

**COUNCIL, 10 JULY 2019**

**REPORTS OF COMMITTEES, SUB-COMMITTEES AND MEMBER CHAMPIONS**

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

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



# Havering

L O N D O N   B O R O U G H

## **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 1<sup>st</sup> 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
<b>Surplus/(deficit)</b>	<b>(292)</b>	<b>(284)</b>	<b>(303)</b>
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
<b>Equities</b>	<b>37.0</b>				
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
<b>Multi-asset</b>	<b>29.4</b>				
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)
<b>Real assets</b>	<b>12.6</b>				
Gilt/Investment Bonds	20.6	Royal London	Segregated	Active	<ul style="list-style-type: none"> <li>• 50% iBoxx £ non- Gilt over 10 years</li> <li>• 16.7% FTSE Actuaries UK gilt over 15 years</li> <li>• 33.3% FTSE Actuaries Index-linked over 5 years.</li> </ul> Plus 1.25%*
Other Bonds	0.4	Churchill	Pooled	Active	LIBOR + 4%
	Yet to be funded	Permira	Pooled	Active	LIBOR + 4%
<b>Bonds and Cash</b>	<b>21.0</b>				
<b>TOTAL</b>	<b>100.0</b>				

\*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
<b>Tactical Benchmark</b>	<b>2.6</b>	<b>5.7</b>	<b>6.9</b>	<b>6.7</b>
Performance	2.3	-2.3	1.3	0.5
Fund Return	4.9	3.3	8.3	7.3
<b>Strategic Benchmark</b>	<b>2.3</b>	<b>7.4</b>	<b>10.2</b>	<b>10.7</b>
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
<b>TOTAL</b>	<b>532</b>	<b>603</b>	<b>801</b>	<b>620</b>	<b>620</b>	<b>620</b>

\*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
<b>TOTAL</b>	<b>3,346</b>	<b>3,292</b>	<b>*4,303</b>	<b>4,315</b>	<b>4,315</b>	<b>4,315</b>

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
<b>TOTAL</b>	<b>426</b>	<b>412</b>	<b>419</b>	<b>443</b>	<b>418</b>	<b>418</b>
<b>OVERALL MANAGEMENT TOTAL</b>	<b>3,925</b>	<b>3,995</b>	<b>5,523</b>	<b>5,378</b>	<b>5,353</b>	<b>5,353</b>

## 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**

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

**PENSIONS COMMITTEE MEETINGS HELD DURING 2018/19**

**ANNEX A**

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

- 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
<b>Formal Committees with Members</b>	<ul style="list-style-type: none"> <li>Overall Monitoring Report on Pension Fund to end of March 19               <ul style="list-style-type: none"> <li>a) Royal London (Bonds)</li> </ul> </li> <li>Business Plan/Report on the work of the Pensions Committee 2018/19</li> <li>Pension Fund Accounts 18/19</li> <li>Pension Fund Annual Report for 18/19</li> </ul>	<ul style="list-style-type: none"> <li>Overall Monitoring Report on Pension Fund to end of June 19:               <ul style="list-style-type: none"> <li>a) UBS (Property)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Annual review of Custodian</li> <li>Annual review of Adviser</li> <li>Annual review of Actuary</li> <li>Review of Governance Policy</li> <li>Whistleblowing Annual Assessment</li> <li>Risk Register Review</li> </ul>	<ul style="list-style-type: none"> <li>Overall Monitoring Report on Pension Fund to end of September 19               <ul style="list-style-type: none"> <li>a) Stafford (Infrastructure)</li> </ul> </li> <li>Annual review of Fund Managers Voting &amp; Engagement</li> <li>Triennial Valuation Reporting</li> </ul>	<ul style="list-style-type: none"> <li>Overall Monitoring Report on Pension Fund to end of December 19:               <ul style="list-style-type: none"> <li>a) JP Morgan (Infrastructure)</li> </ul> </li> </ul>
<b>Training</b>	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
<b>Formal Committees with Members</b>	<ul style="list-style-type: none"> <li>Overall Monitoring Report on Pension Fund to end of March 20               <ul style="list-style-type: none"> <li>a) LCIV Ruffer (Absolute return)</li> <li>b) LCIV Baillie Gifford ( DGF) &amp; Global equities)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Overall Monitoring Report on Pension Fund to end of June 20:               <ul style="list-style-type: none"> <li>a) CBRE(Global Property)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Annual review of Custodian</li> <li>Annual review of Adviser</li> <li>Annual review of Actuary</li> <li>Review of Governance Policy</li> <li>Whistleblowing Annual Assessment</li> <li>Risk Register Review</li> </ul>	<ul style="list-style-type: none"> <li>Overall Monitoring Report on Pension Fund to end of September 20               <ul style="list-style-type: none"> <li>a) Churchill Nuveen (Private Debt)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Overall Monitoring Report on Pension Fund to end of December 20:               <ul style="list-style-type: none"> <li>a) Legal &amp; General (passive equity)</li> </ul> </li> </ul>
<b>Training</b>	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"> <li>• In-house*</li> <li>• Self-improvement and familiarisation with regulations and documents</li> <li>• The Pension Regulator's e-learning programme</li> <li>• Attending courses, seminars and external events</li> <li>• Internally developed training days and pre/post Committee/Board sessions*</li> <li>• Shared training with other Funds or Frameworks*</li> <li>• Regular updates from officers and/or advisers*</li> <li>• Circulated reading material</li> </ul>	<ul style="list-style-type: none"> <li>• Desktop / work based training</li> <li>• Attending courses, seminars and external events</li> <li>• Training for qualifications from recognised professional bodies (e.g. CIPFA, CIPP, PMI)</li> <li>• Internally developed sessions</li> <li>• Shared training with other Funds or Frameworks</li> <li>• Circulated reading material</li> </ul>

\*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
<b>20 August 2018</b>	Hymans – Direct Corporate Lending, covered: <ul style="list-style-type: none"> <li>• What is Direct corporate Lending</li> <li>• Why we are investing in this asset class</li> <li>• How to get exposure</li> <li>• bFinance - covered the manager selection process</li> </ul>	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)
<b>15 November 2018</b>	SPS Conferences Local Authority - Pension Fund Investment Strategies: <ul style="list-style-type: none"> <li>• Topical Issues</li> <li>• Income from Property &amp; Infrastructure- planning for cash flow negativity</li> <li>• Management of Assets – improving cost transparency</li> <li>• • LGPS Perspectives -current issues</li> </ul>	Le Meridien Hotel, Picadilly, W1	KSF 5	Free	Cllr Stephanie Nunn
<b>11 December 2018</b>	Officer - New Councillor Induction	Library	ALL	Officer Time	Cllr David Durant
<b>11 December 2018</b>	Hymans-ESG :Introductory Training: <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Regulation</li> <li>• Application and Action</li> <li>• • Next steps: establishing a set of beliefs:</li> </ul>	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.

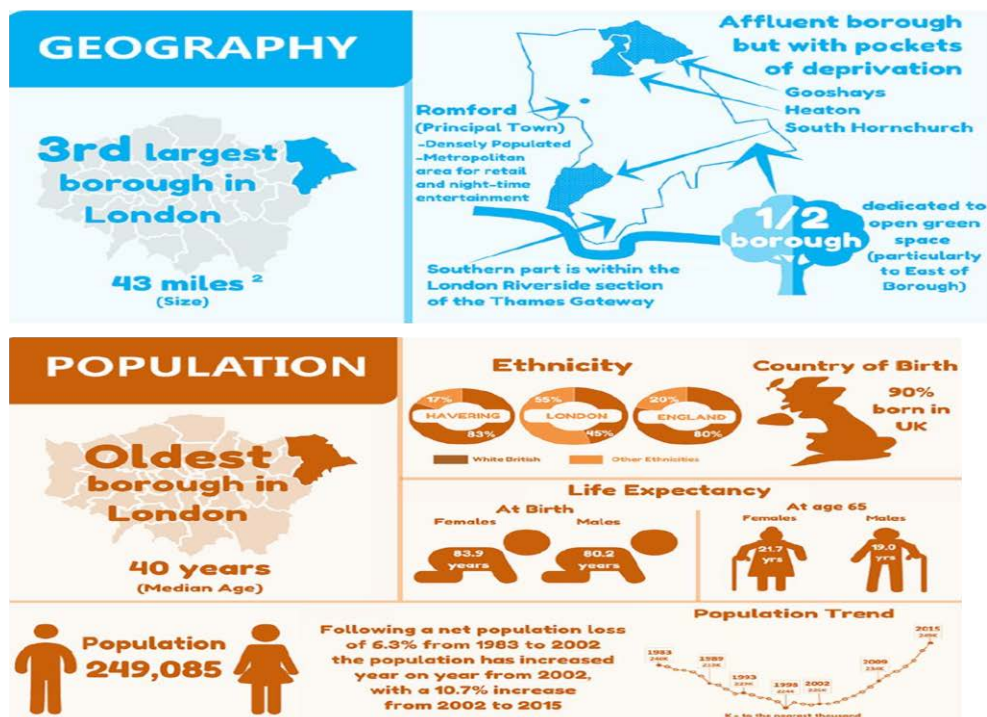
I have met exceptional people along my journey, and by listening to your concerns, I have been able to create ideas which are listed in the objectives and recommendations section of this report.



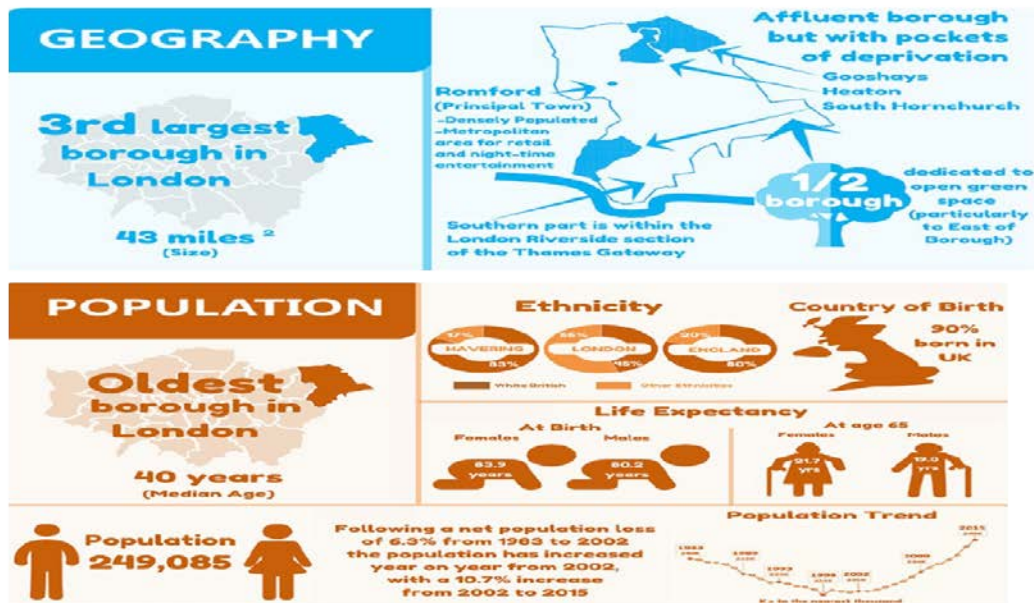
**Councillor Tele Lawal**  
**Heaton Ward**

# One Havering: Key population and demographic facts

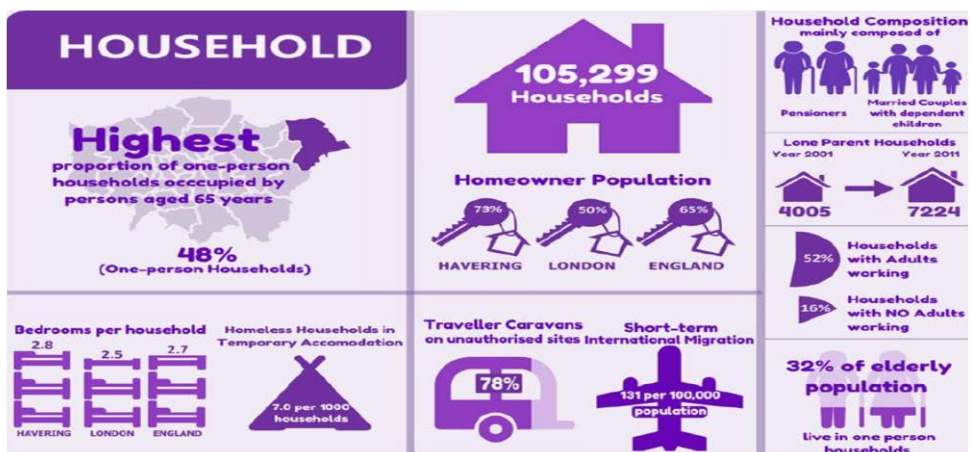
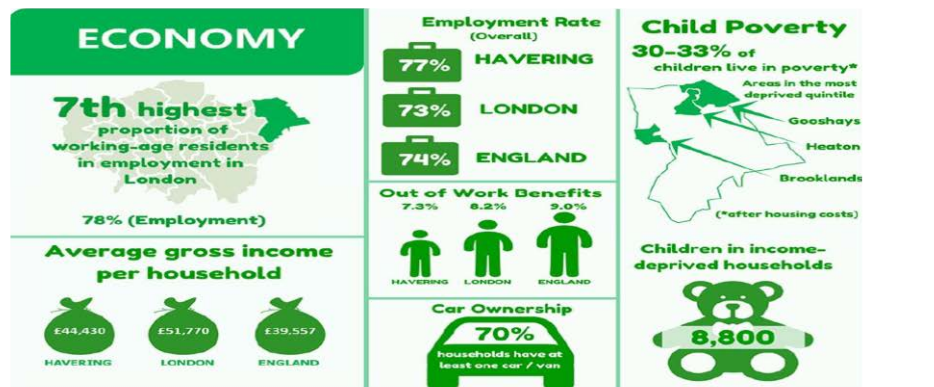
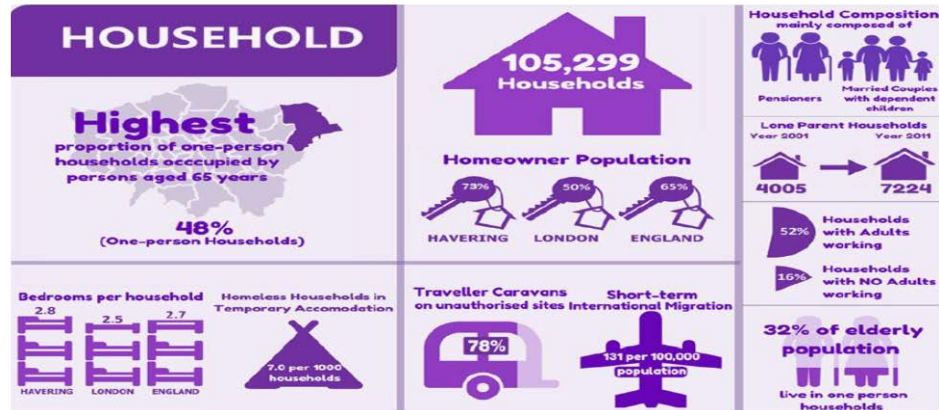
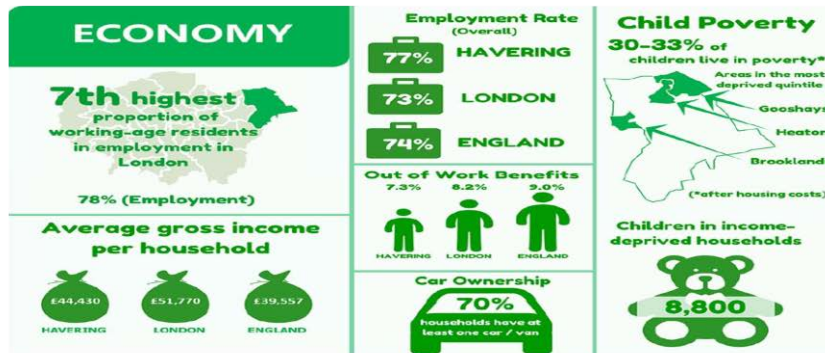
## Appendix D – Havering Demographics



## 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"><li>• Voluntary Sector Strategy</li><li>• Volunteering Strategy</li><li>• Corporate Plan</li><li>• Fair to All Equality Policy</li><li>• Single Equality Scheme Action Plan,</li><li>• Departmental Service Plans</li><li>• Financial Inclusion Strategy</li></ul> | <ul style="list-style-type: none"><li>• Think: "Service Excellence includes equality and fairness"</li><li>• Equality in Service Provision Policy</li><li>• Harassment and Bullying Policy</li><li>• Equality &amp; Health Impact Analysis (EqHIA)</li><li>• EFLG: Aiming for Excellence</li><li>• Community Safety Plan</li><li>• Health and Wellbeing Strategy</li></ul> |
|--|--|

## **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](mailto:diversity@haverling.gov.uk) or [vernal.scott@haverling.gov.uk](mailto: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 be holding 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](http://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](http://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](http://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](http://www.havering-miniature-railway.co.uk)

[www.romfordbowlsclub.co.uk](http://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**



# Appendix A

UPMINSTER WINDMILL PROJECT  
INTERIM REPORT 14

L Bonwick (BMHC)

29<sup>th</sup> November 2018

## 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.*



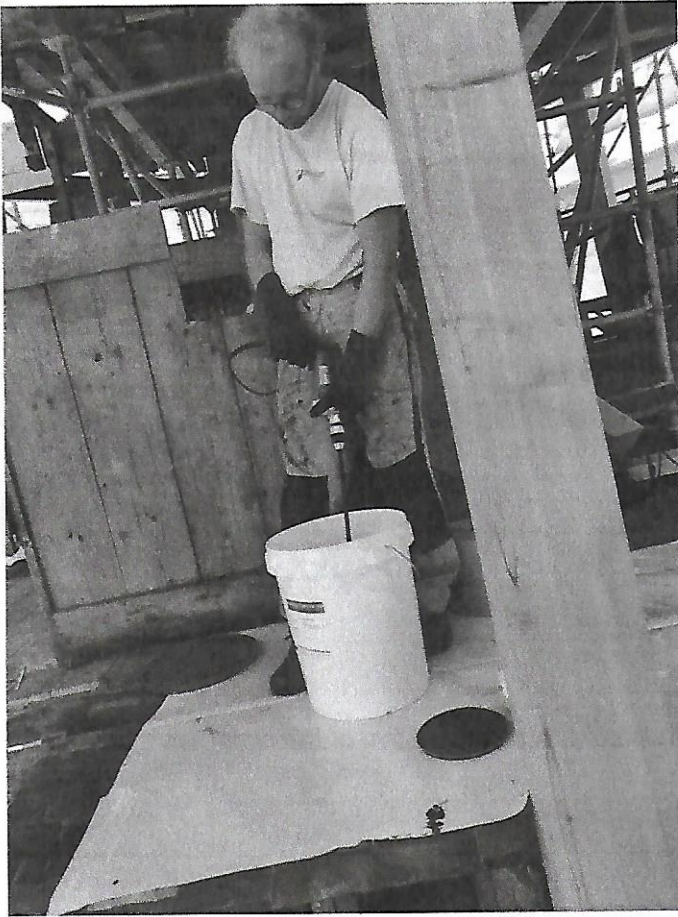


*2. The next job was to investigate the extent of decay of the twelve ends of the six principal floor beams at second, third and fourth floor levels. Timber affected by decay and woodworm was cut back to sound wood, leaving the aged outer faces of the timbers in place wherever possible.*



*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.*

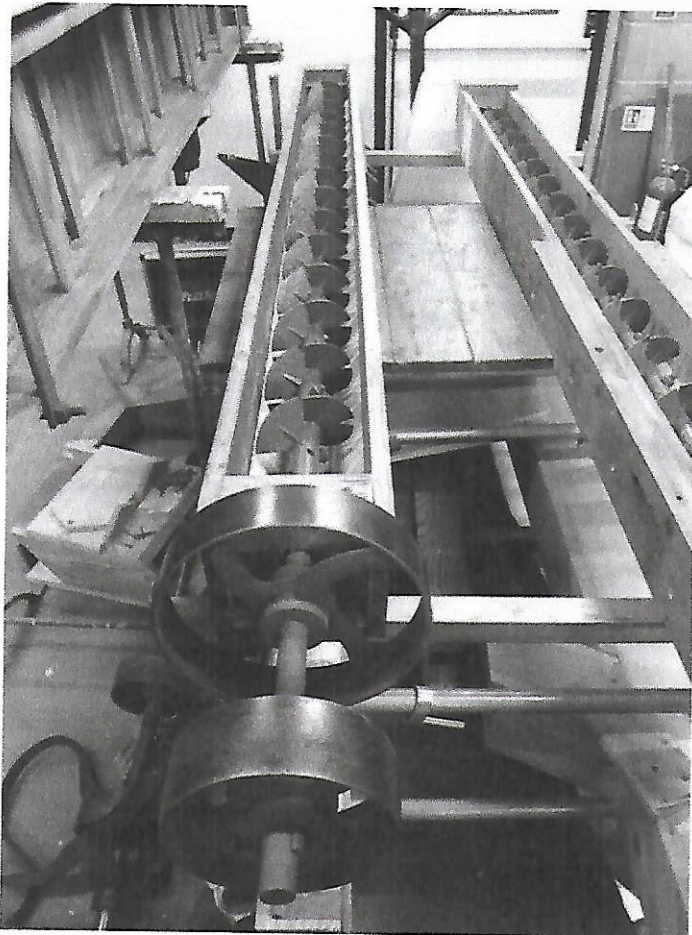


*5. Once mixed, it was poured in to completely fill the voids. The addition of the floorboards on top will make the resin repairs virtually invisible.*





6. This photo shows shuttering in place following the repair of two of the beam ends.

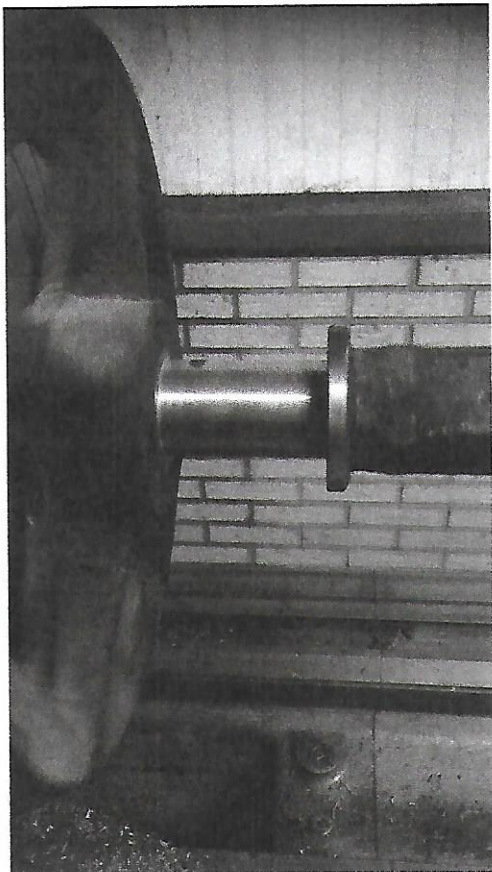


7. In parallel with the main contract works, Upminster volunteers have been busy refurbishing the mill's internal machinery in the new workshop attached to the visitor centre. This photograph shows one of the restored flour augers from the first floor, a technological innovation which saved the miller considerable time by filling several flour sacks simultaneously.

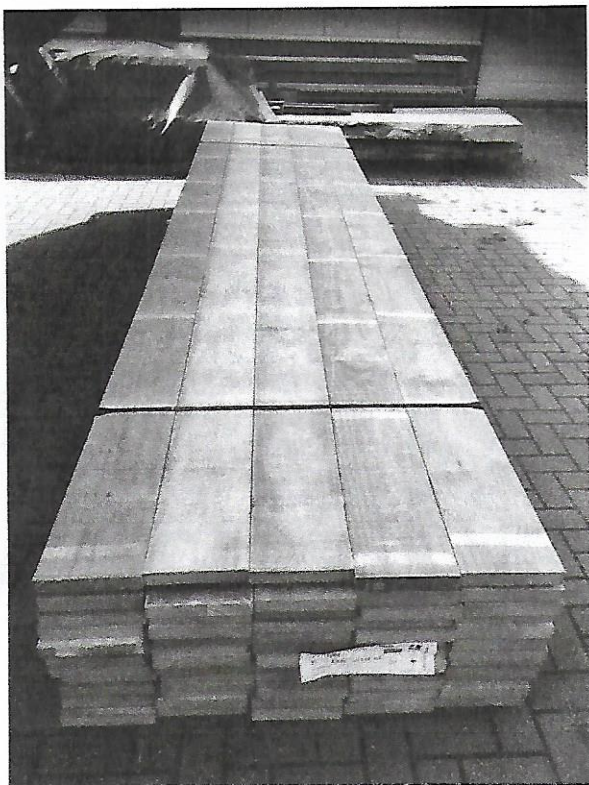


## Appendix A

### 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.*



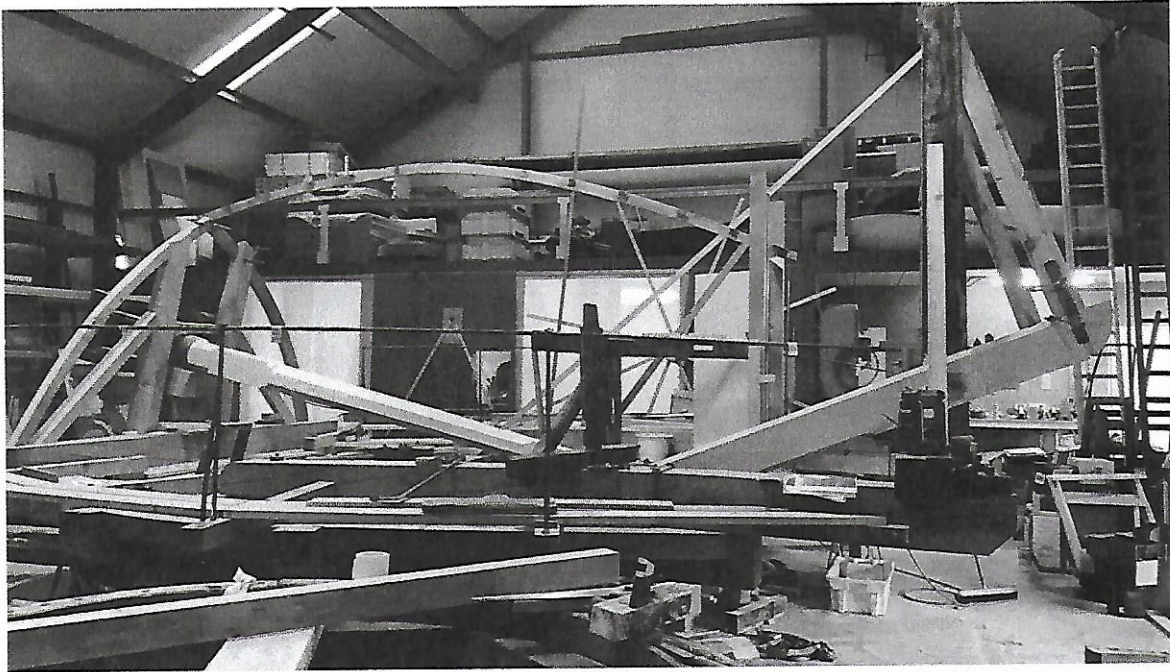


*10. The cut boards are primed and undercoated on their outside faces and lower edge. This will leave an unpainted surface inside the mill.*



*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

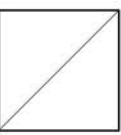







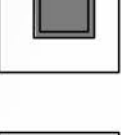
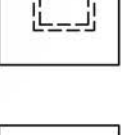
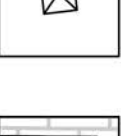



The programme is slightly behind schedule, with work to complete the smock tower about to recommence on site (30<sup>th</sup> November 2018). A separate updated programme has been submitted.

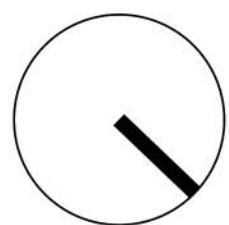
As can be seen from the photographs, progress has continued on a number of fronts simultaneously, so it is hoped that the delay to site works will not impact too heavily on the overall programme.

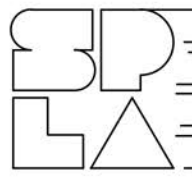
END OF REPORT





- 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



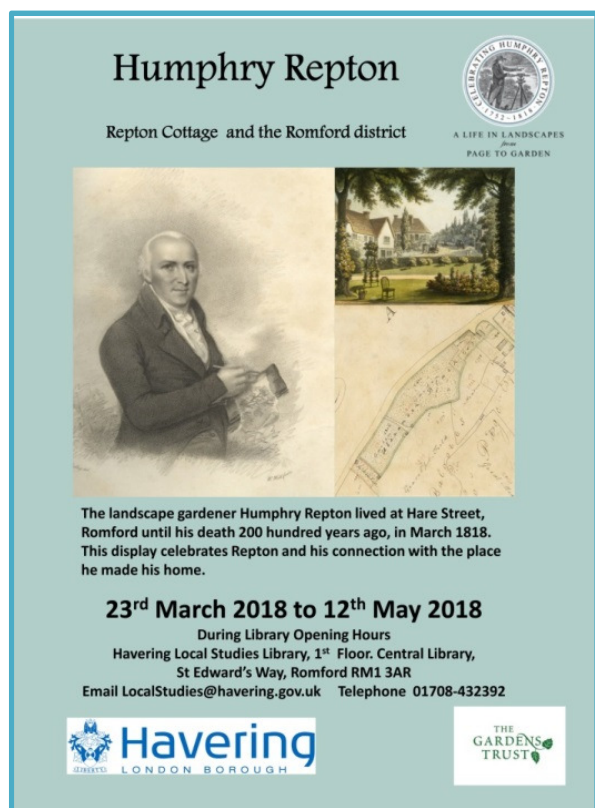
REVISION	PROJECT CORONATION GARDENS	CLIENT L.B.Havering	 SALLY PROTHERO LANDSCAPE ARCHITECTURE
A: First Issue:12.4.19 B: Revised post client meeting 15.05.2019	DRAWING Illustrative Master Plan	SCALE 1:125 @A1, 1:250@A3	
	DRAWING NO. 018_Sk06	ORIGINATION DATE 8/04/19 DRAWN KK	
			e: sally@sp-la.co.uk t: +44 (0) 7905 960155



## Appendix C

### Local Studies March 2018- March 2019

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 **23<sup>rd</sup> 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.

**3<sup>rd</sup> 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

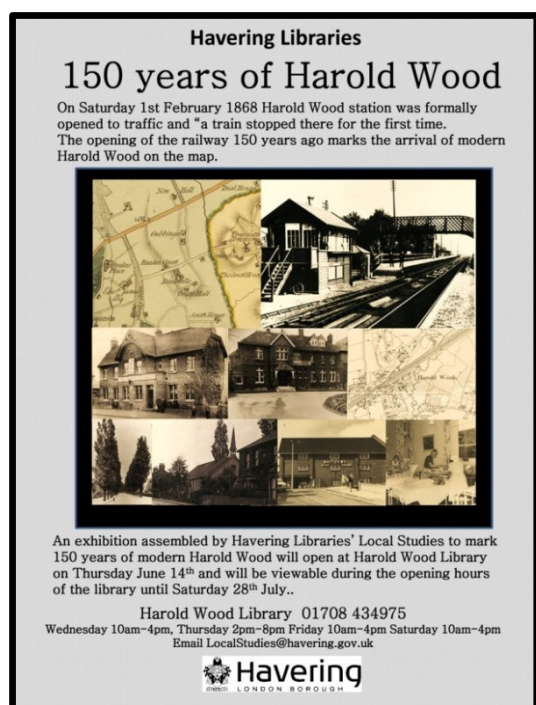
The discovery of a Roman coffin at South Hornchurch in 1928



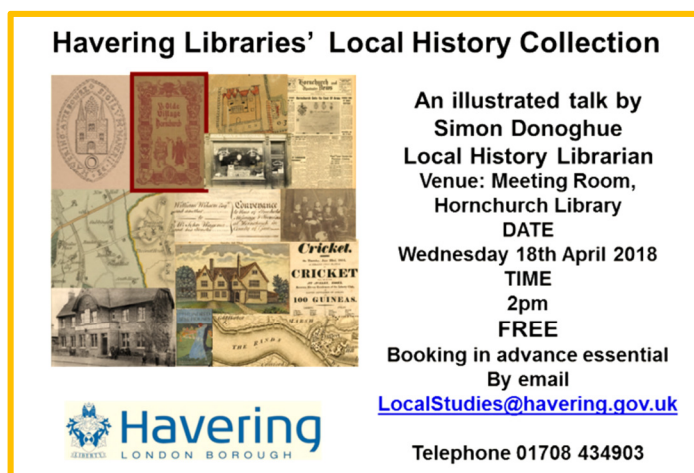
Romano-British coarse pottery found in Collier Row



**18<sup>th</sup> April** Talk at Hornchurch Library *An Introduction to Havering Libraries' Local History Collection* – 11 attended



Posters for Hornchurch talk and for Harold Wood exhibition.



**23<sup>rd</sup> May** School visit from Year 5 class at St Peters School, Romford to find out about “*The History of Romford*”. 30 Children

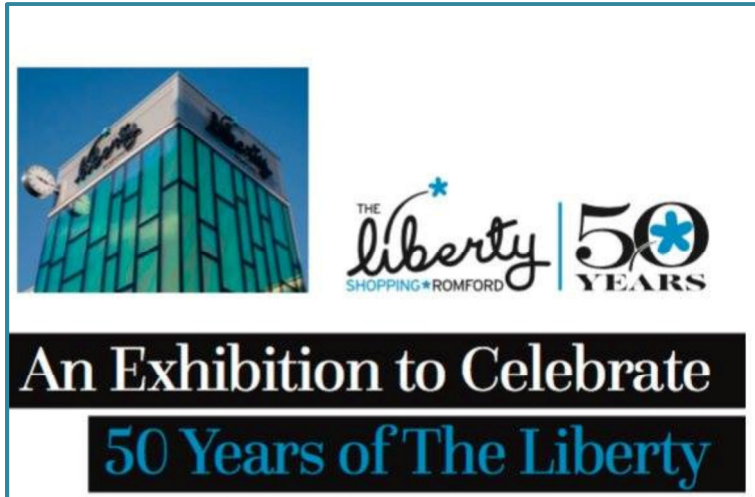
**April-May** Trained new volunteers for Local Studies with 3 x 2 hour sessions during April and May.

## Appendix C

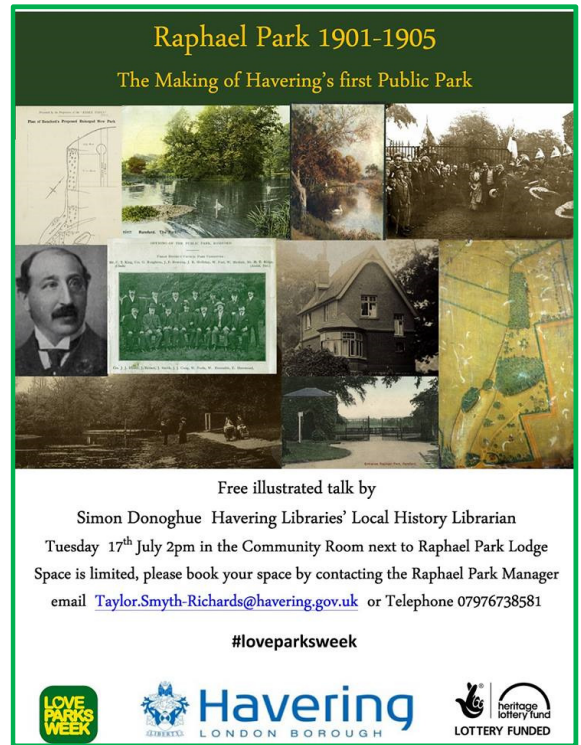
**13<sup>th</sup> June** **150 Years of Harold Wood** major exhibition exploring the history of Harold Wood since the railway station opened in 1868. Running at Harold Wood Library from 13<sup>th</sup> June to 28<sup>th</sup> July.

**11<sup>th</sup> July** Talk at The Old Chapel, Upminster **An Introduction to Havering Libraries' Local History Collection** 20 attended

**17<sup>th</sup> 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 50<sup>th</sup> 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/>

**18<sup>th</sup> August** Meeting with the new Langtons Gardens Activity Officer.

**18<sup>th</sup> September** Meeting with Gidea Park Civic Society

**19<sup>th</sup> 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

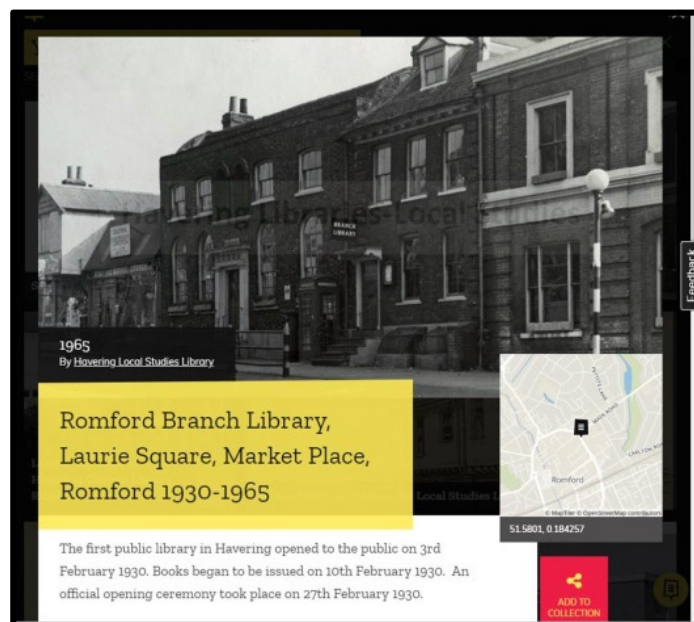




## Appendix C

**21<sup>st</sup> 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.

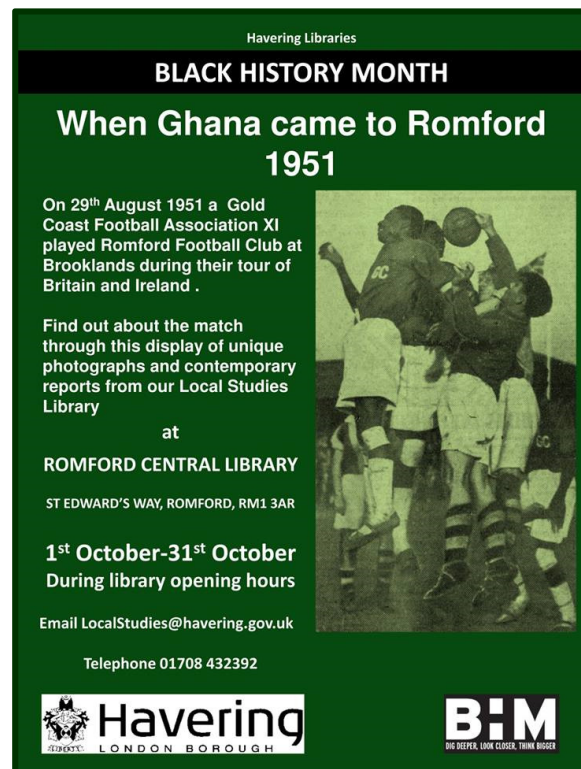
**Layers of London – photograph and information about the first public library opened in Romford in 1930**



**1<sup>st</sup> 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.

**3<sup>rd</sup> 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**



**1<sup>st</sup> 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 1<sup>st</sup> 2018 until January 2019



## Appendix C

**13<sup>th</sup> 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



**21<sup>st</sup> 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.



**11<sup>th</sup> 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](http://www.havering.gov.uk/living) | February 2019 | 29

**Article in Living February 2019 based on information provided and using images from our collection**  
**19<sup>th</sup> 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.

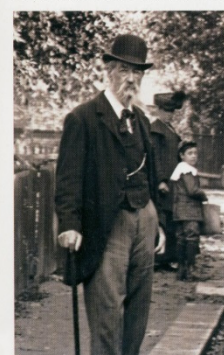
In Hornchurch, the first library was opened 12 October 1936. In September 1938, the donation of six photographs of Hornchurch by a Mr F. BUCKLEY of the Hornchurch Evening Institute Photographic Society was noted and it was agreed to appeal for books, illustrations, or other material relevant to the history

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*

**18<sup>th</sup> January and 13<sup>th</sup> 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.

**30<sup>th</sup> January** Regional representatives of The National Archives visited to find out about the Local Studies Library and the collection held by Havering Libraries.

**11<sup>th</sup> 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

**4<sup>th</sup> 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 23<sup>rd</sup>. 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**



**5<sup>th</sup> 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 21<sup>st</sup> and April 2<sup>nd</sup> 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 1<sup>st</sup> 1917 and after training went to France and was subsequently transferred to the 12<sup>th</sup> 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 23<sup>rd</sup> 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 9<sup>th</sup> March 2019

<b>LOCAL STUDIES LIBRARY VOLUNTEERING</b>	<b>Hours</b>	<b>Volunteers</b>	<b>Average</b>
<i>Local Studies Digitisation and Cataloguing</i>	537	9	60
Local Studies Room Assistant	294	6	49
<b>Total Hours</b>	<b>831</b>	<b>15</b>	

## **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 5<sup>th</sup>

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.



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 8<sup>th</sup> 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.



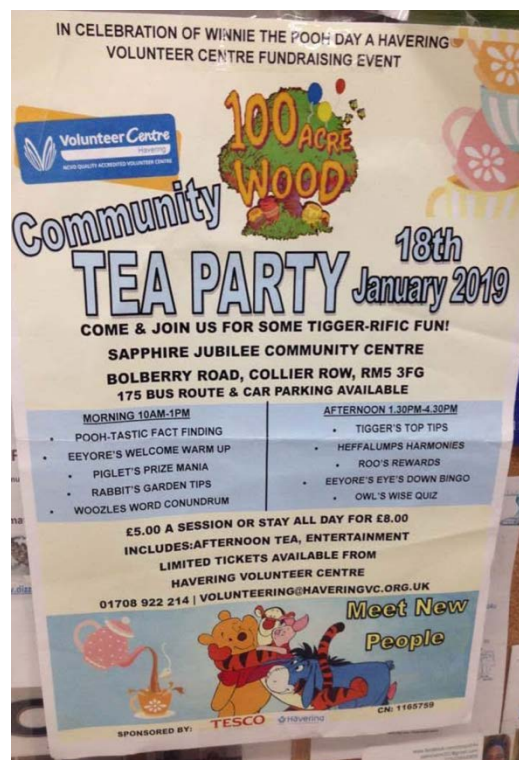
The **International Day of the Disabled Person** event at Salvation Army Romford was fully booked out. Speakers included the Leader, Chief Executive Officer, and a wide range of services, including Transport for London, the NHS, and Heads of Council Services such Children's and Adult Care. The event 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 14<sup>th</sup> 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 22<sup>nd</sup> 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 21<sup>st</sup> 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 29<sup>th</sup> 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

<b>62,190</b>	Estimated number of young people aged 0 -19 in Havering (Havering Intelligence data)
<b>22.1%</b>	of Havering's population is 0 -17 (Havering Intelligence data)
<b>22</b>	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**