.

Pensions Administration - From 1 November 2017 the Pensions Administration is provided through a delegated arrangement and is supplied by Local Pensions Partnership (LPP) which is a joint venture between Lancashire County Council and London Pensions Fund Authority.

Pensions Administration also includes a post for the Projects and Contracts Manager who monitors the pension's administration contract and ad hoc projects.

Accountancy and Investment support - The oneSource Finance service that supports the Pension Fund consists of an establishment of 2 full time equivalent posts.

FINANCIAL ESTIMATES

In June 2014 The Chartered Institute of Public Finance & Accountancy (CIPFA) produced guidance on how to account for Management costs and then updated it in 2015 in order that improvements in cost comparisons can be made across all funds. Management costs are now split between three cost categories as follows:

Administrative Expenses

Includes all staff costs associated with Pensions Administration, including Payroll.

	2017/18 Actual £000	2018/19 Estimate £000	2018/19 Actual £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Administration & Processing	500	565	*770	570	570	570
Other Fees	12	8	5	20	20	20
Other Costs	20	30	26	30	30	30
TOTAL	532	603	801	620	620	620

*Includes one off agency costs and GMP reconciliation costs of £148k during 2018/19

Investment Management expenses

These costs will include any expenses incurred in relation to the management of Fund assets. Fees are calculated based on market values under management and therefore increase or reduce as the value of investments change.

	2017/18 Actual £000	2018/19 Estimate £000	2018/19 Actual £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Fund Manager Fees	3,188	3,261	3,895	3,900	3,900	3,900
Custodian Fees	20	20	23	25	25	25
Performance Measurement services	16	11	27	30	30	30
Transaction costs	122	-	358	360	360	360
TOTAL	3,346	3,292	*4,303	4,315	4,315	4,315

Please note the following regarding the above figures

- Management and custody fees are charged according to the fund value; therefore an average figure has been applied for 2019/20 onwards
- *Increased management costs due to Fund manager sign up to transparent reporting of costs and new fund manager catch up fees (Stafford).

Governance and Oversight

This category captures all costs that fall outside the above two categories and include legal, advisory, actuarial and training costs. Staff costs associated with the financial reporting and support services to the Committee is included here.

	2017/18 Actual £000	2018/19 Estimate £000	2018/19 Actual £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Financial Services	147	147	142	147	147	147
Actuarial Fees	36	50	20	50	25	25
Audit Fees	18	21	16	16	16	16
Member Training (inc. LPB)	1	10	4	10	10	10
Advisor Fees	89	50	71	65	65	65
London CIV	101	93	98	100	100	100
Local Pension Board	5	5	4	5	5	5
Pensions Committee	29	36	38	40	40	40
Other Fees	-	-	26	10	10	10
TOTAL	426	412	419	443	418	418
OVERALL MANAGEMENT TOTAL	3,925	3,995	5,523	5,378	5,353	5,353

TRAINING AND DEVELOPMENT STRATEGY

The Local Pension Board (LPB) has been in place since 25 March 2015.

The Pensions Regulator Code of Practice which came into force on 1 April 2015 includes a requirement for members of the Pension Committee/LPB to demonstrate that they have an appropriate degree of knowledge and understanding to enable them to properly exercise their functions as a member of the Committee/LPB.

LGPS (Amendment) (Governance) Regulations 2015 states that Administering Authority must have regard to guidance issued by the Secretary of State. Guidance was issued by the Shadow Scheme Advisory Board in January 2015 and states that the Administering Authority should make appropriate training available to assist LPB members in undertaking their role. It was always the plan to adopt a training strategy that will incorporate Pension Committee member training with LPB members to keep officer time and training costs to a minimum.

A joint training strategy has been developed and was agreed by the Pensions Committee on the 24 November 2015 and presented to the Local Pension Board at its meeting on the 6 January 2016. The Training Strategy can be found in **Annex C.**

The Pension Committee of the London Borough of Havering Pension Fund fully supports the intentions behind CIPFA's Knowledge and Skills Code of Practice and has agreed to formally adopt its principles. The Training Strategy formally sets out the arrangements the London Borough of Havering Pension Fund will take in order to comply with the principles of the CIPFA Code of Practice.

Pension Committee and Board members are expected to achieve a minimum level of training credits and the CIPFA's Knowledge and Skills self-assessment training questionnaire will be used to record credits attained and identify gaps in the knowledge and skills of the members.

Long membership of the committee is encouraged in order to ensure that expertise is developed and maintained within. The Council recommend that the membership of the Pension Committee remain static for the life of the term in Council, unless exceptional circumstances require a change.

Maintaining expertise, experience and knowledge is a key focus for the committee in order to meet the "qualitative test" under **Markets in Financial Instrument Directive (MiFID 11)**. Firms will undertake an assessment of the **expertise, experience and knowledge** of the local authority and its pension fund committee in order to be reasonably assured that they are capable of making their own investment decisions and have an understanding of the risks involved before a firm will permit election to professional status. All requests for election have been granted for existing investment service providers.

PROVISION OF TRAINING

A training budget has been agreed for the provision of training for £10,000 but this will be re-evaluated as appropriate. Training costs will be met from the Pension Fund.

The majority of training and development is cyclical in nature, spanning the four year membership of the committee. Associated training and development will be given when required which will be linked to the Pension Fund meeting cyclical coverage for 2019/20 as shown in **Annex B.**

In addition to the cyclical training and development that the Committee will have over the lifetime of their membership, training will be provided in the areas where it has been specifically requested or has been identified as required. Special pension committee meetings will be arranged from time to time to discuss matters that fall outside of the cyclical meetings.

The Fund encourages use of the three day training courses offered by the Local Government Employers which is specially targeted at elected members with Pension Fund responsibilities. All new members are encouraged and given the opportunity to attend.

Members receive briefings and advice from the Fund's Investment adviser at each Committee meeting.

Members and Officers also attend seminars arranged by Fund Managers or other third parties who specialise in public sector pensions.

The Fund is a member of the CIPFA Pensions network which gives access to an extensive programme of events, training/workshops, weekly newsletters and documentation, including briefing notes on the latest topical issues.

The Head of Pensions and Treasury, Pension Fund Manager and /or Accountant also attends quarterly forum meetings with peers from other London Boroughs; this gives access to extensive opportunities of knowledge sharing and benchmarking data.

Officers within onesource Pensions teams also benefit from sharing of best practice

The London CIV runs periodic seminars to aid Officer and Committee member development.

Training and development took place during 2018/19 to ensure that Members of the Committee were fully briefed in the decisions they were taking.

Training logs are maintained and attendance and coverage can be found in **Annex D**.

The Pensions Regulator has launched an e-learning programme and this has been made available for members to use.

Training will be targeted as appropriate.

PENSIONS COMMITTEE MEETINGS HELD DURING 2018/19

ANNEX A

MONTH	TOPIC	ATTENDED BY
24 July 2018	<ul style="list-style-type: none"> Noted Pension Fund Performance Monitoring for the quarter ending 31 March 2018, received presentations from Property Manager (UBS) Noted Pension Fund Accounts for the year ending 31 March 2018. Agreed the Pension Fund Annual Report for the year ending 31 March 2018. Agreed the Business Plan/Annual Report on the work of the Pensions Committee 2016/17 Noted Local Pension Board Annual Report for the year Ended 31 March 2018 Approved the proposed Work Programme for the year to March 2019. 	Cllr John Crowder (chair) Cllr Melvin Wallace(vice chair) Cllr Matt Sutton Cllr Ray Morgon (sub for Cllr Nunn) Cllr Ron Ower Cllr Martin Goode
20 August 2018 (Special meeting)	<ul style="list-style-type: none"> Interview/Appointment of Investment Manager – Private Debt Interview/Appointment of Passive Equity Managers 	Cllr John Crowder (chair) Cllr Melvin Wallace (vice chair) Cllr Matt Sutton
18 September 2018	<ul style="list-style-type: none"> Noted Pension Fund Performance Monitoring for the quarter ending 30 June 2018, received presentations from passive equity manager (LGIM) Noted Havering Colleges proposed Merger Noted Guaranteed Minimum Pension (GMP) Reconciliation work 	Cllr John Crowder (chair) Cllr Melvin Wallace(vice chair) Cllr Stephanie Nunn Cllr Martin Goode
13 November 2018	<ul style="list-style-type: none"> Noted the views of officers on the performance of the Fund's Custodian for the period to September 2018. Noted the views of officers on the performance of the Fund's Actuary for the period to September 2018. Noted the views of officers on the performance of the Fund's Investment Advisor for the period to September 2018. Considered and agreed changes as necessary to the Governance Compliance Statement Agreed updates to Funding Strategy Statement Agreed Communications Strategy for 2018 to 2021 Noted Review of Risk Register Noted results of the Whistle Blowing Annual review 	Cllr John Crowder (chair) Cllr Melvin Wallace(vice chair) Cllr Matt Sutton Cllr Stephanie Nunn Cllr Martin Goode Cllr Ron Ower Andy Hampshire (GMB union Rep)
11 December 2018	<ul style="list-style-type: none"> Noted the Pension Fund Performance Monitoring for the quarter ending 30 September 2018, received presentations from the Multi Asset Manager 	Cllr John Crowder (chair) Cllr Melvin Wallace(vice chair)

PENSIONS COMMITTEE MEETINGS HELD DURING 2018/19

ANNEX A

MONTH	TOPIC	ATTENDED BY
	GMO. <ul style="list-style-type: none"> Noted Local Government Pension Scheme charging policy for Havering Noted the results of the Public Service Pensions Act 2013 – Section 13 GAD report Noted the review of the Fund manager voting and engagement activity, including the responsible investment policy for the London CIV Agreed the next steps in respect of developing future reviews of responsible investment monitoring, including development of a set of investment beliefs. 	Cllr Matt Sutton Cllr Stephanie Nunn Cllr Martin Goode Cllr Ron Ower Cllr David Durant
21 February 2019 (Special meeting)	<ul style="list-style-type: none"> Interview/Assessment of Investment Management Consultancy Services for Stage 2 Evaluation 	Cllr John Crowder (chair) Cllr Viddy Persaud Cllr Stephanie Nunn Cllr Martin Goode Cllr Ron Ower Cllr David Durant John Giles (UNISON representative)
19 March 2019	<ul style="list-style-type: none"> Noted the Pension Fund Performance Monitoring for the quarter ending 31 December 2018, received presentations from Ruffer Absolute Return Fund and the London CIV for both the Baillie Gifford Global Alpha Fund and the Diversified Growth Fund. Noted the issue of Local Government Pension Scheme consultations for Asset pooling & Fair Deal, including discussions on items for inclusion in response to Asset pooling Noted the review being undertaken by The Pensions Regulator. Considered and agreed the next steps to finalise a formal statement of investment beliefs 	Cllr Martin Goode (chair) Cllr Roger Ramsey (sub for Cllr Crowder) Cllr Stephanie Nunn Cllr Ron Ower Cllr Viddy Persaud

- Please note that three members constitute a quorum.
- Target dates for issuing agendas were met.

KEY REPORTING DATES 2019/20

ANNEX B

	24 JULY 2019	17 SEPTEMBER 2019	12 NOVEMBER 2019	10 DECEMBER 2019	17 MARCH 2020
Formal Committees with Members <div>Page 178</div>	<ul style="list-style-type: none"> Overall Monitoring Report on Pension Fund to end of March 19 <ul style="list-style-type: none"> a) Royal London (Bonds) Business Plan/Report on the work of the Pensions Committee 2018/19 Pension Fund Accounts 18/19 Pension Fund Annual Report for 18/19 	<ul style="list-style-type: none"> Overall Monitoring Report on Pension Fund to end of June 19: <ul style="list-style-type: none"> a) UBS (Property) 	<ul style="list-style-type: none"> Annual review of Custodian Annual review of Adviser Annual review of Actuary Review of Governance Policy Whistleblowing Annual Assessment Risk Register Review 	<ul style="list-style-type: none"> Overall Monitoring Report on Pension Fund to end of September 19 <ul style="list-style-type: none"> a) Stafford (Infrastructure) Annual review of Fund Managers Voting & Engagement Triennial Valuation Reporting 	<ul style="list-style-type: none"> Overall Monitoring Report on Pension Fund to end of December 19: <ul style="list-style-type: none"> a) JP Morgan (Infrastructure)
Training	Associated Training	Associated Training	Associated Training	Associated Training	Associated Training

KEY REPORTING DATES 2020/21

ANNEX B (continued)

	JULY 2020	SEPTEMBER 2020	NOVEMBER 2020	DECEMBER 2020	MARCH 2021
Formal Committees with Members	<ul style="list-style-type: none"> Overall Monitoring Report on Pension Fund to end of March 20 <ul style="list-style-type: none"> a) LCIV Ruffer (Absolute return) b) LCIV Baillie Gifford (DGF) & Global equities) 	<ul style="list-style-type: none"> Overall Monitoring Report on Pension Fund to end of June 20: <ul style="list-style-type: none"> a) CBRE(Global Property) 	<ul style="list-style-type: none"> Annual review of Custodian Annual review of Adviser Annual review of Actuary Review of Governance Policy Whistleblowing Annual Assessment Risk Register Review 	<ul style="list-style-type: none"> Overall Monitoring Report on Pension Fund to end of September 20 <ul style="list-style-type: none"> a) Churchill Nuveen (Private Debt) 	<ul style="list-style-type: none"> Overall Monitoring Report on Pension Fund to end of December 20: <ul style="list-style-type: none"> a) Legal & General (passive equity)
Training	Associated Training	Associated Training	Associated Training	Associated Training	Associated Training

Contents

LGPS Knowledge & Skills Training Strategy

- 1 Introduction
- 2 Meeting the business plan
- 3 Delivery of Training
- 4 On-going development
- 5 CIPFA Requirements
- 6 Guidance from the Scheme Advisory Board
- 7 Training records and certification
- 8 Risk
- 9 Budget

Introduction

This is the Training Strategy for the London Borough of Havering Pension Fund.

It sets out the strategy agreed by the Pension Committee and the Local Pension Board concerning the training and development of the members of the

- Pension Committee (the “Committee Members”);
- members of the local pension board (the “Board members”) and
- officers of the London Borough of Havering Pension Fund responsible for the management of the Fund (the “Officers”).

The Training Strategy is established to aid the Committee Members in performing and developing personally in their individual roles and to equip them with the necessary skills and knowledge to challenge and act effectively within the decision making responsibility put upon them. A code of practice and a framework of knowledge and skills has been developed by CIPFA which LGPS Funds are expected to sign up to.

The Public Service Pensions Act 2013 also requires London Borough of Havering Council to set up a Local Pension Board. The Act requires the Pensions Regulator to issue a code of practice relating to the requirements of the knowledge and understanding of Board members. Guidance on the knowledge and understanding of Local Pension Boards in the LGPS has also been issued by the Shadow Scheme Advisory Board in January 2015. Although this has not been designated as statutory guidance it should be held as good guidance and should be acknowledged.

The objective of the CIPFA knowledge and skills framework is to determine and set out the knowledge and skills sufficient to enable the effective analysis and challenge of decisions made by officers and advisers to the Pension Committee whilst the guidance for local pension boards issued by the Shadow Scheme Advisory Board is to assist the individual Board members in undertaking their role to assist the Scheme Manager (the London Borough of Havering Pension Fund) in the effective governance and administration of the local government pension scheme.

The training desired to achieve the additional knowledge and skills will be contained in the appropriate training plan(s)

Strategy Objectives

The Fund objectives relating to knowledge and skills are to:

- Ensure the pension fund is managed and its services delivered by people who have the appropriate knowledge and expertise;
- Ensure the pension fund is effectively governed and administered;
- Act with integrity and be accountable to our stakeholders for our decisions, ensuring they are robust and are well based and regulatory requirements or guidance of the Pensions Regulator, the Scheme Advisory Board and the Secretary of State for Communities and Local Government are met.

To achieve these objectives –

The Committee Members require an understanding of:

- Their responsibilities as an administering authority of a local government pension fund;
- The fundamental requirements relating to pension fund investments;

- The operation and administration of the pension fund;
- Controlling and monitoring the funding level; and
- Taking effective decisions on the management of the London Borough of Havering Pension Fund.

Board members are conversant with–

- The Regulations and any other regulations governing the LGPS
- Any document recording policy about the administration of the Fund
- and have knowledge and understanding of:
- The law relating to pensions; and
- Such other matters as may be prescribed

To assist in achieving these objectives, the Fund will aim for full compliance with the CIPFA Knowledge and Skills Framework and Code of Practice to meet the skill set within that Framework. Attention will also be given to the guidance issued by the Shadow Scheme Advisory Board, the Pensions Regulator and guidance issued by the Secretary of State. So far as is possible, targeted training will also be provided that is timely and directly relevant to the Committee's and Board's activities as set out in the Fund's 3-year business plan. For example, funding training will be given immediately preceding the Committee or Board meeting that discusses the Funding Strategy Statement.

Board members will receive induction training to cover the role of a local pension board and understand the duties and obligations of a LGPS administering authority, including funding and investment matters.

All those with decision making responsibility in relation to LGPS pension matters and Board members will:

- have their knowledge measured and assessed;
- receive appropriate training to fill any knowledge gaps identified; and
- seek to maintain their knowledge.

Application of the training strategy

This Training Strategy will apply to all Committee Members and representatives with a role on the Pension Committee and to all the Board members. Other officers involved in the management and administration of the Fund will have their own sectional and personal training plans and career development objectives.

Purpose of training

The purpose of training is to:

- Equip people with the necessary skills and knowledge to be competent in their role;
- Support effective and robust decision making;
- Provide individuals with integrity;
- Meet the required needs in relation to the Fund's objectives.

Summary

This training strategy:

- Assists in meeting the Fund's objectives;
- Meets the business plan;

- Will assist in achieving delivery of effective governance and management;
- Will equip those responsible with appropriate knowledge and skills;
- Promote ongoing development of the decision makers;
- Lead to demonstrating compliance with the CIPFA Knowledge and Skills Framework;
- Lead to demonstrating with statutory requirements and associated guidance

Meeting the business plan

Timely and relevant

There will be times in the year when different circumstances will require specific training. For example, funding training can be provided just prior to the Committee meeting that discusses the Funding Strategy Statement.

It is vital that training is relevant to any skills gap or business need and training should be delivered in a manner that fits with the business plan.

The training plan will therefore be regularly reviewed to ensure that training will be delivered where necessary to meet immediate needs to fill knowledge gaps.

Delivery of Training

Training resources

Consideration will be given to various training resources available in delivering training to the Committee Members, Board members or officers in order to achieve efficiencies. These may include but are not restricted to:

For Pension Committee and Local Pension Board Members	For Officers
<ul style="list-style-type: none"> • In-house* • Self-improvement and familiarisation with regulations and documents • The Pension Regulator's e-learning programme • Attending courses, seminars and external events • Internally developed training days and pre/post Committee/Board sessions* • Shared training with other Funds or Frameworks* • Regular updates from officers and/or advisers* • Circulated reading material 	<ul style="list-style-type: none"> • Desktop / work based training • Attending courses, seminars and external events • Training for qualifications from recognised professional bodies (e.g. CIPFA, CIPP, PMI) • Internally developed sessions • Shared training with other Funds or Frameworks • Circulated reading material

*These may be shared training events for Pension Committee and Local Pension Board members

Training Plans

To be effective, training must be recognised as a continual process and will be centred on 3 key points

- The individual
- The general pensions environment
- Coping with change and hot topics

Training Plans will be developed at least on an annual basis, as per the Business Plan. These will be updated as required taking account of the identification of any knowledge gaps, changes in legislation, Fund events (e.g. the triennial valuation) and receipt of updated guidance.

Induction Training will be provided for all new officers with pensions responsibilities, members of the Pension Committee and Local Pension Board. This will involve covering the requirements of the Training Strategy alongside guidance and information on the requirements of their roles.

External Events

As information on events becomes available, members will be advised by email.

After attendance at an external event, Committee Members and Board members will be expected to provide verbal feedback at the following Pension Committee/Board meeting covering the following points:

- Their view on the value of the event and the merit, if any, of attendance;
- A summary of the key learning points gained from attending the event; and
- Recommendations of any subject matters at the event in relation to which training would be beneficial to other Pension Board members.

Officers attending external events will be expected to report to their direct line manager with feedback covering the following points:

- Their view on value of the event and the merit, if any, of attendance;
- A summary of the key learning points gained from attending the event; and
- Recommendations of any subject matters at the event in relation to which training would be beneficial to other officers.

On-going development

Maintaining knowledge

In addition to undertaking on-going assessment in order to measure knowledge and skills against the CIPFA requirements and identify knowledge gaps, Officers, Committee Members and Board members are expected to maintain their knowledge of on-going developments and issues through attendance at external events and seminars.

Appropriate attendance at events for representatives of the Pension Committee and Board will be agreed by the appropriate chairman.

If an event occurs and appropriate, members will be advised by email.

The Committee/Board will approve an appropriate level of credits for attendance at an event in relation to the type of event, its content and relevance to knowledge maintenance.

In any event, attendance at events/seminars (which may include some internal training sessions) that are not direct training courses focussed on the CIPFA Knowledge Skills Framework or issued guidance but enhance and improve related on-going and emerging pension knowledge will count as one credit for each session of up to a half day.

Where the Committee/Board members have work related experience or previous knowledge through former membership of a Committee or Board will be able to count this as credits in their own assessment and score accordingly.

There is a practical recognition that it will take a newly appointed member a reasonable period to attain the required full level of knowledge and understanding and hence the training and continued development will span the duration of the role.

Owing to the changing world of pensions, it will also be necessary to have ad hoc training on emerging issues or on a specific subject on which a decision is to be made by the Pension Committee in the near future or is subject to review by the Local Pension Board. These will also count as credits in maintaining knowledge.

As a measure of training given or knowledge level officers, Committee Members and Board members are expected to have a minimum level of training credits. These are as follows -

Relevant Group	Knowledge Skills - level of attainment	The expected minimum level of credits over the 4 year term of office
Officers	Own sectional and personal development objectives	Own sectional and personal development objectives
Pension Committee and Local Pension Board Members	32 credits	8 credits

These will be measured and monitored annually by Pension Fund Accountant and reported in the Pension Fund Annual Report. Please see the appendix Knowledge and Skills – self assessment of training needs for basis of scoring.

CIPFA Requirements

CIPFA Knowledge & Skills Framework

In January 2010 CIPFA launched technical guidance for Elected Representatives on Pension Committees and non-executives in the public sector within a knowledge and skills framework. The Framework covers six areas of knowledge identified as the core requirements:

- Pensions legislative and governance context;
- Pension accounting and auditing standards;
- Financial services procurement and relationship development;
- Investment performance and risk management;
- Financial markets and products knowledge; and
- Actuarial methods, standards and practice.

The Knowledge and Skills Framework sets the skill set for those responsible for pension scheme financial management and decision making under each of the above areas in relation to understanding and awareness of regulations, workings and risk in managing LGPS Funds.

CIPFA's Code of Practice on Public Sector Pensions Finance, Knowledge and Skills (the "Code of Practice")

First published in October 2011 and redrafted in July 2013, CIPFA's Code of Practice embeds the requirements for the adequacy, acquisition, retention and maintenance of appropriate knowledge and skills required. It recommends (amongst other things) that LGPS administering authorities:

- formally adopt the CIPFA Knowledge and Skills Framework in its knowledge and skills statement;
- ensure the appropriate policies and procedures are put in place to meet the requirements of the Framework (or an alternative training programme);
- publicly report how these arrangements have been put into practice each year.

The Pension Committee of the London Borough of Havering Pension Fund fully supports the intentions behind CIPFA's Code of Practice and has agreed to formally adopt its principles. This Training Strategy formally sets out the arrangements the London Borough of Havering Pension Fund will take in order to comply with the principles of the CIPFA Knowledge and Skills Code of Practice.

Guidance from the Scheme Advisory Board

General Principles

The Shadow Scheme Advisory Board has taken note of the regulatory requirements and the principles of the Pension Regulator's code of practice and published in January 2015 guidance in a local government context for administering authorities to support them in establishing their local pension board and this includes a section to enable it to help Board members to meet their knowledge and understanding obligations.

Knowledge and understanding must be considered in the light of the role of a Local Pension Board and the London Borough of Havering will make appropriate training available to assist and support Board members in undertaking their role.

Pension Committee Members

Although the CIPFA knowledge and skills framework complements the code of practice that should be adopted by administering authorities there is no legal requirement for knowledge and understanding for members of a Pension Committee. However it will be seen as good practice and governance if members of a Pension Committee use the knowledge and skills requirements set at a similar benchmark as the Local Pension Board.

Degree of Knowledge and Understanding

The role of the Local Pension Board is to assist the administering authority. To fulfil this role, Board members should have sufficient knowledge and understanding to challenge failure to comply with regulations, any other legislation or professional advice relating to the governance and administration of the LGPS and/or statutory guidance or codes of practice.

Board members should understand the regulatory structure of the LGPS and the documentary recording of policies around the administration of the London Borough of Havering Fund in enough detail to know where they are relevant and where it will apply.

Acquiring, Reviewing and Updating Knowledge and Understanding

Board members should commit sufficient time in their learning and development and be aware their responsibilities immediately they take up their position. London Borough of Havering will therefore provide induction training for all new Board members which will also be available to new Committee Members.

Flexibility

It is recognised that a rigid training plan can frustrate knowledge attainment when it is required for a particular purpose or there is a change in pension's law or new responsibilities are required of Board members. Learning programmes will therefore be flexible to deliver the appropriate level of detail required.

Training records and certification

Progress and achievement

Personalised training plans will be used to document and address any knowledge gaps and update areas of learning where required and assist in the acquisition of new areas of knowledge in the event of change.

Progress and achievement will be certificated at least on an annual basis individually to all Committee Members, Board members and officers. These will detail:

- The current assessment of an individual's acquired knowledge;
- Their progress against achieving the credits from other internal/external training or events; and
- All training courses and events attended by them to date.

Risk

Risk Management

The compliance and delivery of this training strategy is at risk in the event of –

- Frequent changes in membership of the Pension Committee or Pension Board
- Poor individual commitment
- Resources not being available
- Poor standards of training
- Inappropriate training plans

These risks will be monitored by officers within the scope of this training strategy and be reported where appropriate.

Budget

Cost

A training budget will be agreed and costs will be met from the Pension Fund.

PENSIONS COMMITTEE MEMBER TRAINING 2018/19

ANNEX D

DATE	TOPIC COVERED	LOCATION	KSF	COST	ATTENDED BY
3 July 2018	Peter Worth – Understanding the role of the Pensions Committee	Town Hall	KSF 1	Paid for by OneSource – to be recharged to Havering	Cllr John Crowder (Chair) Cllr Melvin Wallace (Vice-Chair) Cllr Roger Ramsey Cllr Martin Goode (also Chair Audit cttee) Cllr Ron Ower Cllr Matt Sutton (also Vice- Chair Audit cttee)
24 July 2018	Officer - New Councillor Induction • plus Hymans “A brief Guide to the LGPS’	Town Hall	ALL	Officer Time	Cllr Ray Morgon Cllr Ron Ower
24 July 2018	Officer - New Councillor Induction – distribution of slides only	Town Hall	ALL	Officer Time	Cllr Matt Sutton
24 July 2018	Officers - Pension Fund Accounts 17/18 Briefing covered: • Overview of the Pension Fund Accounts	Town Hall	KSF 2	Officer Time	Cllr John Crowder (chair) Cllr Melvin Wallace (vice-chair) Cllr Martin Goode Cllr Ron Ower Cllr Ray Morgon Cllr Jan Sargent Cllr Gerry O’Sullivan Cllr David Durant Cllr Viddy Persuad (part)

APPENDIX A

DATE	TOPIC COVERED	LOCATION	KSF	COST	ATTENDED BY
20 August 2018	Hymans – Direct Corporate Lending, covered: <ul style="list-style-type: none"> What is Direct corporate Lending Why we are investing in this asset class How to get exposure bFinance - covered the manager selection process 	Town Hall – Prior to Special Pensions Committee meeting	KSF 3 KSF 5	Part of contract	Cllr John Crowder (chair) Cllr Melvin Wallace (vice-chair) Andy Hampshire (GMB union- employee rep)
15 November 2018	SPS Conferences Local Authority - Pension Fund Investment Strategies: <ul style="list-style-type: none"> Topical Issues Income from Property & Infrastructure- planning for cash flow negativity Management of Assets – improving cost transparency • LGPS Perspectives -current issues 	Le Meridien Hotel, Picadilly, W1	KSF 5	Free	Cllr Stephanie Nunn
11 December 2018	Officer - New Councillor Induction	Library	ALL	Officer Time	Cllr David Durant
11 December 2018	Hymans-ESG :Introductory Training: <ul style="list-style-type: none"> Introduction Regulation Application and Action • Next steps: establishing a set of beliefs: 	Town Hall – Prior to Pensions Committee meeting	KSF 1 KSF 4 KSF 5	Part of contract	Cllr John Crowder (chair) Cllr Melvin Wallace (vice-chair) Cllr Ron Ower Cllr Stephanie Nunn Cllr David Durant Cllr Matt Sutton (part)

OVERVIEW AND SCRUTINY BOARD ANNUAL REPORT 2018/19

INTRODUCTION

This report is the annual report of the Overview & Scrutiny Board, summarising the Board's activities during its year of operation ended May 2019.

It is planned for this report to stand as a public record of achievement for the year and enable Members and others to have a record of the Board's activities and performance.

BOARD MEMBERSHIP

Councillor Darren Wise (Chairman)
Councillor Michael White/Melvin Wallace/John Crowder
Councillor Philippa Crowder
Councillor Ray Best
Councillor Judith Holt
Councillor Robby Misir
Councillor John Mylod
Councillor Nisha Patel
Councillor Bob Perry
Councillor Keith Darvill (Vice-Chair)
Councillor Gillian Ford
Councillor Clarence Barrett/Linda Hawthorn
Councillor Ray Morgon
Councillor Barry Mugglestone
Councillor Natasha Summers
Councillor Graham Williamson

WORK UNDERTAKEN

During the year under review, the Board dealt with the following issues:

UPDATE OF THE COUNCIL'S APPROACH TO FINANCIAL STRATEGY AND MONITORING

The report before Members gave an overview of the way the Council sets its budget and Medium Term Financial Strategy (MTFS) each year and how it then monitored the budget on a monthly basis.

The report included projections of future pressures and grant reductions giving a financial gap to be closed by savings and increases in income.

Appended to the report was the Period 3 monitoring report which showed a potential pressure of £3.4m on the revenue budget.

Early identification of the revenue position allowed officers to develop action plans to mitigate and contain such pressures

ICT PROGRESS

Members received a presentation which related to ICT progress update.

Members noted that in 2016, an external assessment of ICT service was carried out. The review had highlighted the gap in ICT revenue budget compared to other Local London Authorities.

In early 2017, an assessment and review of ICT infrastructure was carried out with an aim to address issues with the failing infrastructure.

In October 2017, the ICT service submitted a report to Havering's Cabinet for a growth bid to invest in ICT as urgent investment was required for sustaining support for key ICT systems and ICT infrastructure.

The report also included a request for urgent investment to be made in security systems and improvements to security infrastructure including compliance with General Data Protection Rules (GDPR).

MEDIUM TERM FINANCIAL STRATEGY

The Board was presented with the Capital Strategy and Programme, the Treasury Management Strategy Statement 2019/20 and the 2019/20 Budget and 2019-2023 Medium Term Financial Strategy.

In July 2018 the Council had a budget gap for 2019/20 of £14.7m rising to £37.8m over 4 years. The Council's Medium Term Financial Plan estimated the likely pressures which the Council could face over the next four years (including 2019/20) and had identified that the main pressures were in the following areas:

- Central Government Cuts
- Inflation
- Demographic Pressures (Social Care and Homelessness)
- Capital Financing Costs
- Cost of Waste Disposal (East London Waste Levy)

In June and July, the Council identified over £7m of savings, of which over £3m of these savings would contribute to the 2019/20 budget. Every assumption in the Medium Term Financial Strategy was tested and updated to ensure the most accurate estimates were used. The transformation programme was now fully underway and had already identified £18.5m of savings (£4.8m in 2019/20).

The Council undertook a comprehensive consultation process on the budget and the budget was updated to include Member priorities. The regeneration programme was at the heart of the Council's plans and business cases were going to Cabinet in February 2019 and were fully incorporated in the financial planning.

OVERVIEW & SCRUTINY SUB-COMMITTEE/TOPIC GROUPS UPDATES

Throughout the year the Board continued to receive updates from the Chairmen of the Overview and Scrutiny Sub-Committees of the work that each Sub-Committee was dealing with.

The Board also received updates throughout the year of the work of the various topic groups that had been set up by the Sub-Committees to scrutinise the Council's and its partners work.

Each Sub-Committee annual report will show the business transacted throughout the year.

CALL-INS

During the year the Board considered requisitions on the following subjects:

Highways Capital Footway and Carriageway

Update to Corporate Complaints Policy & Procedure

Upminster Bridge CPZ – Results of informal consultation

Penalty Charge Notice Banding

Keep Havering Moving- adoption of parking strategy and Highways Re-surfacing Policy

Adopt East London

Cabinet decision relating to Chafford Sports Complex

London Counter Fraud Hub

Land disposal – Hall Lane Pitch & Putt

Havering Brownfield Land Register Update 2019

MOPAC Partnerships Plus Scheme for s92 Police

CORPORATE PERFORMANCE INDICATORS

Throughout the year the Board continued to receive the Quarterly Performance Reports that had previously been reported to Cabinet and Demand Pressure Dashboards which illustrated the growing demands on Council services and the context that the performance levels set out in the reports had been achieved within.

Each Overview & Scrutiny Sub-Committee continued to receive a report covering performance areas that were bespoke to the Sub-Committee's terms of reference.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Board can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Board's work over the past year.

BACKGROUND PAPERS

Minutes of meetings of the Overview and Scrutiny Board 2018/19.

**Children and Learning Overview and Scrutiny Sub-Committee
Summary of Work Undertaken and Annual Report 2018/19**

INTRODUCTION

This report is the annual report of the Sub-Committee, summarising the Sub-Committee's activities during its year of operation ended March 2019.

It is planned for this report to stand as a public record of achievement for the year and enable Members and others to have a record of the Committee's activities and performance.

SUB-COMMITTEE MEMBERSHIP FOR THE YEAR 2018/19

Councillor Judith Holt (Chairman)
Councillor Gillian Ford (Vice-Chair)
Councillor Michael Deon Burton
Councillor Tony Durdin
Councillor Tele Lawal
Councillor Sally Miller
Councillor Carol Smith
Councillor Christine Vickery
Councillor Reg Whitney

Statutory Member representing the Churches:

Mrs Lynne Bennett (Church of England)
Mr Jack How (Roman Catholic Church)

Statutory Members representing parent governors:

Mrs Julie Lamb (Special)
Mrs Kathy Freeman (Primary)

Non-voting members representing local teacher unions and professional associations:

Mr Ian Rusha (NEU)

During the year under review, the Sub-Committee met on five occasions and dealt with the following issues:

1. LOCAL AREA INSPECTION OF SUPPORT FOR CHILDREN WITH SPECIAL NEEDS AND DISABILITIES (SEND)

The Sub-Committee received a report that highlighted the outcome of the Local Area Inspection of support for children with Special Educational Needs and Disabilities (SEND).

The inspection identified that the service had increased the pace of putting children and young people at the centre of planning for their future. The report recognised that the Council's evaluation of its strengths and areas for development were broadly accurate.

The Inspection concentrated on the following three key areas:

- a) The effectiveness of the local area in identifying children and young people's special educational needs and/or disabilities.
- b) The effectiveness of the local area in assessing and meeting the needs of children and young people who had special educational needs and/or disabilities.
- c) The effectiveness of the local area in improving outcomes for children and young people who had special educational needs and/or disabilities.

The Sub-Committee was informed that the SEND Executive Board, who provided a strategic oversight and decision-making ability, was in the process of refreshing the improvement plan of the key areas for development.

The finalised improvement plan would be submitted to the Health and Wellbeing Board for agreement.

The Sub-Committee noted the report.

2. HAVERING EDUCATION PERFORMANCE

The Sub-Committee received a report that updated on the progress to improve standards across Havering's Early Years providers, schools and colleges.

The report highlighted the key areas of performance in each of the key stages of education. It detailed government statistical demographic information and comparisons with local authorities.

In the last 18 months, the Local Authority had issued 3 warning notices and 5 letters of concern to schools. The areas of concern were finance, standards and progress, governance and leadership. The Local Authority (LA) had also used other formal powers of intervention, including the appointment of additional governors and the withdrawal of financial delegation. Where the LA had concerns about academies, these were raised through the Regional Schools Commissioner.

The Sub-Committee would continue to receive updates on school improvement, consistent with a schools-led strategy as agreed by school leaders, governors and partners, including the Regional Schools Commissioner.

3. INSPECTION OF CHILDREN SERVICES BY OFSTED

The Sub-Committee received a report that highlighted the initial feedback from the Inspection of Children's Services by OFSTED.

The service was formally inspected under the new inspections of Local Authority Children's Services (ILACS) framework between Monday 11 June and Friday 22 June 2018.

The inspectors' report highlighted significant improvement across Children's Services since the Single Inspection Framework (SIF) inspection report, published in December 2016, when provision was judged as requiring improvement to one of Good for overall effectiveness in less than 18 months.

The provisional graded judgements for the Service were:

- Overall effectiveness – Good.
- The experiences and progress of children and young people in need of help and protection – Required Improvement.
- The experiences and progress of children in care and care leavers – Good.
- The impact of leaders on social work practice with children and families – Good.

The Sub-Committee noted that the Service's own self-evaluation and assessment, together with OFSTED's initial feedback, indicated that there was still much to be done and that it was crucial that the Council continued to drive improvement and innovation to meet the needs of children, young people and families within Havering.

The Sub-Committee was informed that during July/August 2018, following receipt of the final inspection report, Children's Services would formulate a comprehensive post inspection action and improvement plan to address all recommendations and areas for development, for the scrutiny of Members.

The Sub-Committee noted the comments of the report.

4. OLIVE ACADEMY

Members received a report on Olive Academy, a company that specialised in alternative provision. The Academy works with students to try to develop their self-esteem, focusing on permanently excluded pupils at Key Stage 4.

The Sub-Committee was informed that the new behaviour and attendance policy at the school was fit for purpose but had yet to be fully embedded at Key Stage 3.

There had been improvement in exam performance at the school with high rates of entry and good pass rates for English and Maths. Pupil attendance had improved in

comparison to pupils' attendance at mainstream schools. Governance at the Academy enjoyed good links with the Local Authority and with local schools and the Service Level Agreement with the Academy had been refined over time.

Substantial building work was taking place at the site in order to increase capacity which was due to be completed by Easter 2019. The first OFSTED inspection of the Academy was due in Spring 2019.

At Key Stage 4, the aim of the Academy was to direct pupils towards attaining GCSEs. The Academy also worked closely with post-16 education providers and all leavers last year had moved on to either further education, employment or training.

The Academy was funded for a total of 64 pupils with class sizes varying from a maximum of 8 down to 1:1 session.

The Sub-Committee noted the position.

5. BROADFORD PRIMARY SCHOOL

Further to the school previously being in special measures, Broadford Primary School had improved but its SATS results for 2018 had not been administered correctly resulting in coverage in the national press. An investigation was undertaken by the Standards and Teaching Agency with the school's results for English and Maths having been annulled.

The Sub-Committee was assured that this issue was being taken very seriously and that the Council was working very closely with the school. The investigation was expected to conclude prior to the half-term holidays. The Executive Head was not present at the school whilst the investigation was ongoing but the Head of School remained in place.

It was noted that school staff had received training on how SATs should be moderated and a sample percentage of the administration of SATs had been tested. The Council would seek to look at any lessons learnt from the incident. The affected children were not able to resit the tests but their teacher assessment results (which were not subject to investigation) would still be passed on to their secondary schools.

The Sub-Committee noted the position.

6. PRIMARY SATS OUTCOMES, 2018 (PROVISIONAL)

The initial provisional figures indicated that Standard Attainment Tests (SATs) results at Key Stage 1 were just above the national average which was good progress. The combined measure at Key Stage 2 for reading, writing and maths was 6% above the national average. Havering was likely to be in the 10th – 20th percentage for this stage nationally which was considered a good outcome.

The Sub-Committee noted that progress at Key Stage 1 indicated that Havering was likely to be in at least the top 20% nationally, part of a good performance across the sector overall. It was expected that there would be some variances in the results of individual schools and data on the performance of individual schools would be brought to a future meeting of the Sub-Committee.

7. ACADEMICALLY ABLE PUPILS

Following an indication that gifted children did need support even though it was important this was provided. Officers advised that very few children entered Early Years exceeding national expectations for academic ability. Figures for exceptional children at Key Stage 1 were broadly in line with national averages and these were exceeded at Key Stage 2. Equivalent figures for Key Stage 4 were in line with the national average whilst small gains had been seen at Key stage 5 (A-Levels) but figures for this stage remained below the national average.

The Council's quality assurance team aimed to ensure schools undertook work with more able pupils. There was no longer any specific funding to support more able pupils so the focus was on challenging and influencing schools. Nearly all Havering schools did provide extra teaching for academically able children.

Additional teacher training was also provided and support was publicised via e.g. The Rising Stars programme, Connections and virtual universities in schools. Most schools also had a Gifted and Talented Policy. Some schools also offered preparation for the 11 plus examination and this was a decision for the governing body.

Officers emphasised that provision for higher attaining children was not the responsibility of the Local Authority and that there was not any specific funding for this. Academies could not be instructed in this regard, the Council could only make suggestions although academies were scrutinised via the quality assurance process. Academically able children were also not currently a focus for OFSTED.

The Sub-Committee noted that the current legislation did not permit Academies to express a preference to be selective. The Chairman felt pupils could excel at more selective schools but agreed that there was no option for this in Havering.

8. CHILDREN'S SERVICES ANNUAL COMPLAINTS REPORT 2017-18

The Sub-Committee received the annual report complaints report. The report was a statutory complaints process for children's issues that consisted of three stages – local resolution, independent investigation and a stage 3 review panel. It was stated that complaints learning had improved following the opening of the Cocoon centre – the Young People centre which facilitated complaints meeting for young people.

It was noted that three Ombudsman complaints had been received in 2017/18 with one finding of maladministration concerning Education Health and Care Plans. One

matter had been closed by the Ombudsman after some initial enquiries and one investigation was still ongoing.

A total of 41 complaints have been upheld at earlier stages of the process, 38 not upheld and 8 withdrawn. The main themes of the complaints had been support to care leavers (although this had improved since the opening of the Cocoon) and recording practices where parents disagreed with the outcome of an assessment by social workers. It was hoped that the introduction of a new social care IT system would improve recording practices.

The Sub-Committee noted the content of the Service Annual Complaints Report 2017-18.

9. SECONDARY OUTCOMES 2018 (PROVISIONAL)

At its meeting in November 2018, the Sub-Committee received a report that provided an update on the provisional outcomes of the 2018 statutory assessments within the secondary and post-16 sector. The report provided headline figures for attainment and progress at GCSE and Attainment at A-Level. In attendance was Mr Stuart McLaughlin (Head Teacher Bower Park Academy) in his capacity as Chairman of the Havering Learning Partnership (HLP).

The Sub-Committee noted that the Local Authority had worked closely with the Havering Learning Partnership to deliver a joint improvement strategy and action plan. The HLP and Local Authority had jointly funded specific improvement activity to target areas in need of improvement, which had started to produce results.

In response to an enquiry on support for Special Educational Needs and Disability from the HLP, the Sub-Committee was informed that that the Partnership worked closely with the Local Authority to support all Young People in Havering.

The Chairman thanked Mr Stuart McLaughlin for his attendance.

10. SOCIAL CARE IMPROVEMENT PLAN - OFSTED IMPROVEMENT REPORT

The Sub-Committee received an update report that outlined the Improvement Plan for Children's Social Care Service following the OFSTED Inspection in June 2018 and detailed the improvement work within the Service to address issues and risks throughout the social care system, review existing projects and consider if new areas of work needed to be explored and developed.

The Sub-Committee noted the planning for improvement work within the Service and agreed to receive regular updates on the Social Care Improvement Plan.

The Sub-Committee noted the planning for improvement work within the Service and agreed to receive regular updates on the social care improvement plan.

11. SEND ACTION PLAN - UPDATE

The Sub-Committee received a report that provided an update on the actions required following the OFSTED /Care Quality Commission inspection of Special Educational Needs and Disability (SEND).

The report detailed the action plan that would be monitored by the SEND Executive Board which comprised of partners, parent representatives, schools and representatives from health and the local council.

The Sub-Committee noted the progress made to implement the detailed SEND action plan following the CQC/ OFSTED inspection of March 2018, including the establishment of the Executive Special Educational Needs and Disabilities Board (comprising of health, local authority and partner agencies including schools and parents).

12. DOMESTIC ABUSE AND CHILDREN

The Sub-Committee received a report that detailed the work of the service supporting Children and Families affected by Domestic Abuse in Havering.

The Sub-Committee noted that Havering Community Safety Partnership Plan 2018-19 had identified Violence Against Women and Girls (VAWG) as a priority and a revised VAWG Strategy was due to go to Cabinet in March 2019.

The report informed that between January 2018 to December 2018, there were 4061 domestic violence incidents reported to the Police and 2515 domestic violence offences. When the Police attended a domestic violence incident where a child was present a Merlin safeguarding alert would be passed to the Multi Agency Safeguarding Hub (MASH) to alert Children's Services that domestic abuse was occurring in the household. In 2018 the MASH received 1,706 contacts in relation to domestic abuse.

During a brief discussion, it was stated that following referral, the MASH Team Manager had to make a decision on the level of risk of any child within the household.

It was made clear that MASH and MARAC had different roles to play with domestic abuse cases. The role of the MARAC was to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase public safety.

In response to an enquiry, it was indicated that progress was measured when the relevant agencies had ensured that the individual was not becoming a repeat victim.

In terms of violence against men, it was accepted that this was rarely reported. Havering was one of the few boroughs with a men only service. About fifty men used the service, mostly seeking advice on the telephone.

In response to an enquiry, officer informed the Sub-Committee that the service was looking to provide Family Therapy in the case of child against parent violence.

The Sub-Committee was informed that the department for Works and Pensions was providing resources on an initiative to reduce parental conflict.

Members agreed to scrutinise the topic further in the near future.

The Sub-Committee noted the content of the report.

13. KNIFE CRIME AND CHILDREN

The Sub-Committee received a report that detailed the work of the Council to address Serious Youth Violence and Knife Crime in Havering. The report outlined the proposed future plans to address the issue through the lens of adolescent safeguarding.

Members were advised that the Havering Community Safety Partnership had identified serious youth violence and knife crime as a priority for 2018-19 and a Serious Group Violence and Knife Crime Strategy 2018-2021 had been developed. It was noted that the strategy went before Cabinet in March 2019.

The Sub-Committee was informed that the Strategy also linked closely in to the Mayor of London's 2017-2021 Police and Crime Plan, the Mayor's 2017 Knife Crime Strategy and the Home Office report on Ending Gang Violence and Exploitation 2016.

The Sub-Committee noted that the Crime and Disorder Sub-Committee recently constituted a Topic Group on Knife Crime. In the previous 18 months, Havering had seen an increase in reported knife crime, with Romford Town Ward having the highest record of knife crime across the tri-boroughs.

In response to an enquiry on the reason for the increase, officers responded that it was more of an influx of some individuals coming into Romford Town Centre and that Havering children were 'easy pickings'.

The Sub-Committee was informed that a regional Adolescent Improvement Alliance was planned and Members indicated an interest to be invited to the tri-borough events.

Members noted that a multi-disciplinary 'hub' arrangement to better identify and respond to adolescent safeguarding and meet needs of young people was proposed. The Agency would work together with schools, the Local Authority and partners.

In response to an enquiry on identifying businesses in the Town Centre able to be safe havens, the Sub-Committee noted that such practices already existed in Lewisham and Croydon.

It was suggested that there should be opportunity for young people and the Police to dialogue and provide opportunities for young people to sit on appropriate bodies.

On criminal exploitation and financial crime, it was noted that banks were being invited to address colleges and students and give safe guidance advice.

Members agreed to scrutinise the topic further in the near future.

The Sub-Committee noted the content of the report.

14. PUBLIC SECTOR LEASING AND CHILDREN

The Sub-Committee received a report that provided an update on Private Sector Leased accommodation (PSL). The report provided Members with information on the housing and support needs of households living in Private Sector Leased accommodation (PSL) where there were children.

The report detailed that there were 630 (71%) households with dependent children in PSL accommodation and a total of 1,171 children. The majority (76%) of the households with dependent children were lone female parent households, followed by 23% of two parent households.

The report informed Members that Housing and Children's Services were working together to address the housing and support needs of families in order to safeguard and promote the welfare of children and young people.

There was an ongoing focus on reducing the need for temporary accommodation for families by working with those at risk earlier and preventing them from becoming homeless.

It was indicated that a report on the outcome of the PSL review would be reported to Cabinet at a later date.

It was stated that in Havering, there was no child with a disability within the PSL arrangement.

Members noted the report.

15. CORPORATE PERFORMANCE INDICATORS

Throughout the year the Sub-Committee continued to receive the Quarterly Performance Reports that had previously been reported to Cabinet and Demand Pressure Dashboards which illustrated the growing demands on Council services and the context that the performance levels set out in the reports had been achieved within.

16. THE CORPORATE PARENTING PANEL

The Corporate Parenting Panel met on periodically throughout the year, maintaining the new model of working introduced in 2017/18; alternating Formal and Participation meetings. The Participation meetings comprising discussions with a variety of contributors, including care leavers, foster carers, social workers, the assistant head of the virtual school and importantly the young people themselves. The Panel considered a variety of topics, including policy, information, advice and support, service improvement, communication for the borough's children in care and the transition into Adult Services and Leaving Care. The Formal meetings focused on a number of areas including performance, outcomes, out of borough provision, the fostering and adoption process, and housing issues as they related to children.

17. ANY OTHER BUSINESS

During the year the Chairman regularly updated the Sub-Committee of her visit to schools in the Borough and Children's Services offices.

The Chairman would like to thank all Members, Officers and outside body members for their dedication to the Sub-Committee over the last year and the last Municipal Year 2018/2019.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Sub-Committee can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Sub-Committee's work over the past year.

BACKGROUND PAPERS

Minutes of meetings of Children and Learning Communities Overview and Scrutiny Sub-Committee

CRIME AND DISORDER SUB-COMMITTEE – ANNUAL REPORT 2018/19

INTRODUCTION

This report is the annual report of the Sub-Committee, summarising our activities during its year of operation ending May 2019. This report will stand as a public record of achievement for the year and enable members and others to have a record of the Committee's activities and performance.

SUB-COMMITTEE MEMBERSHIP

Councillor Bob Perry (Chairman)

Councillor Michael Deon Burton

Councillor David Durant*

Councillor Tele Lawal

Councillor Timothy Ryan

Councillor John Tyler

Councillor Melvin Wallace*

**For part of the 2018-19 municipal year*

During the year under review, the Sub-Committee met on 4 occasions and dealt with the following issues:

1. Corporate Performance reporting

Throughout the year, the Sub-Committee had received reports on the outcome of performance against the indicators which fell within the Sub-Committees remit.

The Sub-Committee received quarterly reports on the number of working days lost to aid abstractions from ring fenced roles and data on neighbourhood officers abstracted by rank and officers abstracted by aid, court and training.

2. Tri Borough Policing Model and Current Policing Provision in Havering

The Sub-committee received a presentation on the use of schools officers to address Gangs and Knife Crime in Havering; Safeguarding, robbery and gangs. The Police were working with schools to establish whether there were any crime prevention considerations that could be introduced to the establishments.

3. Havering Community Safety Partnership Plan 2018/19 Refresh

The Sub-Committee received a report which detailed the steps taken to refresh the Havering Community Safety Partnership Plan 2017/18/ - 2019/20, which had been approved by Havering Community Safety Partnership in April 2018.

4. Havering Community Safety Partnership, Annual Strategic Assessment 2017

The Sub-Committee received a presentation on the Strategic Assessment of Crime and Disorder in Havering for 2017, which was presented to the Havering Community Safety Partnership in January 2018.

5. Night Time Economy (NTE) Problem Profile 2018

The Sub-Committee received a report on the night time economy problem profile which set out the London Borough of Havering profile on non-domestic violence with injury crimes, using data from a number of different partners, including the Metropolitan Police and London Ambulance.

6. Policing the Night Time Economy

The Sub-Committee received a presentation from the Deputy Borough Commander on policing the borough's night time economy.

There had been numerous nights of action throughout the year, including joint nights of action that involved London Borough of Havering, Detection Dogs Team, British Transport Police, Safer Transport Team and the Romford Town Centre Team.

7. Violence Against Women and Girls Strategy 2019- 22

Members received an update on the Havering Violence Against Women and Girls (VAWG) Strategy 2019 – 2022, which took into account the Mayor of London's recently released VAWG Strategy in March 2018 so as to align local priorities with those set by the Mayor's office for policing and crime (MOPAC).

The Sub-Committee considered the draft VAWG strategy, which focused on preventing violence against women and girls; tackling perpetrators and protecting and supporting victims of VAWG.

8. Knife Crime

The Sub-Committee received, and noted, a report on Knife Crime. The Sub-Committee agreed to establish a topic group to gain an understanding of the issue of knife crime and extent of gangs in Havering.

9. Update on Traveller Injunction and Policing of Traveller Incursions

The Sub-Committee received an update on the Traveller Injunction by the Local Authority and the Policing of Traveller Incursions by the Metropolitan Police and were taken through the legislation that applied to traveller incursions.

10. Hate Crime in Havering

The Sub-Committee received a report which outlined hate crime in the borough, in line with the Hate Crime Problem Profile as commissioned by the Havering

Community Safety Partnership. Councillors were encouraged to talk to residents and provide them with reporting information.

11. Annual Strategic Assessment

The Sub-Committee received, and noted, an overview of the Havering Community Safety Partnership Strategic Assessment, January 2019.

The contents of the assessment included performance and recent trends, Crime Harm Index, Community Safety Problems, safeguarding and vulnerabilities and suggested priorities and recommendations.

12. Modern Day Slavery

The Sub-Committee received, and noted, a report that set out a brief background to the Modern Slavery Act 2015, outlined the duties it placed on local authorities and specified different types of modern day slavery. The report provided a brief account of what was happening in Havering and the wider London context along with plans for next steps. A corporate Modern Day Slavery Strategy and Policy would be developed and members requested an all member briefing once the strategy had been approved.

13. Topic Group

Serous Group Violence and Knife Crime in Havering

The topic group was established to ensure that the Council and its partners were taking steps to address serious group violence and knife crime in Havering. Members sought to scrutinise the work being undertaken by the Council and its partners in the following areas:

- To understand the level of serious group violence and knife crime in Havering and London wide.
- The relationship and joint working arrangements between the Havering Community Safety Partnership in dealing with serious group violence and knife crime.
- To understand the level of funding and resources available to partners to deal with serious group violence and knife crime.

The topic group is ongoing.

Environment Overview and Scrutiny Sub-Committee Summary of work undertaken 2018/19

INTRODUCTION

This report is the annual report of the Sub-Committee, summarising the Sub-Committee's activities during its year of operation ended May 2019.

It is planned for this report to stand as a public record of achievement for the year and enable Members and others to have a record of the Sub-Committee's activities and performance.

SUB-COMMITTEE MEMBERSHIP

Councillor John Mylod (Chairman)
Councillor Matt Sutton (Vice-Chair)
Councillor Sally Miller
Councillor Carole Beth
Councillor Jan Sargent
Councillor Martin Goode

During the year under review, the Sub-Committee dealt with the following issues:

ENVIRONMENT - AN OVERVIEW

The Sub-Committee considered a report which detailed the remit of Environmental Services.

The Assistant Director of Environment handed out to Members a briefing document which detailed the services provided by the service.

The service was broken down into four areas these included:

Public Realm
Highways Traffic and Parking Group
Enforcement
Public Protection

LOCAL IMPLEMENTATION PLAN

The Sub-Committee considered a report which updated Members on the requirements for the preparation of the forthcoming Local Implementation Plan (strategy) document and outlined the current proposals for its preparation and delivery.

COMMUNITY TOILET - BRIEFING PAPER

The Sub-Committee considered a briefing paper on the subject of the Community Toilet scheme.

The objectives of community toilets were to introduce a new way of providing public toilet facilities across the borough; this was done by funding local businesses to offer free access to their toilet facilities to members of the public. The facilities were checked to ensure they met a suitable level of access, cleanliness and safety. It was a positive step towards addressing the issue of a lack of public toilets, and a step towards improving local collaboration and partnership.

HIGHWAYS CAPITAL PROGRAMME - OVERVIEW

Members received a presentation relating to the Council's Highway Investment Programme.

The presentation highlighted that Havering had 740km of carriageway (460 miles) and 1,070km of footway (665 miles).

Members noted that there was a jointly procured, with the London Borough of Barking & Dagenham, highways contract with Marlborough Surfacing Ltd which had commenced in April 2017.

2018/19 would see a planned maintenance budget of £2m and a reactive maintenance budget of £1.7m.

GERPINS LANE RRC UPDATE

Members received a presentation on the Gerpins Lane Automatic Number Plate Recognition (ANPR) system.

Members were advised that the system was operated by Renewi under contract to the East London Waste Authority (ELWA) and was in place to deter commercial waste being disposed of by car users.

AIR QUALITY ACTION PLAN

The report before Members outlined the progress made on the Air Quality Action Plan (AQAP) - a 5 year strategic programme to improve air quality within Havering under the 4 themes of:

Modelling and monitoring
Public Health & awareness raising to encourage smarter travel
Emissions from Buildings and development
Emissions from transport.

RESOURCE AND WASTE STRATEGY SUMMARY

Members received a presentation which detailed the Council's Resource & Waste Strategy.

Members were advised that the two main aims of the strategy were to maximise the value of the resource and to minimise waste and its impact on the environment. To achieve this there were five strategic ambitions.

1. To work towards all plastic packaging placed on the market being recyclable, reusable or compostable by 2025;
2. To work towards eliminating food waste to landfill by 2030;
3. To eliminate avoidable plastic waste over the lifetime of the 25 Year Environment Plan;
4. To double resource productivity by 2050; and
5. To eliminate avoidable waste of all kinds by 2050.

WASTE DISPOSAL

Members of the Sub-Committee visited the Council's waste management facility and observed how waste was dealt with without the use of incineration and what other waste initiatives were being used to minimise landfill.

CORPORATE PERFORMANCE INDICATORS

Throughout the year the Sub-Committee continued to receive the Quarterly Performance Reports that had previously been reported to Cabinet and Demand Pressure Dashboards which illustrated the growing demands on Council services and the context that the performance levels set out in the reports had been achieved within.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Sub-Committee can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Sub-Committee's work over the past year.

BACKGROUND PAPERS

Minutes of meetings of Environment Overview and Scrutiny Sub-Committee 2018/19

Health Overview and Scrutiny Sub-Committee Annual Report 2018/19

INTRODUCTION

This report is the annual report of the Sub-Committee, summarising the Sub-Committee's activities during its year of operation ended May 2019.

It is planned for this report to stand as a public record of achievement for the year and enable Members and others to have a record of the Sub-Committee's activities and performance.

SUB-COMMITTEE MEMBERSHIP

Councillor Nisha Patel (Chairman)
Councillor Ciaran White (Vice-Chair)
Councillor Nic Dodin
Councillor Jan Sargent
Councillor Christine Vickery
Councillor Darren Wise

During the year under review, the sub-committee met formally on four occasions and dealt with the following issues:

1. Overview of Trust Issues – BHRUT and NELFT

Shortly after the Council elections, the Sub-Committee was briefed on the roles of the Barking, Havering and Redbridge University Hospitals NHS Trust (BHRUT) and the North East London NHS Foundation Trust (NELFT). BHRUT officers discussed performances issues in maternity and A & E as well as how the Trust dealt with the large number of ambulances cases it received. Senior NELFT officers agreed that there was a rising demand locally for mental health services and explained to Members the role of key services such as Integrated Assessment for Psychological Therapies and the Street Triage service (see paragraph 10).

2. Performance information

Throughout the year, the Sub-Committee has scrutinised key performance indicators of Council services within its remit. This has included discussions with Public Health officers about levels of child obesity in Havering and local residents' satisfaction with the out of hours GP service.

3. BHRUT Issues

Members have sought throughout the period under review to scrutinise issues at BHRUT concerning Queen's Hospital in particular. This has included gender pay at the Trust and work to address this including the provision of more flexible, family-friendly working arrangements. Financial issues have also been scrutinised including the subject of health tourism and how the Trust seeks to recover monies for treatment given to overseas patients. The Trust's financial recovery plan was also scrutinised which included BHRUT's recruitment of a new director of finance, establishment of a cost improvement programme and plans to reduce the use of agency staff.

4. GP Recruitment

At its September meeting the Sub-Committee held discussions with officers from Havering Clinical Commissioning Group (CCG) on issues such as the number of single-handed GP practices in Havering, plans to deal with the number of local GPs approaching retirement age and the impact of the elderly population in Havering. Other initiatives to support the GP service included the establishment of new Physician Associate Posts and the moving of all GPs to using an electronic referral system.

5. Accident and Emergency

The Sub-Committee has during the year scrutinised in some detail the position with local A & E services, particularly at Queen's Hospital. This has included areas such as the increased number of ambulance patients, hospital admissions and demand for paediatric emergency services. It was noted by Members that Queen's at times had the highest numbers of A & E patients in London and discussions were held on work BHRUT was undertaking to try to reduce this.

6. Care Quality Commission GP Ratings

Members were pleased to welcome to their December meeting representatives of the Care Quality Commission to discuss recent ratings of local GP practices and action plans by the CCG to address low ratings of a small number of local GPs. This is a subject the Sub-Committee is likely to scrutinise further in the new municipal year.

7. Blood Testing Services

Members have also scrutinised local blood testing services and noted work towards the introduction of an appointment based system at some sites in an attempt to reduce waiting times.

8. St George's Hospital

The Sub-Committee held discussions in January with a director of Havering Clinical Commissioning Group following the news a bid for capital funding for new health facilities on the former St George's Hospital site in Hornchurch had not been successful. Possible alternative funding options were discussed with the CCG representative and the Sub-Committee will continue to scrutinise this issue during the coming year.

9. Healthwatch Havering

The Sub-Committee has continued through the year to enjoy a positive working relationship with Healthwatch Havering - the organisation representing users of local health and social care services. A director of the organisation attends most meetings of the Sub-Committee and is permitted to ask questions of NHS representatives attending.

Healthwatch has presented to the Sub-Committee several reports of its work including on maternity services which found issues concerning cleaning and temperatures on the unit at Queen's Hospital and on in-patient meals where recommendations focussed on areas such as the introduction of illustrated menus and increased use of volunteers to assist at meal times. Healthwatch had also undertaken Enter and View visits at Accident & Emergency (at Queen's) and had found there to be a lack of signage and the waiting area to be of insufficient size.

10. Outer North East London Joint Health Overview and Scrutiny Committee (JHOSC)

Throughout the year under review, the Sub-Committee was represented by Councillors Patel, Dodin and White on the Joint Health Overview and Scrutiny Committee covering Outer North East London. This Committee allows scrutiny of health service issues covering more than one Council area and, in addition to Havering, includes representation from Barking & Dagenham, Redbridge, Waltham Forest, Essex and Epping Forest Councils.

Among the issues scrutinised by the Joint Committee, which met on four occasions during the year, were the following:

Community Urgent Care Services Consultation – Details were given to the Joint Committee of proposals to reorganise community urgent care services into four Urgent Treatments Centres (including Queen's Hospital and Harold Wood Polyclinic) and eight community-based facilities offering bookable appointments. The Joint Committee responded to the consultation on these proposals with a number of suggestions including an extension of the consultation period and the reinstatement of the pharmacy at Harold Wood Polyclinic.

Cancer Services – The Joint Committee scrutinised in detail proposals to move chemotherapy treatment from King George to Queen's hospitals. The Joint

Committee raised some concerns over the proposals and asked that the local Healthwatch investigate the impact on patients. The Healthwatch report was received at the April meeting of the Joint Committee and a response from the Acute Trust is presently awaited to several Healthwatch recommendations including on the size of the unit at Queen's, parking issues and the use of a red card to allow chemotherapy patients quicker treatment should they present at A & E.

NHS Long Term Plan – Senior NHS officers presented to the Joint Committee the main points of the NHS Long Term Plan with particular emphasis on the move towards more community-based services. This issue is due to be scrutinised further in September, in conjunction with the equivalent Joint Committee covering Inner North East London.

NELFT Street Triage – Senior officers from North East London NHS Foundation Trust explained the Street Triage Service to the Committee which allowed the transfer of people picked up by the Police exhibiting mental health issues to a place of safety. This saved considerable Police resources and the Joint Committee was pleased to note that funding for a third such suite at Goodmayes Hospital to assist service users of this type had recently been agreed.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Sub-Committee can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Sub-Committee's work over the past year.

BACKGROUND PAPERS

None.

Individuals Overview and Scrutiny Sub-Committee Annual Report 2018/19

INTRODUCTION

This report is the annual report of the Sub-Committee, summarising the Sub-Committee's activities during its year of operation ended May 2019.

It is planned for this report to stand as a public record of achievement for the year and enable Members and others to have a record of the Sub-Committee's activities and performance.

SUB-COMMITTEE MEMBERSHIP

Councillor Ray Best (Chairman)
Councillor Linda Hawthorn (Vice-Chair)
Councillor Christine Smith
Councillor Ciaran White
Councillor Nic Dodin
Councillor Denis O'Flynn
Councillor Jan Sargent

During the year under review, the Sub-Committee met formally on four occasions and dealt with the following issues:

ADULT SOCIAL CARE – AN OVERVIEW

The Sub-Committee received a presentation from the Head of Adult Social Care setting out the services within Adult Social Care and Commissioning. A brief description of what each section was responsible for was outlined.

A detailed presentation on the Care Act and Better Care Fund was also given, this included details of how the Care Act pulled together a number of legislation and law into one document. The Act brings together the duties and responsibilities or extends those already being used.

ADULT SOCIAL CARE - COMPLAINTS REPORT

The Director of Adult Services presented the Adult Social Care Complaints Annual Report to the Committee. This detailed the complaints, enquiries and compliments received during the period April 2017 to March 2018.

There was a statutory requirement to publish the report annually.

ADULT SOCIAL CARE PRECEPT - OVERVIEW

Members of the Committee agreed to accept the supplementary agenda detailing The Adult Social Care (SC) Precept, Funding ASC and Green Paper.

The Director of Adult Services delivered a presentation to the Committee. This gave an overview of the Adult Social Care Precept and options for funding in the future.

SERVICES IN HAVERING FOR PEOPLE WHO HAVE A VISUAL IMPAIRMENT - A REVIEW

Members of the Individuals OSSC gave consideration to the report of Healthwatch Havering entitled, Services in Havering for People who had a visual Impairment: a review. The report was finalised in June 2018.

DABD - DIAL - A-RIDE SERVICE

The Sub-Committee received a presentation from Elaine James, Chief Officer and Brian Hunter, Mobility Lead at DABD.

The Sub-Committee was informed that Dial-a-Ride was a membership scheme run by Transport for London which provided a bookable door-to-door minibus service free of charge for disabled and older people who had difficulties accessing public transport. DABD provided a driver plus vehicle for an 8 hour shift between the hours of 08:00 and 18:00 Monday – Friday and during some holiday periods, with an ad-hoc provision of additional drivers and vehicles to respond to variations in the Dial-a-ride service.

DOMESTIC VIOLENCE - UPDATE

The Sub-Committee received a report which detailed the work of the Council to support victims and families affected by Domestic Abuse in Havering.

ADULT SOCIAL CARE AND THE VOLUNTARY SECTOR

The Sub-Committee received a report and presentation on the Adult Social Care funded voluntary offer, what services were provided and the benefits delivered.

RESPIRE CARE FOR CARERS

The Sub-Committee received a report on respite care for carers and the wider carers offer.

The report outlined the various provisions that were available both planned and in the need of an emergency.

HEALTHWATCH HAVERING

The Sub-Committee has continued, throughout the year under review, to enjoy a productive working relationship with Healthwatch Havering – a local organisation representing the users of local health and social care services. Members of Healthwatch regularly attend meetings of the Sub-Committee and are able to ask questions of witnesses.

The Healthwatch Havering annual report was also presented to the Sub-Committee during the year under review. This outlined the statutory powers of Healthwatch to undertake enter and view visits to health and social care premises and how these were used in Havering. Other relevant aspects of Healthwatch's work included seeking the views of local people on health and social care services and work to scrutinise local services for people with learning disabilities.

CORPORATE PERFORMANCE INDICATORS

Throughout the year the Sub-Committee continued to receive the Quarterly Performance Reports that had previously been reported to Cabinet and Demand Pressure Dashboards which illustrated the growing demands on Council services and the context that the performance levels set out in the reports had been achieved within.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Sub-Committee can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Sub-Committee's work over the past year.

BACKGROUND PAPERS

Minutes of the Sub-Committee 2018/19

Towns and Communities Overview and Scrutiny Sub-Committee Summary of Work Undertaken 2018/19

INTRODUCTION

This report is the annual report of the Sub-Committee, summarising the Sub-Committee's activities during its year of operation ended March 2019.

It is planned for this report to stand as a public record of achievement for the year and enable Members and others to have a record of the Committee's activities and performance.

SUB-COMMITTEE MEMBERSHIP

Councillor Ray Best (Chairman)
Councillor Robby Misir (Vice-Chair)
Councillor Keith Darvill
Councillor Tony Durdin
Councillor Paul Middleton
Councillor Gerry O'Sullivan
Councillor Timothy Ryan
Councillor Carol Smith
Councillor Christopher Wilkins

During the year under review, the sub-committee met on four occasions and dealt with the following issues:

1. HOUSING REPAIRS AND GAS SAFETY CHECKS - UPDATE

The Sub-Committee received an update report on the provision of responsive repairs and carrying out gas safety checks to Council owned and managed housing stock.

As a landlord, the Council had a statutory duty to undertake responsive repairs to its properties, which included those associated with gas appliances and heating systems.

The report stated that due to the specialist nature of the service, in 2018, K&T Heating was appointed as the contractor for domestic installations and BSW Ltd for communal (commercial) installations, to provide responsive repairs and planned servicing to gas appliances and heating installations.

The Sub-Committee noted that performance associated with completing repairs on time had been a significant challenge, with the contractual KPI target of 95% Repairs Completed on Time having been consistently missed and this was acknowledged by Breyer as one of their primary failures. The contract was approaching an end and officers were reviewing a range of alternatives with service quality, customer satisfaction and sustainability being at the centre of the new service specification.

The new gas servicing contracts commenced in the early part of the year with a handover of outstanding works and servicing schedules being a major part of the mobilisation. The contractor providing the domestic installations service had not made a satisfactory start to service provision, due partly to the availability of Gas Safe qualified engineers to maintain the previous servicing programme. Performance issues had been addressed through contract supervision meetings and the corrective actions in place were beginning to deliver better quality.

The Sub-Committee noted the contents of the report.

2. UPDATE ON THE LEISURE MANAGEMENT CONTRACT

The Sub-Committee received a report that provided an update on the Sports and Leisure Management Contract with regard to the Chafford Sports Complex.

The Sports Complex was in need of significant capital investment if it was to continue to operate as a publicly accessible sports complex, as the Complex did not meet with current expectations for the quality of facilities.

A review to consider the options for the future of Chafford Sports Centre was undertaken, which consisted of a consultation regarding the future of the complex, including seeking to identify the impact if the Complex was to cease to be included within the Sports and Leisure Management Contract.

The Sub-Committee noted that following the completion of the consultation, the results would be analysed and a report provided to Cabinet seeking a decision on the future of Chafford Sports Complex.

The Sub-Committee noted the progress with the Sports and Leisure Management Contract since the award of the contract that commenced on 01 October 2016 with regard to Chafford Sports Complex.

3. PLANNING - PROCESSES AND SERVICE CHALLENGES

Further to a recommendation associated with findings reached in connection with a Stage Three Member Review Panel, under the Council's Corporate Complaints Procedure, the sub-committee received a report that

The report outlined the challenges faced by the service in the undertaking of their work, with a specific focus upon development management and planning application handling.

The Assistant Director of Planning outlined that to deliver the Council's place making vision, it was essential that the service offered by those determining planning applications was of a high level, pro-active and had a delivery/customer led mind set.

The Sub-Committee noted that the following works have been commissioned to tackle the challenges:

- A review of the service was undertaken by the Planning Advisory Service to explore any areas of weakness in service provision; identify and implement smarter ways of working to improve efficiency and identify implement the potential for customer service and efficiency improvements. It was stated that good progress had been made since the review.
- The Planning Services restructure; the proposals reorganises the team to create three new teams: Development Management, Strategic Planning and Spatial Planning. The significant growth in capacity would help to unlock the potential within team. It was intended that recruitment to all posts would be completed by the end of the financial year.
- The third stream of work involves the transfer of part of the planning application process to an external service provider. It was considered that the element of the determination process was key to unlocking improvements with planning application handling. The project to deliver this transfer was underway.

The Sub-Committee thanked the Assistant Director of Planning for the update and noted the content of the report.

4. THE FUTURE OF CHAFFORD SPORTS CENTRE

At the request of a Member the Sub-Committee received a presentation on the future of Chafford Sports Complex.

Members were advised that the Sports Complex and its land were now owned by the Harris Academy. Due to the dual use, the complex did not meet with current expectations for quality of leisure facilities and a significant capital investment would be required to modernize the complex.

The Sub-Committee was advised that the options for Chafford Sports Complex were being reviewed to avoid the funding gap increasing. The options available were to cease the current arrangements by removing Chafford Sports Complex from leisure management contract; to continue with the current arrangement; to transfer the land and asset or for a new build on the school site.

The Sub-Committee noted that a report would be presented to Cabinet for a decision on the future of Chafford Sports Complex following the ongoing consultation. It was the view of the Sub-Committee that Cabinet make an effort should be made to keep the facilities at Chafford Sports Complex open or alternative provision made until the new Hornchurch Sports Centre opens.

The Sub-Committee noted the presentation.

5. MOBILE HOMES ACT 2013

At the request of the sub-committee, officers provided a report that gave an overview of the Mobile Homes Act 2013, and how it was implemented within Havering since it came into force in April 2014.

There were two licensed sites in the borough; Sunset Drive and Lakeview Park. The Local Authority have powers to refuse a licence where was considered that the site owner was not a fit and proper person.

On 26 March 2013, the Government introduced the Mobile Homes Act 2013, which was designed to give greater protection to occupiers of residential mobile (park) homes. This Act updated the Caravan Sites and Control of Development Act 1960.

The Mobile Homes Act 2013 is largely concerned with amending civil legislation relating to the relationship between the site owner and mobile home owners living on the site. The Act places a duty on the Council to administer the site licences for mobile home sites.

The Sub-Committee noted that both mobile homes site have had issues reported by residents over the years. Officers have, and continue to, work closely with site owners to ensure they are complying with the site license, including the issue of formal Notices and refusal to extend Lakeview Park. It was stated that the Council can apply to the Court to revoke a License in case of noncompliance.

The Sub-Committee noted the report.

6. OPERATION OF THE HOUSING WAITING LIST

The Sub-Committee received a presentation on Operation of the Housing Waiting List. It stated that there was a statutory requirement for local authorities to publish an Allocations Scheme that sets out in detail how households are prioritised for social housing.

In June 2016, the current Housing Allocation Scheme was approved by Cabinet and implemented in July 2016. The current policy was designed to focus resources where they are most effective, manage the demand for social housing, and allocate the limited supply of housing to those most in need.

The report provided information on how the policy is applied in the operation of the Council's housing waiting list, including the bidding and letting process.

The Council's Housing Allocations Scheme is used to determine which households are offered housing assistance. The Scheme recognises the contribution to the community from people who are in employment, former service personnel, volunteers, foster carers and carers.

It was stated that the council had a stock of approximately 9,000 affordable homes and with one of the most ambitious council home building programmes in London over the next 10 years, the Council will deliver additional homes to tackle the imbalance between supply and demand for affordable housing in the borough.

The current estimated waiting time for each priority band was detailed.

The Sub-Committee was informed that the Housing Services encourages tenants to downsize when there is a reduction in the household. The service offers financial incentives to tenants looking to give up unused rooms. It was stated that in 2018, 412 council properties became available for allocation in comparison to 580 in the previous year.

The Sub-Committee **NOTED** the report.

7. PRIVATE RENTED SECTOR AND IMPLEMENTATION OF ADDITIONAL LICENSING SCHEME

At its request, the Sub-Committee received a report that provided an update following the implementation of a Cabinet decision on Private Rented Sector (PRS) which has grown rapidly in Havering since 2001. This was attributed to population growth; lower London median rents and new transport infrastructure are factors.

It was noted that Havering introduced additional licensing to cover all Homes of Multiple occupancy (HMOs) in 12 of 18 wards in late 2017 and enforcement of the scheme commenced in March 2018.

The report outlined progress over the last 12 months whereby the Council had successfully implemented the scheme with over 22 multi-agency operations conducted, 108 Financial Penalty Notices issued and 21 Statutory notices served. It was stated that applications for the scheme commenced in January 2018. To date 201 applications have been received, this represents 48% of the predicted population. Income from license applications stands at £173,346.

The Team consists of 6 extra officers over and above the current team. The staffing costs together with on-costs such as legal fees, ICT equipment/software and training, totals an estimated £0.300m. The majority of cost has been funded by the income from licensing fees and financial penalty notices totalling £0.210m.

The scheme is proving to be a powerful tool to address a range of issues, including poor housing conditions, Anti-Social Behaviour and overcrowding. Moreover, a clear correlation has been found between unlicensed HMOs and poor property management and conditions. Intelligence found during investigations were also shared with other council services, including Social Services and Council Tax.

The Sub-Committee noted it was too early to assess the impact of the scheme; however early indicators are that licensing is an effective tool to tackle criminal landlords and tenants in Havering.

Members commended officers for the update and progress made.

8. CORPORATE PERFORMANCE INDICATORS

Throughout the year the Sub-Committee continued to receive the Quarterly Performance Reports that had previously been reported to Cabinet and Demand Pressure Dashboards which illustrated the growing demands on Council services and the context that the performance levels set out in the reports had been achieved within.

9. TOPIC GROUP UPDATE

The Sub-Committee currently have the a Topic Group running :

- Housing Repairs Topic Group
The Topic Group had met with officers to review cases that had been brought to the attention of Members by local residents. Officers plan to return to the Topic Group with a comprehensive report that includes current performance and improvement plan.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Sub-Committee can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Sub-Committee's work over the past year.

BACKGROUND PAPERS

Minutes of meetings of Towns and Communities Overview and Scrutiny Sub-Committee

ANNUAL REPORT FOR THE MEMBER CHAMPION FOR ARMED FORCES 2018/19



Raising the flag at the Town Hall for Armed Forces Day, 2018

Armed Forces Day Parade

Hundreds of Havering residents turned out to show their support as the Borough marked national Armed Forces Day on Saturday 30 June 2018

Among those marching were serving troops, veterans and cadets as well as service families, led by the Royal British Legion Band and Corps of Drums Romford.

I joined the Mayor on the saluting Dias for the veterans march past and later that morning I accompanied the Mayor as he inspected the old warriors outside the Town Hall and felt very humble in the presence of these men and women.



Armed Forces Covenant

During the period covered by the report (from May 2018 – May 2019), 3 ex-service personnel were housed under the Armed Forces Covenant. Currently there are 8 ex-service personnel on the housing register waiting for a property. They have all been awarded the Community Contribution (CC1) priority in line with the Housing Allocation policy. This is a high priority in recognition of the contribution that they have made to the community through their service

Armistice Day Parade and Service



I was asked, and was delighted to comply with the Mayo's request to lay a wreath at the Harold Hill memorial. The Armistice Day remembrance had added poignancy this year, as it coincided with the centenary of the end of World War 1. Of course we had to remind people of the centenary of the Royal Air Force too which was founded on April the 1st 1918.

From the memorial, we adjourned to Saint George's Church to offer prayers for the souls of our war dead of two world wars and numerous campaigns on three continents.

Services and parades took place across the Borough to remember those who lost their lives and to honour their sacrifices.

First World War Centenary Events

The Council supported a campaign called “There But Not There” that featured large six foot high silhouettes of a British soldier from the First World War placed at various sites across the UK to remind people of the enormous sacrifice made by servicemen and women during the conflict.

“



“Tommy” by the war memorial in Coronation Gardens, Romford

The "Tommy" silhouette appeared at a number of locations across the Borough with a plaque placed alongside the silhouette explaining the campaign.

In an innovative approach sponsored by Everyone Active, the Borough's Bereavement Services asked schools and youth organisations to produce their own versions of the “Tommy” silhouettes.

Along with Councillor Viddy Persaud, Councillor Dilip Patel, Mayor of Havering and Roger Walsh, a Royal Artillery veteran, I was invited to judge the designs.

The chosen winners were Daniel Azeez, Toby Clarke and Samuel Chima, from Immanuel School in Romford who received a one-month fitness pass to use at Sapphire Ice and Leisure, Romford.

The centenary events culminated in a national tribute on the evening of Sunday 11 November 2018, when over 1,000 beacons were lit across the UK to symbolize “The Battle’s Over”.



The Lord Lieutenant and the Mayor at the lighting of the beacon

Havering’s contribution to the event took place on the green in front of St John the Evangelist Church, in Havering-atte-Bower. The Romford Drum and Trumpet Corps opened the event, and the Mayor of Havering, Councillor Dilip Patel, lit the beacon at 7pm.

Soldiers, Sailors, Airmen and Families Association

The SSAFA (Soldiers, Sailors, Airmen and Families Association) Romford Veterans Club in Romford welcomed lonely veterans to French’s Cafe, North Street, Hornchurch, on Christmas Day 2018.

The club was set up by volunteers from SSAFA’s London North East Branch in 2016 and aims to provide military veterans, as well as widows and widowers of veterans, with a place to relax and socialise, every Wednesday lunchtime at The Royal British Legion in Hornchurch.

Councillor Denis O’Flynn

ANNUAL REPORT: MEMBER CHAMPION FOR
EQUALITIES & DIVERSITY 2018/19

Contents

- **Message from Councillor Tele Lawal, Member Champion for Equalities & Diversity**
- **One Havering: Key population and demographic facts**
- **Vision: Havering's Equality and Community Cohesion Objective**
- **Policy: The Council's commitment to Equality and Diversity**
 - *Equality Act 2010*
 - *The 'One Havering: Community Cohesion Strategy 2018 – 2022'*
- **Objectives and recommendations**
 - Objective 1. Understanding the needs of Havering's diverse communities
 - Objective 2. Removing barriers to accessing Council's services
 - Objective 3. Promoting Community Relations, diversity and Civic Pride
 - Objective 4. Embed equalities into business as usual, and Improve the life chances for all, particularly for the most vulnerable
 - Objective 5. Develop a diverse workforce (both staff and Councillors) that can respond to the needs of all our customer
- **Conclusion**

Message from Councillor Tele Lawal, Member Champion for Equalities & Diversity

I am pleased to produce the 2018/19 Member Champion annual report for Equality and Diversity. It has been an honour to serve residents as their appointed advocate for inclusion in the community.

Havering's demographics has changed significantly and will continue to do so in the years ahead. This will bring greater diversity, and with it, inherent opportunities and new challenges for the Council. For some, this is an exciting time, however, there are many in Havering who are not open to the changes in the Borough.

Throughout the year, I have observed pockets of cohesion, and on the other side, hostility towards 'hidden communities' (African, Asian, LGBTQ, and faith communities). I have had to boldly challenge, and call out discrimination:

- An elected Councillor using their protection under Article 10 'freedom of expression' to make an inaccurate and nonfactual statement, which causes a divide in community relations and, could be used in the future as a tool to incite hate crime
- And a Council officer allegedly advising a business owner to only hire their venue to Caucasian weddings as 'they cause less trouble'

There are many more examples of overt and covert prejudice throughout Havering. A lot of this is due to ignorance. Many people need to be shown that people who are 'different' present no threat and are more likely to have similar characteristics which might at first not be obvious.

The London Borough of Havering is making good progress to tackle this with its new and approved equality and diversity agenda. Although, rather late to act. I say that, as there are many Councils across the country who have been investing and improving equality matters for years, and have achieved the Local Government Association 'Excellent' rating by meeting their Equality Framework for Local Government.

Projects which are being developed by the newly formed Community Engagement and Cohesion Forum – which is open to all.

However, for this strategy to be more than a tick box exercise, it will need not only teamwork, passion and commitment, but its own dedicated funding, and I would urge the Cabinet to consider this in the future. **We must invest to see results.**

This strategy, when successfully implemented, should help prevent in-community silos, address the causes of negativity and achieve 'One Havering.' It will grow with the Borough, and be reviewed to ensure that One Havering does not become another meaningless strapline.

However, in the future, we should not let our tiny successes make us to become complacent and believe that we are doing enough. We must continue to be bold, honest and transparent for our work on cohesion to be sustainable.

Tough questions will need to be asked, which might be difficult, but this doesn't mean we shouldn't ask or answer them.

By doing so, the Council and its partners will then start to challenge themselves to change policies and practices which are contributing/causing the problem.

If we do this, then the London Borough of Havering will be a place, where one day the elderly, disabled, and other vulnerable or marginalised groups, can achieve their full potential and not feel left behind, forgotten or unwelcome.

Although my time is up as the Council's Member Champion for Equalities & Diversity, I will still continue to be the voice.

To my successor, Councillor Robby Misir, I wish you all the best as you do the following:

- Raising the profile and demonstrating the Council's commitment to the issue
- Promoting effective communication and positive working relationships both within the Council and amongst partners, stakeholders and community groups
- Providing positive support, and on occasions constructive challenge, to officers in driving forward the Council's agenda on the issue

I would like to also acknowledge the staff, partners, and residents who are striving for equality. Thank you for your hard work, which does not go unnoticed.

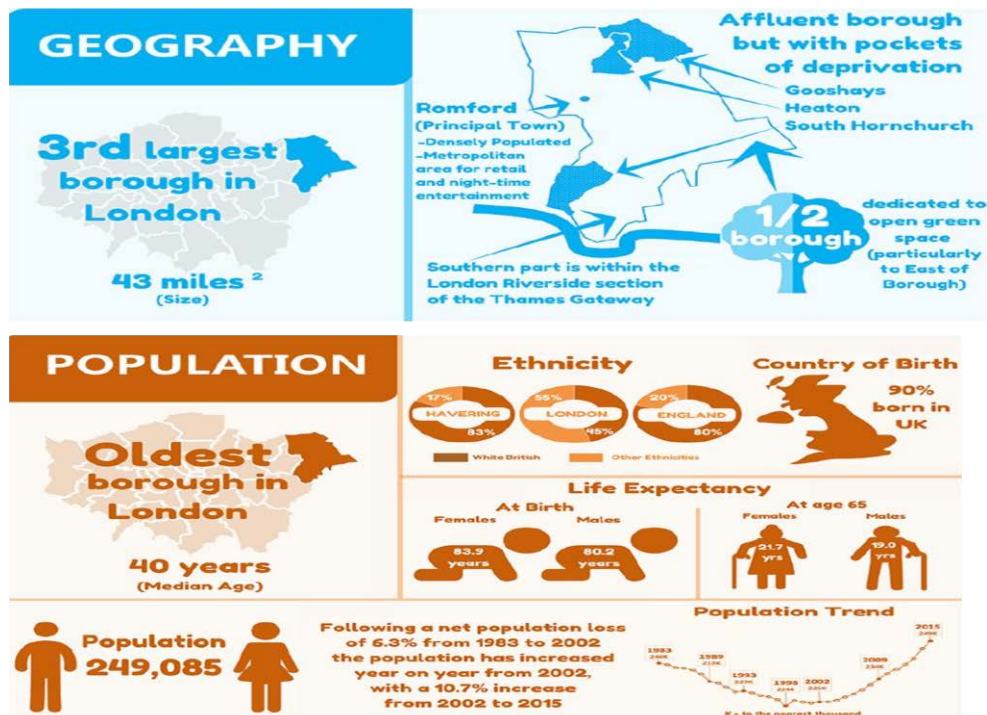
I have met exceptional people along my journey, and by listening to your concerns, I have been able to create ideas which are listed in the objectives and recommendations section of this report.



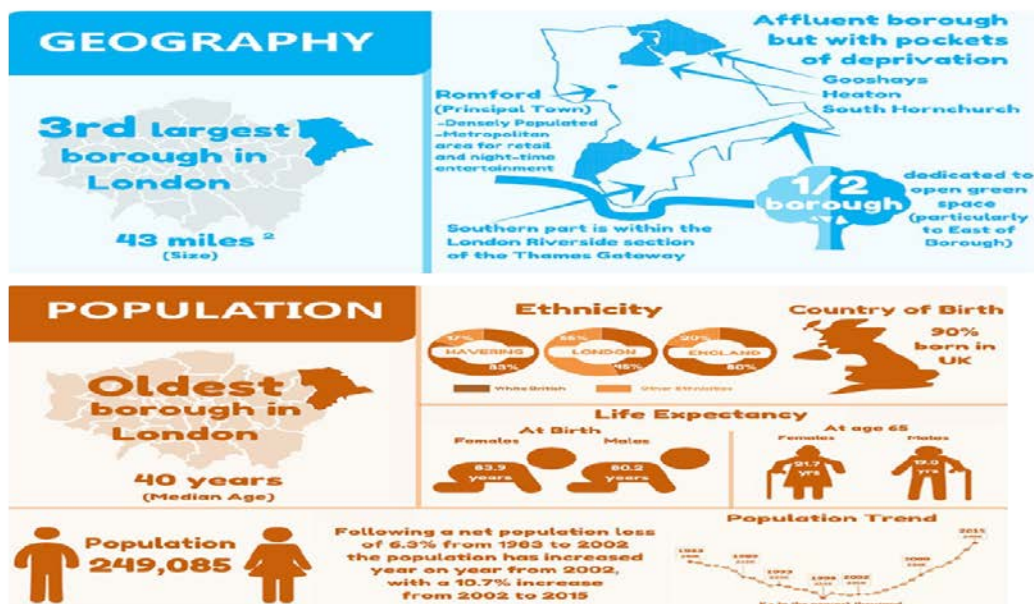
Councillor Tele Lawal
Heaton Ward

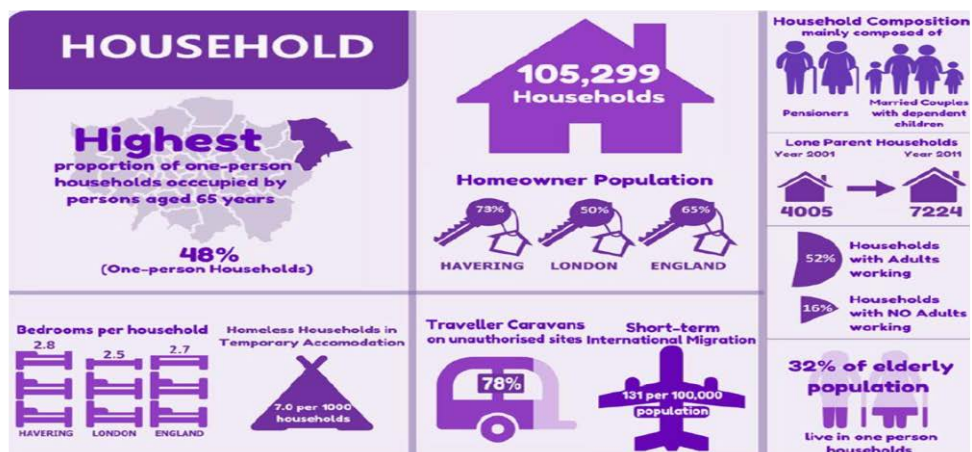
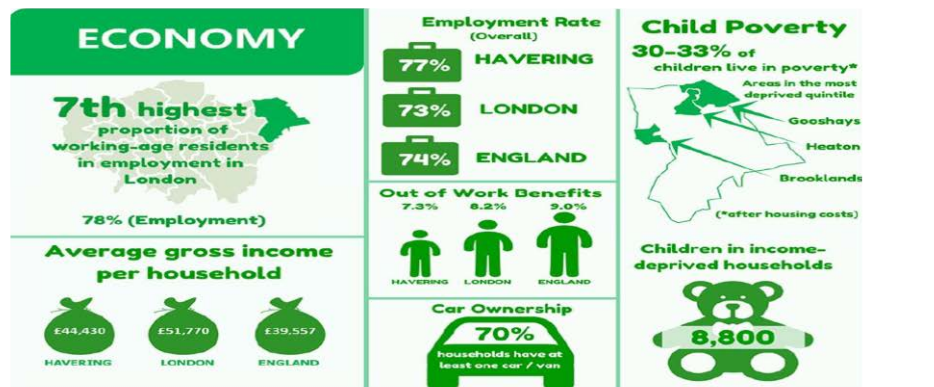
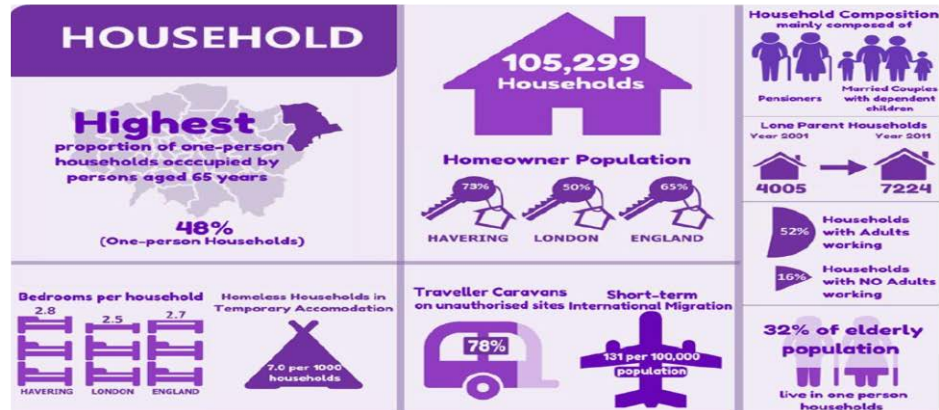
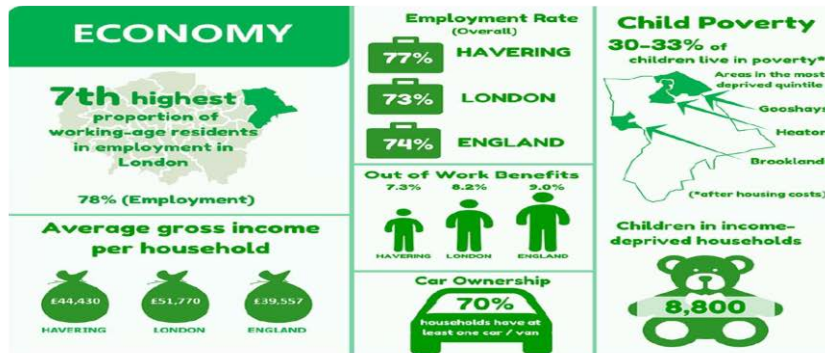
One Havering: Key population and demographic facts

Appendix D – Havering Demographics



Appendix D – Havering Demographics







Community Cohesion and Equality Objective:

‘To nurture and promote a cohesive, healthy and optimistic Borough underpinned by mainstreamed inclusive British values, where everyone experiences dignity and equal life chances, and where neighbours, colleagues and different community groups interact, respect and value each other.’ *

* Regardless of age, class, colour, disability, education, ethnicity/race, gender, health status, marital status, nationality, political perspective, religion, sexuality, or socio-economic status.

Policy: *The Council's commitment to Equality and Diversity*

The Equality Act 2010

Public authorities, including councils, have a duty under the Equality Act 2010 to pay 'due regard' in carrying out their functions, to ensure that they:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The Equality Act 2010 specifically states that no individual should be treated less favourably based on their protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnerships
- Pregnancy and Maternity
- Race/Ethnicity
- Religion and Belief
- Sex/Gender
- Sexuality
- *Health (LBH has added)*
- *Socio-economics (LBH has added)*

The Council's commitment to Equality and Diversity (E&D) is set out in the following internal corporate and partnership documentation:

- | | |
|--|--|
| <ul style="list-style-type: none">• Voluntary Sector Strategy• Volunteering Strategy• Corporate Plan• Fair to All Equality Policy• Single Equality Scheme Action Plan,• Departmental Service Plans• Financial Inclusion Strategy | <ul style="list-style-type: none">• Think: "Service Excellence includes equality and fairness"• Equality in Service Provision Policy• Harassment and Bullying Policy• Equality & Health Impact Analysis (EqHIA)• EFLG: Aiming for Excellence• Community Safety Plan• Health and Wellbeing Strategy |
|--|--|

The ‘One Havering: Community Cohesion Strategy 2018 – 2022’

This is Havering’s first Community Cohesion Strategy which, in line with the Equality Act 2010, aims to foster good community relations and a complementary union between the Council’s stated values and the borough’s evolving diversity profile. The Strategy deliberately focuses on the many common experiences, aspirations and values that unite local people as one community, as One Havering. It seeks to make a very clear policy statement about how the Council will go about nurturing and promoting “a cohesive, healthy and optimistic borough, underpinned by modern British values; where everyone experiences dignity and equal life chances, and neighbours, colleagues and different community groups interact with, respect and value each other, regardless of age, colour, disability, education, ethnicity, gender, health status, marital status, nationality, political perspective, religion, sexuality or socio-economic status”.

The strategy is framed around four themes:

- Building – Enabling new interactions and relationship building between different community groups;
- Sharing – Promoting common aspirations and experiences between different people;
- Protecting – Activities that promote crime prevention and community safety, and
- Healthier – Activities and projects that promote health and wellbeing

The crucial practical element involves the rollout of a series of community-facing projects designed to encourage different community groups to interact and get to know each other. The Corporate Diversity Advisor will work with services, both internal and external, to produce and develop cohesion-related projects across the borough and within available resources. An initial list of projects will be contained in an update report due in April 2019.

The Community Cohesion Strategy 2018 - 2022 is a four-year plan. The action plan will be refreshed annually. The strategy is due to be refreshed by March 2022.

For further information, please contact Vernal Scott, Corporate Diversity Advisor by email to diversity@haverling.gov.uk or vernal.scott@haverling.gov.uk

To read the full strategy, please see here:

<http://democracy.haverling.gov.uk/documents/s33666/Cab%20Appendix%20A%20-%20Community%20Cohesion%20Strategy%20LB%20Sept%202018.pdf>

Objectives and recommendations

Objective 1. Understanding the needs of Havering's diverse communities

The London Borough of Havering comprises of different individuals, and in parts of the community, there are pockets of cohesion. However, from my observation, the Council has a long journey ahead to achieving its 'One Havering'.

Certain groups feel detached from the Council, and the wider community, this is due to their negative experiences. It is vital, that as a local authority, we do better to reach out to disengaged silo communities, understand their needs, and identify solution.

Action

1. Develop a 'One Havering' annual conference
 - *Bring together residents in order for them to truly have their say with no filter. Council should publish feedback and action*
2. Annual equality and diversity residents survey
 - *Council will commit to act upon equalities and diversity findings*
3. Create an Equality Community Fund
4. Refresh the membership on our boards, panels and forums to include under-represented groups
 - *Individuals we wouldn't usually think of, ask or may not participate, should be our first option and have a seat at the table*
 - *Hidden communities should always be part of decision-making*
 - *Councillors and Staff should be bold, and speak out when the profile of participants does not reflect the diversity of Havering*
5. Engage beyond the usual representatives: BME Forum, Havering LGBT+ Forum, Faith Leaders, H.A.D and the Youth Council
 - *The London Borough of Havering has become too comfortable with the above representatives;*
 - *and at times does not try to reach out to new people*
6. Appoint a Member Champion for Equality and Diversity from the Community
 - *A resident should also be appointed to work together with the Councillor and staff member*
7. Improve how our consultations are held and commit to having the input of under-represented groups – a target should be set, and reviewed
 - *The Council has held some consultations in poorly, such as the Regeneration of 12 estates and the Council Tax Reduction changes*
 - *Low engagement and the same people providing feedback*
 - *People being consulted late in the process, or told to provide views on what will happen – is not consultation*
 - *Share widely a forward plan of consultations with our stakeholders: educational establishments, businesses, faith establishments, unions etc to enable greater participation*
 - *Develop and publish its a 'hard to reach' Consultation Toolkit*

Objective 2. Removing barriers to accessing Council's services

Removing barriers to our services and closing equality gaps should be the Council's aim. For this to be achieved, The London Borough of Havering must stop reacting to the symptoms and attempt to tackle the root causes of inequality.

There can be no more excuses, such as the 'service has fallen short' – when it continuously happens. Instead, we must be honest, self-evaluate and challenge ourselves to change.

We are only failing as an organisation if we do not review our procedures or process to ensure that other services users do not experience the same problem when accessing our services.

Action

1. Review the local offer/directory
 - *Residents don't know what support is there*
2. Review Corporate Complaints Policy and Procedure/departmental complaints procedures
3. Self-evaluate, self-evaluate and self-evaluate
 - *What went wrong and how can we change??*
 - *If it happened once, it should not happen again.*
4. Review the times and days we run our services, including public meetings, events, programmes and panels
 - *I have met residents who have been unable to participate due to the times and days certain Council services are run*
 - *Flexibility is key*
5. Give more notice and choose accessible/appropriate venues for all
 - *One-week notice is not enough notice*
 - *Venues with good transport links, parking or within walking distance*
6. Provide information about services in accessible formats, different languages and through various channels (partners too)
 - *Detached youth workers stated that non-English speaking residents had to find people to read Council material provided to them*
 - *Many consultations and information in Havering are only accessible online – we must widen the channels we present information*
 - **Can we use the following more?**
 - visual impairments** – audio, audio description, Braille, Moon, telephone
 - learning disabilities and literacy difficulties** – audio, audio description, easy read, easy access, Makaton, subtitles
 - hearing** – British Sign Language, Makaton, subtitling, textphone, SMS
 - co-ordination difficulties** – large print, audio, audio description, telephone
7. Create or promote the translation and interpreting service
 - *No information on the Council website regarding the above*
8. All Council buildings, including housing estates should be altered to be accessible for all
 - *If anything is missing or broken – then fix it immediately*
9. Working with our stakeholders to help people become digitally savvy
 - *Customer Access Strategy*
10. Less use of jargon, simple and plain English
11. Review the Council's website and make it user friendly

Objective 3. Promoting Community Relations, diversity and Civic Pride

All local authorities face issues which are deep rooted and undermine cohesiveness. Unfortunately, in the current climate, where there are budgetary constraints, Councils do not have all the power to help address them.

The Council needs to work smarter, and effectively use its communication channels to drive forward the cohesion agenda. This can be done by the promoting, advocating and sharing of all community relations, diversity and civic pride.

Action

1. Identify and share wider community events, meetings, panels etc
 - *Put staff and community events in Councillors calendar briefs and encourage them to share it*
 - *Reach out to new groups, religious establishments and schools, business, our partners etc and find out what is happening*
2. Create an Equality and Diversity page on Havering's website
 - *We are the only London Borough not to have a page on our website with all information relating to community cohesion, equality and diversity*
3. Review and refresh of internal and external Communications
 - *We do not use our communication channels effectively, we somewhat shy away from certain diversity and equality posts*
 - *The Communication Team should be promoting our residents, workforce and partners rather than elected officials - a page spread of the GLA member in Living is not an effective use of our resources. More promotion of residents and our workforce – then elected officials*
 - *Better use of our social media channels to promote community relations, our diverse Havering and Civic Pride*
 - *Revamp of 'Living' Havering's magazine and ensure everyone receives it*
 - *Bolder campaigns focussed on equality and diversity to be rolled out on different channels*
 - *The use of different languages and formats to engage with a wider audience*
 - *Ensure information on Havering's website is improved, accurate and up-to-date*
 - *Improve crisis communication strategy*
 - *Create a diversity and equality calendar*
4. Diverse content throughout the organisation
 - *We must question whether our content is representative of Havering*
 - *White, male and old? – change it. We should use pictures and videos of all different people*
5. Actively invite under-represented groups to be involved in programmes, events, meetings etc and share their experience
6. Articulate issues and stand up to hate crime
 - *Work closer with the police and other partner agencies to articulate problems as and when we see them*
7. Bring to life new community projects and review their success and outcomes:
 - *Pride in Havering Campaign*
 - *100 Diverse Lives*
 - *Meet My Neighbours*
 - *Mentoring for Success*
 - *Skill Swap*
 - *Good Citizen Programme*
 - *Report It!*
 - *Havering Voices Choir*
 - *Creative Havering;*
 - *Sporting Buddies*

- *You and Me Diversity Challenge*
- *Community programmes to engage young people away from gangs, radicalisation, and criminal activity*
- 8. Start from young: work closely with all educational establishments in the Borough
 - *Develop a Havering Good Citizen Charter*
- 9. An annual Equality and Diversity Infographic, report or video on our success
- 10. Ensure that throughout the community and wider, such as partners, buy-in to the cohesion agenda and sign-up to our Havering Good Citizen Charter
- 11. Review and refresh the Council website
 - *Make the website user friendly*

Objective 4. Embed equalities into business as usual, and Improve the life chances for all, particularly for the most vulnerable

Equality and diversity should not be at the back of our mind, or merely a tick box exercise. Throughout the Council it should be second nature to ensure that processes, procedures, and systems work for everyone, regardless of identity, characteristics, or circumstances.

At the moment we are developing, and the Council needs to become bolder and braver. Everyone must challenge what they hear or see at all levels, across all services and functions.

‘One Havering’ will only be achieved when equality and diversity is embedded into every service, decision, policy, transaction, and interaction.

Action

1. Meetings, forums, panels and discussions should always have an element of equality and diversity
 - *Look around the room is it representative of our diverse Havering?*
 - *Have we mentioned potential inequalities during our discussion and how we will tackle it?*
2. Increase the reporting of hate crime and all forms of discrimination
3. Relevant Equality and Diversity training to be rolled out to Council partners
4. Better Equality and Health Impact Assessments (EqHIA)
 - *Review of EqHIA to ensure any impact has been addressed*
 - *Publication of all EqHIA*
 - *All reports presented to members must include EqHIA – no more at a later stage. If a decision is being made at that meeting, whether it is in principal or final, then an EqHIA must be included for members consideration*
 - *A consist way of producing EqHIA – some are completed in depth, while others lack information*
5. The Equality and Social Inclusion implications must be completed for all reports
 - *No more copying and pasting of the standard Equality Act 2010 duty lines*

(5 & 6 should be an essential part of each project and not seen as a ‘bolt on’ at the end of a project.)
6. A commitment to reduce the gap for those groups which are vulnerable, or are performing below their peers
 - *Reduce the number of children living in poverty, after household living costs*
 - *Continue to work with partners to improve all health outcomes, physical and mental, in vulnerable and minority groups*

- *Actively promote apprenticeships, including at higher level, to young people and adults looking to re-train as well as to employers*
- *Regeneration works should 100% involve the local communities, to ensure proposed developments preserve or enhance local social, historical, cultural, environmental, and economic characteristics of the local area*

8. Establish a public diversity data hub and

- *Like the following <https://www.ethnicity-facts-figures.service.gov.uk/>*
- *A comprehensive Data Hub which will reflect all the 'Protected (Equality) Characteristics' and much more. All departments will be required to collect and populate data systems and will act on findings.*
- *Gain further information on our LGBT+ and faith communities - To have limited data on our LGBT+ community in 2019 is shocking*
- *Collaborate and share data with partners to drive wider improvements in the borough*

9. Havering Data Intelligence Hub should be kept up-to-date

- *the data hub has outdated stats and it is important the we have accurate information to help us to understand the needs of our increasingly diverse borough*

Objective 5. Develop a diverse workforce (both staff and Councillors) that can respond to the needs of all our customer

The London Borough of Havering should be a workforce that resembles the community in which it operates. We must have a workforce which feels supported, included and confident to meet the needs of our diverse customer base.

We cannot ignore the voices of our frontline employees who interact with our customers daily and are instrumental in achieving our mission statement. There should be no us and them throughout the organisation and Havering.

Action

1. Incorporate how the national 'become a Councillor'
 - *Representation as it currently stands is poor – not enough women, BAME, young, LGBT or people with disability*
 - *Encourage residents to step into elected positions*
2. Invest in the Corporate Diversity Team
 - *Currently the team is only on Council Officer, Vernal Scott*
 - *We can not rely solely on volunteers and pulling staff from other responsibilities to focus on this agenda*
 - *Council should commit to hiring experts in this field to support the Corporate Diversity Advisor*
3. Make sure that all parts of the community are aware of Council job opportunities
 - *Share on communication channels*
4. Review and refresh of complaints procedure for Councillors and staff
 - *The Council must work better to deal with all complaints of discrimination*
 - *Provide complaint feedback to alleged victims*
 - *Clear information on support or how to raise concerns for both Councillors and staff*
5. Improved mental health support for both Councillors and Staff
6. Publish an annual workforce equalities report
 - ***We are the only London Borough to not publish our workforce data online – many local authorities have even been doing this for year***

7. Diversify the Senior Leadership Team
8. Publish a Gender Pay Gap Report for 2018/19 + *(Ethnicity Pay Gap)*
 - *When will the Gender Pay Gap Report be published?*
 - *Investigate and address gender pay gaps within the workforce and be transparent about gaps that are identified, reporting and publishing findings as per the regulations of the Equality Act 2010.*
 - *Although there is currently no legal requirement to publish ethnicity pay reports, in the interests of transparency to ensure that we identify and address any barriers to entry and progression within the Council, we should publish an ethnicity pay data for the first time*
9. Review and if necessary refresh all HR policy, strategy and recruitment
 - *Equality in Employment Policy*
 - *Corporate People Strategy - vision for the workforce of the future*
 - *incorporate equality and diversity in the staff induction programmes/packs*
 - *Reduce the number of interim staff – we need retention and people who are committed to our Borough*
 - *Promote within*
 - *Where appropriate, take ‘positive action’ to improve recruitment and retention of under-represented groups*
10. Staff surveys/consultation conducted on key changes, should be included in Councillors report
 - *Staff have told me that too often they are left out the loop and not involved in the decision making. In fact, they find out more information from the news, residents than their own team leaders, managers or SLT*
 - *We look at how the decisions will impact our residents, but what about our staff?*
 - *Ensuring that any impacts arising from our change or restructuring programmes are identified and appropriate mitigating actions put in place*
 - *Ensure good engagement with staff about transformation programmes and the implications for service delivery and individual roles is done well in advance*
11. Training, Training and Training
 - *Offer training to enable managers and staff to incorporate E&D considerations in their work practices*
 - *Special training on offer to staff to enhance their skills and knowledge*
12. Incorporate a flexible, better and comfortable way of working for our staff
 - *In cooperate faith rooms in all Council buildings*
 - *If appropriate, allow staff members to work remotely*
 - *Refresh of IT and accommodation*
 - ***What else can we do to make staff happier?***
13. Appoint a colleague as a Champion for Equality and Diversity
 - *We should have a Council Member, resident and staff working together*
 - *Raise equality-related issues with their staff and senior colleagues*
 - *Every department must understand the vision and how to achieve it – training is not enough*
14. Create a Staff Diversity Forum or networks
 - *With their own budgets*
15. Achieve
 - *Meet the Mayor of London’s Healthy Workplace Charter Standard at Excellence level*
 - *Become an accredited ‘Disability Confident’ employer - Department for Works and Pensions*
 - *Excellence level of the Equality Framework for Local Government*
 - *Work closely with Stonewell*
16. Inclusive Elected Members

- *discussing issues of under-representation with the local political parties responsible for nominating candidates*
- *Encourage other residents to run independently as Councillors*
- *Attending events is one way to show our support, but it is not enough.*
- *When members Actively challenge inequalities at ward level*
- *Monitor the Council's equality and diversity performance*
- *Offer inclusive and accessible surgeries by making everyone feel included, valued and respected*
- *Role model inclusive, respectful behaviour*
- *Support and consult with different community groups*
- *Encourage interactive community relations*
- *Attending Equality and Diversity training*

Conclusion

The evolving demographics and cultural norms of Havering now include diverse families, individuals, community groups and lifestyles. With the level of planned regeneration across the borough it is expected that this diversity will continue to increase. As stated before, the borough's increasing diversity will bring new opportunities and challenges, such as providing high quality services in a climate of greatly reduced budgets, to new service users.

The London Borough of Havering must invest now to start understanding its diverse communities, and identify solutions to tackle ill-informed comments, negative stereotyping, financial exclusion, discriminatory practices, long-term unemployment, poor housing, poor education, and misplaced assumptions about "other people."

There is a real risk that if Council does not set the tone, then other objectionable voices, may seek to do so, and in turn, weakening our pockets of community cohesion, and cause further issues. Although, the task is complex, many local authorities have embraced their change and found ways to bring new and old communities together.

I would urge the Councillors, staff, partners and residents to engage with the 'One Havering' vision and be champions of equality and diversity.

ANNUAL REPORT BY THE MEMBER CHAMPION FOR THE HISTORIC ENVIRONMENT 2018/19

Councillor Judith Holt

Introduction

I was delighted when the Leader of the Council asked me, just after my election as a Councillor in May 2018, to become the Member Champion for the Historic Environment. I have been fascinated by History for as long as I can remember, culminating with my reading it at Southampton University. Having been born in Romford, raised in Hornchurch and Upminster, now living and working in Gidea Park, I have always taken a special interest in my local area.

I decided to spend my first year in my role as Member Champion “finding my feet”: revisiting the places of historical interest in the London Borough of Havering which I knew well and discovering more about the places of which I had less knowledge. Visits are most important, not just for historical interest, but to meet the people who are working to preserve our local history. This report focuses largely on the visits I have made.

Also, I have had regular meetings with Mr. James Rose (Parks Development Manager) and was fortunate to meet Mr. Nigel Oxley (Historic Buildings and Landscapes Officer) before his retirement. In future years, as I grow into the role, I may focus on particular projects, as well as continuing to overview the whole of Havering’s historical environment, depending on what is needed.

Rainham

One of the eleven Conservation Areas in Havering, **Rainham Village** has been described as “a hidden gem” and contains much of historical importance.



In the heart of the village is **St. Helen and St. Giles Church** (a dedication unique in the British Isles). Constructed in c. 1170, it is the oldest building in Havering and retains several of its original features. I revisited it with my class last year and it is

definitely worth a visit; the dedicated congregation members will happily take you around. In the next few months, the churchyard wall is to be repaired.

Rainham Hall is a fine example of a Queen Anne house, built in 1729 by merchant John Harle. It had over fifty owners and tenants before passing to the National Trust. In 2012, a conservation and renovation programme began and it opened fully to the public in October 2015. Since then, its role as a community hub with a dedicated band of volunteers continues to grow from strength to strength.



Within the last year, there has been an exhibition about the Day Nursery at Rainham Hall and the children in my class very much enjoyed the exhibition when I took them on a visit. From 29th June, the Hall will have an exhibition about the life of one

of its 1960s inhabitants, Anthony Denney. The gardens, nurtured by gardener Jesse, are a delight to behold and the Stables Café continues to be visited regularly. In May 2019, The Mayor of Havering Councillor Dilip Patel hosted his Garden Party at Rainham Hall and it played an integral part in the Rainham Village May Fayre. First Thursdays are a new innovation this year, when the Hall will be open some evenings.

The future of the **old Rainham Library site** opposite the Church remains uncertain. A planning application remains undecided and it is important that any new buildings should be in sympathetic style with the rest of the village centre. The amount of traffic using Rainham and Wennington Villages as cut-throughs to the A1306 needs to be monitored.

South Hornchurch

The **Bretons** site consists of Bretons Manor House, a Grade 2 Listed building dating back to the 1700s, a Tudor barn and various outbuildings.



Currently in use as an outdoor recreation centre, there are ongoing ideas for refurbishing the manor house, on the lines of a conference and wedding venue similar to Langtons in Hornchurch, with some small retail outlets. This is something which I believe could be a great asset in the south of the Borough, provided it is done sympathetically and with consideration to the community groups who use the centre. Unfortunately, the bid submitted for London Borough of Culture 2020 was unsuccessful. However, there is ongoing work around the Bretons project to develop the site, which is being led by Mr. Guy Selfe (Health and Wellbeing Manager).

Hornchurch

Dury Falls, the Grade 2 Listed Building on the crossroads of Wingletye Lane, Upminster Road and Hacton Lane (Doggetts Corner), just outside the St. Andrew's Conservation Area, has been sympathetically converted into flats and is now inhabited.



As well as previously being a residential home for the elderly, Dury Falls used to be the Food Office during and after the Second World War.

Langtons House and Gardens are really the jewel in Hornchurch's crown. The site has continued to benefit tremendously from the investment and improvement of the past few years. New signage has enhanced the beautiful gardens and Fielders Field (to the rear of the house).



The refurbished glass houses continue to shine and the tea room near the stable block is busy. When I visited the site last summer, I was most interested to see the old bath house behind the gazebo – I sat there often when I came as a child, little realising what lay behind it.



Inside Langtons House, the Blue Room (left side) has been refurbished.



Once again, both the House and Gardens played host to the Summer Concert by the Westminster Philharmonic Orchestra on the first weekend in June. I should like to congratulate all who have assisted with and work at Langtons.

Upminster

Atop the hill in St. Mary's Lane, **Upminster Windmill** sits proudly. This smock mill, built in 1803 by James Nokes and a Grade 2 Listed Building, which is the symbol of Upminster, has been undergoing extensive refurbishment in the last three years.

I visited the Windmill last summer and met Willem Dijkstra, the Dutch millwright. I was allowed inside to see how the work had progressed. Basically, when the repairs to the Windmill began, it was discovered that the damage inside was far more extensive than first thought.



Much of the timber had been affected by decay or woodworm and required replacement or reinforcement. Some of the work was able to be carried out on site but some needed to be completed in the millwright's workshop in Holland, with the repaired parts then being transported back to the UK. Certain cleaning and refurbishment work has been carried out by Upminster volunteers. [See *Appendix A*]

After several months under wraps, the Windmill has now been uncovered and the scaffolding removed.



The eight corner posts and connecting timbers of the smock tower, plus the floor boarding, have been repaired or replaced. The external weatherboarding has been applied and painted. The restored cap and new sails should be fitted later this year. The relandscaping of the mill field is due to start later in 2019, with the Windmill reopening to the public sometime in 2020.



The Visitor Centre and Gardens are already open at certain times. For further information, visit The Friends of Upminster Windmill website at www.upminsterwindmill.org

Corbets Tey Village

Unfortunately, **High House** is in a poor state of repair, with broken windows and propped-up walls. Although it is a Grade 2 Listed Building, it is also a privately-owned residence, meaning the responsibility for its upkeep rests with its owners rather than the Council. Also within the Conservation Area and part of the old Gaynes Manor Estate, **Parklands** continues to be well-kept, with the help of a dedicated group of volunteers, three years after the restoration of its bridge. For further information, visit www.friendsofparklands.org.uk

I have also visited the **Clockhouse** (formerly Upminster Library) and its gardens – there is a problem with the extensive bird mess– plus **The Grove Bridge**, hidden away beneath the footpath between two bungalows, leading over to the fields beyond. **The Old Chapel** and **Thames Chase** in Cranham continue to hold regular community events such as concerts, talks, teas and exhibitions.

Harold Wood

The **War Memorial** in Harold Wood, a stone cross in front of the Library in Arundel Road, was unveiled in time for Remembrance Sunday last year.

Harold Hill

The large area which is **Dagnam Park**, incorporating The Manor Nature Reserve, is a remnant of the Dagnams Estate on which Harold Hill was built. When I visited last summer, I saw part of the excavations carried out by the Friends of Dagnam Park of the foundations of the old manor house which was demolished in the 1950s.



Most recently, the car park in Settle Road has been refurbished with the help of the Friends group ready for the visit of the London In Bloom judges. The Friends Group continue to hold regular working parties.

Noak Hill

It is disappointing to see so much litter on the roadsides of Noak Hill Road and Church Road in the approach to the old School House. I would concur with the view of the previous Member Champion about the possibility of Noak Hill becoming a Conservation Area.

For more details on Dagnam Park and Noak Hill (especially their history), visit www.friendsofdagnampark.org.uk

Havering-atte-Bower

I visited Bedfords Park Walled Garden on a hot Sunday in May. Thanks to the dedication of Mrs. Lois Amos and the group of volunteers, the garden is looking beautiful, growing and selling flowers, fruit and vegetables. For updates and opening times, check Bedfords Park Walled Garden on Facebook.



I had an e-mail from a resident in Collier Row, asking if there were any plans to excavate Havering Palace. Unfortunately, lack of finances would prevent this. However, signage to Havering Park has been put up by the entrances in Wellingtonia Avenue, St. John's Road and Clockhouse Lane (past The Pinewood pub.)

Romford

Living and working in **Gidea Park**, another Conservation Area, I rejoined the Gidea Park Civic Society this year. I am a regular visitor to Raphael and Lodge Farm Parks with my class from Gidea Park College – in itself a building of historical interest with links to the First World War poet Wilfrid Owen – and should like to compliment the Council and the Friends Groups for keeping both parks in such excellent order.

Within Lodge Farm Park can be found the Romford Bowls Club and the newly-opened Lodge Farm Park Miniature Railway, both of which I have supported.



Founded in 1898, Romford Bowls Club is the oldest sports club in Havering and one of the oldest in Essex. For further information on these parks, see

[friends of raphaelpark.org.uk](http://friends.of.raphaelpark.org.uk)

www.havering-miniature-railway.co.uk

www.romfordbowlsclub.co.uk

The draft plan for **Coronation Gardens** is enclosed [*Appendix B*]. More pathways are to be laid, paving stones are to be replaced and benches added. These will be welcome to the increasing numbers of townspeople who gather each year in the Gardens on Remembrance Sunday, Holocaust Memorial Day and other civic occasions. The conifers at the back of the gardens are to be removed but the old gravestones are to remain. Because the land belongs to St. Edward the Confessor Church, work has to be with the Church's agreement, although the Council is responsible for carrying it out. The work is now unlikely to begin before Remembrance Sunday this year, although it may be earlier.

Havering Museum continues to collect and preserve artefacts which record the history of our local area. It continues to host exhibitions – those last year included the *Titanic* and Dagnam Park – and community events. It reminds us that, underneath, Havering is still Essex.



The annual report by Mr. Simon Donoghue of **The Local Studies Centre at Romford Library** is enclosed [*Appendix C*]. It is a fascinating place, full of newspapers, publications and other paper ephemera relating to the local area. I look forward to visiting again. I plan to ask if the work of the Museum and Local Studies Centre may be circulated on a regular basis to Councillors.

I have taken a very close interest in **Romford Market** this year, attending the monthly Romford Market Traders' Meetings most months and supporting the Council's programme of events in the Market.



Romford Market was granted its charter in 1247 so it is incredibly important that it is revitalised and adapts to the customer needs of today. I feel much more interest needs to be taken in the **Romford Conservation Area** – the crossroads by The Golden Lion – and this is something I should like to pursue next year.

I have called in a planning application at 22-44 North Street overlooking St. Edward the Confessor Churchyard which I believe would be unsympathetic with the Conservation Area.

I have supported the efforts of **Romford FC**, which has existed since 1876, to secure the Westland Playing Fields in London Road as a home ground. Also, I had an e-mail from a resident enquiring about the current location of the old Romford Market **fountain**, which I have passed on to an officer.

Future Plans

Next Municipal Year 2019-2020, as well as continuing my general overview of the Historic Environment, I plan to take a closer interest in the eleven Conservation Areas of Havering and their maintenance. Also, I should like to take an involvement with the Friends' Groups who help the Council in looking after so many of the historic jewels in Havering's crown. I cannot hope to know about or cover everything so please do contact me if there is any historical issue in any Ward about which I should know or with which I may assist.

Councillor Judith Holt
Member Champion for the Historic Environment
June 2019

Progress report on repairs to the windmill

1. On site (UK)



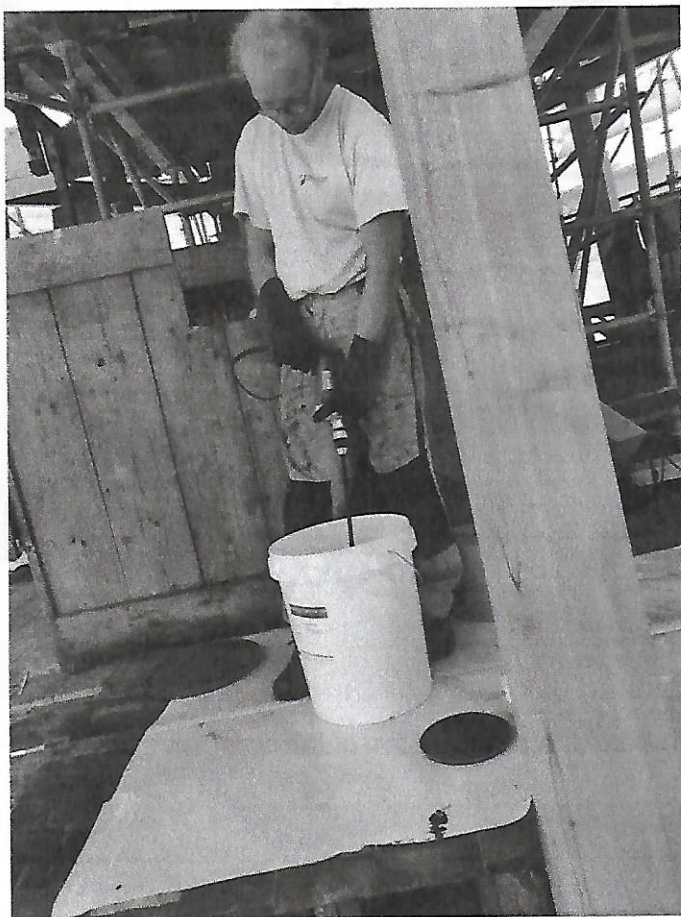
1. All of the main framing of the smock tower is now in place, incorporating the repaired corner post. Insertion of the intermediate wall studs and window framing will be a comparatively small job, particularly as this has all been pre-assembled in the workshop.



2. The next job was to investigate the extent of decay of the twelve ends of the six principal floor beams at second, third and fourth floor levels. Timber affected by decay and woodworm was cut back to sound wood, leaving the aged outer faces of the timbers in place wherever possible.



3. Steel rods were inserted through the excavated ends into the sound timber to provide reinforcement for the resin glue. The open ends of the timbers were then shuttered with plywood so the liquid glue could not escape.



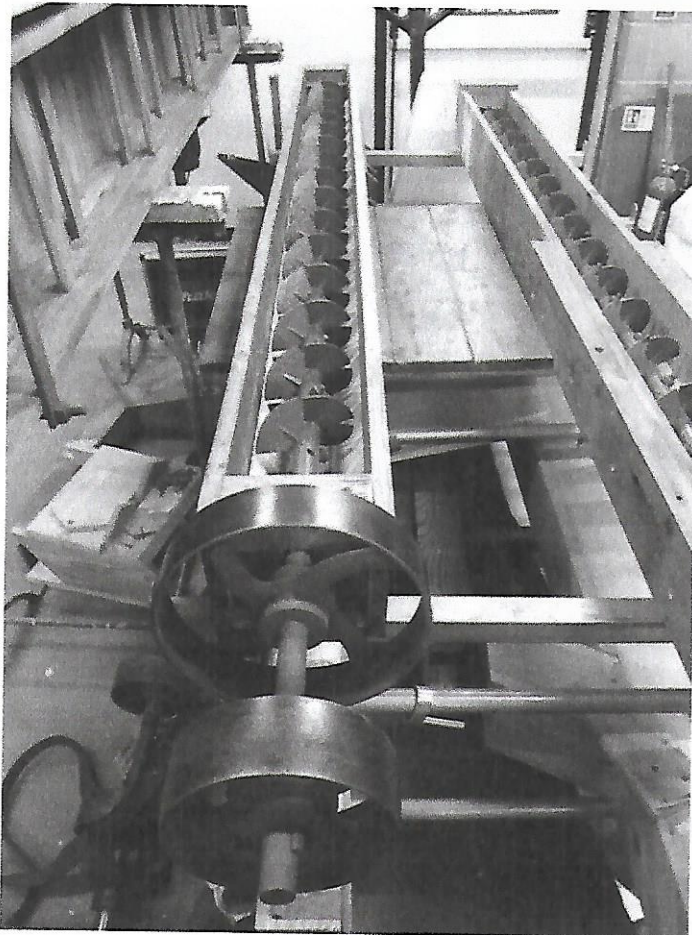
4. The glue, a mixture of powder and a liquid hardener, was mechanically mixed in a large tub.



5. Once mixed, it was poured in to completely fill the voids. The addition of the floorboards on top will make the resin repairs virtually invisible.



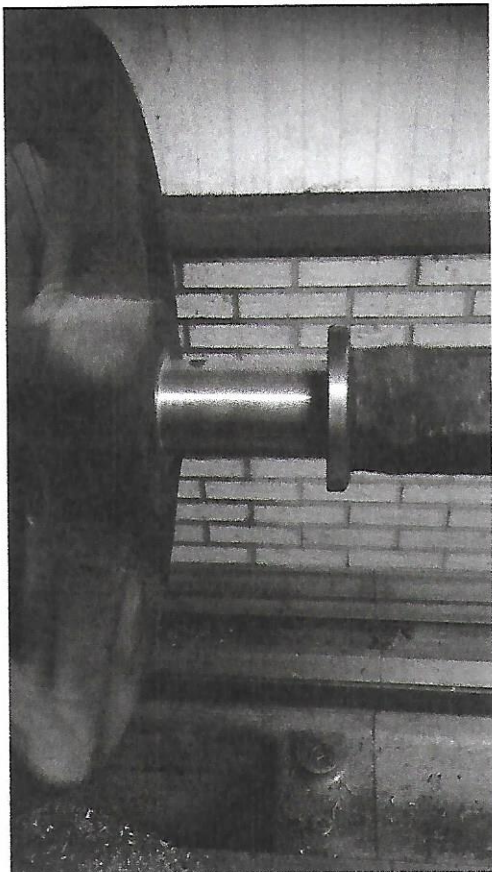
6. This photo shows shuttering in place following the repair of two of the beam ends.



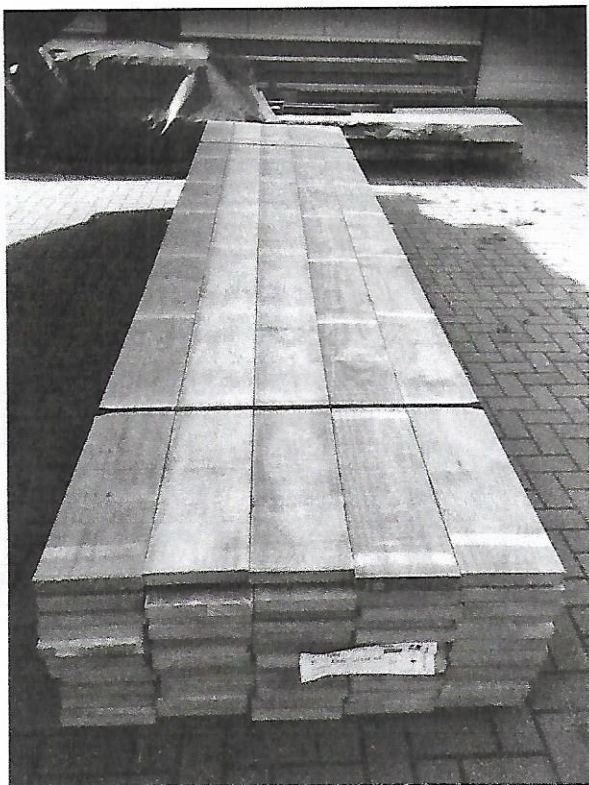
7. In parallel with the main contract works, Upminster volunteers have been busy refurbishing the mill's internal machinery in the new workshop attached to the visitor centre. This photograph shows one of the restored flour augers from the first floor, a technological innovation which saved the miller considerable time by filling several flour sacks simultaneously.

Appendix A

2. In the workshop (NL)



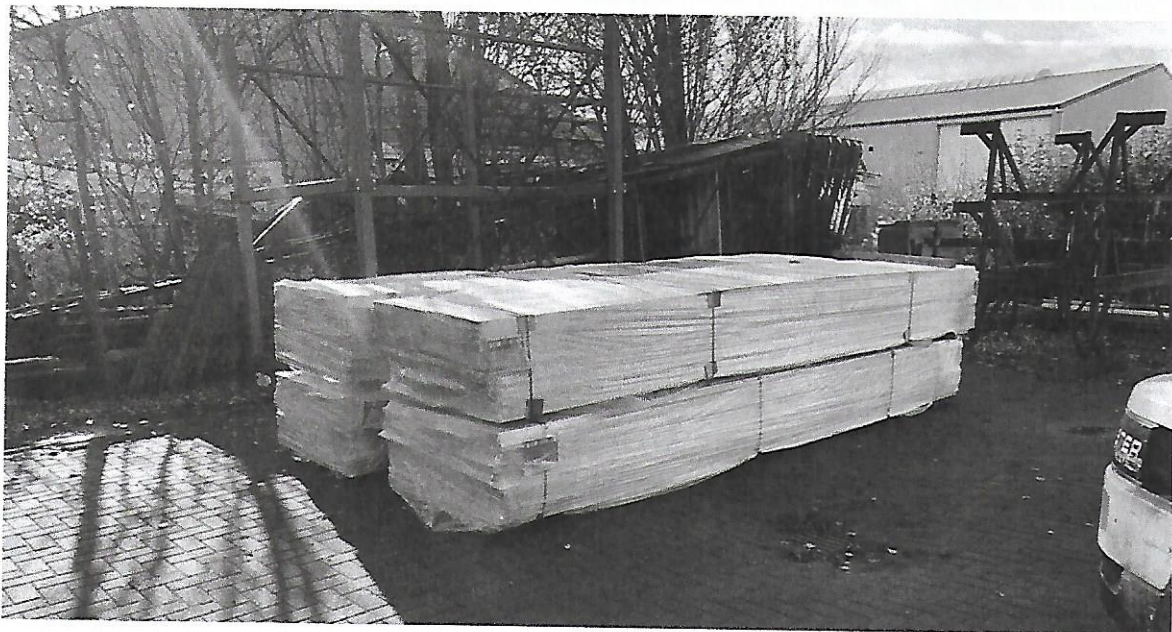
8. The fantail down shaft is put on a large lathe and the journals are machined true. This will ensure the gearing runs smoothly when it is back in position.



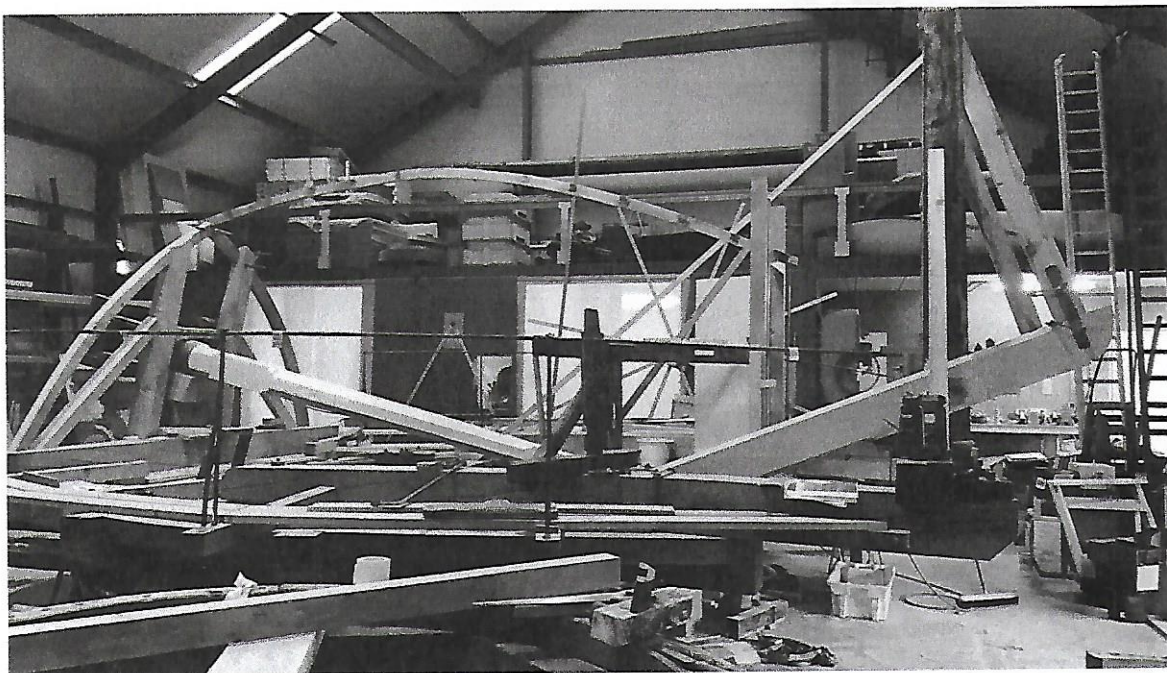
9. The weatherboards are initially cut to a rectangular section. Each board is then sliced longitudinally at an angle to produce feather-edged boards.



10. The cut boards are primed and undercoated on their outside faces and lower edge. This will leave an unpainted surface inside the mill.



11. The cut and painted boards packaged up and ready for transporting to the UK.



12. The cap roof and fantail frame under construction in the workshop. The framing of the front and rear gables is in position, with the repaired ridge piece set between them. The curved roof ribs (rafters) will be added next.



13. A detail view of the fantail frame assembly. Much of the existing timber has been retained and the side braces have been replaced at the correct angle. The re-machined down shaft is back in position.









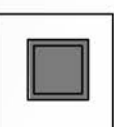
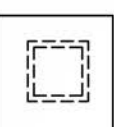
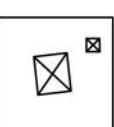
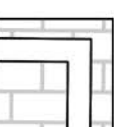


3. Programme

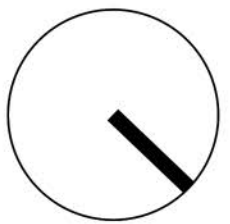
The programme is slightly behind schedule, with work to complete the smock tower about to recommence on site (30th November 2018). A separate updated programme has been submitted.

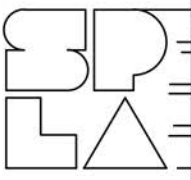
As can be seen from the photographs, progress has continued on a number of fronts simultaneously, so it is hoped that the delay to site works will not impact too heavily on the overall programme.

END OF REPORT

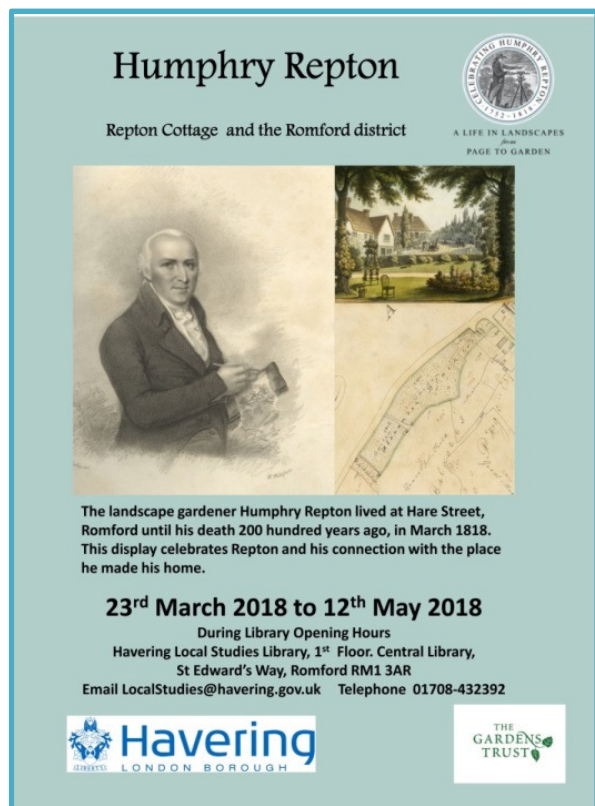


- Key
-  SITE BOUNDARY
 -  STONE PAVING FROM LBH'S STONE
 -  BUFF COLOURED TARMAC WITH 6MM NATURAL AGGREGATE
 -  EDGING TYPE 1 32 X 150MM TIMBER
 -  BENCH METAL & TIMBER
 -  BROXAP BIN (LBH STD) TO REPLACE EXISTING
 -  ESTATE RAILING 900MM HEIGHT
 -  PROPOSED GARDEN BED, DRY TOLERANT
 -  EXISTING MONUMENTS X 5
 -  FUTURE MONUMENTS SPACE FOR AN ADDITIONAL 3
 -  EXISTING SERVICES & GULLY COVERS. TO BE RESET TO ALIGN WITH PAVING
 -  CENTRAL WAR MEMORIAL WITH RAISED PLINTH (100MM)
 -  EXISTING TREES RETAINED & PROTECTED DURING WORKS
 -  EXISTING BEECH HEDGE



REVISION	PROJECT	CORONATION GARDENS	CLIENT	L.B.Having
A: First Issue:12.4.19 B: Revised post client meeting 15.05.2019	DRAWING	Illustrative Master Plan	SCALE	1:125 @A1, 1:250@A3
	DRAWING NO.	018_Sk06	ORIGINATION DATE	8/04/19
			DRAWN	KK
				 SALLY PROTHERO LANDSCAPE ARCHITECTURE e: sally@sp-la.co.uk t: +44 (0) 7905 960155

In addition to assisting members of the public with local and family history research enquiries, assistance with Freedom of Information enquiries, providing images for *Living* from our collection, and responding to enquiries from other Council departments, in particular parks who have used images and research carried out for them. Some features of 2018/2019 include the following



Poster advertising Humphry Repton exhibition

One of the slides from the talk at Rainham Library

From **23rd March** *Humphry Repton, Repton Cottage and the Romford District* – exhibition marking the bi-centenary of the famous landscape gardener's death in 1818. Repton lived at Hare Street, now Main Road, Romford. Part of a nationwide campaign *Celebrating Repton* collated by the Gardens Trust.

3rd April Talk at Rainham Library Young at Heart group “**A Brief History of Havering**” - 16 attended

Archaeology has revealed much about Havering's past. A Saxon drinking horn, swords and other treasures were excavated in 1937 near Rainham whilst elsewhere in the borough evidence of Bronze Age and Iron Age settlements has been uncovered. The Roman town of *Duroilitum* is thought to have been at Romford and the Roman military road from Colchester followed the line of the A12.



Finds at Gerpins – Saxon Drinking Horn, Bronze ring, buckets and axe

The discovery of a Roman coffin at South Hornchurch in 1928



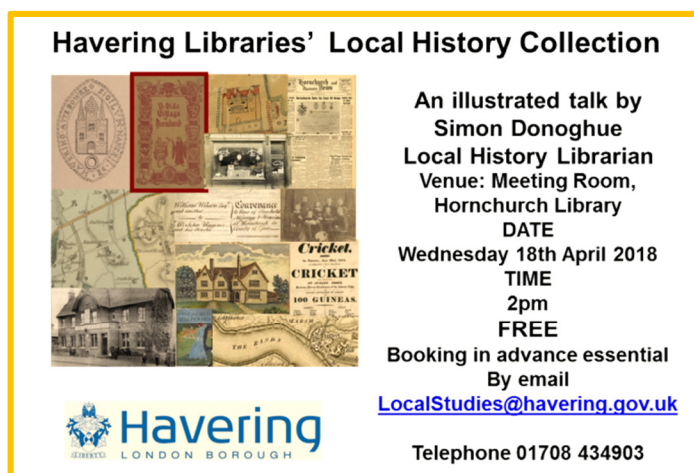
Romano-British coarse pottery found in Collier Row



18th April Talk at Hornchurch Library *An Introduction to Havering Libraries' Local History Collection* – 11 attended



Posters for Hornchurch talk and for Harold Wood exhibition.



23rd May School visit from Year 5 class at St Peters School, Romford to find out about “*The History of Romford*”. 30 Children

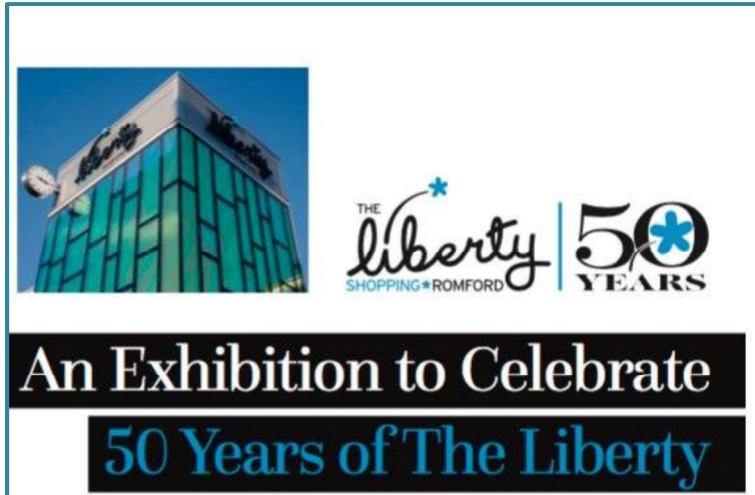
April-May Trained new volunteers for Local Studies with 3 x 2 hour sessions during April and May.

Appendix C

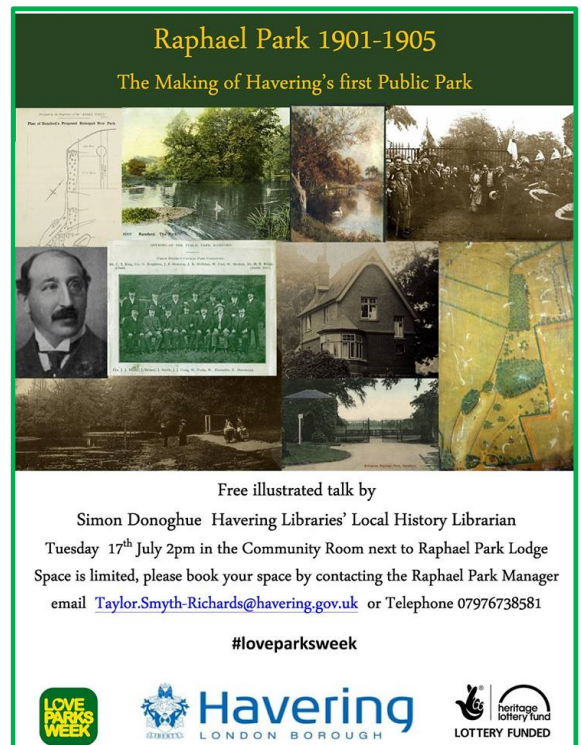
13th June **150 Years of Harold Wood** major exhibition exploring the history of Harold Wood since the railway station opened in 1868. Running at Harold Wood Library from 13th June to 28th July.

11th July Talk at The Old Chapel, Upminster **An Introduction to Havering Libraries' Local History Collection** 20 attended

17th July Talk at Raphael Park "**Raphael Park-the making of Havering's First Public Park**" – 6 attended



Advert for 50 years of the Liberty Shopping Centre exhibition



Raphael Park Talk Notice

July Assembled photographs for viewing and selection by marketing staff at the Liberty Shopping Centre then scanned and organised copies of photographs and other information for the shopping centre that purchased images for a display during August to mark their 50th Anniversary. Also displayed in October for their official birthday party. A film is viewable via their Facebook page of people viewing the display which acknowledges Local Studies on each image. <https://www.facebook.com/libertyromford/videos/2194547427226246/>

18th August Meeting with the new Langtons Gardens Activity Officer.

18th September Meeting with Gidea Park Civic Society

19th September 2 x Year 6 classes from Mawney Foundation School for learning session about **Second World War Havering** – 60 children

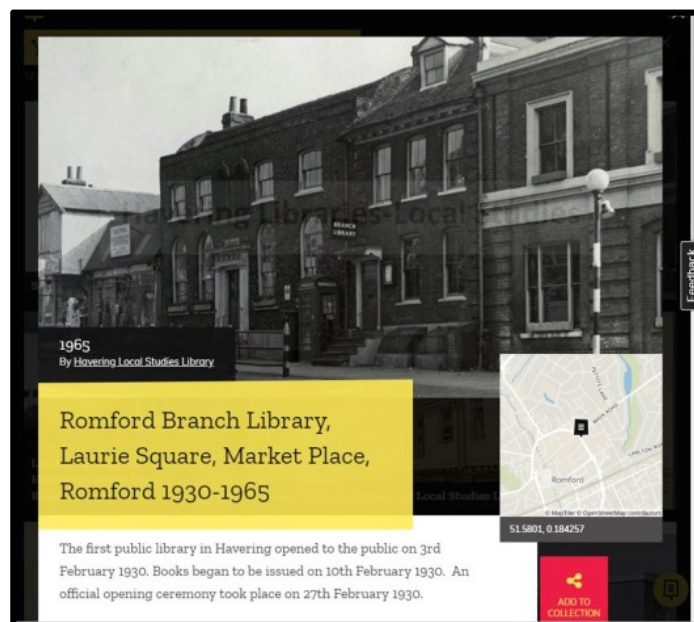
Facebook post by Mawney Foundation School following their visit to Local Studies in September



Appendix C

21st September Attended the launch of the **Layers of London** project organised by The Centre for Metropolitan History of The Institute of Historical Research at Senate House. This is an innovative, interactive online map of London which allows organisations and individuals to contribute historical information pinpointed on a map. Local Studies was asked to contribute in 2016 and have so far added over 50 images and other information from our collection to the map. So far these relate to Havering Public Houses and also Havering's Libraries past and present. This highlights our collection in a broader London context and promotes what we have.

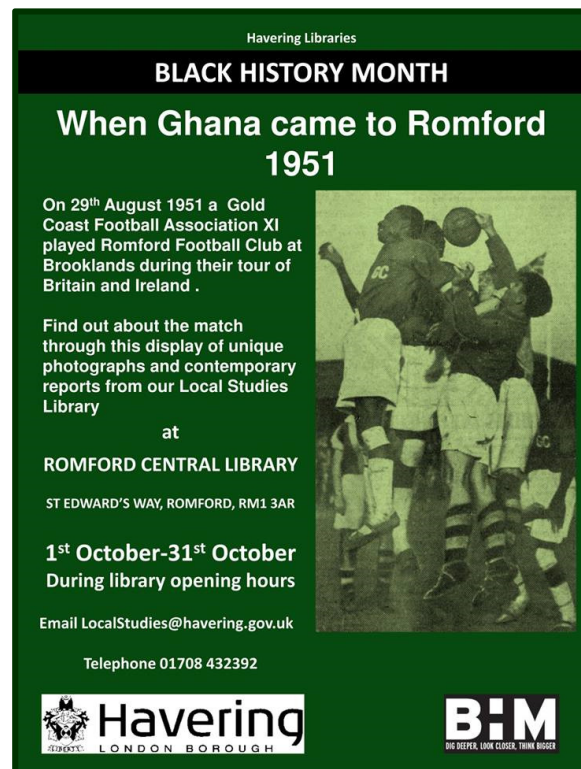
Layers of London – photograph and information about the first public library opened in Romford in 1930



1st October For Black History Month a new exhibition **“When Ghana Came to Romford 1951”** about a football match between Romford Football Club and a Gold Coast XI was assembled and displayed in the Lending Library display area.

3rd October Attended the **Land of the Fanns** conference at Thames Chase. *“The Land of the Fanns Landscape Partnership Scheme is a 5 year programme seeking to restore, discover and celebrate one of the last remaining landscapes of London as it once was.”*

When Ghana Came to Romford 1951-poster



1st November The joint exhibition by Havering Local Studies Library and Havering Museum **“Home Front Havering”** is displayed in the Local Studies display area from November 1st 2018 until January 2019

Appendix C

13th November As part of the Havering Literary Festival the Local History Librarian gave a talk at Harold Hill Library with Don Tait about the history of Harold Hill and Noak Hill. There were 34 people in attendance and a number of people had to be turned away due to space constraints, To meet the demand, another talk will be organised in 2019.-34 attended



21st November The Local History Librarian gave an illustrated talk on **Home Front Havering-Local Life in the First World War** at the **WW1 Afternoon Tea** event in the Central Library, Romford as part of the Havering Literary Festival.



Home Front Havering talk in the Central Library, Romford. The slide shows Lieutenant William-Leefe Robinson V.C. who shot down the first enemy aircraft over Britain. He was flying from RFC Suttons Farm, later known as RAF Hornchurch

There was a small display in the Lending Library display area to coincide with the centenary of the First World War Armistice about the main town **War Memorials in the London Borough of Havering at Romford, Hornchurch, Upminster and Rainham**. A digital copy of this was provided to Haveirng Museum for them to run on their tv screen.

11th December Assembled information about the closure of Romford Market to traffic in 1969 and the opening of the ring road for *Living Magazine*.

50 years of a car-free market



"This market started in 1247 and now it's going back to how it was in those days"
Mayor of Havering, Cllr William Tansley Smith in 1969

2019 marks 50 years since Romford's Market Place was closed to through traffic, and the birth of the first part of the ring road around the town centre.

Both developments were part of Romford Rebuilds, a planning scheme for the town centre first published in 1962 by Romford Borough Council and then revised in 1967 by the new London Borough of Havering Council. This plan laid the foundations for the wholesale remodelling of the town which saw the building of the Liberty Shopping Centre, the demolition of the Duke of Wellington, The Swan and the King's Head pubs, and the Laurie Hall.

On Sunday 14 September 1969 almost five thousand people turned up to see the Mayor and Mayoresses of Havering take a horse-drawn landau on the last trip through the Market Place before the road was closed to through traffic. 722 years of history was drawn to a close as members of local theatre groups dressed up in Victorian costumes and Romford's Drum and Trumpet Corps entertained crowds outside the Lamb pub. Historic vehicles including an old open-topped London bus and cars from the 1920s and 30s were part of the show that was also attended by Bill Pike, a former Mayor of Romford and the chairman of the Romford Town Planning Committee who ten years earlier had given the go-ahead for the original ring road scheme.

"This market started in 1247 and now it's going back to how it was in those days" said the Mayor of Havering, Cllr William Tansley Smith. 50 years on, the Market Place remains closed to through traffic and the market continues to operate every Wednesday, Friday and Saturday.

Soon after the ceremony and the opening of the first part of the ring road in 1969, work began on demolishing one of Romford's iconic buildings. The Laurie Hall was originally one of two halls built in the mid-19th Century in the area now occupied by the clocktower building at the top end of the Market Place. Laurie Hall was initially called the New County Court though it seems to have quickly proved unsuited to that purpose, and it sat alongside a second hall called St. Edward's Hall. St. Edward's Hall was demolished in the 1870s. Laurie Hall was put to a variety of uses including as a literary institute where Charles Dickens is said to have performed, a wine and spirit merchant on the lower floor with the Catholic Apostolic Church and later the Romford Town Mission upstairs, and then in 1913 it was converted into a cinema. The Laurie Cinema continued through the Second World War and was renamed The Vogue, though its condition never matched the modernity of the name and it soon became a general purpose meeting room. In 1970, as part of the town's redevelopment the hall was demolished.

Historical Havering

50 years ago...



Mayor of Havering William Tansley Smith and Mayoresses in a carriage at the ceremony to mark the closure of Market Place to through traffic and the opening of the Romford ring road, Sunday 14 September 1969.



Vintage bus outside the old Littlewoods store as part of the same ceremony.

1. Market Place, Romford photographed on a market day in October 1967. The view includes Laurie Hall with the new Central Library in the background, as well as the now demolished Victorian villas of Laurie Square. In the 1960s much of the area that is now used for market traders was filled with parked vans and cars, and used for the through road and its bus stops.
2. Construction of the new ring road in Romford in 1970, showing the Laurie Hall and the then newly opened (in 1965), Central Library in the background.

See details of events taking place in the Market Place this year on page 20.

www.havering.gov.uk/living | February 2019 | 29

Article in Living February 2019 based on information provided and using images from our collection
19th December Completed an article for the East of London Family History Society's journal *Cockney Ancestor* promoting Local Studies. It will be published over two issues in 2019.

An Introduction to Havering's Local Studies Library

Simon Donoghue, Local History Librarian - Non Member

Havering's Local Studies Library is part of the Havering Library Service and is situated on the first floor of the Central Library in Romford. If you are interested in Havering's history, want to start tracing your family history, find an old newspaper report, information about your house or street in the past, a photograph or other illustration of Havering's buildings, roads and historical events we may be able to help you.



Romford Branch Library c1950
Image courtesy of Havering's Local Studies Library

The beginnings of an historical collection in the district can be traced back to 1903 and a committee formed by Romford Urban District Council in response to a letter from Alfred Bennett BAMFORD (1957–1939), the local artist and historian who suggested:

that as old Romford was disappearing bit by bit, that the Council should be willing to receive views, portraits and maps etc of the old town and Liberty, to hang in the Council Chamber and that he was quite willing not only to present some prints etc of old buildings that have passed away, to form the nucleus of a collection, but to assist on any Committee that might be formed to carry out the object.

The first public library in Romford was opened in 1930 and Bamford donated a collection of his original watercolours and sketches to the library. In 1934, he gave a significant collection of books about Essex history to the Library and these form the basis of the Local Studies Library.

In Hornchurch, the first library was opened 12 October 1936. In September 1938, the donation of six photographs of Hornchurch by a Mr F. BUCKLEY of the Hornchurch Evening Institute Photographic Society was noted and it was agreed to appeal for books, illustrations, or other material relevant to the history

of Hornchurch. The local history collection in Hornchurch began then and forms the other strand of our present collection.

When the London Borough of Havering was created in 1965, the new Central Library merged Romford's collection with that established by Hornchurch Libraries. The collection has grown over time. In the 1980s and 1990s improvements were made to the facilities available for family history researchers with a substantial collection of microfilm records such as Census returns and copies of some Parish records. The refurbishment of the Central Library in Romford in 2010 included a designated Local Studies and Family History Centre. This article offers an overview of the collection and its usefulness to local and family historians.

BOOKS

The Local Studies Library offers access to a wide-ranging collection of books about Havering and the wider Essex area.



Thomas Lewis Wilson
Image courtesy of Havering's Local Studies Library

These include early Essex county histories such as Richard MORANT's two volume *History and Antiquities of The County of Essex* first published in 1768 and Elizabeth OGBORNE's *The History of Essex from the earliest period to the present time* published in 1814. The first published history about a place in Havering, *Sketches of Upminster in the County of Essex* (1856) by Thomas Lewis WILSON begins the exploration of Havering's history beyond the church and the manor houses, recording the farms and early industries. Wilson published a revised edition with photographs and other illustrations in 1881. Other local histories followed his early example including George TERRY's *Memories of Old Romford and other places within the Royal Liberty of Havering-ate-Bower* (1880), Charles PERFECT's *Ye Olde Village of Hornchurch* (1917) and Harold SMITH's *History of the Parish of Havering-ate-Bower* (1929).

The collection includes modern histories of Havering's towns and villages along with studies of local subjects from pubs and sport to architecture, literature and geology. Works of local notables such as William DERHAM, Francis QUARLES and Humphry REPTON, along with biographies

Appendix C

Extract from part one of the article in *Cockney Ancestor*

18th January and 13th February Met with representatives of Upminster Camera Club to discuss the eventual transfer of photographs taken for *Upminster's People 2018* to the Local Studies Library.

30th January Regional representatives of The National Archives visited to find out about the Local Studies Library and the collection held by Havering Libraries.

11th February Friends of Upminster Windmill visited to carry out research in our collection and to consult Havering Council deeds which it was organised with Legal Services for them to view in Local Studies.

Throughout this period work has continued on the **Home Front Havering** online diary

4th May The Essex Times reported the news that Private John Francis Williams, Artists' Rifles had been taken as a prisoner of war in Germany on March 23rd. Before the war Private Williams carried on business in Romford as a grocer and provision merchant. His mother, Mrs A Williams of 56, North Street, Romford was keeping the business going in his absence.

Williams' Store has the awning over its entrance in this postcard view of in North Street in Romford



5th May Private Sidney Edward Abraham was the eldest of five children of Sidney and Florence Rose Abraham died as a prisoner of war, having been captured sometime between March 21st and April 2nd 1918. He was 21 years old when he died. Sidney was born in Upminster and went to school in Cranham. He joined the Norfolk Regiment on May 1st 1917 and after training went to France and was subsequently transferred to the 12th Battalion, King's (Liverpool Regiment).

Abraham Bakers, Upminster



Page from May 1918 Home Front Havering online diary

New items added to the collection in this period include the following accessions

2018/10 Two large framed Romford Intermediate School photographs from 1931,

2018/11 Three panoramic school photographs "A Schooldays Souvenir". 1966, September 1968 and 1969 of Hall Mead Secondary School for Boys and Girls and Programme Hall Mead Secondary School For Boys and Girls Ninth Annual Prize giving Thursday October 23rd 1969

2018/13 Betterwear Company Limited, North Street, Romford 1948-1978 – photograph album, company brochures and journals

2018/15 Thomas England papers – collection of papers, documents and land deeds from the estate of former councillor and Chairman of Romford Urban District Council Thomas England

2018/16 "Dym Breeden Collection"- Sir John Smith, Bower House, Havering-atte-Bower- includes a photograph album of The Bower House. (Sir John Smith was at the Bower House from 1914 until the 1940s. The photographs are probably pre-1927 when he was knighted).



Betterwear factory, North Street, Romford from 2018/13

Appendix C

2019/1 Reeve Burrell Collection of photographs. postcards and two letters. A number of items in the collection relate to the Gay family in particular Isaac Matthews Gay farm bailiff of Great Sunnings, Corbets Tey, Upminster b. 1834, m. 1880 to Anne Catherine Taylor d. 1913

Volunteers

I train, organise and direct the work of volunteers who have assisted with digitisation, cataloguing, enquiry research and on occasion opening the service to the public in my absence.

Volunteer hours April 1st to 9th March 2019

LOCAL STUDIES LIBRARY VOLUNTEERING	Hours	Volunteers	Average
<i>Local Studies Digitisation and Cataloguing</i>	537	9	60
Local Studies Room Assistant	294	6	49
Total Hours	831	15	

ANNUAL REPORT FOR THE MEMBER CHAMPION FOR OVER 50's – 2018/19

I was appointed to the role of Champion for the Over 50's in May 2018 and have spent my first year going out into the community to meet with various groups and forums. It has been a pleasure to meet with so many different organisations and see first-hand the work that is taking place across the Borough I hope to build upon these foundations over the next twelve months and continue to assist wherever I can in raising awareness of issues that concern the Over 50's.

Inter- Generational Project

The Group started meeting in January 2017 and has since gone from strength to strength. Councillor Ciaran White (Champion for Young People) and I have continued to work with members of the Youth Parliament and the older participants. Our aim for the future is to extend the project into schools. It is well attested that children are at their most vulnerable to adverse influences when they make the transition from Primary School to Secondary School. At this critical time in their development, we hope that involvement with the Inter-generational Project may benefit children who might otherwise feel isolated and challenged.

BME Forum

I recently attended a very productive meeting of the Havering BME Forum at the Raphael's Restaurant Community Room and heard about forthcoming plans to celebrate the **Love of Commonwealth-Havering 2019** on October 5th

The BME Forum is particularly keen to address issues of cultural integration. As increasing numbers of new arrivals come to the Borough from diverse communities and inner city areas, there is often need of assistance from people with local knowledge. The Forum has therefore set up a series of committees to organise drop-in sessions and enlist the help of Food Banks and educational establishments in welcoming newcomers to Havering. It is an exciting initiative and with the right level of support will make a real difference to peoples' lives.

Havering Dementia Action Alliance

The Havering Over 50's Forum and Tapestry have joined together to make Hornchurch the first dementia friendly town in the Borough. Local Businesses are being encouraged to become dementia friends. For those that wish to progress, further training is available in London to become dementia champions.

So far, Carpetright, Pinney Talfourd Solicitors and the Queen's Theatre have all agreed to participate and it is hoped that the scheme will be extended to other organisations in the near future.

**SUPPORT YOUR LOCAL
HAVERING DEMENTIA ACTION ALLIANCE**

BY



Making Hornchurch the first dementia friendly high street
 Holding a dementia friends information session for your staff/colleagues – phone 01708 431249
 Joining the Havering Dementia Action Alliance
 Volunteering or supporting the Havering Dementia Action Alliance
 Becoming a dementia friend

If you would like further information please fill in the details below

Name: _____ Organisation: _____

Contact details: _____

and return the form to:-

Tom Lowe – Relationship Officer, Queen's Theatre Hornchurch, Tel: 01708 462349 or

Lucy Pattick – Marketing & Planning Manager, Tapestry Care UK, 1st Floor Scottish Mutual House, 27-29 North Street, Hornchurch, RM11 1RS

Dementia Action Alliance has also produced a pocket telephone directory, listing useful contact numbers for Health providers, Council services and Safer Neighbourhood Teams.

Havering Association for People with Disabilities (HAD)

I am a member of the Board of Trustees for this Association and I have taken part in several fund raising events over the past year to support the valuable work of the charity. HAD continues to offer a wide range of courses and social activities and to promote independence and improve the quality of life for disabled people in the Borough.

I would like to take this opportunity to make a plea for volunteers! The charity is always keen to hear from people who have time and skills to offer, so if you know of anybody who may be interested, please do urge them to contact HAD directly.

Sight Action Havering

Sight Action Havering is a registered charity and has been operating in the Borough for almost twenty years.

The Committee meets at Yew Tree Lodge nine times per year and provides a major support service to those at risk of, or living with, sight loss.

The Charity is totally funded from donations and provides information and advice service and a telephone support line. The charity is based at the Talking Newspaper Studio in Harold Wood.

I was appointed as the Council's representative to this Charity in November, 2018.

The aging population of the Borough, and the link to aging and sight loss, has seen an increase in demand for services. The most pressing matter is therefore to establish a presence in Queen's Hospital and provide a point of contact and immediate assistance for residents in need.

Health Champion

In the course of the year, I have undertaken training to become a Health Champion. The Council is collaborating with Tapestry to offer courses in Understanding Health Improvement. The programme enables participants to assist individuals and communities in making healthier choices and promote awareness of medical conditions. My main role has been to act as a conduit between residents and Council services and act as a point of contact to other agencies.

‘School for Scammers’

Once again, Mayor’s Office for Policing and Crime (MOPAC) funding was used to create and deliver a bespoke interactive performance programme for community groups, to raise awareness of fraudulent activities that might affect them. In consultation with the Safer Neighbourhood Board, “School for Scammers” - a humorous and thought-provoking one-hour Forum Theatre and multi-media programme was delivered to Havering residents and provided another valuable opportunity for different generations to interact and exchange views .

Havering Over 50’s Forum

I have attended meetings of the Havering Over 50’s Forum regularly in the past year. The Forum continues to be well supported and provides an important means of communication and information sharing.

The Havering Over 50’s Forum had a wide and varied programme of speakers this year and enjoyed presentations from Catalyst Night Shelter, Healthwatch, Neighbourhood Police, Carers Hub, Active Travel and the Healthy Walks Program. Council officers who attended the Forum included staff from Trading Standards, Housing and Licensing and Corporate Diversity. A particular highlight was a presentation on the restoration of Langtons Gardens in Hornchurch.

I would like to thank all the volunteers, officers and organisations who have assisted me in my first year as Member Champion for the over 50’s .All of these important committees are in need of support, relying on volunteers, who give up their valuable time and without whose help there would not be the information and help available for a large number of Havering residents.

I look forward to developing partnerships and projects over the coming year.

Councillor Christine Smith

ANNUAL REPORT FOR THE MEMBER CHAMPION FOR THE VOLUNTARY SECTOR COMPACT 2018/19

I am thoroughly enjoying the challenge of being Champion of the Voluntary Sector and have had a very busy and interesting year attending numerous events.

I have endeavoured to meet as many volunteers and visit as many organisations throughout Havering as possible and act as an ambassador. It is important to connect people and celebrate the rich variety of voluntary work that takes place in our Borough.

One of the first events I had the pleasure of attending following my appointment was a “Meet and Greet” event at **Add-Up** on 8th August 2018. The Children enjoyed a workshop at Fairkytes and then were taken for a day trip. I also attended the AGM and attended the Christmas Show in the company of the Mayor and the Deputy Lieutenant.

We are fortunate to have so many Friends of Parks Groups in the Borough who look after our green spaces. I am in particularly close contact with Mrs Lois Amos, Secretary of the Friends of Bedfords Park in my Ward and am liaising with her to arrange for volunteers via the Volunteer Centre in Romford to help with the Walled Garden at Bedfords Park on a regular basis. As Ward Councillor and Voluntary Champion I attended the Green Flag Award with Councillor John Crowder, Councillor Osman Dervish and Lois Amos.



In April, 2019 I joined volunteers on the green at Havering-atte-Bower for a day of litter picking.

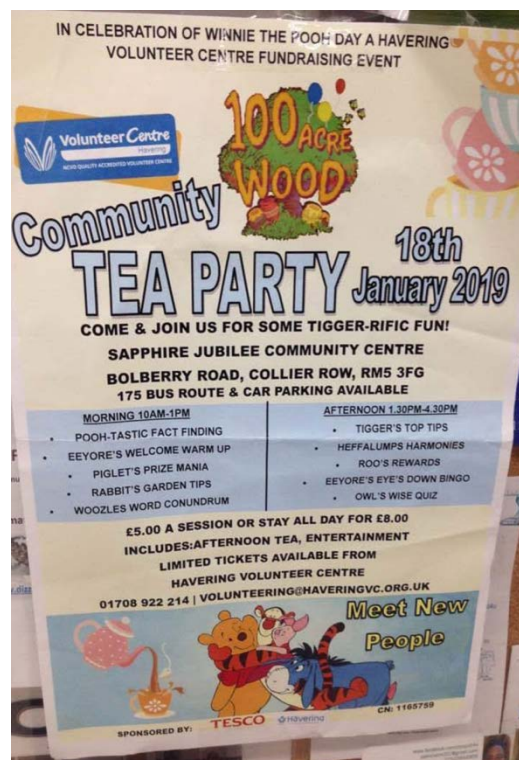


The **International Day of the Disabled Person** event at Salvation Army Romford was fully booked out. Speakers included the Leader, Chief Executive Officer, and a wide range of services, including Transport for London, the NHS, and Heads of Council Services such Children's and Adult Care. The event will be repeated on 3rd December 2019. I attended this informative and interesting event as Voluntary Champion

I am also in close contact with Shelley Hart and Rebecca Mazrreku at the **Havering Volunteer Centre** and attend their meetings and events, including the Diversi-Tea during Volunteers Week to celebrate the LGBTQ Community, a Community Tea Party at the Sapphire Centre in Collier Row and Cake & a Cuppa Day in aid of the Alzheimer's Society . We have so much to thank Shelley and Rebecca for as they work tirelessly in promoting confidence with volunteers all year round and ensure that volunteers are placed where they will be happy.



24th January 2019 Havering Volunteer Meeting with all Voluntary Organisations



On 14th February, Havering Volunteer Centre held a very successful day in collaboration with Hornchurch High when students from year groups 7 to 10 took part in a day of volunteering across the Borough. Approximately 90 students took part in “Drop Down Day” where pupils dropped their timetables to litter pick, pack bags for a local charity at Tesco supermarket, plant bulbs and shrubs , tidy green spaces at Langton Gardens and Raphael’s Park and sort and clean items at a Rainbow Trust charity shop.

Congratulations to everyone who took part, the students, teachers and the Head for arranging the day. The Mayor of Havering rewarded the students who took part with a certificate to commend them on their volunteering .on March 22nd at the Town Hall.

I try and support as many small charities around the Borough as possible and during the course of the year have visited St Francis Hospice to support fund raising events and attended the “Light a Life “service with Andrew Rosindell MP.



In May, I joined with Councillor Jan Sargent and local residents to campaign for the RSPCA Centre



This centre needs to be reopened to ensure the welfare of the community's animals. It is an important and much loved and much needed Centre

The charitable Trust, "Future Gateway" supports children who sometimes struggle with mainstream education. The Charity aims to give everyone the opportunity to achieve qualifications and attain valuable skills. In my role as Champion for the Voluntary Compact Sector, I recently joined Councillor Jan Sargent in presenting certificates of achievement to young adults in recognition of their hard work at My Place in Harold Hill .





I attended the second annual funding fayre on the 21st November 2018. The purpose of this event is to bring funders, information providers and our voluntary and community sector together in order to bring more funding into the Borough.

Funders included the crowdfunding platform Space hive, Veolia Trust and the National Lottery. There were 73 attendees from across Havering which was an increase on the 41 who attended the previous year. Local solicitors and other information providers were also on hand to guide the voluntary sector.

In the afternoon, there was a chance for each organisation to provide a five minute pitch and promote their organisation. I took part in this and offered help to them as the Champion for the Voluntary and Community Sector.

At the moment Havering's voluntary sector receives very little funding from external grant providers compared to the rest of London and this annual event is very important to raise awareness of how best to access funding.

I attended a Health Champion Course, Introduction to Mental Health Course, Level 2 Nutrition and Diabetes Workshop as I feel this can enhance and contribute towards my role as Voluntary Champion.



On 29th May, I attended a Youth Activities Information Fair, which aimed to encourage young people to be part of organised groups and inspire adults to volunteer and help out with young peoples' activities. The event was well supported and amongst those in attendance were members of the Youth parliament, scouts. Havering Youth Service. St John Ambulance service, Police and army cadets. Friends of Dagnam Park and the Havering Drum and Trumpet Corps.



Thank you very much to all who volunteer in the Borough of Havering.

Every one of you who gives up some of your time to volunteer and help others is contributing towards a happier Community in Havering.

Councillor Christine Vickery

ANNUAL REPORT FOR THE MEMBER CHAMPION FOR YOUNG PEOPLE 2018/19

Introduction

It is a great privilege for me to have been chosen as the Champion for Young people in Havering in May 2018. Over the course of the past year I have been going out into the community to meet with the various services on offer to young people in our Borough. It has been so interesting to find out the services and provisions on offer for our young people.

Young people in society do sometimes get a 'bad press'.

Although there is of course limits on what we as a Council can provide, nevertheless Havering is a great Borough to live in and provides our young people with many opportunities and services to access.

I hope to build on these foundations in the coming year and continue to support our young people.

Facts about Havering's Young people

62,190	Estimated number of young people aged 0 -19 in Havering (Havering Intelligence data)
22.1%	of Havering's population is 0 -17 (Havering Intelligence data)
22	Number of secondary schools in Havering

What is there for the youth of Havering to do?

Open spaces: We are lucky to have large numbers of parks and open spaces in our Borough which many of our young people use, many of which have park gym facilities and are used to host sports facilities and events. A new 'parkour' facility opened in Harrow Lodge Park in 2018.

Leisure facilities – There is a range of leisure facilities in Havering that are run by Everyone Active, the Councils sports and leisure management provider, The new Sapphire Ice and Leisure centre which opened in 2018, providing the Romford area with new swimming facilities, a gym and of course a new Ice Rink for Romford which has seen the return of the popular Romford Raiders ice hockey team.



The local YMCA is also a great facility in which young people can access numerous services, large number of sports clubs and skate rink. A new leisure centre is planned in the South of the Borough (Rainham area) in the coming years.

Music, performing arts Youth theatre at Queens's theatre, Havering Music School, various performing arts clubs.

Groups and clubs: Havering has a thriving network of Scouts, Guides, Cadets, sports clubs, Drum and Trumpet groups and so on.

Recreational – In the Borough's principle town Romford, there is a large area of amenities that young people can make use of including 2 cinemas, a bowling alley and arcade and lots of retail shops.

Libraries – we have numerous libraries across the Borough offering numerous services and activities and a place for young people to go and research study.

Education: We are fortunate to have a number of large colleges in the area including Havering College, which has a unique construction college in Rainham.

Havering Youth Services

It has been great to find out what is on offer from the councils youth services team.

The **London Borough of Havering's Youth Service** is based in the MyPlace building. The Youth Service delivers a packed programme of activities for young people to enjoy, including youth clubs, sports, Duke of Edinburgh awards, youth action, music and arts projects, a number of which are specifically targeted at children with disabilities.

The youth services workers are a highly professional and dedicated team who are committed to providing a great service to the youth of Havering.

They also have the use of a unique '**Youth bus**' which gives them the ability to do outreach work and visit different areas in the Borough including housing estates and attend local events.



Some of the services include:

Young people's mentoring service: The Havering Young People's Mentor Service provides support to Havering children and young people aged 10-18 to make positive choices and achieve their goals. The Service is accessible to any Havering child or young person aged 10-18, who would benefit from up to 12 months of support in the following areas:

- Education, training or employment
- Anti-social and youth offending behaviour
- Substance misuse
- Healthy relationships and bullying
- Bereavement and loss
- Mental health
- Immigration
- Other family issues

The Cocoon:

The Cocoon is a space that will enable young people to develop key life skills in a safe environment, have access to training, receive additional educational support, learn how to cook and receive support with housing and health. Since its opening, the centre, located in Romford town centre, has been endorsed by Ofsted as "highly impressive" and recently received a visit from its chief inspector who said she was keen to visit following positive feedback from her inspectors earlier this year.



Havering Youth Council/Youth Parliament

The Havering Central Youth Council is an organisation made up of young people aged between 11 and 18 and inclusive to the age of 24 if the young person has additional needs. It is an independent body of young people, which represent no party political views.

The Youth council aims to:

- Give young people a voice.
- Create opportunities for young people to become involved in democratic processes within the local community regionally and nationally.
- Enable young people to identify the issues that affect their lives in a negative way and determine what they need to do to effect change.
- Raise participation and achievement levels for ALL young people.
- Promote equal opportunities in Havering for all young people.
- Treat all young people fairly, with respect and ensure that they will be listened to.

If young people want to see changes in Havering, or have an idea that could benefit young people, they can speak to members of youth parliament or deputies and have their say.



Emily and Sila are the members of Youth Parliament for 2018/2020

The 'Make Your Mark' scheme is a UK wide ballot which gives young people aged 11-18 the chance to decide what Members of the Youth Parliament should debate and vote on in the House of Commons. There were 1,106,788 votes nationwide in 2018!

Most Havering secondary schools and youth centres participated, with 7039 votes being cast in Havering. This was a turnout of 29.2%, up from 21.5% in 2017.



The main concerns for Havering's young people:

Havering Top 5 issues 2018:

1. End Knife Crime
2. Mental Health
3. Curriculum for Life
4. Equal Pay, Equal Work
5. End Period Poverty

UK Top 5 issues 2018

1. End Knife Crime
2. Mental Health
3. Equal Pay, Equal Work
4. Homelessness
5. Curriculum for Life

Havering's young people had very similar concerns to the rest of the UK. Unsurprisingly given recent events and the current media spotlight on the issue, ending knife crime was their top concern.

Havering Council alongside its partners in the police and other agencies have been working towards creating a **'Serious Group Violence and Knife Crime Strategy for Havering'**. Havering has aligned its strategic aims with those set out in the regional (MOPAC and London Crime Reduction Board) and national (Ending Gang Violence and Exploitation) strategic ambitions with a focus on:

- Tackling knife crime and gangs
- Early intervention for those on the periphery of crime
- Protecting and safeguarding our children (from exploitation & county lines)

The key actions of this strategy are included in an action plan, which focuses on prevention, intervention, enforcement and intelligence, and information sharing.

Some key issues that I am personally interested in:

- **Mental health and wellbeing of young people:** In my professional life, I work at the local mental health charity Havering Mind. One of my roles is to deliver training in schools to young people, their teachers and parents. I am well aware of the vast array of issues that young people face
- **Safe places to go:** It is so important that our young people have places to go in the Borough where they feel safe and comfortable. Lots of young people, and their parents, have told me and my fellow councillor colleagues of their fears and anxieties about their child going out for fear of them being mugged or assaulted. Young people should not be fearful of going to their local park, or going to the shops with their friends.
- **Making sure that the young people themselves feel valued and listened to:** One of the key things that I have picked up from a number of young people is that they don't feel valued, and that their opinions are not listened to. We need to make sure that any consultations we do with our young people are not simply a 'tick box exercise' but they are harnessing the ideas and opinions of the young people themselves and truly making them feel involved

Intergenerational Forum

This group started to meet in January 2017. It brings together the older generation, through the members of the Havering over 50s forum, with the younger generation – members of our youth parliament and others. They discuss various local and national issues including Knife Crime, Brexit, free speech, humour and so on. It is fascinating to see the similarities and differences in the perspectives of each side!

Our aim for the future of this forum is to expand it to reach more people by working more closely with local schools, and widening the scope to include other local community organisations and charities.

We hope that the intergenerational forum project may benefit both the children and the older people that take part, improving links and respect between the young and old and supporting those who might otherwise feel isolated and challenged.

Looked after Children (LAC) in the borough

It was a privilege to learn about the great work that the Boroughs' staff do in the LAC department of the Council. I was delighted to attend the annual 'Looked after Children awards event' that took place in July at the City Pavilion. This event celebrates the hard work of the team of youth workers, the volunteers and of course the achievements of the young people themselves.

Children and Young people's mental health transformation board

I am a member of this board, which is facilitated by Havering Public Health team. It includes workers from Public Health, Havering Council, CAMHs, local youth charities and the local CCGs.

The aim of the board is to look at local service provision for children and young peoples, in particular around issues of mental health, wellbeing and family support. Where possible the group makes recommendations to the local CCGs on spending the 'Sustainability and Transformation Plan' funding on projects that will improve young people's wellbeing. Examples of projects funded have included the Emotional Literacy Support Assistant (**ELSA**) project - a package of professional **training** and on-going supervision for HLTAs and Teaching Assistants in Primary and Secondary schools

Havering Council's current investment in Children's services

Havering Council has recently announced it would spend an extra £750,000 on more resources to ensure earlier intervention across departments to safeguard children at risk of criminal exploitation. The local authority says part of the approach will target young people at risk by focusing on the places where they socialise. The additional funding, which will be spread over three years, will be used to recruit specialist staff and to commission projects for children and teenagers, as well as provide safeguarding training for staff. Cabinet member for children, education and families, Councillor Robert Benham said: "This additional funding means we can target the areas that need the funding the most.

Take a knife, save a life group



A new community group launched in early 2019 called 'Take a Knife, Save a Life'. This non-profit group is run by a team of volunteers from backgrounds including first aiders, teachers, youth workers at parents. They regularly 'patrol' the streets and parks of Havering, 7 days a week, giving advice and guidance to people regarding knife crime and youth services. This is a great volunteer led initiative, which many members of our community have got behind.

Havering London Youth Games

Each Year over 70,000 young people aged between 7 and 18 participate in the London Youth Games, Europe's largest annual sports event. 33 London Boroughs compete against each other in over 30 different sports, including sports for young people with disabilities.

Havering Hurricanes represent the London Borough of Havering and are proudly sponsored by Everyone Active.

Havering has a successful record at the Games, having won 16 times!



First Give Competition

A number of secondary schools in Havering have taken part in this competition. Its aim is to inspire and equip young people to take action to tackle social issues. Over a series of 8 lessons students learn about social issues in their communities and choose which are important to them. They research charities working in their communities and as a class, choose one to represent. The charity is then invited in to meet the class, so that students can learn more about their work and how to help them. Students plan and deliver social action activities (fundraising, awareness raising, volunteering) in support of their charities. The students learn public speaking skills and put together creative presentations about the work of their charity and what their class has done to support it. One team is chosen by their classmates to represent the class in the School Final. At the School Final, attended by parents, charities and the year group, teams present to a panel of judges. The class who has engaged best with the First Give programme **wins £1,000** for their charity.



Going forward

My aims for the coming year as Member champion for young people are:

- Lobbying for continued investment in Havering's Youth Services. The staff in this service are fantastic and could do so much more with more funding
- Supporting the creation of a 'Youth Unity' event to take place in Havering annually from 2020. I attended a similar event, which took place in Dagenham, which brought together a wide range of community services and resources and was attended by large numbers of that Borough's young residents.
- Supporting the development a 'one stop shop' resource: the Havering community tree which will signpost all the relevant services and resources in the Borough.

Exciting developments will be happening in Havering in the coming years and it will be vitally important that we include provisions and services for the young people of our Borough.

I look forward to continuing in this role in the coming year.

Councillor Ciaran White



FULL COUNCIL, Wednesday 10 July 2019

MEMBERS' QUESTIONS

Pavement Weed Control

- 1) **To the Cabinet Member for Environment (Councillor Osman Dervish)**
From Councillor Reg Whitney

Now that road sweepers no longer sweep residential roads, would the Cabinet Member confirm how the weeds and grass are removed from pavements and kerbs?

Removal of Bubble Gum from Pavements

- 2) **To the Cabinet Member for Environment (Councillor Osman Dervish)**
From Councillor Jeffrey Tucker

The Council received funding to remove bubble-gum from our pavements and a deep clean by Romford station, which certainly needed it, has been undertaken. However will the funding extend to Rainham?

Tree Planting Programme

- 3) **To the Cabinet Member for Environment (Councillor Osman Dervish)**
From Councillor Gillian Ford

It is good to see street tree planting taking place across the Borough, improving air quality, including within the Cranham Ward. Could the Cabinet Member advise this Council:

- How many new trees have been planted across the Borough during this planting season;
- The average cost per tree and the total seasonal cost.

Neighbourhood Plans

- 4) **To the Cabinet Member for Environment (Councillor Osman Dervish)**
From Councillor Paul McGeary

Will the Lead Member welcome the formation of neighbourhood forums in Havering with the aim of preparing Neighbourhood Plans introduced by the Localism Act 2011?

Portal and process for reporting incidents and issues to Havering Council

- 5) **To the Cabinet Member for Public Protection and Safety (Councillor Viddy Persaud)**
From Councillor Martin Goode

Council, 10 July 2019

Can the Cabinet Member please explain, if there are any enhancements underway, in order to improve the current system in identifying and escalating issues and reported incidents to the appropriate department/authorities? Currently the online reporting system is far from user friendly and telephone enquiries are quiet often being transferred to the incorrect department with no follow up.

Fraudulent use of Blue Badges

**6) To the Cabinet Member for Environment (Councillor Osman Dervish)
From Councillor Paul Middleton**

Would the Cabinet Member confirm, for each of the past 3 years, how many Blue Badges have been confiscated by the Council for their fraudulent use?

Planning Developments

**7) To the Leader of the Council (Councillor Damian White)
From Councillor Graham Williamson**

Could the Council confirm how many housing units have been passed for development by planning, by the Mayor or on Appeal since May 2018 and how that number splits between apartments and houses?

Parking Consultation

**8) To the Cabinet Member for Environment (Councillor Osman Dervish)
From Councillor Linda Van den Hende**

In relation to the decision to withdraw the 30 minutes free parking period, would the Cabinet member confirm how many objections were received and how many responses there were to the formal consultation following the publication of the Public Notice on 26 April?

Pesticide Control

**9) To the Cabinet Member for Environment (Councillor Osman Dervish)
From Councillor Carole Beth**

When will the Executive complete its review of pesticides used by the authority and bring a report to Cabinet in accordance with the Motion passed at Full Council on 21st November 2018?

Unauthorised traveller Encampments

**10) To the Cabinet Member for Public Protection and Safety (Councillor Viddy Persaud)
From Councillor Keith Darvill**

Will the Lead Member for make a statement to Full Council about the progress in obtaining an injunction in the High Court pursuant to Section 61 of the Criminal Justice and Public Order Act 1994 to help prevent further unauthorised traveller encampments in the Borough?

Sponsorship of the Havering Show

**11) To the Leader of the Council (Councillor Damian White)
From Councillor Ray Morgon**

Given that London City Airport are sponsoring the Havering Show and have created a promotional video about Havering, in which the Leader of the Council appeared, will this leave Havering Council in a difficult position to push back on future airport expansion plans that might be detrimental to Havering residents

Minute's Silence at Council

**12) To the Leader of the Council (Councillor Damian White)
From Councillor David Durant**

At Council its custom and practice for the Mayor to call for a minutes silence to pay respects to all ex/councillors who have died. However extending tributes beyond this, particularly to people we don't know and with no connection to the Borough creates a problem of who to include and not include to avoid accusations of political bias and risk disrespecting both those named and those not included. Hence once you include some you have to include others and this cheapens the practice of paying respects, by encouraging virtual signalling and making it potentially party political and contentious.

The Council has received a growing number of requests from Government to lower flags and hold silences for certain events described as "terrorist", which are heeded but without these requests, there should be **no** minutes silences to avoid the matter becoming arbitrary? Hence does the Council Leader agree there shouldn't be any one minutes silences beyond tributes to former councillors without agreement of all group leaders, unless the silence follows an official request from the Government to do so, as on previous occasions?

Fire Risk Assessments for Council Housing Stock

**13) To the Cabinet Member for Housing (Councillor Joshua Chapman)
From Councillor Chris Wilkins**

Can the Cabinet Member for Housing confirm that all Fire Risk Assessments (FRAs) have been completed for all of the Council's housing stock, in line with the Fire Safety Order regulations and in line with prescribed timescales; which are linked to the relevant Fire Management Plan?

Havering Community Wardens

**14) To the Cabinet Member for Housing (Councillor Joshua Chapman)
From Councillor Tele Lawal**

What are the proposed alternative arrangements for Community Wardens in Havering?

Special Responsibility Allowance Paid to Committee Chairmen

15) To the Leader of the Council (Councillor Damian White)

Council, 10 July 2019

From Councillor Ray Morgon

In the last municipal year, several committee chairmen earnt well over £1,000 an hour with the highest earning well over £2,500 an hour. Would the Leader of the Council confirm if he feels that the council has received value for money from these Chairmen?

COUNCIL, 10 July 2019

MOTIONS

A. IMPACT OF PARKING CHARGES ON TOWN CENTRES

Motion on behalf of the Residents' Group

In light of the Administration's decision to negatively affect the health of our Town Centres by the large jump in parking charges, removal of free parking including evenings, overnight and on Sundays, this council calls for there to be an immediate assessment on the likely impact this will have on the vibrancy of our valued Town Centres, together with ways that this can be mitigated.

Amendment on behalf of the Conservative Group

This Council notes that vibrancy of town centres is determined by a range of factors, including external environmental improvements, and welcomes the commitment of the Administration to bring forward plans to support our town centres as a destination of choice.

B. CLIMATE CHANGE EMERGENCY IN HAVERING

Motion on behalf of the Upminster and Cranham Residents' Group

This Council notes:

The United Nations Intergovernmental Panel on Climate Change's warning that we have 12 years to make the necessary changes to limit a rise in global temperatures by 1.5c. Failure to act will see a marked increase in sea levels and flooding, extreme and abrupt changes to weather patterns, crop failures, extinctions of plant, insect and animal species and global economic disruption and crisis. This will detrimentally impact on the well-being of the people of Havering and billions of people around the world.

At the Global Climate Talks in Poland last December the UK, along with over 200 nations, agreed action on Climate Change with a much greater role strongly implied for Local and Regional Authorities like Havering in assisting Governments to achieve their carbon emission savings.

In the words of Sir David Attenborough:

"Right now, we are facing a man-made disaster of global scale. Our greatest threat in thousands of years - **Climate Change**. If we don't take action, the collapse of our civilisations and the extinction of much of the natural world is on the horizon. The world's people have spoken. Their message is clear. Time is running out.'

Council, 10 July 2019

The Council therefore resolves to:

1. Declare a Climate Emergency and publicise this to the people of Havering to raise awareness, and support the public to take effective action.
2. Request Cabinet initiate a full Environmental Audit of Havering Council to measure its carbon footprint, identify hotspots and work toward being carbon neutral in line with the latest targets set and agreed by the United Nations Intergovernmental Panel on Climate Change; with Cabinet to report to the first meeting of the working party, referred to at 4. below, on the scope of the environmental audit.
3. Significantly improve our recycling rate to reach the target of 55% by 2025, and ask that the Cabinet implement a range of short term measures to improve recycling rates, in advance of a full review of the waste collection and disposal service.
4. Set up a Councillor Working Party including the appropriate Cabinet Lead with a remit to:
 - a) Commission and oversee the Environmental Audit;
 - b) Consult expert opinion in the field, as appropriate;
 - c) Identify practical measures to reduce emissions and the Council's carbon footprint;
 - d) Encourage action in the wider community, businesses and other key organisations e.g. NHS and Educational Institutions;
 - e) Report to Full Council within six months with an action plan to address the emergency and incorporating proposals on the investment implications of this proposed activity.
5. Consider Environmental Impact as part of any new policy.
6. Seek to collaborate with other Local and Regional Authorities on emission reduction projects as appropriate and to request that the Leader of the Council write to the Minister of State for Climate Change and Industry, requesting that national policy is urgently developed to reflect the seriousness of the current emergency and to release funds to local authorities that would allow them to take the necessary measures at the local level.

Amendment on behalf of the Independent Residents' Group

Council agrees calls to declare "a climate emergency" are misplaced because man-made climate change is an elementary scam requiring only a basic understanding of carbon dioxide to understand.

Council, 10 July 2019

Carbon dioxide is essential to life on earth as Humans/Animals cannot even breathe without it and its the food plants breath to make them grow. Carbon dioxide is a tiny fraction of the atmosphere **0.038%** and the man made emissions are a tiny fraction of natural and variable carbon dioxide, making any man made emissions irrelevant as easily eclipsed by natural variations.

Thus to believe a tiny fraction of man-made carbon dioxide emissions determines climate is a religious rather than scientific conviction, particularly as there are many things that determine climate including the sun, moon, gulf stream, oceans, volcanoes, clouds, water vapour and other greenhouse gases.

This matters locally because the recycling agenda promoted by climate change legislation has made waste disposal so expensive its resulted in a worldwide epidemic of fly-tipping, including plastics, which undermines the environment and costs all councils, including Havering, many £millions to clear.

C. CCTV COVERAGE IN THE SOUTH OF THE BOROUGH

Motion on behalf of the Independent Residents' Group

Growing investment in the south of the borough as outlined in June 12th Cabinet report shows the need and opportunity to improve CCTV coverage in the area as part of a package of measures to improve public safety to the residents of Havering. Thus Council calls on the Executive to extend CCTV coverage in the south of the borough, including main routes in and out of London Bid and Rainham Village Conservation Area.

D. CLIMATE CHANGE IN HAVERING

Motion on behalf of the Labour Group

This Council acknowledges public concerns relating to:-

- 1) the impact of Climate Change;
- 2) the reduction in air quality; and,
- 3j the need to improve significantly recycling of waste products

and therefore calls upon the Executive to review its policies to ensure that Havering leads the way on environmental protection.

E. SUPPORT TO POLICE WORK

Motion on behalf of the Conservative Group

This Council welcomes the recent steps taken by the administration to support the work of the police within Havering through the future introduction of section 92 police officers; and the acquired option to purchase of the Hornchurch Police station; both of which will deter crime across the Borough.

Amendment on behalf of the Residents' Group

This Council welcomes steps to support the work of the police within Havering including the possible introduction of section 92 police officers and the potential option to purchase Hornchurch Police station. This council looks forward though to being regularly updated with progress reports on both schemes to demonstrate the effectiveness and value for money of these initiatives.

Amendment on behalf of the Independent Residents' Group

Few doubt the need for more 'bobbies on the beat', but **Council agrees** they should be funded by Government and GLA [precept](#) not by council-tax payers, particularly in Havering which is already penalised with poor staffing levels and funding compared to inner-London boroughs.

Locally the Council Leader has announced plans to purchase Hornchurch Police Station for an undisclosed sum and employ 5 Metropolitan police officers for 3 years for over £900,000! Even before contracts are signed he has been advertising these plans in conservative leaflets with headlines saying the council is keeping "Hornchurch Police Station open" and supporting "bobbies on the beat" to protect the public! This sounds worthy, but **Council agrees** the headlines aren't entirely honest. After the Mayor ordered the closure of Hornchurch Police Station and all Safer Neighbourhood Team bases, it does make sense for the council to step in to keep Hornchurch open as a **base** for police operating in the south of the borough, because of the delays in travel time if operating from Romford. However the conservative leaflets are misleading because it will mostly be operating as a **police base** rather than a **police station** open to the public.

Also employing 5 police officers seems worthy too, but will they be "bobbies on the beat" **or more likely deployed elsewhere** and will they be good value for money once all the extraction days, holidays and illnesses have been factored in. This matters because during a period of cuts priorities matter and **Council agrees** its odd the Council Leader has suddenly found over £900,000 **after** the February budget meeting in which he declared there was no money to keep Chafford leisure centre open, **despite all the health and social benefits of doing so.**

Nevertheless this Council welcomes steps to support the work of the police within Havering including the proposed option to purchase Hornchurch Police Station and introduction of section 92 Police Officers **as long as** Members are provided with

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regular updates and progress reports on both schemes to demonstrate the merit, effectiveness and value for money of these initiatives.

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