

London Borough of Havering ***COUNCIL MEETING***

**7.30pm WEDNESDAY, 18 OCTOBER 2006
AT HAVERING TOWN HALL
MAIN ROAD, ROMFORD**

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



Chief Executive

For information about the meeting please contact:

Ian Buckmaster (01708) 432431

ian.buckmaster@haverling.gov.uk

NOTES ABOUT THE MEETING

1. HEALTH AND SAFETY

The Council is committed to protecting the health and safety of everyone who attends its meetings.

At the beginning of the meeting, there will be an announcement about what you should do if there is an emergency during its course. For your own safety and that of others at the meeting, please comply with any instructions given to you about evacuation of the building, or any other safety related matters.

2. MOBILE COMMUNICATIONS DEVICES

Although mobile phones, pagers and other such devices are an essential part of many people's lives, their use during a meeting of the Council can be disruptive and a nuisance. Everyone attending is asked therefore to ensure that any device is switched to silent operation or switched off completely.

3. CONDUCT AT THE MEETING

Although members of the public are welcome to attend meetings of the Council, they have no right to speak at them. Seating for the public is, however, limited and the Council cannot guarantee that everyone who wants to be present in the public areas of the Council Chamber can be accommodated. When it is known in advance that there is likely to be particular public interest in an item the Council will endeavour to provide an overspill room in which, by use of television links, members of the public will be able to see and hear most of the proceedings.

PLEASE REMEMBER THAT THE MAYOR MAY REQUIRE ANYONE WHO ACTS IN A DISRUPTIVE MANNER TO LEAVE THE MEETING AND THAT THE MEETING MAY BE ADJOURNED IF NECESSARY WHILE THAT IS ARRANGED.

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If you need to leave the meeting before its end, please remember that others present have the right to listen to the proceedings without disruption. Please leave quietly and do not engage others in conversation until you have left the Council Chamber.

INFORMATION FOR MEMBERS

Commencement of Meeting

As an aid to Members, a single ring of the division bell will sound 5 minutes before the meeting is due to begin, followed by a double ring at 2 minutes before, at which time Members are asked please to take their seats for the commencement of the meeting.

Control of microphones

Members are reminded that, at Council meetings, the microphones are controlled centrally under the direction of the Mayor. Consequently, Members do not need to press the **MIC ON** button in order to speak, nor to turn off the microphone when they have finished.

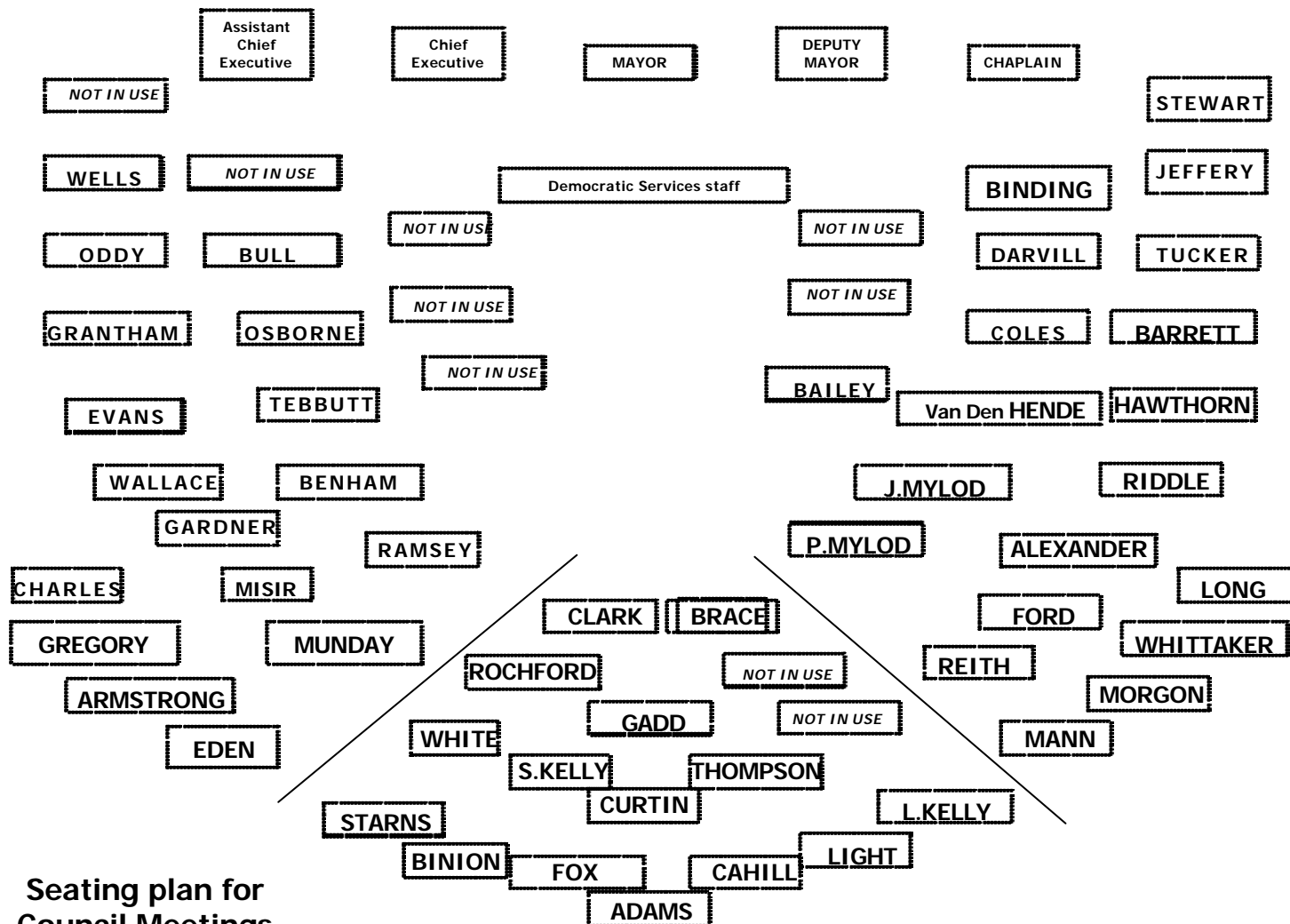
The Mayor would find it helpful, however if Members would press the **MIC ON** button to indicate that they wish:

- to speak in the course of debate on any motion (including movers and seconders)
- to rise to a point of order, of information or in personal explanation

Voting

When the Mayor calls a division, the division bell will sound briefly. In order to ensure that votes are recorded correctly, Members are asked to wait until the division bell has finished ringing before pressing the appropriate voting button.

Members are, of course, free to change their vote as they choose at any time until the Mayor directs that the votes be counted. Once a count has been called, however, no further change is possible. In the event that a Member's vote appears not to have been recorded, the clerks should be informed immediately, before the result is declared, so that account can be taken of the vote.



Seating plan for Council Meetings

AGENDA

1 **PRAYERS** will be said by the Reverend Andrew Hawkins, Chaplain for the Metropolitan Police Service

2 To receive apologies for absence (if any)

3 **MINUTES**

To sign as a true record the minutes of the Meeting of the Council held on 19 July and of the Extraordinary Meeting held on 9 August 2006 (both to follow)

4 **DECLARATION OF INTERESTS**

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

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

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

6 **PETITIONS**

Councillors Gillian Ford, Andrew Mann and Fred Osborne have each given notice of their intentions to present petitions pursuant to Council Procedure Rule 24.

7 **REVISION TO FINANCIAL PROCEDURE RULES**

To consider the recommendation of the Governance Committee

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8 THE COUNCIL'S COMPLAINTS PROCEDURES – alterations to improve operation

To consider the recommendation of the Governance Committee

9 OVERVIEW AND SCRUTINY RULES – EXCEPTION TO THE CALL-IN (REQUISITION) PROCEDURE – Arrangements for the supervision and delivery of capital works, by SLM, relative to the undertaking of capital works to the sports/leisure centres

To consider the report of the Chief Executive

10 DEVELOPING THE COUNCIL'S CORPORATE BUSINESS PLANNING PROCESS 2007 – 2010

To consider the report of the Cabinet (which has also been considered by the Corporate Overview & Scrutiny Committee)

11 HAVERING LOCAL DEVELOPMENT FRAMEWORK: APPROVAL OF SUBMISSION CORE STRATEGY AND SITE SPECIFIC ALLOCATIONS DEVELOPMENT PLAN DOCUMENTS AND PROPOSALS MAP

To consider the report of the Cabinet

12 MEMBERS' QUESTIONS

NOTE: The deadline for submission of amendments to reports first published with this agenda is **midnight, Monday 16 October 2006**

MOTIONS FOR DEBATE

13 PLANNING POWERS OF THE MAYOR OF LONDON

Motion on behalf of the Rainham & Wennington Independent Residents' Group

This Council condemns the Government's decision to award the London Mayor new planning powers, at the expense of local democratic government.

14 PLANNING POWERS OF THE MAYOR OF LONDON

Motion on behalf of the Administration

This Council believes that the Government's proposals to grant the Mayor of London greater powers will undermine the authority of London boroughs and damage local democracy in London by taking decision-making away from local communities and their locally-elected representatives.

This Council further believes that the Government's proposals giving the Mayor greater powers over planning and housing will erode the role of boroughs' planning and development control committees in making decisions about what is built locally, will reduce the extent to which local people can influence what is built in their own neighbourhoods, and will see planning decisions imposed on communities by the Mayor of London.

This Council resolves to: (a) make representations about its concerns and opposition to the Government's proposal to grant further powers to the Mayor in the formal consultation process; (b) write to the local MPs and GLA member to ask them to raise these concerns in Parliament and at the London Assembly; and (c) work with the other London Boroughs through the ALG in lobbying against these proposals.

14A Amendment by the Rainham & Wennington Independent Residents' Group

Delete the second and third paragraphs and **insert**:

In addition we call on the Government to:

1. Abolish the existing Greater London Authority in favour of a smaller London County Council.
2. Abolish the post of elected Mayor and return Mayoral powers to the elected Assembly.

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[Note: the motion would then read:

This Council believes that the Government's proposals to grant the Mayor of London greater powers will undermine the authority of London boroughs and damage local democracy in London by taking decision-making away from local communities and their locally-elected representatives.

In addition we call on the Government to:

1. Abolish the existing Greater London Authority in favour of a smaller London County Council.
2. Abolish the post of elected Mayor and return Mayoral powers to the elected Assembly.]

14B Amendment by the Labour Group

Delete all of the text after the word "Council" in the first line and insert the following in its place:

supports the Government's proposals to devolve housing investment powers currently exercised by Ministers through the Government Office for London to the Mayor of London and the Greater London Assembly and supports the further devolution of planning powers from Central Government provided that such devolution does not weaken the powers of the London Boroughs by reducing their involvement in decision making processes currently exercised by locally elected representatives.

[Note: the motion would then read:

This Council supports the Government's proposals to devolve housing investment powers currently exercised by Ministers through the Government Office for London to the Mayor of London and the Greater London Assembly and supports the further devolution of planning powers from Central Government provided that such devolution does not weaken the powers of the London Boroughs by reducing their involvement in decision making processes currently exercised by locally elected representatives.]

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15 FRONT LANE CAR PARK, CRANHAM

Motion on behalf of the Residents' Group

This Council condemns the Administration for its decision to close the Front Lane Car Park in Cranham.

15A Amendment by the Administration

Amend to read:

This Council notes that the Administration is reviewing the future of the Front Lane Car Park in Cranham.

16 FUTURE OF THE PASC

Motion on behalf of the Residents' Group

This Council instructs Officers to produce an urgent comprehensive report on the future of the PASC, including historic data on issues such as running costs, participation by partner organisations and the scope of services offered.

16A Amendment by the Administration

Amend to read:

This Council notes that the PASC is regarded as Best Practice nationally despite the loss of some partner organisations, and will continue to support this excellent service.



**MINUTES OF A MEETING OF THE COUNCIL OF THE
LONDON BOROUGH OF HAVERING
Havering Town Hall, Romford
19 July 2006 (7.30 p.m. – 9.30 p.m.)**

Present: The Mayor (Councillor Wendy Brice-Thompson) in the Chair

Councillors Gary Adams, June Alexander, Michael Armstrong, Alan Bailey, Clarence Barrett, Robert Benham, Tom Binding, Sandra Binion, Jeff Brace, Dennis Bull, Eddie Cahill, David Charles, John Clark, Jonathan Coles, Andrew Curtin, Keith Darvill, Ted Eden, Roger Evans, Gillian Ford, Christine Fox, Mark Gadd, Georgina Galpin, Peter Gardner, David Grantham, Kevin Gregory, Linda Hawthorn, Coral Jeffery, Sandra Kelly, Steven Kelly, Pam Light, Len Long, Andrew Mann, Robby Misir, Ray Morgon, Eric Munday, John Mylod, Pat Mylod, Barry Oddy, Fred Osborne, Roger Ramsey, Brenda Riddle, Barbara Reith (for part of the meeting), Paul Rochford, Geoff Starns, Mark Stewart, Barry Tebbutt, Frederick Thompson, Jeffrey Tucker, Linda van De Hende, Melvyn Wallace, Keith Wells, Michael White and Steve Whittaker

Approximately 35 guests, members of public and press also attended.

There were no apologies for absence

The Reverend Father Sheils opened the meeting with prayers.

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

19 MINUTES (Agenda Item 3)

It was **RESOLVED** that the minutes of the meeting of the Council held on **24 MAY 2006** be signed as a true record.

20 DECLARATIONS OF INTEREST (Agenda Item 4)

Councillor Len Long declared a personal interest under paragraph 8 of the Members' Code of Conduct in view of his connections with the Royal British Legion Band & Corps of Drums, Romford referred to in agenda item 5.

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**21 AWARDS FOR EMINENT SERVICE TO THE BOROUGH OR TO THE COUNCIL
(Agenda Item 5)**

Council had before them proposals to

- (a) confer on the Reverend Canon Hugh Dibbens and Ian Yeoman, being persons who have rendered eminent service to the borough, the Honorary Freedom of the Borough;
 - (b) confer on former Members Ivor Cameron, Wilf Mills, Denis O'Flynn, Louise Sinclair, Owen Ware and Reg Whitney, each of whom had rendered eminent service to the Council, the office of Honorary Alderman; and
- (i) The Leader of the Residents' Group proposed that the award of honorary freeman of the borough be conferred on the Reverend Canon Hugh Dibbens, who had come to Hornchurch in 1994 from which time he had played a full and exemplary part in the life of Hornchurch to the great benefit of the borough and its residents.

The Leader of the Council proposed that the award be conferred on Ian Yeoman, Band Director of the Royal British Legion Band & Corps of Drums, Romford. Mr Yeoman had been a long serving member of the Corps from his early years, encouraging membership and rising through the organisation and encouraging others too over years of success.

It was **RESOLVED**, with no member voting against,

To confer on the Reverend Canon Hugh Dibbens and Ian Yeoman, being persons who had rendered eminent service to the borough, the Honorary Freedom of the Borough.

- (ii) The Leader of the Residents' Group proposed the award of Honorary Aldermen on six members of the Council who had rendered long and exceptional service to the Council.

It was **RESOLVED**, with no member voting against,

To confer on former Members Ivor Cameron, Wilf Mills, Denis O'Flynn, Louise Sinclair, Owen Ware and Reg Whitney, each of whom had rendered eminent service to the Council, the office of Honorary Alderman.

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- (iii) In the absence of a motion on the agenda, the Mayor agreed to accept as urgent business under Section 100(B)(4) of the Local Government Act 1972 a proposition that all members who were Council Members immediately before the Borough Elections on 4th May 2006 but now no longer served on the Council be presented with a certificate of service. This was considered to be appropriate because it was desirable that the contribution of all former members should be recognised at this meeting. It was -

RESOLVED:

That those who were Council members immediately before the Borough Elections on 4th May 2006 but now no longer served on the Council be presented with a Certificate of Service

- (iv) The Mayor reported that it was her intention to hold a special event some time in October when the awards and certificates would be presented at which time there would be a greater opportunity for speeches.

22 ANNOUNCEMENTS BY THE MAYOR AND LEADER OF THE COUNCIL (Agenda Item 6)

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

The Leader of the Council announced details of the outline arrangements for the Chief Executive's retirement at the end of March 2007 and his replacement.

23 PETITIONS (Agenda Item 7)

Under paragraph 22 of the Council Procedure Rules Councillor Sandra Binion presented a petition of approximately 100 signatures about Gobions Park in Chelmsford Avenue calling upon the Council to review its facilities for all age groups within the park for the benefit of the community.

It was noted that the petition would be passed on to the appropriate Heads of Service for attention or report to Members.

The agenda made reference to a second petition but the Member due to present the petition indicated that the action called for had now been taken and thus the submission of a petition was not necessary.

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24 AMENDMENTS TO THE CONSTITUTION (Agenda Item 8)

Council had before them a report of the Governance Committee meeting of 5 July proposing changes to the Constitution arising from the creation of Homes in Havering, the Arm's Length Management Organisation (ALMO), and the transfer to it through a management agreement of various property management and tenancy relation matters.

The recommendation of the Governance Committee was adopted without going to the vote and it was –

RESOLVED

That the changes to the Constitution set out in Appendix 2 to minutes be approved.

25 ANNUAL REPORT OF THE PENSIONS COMMITTEE (formerly the Investment Committee) (Agenda Item 9)

Council had before them the report of the Pensions Committee submitting the 2005-06 Annual Report. The recommendation in the report was adopted without going to the vote and it was

RESOLVED

That the Council receives the Annual Report.

26 REPORT OF THE LOCAL GOVERNMENT OMBUDSMAN ON A COMPLAINT, FINDING MALADMINISTRATION BY THE COUNCIL (Agenda item 10)

This report was included on the agenda with the agreement of the Mayor as an urgent matter, pursuant to Section 100B(4) of the Local Government Act 1972 as it was desirable, as the Local Government Ombudsman has published his report, to put the matter before Council at the earliest opportunity.

Council had before them a report of the Monitoring Officer on a report of the Local Government Ombudsman. The recommendations in the report were as follows –

That the Council informs the Local Government Ombudsman that it:

- 1 Accepts the report and the criticism implicit in it;
- 2 Agrees to pay to "Mrs Walnut" the recommended compensation of £200; and

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- 3 Agrees that the Democratic Services Manager shall publish in Calendar Brief at not less than quarterly intervals an appropriate reminder to Members of their obligations under the Protocol on Probity in Planning.

The recommendations were proposed by the Administration.

Amendment by the Residents' Group (Agenda item 10A)

Amend recommendation 2 to read:

"Agrees to pay "Mrs Walnut" the sum of £2500"

Add a new recommendation:

- 4 Asks the monitoring officer to amend the Constitution to make it mandatory for all members who are on the Regulatory Services Committee to partake in training on Planning Protocol, in particular around Probity.

After the debate the Residents' Group amendment was **LOST** by 34 votes to 18 (see voting division 1). The original recommendation was then **CARRIED** by 36 votes to 16 (see voting division 2). It was -

RESOLVED:

That the Council informs the Local Government Ombudsman that it:

- 1 Accepts the report and the criticism implicit in it;**
- 2 Agrees to pay to "Mrs Walnut" the recommended compensation of £200; and**
- 3 Agrees that the Democratic Services Manager shall publish in Calendar Brief at not less than quarterly intervals an appropriate reminder to Members of their obligations under the Protocol on Probity in Planning.**

27 CAPITAL PROGRAMME REVISION (Agenda Item 11)

Council had before them a report of the Chief Executive proposing approval to a revision to the Capital Programme. The recommendation was –

That Council approves the revision to the Capital Programme detailed in the appendix to incorporate the programme of works on the Council's leisure facilities to enable these works to proceed as part of the externalisation and award of contract for leisure management.

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Amendment by the Residents' Group (Agenda item 11A)

In the light of the huge financial implications concerning this report and a great deal of confusion concerning the out sourcing of the leisure services and the increasing costs of the exercise, this Council refers this Report to the Culture Overview and Scrutiny Committee for urgent discussion.

On the proposal of the Administration the motion and amendment were **REFERRED** to the Culture and Regeneration Overview and Scrutiny Committee for discussion with a view to the Council giving further consideration to the matter at the special meeting due to be held on 9 August.

28 OVERVIEW AND SCRUTINY COMMITTEE RULES – Exception to the call-in (requisition) procedure, paragraph 17d (Agenda Item 12)

Council had before them a report on behalf of the Leader in respect of a decision taken under paragraph 17 on Elderly Care Homes Reprovisioning by the then Chairman of the Social Care and Health Overview and Scrutiny Committee.

The recommendation in the report was adopted without going to the vote and it was -

RESOLVED

That the report be noted.

29 BEST VALUE PERFORMANCE PLAN (Agenda Item 13)

Council had before them a report of the Chief Executive on this plan and its publication.

The recommendation in the report was adopted without going to the vote and it was -

RESOLVED

That the Plan as finally published on 30 June be endorsed.

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30 MEMBERS' QUESTIONS (Agenda Item 14)

Six questions were listed to be asked under the Council Procedure Rules and all were dealt with in the allocated time. The questions and answers are set out in **Appendix 3 to these minutes.**

31 MEMBERS' ALLOWANCES: PUBLICATION (Agenda Item 15)

Motion by the Rainham & Wennington Independent Residents' Group

This Council agrees that the full list of allowances paid to councillors be included in the next 'Living in Havering' newsletter.

Also, time sheets should be included to all Cabinet Members and Leader of the principal Opposition so that our true employers (the public) know how their money is being spent - and whether they are getting value for money.

On the proposal of the Administration, agreed without going to a vote, this item was dealt with by the vote only procedure. The motion was **LOST** by 49 votes to 3 (see voting division 3).

32 REGIONAL CASINO (Agenda Item 16)

Motion by the Rainham & Wennington Independent Residents' Group

The Council must launch a legal challenge to overturn the Casino Advisory Panel's decision to exclude Havering from their regional casino shortlist.

Amendment by the Administration (Agenda item 16A)

The Council will consider a legal challenge in the event of the current appeal being unsuccessful following its review by the Casino Advisory Panel

After debate the amendment was **CARRIED** by 53 votes to 0 (see voting division 4). The motion, as amended, was **AGREED** without going to a vote and it was -

RESOLVED

The Council will consider a legal challenge in the event of the current appeal being unsuccessful following its review by the Casino Advisory Panel

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33 ADJUDICATION AND REVIEW COMMITTEE: APPOINTMENT OF VICE-CHAIRMAN (Agenda Item 17)

To replace Councillor Ted Eden as a Vice-Chairman of the Adjudication & Review Committee with Councillor Melvin Wallace.

[In accordance with Rule 15.1 of the Council Procedure Rules, as the motion sought to rescind a decision made at a meeting of Council within the past six months, the notice of motion had been signed by at least 25 per cent of the members.

The notice of motion was signed by Councillors Barry Tebbutt, Steven Kelly, Paul Rochford, Kevin Gregory, Robby Misir, Barry Oddy, Georgina Galpin, Jeff Brace, Geoff Starns, Lesley Kelly, Pam Light, Frederick Thompson, Gary Adams, Sandra Binion, Keith Wells and Michael White.]

The motion was **AGREED** without going to a vote and it was -

RESOLVED

To replace Councillor Ted Eden as a Vice-Chairman of the Adjudication & Review Committee with Councillor Melvin Wallace.

34 HISTORIC ENVIRONMENT CHAMPION (Agenda Item 18)

Motion by the Residents' Group

As the role of Historic Environment Champion is a valuable asset to the borough, Council appoints Councillor Linda Hawthorn to the post.

Amendment by the Administration (Agenda Item 18A)

Replace "Councillor Linda Hawthorn" with "the Cabinet Member for Public Realm"

After debate the amendment was **CARRIED** by 34 votes to 15 (see voting division 5). The motion, as amended, was **AGREED** without going to a vote and it was -

RESOLVED

As the role of Historic Environment Champion is a valuable asset to the borough, Council appoints the Cabinet Member for Public Realm to the post.

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35 OVERVIEW & SCRUTINY PROCESS (Agenda Item 19)

Motion by the Residents' Group

This Council is concerned with the apparent lack of, accountability, openness and robustness of the current overview and scrutiny process since May 2006, it calls upon the senior members of the Administration and Opposition to meet urgently to review the situation and report back at the next Council meeting.

Amendment by the Administration (Agenda item 19A)

This Council is committed to the openness and robustness of its Overview & Scrutiny Committee process and it invites the Governance Committee to consider current procedure.

On the proposal of the Administration the motion and amendment were **REFERRED** to the Governance Committee for attention.

(Note – the voting divisions are set out in Appendix 4).

Council, 19 July 2006**APPENDIX 1
(See Minute 22)****MAYOR'S ANNOUNCEMENTS**

First, can I share with you how proud and delighted I was at meeting some of the borough's young sporting ambassadors at the London Youth Games.

I am pleased to announce that the Havering team won the competition for the fifteenth time and has brought the trophy home again to Havering.

I would also like to congratulate our staff in Finance & Commercial who are among the first 25 organisations to complete the new Corporate Health and Safety Performance Index and received an acknowledgement for this from The Department for Work and Pensions.

And it's good news for our Children's Information Service which has recently achieved the National Association of Children's Information Services Quality Award for the second time.

Awards are wonderful things – they recognise and reward the excellent and innovative work of people who have excelled in a certain field.

But sometimes people who perform their work, day in day out, and without being asked, go that extra mile, get overlooked.

I am extremely pleased to say that the Council has recognised this fact and sought nominations from colleagues for outstanding service. Last month Dennis Gibson was named Havering's Employee of the Year. He is a Green Belt Ranger and he received the award for his dedication to making life greener, cleaner and safer for our residents, above and beyond the call of duty.

Tonight I would also like to highlight the success of the Council's In the Bag recycling competition. The final prize draw was recently held and I am delighted to announce that the borough was a clear winner. For since its launch nine months ago recycling has increased by around 10 per cent and the level of general waste has reduced significantly.

It has also been a time for welcoming VIPs to the borough. The Under-Secretary for Skills, Phil Hope MP came to experience first hand the quality of vocational education on offer to teenagers.

While Olympic medallist Kriss Akabusi joined in the celebrations at a special fun day to mark the historic hand over of the management of Havering's housing stock to Homes in Havering, the Arm's Length Management Organisation.

Four Cuban teachers, and Antonio Sao Silva who is responsible for secondary education in Cuba, and Lissette Almeida Sanchez a specialist in International Collaboration from the Ministry of Education, recently visited the borough. This was part of a global citizenship project that promotes partnership work between schools in Havering and Cuba.

One very special VIP we will be taking extra care of is Beatrice Rodway. Beatrice will be one of the first tenants in the new ten million pound Paines Brook housing complex, which opens in Harold Hill at the end of the month.

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The transformation of the site to this state of the art accommodation for our vulnerable residents is unbelievable. I would urge you all to visit the complex and see for yourself what can be achieved by sharing a vision.

I would like to invite you all to come along to another Havering showpiece – the Havering Show taking place during the August Bank Holiday weekend.

The show, which has been revamped, will also host a special musical performance by representatives from our twin town Ludwigshafen as part of the 35th anniversary celebrations of the town twinning.

Finally, I would like to announce that my Mayoral Appeal is to establish a performing arts project for people with learning disabilities. I have been closely associated with the learning disabilities community for a number of years and I would like the funds raised during my Mayoral year to be used to set up a drama and arts based group. I hope I can count on your support.

That concludes my announcements.

Council, 19 July 2006**APPENDIX 2**
(See Minute 24)**Changes to the Constitution**

Part 2 Article 6:01 (Areas of responsibility)

Delete Housing and replace with Overview of ALMO; Housing Retained Services

Housing Overview and Scrutiny Committee	8 councillors, or the number of councillors determined by Council from time to time	<ul style="list-style-type: none"> • Housing • <u>Overview of ALMO</u> • <u>Housing Retained Services</u> • Social inclusion
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Part 3 Section 1.5 (Functions delegated to Area Committees)

Add new point 12 after 11.

12 To monitor local services (but not Housing Landlord services).

Part 3 Section 2.1 (Functions exercised by Cabinet alone)

Add new bullet point at end of list

- Approve annually the Homes in Havering Delivery Plan

Part 3 Section 2.1 paragraph 25 (Cabinet functions: award of contracts)

Delete first bullet point:

- ~~works contracts in respect of the Council's housing revenue account assets, where Cabinet is to award only those contracts where the total contract value is above £1,000,000.~~

Part 3 Section 2.1 para 37 (Cabinet functions: Housing)

Delete sub paragraphs (b), (c), (f) and (j)

~~(b) managing and maintaining all land and property held for the Council's housing functions~~~~(c) maximising opportunities for tenant participation and involvement~~~~(f) providing, laying out, maintaining and overseeing all Council gardens, open spaces and land held for housing purposes~~

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- ~~(j) taking responsibility for all right to buy matters affecting land or properties held in connection with the housing function.~~

Replace with:

(b) oversight and monitoring of the ALMO Homes in Havering

(c) managing and maintaining all land and property held for the Council's housing functions other than that land and property the management of which has been delegated to Homes in Havering.

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**APPENDIX 3
(See Minute 30)**

QUESTIONS AND REPLIES

1. RECYCLING OF CLOTHES

**To the Cabinet Member for StreetCare & Parking (Councillor Barry Tebbutt)
By Councillor Gillian Ford**

Can you tell us if the recent trial of collecting clothes at the doorstep will be continued?

Answer

The recent trial doorstep collection of textiles was managed by Shanks in partnership with L M Barry. The results of the trial are still being evaluated and when this has been completed a decision will be made as to whether the scheme will be continued .

2. GREEN WASTE

**To the Cabinet Member for StreetCare & Parking (Councillor Barry Tebbutt)
By Councillor Andrew Mann**

How many residents have signed up to the Green Waste Collection Scheme, are the numbers above the estimates and when do you anticipate the scheme being rolled out to the remaining wards?

Answer

At the end of June, 4,365 customers had signed up to the green waste collection and composting service launched in April 2006. This is above the predicted participation levels estimated for this time of year before the scheme was launched.

A higher than anticipated number of our customers are senior citizens who benefit from a subsidised charge and this has impacted on income levels. Although participation levels are high, a significant number of new customers still need to be attracted to the service to achieve the initial objective of making it self-funding.

The service will continue to be marketed with the intention of achieving this aim and a decision regarding the roll out to other parts of the Borough will be made later in the year, when a more thorough financial evaluation of the sustainability of the service will be possible.

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3. SCHOOL CHECKS

To the Cabinet Member for Children's Services (Councillor Geoff Starns)

By Councillor Gillian Ford

What procedures are in place to ensure that every member of school staff have been identity, qualification and Criminal Records Bureau checked and that robust systems of record keeping are in place within all our schools?

Answer

Thank you for the opportunity to give assurance to the Council that we comply fully with guidance from DFES on all aspects raised. I will respond to the questioner in the order given in the question.

There is very clear guidance for identity and qualification checking. Identity checking is against birth certificates, passports, utility bills, bank statements etc. Schools are advised to use more than one piece of evidence in a rigorous manner following clear CRB advice.

Qualifications are checked by sight of certificates for newly qualified teachers, through the Teachers' Pensions Agency for experienced teachers joining the borough and through an annual check of all teachers through the General Teaching Council (GTC). Registration with the GTC is proof enough of qualification.

CRB checks are applied to all newly appointed school staff, including those appointed from another school in the borough.

For record keeping, HR currently provide schools with a letter to advise them of the outcome of both the CRB and List 99 checks.

4. PREVENTATIVE TECHNOLOGY GRANT

To the Cabinet Member for Resources (Councillor Roger Ramsey)

By Councillor Ray Morgon

How will the council be using the Preventative Technology Grant of £131K in 2006 / 2007 and £218k in the 2007 / 2008?

Answer

The Government has made Preventative Technology Grant funding available to all top tier authorities for the express purpose of assisting as many older people as possible to remain living independently.

In Havering, a multi-agency steering group has been formed consisting of representatives of Adult Social Services, Housing, the PCT, Age Concern and other user groups.

Much work has already been undertaken on establishing priorities for Havering. The project plan is now being finalised and this will be brought to Cabinet for approval in September. The indicative programme is as follows:

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- in 2006/07, 40% of the grant has been ear-marked for the staffing costs required to develop the initiative, with the remaining grant targeted at pilots – a ‘show flat’ within one of the Council’s sheltered schemes, with potential additional pilots covering falls prevention and facilitating early discharge from hospital. A sub-group of the steering group is currently assessing which pilot areas are likely to have the maximum impact assisting older people and generating revenue savings for the Council and PCT
- in 2007/08, 44% of the grant has been ear-marked for staffing, the remainder is to be spent on continuation and evaluation of the pilots. During this second year, much of the work will focus on mainstreaming the pilots to ensure their continuation when the grant funding comes to an end.

Discussion to date has included the examination of availability of revenue and/or capital funding from the PCT and the Housing Service. The future long term direction and the financial implications which flow, will require an imaginative look at service areas and their budgets which are affected, and will be considered through the MTFs process in due course.

5. COUNCIL TAX PAYMENT DATE

**To the Cabinet Member for Resources (Councillor Roger Ramsey)
By Councillor Clarence Barrett**

Since introducing the option of an additional instalment date of the 15th of the month for Council Tax payment (for direct debit payments only), how many customers have now moved payment from the 1st of the month to the 15th of the month?

Answer

The Council Tax (Administration & Enforcement) Regulations 1992 (Sch.1 (Part 1) SI 1992/613) introduced a statutory monthly instalment scheme whereby council tax is payable by 10 monthly instalments if the demand notice (bill) is issued on or before 30th April of the relevant year. Where the bill is issued on or after 1st May the number of instalments is reduced relative to the number of months remaining within the statutory scheme.

The Council decides the due dates and these are shown on the bill.

Havering’s 10 instalment due dates are 1st month April to January with a proportionate reduction for bills issued on or after 1st May but the instalment due date remains 1st of the month.

From 1st April 2006 Havering introduced a concession **for direct debit payers only**. This was the introduction of an additional payment date of 15th of the month.

Current direct debit payments for 2006/7 are as follows:

Payment due 1st month	= 48,578 payers
Payment due 15th month	= 2,136 payers
Total	= 50,714 payers

Existing payers who changed from 1st to 15th = 406 (included in above figure).

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The above number of direct debit payers will continually vary due to new payers and cancellations.

6 LONDON YOUTH GAMES**To the Cabinet Member for Public Realm (Councillor Andrew Curtin)
By Cllr Linda Van de Hende**

Whilst congratulating the young children of the Borough on winning the youth games yet again, is the cabinet member not embarrassed at the level of financial support Havering gives its youngsters, compared to most of the other London Boroughs?

Answer

Havering made considerable investment in Culture in the period 2002-2006. Capital investment included almost £12 million in sports provision, as well as significant investment in the arts, libraries, literature and reading, and play provision for children and young people.

In terms of revenue provision the Council's Cultural Services section launched an enhanced annual programme of summer activities for young people in 2002. Havering Library Service has a dynamic programme of work with young people - particularly teenagers. In 2003 the Library Service and the Council's Sports Development Team worked together to promote the opportunities offered by London Youth Games throughout the borough. The work of Fairkytes Arts Centre with young people (including film projects and the like) is renowned, and the Council's Arts Office works with a number of partners on projects to support the arts among young people, including the Havering Young Rock Band, Havering Junior Rock Band, Havering Young Artist, Junior Artist and Primary Colours schemes. Cultural Services work with the Football Foundation to support development work with young people in Havering, and the Council, Arts Council England and Association of London Government all support excellent arts provision for children and young people in the borough through the work of the Queen's Theatre, Studio 3 Arts, East London Dance, Spread the Word, and other organisations.

It is intended that the proposed new partnership with SLM to run the borough's 3 sports centres will emphasise the role of the centres as the spearheads for sports development in Havering, both at the community and high-performance level, among young people as well as other age groups. Cultural Services works with the charity London Open House to offer programmes which promote awareness of architecture and the urban environment, and understanding of how they can shape it, among Havering young people. Havering Music School offers an excellent music education for young people in the borough, and produced its outstanding biennial concert at the Queen Elizabeth Hall last Tuesday. The importance of local heritage to providing opportunities for young people has been recognised in a number of publications, including the 2005-2006 Havering Historic Environment Champion's Report, which contains a specific proposed action point on the subject. The Government's Creative Partnerships scheme is operative in the borough - bringing Havering young people the benefit of working with other excellent organisations in the culture sector to develop skills for the economy of the future.

The Administration recognises that Culture is central to civilised towns and to Sustainable Communities. We in particular recognise the value of culture to the development of children and young people, it is an important part of every individual and therefore vital to quality of life, but it also makes a key contribution to enabling people to have better quality jobs, education, health,

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safety and community cohesion because of the way that it provides channels for creative thought, self-motivation and teamwork.

The work of London Youth Games - funded individually by boroughs, by a grant from the Association of London Government, and other sponsors - is an important part of ensuring that our city is a good place to be. I was very glad to attend Disability Athletics, the Mini-Games for younger children and the Gymnastics again this year, as well as one day of the finals weekend. Cllr Van den Hende is, however, absolutely correct to imply that revenue support from the Council Tax for Culture is just as important as one-off capital funding for projects, if young people in Havering are to have the opportunities which they deserve, and we expect for them as local residents. I hope that the borough's small Recreation and Sports Development Team will be able to lead work involving the whole Authority to develop new ways to ensure that the importance of London Youth Games to Havering is well reflected next year.

VOTING RECORD

<i>DIVISION NUMBER:</i>	1	2	3	4	5
The Mayor [Cllr. Wendy Brice-Thompson]	x	✓	x	✓	✓
The Deputy Mayor [Cllr. Georgina Galpin]	x	✓	x	✓	✓
<u>CONSERVATIVE GROUP</u>					
Cllr. Michael White	x	✓	x	✓	✓
Cllr. Gary Adams	x	✓	x	✓	✓
Cllr. Mike Armstrong	x	✓	x	✓	✓
Cllr. Robert Benham	x	✓	x	✓	✓
Cllr. Sandra Binion	x	✓	x	✓	✓
Cllr. Jeff Brace	x	✓	x	✓	✓
Cllr. Dennis Bull	x	✓	x	✓	✓
Cllr. Eddy Cahill	x	✓	x	✓	✓
Cllr. David Charles	x	✓	x	✓	✓
Cllr. John Clark	x	✓	x	✓	✓
Cllr. Andrew Curtin	x	✓	x	✓	✓
Cllr. Ted Eden	x	✓	x	✓	✓
Cllr. Roger Evans	x	✓	x	✓	✓
Cllr. Christine Fox	x	✓	x	✓	✓
Cllr. Mark Gadd	x	✓	x	✓	✓
Cllr. Peter Gardner	x	✓	x	✓	✓
Cllr. David Grantham	x	✓	x	✓	O
Cllr. Kevin Gregory	x	✓	x	✓	O
Cllr. Lesley Kelly	x	✓	x	✓	✓
Cllr. Steven Kelly	x	✓	x	✓	✓
Cllr. Pam Light	x	✓	x	✓	✓
Cllr. Robby Misir	x	✓	x	✓	✓
Cllr. Eric Munday	x	✓	x	✓	✓
Cllr. Bary Oddy	x	✓	x	✓	✓
Cllr. Frederick Osborne	x	✓	x	✓	✓
Cllr. Roger Ramsey	x	✓	x	✓	✓
Cllr. Paul Rochford	x	✓	x	✓	✓
Cllr. Geoffrey Starns	x	✓	x	✓	✓
Cllr. Barry Tebbutt	x	✓	x	✓	✓
Cllr. Frederick Thompson	x	✓	x	✓	✓
Cllr. Melvin Wallace	x	✓	x	✓	✓
Cllr. Keith Wells	x	✓	x	✓	✓
<u>RESIDENTS' GROUP</u>					
Cllr. Barbara Reith	✓	x	A	A	A
Cllr. June Alexander	✓	x	x	✓	x
Cllr. Clarence Barrett	✓	x	x	✓	x
Cllr. Gillian Ford	✓	x	x	✓	x
Cllr. Linda Hawthorn	✓	x	x	✓	x
Cllr. Len Long	✓	x	A	✓	x
Cllr. Andrew Mann	✓	x	x	✓	x
Cllr. Raymond Morgon	✓	x	x	✓	x
Cllr. John Mylod	✓	x	x	✓	x
Cllr. Patricia Mylod	✓	x	x	✓	x
Cllr. Brenda Riddle	✓	x	x	✓	x
Cllr. Steve Whittaker	✓	x	x	✓	x
Cllr. Linda van den Hende	✓	x	x	✓	x
<u>RAINHAM & WENNINGTON INDEPENDENT RESIDENTS' GROUP</u>					
Cllr. Jeffery Tucker	O	O	✓	✓	O
Cllr. Coral Jeffrey	✓	✓	✓	✓	O
Cllr. Mark Stewart	O	✓	✓	✓	✓
<u>LABOUR GROUP</u>					
Cllr. Keith Darvill	✓	x	x	✓	x
Cllr. Tom Binding	✓	x	x	✓	x
<u>British National Party Member</u>					
Cllr. Alan Bailey	✓	O	x	✓	✓
<u>Liberal Democrat Member</u>					
Cllr. Jonathan Coles	✓	x	x	✓	x
TOTALS					
YES	18	36	3	53	34
NO	34	16	49	0	15
ABSTAIN/NO VOTE	2	2	0	0	4
DECLARATION OF INTEREST/NO VOTE	0	0	0	0	0
ABSENT FROM MEETING	0	0	2	1	1
	54	54	54	54	54

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**MINUTES OF AN EXTRAORDINARY MEETING OF THE
COUNCIL OF THE LONDON BOROUGH OF HAVERING
Havering Town Hall, Romford
9 August 2006 (7.30 p.m. – 7.50 p.m.)**

Present: The Mayor (Councillor Wendy Brice-Thompson) in the Chair

Councillors Gary Adams, June Alexander, Michael Armstrong, *Clarence Barrett, Tom Binding, Sandra Binion, Jeff Brace, Dennis Bull, Eddie Cahill, John Clark, Jonathan Coles, Andrew Curtin, Keith Darvill, Ted Eden, Roger Evans, Gillian Ford, Christine Fox, Georgina Galpin, Peter Gardner, David Grantham, Kevin Gregory, *Linda Hawthorn, Coral Jeffery, Lesley Kelly, *Steven Kelly, Pam Light, Robby Misir, Ray Morgon, Eric Munday, *Barry Oddy, Fred Osborne, Roger Ramsey, Brenda Riddle, Barbara Reith, Geoff Starns, Mark Stewart, Barry Tebbutt, Frederick Thompson, Melvyn Wallace, Keith Wells, Michael White and Steve Whittaker

Apologies for absence were received from Councillors Alan Bailey, Robert Benham, David Charles, Mark Gadd, Len Long, Andrew Mann, Pat Mylod, Paul Rochford, Jeffrey Tucker and Linda Van de Hende

* for part of meeting

Two members of the public also attended

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

The Mayor expressed condolences to the families of former Councillor Member Ron Latchford, who was Mayor in 1990/91, and in respect of Mrs Doreen Webb who was Mayoress 1998/99, both of whom had passed away since the last meeting. Members stood in silence for a minute in their memory. Councillors Michael White, Keith Darvill, Georgina Galpin, Barbara Reith and Eddie Cahill paid tribute to their work for the Council and for the community.

The meeting had been convened by the Mayor in accordance with paragraph 4.1 of the Council Procedure Rules (Part 4, Section 5 of the Constitution) to consider two items of business.

Extraordinary Council, 9 August 2006**36 EXCLUSION OF THE PUBLIC****RESOLVED:**

That the public be excluded during consideration of agenda item 5 on the grounds that it was likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public were present during those items there would be disclosure to them of exempt information within the meaning of paragraph 1 of Schedule 12A to the Local Government Act 1972.

37 PROCEDURAL MOTION

On the proposal of the Administration it was -

RESOLVED

That the report and recommendation at agenda item 5 be dealt with by the vote-only procedure.

38 RETIREMENT OF THE CHIEF EXECUTIVE (Agenda Item 5)

Council had before them the report of the Assistant Chief Executive (Human Resources), the Assistant Chief Executive (Legal & Democratic Services) and the Finance & Commercial Group Director.

The proposals in the report as supplemented by the Administration were –

- 1 That the early retirement of the Chief Executive be agreed, on the basis that he receives his pension at an actuarially-reduced level as of the date of his early retirement on 31 March 2007, or such earlier retirement date as is mutually agreed by the Leader of the Council and the Chief Executive.
- 2 That as a consequence of agreeing the retirement of the Chief Executive, the recruitment of a new Chief Executive via an external advert be agreed. And that it be noted that the detailed arrangements will be decided and undertaken by the Appointments Committee.

By the vote-only procedure it was –

RESOLVED

- (1) That the early retirement of the Chief Executive be agreed, on the basis that he receives his pension at an actuarially-reduced level as of the date of his early retirement on 31 March 2007, or**

Extraordinary Council, 9 August 2006

such earlier retirement date as is mutually agreed by the Leader of the Council and the Chief Executive.

- (2) That, as a consequence of agreeing the retirement of the Chief Executive, the recruitment of a new Chief Executive via an external advert be agreed, and that it be noted that the detailed arrangements will be decided and undertaken by the Appointments Committee.**

[(1) above was agreed by 43 votes to nil (see voting division 1). (2) above was agreed by 42 votes to one (see voting division 2)].

(The public were re-admitted at this stage)

39 PROCEDURAL MOTION

On the proposal of the Administration it was -

RESOLVED

That the report and recommendation at agenda item 6 be dealt with by the vote only procedure.

40 CAPITAL REVISION PROGRAMME (Agenda Item 6)

It was reported that at its meeting on 19 July, Council had considered a report concerning the revision to the Capital Programme to incorporate a programme of works on the Council's leisure facilities. Council had resolved to refer this matter for consideration by the Culture and Regeneration Overview and Scrutiny Committee (Minute 35).

Council noted that at the Overview and Scrutiny meeting, a number of questions were raised on behalf of the Committee to which officers responded. Members of the Committee were satisfied with the responses and accordingly had resolved to recommend acceptance of the recommendations in the Chief Executive's report, which was now re-submitted.

By vote-only procedure it was –

RESOLVED (by 31 votes to seven – see voting division 3)

That Council approves the revision to the Capital Programme detailed in the appendix to incorporate the programme of works on the Council's leisure facilities to enable these works to proceed as part of the externalisation and award of contract for leisure management.

(Note – the voting divisions are attached as an appendix to these minutes)

VOTING RECORD

<i>DIVISION NUMBER:</i>	<i>1</i>	<i>2</i>	<i>3</i>
The Mayor [Cllr. Wendy Brice-Thompson]	✓	✓	✓
The Deputy Mayor [Cllr. Georgina Galpin]	✓	✓	✓
<u>CONSERVATIVE GROUP</u>			
Cllr. Michael White	✓	✓	✓
Cllr. Gary Adams	✓	✓	✓
Cllr. Mike Armstrong	✓	✓	✓
Cllr. Robert Benham	A	A	A
Cllr. Sandra Binion	✓	✓	✓
Cllr. Jeff Brace	✓	✓	✓
Cllr. Dennis Bull	✓	✓	✓
Cllr. Eddy Cahill	✓	✓	✓
Cllr. David Charles	A	A	A
Cllr. John Clark	✓	✓	✓
Cllr. Andrew Curtin	✓	✓	✓
Cllr. Ted Eden	✓	✓	✓
Cllr. Roger Evans	✓	✓	✓
Cllr. Christine Fox	✓	✓	✓
Cllr. Mark Gadd	A	A	A
Cllr. Peter Gardner	✓	✓	✓
Cllr. David Grantham	✓	✓	✓
Cllr. Kevin Gregory	✓	✓	✓
Cllr. Lesley Kelly	✓	✓	✓
Cllr. Steven Kelly	✓	✓	A
Cllr. Pam Light	✓	✓	✓
Cllr. Robby Misir	✓	✓	✓
Cllr. Eric Munday	✓	✓	✓
Cllr. Barry Oddy	A	A	A
Cllr. Frederick Osborne	✓	✓	✓
Cllr. Roger Ramsey	✓	✓	✓
Cllr. Paul Rochford	A	A	A
Cllr. Geoffrey Starns	✓	✓	✓
Cllr. Barry Tebbutt	✓	✓	✓
Cllr. Frederick Thompson	✓	✓	✓
Cllr. Melvin Wallace	✓	✓	✓
Cllr. Keith Wells	✓	O	✓
<u>RESIDENTS' GROUP</u>			
Cllr. Barbara Reith	✓	✓	X
Cllr. June Alexander	✓	✓	X
Cllr. Clarence Barrett	✓	✓	A
Cllr. Gillian Ford	✓	✓	X
Cllr. Linda Hawthorn	✓	✓	A
Cllr. Len Long	A	A	A
Cllr. Andrew Mann	A	A	A
Cllr. Raymond Morgon	✓	✓	X
Cllr. John Mylod	✓	✓	X
Cllr. Patricia Mylod	A	A	A
Cllr. Brenda Riddle	✓	✓	X
Cllr. Steve Whittaker	✓	✓	X
Cllr. Linda van den Hende	A	A	A
<u>RAINHAM & WENNINGTON INDEPENDENT RESIDENTS' GROUP</u>			
Cllr. Jeffery Tucker	A	A	A
Cllr. Coral Jeffrey	✓	✓	O
Cllr. Mark Stewart	✓	✓	O
<u>LABOUR GROUP</u>			
Cllr. Keith Darvill	✓	✓	✓
Cllr. Tom Binding	✓	✓	✓
<u>British National Party Member</u>			
Cllr. Alan Bailey	A	A	A
<u>Liberal Democrat Member</u>			
Cllr. Jonathan Coles	✓	✓	✓
<u>TOTALS</u>			
YES	43	42	31
NO	0	0	7
ABSTAIN/NO VOTE	0	1	2
DECLARATION OF INTEREST/NO VOTE	0	0	0
ABSENT FROM MEETING	11	11	14
	54	54	54

IN FAVOUR ✓ AGAINST X
NOT VOTING O ABSENT A
INTEREST DECLARED ID



GOVERNANCE COMMITTEE

7

4 OCTOBER 2006

REPORT TO COUNCIL

REVISION TO FINANCIAL PROCEDURE RULES

The Council's Financial Procedure Rules form part of the Constitution and govern the financial management of the Council. They form the basis upon which the Financial Framework has been developed, which sets out how the Rules are applied to the detailed financial business of the Council and the services it delivers.

The Financial Procedure Rules had last been revised in November 2005 following the management realignment, largely to reflect changes in job titles and responsibilities of the Council's Senior Management Team. A more fundamental review had now been carried out to enhance specific sections of the Rules to reflect current practice, and to tidy up some minor drafting issues with the 2005 version.

The principal changes were to the sections dealing with:

- Internal control
- Risk management
- Insurances
- Internal audit
- Preventing fraud & corruption
- Declarations of interest, gifts & hospitality

The Committee approved the draft Regulations (subject to minor revision of the reference to school governors) and accordingly **RESOLVED to RECOMMEND** to the Council that:

The Revised Financial Regulations appended to this report be approved and adopted in place of the existing Regulations in the Council's Constitution.

Financial Procedure Rules

Introduction

The Council needs the Financial Procedure Rules to ensure that there are rules to govern how its money and other assets are looked after and how its spending is controlled. The regulations that follow in this document are the Council's formal requirements for its employees to follow and have been approved by members. All employees must adhere to them and should be mindful that failure to do so could result in disciplinary action being considered.

The Financial Procedure Rules focus on an overview of the key financial areas and responsibilities. Details, clarifying and explaining the processes involved, are set out in greater depth in the Council's Financial Framework.

The rules for dealing with contractual matters are set out in the Contracts Procedure Rules, in Part 4 of this constitution. There are also financial matters covered in the Council's Powers and Duties, a document that sets out the scheme of delegation of responsibilities applicable to members and senior employees.

The Financial Procedure Rules are co-ordinated and produced by the Finance & Commercial Group, whose Director is responsible for the proper administration of the Council's financial affairs under section 151 of the Local Government Act 1972. The Group Director Finance & Commercial (Chief Finance Officer) may delegate responsibilities to others. These delegations are set out in the Council's Financial Framework and the Group Director Finance & Commercial's scheme of delegation.

Section 114 of the Local Government Finance Act 1988 gives the Chief Finance Officer specific personal statutory duties to make reports if spending is or could be unlawful and/or the council has or is about to spend in excess of resources. The Accounts and Audit Regulations 2003 require the "responsible financial employee" to establish adequate systems to monitor and control the council's financial transactions and to ensure that such systems are adequately maintained.

These Procedure Rules form part of the Council's Constitution and can be found on the Intranet. In the event of staff needing clarification they should contact the Head of Financial Services or the appropriate contact point for each section; a list of these can be found on the intranet in the introduction to the Financial Framework.

The principles of risk management are covered in section 6 of these rules but are enshrined in all aspects of the rules, the financial framework that underpins them, and the detailed procedures that are in place to implement the framework.

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General financial matters

1 Accounting

- (a) All financial systems and records of the Council must be in a form approved by the Group Director Finance & Commercial, who will also determine how accounting records and information will be compiled and maintained. This includes the preparation of the annual statement of accounts and the information that must be included within it.
- (b) The duties of checking, calculating and providing information on sums due to, or from, the Council must be performed by a different employee from the one responsible for their collection or payment.
- (c) Cost centre managers have the responsibility to ensure that their total controllable expenditure or income budgets are not exceeded by virtue of additional expenditure and/or reduced income levels, and have arrangements in place in order to undertake regular projections and report this to finance staff and their line managers in accordance with local arrangements and the corporate guidelines and timetable as set out annually.

Powers and duties and the financial framework make provisions for the rules in respect of emergency/unforeseen situations.

Virements between individual sub-code levels within each cost centre are permitted without further authorisation from the Group Director Finance & Commercial or members.

Should it appear that a cost centre manager projects that there will be a variance against the approved budget, then the Group Director/Head of Service/Assistant Chief Executive for that section must be notified immediately via their line manager if appropriate.

- (d) Group Directors and Heads of Service/Assistant Chief Executives in consultation with the Group Director Finance & Commercial have approval within Council policy to make virements between service cost centres to meet any anticipated shortfalls, but the total net controllable expenditure or income budget for the service must not be exceeded by virtue of additional expenditure. Members will be kept informed of such actions via the revenue monitoring reports. Cost centre managers should refer to the Budget Procedure Rules and the Financial Framework for further details on virements

2 Budgets

- (a) The Group Director Finance & Commercial must be consulted by Group Directors and Heads of Service/Assistant Chief Executives as soon as they become aware of any matters in their service areas, which could materially affect the Council's budget and which cannot be contained within existing approved budgets of the service area. Examples of materiality are set out in the financial framework.
- (b) Similarly, the financial implications of issues arising from paragraph 2(a) above must be cleared through the Group Director Finance & Commercial before reports are finalised and passed to members.
- (c) In an emergency situation, where a report or prior consultation is not possible and expenditure has been incurred which cannot be met from existing budgets or is a policy change, the Group Director Finance & Commercial and members must be advised as soon as possible thereafter.
- (d) The form and content of revenue and capital budgets will be determined by the Group Director Finance & Commercial.
- (e) Estimates of income and expenditure on revenue account and of receipts and payments on capital account shall be prepared by the Group Director Finance & Commercial in consultation with the appropriate Group Director and his or her Heads of Service/Assistant Chief Executives. A report, collating all of the Council's financial estimates will be prepared by the Group Director Finance & Commercial, for members' consideration and approval. This will be an annual report, which will recommend the council tax for the next financial year.
- (f) No expenditure can be incurred unless it is contained within the Council's approved budget (subject to virement rules) or approval has been agreed via the proper process for dealing with such matters.
- (g) Capital budgets, when formally approved at budget setting and/or other Council meeting, should include an estimate of costs including any necessary land, staffing and acquisition costs, and the revenue implications. Any revenue implications must be met from approved budgets. Where this detail has not been met, the Group Director will prepare a report for members' approval as soon as possible thereafter.
- (h) Reports to members, which contain spending, or income generation proposals, must show details of the financial implications and risks and the anticipated source of funding

including the use of virement. These must be approved by the Group Director Finance & Commercial. Guidance on the content of financial implications and risk section of reports is contained in the Financial Framework.

3 Internal control

- (a) It is the responsibility of Group Directors/Assistant Chief Executives to maintain and promote sound arrangements for internal control. These arrangements will be established by management to help ensure that the Council's objectives are achieved in a manner that promotes economical, efficient and effective use of resources, and that the Council's assets and interests are safeguarded.
- (b) These arrangements will have regard to the advice and instructions of the Group Director Finance & Commercial. The Group Director, through the Head of Financial Services and the Client Manager Internal Audit, is responsible for reviewing systems of internal control and advising and instructing Group Directors/Assistant Chief Executives accordingly.
- (c) The Audit Committee is responsible for approving the annual Statement on Internal Control in accordance with the applicable Accounts and Audit Regulations and in the light of reviews of the effectiveness of risk management and the control environment.

4 Investments and borrowings

- (a) Investments must be made only in the name of the Council or its approved nominees. Bearer securities are the single exception to this requirement, but the purchase of such securities must be reported to members and where possible be approved in advance.
- (b) All securities, other than title deeds, contracts legal agreements mortgages, and trust funds, which are the property of or in the name of the Council or its nominees, shall be held in the custody of the Group Director Finance & Commercial.
- (c) All borrowings must be made in the name of the Council.
- (d) The Group Director Finance & Commercial shall be the Council's registrar of stocks, bonds and mortgages and shall maintain records of all borrowing of money by the Council.
- (e) Only the Group Director Finance & Commercial can authorise any leasing arrangements.

5 Trust funds

- (a) All trust funds shall be in the name of the Council. The Group Director Finance & Commercial must be informed of all trust funds administered by employees as part of their Council duties.
- (b) All employees acting as trustees by virtue of their official position shall deposit for safe-keeping, all securities etc. relating to the trust with the Assistant Chief Executive Legal & Democratic Services unless the deed otherwise provides.

6 Risk management

- (a) It is the responsibility of Group Directors/Heads of Services/Assistant Chief Executives to ensure the regular identification, review and management of risk within their departments, having regard to the Council's risk management strategy and associated advice and instructions from the Group Director Finance & Commercial and other specialist officers (eg crime prevention, business continuity, health & safety).
- (b) The Group Director Finance & Commercial is responsible for reviewing the risk management strategy and advising and instructing Group Directors/Assistant Chief Executives accordingly, and for procuring insurance cover where appropriate.

7 Insurances

- (a) The Group Director Finance & Commercial within the scheme of delegation shall effect all insurance cover required on behalf of the Council and negotiate all claims in consultation with other employees where necessary.
- (b) Group Directors and Heads of Services shall give prompt notification to the Group Director Finance & Commercial of all new risks, properties, vehicles or other assets which require to be insured and of any alterations affecting existing insurances, or which cease to require insurance, or any claims arising under such insurance policies indicating the amount of cover required.
- (c) Group Directors or Heads of Service/Assistant Chief Executives should also notify the Group Director Finance & Commercial of any other risk which he or she feels should be considered for insurance cover.
- (d) Group Directors/Heads of Service/Assistant Chief Executives shall notify the Group Director Finance & Commercial in writing of any loss, liability or damage or any event likely to lead to a claim, together with any information or explanation required by

the Group Director Finance & Commercial or the Council's insurers, and inform the police in appropriate cases, unless otherwise decided following consultation with the Chief Executive, the Group Director Finance & Commercial and where appropriate the Assistant Chief Executive Legal & Democratic Services

- (e) Group Directors/Heads of Service/Assistant Chief Executives shall consult the Group Director Finance & Commercial and the Assistant Chief Executive Legal & Democratic Services on any terms of any indemnity that the Council is requested to give, on appropriate contract conditions for contractors to indemnify the Council, and on suitable minimum insurance levels for inclusion in contracts
- (f) Group Directors/Heads of Service/Assistant Chief Executives shall ensure that employees, councillors, school governors (however appointed) or anyone else acting on behalf of the Council, is instructed not to make any admission of liability or offer of compensation that might prejudice the assessment of a potential liability of the Council or its insurers
- (g) The Group Director Finance & Commercial shall arrange a suitable fidelity guarantee insurance for all employees handling cash on behalf of the Council.

8 Internal audit

- (a) Under the statutory responsibilities the Group Director Finance & Commercial is the staff member nominated to arrange for a continuous audit examination of accounting, financial and other operations of the Council.
- (b) The Group Director Finance & Commercial is responsible for ensuring:
 - (i) the maintenance of an internal audit function that is sufficient in its coverage and independent in its planning and operation
 - (ii) that the Client Manager Internal Audit has direct access to the Chief Executive, all levels of management and the Audit Committee and the Corporate Overview & Scrutiny Committee
 - (iii) that the internal auditors are trained to comply with professional good practice.
- (c) The Audit Commission is responsible for appointing external auditors to each local authority to review and report upon:
 - (i) the financial aspects of the Council's corporate governance arrangements

- (ii) the Council's financial statements, to be satisfied that the statement of accounts presents fairly the financial position of the Council, and its income and expenditure for the year in question and complies with the legal requirements
 - (iii) aspects of the Council's arrangements to manage its performance, including the preparation and publication of specified performance information and compliance in respect of the preparation and publication of the Best Value Performance Plan.
- (d) The Council may, from time to time, be subject to audit, inspection or investigation by external bodies such as HM Revenues & Customs, who have statutory rights of access.
- (e) The Group Director Finance & Commercial or his or her authorised representative shall have authority to:
 - (i) enter at any time any Council premises or land (subject to the rights of any occupier)
 - (ii) have unrestricted access to all records, documents and correspondence relating to any financial and other transactions of the Council where so required in connection with normal audit work
 - (iii) remove and/or secure any record, document and correspondence of the Council as considered necessary
 - (iv) have unrestricted access to personnel and require and receive such information and explanations as are necessary concerning any matter under examination
 - (v) require any employee of the Council to produce cash, stores or any other Council property under that employee's control.
- (f) It is the responsibility of Group Directors/Heads of Service/Assistant Chief Executives to:
 - (i) ensure that internal auditors, external auditors, and other authorised inspectors, are given access at all reasonable times to premises, personnel, documents and assets, and are provided with any information and explanations that they consider necessary for the purposes of their work
 - (ii) consider and respond promptly to recommendations in audit reports
 - (iii) ensure any agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.
- (g) The Council will maintain an Audit Committee, responsible for reviewing external auditors' reports and annual audit letter and the annual internal audit report. This Committee can consult directly with internal and external auditors.

9 Preventing fraud & corruption

- (a) All Council Members and employees are personally responsible for ensuring integrity in the conduct of the Council's business, in particular by ensuring that they (and any subordinates) are aware of the Council's anti-fraud and corruption policy and procedures and by alerting the relevant Group Director/Head of Service/Assistant Chief Executive or the Client Manager Internal Audit to any suspected breach.
- (b) If a matter involves, or potentially involves, an irregularity concerning anything belonging to the Council, including cash, misappropriation or misadministration and other financial matters, the matter must be reported immediately, by any Member or employee, to the Group Director Finance & Commercial or Client Manager Internal Auditor, who shall inform the police in appropriate cases, unless otherwise decided following appropriate consultation with the Chief Executive and where appropriate the Assistant Chief Executive Legal & Democratic Services. Group Directors/Heads of Services/Assistant Chief Executives shall provide any information or explanation required by the Group Director Finance & Commercial or the Council's Chief Executive. The Group Director Finance & Commercial or Client Manager Internal Auditor will arrange for the matter to be investigated as he or she considers necessary and, if an irregularity is discovered, the matter will be reported promptly to the appropriate officers and the police if required.
This also applies to the misuse of computer passwords and the disclosure to unauthorised individuals of information obtained by their use.
- (c) Every employee of the Council is responsible for reporting any matter that they believe to involve financial irregularity or misadministration in the Council's business, to their Head of Service/Assistant Chief Executives or Group Director, or directly to the Client Manager Internal Audit.
- (d) The Group Director Finance & Commercial is responsible for advising the Audit Committee, Executive and Group Directors/Heads of Service/Assistant Chief Executives on the maintenance and implementation of an anti-fraud & corruption policy.
- (e) The Group Director Finance & Commercial must be notified of any unofficial funds that exist within the Council and he or she will decide how accountability and audit arrangements for those funds will be dealt with.

10 Declarations of interest, gifts and hospitality

- (a) All employees must follow the Council's guidelines regarding gifts and hospitality and must ensure that every offer that they receive regarding gifts or hospitality, is entered in the appropriate service register whether it is accepted or not.
- (b) Any employee having an interest in a matter that involves the Council's business, must not allow that interest to conflict with their work on behalf of the Council, whether pecuniary interest is involved or not. Any such conflict of interest must be declared in accordance with the corporate policy and guidelines available from Human Resources. Staff are required to complete an annual declaration of interest which is retained by their Group Director/Assistant Chief Executive.
- (c) Group Directors/Assistant Chief Executives are responsible for ensuring local guidelines and systems are set in accordance with the overall Council guidelines and the Group Director Finance & Commercial is responsible for reminding group Directors/Assistant Chief Executives to review their arrangements and entries.
- (d) The Assistant Chief Executive Legal & Democratic Services is responsible for ensuring adequate arrangements are in place for Members to declare interests, gifts and hospitality and all Members must follow these and ensure all entries are entered in accordance with these.

11 Conduct, bribery and corruption

- (a) It is essential that all Members and employees conduct themselves to the highest standards and the public and Council rightly expect this. The codes of conduct must be followed at all times
- (b) It is a criminal offence for any person to use their position with the Council to accept or ask for any gift, reward or other advantage from work done in an official capacity.

12 Best value

Staff should comply with any corporate requirements in their dealings with best value, including the Best Value Performance Plan and Performance Indicators.

13 Partnership arrangements

Partnership arrangements should conform to the Financial Procedure Rules and the Financial Framework. Where any arrangements are

proposed which do not comply, then these must be approved by Cabinet.

Income

14 Procurement

- (a) Any procurement is governed by the Contract Procedure Rules, which set out the process and dependent on the procurement process, the relevant financial limits. Any procurement must follow Contract Procedure Rules; a summary is included in the Financial Framework.
- (b) Where a contract is designated as a corporate procurement contract, it must be used when the goods or services covered by it are purchased by any service.

15 Authorisation levels

- (a) The names of employees authorised to sign such records together with FIS codes and financial limits shall be sent to the Group Director Finance & Commercial by each Group Director and Head of Service/Assistant Chief Executive, together with specimen signatures, financial limits to their authority and the cost centres that they can authorise expenditure for (revenue and capital).
- (b) Changes in post holders or duties which affect the authorisations previously agreed, must be notified to the Group Director Finance & Commercial as soon as possible.
- (c) Staff authorising orders and/or committing the authority to expenditure must ensure that sufficient budgetary provision exists before giving authority and that any necessary legal and Council approval is in place.

16 Banking arrangements and cheques

- (a) The Group Director Finance & Commercial is the employee nominated by the Council to operate its bank accounts in the way that he or she considers appropriate and he or she must approve any arrangements that need to be made with the Council's bankers, including the withdrawal of funds or transfer from one account to another. The Group Director Finance & Commercial must be notified of all bank accounts operated by any of the Council's employees in connection with the business of the Council or unofficial funds held by the council.

- (b) The Group Director Finance & Commercial will be the employee responsible for making proper arrangements for the ordering, safe custody, use, and control of cheques (except those for authorised imprest and advance accounts).
- (c) Cheques on the Council's main banking and National Giro accounts shall bear the pre-printed signature of the Group Director Finance & Commercial or be signed by the Group Director Finance & Commercial or other officer authorised by him/her to do so. Cheques over £100,000 in amount must also bear the manuscript signature of the Group Director Finance & Commercial or such other employee of the department as he or she may authorise in writing.

17 Orders and payments by corporate purchasing card

- (a) Wherever possible, employees should purchase and pay for goods using the corporate purchasing card. Such transactions must only be made on behalf of the Council; the cards must not be used for personal purchases. The card cannot be used for internet purchases unless express permission is given by the Group Director Finance & Commercial.
- (b) All purchases made with the card must comply with procedural rules in this constitution and must be made using suppliers from Havering's corporate contract list wherever the item involved is covered by such a list.
- (c) An employee authorised to use such a card should keep it safely and comply with the purchase card procedure manual. If it is lost, this should be reported immediately to the card issuer and the Council's purchasing card co-ordinator. On termination of employment, an employee must immediately surrender their card to the Council.

18 Orders for work, goods and services

- (a) Official orders shall be in a form approved by the Group Director Finance & Commercial in consultation with the Assistant Chief Executive Legal & Democratic Services and are to be signed in manuscript by employees authorised to do so by the appropriate Group Director or Head of Service/Assistant Chief Executive. The names of employees authorised to sign such records together with the FIS codes and financial limits, shall be sent to the Group Director Finance & Commercial by each Group Director or Head of Service/Assistant Chief Executives, together with specimen signatures. A revised form will be required whenever there are changes in staff or duties that affect this area of work.

- (b) Subject to the provisions of any contract, official orders shall be issued for all work, goods or services to be supplied to the Council except for corporate purchasing card transactions, public utility supplies, for periodical payments such as rent or business rates, for petty cash purchases or such other exceptions as the Group Director Finance & Commercial may approve.
- (c) Each order shall conform to the directions of the Council with respect to corporate purchasing and the standardisation of supplies and materials. Each employee responsible for purchasing shall comply with guidance given by the Council's Business Development Manager.
- (d) The Procurement and Partnership Development Unit has responsibility for the Council's purchasing and is empowered to require services and individuals when notified in writing to adhere to any arrangements made, including those relating to standardisation and the procurement framework.
- (e) A copy of each order must be retained in accordance with the guidelines on retention of documents by the unit concerned and must be available for inspection by the Group Director Finance & Commercial, or his or her nominated representative (normally internal audit), if required.

19 Payment of accounts

- (a) The Council's preferred method of payment is via the corporate purchasing card. Where this is not possible, money due from the Council for the payment of accounts will normally be paid by BACS or a cheque drawn on the Council's bank account. All such payments must be via FIS. Payments cannot be made in advance without the express written permission of the Group Director Finance & Commercial.
- (b) Authorised employees are responsible for examining and verifying that the payment is in order before certifying that the invoice should be paid. All expenditure must be coded to the correct cost centre and subjective coding.

All payments must be supported by an invoice or properly completed and authorised payment request. There should be two people involved in authorising the payment and this must be evidenced from the certification slip.

- (c) When ordered goods have been received they should be checked to the delivery note. The person carrying out the check

should sign and date the delivery note to confirm the check has been carried out. Where the goods delivered differ from the delivery note the differences should be marked on the delivery note. The supplier should be immediately contacted and informed of the discrepancies and suitable action agreed and recorded in writing.

- (d) The Group Director Finance & Commercial will carry out such selective checks on invoices as he/she shall determine as being necessary.
- (e) Any amendment to an account shall be made in ink and initialled by the employee making it, stating briefly the reasons where they are not self-evident. Invoices which are subject to Value Added Tax must not be amended in any circumstances and the supplier should be requested to submit a supplementary VAT invoice wherever an amendment is required.
- (f) Each Group Director or Head of Service/Assistant Chief Executive shall, as soon as possible after 31 March, and not later than a date to be determined by the Group Director Finance & Commercial, each year notify the Group Director Finance & Commercial of all expenditure incurred, but not paid, for goods and services received by 31 March, relating to the previous financial year which exceeds an amount to be determined from time to time by the Group Director Finance & Commercial.

20 Petty cash, change floats and other imprest accounts

- (a) All imprest accounts must be approved by the Group Director Finance & Commercial, who is entitled, at any time, to inspect all details and vouchers relating to them.
- (b) Where the Group Director Finance & Commercial allows an imprest account to be run through a bank account, all bank accounts must be authorised in writing by the Group Director Finance & Commercial. The title of the bank account must begin with the words "London Borough of Havering" and the account should not be allowed to become overdrawn, or in the event that this occurs, this should be remedied as soon as it comes to the attention of a member of staff.
- (c) Income, apart from reimbursements to imprest accounts, must not be put into an imprest account.
- (d) Expenditure from an imprest account must not exceed the limit for a single transaction, which is set by the Group Director Finance & Commercial. This may only be varied if there are special circumstances which have been given the prior approval

of the Group Director Finance & Commercial's or persons nominated by him or her. All expenditure must be evidenced by an appropriate receipt or voucher.

- (e) An employee responsible for an imprest account must return an annual certificate in the form approved by the Group Director Finance & Commercial, confirming the amount of imprest in their possession as at the end of the financial year.
- (f) When an employee leaves the Council or otherwise ceases to be responsible for the imprest, the responsible Head of Service/Assistant Chief Executives or line manager should ensure that the imprest amount is accounted for, reconciled and transferred on to another responsible employee. Any such changes of imprest holder must be notified immediately to the Financial Systems Manager.

21 Contracts of buildings, construction or engineering works

- (a) Each contract between the Council and a contractor, involving payments made by instalments, must be accounted for by a suitable financial statement or summary that shows all payments made on the contract including professional fees
- (b) Payments on account/by instalments in respect of contracts can only be made on the appropriate certificate issued by the Council's authorised architect, engineer, supervising employee; or by a private consultant who has been properly engaged by the Council to carry out this task.
- (c) Subject to contract provisions, each additional/extra item incurred in carrying out the contract must be authorised by the supervising employee appointed in the contract.
- (d) Where total expenditure is forecast to exceed the contract sum by £25,000 or 10% which ever is the lower and the scheme is a capital scheme, the Head of Service must make arrangements for additional approvals to be sought prior to making any expenditure commitment. This process is detailed in the Financial Framework. A form to notify details of the virement must be completed and is shown in the Financial Framework. For **revenue** contracts, such approval should be through the relevant procedural form with a virement undertaken if the cost cannot be met from the existing revenue budget.
- (e) Internal audit staff, as authorised by the Group Director Finance & Commercial may, having made prior arrangements with the appropriate supervising employee or Head of Service/Assistant Chief Executives, make site visits during the course of a contract

and may examine any records or information which they feel are relevant to the audit.

- (f) Internal audit staff, as authorised by the Group Director Finance & Commercial, are empowered to examine contract final accounts and to review supporting records and documentation in order to form a view on the accuracy of such accounts. Any dealings with outside consultants and contractors in this connection should be made through the Council's supervising employee for the contract concerned.
- (g) Claims from contractors in respect of matters not clearly within the terms of any existing contract shall be referred to the Assistant Chief Executive Legal & Democratic Services for consideration of the Council's legal liability and, where necessary, to the Group Director Finance & Commercial for financial consideration before a settlement is reached. No ex gratia payment will be made to a contractor without the specific approval of the appropriate cabinet member or the member of staff with delegated authority.
- (h) Where completion of a contract is delayed; it shall be the duty of the employee supervising the contract concerned to initiate appropriate action in respect of any claim for liquidated damages, taking into consideration any extension of time granted under the contract conditions.

22 Salaries, wages and pensions

- (a) The payment of all salaries, wages, pensions, compensation and other emoluments to all employees or former employees of the Council shall be made under the direction of the Assistant Chief Executive Human Resources in consultation with the Group Director Finance & Commercial.
- (b) Each Group Director and Head of Service/Assistant Chief Executives shall notify the Group Director Finance & Commercial as soon as possible and in the form approved by him or her, of all matters affecting the payment of such emoluments, and in particular:
 - (i) appointments, resignations, dismissals, suspensions, secondments and transfers
 - (ii) absences from duty for sickness or other reason, apart from approved leave
 - (iii) changes in remuneration, other than normal increments and pay awards and agreements of general application

- (iv) information necessary to maintain records of service for superannuation, income tax, national insurance and similar records.
- (c) Appointments can only be made in accordance with current Council policies and approvals for posts, grades and pay rates.
- (d) All time records or other pay documents shall be in a form prescribed or approved by the Group Director Finance & Commercial and the Assistant Chief Executive Human Resources, and shall be certified in manuscript by or on behalf of the appropriate Head of Service/Assistant Chief Executives or cost centre manager.
- (e) The names of employees authorised to sign such records shall be sent to the Group Director Finance & Commercial and the Assistant Chief Executive Human Resources by each Head of Service/Assistant Chief Executive or Group Director, together with specimen signatures and revised forms will be required whenever changes in personnel or duties occur.

23 Travelling and subsistence

- (a) All claims for car allowance and travelling and subsistence expenses must be made to the Group Director Finance & Commercial on the standard form designed for that purpose, certified by an employee authorised to do so. Such claims should be made within three months of the end of the month in which they were incurred. Any exceptions to this need to be approved by the Group Director Finance & Commercial before they can be paid.
- (b) The certification by the authorising employee means that he or she is satisfied that journeys were made for proper Council business, the expenses were properly and necessarily incurred, and that the allowances are properly payable by the Council. Subsistence claims must be supported by receipts.
- (c) Car loan applications must be made to the Group Director or Head of Service/Assistant Chief Executives (where delegated). The certification by the authorising employee means that he or she is satisfied that the applicant is eligible for an immediate loan, that the loan does not exceed the applicable maximum level and that the applicant is financially capable of repaying the loan. All loan applications must be supported by the necessary documentation.
- (d) Payments to members, including co-opted members of committees, who are entitled to claim travelling or other

allowances, shall be made by the Group Director Finance & Commercial upon receipt of the prescribed form duly completed. All claims must be supported by receipts and submitted by 30 April in respect of the financial year ending on the preceding 31 March.

24 Use of consultants

- (a) Consultants must only be used for work essential to progress the Council's corporate objective or service objectives identified in service plans.
- (b) Group Directors/Assistant Chief Executives must initially consider ways of undertaking all work in-house. Consultants must only be used if the work cannot be completed within the required timescales or to a satisfactory standard or if the requisite experience is not available in house.
- (c) Former employees must not be considered for use as consultants.
- (d) All normal regulations must be followed e.g. quotes, tenders, corporate contracts, adequate budgetary provision.

Income

25 Income

- (a) The Group Director Finance & Commercial shall approve in writing all procedures for the collection of monies due to the Council regardless of the services within which they are collected.
- (b) Each Group Director is responsible for ensuring that the income receivable, in his or her services, is promptly identified, billed and promptly collected; either by staff in the service area or through the corporate debtor system/service. All income must be coded to the correct cost centre and subjective coding. Systems and processes for identifying, billing and collecting income must always receive approval from the Group Director Finance & Commercial. Similarly receipts, tickets and any other items designated by the Group Director Finance & Commercial as controlled stationery, must be in a form which he or she has approved.
- (c) The Group Director Finance & Commercial shall be notified promptly of all money due to the Council and of contracts, leases and other agreements and arrangements entered into which involve the receipt of money by the Council. The Group Director Finance & Commercial shall have the right to inspect

any documents or other evidence in this connection as he or she may decide.

- (d) All banking must be made using pre-printed giros showing the establishment's unique banking reference.
All money received by an employee on behalf of the Council shall without delay be paid to the Group Director Finance & Commercial or, as he or she may direct, to the Council's banking accounts or transmitted directly to any other body or person entitled thereto. No deduction may be made from such money.
- (e) A check should be undertaken to ensure that all monies paid into the Council's banking accounts is received by the bank and is credited to the correct FIS code. Any discrepancies should be investigated as soon as they have been identified.
- (f) Personal cheques shall not be cashed out of money held on behalf of the Council.
- (g) Every transfer of official money from one member of staff to another shall be evidenced in the records of the service concerned by the signature of the receiving, which shall be accompanied by a statement of the date of the transfer.
- (h) The level of fees and charges should be kept regularly under review by the appropriate Group Directors and their Heads of Service. Any changes to fees and charges should be notified to members as soon as practicable for their approval. As a minimum, charges should be reviewed at least annually to coincide with the approval of the revenue budget and the Council's fees and charges publication, which is on the Council's Intranet and Internet sites.

26 Write off of irrecoverable debts

- (a) Write off of debts can only be approved by the Group Director Finance & Commercial and he or she must obtain a Lead Member Protocol from the Leader and the Lead Member Resources where the individual debt exceeds £25,000 or where the overall level of service debt being requested for write off exceeds a cumulative £250,000 or 1% of the annual service debt in any financial year whichever is the higher. The definition of service to be as defined by the Group Director Finance & Commercial.
- (b) Write offs can only be approved where it can be demonstrated that all cost effective efforts have been made to recover the debt. The financial framework provides more detail on the procedure to be followed.

Safeguarding and controlling assets

27 **Security**

- (a) Group Directors and their Head of Service/Assistant Chief Executives are responsible for ensuring the security of buildings, stocks, stores, furniture, equipment, cash and any other assets under their control. The Group Director of the service involved and the Group Director Finance & Commercial must be informed on any concerns over the security of these items.
- (b) Maximum limits for cash holdings shall be agreed by the relevant Head of Service/Assistant Chief Executives with the Group Director Finance & Commercial and shall not be exceeded without the express written permission of the Group Director Finance & Commercial.
- (c) Keys to safes and similar receptacles are normally to be carried on the person of those responsible. Keys must not be left in the vicinity of the secured area. The loss of any such keys must be reported to both the appropriate Head of Service/Assistant Chief Executives and the Group Director Finance & Commercial forthwith.
- (d) Every employee who is a party to confidential information, in whatever form, unless legally obliged to do so, shall not disclose that information to any other person unless he or she is duly authorised to do so by his or her Group Director or Head of Service/Assistant Chief Executives. All Group Directors and Heads of Service shall be responsible for maintaining proper security and privacy as regards information held in the computer installations for which they are responsible.
- (e) All staff access to the Council's networked computer applications is controlled by the use of a personal identifier and a unique password known only to the user.

Staff are responsible for access to systems via their identifier and will be held accountable for any abuse or misuse of systems attributed to their personal password.

Passwords are unique to each member of staff and must be kept secure. Staff should never share or reveal individual passwords with other members of staff.

If staff have any suspicion that their password may be known to others then they must change it immediately.

28 Estates

- (a) The Group Director Finance & Commercial will ensure that all land and buildings owned by the Council are recorded in a properly maintained register, in a form that he or she determines to be appropriate.
- (b) The Assistant Chief Executive Legal & Democratic Services shall have overall responsibility for the custody and security of all title deeds

29 Stocks and stores

- (a) Each Group Director and Head of Service/Assistant Chief Executives shall be responsible for the care and custody of any stocks and stores held by his or her services. Stocks should normally only be held at a reasonable level that would be needed to maintain the anticipated workflow.
- (b) Surplus and obsolete stocks and equipment with an estimated value of less than £5,000 can only be disposed of in consultation with the Business Development Manager. The decision as to whether an item is surplus or obsolete should be made by the Group Director or Head of Service/Assistant Chief Executive concerned.
- (c) Surplus and obsolete stocks and equipment with an estimated value of more than £5,000 must be disposed of by competitive tender or auction. Appropriate advice should be sought initially from the Business Development Manager before starting this process.
- (d) When stocks or equipment are being disposed of for which each unit is less than £5,000 but the total of all units disposal exceeds this sum, 26(c) must be complied with.
- (e) The exception to the above is IT equipment, where any disposal must be undertaken in consultation with the Head of Business Systems.

30 Protection of private property

- (a) Each Group Director and Head of Service/Assistant Chief Executives shall notify the Group Director Finance & Commercial, in such form as he or she may require, of any case known to him or her where steps are necessary for movable property to become the responsibility of the Council to mitigate loss or damage. Each Group Director and Head of Service/Assistant Chief Executives shall forward to the Group

Director Finance & Commercial an itemised inventory in each case prepared in the presence of two employees.

- (b) All valuables belonging to private individuals coming into the Council's possession such as jewellery, watches and other small articles of a similar nature and documents of title shall be deposited for safe custody in a manner to be determined by the Group Director Finance & Commercial in consultation with the relevant Head of Service/Assistant Chief Executives. Any return or disposals of these items must be carried out in a manner approved by the Group Director Finance & Commercial.

31 Inventories of equipment

- (a) Group Directors are responsible for ensuring that the unit and service areas within their services maintain adequate inventories of equipment with an individual value exceeding £250 or where the equipment is liable to theft in the prescribed corporate format. Each inventory must be checked at least annually and appropriate action taken in respect of surpluses or deficiencies. The inventory must be promptly up-dated.
- (b) Council property must only be removed or used in the normal course of Council business, except for occasions such as disposal of surplus or obsolete items, when the process set out in section 29 must be followed.



GOVERNANCE COMMITTEE

8

4 OCTOBER 2006

REPORT TO COUNCIL

THE COUNCIL'S COMPLAINTS PROCEDURES – alterations to improve operation

At its meeting in July, the Adjudication & Review Committee had agreed a series of alterations to the Council's complaints procedure intended to improve its effectiveness.

Among the agreed changes were provisions to limit the circumstances in which the complaints procedure may be invoked (by providing for restrictions similar to those imposed by statute on the Ombudsman, and by setting time limits outside which complaints will not normally be considered).

Anticipating that there may however be circumstances where it may be in the Council's interest to entertain a complaint strictly outside those limits – for example, where to do so would avoid expensive litigation – that Committee had proposed that the Head of Customer Services (as the officer responsible for customer relations) be authorised to consider cases of dispute or where there may be advantage in continuing to use the complaints procedure rather than potentially costly legal proceedings and to agree that, in exceptional circumstances, a complaint not complying with the limitations agreed by that Committee shall nevertheless be considered.

The Committee considered the proposal. Whilst generally supportive of the intention, the Committee considered that the Head of Customer Services should be explicitly supported in such decisions by the Assistant Chief Executive, Legal & Democratic Services, particularly where processing a complaint through the procedure was proposed as an alternative to formal legal proceedings.

Accordingly, the Committee **RESOLVED TO RECOMMEND** to Council:

That the Head of Customer Services be authorised, in consultation with the Assistant Chief Executive, Legal & Democratic Services, to consider cases of dispute or where there may be advantage in continuing to use the complaints procedure rather than potentially costly legal proceedings and to agree that, in exceptional circumstances, a complaint not complying with the limitations on the submission of complaints agreed by the Adjudication & Review Committee shall nevertheless be considered.



COUNCIL

18 October 2006

9

REPORT OF THE CHIEF EXECUTIVE

OVERVIEW AND SCRUTINY RULES – EXCEPTION TO THE CALL-IN (REQUISITION) PROCEDURE – Arrangements for the supervision and delivery of capital works , by SLM, relative to the undertaking of capital works to the sports/ leisure centres

SUMMARY

Under paragraph 17d of these rules, the Leader will submit quarterly reports to Council on decisions taken by, among others, Cabinet members in the circumstances set out in Rule 17 (exception to the call-in (requisition) procedure) in the preceding three months. The report will include the number of decisions taken and a summary of the matters in respect of which those decisions were taken. This report deals with the only such decision taken in the last three months.

RECOMMENDATION

That the report be noted.

REPORT DETAIL

1 Under Rule 17 of the Overview and Scrutiny Committee Rules –

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

(b) The decision making person or body can only take an urgent decision and avoid the call-in procedures after obtaining agreement from the Chairman or in the absence of the Chairman, the Vice Chairman of the relevant overview and scrutiny committee that the decision be treated as urgent. If there is no Chairman or Vice Chairman of a relevant overview and scrutiny committee, or if the Chairman or Vice Chairman of each relevant overview and scrutiny committee is unable to act, then the agreement of the Mayor, or in his/her absence the Deputy Mayor will suffice.

2 In respect of this exception to the call-in procedure by way of a Form A, the Cabinet member authorised arrangements as to how SLM would procure and manage capital works at the Council's leisure centres. This had to be formally agreed before the contract with SLM could be signed. Once signed the contract had to be submitted to Her Majesty's Revenue and Customs for clearance and could then be enacted.

3 The decision to treat as urgent

3.1 The process of submitting and acting on the contract could take 2-4 weeks and it was considered that rapid completion of the contract was in the Council's best interests. It was imperative that the Cabinet member decision was not subject to the call in process which, if pursued, would delay the decision-making process and seriously prejudice the Council and public interests.

4 Why the decision was treated as a matter of urgency

4.1 It was estimated that if the Cabinet member decision (Form A) was requisitioned, it would delay signing the contract by a minimum of two weeks.

4.2 This would have the following impact:

- Delay the commencement of the contract until mid October or November 2006
- Increase the trading loss of the current Havering Leisure Direct operation. It had been identified that Havering Leisure Direct was trading at a loss of approximately £10,000 per week.
- Delay the start of the procurement of capital works to Hornchurch Sports Centre, thus delaying the provision of better facilities.

5 Financial Implications and risks:

There are none directly associated with this report to Council.

6 Legal Implications and risks:

There are none directly associated with this report to Council.

7 Human Resources Implications and risks:

There are none directly associated with this report to Council.

8 Equalities and Social Inclusion Implications:

There are none directly associated with this report to Council.

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STEPHEN EVANS
Chief Executive

Background Papers List

Decision under Rule 17 of the Overview and Scrutiny Rules signed by Cynthia Griffin, the Group Director for Public Realm and Councillor Mark Gadd, Chairman of Culture and Regeneration Overview and Scrutiny Committee, dated 17 August 2006



CABINET
26 JULY 2006

10

REPORT TO COUNCIL

**DEVELOPING THE COUNCIL'S CORPORATE
BUSINESS PLANNING PROCESS, 2007 - 2010**

Cabinet received a report setting out the Council's overall vision and objectives including the priorities of the new Administration for the next four years. Services would begin business planning to deliver the vision within the financial resources set through the Medium Term Financial Strategy process. Other supporting strategies were also set out to help ensure that all the Council's resources and assets were supporting its priorities.

An extract from the Corporate Plan for 2006 – 2009 is appended.

The priorities and objectives were as follows:

Council Priority		Key Objectives
A.	Promoting Financial Efficiency & Providing Value For Money	1. Embedding robust financial & strategic planning 2. Creating a modern work force 3. Making best use of all our physical assets
B.	Improving Services	4. Finding new ways of providing high quality services 5. Delivering key projects to time 6. Being positive about young people 7. Enhancing lifelong learning
C.	Making Havering A Better Place In Which To Live & Work	8. Making the most of our parks and open spaces 9. Investing in roads and pavements 10. Developing Havering's economy 11. Improving Rainham 12. Better Havering 13. Supporting a safe borough

To enable this, the following core documents and strategies (appended to the report submitted) had been aligned:

- Medium Term Financial Strategy (MTFS)
- Capital Strategy
- Procurement Strategy
- ICT Strategy
- Workforce Plan
- Risk Register

Other supporting plans and strategies, required to meet government expectations and local circumstances, would also reflect the ambitions, priorities and objectives set out in the corporate planning process and would be revisited as the process moved forward.

Cabinet noted that the various strategies and plans submitted examined options and, where relevant, suggested the optimum way forward.

Cabinet agreed:

1. That the vision and ambitions, agreed by the previous Council in the Corporate Plan, be confirmed.
2. That the key objectives for the coming four-year period be adopted.
3. That the supporting strategies be agreed.
4. That services continue business planning to deliver these objectives and priorities.
5. That the Corporate Overview and Scrutiny Committee's views be sought on the Corporate Business Planning process.

The proposals were accordingly considered by the Corporate Overview & Scrutiny Committee on 27 September 2006, which endorsed them.

COUNCIL IS REQUESTED NOW TO ENDORSE THE DECISIONS OF CABINET

Note: the full Corporate Plan papers were circulated to all Members with the agenda for Cabinet on 26 July 2006.

Extract from the Corporate Plan, 2006 - 2009

Havering is a great place to live and has a long history of which it is justly proud. It has low levels of crime, a good environment, excellent transport links to central London and the rest of the country, reasonable health, a strong economy, relatively affluent residents and strong educational performance by its young people. Its cultural and sporting roots are strong.

We have a good understanding of the quality of life in Havering at a borough level and at a local community level. Whilst the quality is currently high we recognise that it can be improved, especially for some people.

Every locality will be striving for the same positive outcomes for the area: safety, community cohesion, good health, and prosperity. But every area is unique in the challenges and opportunities that define the road to improved quality of life.

Where people choose to live...

In 2005, 67% of Havering residents reported that they were satisfied with the area as a place to live¹. A key benefit that residents appreciate is the borough's excellent transport links. 73% of residents think the area is easy to get around, 88% think there are good road links and 65% are satisfied with public transport¹. The borough is well placed for the M25 and Stansted Airport. Rail and underground services into central London are excellent, though north-south connectivity is less good.

As a London borough, much of Havering's appeal lies in its potential for access to all of London's benefits through good transport links, combined with greenery and a more attractive environment. There are over 100 parks and open spaces in Havering. The challenge for this area is to ensure transport and parks can be used and enjoyed – four of the top six concerns that residents want to see improved relate to cleanliness, parks, road repairs and traffic.

Where people choose to work...

Havering is a prosperous borough, where just fewer than 80% of residents own their own homes and over 30% have 2 or more cars⁴. There is 76.4% employment¹² and only 2.0% of the population are claiming Jobseeker's Allowance⁹. Gross median salaries for residents of the borough working full-time are high – higher even than for London as a whole and rising relative to the rest of the city year on year⁷.

However it is a very different story for those who work within the borough, whose salaries have been the lowest in London for many years⁷. The next ten years will bring real opportunities to change this situation for local people, if the borough can make the most of the unique opportunities presented by the Olympics in Stratford and Thames Gateway in the south of the borough. The Centre for Engineering and Mechanical Excellence is a real example of opportunities to improve job prospects in the area.

Another challenge relates to housing. With local salaries low but house prices only marginally lower than in other parts of London, housing can be very unaffordable for those who want to work and live here.

Where people choose to visit...

Havering is well equipped with cultural and sporting facilities, including the Queen's Theatre, Fairkytes Arts Centre, Studio 3, and one of the best swimming pools in London. There are also large numbers of community groups actively engaged in a wide range of sports and leisure pursuits. The borough's shopping centres are some of the best in London. A key challenge is to ensure that residents are making the most of what is on offer – only 18% of residents think that this is a good area for culture and the arts¹.

A Safe Place...

Havering is the 3rd safest borough in London, and crime in many areas has fallen². However crime may be low but fear of crime is high and small relative numbers of race hate crimes mask a high proportion of attacks on a small community¹¹. Independent surveys also show high levels of homophobic attacks¹⁰. Residents are concerned about anti-social behaviour, particularly linked to the nightlife in Havering's regenerated town centres¹.

A Welcoming Place...

Havering's population is currently stable, meaning there are at present neither large flows of people in or out of the borough. At the time of the 2001 Census the ethnic minority or BME (Black and Minority Ethnic) population in Havering increased from 7,300 in 1991 to 10,800 in 2001, an increase of 3,500. This was the lowest increase in London, with the exception of the City of London⁴. The Greater London Authority (GLA) projections for 2011 show the ethnic minority population in Havering increasing to 12,500 (5.4%) out of a total of 231,400, which is again a low increase. However, these projections do not take into account the impact of Thames Gateway. As London shifts eastward our population will become more diverse. Currently 44% of residents consider Havering to be a place where people of different backgrounds can live together¹.

A Prosperous Place...

Havering is a more affluent borough than many areas with an average rank of 214 out of 354 (where 354 is the least deprived authority) in the Indices of Multiple Deprivation 2004⁸. However, there are significant pockets of deprivation, and specific indicators show real deprivation in some small community areas. The challenge is ensure that the quality of life that some enjoy can be enjoyed by all.

Educational attainment is excellent at all key stages, including GCSE and A-level, and Havering's schools are rightly recognised as excellent, some even exceptional³. However, fewer people take the opportunities to access lifelong learning subsequently and only a little more than 14% of the population have qualifications at NVQ 4 or above⁴. A key to long-term prosperity and improving everyone's life chances will be to ensure that young people are encouraged to raise their aspirations and build on the strong foundations in our schools.

A Healthy Place...

Health is reasonable – in 2004 Havering's mortality ratio was exactly that of the England average and the infant mortality rate was below both London and England⁶. Life expectancy was average for both genders⁵. Havering also has the largest population of over 65s of any London borough and many residents provide unpaid care⁴.

Sources:

- ¹ Havering Residents Survey 2005 by MORI published 13/01/06
- ² Havering Crime, Disorder and Drugs Reduction Strategy 2005-2008
- ³ Havering Children's Services Data Digest 2006
- ⁴ Office for National Statistics 2001 Census
- ⁵ London Health Observatory, Life expectancy at birth by ward 1999-2003
- ⁶ London Health Observatory, Standard Mortality Ratios, all cause mortality in persons aged less than 75 years, by electoral ward 1998-2001 and 2000-2004
- ⁷ www.nomisweb.co.uk, Annual Survey of Hours and Earnings, Workplace analysis 1998-2005, and Residents Analysis 2002-2005
- ⁸ Office of National Statistics, Neighbourhood Statistics, Indices of Multiple Deprivation 2004
- ⁹ Office for National Statistics, analysed by GLA Data Management and Analysis Group, Claimant count data by age, gender and duration Feb 2004 – Feb 2006.
- ¹⁰ Sigma Research for London Strategic Health Authorities "Gay Men Sex Survey" April 2003.
- ¹¹ Metropolitan Police Authority, "Race Hate Crimes" 9 May 2002
- ¹² www.nomisweb.co.uk, Annual population survey (Apr 2004-Mar 2005)

OUR VISION FOR HAVERING

Havering's Vision, set out in the Community Strategy, is shared and supported by the Council:

"To create a safe, welcoming, healthier and more prosperous place where people choose to live, work and visit."

This vision is being delivered with the support of council services and through our Local Public Service Agreement and our developing Local Area Agreement. The Community Strategy (developed by the Havering Strategic Partnership (HSP) in consultation with the community) sets out under six themes a number of outcomes to deliver this vision. There are specific objectives and targets to deliver these outcomes set out in supporting delivery plans.

For the Council this vision means establishing Havering as an inclusive, creative and prosperous borough.

Havering's Community Strategy was updated in 2005. The text from this key document is reproduced on page 40.

The following develops this headline vision and outlines what it means for the Council.

The Council wants a Havering:

- Which is recognised as one of the most exciting boroughs in London with a bright future as the Thames Gateway and London 2012 come on line
- Where there are excellent transport links within the borough and to the rest of the capital and beyond
- Which has a strong cultural life with the excellence of its cultural facilities recognised
- Where its distinctive urban areas (Hornchurch, Upminster and the south of the Borough) offer a high quality of life and easy access to an excellent environment of parks and green spaces
- Where regeneration activity has created a thriving economy where there are high quality jobs and opportunities for all and where the borough's entrepreneurial spirit is nurtured and business supported including new hi-tech and cultural industries
- Which is more culturally diverse and inclusive, with a younger population profile and where there is a strong cultural life for all in inclusive, cohesive communities
- Where there are innovative public and private buildings and where heritage is valued
- Where housing is of a high quality with a good mix of tenures to ensure housing is affordable for all
- Where the public realm is clean - streets kept tidy and parks well maintained and used
- Where the inequalities between communities have been reduced
- Where the Council is well run and respected providing value for money services in partnership with others
- Where fear of crime is reduced
- Where children and young people get the best start in life and everyone takes advantage of learning opportunities with higher participation rates in further and higher education
- Where older people are able to benefit from the opportunities in the borough and able to live independent lives at home

WHAT ARE THE COUNCIL'S PRIORITIES AND AMBITIONS FOR HAVERING?

The Council has set itself *three* corporate priorities to support the delivery of this vision. The three priorities are:

- To promote financial efficiency and value for money
- To improve the quality of our services
- To make Havering a better place in which to live and work

These priorities link to each other and they link to the Community Strategy. Priority three is the delivery of the Community Strategy. Quality services (priority two) are necessary to enable us as a council to deliver the Community Strategy. Financial efficiency and value for money (priority one) is necessary to enable our services to deliver and improve.

For each of these priorities we have identified ambitions which are expressed as medium and long term measurable outcomes. To achieve these we have identified high level actions.

These are discussed in the following section.

To Promote Financial Efficiency And Value For Money

The public have made it very clear that Council Tax increases need to be kept to the minimum and the Council needs to be more efficient in the use of their money.

To deliver this priority our ambitions are:

- to increase resident satisfaction with overall council performance, currently at 46% as of Jan 2006, to the London average by 2010 and to ten percent above the London average by 2020
- to keep council tax increases in the lowest third in London
- to make annual efficiency savings in excess of Gershon requirements, for 2005/06 the target is £4.929m (both cashable and non-cashable)
- to reduce staff sickness levels to an average of 7 days by 2008

To deliver this priority our key actions are:

- To ensure that robust business cases including fully costed option appraisals and whole life costings are consistently produced for all projects
- To further strengthen the Council's performance reporting quality assurance process.
- To monitor the delivery of customer standards and targets.
- To assist service areas to identify cost drivers and monitor them.
- To ensure Star Chamber & Commissioner Board explicitly confirm value for money and efficiency improvements as part of achieving stronger monitoring and scrutiny.
- To ensure financial and performance information is more fully integrated.
- To ensure further strengthening of the accounts closedown processes.
- To strengthen internal audit and disaster recovery arrangements
- To continue to monitor arrangements to improve income collection performance, taking into account the costs of various collection methods.
- To deliver the Procurement Strategy and identify alternative service delivery in areas of underperformance.
- To achieve levels 2 and 3 of the Equality Standards for Local Government
- To implement the Workforce Development Plan for Havering.
- To provide planning, education and social care advice from the Romford PASC.
- Further enhancements to the website and a redesign of the Intranet.

To Improve The Quality Of Our Services

Havering's residents rightly expect high quality services. We know, and inspectors and customers tell us, that some services need to improve. Others need to be developed because of changes in expectations and requirements.

For the medium term our improvement focus will be on developing:

- *Housing*
- *Supporting people*
- *Adult services*
- *Ensuring that the Council as a whole embraces the challenge of Every Child Matters and the Children's Plan*
- *Cultural services*

To deliver this priority the ambitions are:

- To improve the Council's performance in under performing areas as measured by reducing the number of Best Value Performance Indicators and PAF Indicators in the bottom quartile to 10% by 2010 and to none by 2020. In 2004/05, 23% of BVPIs were bottom quartile.
- To support our Children's Services to maintain their level of performance through the significant changes required by the Every Child Matters agenda and the Children Act. Currently Children's Services score 4 for Education, 3 for Children's Social Care and 4 for Capacity to Improve in the APA assessment 2005.
- To make our housing service one of the best in London by raising the overall block CPA score from 1 to 4 by 2020.

To deliver this priority our key actions are:

Housing

- To ensure all housing offices comply with the requirements of DDA (our objective is to ensure that all Council buildings comply with this legislation where appropriate)
- To provide greater clarity in response to domestic violence, and racial harassment
- To provide better information on welfare benefits
- To address inconsistencies in the provision of caretaking and grounds maintenance
- To address inconsistencies in the treatment of waiting list, transfer list applicants and visiting new tenants
- To improve tenant participation structures
- To reduce the number of temporary staff usage

Supporting People

- To improve engagement with service users
- To improve customer care, access to services and information
- To improve the level of understanding of and provision for the needs of BME communities
- To improve management and monitoring arrangements

Adult Social Care

- To improve PAF indicators
- To improve performance on direct payment
- To improve the number of service users who receive care reviews
- To monitor performance information
- To ensure better budget setting and financial management in care provision
- To improve recording of ethnicity
- To ensure that appropriate management action is taken to manage personal social care budget and spending

Children's Services

- To deliver the children trust arrangements
- To remodel the workforce
- To establish Children's Centres
- To Implement the priority national targets and other indicators from Every Child Matters - outcomes

Cultural Services

- To deliver the capital programme for the improvement of parks.
- To complete the refurbishment of Hornchurch and Romford Libraries by March 2007
- To achieve Green Flag status for Upminster and Bedford Parks
- To complete the development of the Havering Museum
- To secure partners and funding for the development of Romford Ice Rink site and leisure facilities for the south of the borough

To Make Havering A Better Place In Which To Live And Work

Recent consultation results indicate that 66% of Havering residents are satisfied with Havering as a place to live. This is an encouraging figure and the council wants to continue to ensure that residents of the borough benefit from its regeneration potential and live in an environment that is safe and clean. Where residents are proud to live and where enforcement action is taken against anti-social behaviour. These actions will help deliver the Community Strategy's six key themes.

To deliver this priority our ambitions are:

- To regenerate our town centres and South Havering through key developments that will put Havering into a different league competitively. We will support developments that will deliver regeneration such as a regional casino in Rainham, technology companies in Harold Hill, and advanced and hi-tech manufacturing and construction in south Havering. We will support the vitality of our secondary shopping areas and lobby for improved transport links. In 2004 the change in the borough stock of VAT registered businesses was -65 and we will work to reverse this trend to return to the 1998 high of +180 by 2010.

(Community Strategy theme – A more Prosperous Community)

- To increase resident satisfaction with standards of cleanliness from 48% in 2005 to 65% in 2010 and 75% in 2020.
- To improve the condition of our roads and pavements from 42% unacceptable (principal) 27% (non principal classified) 30% (non principal unclassified) and 55% (pavements) to no category more than 20% unacceptable by 2010 and no more than 5% unacceptable by 2020.

(Community Strategy theme – Protect and improve the Environment)

- To reduce drink related disorder, measurable by increasing the percentage of residents who feel safe on the streets at night from 55% in 2005 to 65% in 2009 and 75% in 2015

(Community Strategy theme – A Safer community)

- To increase the number of young people going on to higher education, measurable by increasing the percentage of residents with qualifications at NVQ Level 4 or above from 11.6% in 2001 Census to 19.8% (current England average) by 2011.

(Community Strategy theme – Improved Lifelong Learning)

- To reduce the degree of health inequality in this borough. Residents in some wards are more likely to die prematurely than residents in others. We will work, with health colleagues, to increase life expectancy in all wards to the borough average of 78 years for men and 82.7 for women by 2020. In 2003 life expectancy was lowest for men in Romford town at 74.4 and in for women in Brooklands at 78.8.

(Community Strategy theme – Better Health & Welfare)

- To see our community grow more diverse in a confident and inclusive way. We will work, with police colleagues, to reduce the number of racially motivated and other hate crimes. There were 385 racially motivated crimes and 16 homophobic crimes in 2004/05. We will monitor levels of hate crimes and reduce the overall number while encouraging increased reporting which may increase numbers in the short term.

(Community Strategy theme – Increased Community Participation)



CABINET
9 OCTOBER 2006

11

REPORT TO COUNCIL

HAVERING LOCAL DEVELOPMENT FRAMEWORK: Approval of Submission Core Strategy and Site Specific Allocations Development Plan Documents and Proposals Map.

The Planning and Compulsory Purchase Act 2004 requires the Council to replace its Unitary Development Plan (UDP) with a Local Development Framework (LDF).

Havering's LDF will consist of a collection of Local Development Documents (LDDs) which will set out the planning policies for the borough up to 2020. In line with the Council's Local Development Scheme, the Core Strategy and Site Specific Allocation Documents are being prepared first and several reports have been considered by Cabinet as key 'milestones' have been reached in their delivery.

The Core Strategy will set out a Vision and strategic planning objectives for the future of the borough as well as borough-wide core and development control planning policies. It will provide the framework for all the other LDDs brought forward under the umbrella of the LDF. The Site Specific Allocation document will set out where there are specific allocations for individual sites such as sites allocated for housing other than sites which will be included in the Romford Action Plan and Joint Waste documents which are being progressed separately. In addition, a Proposals Map must be prepared and approved which shows the designations and sites referred to in the Core Strategy and Site Specific Allocations DPDs.

Cabinet considered a report outlining the extensive public consultation undertaken on the Core Strategy and Site Specific Allocations document at the Preferred Options stage from November 2005 to February 2006, including a comprehensive assessment of all the representations submitted from the public and organisations.

The report highlighted where changes were proposed compared to the Preferred Options to enable the preparation of the Submission versions of the Core Strategy and Site Specific Allocations documents. These will be submitted to the Secretary of State in October 2006 with the timetable thereafter including Independent Examination in Spring 2007 and adoption as formal Council policy in late 2007. Finally, Cabinet accepted that the Submission Core Strategy and Site Specific Allocations documents be adopted for the purposes of development control pending their formal adoption.

Cabinet, 9 October 2006**CABINET ACCORDINGLY RECOMMENDS:**

1. That Appendices 18, 19 and 20 of the Statement of Compliance be approved, including the Council's suggested response to the consultation feedback on the Preferred Options and the minutes of the Preferred Options Focus Groups.
2. That the Core Strategy Submission Development Plan Document (DPD) be approved.
3. That the Site Specific Allocations Submission DPD be approved.
4. That a Proposals Map, showing the designations and site allocations set out in the Core Strategy and Site Specific Allocations DPDs, be approved.
5. That the tests of 'soundness' and the commentary on how the DPDs comply with them provided, and that the inspector at the examination will test the Core Strategy and Site Specific Allocation DPDs against these tests before issuing recommendations in a binding report, be noted.
6. That the Core Strategy and Site Specific Allocations Submission DPDs be considered in conjunction with, and where appropriate complementary to, Havering's existing UDP (adopted in March 1993), with the weight attached to each policy in the decision making process dependent on the nature and number of the representations received during the Submission consultation period in accordance with the principles set out in the Government's guidance note 'The Planning System: General Principles'.

Note: the full LDF papers were circulated to all Members with the agenda for Cabinet on 9 October 2006.



COUNCIL
18 OCTOBER 2006

12

QUESTIONS

1 BAMBER HOUSE, WRITTLE WALK

To the Cabinet Member for Housing & Regeneration
(Councillor Michael Armstrong)

By Councillor Len Long

Can you please tell us why Bamber House in Writtle Walk, South Hornchurch, has still not been redeveloped after ten years? All the elderly people were moved out and the building has since stayed empty and is an eyesore and danger for local residents.

Why the delay and how much longer is the farce going on?

2 MISUSE OF THE PUBLIC FOOTWAY

To the Cabinet Member for StreetCare & Parking
(Councillor Barry Tebbutt)

By Councillor John Mylod

It seems to be a regular occurrence that contractors carrying out work in private residences use the footpaths/grass verges/roads as places of work to mix concrete, store materials, park on the footpath and even drive along footpaths for access.

What steps are taken to prevent this happening, to enforce the requirements of the relevant regulations, to ensure that the cost of any remedial repairs arising from the illegal use of the highway are not borne by residents of the borough and that such works are "lamped" if required?

Council Meeting, 18 October 2006 – Questions

3 CORPORATE PLAN, 2006-09

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

By Councillor Clarence Barrett

The Corporate Plan (2006-2009) sets out a number of aims and objectives, under the Priority to 'Promote Financial Efficiency and Value for Money' a High Level Action [p42] declares that the Council will: 'Continue to improve Debt Management - 30% of the debt outstanding at 31st March 2006 will be cleared by 31st March 2007'.

- a) What was the level of debt (excluding borrowing) at 31st March 2006?
- b) At the half year stage (30th September 2006), what amount has now been recovered?

4 CLOCKHOUSE GARDENS BOWLING GREEN – ELECTRIC FENCE

To the Cabinet Member for Public Realm **(Councillor Andrew Curtin)**

By Councillor Linda Hawthorn

An electrified fence has recently been installed around the bowling green at Clockhouse Gardens, Upminster. Can the Lead Member please advise:

- 1) on whose authority this was done, what consultation took place and with whom?
- 2) what was the cost and who paid for it?
- 3) what was the reason for it, if it was to deter foxes, as I have heard, then this is totally ineffective, as the foxes will simply jump over it?
- 4) as the bowling green is surrounded on three sides by residential gardens, and several pet cats have already been injured, will he please authorise its removal immediately?

Council Meeting, 18 October 2006 – Questions

5 STREETCARE VEHICLES

To the Cabinet Member for StreetCare & Parking **(Councillor Barry Tebbutt)**

By Councillor Andrew Mann

Could you tell me the approx cost of damage to StreetCare vehicles in this financial year please ?

6 PARK GATES

To the Cabinet Member for Environmental & Technical Services **(Councillor Paul Rochford)**

By Councillor Andrew Mann

Could you briefly outline by whom, when and how the Park gates are locked at night in North Romford ?

7 SCHOOL UNIFORM GRANT

To the Cabinet Member for Children's Services **(Councillor Geoffrey Starns)**

By Councillor Andrew Mann

Could you briefly outline the benefits of the Uniform Grant that Havering currently uses to help those that are less fortunate than others to be able to attend school dressed in a smart and proper manner.

8 LOCAL AUTHORITY BUSINESS GROWTH INITIATIVE

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

By Councillor Clarence Barrett

The government has recently announced greater flexibilities around the Local Authority Business Growth Initiative, which rewards local authorities that promote local business growth with additional money.

- a) How much have we received so far and on what has it been spent?
- b) Are we on target to receive an award for 2006?

Council Meeting, 18 October 2006 – Questions

9 NAMING THE NEW HOSPITAL AT OLDCHURCH PARK

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

By Councillor Jeffrey Tucker

It is unacceptable for the health trust to name the new hospital "Queen's" without any public consultation. A number of alternative names have been suggested, including the New Oldchurch Hospital.

Will Havering Council take any measures to reverse this decision and allow local and elected opinion a say in the naming of their new hospital?.

10 OUT OF HOURS SERVICE

To the Lead Member for Public Safety **(Councillor Peter Gardner)**

By Councillor Gillian Ford

Could you advise this Council the procedure Councillors should follow if they have an emergency in their ward out of hours?

11 STREETCARE VEHICLES

To the Cabinet Member for Sustainable Communities **(Councillor Steven Kelly)**

By Councillor Andrew Mann

Can you tell me if Bedfords Park has an operator's licence for Heavy Goods Vehicles ?

Can you inform me where vehicle Fleet No.V800 is parked each night ?

Can you also confirm that all vehicles are down loading the tracker software and are being monitored ?