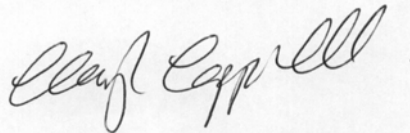


COUNCIL

**7.30pm WEDNESDAY, 24 MARCH 2010
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, including the consideration of the conferment of the Honorary Freedom of the borough



Chief Executive

**For information about the meeting please contact:
Ian Buckmaster (01708) 432431
ian.buckmaster@havering.gov.uk**

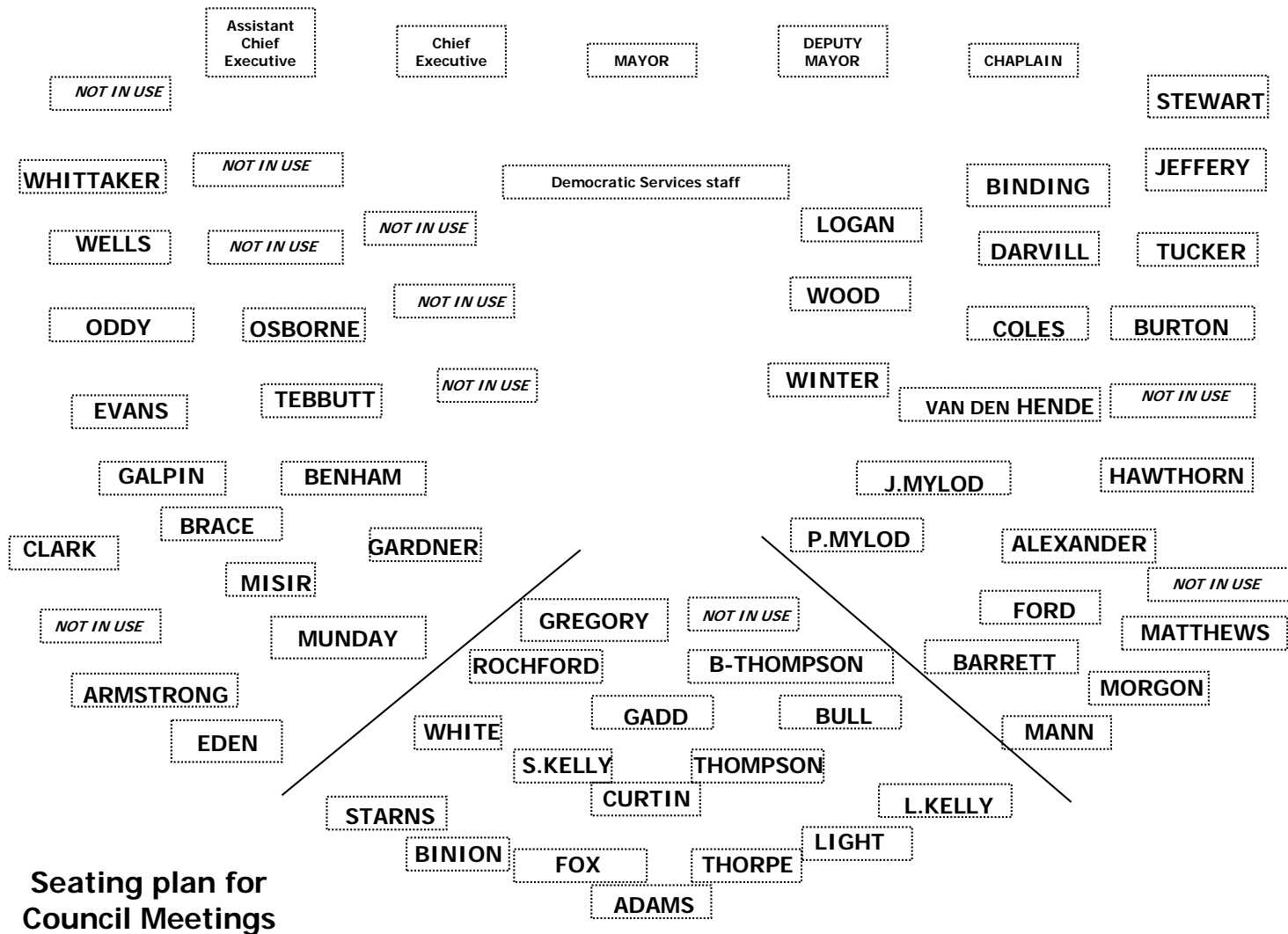


Webcast

Please note that this meeting will be webcast.

Members of the public who do not wish to appear on the webcast will be able to sit in the balcony, which is not in camera range.

Council, 24 March 2010 - Agenda



AGENDA

1 **PRAYERS**

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 24 February 2010 (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 (if any)**

6 **CONFERMENT OF THE FREEDOM OF THE BOROUGH**

To consider whether to confer the Freedom of the Borough upon the Royal Anglian Regiment

Note: the Local Government Act 1972 requires that, in order for the honour to be conferred, the nominations must be supported by not fewer than two thirds of the members present and voting.

7 PETITIONS

Councillors Andy Mann and Keith Darvill have each given notice of an intention to present a petition.

**REPORTS FOR
CONSIDERATION**

**NOTE: The deadline for amendments to reports published with the final agenda:
midnight, Monday 22 March 2010
see also notes following items 11 and 12 below**

8 ANNUAL REPORTS OF COMMITTEES AND MEMBER CHAMPIONS

To consider the Annual Reports of the Audit, Pensions and Standards Committees, the Overview & Scrutiny Committees, the Standing Advisory Council for Religious Education (SACRE) and the Member Champions

Note: for ease of reference, the Annual Reports are bound together in a separate document.

9 AMENDMENTS TO THE CONSTITUTION

To consider reports of the Governance Committee

Note: for ease of reference, the reports are bound together in a separate document.

10 DATES OF COUNCIL MEETINGS

To consider the Chief Executive's report

11 REPORT OF THE LOCAL GOVERNMENT OMBUDSMAN – NOT FINDING MALADMINISTRATION

To consider the report of the Monitoring Officer, following the issue by the Local Government Ombudsman of a report concerning a joint investigation by him and by the Health Service Ombudsman into a complaint.

Note: The Mayor has agreed pursuant to section 100B(4) of the Local Government Act 1972 that the report may be considered as an urgent matter as the Ombudsmen's joint report was issued only on 11 March 2010 but if it were not dealt with at this meeting, it would not be practicable to do so before the July meeting.

12 CAPITAL PROGRAMME

To consider the report of the Cabinet (report to follow)

Note: Cabinet will not be considering the matters referred to in this report until after the despatch of the agenda for the meeting. The Mayor has agreed pursuant to section 100B(4) of the Local Government Act 1972 that the report may be considered as an urgent matter.

An amendment to this report may be proposed at any time before a decision is made by Council on it.

**MEMBERS'
QUESTIONS**

13 MEMBERS' QUESTIONS (attached)

**MOTIONS
FOR DEBATE**

14 *LIVING* NEWSPAPER

Motion on behalf of the Residents' Group

This Council expresses its concern about the frequency in publication of the *Living* newspaper, the lack of accountability, the lack of representation of the work of all elected members of Havering Council and the impact the publication has on the local

newspaper industry. The Council also agrees to undertake a public consultation on *Living* in order to justify the publication to the residents of Havering.

14A **Amendment on behalf of the Administration**

This Council notes the great success of the pilot to increase the frequency of the *Living* magazine, and supports its continuation. This Council also recognises that the *Living* magazine provides information to our local communities on Council-related matters and notes that six out of ten residents in Havering are satisfied with this publication.

14B **Amendment on behalf of the Labour Group**

Delete the final sentence of the Motion;

Insert the following in its place:

The Council agrees to undertake an urgent wide ranging consultation on *Living* to obtain the views of the community and to ensure that the publication improves its service to the Borough's residents.

[**Note:** the motion would then read:

This Council expresses its concern about the frequency in publication of the *Living* newspaper, the lack of accountability, the lack of representation of the work of all elected members of Havering Council and the impact the publication has on the local newspaper industry. The Council agrees to undertake an urgent wide ranging consultation on *Living* to obtain the views of the community and to ensure that the publication improves its service to the Borough's residents.]

15 **HOUSING STRATEGY**

Motion on behalf of the Labour Group

This Council calls upon the Cabinet to review its Housing Strategy in view of the dramatic increase in the Borough's housing waiting lists and the increasing need to provide for affordable homes for residents

15A **Amendment on behalf of the Administration**

This Council notes that the Cabinet continually reviews its Housing Strategy in response to this Government's disastrous housing policies. This Council also agrees with this Administration's ambition of Havering homes for Havering people, thereby ensuring that our residents are given priority, when new affordable housing is delivered.



**MINUTES OF A MEETING OF THE COUNCIL OF THE
LONDON BOROUGH OF HAVERING
Havering Town Hall, Romford
24 February 2010 (7.30pm – 10.40pm)**

Present: The Mayor (Councillor Roger Ramsey) in the Chair

Councillors: June Alexander, Michael Armstrong, Clarence Barrett, Robert Benham, Tom Binding, Sandra Binion, Jeff Brace, Wendy Brice-Thompson, Dennis Bull, Michael Deon Burton, John Clark, Jonathan Coles, Andrew Curtin, Keith Darvill, Ted Eden, Roger Evans, Gillian Ford, Chris Fox, Mark Gadd, Georgina Galpin, Peter Gardner, , Linda Hawthorn, Coral Jeffery, Lesley Kelly, Steven Kelly, Pam Light, Mark Logan, Andrew Mann, Barbara Matthews, Robby Misir, Ray Morgon, Eric Munday, John Mylod, Pat Mylod*, Barry Oddy, Fred Osborne, Paul Rochford, Geoff Starns, Mark Stewart, Barry Tebbutt, Frederick Thompson, Lynden Thorpe, Jeffrey Tucker, Melvin Wallace, Keith Wells, Michael White and Steve Whittaker

*for part of the meeting

Some 20 Civic and Members' Guests and members of the public and a representative of the press also attended.

Apologies were received for the absence of Councillors Gary Adams, Kevin Gregory, Linda Van den Hende, Mike Winter and John Wood.

The Mayor advised Members and the public of action to be taken in the event of emergency evacuation of the Town Hall becoming necessary. He also advised all present that the meeting would be webcast and that the display of posters and similar distracting material which could be seen during webcasting was not permitted in the Side Gallery. The Balcony was, however, available for members of the public who might wish to hold up posters subject, of course, to any poster's appropriateness.

Rabbi Lee Sutherland of Romford Synagogue opened the meeting with prayers.

The meeting closed with the singing of the National Anthem.

70 MINUTES (agenda item 3)

It was **RESOLVED:**

That the minutes of the Meeting of the Council held on 3 February 2010 be signed as a true record.

71 **DECLARATIONS OF INTEREST (agenda item 4)**

All Members present declared a personal interest as recipients of Members' Allowances (agenda items 6 and 8/minutes 73 and 75)

72 **ANNOUNCEMENTS BY THE MAYOR (agenda item 5)**

The Mayor made the following announcements:

May I first, particularly in the presence of Rabbi Lee Sutherland, thank all who participated in the Holocaust Memorial Day, which I thought was a particularly moving occasion and one which I think was warmly received throughout our community.

We were recently visited by friends from our French Twin Town, Hesdin, whose Maire and his wife visited many of the notable features of our Borough. We were also able to visit the London Eye and, with the kind assistance of the Member of Parliament for Romford, were able to tour the House of Commons.

I would also like to thank all Members who attended the recent fund raising Civic Dinner in Hornchurch, where we raised £770 for the Crossroads Care Charity – a really marvellous outcome.

Finally, the Civic Service will be held at St Edward's Church in the Market Place on 7 March. I am pleased to be able to say that 23 mayors from other London Boroughs and across the South East are coming. It would help if those of you who have not already indicated whether you intend to attend would please do so.

73 **PROCEDURAL MOTION (agenda item 6)**

Procedural motion on behalf of the Administration

- 1 That the Council consider the Report on Members' Allowances at this meeting
- 2 That, if Council agree the preceding procedural motion, the matter be dealt with after the Council deals with the Cabinet's report on the Council Tax and Budget.

The procedural motion was agreed without division and it was **RESOLVED:**

- 1 **That the Council consider the Report on Members' Allowances at this meeting**
- 2 **That the matter be dealt with after the Council deals with the Cabinet's report on the Council Tax and Budget.**

74 **DEVELOPING THE COUNCIL'S CORPORATE BUSINESS PLANNING PROCESS 2010-13: 2010/11 BUDGET (agenda item 7)**

There was before Council a report of the Cabinet and a report of the Chief Executive setting out the Chief Financial Officer's advice in accordance with Council Procedure Rules 13.8 (vi) and 13.9 (ii) as to the robustness and other aspects of the amendments proposed to the Cabinet report.

Amendments to budget proposals by the Residents' Group

To amend the budget by incorporation of the items attached* thereby reducing the Council Tax by a further 0.1% on Band D to - 0.5% overall.

[* Note: see the tables in Appendix 1 to these minutes]

Following debate, the Residents' Group amendments were **LOST** by 14 votes to 33 (see voting division 1). The recommendations of Cabinet were **ADOPTED** by 34 votes to 4 (see voting division 2) and it was **RESOLVED**:

1. **That the following as submitted in the report to Cabinet be approved:**
 - a) **The General Fund revenue budget for 2010/11, as set out in the revised Appendix F to the Cabinet report now submitted.**
 - b) **The capital programme for the period for 2010/11, as set out in Appendix L of the report to Cabinet.**
 - c) **The indicative capital programme for the period from 2011/12 to 2016/17, as set out in Appendix L, subject to a further report to Cabinet.**
 - d) **The delegated schools' budget for 2010/11, as set out in Appendix F.**
2. **That, in accepting the Cabinet's recommendation 1, Council is mindful of the advice of the Chief Finance Officer as set out in Appendix J of the report to Cabinet.**
3. **That it be noted that under delegated powers the Chief Finance Officer has calculated the amount of 89,182 (called T in the Act and Regulations) as its Council Tax base for the year 2010/2011 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) made under Section 33(5) of the Local Government Finance Act 1992.**

4. That the following amounts be now calculated by the Council for the year 2010/2011 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:

- a) £521,306,805 being the aggregate of the amounts which the Council estimates for the items set out in section 32(2)(a) to (e) of the Act.
- b) £359,504,390 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act.
- c) £161,802,415 being the amount by which the aggregate at 4(a) above exceeds the aggregate at 4(b) above, calculated by the Council in accordance with section 32(4) of the Act, as its budget requirement of the year.

This figure is R in the Act and Regulations.

- d) £55,213,872 being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates, revenue support grant or additional grant in accordance with Section 33 of the Local Government Finance Act 1992 (as amended) increased by the amount of the sums which the Council estimates will be transferred in the year from its collection fund to its general fund in accordance with Section 97 (3) of the Local Government Finance Act 1988 and increased by the amount of any sum which the Council estimates will be transferred from its collection fund to its general fund pursuant to the directions under Section 98(4) of the Local Government Finance Act 1988
- e) £106,588,543 being the amount at 4(c) above less the amount at 4(d) above, which is then divided by the amount at 2 above, calculated by the Council, in accordance with Section 33(1) of the Local Government Finance Act 1992, as the basic amount of its Council Tax for the year.

f) Valuation Bands London Borough of Havering

	£	p
A	796.78	
B	929.59	
C	1,062.38	
D	1,195.18	
E	1,460.77	
F	1,726.37	
G	1,991.97	
H	2,390.36	

being the amount given by multiplying the amount at 4(e) above by the number which, in the proportion set out in Section 5(1) of the 1992 Act, is applicable to dwellings listed in a particular valuation band

divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36 (1) of the Local Government Finance Act 1992, as the amounts to be taken into account for the year in respect of categories of dwellings listed in differing valuation bands.

5. That it be noted for the year 2010/11 the major precepting authority (the GLA) has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below as agreed by the Mayor and the London Assembly at its meeting on 10 February 2010.

Valuation Bands Greater London Authority	
	£ p
A	206.55
B	240.97
C	275.40
D	309.82
E	378.67
F	447.52
G	516.37
H	619.64

6. That, having calculated the aggregate in each case of the amounts at 4(f) and 5 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2010/11 for each of the categories of dwellings shown below:

Valuation Bands	£ p
A	1,003.33
B	1,170.56
C	1,337.78
D	1,505.00
E	1,839.44
F	2,173.89
G	2,508.34
H	3,010.00

7. That any Council Tax payer who is liable to pay an amount of Council Tax to the Authority in respect to the year ending on 31st March 2011, who is served with a demand notice under Regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 and who makes payment to the Authority of the full balance of the estimated amount shown on that demand by 1 April 2010, may deduct a sum equivalent to 1.5% of and from the estimated amount and such reduced

amount shall be accepted in full settlement of that estimated amount.

8. That the Capital Programme be expanded for schemes during the year which are funded via additional external funding under the authority of the Cabinet Member, Finance & Commerce and other relevant Cabinet Member.
9. That the £2m additional housing capital spend be financed through prudential borrowing.
10. That the Treasury Management Strategy Statement, the Minimum Revenue Provision Strategy and the Annual Investment Strategy 2010/11, be approved.

75 MEMBERS' ALLOWANCES (agenda item 8)

In accordance with the procedural motion (minute 73), Council now considered the Chief Executive's report inviting approval of the Members' Allowances Scheme, 2010/11.

Amendment on behalf of the Residents' Group

- 1 That the table of allowances within the report be amended so far as concerns the allowances indicated in the table attached (see **Appendix 2 to these minutes**).
- 2 That the Group Director, Finance and Commerce, and Assistant Chief Executive be authorised to make such consequential adjustments to the Members' Allowances Scheme as are necessary in order to give effect to the attached table of allowances.

In accordance with Council Procedure Rule 9.1(ii), the matter was dealt with without debate. The Residents' Group amendment was **LOST** by 14 votes to 31 (see voting division 3) and the recommendations in the Chief Executive's report were **ADOPTED** by 33 votes to 2 (see voting division 4).

RESOLVED:

1. That the Members' Allowances scheme for 2010/11 become effective from 1 April 2010, and the existing scheme be revoked with effect from the same date.
2. That the total number of SRAs may exceed the recommended 50% and, in the event of exceeding the 50% level, Council endorse the justification for it set out in the report.

Note: the Members' Allowances scheme is set out in **Appendix 3 to these minutes**

Mayor
24 March 2010

Note: the voting record is shown in Appendix 4 to these minutes

**APPENDIX 1
(Minute 74)**

**DEVELOPING THE COUNCIL'S CORPORATE BUSINESS PLANNING
PROCESS 2010-13: 2010/11 BUDGET**

Amendments to budget proposals by the Residents' Group

The tables comprising the Residents' Group amendments are set out on the following pages.

2010/11 COUNCIL TAX PROPOSAL

ADMINISTRATION PROPOSAL	Estimate 2010/11 £	Band D Rate 2010/11 £	
Expenditure			
Precepts			
London Borough of Havering	106,588,543		
Greater London Authority	27,630,367		
Contribution to NNDR Pool	67,514,299		
Cost of NNDR collection	<u>281,313</u>		
	202,014,522		
Income			
NNDR receivable	<u>-67,795,612</u>		% Decrease
Council Tax per Band D property	<u>134,218,910</u>	1,505.00	-0.4%

RA PROPOSAL	Estimate 2010/11 £		
Expenditure			
Precepts			
London Borough of Havering	106,488,543		
Add contingency adjustment*	10,800		
Greater London Authority	27,630,367		
Contribution to NNDR Pool	67,514,299		
Cost of NNDR collection	<u>281,313</u>		
	201,925,322		
Income			
NNDR receivable	<u>-67,795,612</u>		% Decrease
Council Tax per Band D property	<u>134,129,710</u>	1,504.00	-0.5%

<u>RA Budget Calculation</u>	
Administration LBH Budget	106,588,543
RA LBH Amendments (see summary)	<u>-100,000</u>
RA LBH Budget	106,488,543

Band D Rate in 2009/10	1,511.00
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* Note - This figure represents an adjustment of £10,800 to the contingency sum shown in the Administration proposals to achieve a whole pounds Council Tax Band D figure. The revised contingency sum would therefore become £2,010,800. This adjustment is consistent with rec. 13 of the report to Cabinet 10th Feb 2010.

RA BUDGET AMENDMENTS 2010/11 SUMMARY OF PROPOSALS

		2010/11 £'000
SAVINGS		
RA1s	Corporate Consultancy	-50
RA2s	Civic Pride	-86
RA3s	Furniture & Equipment	-100
RA4s	Publicity/Information/Communications	-55
RA5s	Special Responsibility Allowances	-164
RA6s*	Capitalise Book Fund	-150
RA7s	Graffiti Removal	-50
		-655
 PRESSURES		
RA1p	Historic Buildings	20
RA2p	Car Parking	250
RA3p	Tree Management	75
RA4p	StreetCare - Roads/Pavements	200
RA5p	School Uniform Grants	10
		555
 NET SAVINGS:		-100

*Options RA6s would be set against the additional £8m capital programme for 2010/11

RA BUDGET AMENDMENTS 2010-11

SAVINGS

Ref	Description	2010/11 £'000
RA1s	<p>Corporate Consultancy <i>Increase saving in corporate consultancy from £100k to £150k. Demand beyond the remaining £50k budget to be met from existing resources/strategic reserve</i></p>	-50
RA2s	<p>Civic Pride <i>Delete £86k (from £150k budget pressure agreed in 2008/09) Sufficient budgetary provision (@£1m) exists to promote awareness of the Council and other services. Civic Pride is better enhanced through greater enforcement against environmental offences and anti-social behaviour.</i></p>	-86
RA3s	<p>Furniture & Equipment <i>10% efficiency cut on budget across Council by deferring non-essential expenditure for one year only.</i></p> <p><i>Based on 2009/10 budget of £1.002k</i></p>	-100
RA4s	<p>Publicity/Information/Communications <i>Efficiency savings in supplies/services and associated costs.</i></p> <p><i>Better use of website for publicity & information in delivering communications. Review of Living Newspaper.</i></p> <p><i>A full review of the structure of the Communications Service will be undertaken to identify future efficiencies and cost reductions.</i></p> <p><i>Based on overall budget of £1m including £325k in 2009/10 for supplies and services.</i></p>	-55
RA5s	<p>Special Responsibility Allowances <i>Reduction to allowances for Cabinet, Overview & Scrutiny and other committee positions by reviewing structure and streamlining number of positions</i></p> <p><i>Subject to Council agreement.</i></p>	-164
RA6s	<p>Partial Capitalisation of Library Book Fund <i>Total revenue budget for book fund = £289k, £150k of which to be funded from capital for one year only</i></p>	-150

RA7s	Graffiti Removal (Probation Links) <i>Increased usage of probation service to undertake programmed graffiti removal in the community</i>	-50
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TOTAL PROPOSED SAVINGS:

-655

RA BUDGET AMENDMENTS 2010-11

PRESSURES

Ref	Description	2010/11 £'000
RA1p	Historic Buildings in Havering <i>This represents a 25% increase in resources to support the upkeep and maintainance of Historic Buildings in Havering</i>	20
RA2p	Reinstate free car parking in our outlying centres <i>To respond to resident and trader demand for the return of free parking to promote and stimulate local economies and enhance resident convenience. Figure reflects timescales involving legal notices and consultation process which would need to be put into place.</i>	250
RA3p	Tree Management - Area Based Response Teams <i>Initial roll out of area based response teams dealing with feathering and minor tree works. Funding for staff and associated equipment.</i>	75
RA4p	StreetCare - Additional Road & Pavement Repairs <i>Increased funding to deal with pot-holes and pavement defects on a priority response basis.</i>	200
RA5p	Introduce enhanced facility for School Uniform Grants <i>Central fund accessible by schools to provide support for families unable to provide adequate uniform</i>	10
TOTAL PROPOSED PRESSURES:		555

**APPENDIX 2
(Minute 75)**

**Residents' Group proposed amendments to Members' Allowance Scheme
2010/11**

	£
Cabinet Members	25,000
Overview & Scrutiny Committees Chairmen	10,000
Audit, Pensions Chairmen	10,000
Leader	45,000
Deputy Leader	30,000
Licensing Chairman	10,000
Licensing Vice Chairmen	4,260

**APPENDIX 3
(Minute 75)**

MEMBERS' ALLOWANCES SCHEME

Agreed at the meeting of the Council on 24 February 2010. The new Scheme is agreed with effect from 1 April 2010 and the revocation of the Members' Allowance Scheme (2009) is effective from 1 April 2010.

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

1 This scheme may be cited as the Havering London Borough Council Members' Allowance Scheme. The new scheme shall have effect from 1 April 2010.

2 In this scheme, "councillor" means a councillor of the London Borough of Havering and "year" means the period ending on 31 March 2011 and any period of 12 months ending on 31st March in any year after 2011.

3 **Basic allowance (Schedule 1)**

Subject to paragraphs 7 and 12, for each year a basic allowance of £10,208 shall be paid to each councillor.

4 **Special responsibility allowance (Schedule 1)**

(a) For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the Council that are specified in schedule 1 to this scheme.

(b) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

(c) When a councillor would otherwise be entitled under the scheme to more than one special responsibility allowance, then the entitlement shall instead be only to one of them, being the one attracting the higher rate.

(d) Where a member is also a Member of another Authority, that Member may not receive allowances from more than one Authority in respect of the same duties.

5 **Child and dependent care allowance**

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

6 **Renunciation**

A councillor may by notice in writing given to the Group Director Finance and Commerce elect to forego any part of his/her entitlement to an allowance under this scheme.

7 Part-year entitlements

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

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

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

8 Travelling and Subsistence (Schedule 2)

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

9 Claims and payments

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

10 Pension Scheme

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

11 Financial Limits

The Group Director Finance and Commerce will arrange for the budget for members Allowances to be monitored to ensure that budgetary issues are reported to Members.

12 Increases in Allowances

Basic Allowances as quoted will be updated for 2010/11 by the 2009/10 and 2010/11 % increases as agreed under the annual Local Government Pay Settlement of the Joint Negotiating Committee for Chief Officers of Local Authorities or its replacement under the local pay agreement. The amounts so calculated are to be rounded up to be divisible for payment purposes.

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

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

13 Suspension of Basic and Special Responsibility Allowance

Where a Member is suspended or partially suspended from his responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000, or Regulations made under that part, the part of Basic and

Special Responsibility allowance payable to him in respect of the period for which he is suspended or partially suspended may be withheld by the Authority if the Standards Committee so determines.

14 Mayor and Deputy

The Mayor and Deputy Mayor allowance covers the cost of all Mayoral activities such as clothing and personal expenses plus sundry expenses including items such as attendance at dinners and raffle tickets, sponsorship and donations. The Mayor and Deputy Mayor will be responsible for all such payments via the SRA, which will be taxed. The Council will meet the cost of the Mayor's "At Home" and other Havering Civic receptions, award pins and certificates at the civic award ceremony; the medals, certificates and frames in the event of there being any ceremony associated with Honorary Alderman/Freeman of the Borough awards, gifts given on behalf of the Council in reciprocation or gifts initiated by the Council for promotional purposes, the cost of maintaining and provisioning the beverage machine in the Parlour, postage costs and all costs associated with the Mayoral transport, robes etc.

15 Co-Optees Allowances

The standard rate of allowance for statutory co-optees is £117 per meeting attended except for the Independent chair of the Standards Committee where the rate will be £240 per meeting.

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

16 Note

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

Schedule 1: Members' allowances

Category of Allowance	Amount Per Member £
Basic Allowance	10,208
Special Responsibility Allowances:	
Leader of the Council	51,191
Deputy Leader of the Administration	35,705
Cabinet members	32,705
Leader of Principal Opposition	18,000
Leader of Principal Minority Opposition	6,390
Leader of Minority Opposition	2,227
Deputy Leader of Principal Opposition	3,825
Mayor	14,418
Deputy Mayor	7,650
Area Committees Chairmen	4,260
Overview and Scrutiny Committees Chairmen	14,418
Licensing and Regulatory Services Committee Chairmen	20,430
Audit, Pension, Governance, Appointments, Adjudication and Review Committee Chairmen	7,650

NOTE: The basic allowance will be uplifted each year in accordance with paragraph 12.

Schedule 2: Travel and Subsistence

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

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

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

Travel and subsistence arrangements for key events, e.g. Town Twinning will be set in line with the above. However, taking account of the practicalities of arrangements, these will be set out and documented by the Group Director Finance and Commerce, prior to each event and be agreed with the Cabinet for Finance and Commerce.

VOTING RECORD

<u>DIVISION NUMBER:</u>	1	2	3	4
The Mayor [Cllr. Roger Ramsey]	X	✓	X	✓
The Deputy Mayor [Cllr. Melvin Wallace]	X	✓	X	✓
<u>CONSERVATIVE GROUP</u>				
Cllr. Michael White	X	✓	X	✓
Cllr. Gary Adams	A	A	A	A
Cllr. Michael Armstrong	X	✓	X	✓
Cllr. Robert Benham	X	✓	X	✓
Cllr. Sandra Binion	X	✓	X	✓
Cllr. Jeff Brace	X	✓	X	✓
Cllr. Wendy Brice-Thompson	X	✓	X	✓
Cllr. Dennis Bull	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. Georgina Galpin	X	✓	X	✓
Cllr. Peter Gardner	X	✓	X	✓
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. Barry Oddy	X	✓	X	✓
Cllr. Frederick Osborne	X	✓	X	✓
Cllr. Paul Rochford	X	✓	X	✓
Cllr. Geoffrey Starns	X	✓	X	✓
Cllr. Barry Tebbutt	X	✓	X	✓
Cllr. Frederick Thompson	X	✓	X	✓
Cllr. Lynden Thorpe	X	✓	X	✓
Cllr. Keith Wells	X	✓	X	✓
Cllr. Steve Whittaker	X	✓	X	✓
<u>RESIDENTS' GROUP</u>				
Cllr. Clarence Barrett	✓	O	✓	O
Cllr. June Alexander	✓	O	✓	O
Cllr. Gillian Ford	✓	O	✓	O
Cllr. Linda Hawthorn	✓	O	✓	O
Cllr. Andrew Mann	✓	O	✓	O
Cllr. Barbara Matthews	✓	O	✓	O
Cllr. Raymond Morgon	✓	O	✓	O
Cllr. John Mylod	✓	X	✓	✓
Cllr. Patricia Mylod	✓	O	✓	O
Cllr. Linda van den Hende	A	A	A	A
Cllr. Mike Winter	A	A	A	A
Cllr. John Wood	A	A	A	A
<u>INDEPENDENT LOCAL RESIDENTS' GROUP</u>				
Cllr. Jeffery Tucker	X	✓	O	O
Cllr. Michael Deon Burton	X	✓	O	O
<u>LABOUR GROUP</u>				
Cllr. Keith Darvill	✓	X	✓	X
Cllr. Tom Binding	✓	X	✓	X
<u>RAINHAM RESIDENTS' GROUP</u>				
Cllr. Mark Stewart	✓	O	O	O
Cllr. Coral Jeffrey	✓	X	✓	O
<u>Liberal Democrat Member</u>				
Cllr. Jonathan Coles	O	O	✓	O
<u>British National Party Member</u>				
Cllr. Mark Logan	✓	✓	✓	✓
<u>Independent Member</u>				
Cllr. Kevin Gregory	A	A	A	A
TOTALS				
YES	14	34	14	33
NO	33	4	31	2
ABSTAIN/NO VOTE	1	10	3	13
DECLARATION OF INTEREST/NO VOTE	0	0	0	0
ABSENT FROM MEETING	5	5	5	5
	53	53	53	53
One seat vacant				

IN FAVOUR ✓

AGAINST X

NOT VOTING O

ABSENT A

INTEREST DECLARED ID

ANNUAL REPORTS OF COMMITTEES AND MEMBER CHAMPIONS

8

The Annual Reports for 2009/10 of the following are attached:

	Page
A Audit Committee	3
B Pensions Committee	9
C Standards Committee/Member Champion for Standards (Councillor Wendy Brice-Thompson)	21
D Adult Services Overview & Scrutiny Committee	25
E Children's Services Overview & Scrutiny Committee	29
F Corporate Overview & Scrutiny Committee	35
G Crime & Disorder Committee	39
H Culture & Regeneration Overview & Scrutiny Committee	43
I Environment Overview & Scrutiny Committee	47
J Health Overview & Scrutiny Committee	51
K Housing Overview & Scrutiny Committee	59
L Standing Advisory Council on Religious Education	63
M Member Champion for the 14-19 Diploma Scheme (Councillor Paul Rochford)	73
N Member Champion for Diversity (Councillor Robby Misir)	81
O Member Champion for the Historic Environment (Councillor Andrew Curtin)	85
P Member Champion for the Over Fifties (Councillor Pam Light)	121
Q Member Champion for the Voluntary Sector Compact (Councillor Andrew Curtin)	125
R Member Champion for Younger Persons (Councillor Robert Benham)	133

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AUDIT COMMITTEE

1. Annual Report 2009/10

In accordance with good practice, the Committee submits its Annual Report to the Council.

The Report contains the following information:

- Information;
- Background;
- Structure;
- Coverage;
- Key issues arising/considered;
- Work to ensure effectiveness; and
- Priorities for forthcoming year.

Appendix A – details the agendas for each of the five meetings.

2. Summary of report

The annual report of the Committee is attached. Key highlights from the report are as follows:

- The Committee maintained its usual work plan based on its Terms of Reference but also considered specific reports and assurances on: Treasury Management, International Financial Reporting Standards (IFRS); Homes in Havering, prior year Adult Social Care Overspend; Business Continuity and Disaster Recovery.
- Training will be provided for any new members to the Committee in the new municipal year to ensure all members are fully equipped to fulfil their role on the Committee. All members will be trained on IFRS and Treasury Management in response to changes in responsibilities.
- Due to the resignation of the Chairman in January 2010 a new Chair has been appointed for the March and April meetings.



**ANNUAL REPORT ON THE
WORK OF
THE AUDIT COMMITTEE**

March 2010

1. Introduction

1.1 This report covers the period April 2009 to March 2010 and outlines:-

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

2. Background

2.1 The Audit Committee has been in place for a number of years and has as its terms of reference:

- To consider and monitor the Authority's risk management and internal control environment.
- To focus audit resources.
- To receive and approve the Annual Statement of Accounts.
- To monitor performance of internal and external audit.
- To monitor proactive fraud and corruption arrangements.

3. The Audit Structure

Audit Committee Cllr David Grantham (Chair until February 2010)
 Cllr Frederick Thompson
 Cllr Michael Armstrong
 Cllr Gary Adams
 Cllr Eric Munday (appointed as Chair in February 2010)
 Cllr Steve Whitaker
 Cllr Clarence Barrett
 Cllr Barbara Matthews (joined in February 2010)
 Cllr Mark Stewart

Internal Auditors Internal Service

External Auditors PricewaterhouseCoopers

4. Audit Committee coverage

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

4.2 Regular Work

The Committee has regularly reviewed:

- Progress against the audit plan and performance;
- Key findings/issues arising from each audit undertaken;
- Progress against implementation of the recommendations;

Annual Report of the Audit Committee, 2009/10

- Anti fraud and corruption activity, including frauds identified;
- The Corporate Risk Register; and
- Progress against External Audit's Plan.

4.3 Specific Review / Reports

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

- the Risk Management Strategy;
- the Anti Fraud and Corruption Strategy;
- the Statement of Accounts including Annual Governance Statement;
- the Internal Audit Strategy; and
- the Annual Audit Plan,

The Committee also received assurances via:

- Annual Report from Internal Audit;
- The work of External Audit;
- Annual report on schools audit activity and findings;
- Outcomes of the Homes in Havering review and Adult Social Care overspend review which were significant issues in prior years.

5. Key issues arising

- 5.1 Members of the Audit Committee have been briefed on Treasury Management, as further information regarding investments in Icelandic Banks is received.
- 5.2 Members expressed concerns regarding Business Continuity and officers attended to present current information and provide assurances on the system of internal control in this area.
- 5.3 Arrangements for disaster recovery has emerged as an issue during the year and will continue to be monitored, with necessary assurances provided to members.
- 5.4 A special panel met during the year regarding financial and governance arrangements within Homes in Havering, the full Committee received an update report in December.

6. Work to ensure effectiveness of Committee

- 6.1 The Committee has received dedicated training and awareness sessions on Schools Audit, Risk Management and Fraud during the year.
- 6.2 In September the annual review of the committee's effectiveness was undertaken. The Committee completed a self assessment against CIPFA and private sector best practice guidance and noted the outcome and areas for possible improvement. No significant issues arose as a result of this exercise the results have been considered and fed into this years forward plan.
- 6.3 The Chairman met with the Internal Audit and Corporate Risk Manager during the year to gain assurance regarding the independence of the team and to

advise that direct channels of communication are accessible should they be needed.

7. Priorities and work plan for the forthcoming year

- 7.1 The Audit Committee is currently planned to meet on five occasions over the next municipal year. There are specific reports planned throughout the year, commencing with the statement of accounts and running through a mix of quarterly progress reports and annual reviews of specific strategies and policies within the remit of the Committee, together with progress reports from the Council's external auditor.
- 7.2 Officers will ensure any new members on the Committee in the new municipal year are adequately trained in their new role.
- 7.3 All members of the Committee will continue to be briefed regarding the implications of the change to compliance with the International Financial Reporting Standards as this will be necessary to allow the Committee to fulfil its role in approving the accounts.
- 7.4 The Committee will take on an increased role in arrangements regarding Treasury Management following new guidance.

**APPENDIX A - AUDIT COMMITTEE COVERAGE
FROM APRIL 2009 TO DATE**

21st April 2009

- 2008/09 Grants Report
- Internal Audit Charter and Terms of Reference
- Internal Audit Interim Progress Report
- Annual Review of Whistleblowing Arrangements
- Annual Review of Money Laundering Arrangements
- Annual Report on the work of the Audit Committee
- Urgent Business

23rd June 2009

- Annual Statement of Accounts 2008/09 containing Annual Governance Statement
- Annual Audit Letter
- External Audit Fee Letter
- External Audit Progress Report
- Housing Benefit Fraud Report
- Annual Head of Internal Audit Report
- Internal Audit Progress Report
- Urgent Business

15th September 2009

- Update on Business Continuity
- Internal Audit Progress Report
- Annual Review of Schools Internal Audit 2007/08
- Annual Review of Anti Fraud and Corruption Arrangements
- Urgent Business

8th December 2009

- Annual Review of the Audit Committees Effectiveness
- Annual Audit Letter
- Response to ISA 260
- Treasury Management Update
- Internal Audit Progress Report
- Housing Benefit Fraud Progress Report
- Annual Review of Risk Management Arrangements
- Adult Social Services Review
- Urgent Business
- Homes in Havering Review – exempt item

2nd March 2010

- IFRS Update
- External Audit Plan
- External Audit Grants Certification Report
- Annual Grants Review
- Internal Audit Progress Report
- Fraud Progress Report
- Internal Audit Strategy and Plan 2009/10
- Urgent Business

B

HAVING PENSION FUND

BUSINESS PLAN/REPORT ON THE WORK
Of the
PENSIONS COMMITTEE

MARCH 2010

Financial Services
Town hall
Main Road
Romford, Essex, RM1 3BB

Tel: 01708 432217
Fax: 01708 432162

Annual Report of the Audit Committee, 2009/10

INTRODUCTION

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

The Business Plan looks forward over the next three years and will be reviewed and updated annually. This report also covers the period 1st April 2009 to 31st March 2010 and outlines:

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

The financial position and the performance of the Havering Pension Fund for 2009/10 is featured as part of the formal Annual Report of the Fund itself and not included here. The Annual Report is prepared later in the year when the pension fund accounts have been finalised.

BACKGROUND TO THE PENSION FUND

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

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

The Havering Pension Fund has adopted a benchmark for the overall fund of Gilts + 2.9% (net of fees). The Fund currently has four different fund managers (who have specific mandates) and performance is monitored against an agreed benchmark. This is likely to increase to six managers once the current investment strategy review is completed. Current asset allocation and performance targets with proposed changes (dotted line), are shown below:

Manager and percentage of total Fund awarded	Mandate	Tactical Benchmark (what managers are measured against)	Out performance Target (net of fees)
Standard Life 30%	UK Equities	FTSE All Share Index	2%
Alliance Bernstein 30%	Global Equities	MSCI All World Index	2.5%
Royal London Asset Management (RLAM) 30%	Investment Grade Bonds	<ul style="list-style-type: none">• 50% iBoxx Sterling Non Gilt Over 10 Year Index• 16.7% FTSE Actuaries UK Gilt Over 15 Years Index• 33.3% FTSE Actuaries Index-Linked Over 5 Year Index	0.75%
UBS 10%	Property	IPD (previously called HSBC/AREF) All Balanced Funds Median Index	To outperform the benchmark
Alternatives (possibly 5%)	Alternatives	Not yet appointed – possible appointment Feb/ Mar 2010	
Passive Manager (15%)	Passive Equities	Not yet appointed – possible appointment Feb/ Mar 2010	

Fund Managers present performance updates on a quarterly basis. They report every 6 months at the Pensions Committee and on alternate quarters meet with officers for a formal meeting. The Fund also uses the services of WM Performance Measurers to independently report on fund manager performance.

FUND MANAGEMENT STRUCTURE

Day to day management of the fund is delegated to the Director of Finance and Commerce. The Committee also obtains and considers advice from the authority's officers, and as necessary from the

Annual Report of the Audit Committee, 2009/10

Fund's appointed professional adviser, actuary and performance measurers who attend meetings as and when required.

The membership of the Pensions Committee reflects the political balance of the Council and the structure of the Pensions Committee during 2009/10 is as follows:

Cllr Melvin Wallace (Chairman) –Conservative Group
Cllr Roger Ramsey (Vice Chairman) – Conservative Group
Cllr Benham - Conservative Group
Cllr Robby Misir - Conservative Group
Cllr Clarence Barrett – Residents Group
Cllr Linda van den Hende - Residents Group
Cllr Jeffrey Tucker – Independent Local Residents Group

Non voting Union Members:

Brian Long (Unison) replaced by John Giles
Sean Ramsden (TGWU)

Non voting Admitted/Scheduled Body Representative:

David Holmes – Havering College of Further and Higher Education

There were some changes made to the members of the committee in May 2009 as follows:

Cllr Robby Misir (Chairman) - Conservative Group
Cllr Eric Munday (Vice Chairman) - Conservative Group
Cllr Benham - Conservative Group
Cllr Melvin Wallace - Conservative Group
Cllr Clarence Barrett - Residents Group
Cllr Linda van den Hende - Residents Group
Cllr Jeffrey Tucker - Independent Local Residents Group

Fund Administrator	London Borough of Havering
Actuary	Hewitt Bacon & Woodrow
Auditors	PricewaterhouseCoopers LLP (PWC)
Performance Measurement	WM Company
Custodians	State Street Global Assets
Investment Managers	Standard Life Investments (UK Equities) Royal London Asset Management (Investment Bonds) Alliance Bernstein Institutional Investors (Global Equities) UBS (Property)
Investment Advisers	Hymans Robertson
Legal Advisers	London Borough of Havering Legal Services provide legal advice as necessary (specialist advice is procured as necessary)

The terms of reference for the committee are:

- To consider and agree the investment strategy and statement of investment principles for the pension fund
- Where appropriate and above staff delegation levels to authorise the invitation of tenders and the award of contracts for actuaries, advisers and fund managers or other related investment matters
- To appoint and review the performance of advisers and investment managers for Council and pension fund investments
- To take decisions on those matters not to be the responsibility of the Cabinet under the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 relating to those matters

Annual Report of the Audit Committee, 2009/10

concerning pensions made under Regulations set out in Sections 7, 12 or 24 of the Superannuation Act 1972

PENSION COMMITTEE MEETINGS 2009/10

The Committee met a number of times during 2009/10 and Annex A sets out the coverage but the key issues that arose in the period are shown below:

Key issues arising in the period

- **Market Conditions / Investment Strategy**

Investment Strategy Implementation was discussed regarding its progression and implementation in light of extreme market conditions. Members agreed to start the search for a UK /Global Equities Passive Manager and a Diversified Alternatives Manager

- **Annual Report**

The Annual Report was first statutorily produced in line with the LGPS (Administration) regulations.

- **Communication Strategy and Governance Policy**

In line with the 1997 Local Government Pension Scheme (LGPS) regulations the London Borough of Havering as an administering authority has undertaken an annual review of the Pension Fund's Communication Strategy and Governance Policy.

- **Whistleblowing Requirements of the Pensions Act**

An annual review was undertaken and no issues were reported.

- **Review of Statement of Investment Principles (SIP) and Funding Strategy Statement (FSS)**

These were reviewed and the SIP was amended to reflect a temporary deviation from strategy in light of market conditions. No changes were made to the FSS.

- **Annual Report for Members of the Fund 2008/09 (Pension Fund Leaflet)**

This was reviewed and approved for distribution with the annual benefit statements.

- **Reviewed Fund Manager quarterly performance**
- **Agreed extension of the contract for Pension Advisory Services until 31 March 2011**
- **Considered performance of Pensions Administration Service**
- **Reviewed performance of Custodians**

PENSION COMMITTEE MEETINGS 2010/11 AND ONWARDS

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

- **Impact of changes in the LGPS (Management and Investment of Funds) Regulations 2009:**
 - Separate Bank accounts for the Pension Fund by April 2011
 - Possible non pooling of pension fund cash with treasury management from April 2010
 - Revision of SIP before 1 July 2010
- Possible new actuary - introduction
- Proposals on Cost Sharing between employee /employer
- 2010 Valuation results
- Possible Investment Strategy Review following 2010 valuation
- Adoption of the New Myners Principles
- Potential future outcomes of LGPS reforms, including participation to CLG consultations
- Potential knock on effect of the recession

INTERNAL & EXTERNAL RESOURCES

The Pensions Committee is supported by the administering authorities' finance and administration services and the associated costs are therefore reimbursed to the administering authority by the Fund. The costs for these services form part of the Administrative and Investment Management expenses as reported in the Pension Fund Statement of Accounts. Estimates for the medium term on Administration and Investment Management expenses follow in this report.

The Pensions Administration service consists of an establishment of 7.8 full time equivalent posts (10 posts) including a part time temporary member of staff.

The Finance service that supports pension fund consists of an establishment of 1.5 full time equivalent posts.

The report also picks up on the current workloads of the day to day administration of the pension fund and notes the intention to increase staffing levels. The costs of providing the administrative support for pensions are charged directly to fund and the regulations allow us to charge all reasonable expenses for pensions administration.

Currently based on the annual statement of accounts for 2008/09 Havering ranks as the sixth best performing pension fund when comparing total cost of administration expenditure, the % per member and the % compared with the fund total. The administrative team has not changed in overall number since 2002, although 11 hours were gained in 2006.

Members of the committee will be aware of some of the performance levels not being achieved around the transfers in and out of the scheme and issuing of annual benefit statements.

There are also a number of other factors that make Havering's pension fund harder to administer:

- Havering employs the largest number of part time staff in London
- The number of part time employees with multiple employments
- Teaching assistants who's contracts are ended in July only to be restarted in September
- National changes to scheme requirements around refunds of contributions, production of pre retirement estimates, including for staff who were working beyond retirement age
- An increase in the number of admitted bodies
- The introduction of the new pension scheme and other DCLG requirements

There is also concern around the work requirement to clear data to enable us to have clean data to go forward into the valuation. It is important that the data is clean to prevent a more cautious valuation and therefore potentially a slightly higher employers contribution rate. This also fits with the "spotlight" document sent out by our actuaries last year which stresses the importance of good record keeping.

The team have stream lined and standardised many of their working practices, and have automated these where ever possible, but the current team are now working additional hours to try and keep pace with the existing work levels. The pensions team is also made up an aging work force, with one member of the team being 68 later this year and another 65 and we need to consider succession planning now so as not to create a greater problem further down the line

The committee are therefore requested to note the intention to create two additional posts with the appropriate agreement of the Cabinet Member in accordance with paragraph 1(ii) and (iii) to Part 3.3.2 of the Constitution.

Annual Report of the Audit Committee, 2009/10

FINANCIAL ESTIMATES

Administrative Expenses

	2008/09 Actual £000's	2009/10 Estimate £000's	2010/11 Estimate £000's	2011/12 Estimate £000's	2012/13 Estimate £000's
Administration & Processing	476	489	503	503	503
Actuarial Fees	10	12	52	10	10
Audit Fees	38	38	39	39	39
Other Fees	7	11	9	9	9
Other Costs	11	7	9	9	9
TOTAL	542	557	612	570	570

Investment Management expenses

	2008/09 Actual £000's	2009/10 Estimate £000's	2010/11 Estimate £000's	2011/12 Estimate £000's	2012/13 Estimate £000's
Administration, Management & custody	1,089	1,211	1,064	1,064	1,064
Performance Measurement services	11	11	11	11	11
Other Advisory Fees	85	80	40	40	40
TOTAL	1,185	1,302	1,115	1,115	1,115

Please note the following regarding the above figures

- Takes no account of any inflationary increases
- Management and custody fees are charged according to the fund value; therefore an average figure has been applied.
- Actuary fees will increase in 2010/11 for the work carried out on 2010 valuation.
- Based on 2009/10 fund and staffing structures.

TRAINING AND DEVELOPMENT STRATEGY

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

A self assessment training questionnaire is distributed to members annually to determine training required for the year.

Training and development took place during 2009/10 to ensure that Members of the Committee were fully briefed in the decisions they were taking.

Training logs are maintained and attendance and coverage can be found in [Annex B](#) but is outlined briefly below:

- Three day Trustee Training course for Councillor Munday
- Alternative Asset product – Standard Life
- New member training – pension overview for Councillor Tucker

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

The members are currently in the last term of office so the majority of development has already been undertaken; training therefore during 2009/10 had been tailored to cover specific decisions required.

Annual Report of the Audit Committee, 2009/10

Members receive briefings and advice from the Funds Investment adviser at each committee meeting.

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

TRAINING PLAN FOR 2010/11 and ONWARDS

Associated training will be given when required which will be linked to the Pension Fund meeting coverage for 2010/11 as shown in Annex C.

It is proposed that a knowledge and skills questionnaire would be circulated to members of the committee following the local elections in May 2010 once the membership of the committee is known. A training plan will consequently be drawn up and it is proposed that this will incorporate the CIPFA Knowledge and Skills Framework.

COMMITTEE MEETINGS HELD DURING 2009/10

MONTH	TOPIC	Attended by
MAY 2009 (Special)	<ul style="list-style-type: none"> Investment Strategy Update including SIP amendment in light of market conditions and holding of cash balances 	Cllr Melvin Wallace (chair) Cllr Robby Misir Cllr Robert Benham Cllr Clarence Barrett Cllr Roger Ramsey
JUNE 2009	<ul style="list-style-type: none"> Pension Fund Performance Monitoring for the quarter Ending 31 March 2009 United Nations Principles of Responsible Investment (UNPRI) oral report 	Cllr Melvin Wallace (chair) Cllr T Eden (sub for Cllr Misir) Cllr L Thorpe (sub for Cllr Munday) Cllr Morgan (sub for Cllr Barrett) Cllr Jeffrey Tucker
AUGUST 2009 (Special)	<ul style="list-style-type: none"> Pension Fund Investment Strategy – Follow up. Agreed to start the search for a Global Equities Passive Manager and a Diversified Alternatives Manager Considered A DCLG Consultation paper on LGPS delivering Affordability, Viability and Fairness 	Cllr Robby Misir (chair) Cllr Eric Munday Cllr Robert Benham Cllr Melvin Wallace Cllr Clarence Barrett Cllr Morgan (sub for Cllr Van den Hende) Cllr Jeffrey Tucker
SEPTEMBER 2009 (Special)	<ul style="list-style-type: none"> Joint meeting with Audit Committee – approved the pension fund accounts within the statement of accounts 	Cllr Robby Misir Cllr Eric Munday Cllr Robert Benham Cllr Melvin Wallace Cllr Clarence Barrett Cllr Van den Hende
SEPTEMBER 2009	<ul style="list-style-type: none"> Pension Fund Performance Monitoring for the Quarter Ending 30 June 2009. 	Cllr Robby Misir (chair) Cllr Eric Munday Cllr Robert Benham Cllr Clarence Barrett Brian Long (UNISON)
NOVEMBER 2009	<ul style="list-style-type: none"> Agreed Pension Fund Annual Report – Year ended 31 March 2009 Agreed Report to Pensioners and Contributors of the Pension fund 2008-2009 Reviewed Pension Fund's Communication Strategy and Governance Compliance Statement Agreed extension of the Contract for Pension Advisory Services Whistleblowing Report 	Cllr Eric Munday (chair) Cllr T Eden (sub for Cllr Misir) Cllr Robert Benham Cllr F Thompson(sub for Cllr Wallace) Cllr Clarence Barrett Cllr Linda Van den Hende John Giles (UNISON)

Annual Report of the Audit Committee, 2009/10

MONTH	TOPIC	Attended by
	<ul style="list-style-type: none"> • Annual Review of the Statement of Investment Principles and the Funding Strategy Statement • Annual Review of the Pensions Administration Service 	
DECEMBER 2009	<ul style="list-style-type: none"> • Overall Monitoring Report on Pension Fund to End of September 2009 • Annual Review of the Pension Fund Custodian 	Cllr Robby Misir (chair) Cllr Eric Munday Cllr Robert Benham Cllr F Thompson(sub for Cllr Wallace) Cllr Clarence Barrett Cllr Linda Van den Hende John Giles (UNISON)
FEBRUARY 2009 (Special) To be confirmed	<ul style="list-style-type: none"> • To interview short listed Global Equities Passive Managers and Diversified Alternatives Managers • for the candidates of the Investment Strategy Review 	
MARCH 2010	<ul style="list-style-type: none"> • Overall Monitoring Report on Pension Fund to end of December 2009 • Annual report on the work of the pensions committee/business plan 	

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

PENSIONS COMMITTEE MEMBER TRAINING AND DEVELOPMENT 2009/10

DATE	TOPIC COVERED	LOCATION	COST	ATTENDED BY
3 March 2009	Pensions overview - Informal one to one training by Debbie Ford (Duration 1 hour)	Town Hall	Officer Time	Cllr Tucker
23 April 2009	Local Authority Investment Seminar provided by Standard Life (1/2 day)	The Dorchester Hotel	Free	Cllr Wallace Cllr Ramsey
30 July 2009	All members sent a copy of 'A Guide to the Local Government Pension Scheme' as published by CIPFA	Via email	Officer Time – distribution part of the CIPFA subscription service	Cllr Wallace Cllr Misir Cllr Barrett Cllr Munday Cllr VandenHende David Holmes John Giles - UNISON
30 December 2009	Alternative Asset Training by Standard Life. Delivered prior to Committee meeting.	Before Committee meeting at the Town Hall	Free	Cllr Munday Cllr Misir Cllr Barrett
27 October, 30 November & 16 December 09 (This is a three day course)	Local Government Employers delivering Trustee Training: <ul style="list-style-type: none"> • Day 1 <ul style="list-style-type: none"> ○ LGPS framework (past and present) ○ Investment framework ○ Traditional Asset Classes 	London	£199.00 pp	Cllr Munday
30 November 09	<ul style="list-style-type: none"> • Day 2 <ul style="list-style-type: none"> ○ Valuations ○ Funding Strategy Statements ○ Corporate Governance ○ Communication Strategies/Policies ○ Established Alternative Investments 	London	£199.00 pp	Cllr Munday
16 December 09	<ul style="list-style-type: none"> • Day 3 <ul style="list-style-type: none"> ○ Duties and Responsibilities of committee members ○ The future for LGPS ○ Managers and Manager Selection ○ Bringing it all together 	London	£199.00 pp	Cllr Munday

Annual Report of the Audit Committee, 2009/10

DATE	TOPIC COVERED	LOCATION	COST	ATTENDED BY
4 November 09	WM Roadshow (1/2 day) – The Fund's Performance measures produced overall fund performance of the WM members and asset distribution	Churchill Place, Canary Wharf	Free	Cllr Munday
27 January 2010	CIPFA – Governance summit. Launch of Knowledge & Skills Framework Not offered to all members due to limited places - invitation to chair or vice chair only. Further training to be assessed after framework has been considered.		Part of CIPFA subscription service	Cllr Munday

PENSION FUND INVESTMENT MANAGERS CYCLICAL MEETINGS AND COVERAGE 2010/11

	16 MARCH 2010	JUNE/JULY 2010	SEPTEMBER 2010	NOVEMBER 2010	DECEMBER 2010	MARCH 2011
Formal Committees with Members	<ul style="list-style-type: none"> ▪ Overall Monitoring Report on Pension Fund to end of December: <ul style="list-style-type: none"> a) UK Equities Manager b) UK Bonds Manager ▪ Annual Training/ Business Plan and Work Plan Review inc work of Committee ▪ Impact of Revised Inv Regs: cash pooling 	<ul style="list-style-type: none"> ▪ Overall Monitoring Report on Pension Fund to March inc. <ul style="list-style-type: none"> a) Global Equities Manager b) Property ▪ Actuary Introduction (if new) ▪ Revised Myners/SIP changes 	<ul style="list-style-type: none"> ▪ Overall Monitoring Report on Pension Fund to end of June: <ul style="list-style-type: none"> a) UK Equities Manager b) UK Bonds Manager ▪ Pension Fund Annual Report (if statutory deadline is brought forward) ▪ Annual report on activity of Pensions Administration 	<ul style="list-style-type: none"> ▪ Annual review of Custodian ▪ Pension Fund leaflet ▪ Annual review of Adviser ▪ Review of Communications/ Governance Policies ▪ Whistleblowing Annual Assessment ▪ Administration Strategy (regs change) if necessary ▪ Stakeholder/ Regs review on pensions as required ▪ General report on Panel Activity; IDRPs policy; discretions – 100 weeks only – 100 weeks done verbally ??? ▪ Annual review of SIP ▪ Annual review of FSS 	<ul style="list-style-type: none"> ▪ Overall Monitoring Report on Pension Fund to end of September inc. <ul style="list-style-type: none"> a) Global Equities Manager b) Property ▪ Results of 2010 Valuation 	<ul style="list-style-type: none"> ▪ Overall Monitoring Report on Pension Fund to end of December: <ul style="list-style-type: none"> a) UK Equities Manager b) UK Bonds Manager ▪ Annual Training /Business Plan and Work Plan Review inc work of Committee
Officer Meeting	Meeting : 15 Feb 10 (pm) <ul style="list-style-type: none"> ▪ Global Equities ▪ Property Manager 	Meeting: May 10 (TBC) <ul style="list-style-type: none"> ▪ UK equities ▪ UK Bonds Meeting : TBC <ul style="list-style-type: none"> ▪ Advisor Review ▪ Custodian Review 	Meeting: Aug 10 (TBC) <ul style="list-style-type: none"> ▪ Global Equities Manager ▪ Property ▪ WM presentation 	No meeting	Meeting: Nov 10 (TBC) <ul style="list-style-type: none"> ▪ UK Equities ▪ UK Bonds Manager 	Meeting: Feb 11 (TBC) <ul style="list-style-type: none"> ▪ Global Equities ▪ Property
Training	Associated Training	Associated Training Knowledge & Skills audit	Associated Training	Associated Training	Associated Training	Associated Training

Note:

FSS and SIP review dates may be subject to change pending outcomes of the 2010 Valuation results

Adoption of Knowledge and Skills Framework?

New members – Knowledge & skills audit - Training Plan?



JOINT ANNUAL REPORT OF THE STANDARDS COMMITTEE AND STANDARDS CHAMPION - 2009/10

1. Annual Report 2009/10

In accordance with good practice recommended by the Standards Board for England and the Audit Commission, Annual Reports of the Standards Committee are now to be submitted to the Council.

The Report contains the following information about key issues considered by the Standards Committee and its sub-committees in the period under review.

2. Training

A number of training sessions have been held for members of the Committee and other members of the Council. Training for members of the committee is generally arranged within meetings of the main committee as part of its continuing business.

The Committee is alert to issues emerging from complaints and, if need be, will arrange training for Members if the outcome of complaints indicates that there are areas where specific training is needed.

3. Initial Assessments

Between 8 May 2008 (the inception date of the new Code) and the 1 February 2010 18 complaints against members of the Council were referred for Initial Assessment decisions. For the year of this Annual Report there have been 8 new complaints received. The Sub-committee is required to hear Initial Assessments within 20 working days of receipt of the complaint. Of the 8 complaints received;

5 were determined as needing no further action with 1 review being requested.

3 were referred to the Monitoring Officer for other action

Comparison complaints from previous year

April 2008 – March 2009
3 were referred to the Monitoring Officer for "other action". 2 were determined as needing no further action. 5 were referred for investigation with 1 review being requested.

In addition the Consideration Sub-Committee received 3 reports where it agreed with the Deputy Monitoring Officer's recommendations and two

hearings were heard by the Hearings Sub-Committee the outcome of which was an apology in respect of one case and a suspension and training in respect of the other. This latter case is currently the subject of an appeal to the First Tier Tribunal. One further hearing is currently pending. Other than that all cases are closed as at 24th February 2010.

Quarterly reports are submitted by the Monitoring Officer to the Standards for England on case number and status.

The Committee has agreed to keep the Assessment Criteria under review bi-annually and to consider the same in the light of best practice. The Assessment Criteria will therefore be reviewed again during the forthcoming year.

4. Raising the Profile

The Committee has considered how the profile of the committee and ethical conduct can be raised and during this year there was a short interview with the Chairman of the Standards Committee in the Living magazine. In addition leaflets were made available in Council buildings including housing offices, Libraries and the PACS and information was made available on the internet.

Independent Members have attended Council, Cabinet and Regulatory Services meetings in order to observe proceedings and understand how Council business is conducted. The Independent Members have given oral reports to the Committee about their attendance at the meetings and have expressed their satisfaction with the conduct of Councillors in their interactions with each other. It was felt however that there might be scope for training opportunities on declarations of interest, particularly in relation to Regulatory Services. The Committee endorsed the idea that Member development be requested to look at training for all Councillors on declarations of interest given the substitute rule which operates. This will be taken forward after the local government elections with training for Members.

Events that have been attended are:

- The Council's Champion attended Standards for England Annual Conference 12 & 13th October 2009 and briefed the committee on the detail of the conference.
- The Chairman of the Standards Committee and the Monitoring Officer meet with the Chief Executive, Leader of the Council and Leader of the Opposition. Meetings with other Group Leaders will be arranged over the forthcoming year. The Chairman and the Monitoring Officer have spoken at a Conservative Group meeting regarding Standards and have made a similar offer to the main Opposition Group. Meetings will be offered to other

Groups and to those Members not in groups during the forthcoming year.

- The Chairman is involved in an on-line network for Independent Chairmen of the Standards Committee.
- A talk was delivered by the Independent Chairman and the Monitoring Officer to the Older Person's Forum on the 12th January 2010.
- The Chairman of the Standards Committee together with the Champion and a Deputy Monitoring Officer attended the GLA Conference on 11th February 2010.

5. Work Plan

The Standards Committee adopted a Workplan in September 2009 and have reviewed the Register of Gifts and Hospitality and the Member Officer Protocol together with revisions to the Planning Protocol. All the revised codes are now adopted as part of the Council's Constitution. The committee received a Monitoring Report on relevant cases on 17th November and a further report will be considered on 25th March.

The Workplan for the year 2010/11 will concentrate on reducing the number of Member to Member complaints which come before the Committee by majoring on training and mediation and will also major on promoting confidence in local democracy to the wider public.

6. Champion

The Champion has been actively involved in the Committee and in meeting with the Monitoring Officer, Independent Chairman and the Chief Executive.

The Champion has attended two conferences and briefed the Committee and brought forward a number of suggestions which will be taken forward in the Workplan for the forthcoming year. These will include managing investigations, ongoing Member development, raising the profile of the Standards Committee and meaningful engagement with the local community.

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ADULT SERVICES OVERVIEW AND SCRUTINY COMMITTEE

ANNUAL REPORT, 2009/10

SUMMARY

This report is the annual report of the Committee, summarising the Committee's activities during the past Council year.

It is planned for this report to stand as a public record of achievement for the year and enable members and others to compare performance year to year.

RECOMMENDATIONS

1. That Council note the annual report of the Adult Services Overview and Scrutiny Committee.

REPORT DETAILS

During the year under review, we have met as a Committee on 4 occasions (including 1 special) and dealt with the following issues:

1. SCRUTINY ENHANCEMENTS AND OSC WORK PROGRAMME

- 1.1 At its meeting in June 2009, the Committee received a report outlining the changes to the powers of the Overview and Scrutiny functions as well as the new requirements prescribed under the Comprehensive Area Assessment.
- 1.2 The Committee was informed that in the future Overview and Scrutiny Committees would have the statutory power to scrutinise partners of the Council involved in the delivery of Local Area Agreement targets. The new powers also placed statutory requirements on Cabinet to respond to Overview and Scrutiny Committee recommendations within two months of them being received; a formal response would have to be given in such cases where recommendations were not accepted. The Committee also agreed its work programme for the year.

2. OTHER MATTERS CONSIDERED

- 2.1 The Closure of the Council's Care Homes for Older People: Elmhurst Lodge and Winifred Whittingham House – At its meeting in June 2009, the Committee received a report and presentation on the closure of the homes. The Committee was informed that the closure of both homes had gone well. All the moves that were carried out were in conjunction with residents' families were supervised and there was a geriatrician on hand to assist.
- 2.2 New Regulations for Health and Social Care Complaints – At its meeting in September 2009, the Committee received a report and presentation on the new regulations. The Committee was informed that the new regulation came into place as of 1 April 2009, and replaced the Local Authority Social Services Regulation 2006. The Committee was informed that the new regulations are now more customer focussed with only a 2 stage process.
- 2.3 Adult Social Care Annual Report – At its meeting in September 2009, the Committee received a report outlining the complaints received over the last year. The Committee were informed that the Department of Health also required monitoring information set out by Ethnicity, Disability, Age, Religion and Gender.
- 2.4 Day Opportunities Update – At its meeting in September 2009, the Committee received a report on the day opportunities available to residents. The Committee were informed the average cost of a day care session was £40. There were now ongoing checks to ensure day opportunities were maintained and individuals now have the choice of where they spend their allocations of money. Some users however wished to use their direct payments for opportunities which are outside of the recommended providers accredited by Adult Services.
- 2.5 Dial-A Ride – In July 2009, the Committee visited the Dial-a-Ride Head Office and met with the General Manager. The Committee were given a detailed background to Dial-a-Ride, and the trips that they carried out. The Committee also were able to see the call-centre working. At its meeting in September 2009, the Committee received an update on the current position with Dial-a-Ride. The Committee were informed about the current charges, and discussed the rationalisation of the scheme and if this was something that the Borough could manage. The Committee was also informed that all the issues including complaints would be discussed at the Transport and Environment Committee (TEC) at the London Council in October 2009. At its meeting in November 2009, the Committee were updated on the outcome of the TEC. The Committee was informed that in principle the London Councils would be looking at all door to door services including Dial-a-Ride. At its meeting in March 2010, the Committee were informed that there had been a meeting with members of the London Assembly, about the services. The feedback from a project team made up of representatives from the London Councils, Transport for London, Transporters for London and NHS would be made available in July 2010.
- 2.6 Adult Services Transport – At its meeting in November 2009, the Committee received an update on how the tracker system was working. The Committee

were informed that the current fleet is made up of 50 vehicles with 2 additional vehicles in case of breakdowns. Vehicles were checked and maintained every 8 weeks in line with safety regimes and to prevent any unnecessary breakdowns. All servicing of vehicles is done at night so that daily trips are not interrupted.

- 2.7 Requisition: Report concerning the closure of Elmhurst Lodge Day Centre – In January 2010, the Committee considered a requisition of the Cabinet's decision to close Elmhurst Lodge Day Centre. The Committee discussed the concerns about planned alternative provision of day care, the quality of the consultation and the impact on staff employed at the Day Centre. The requisition was not upheld in this instance.
- 2.8 Partnership Framework – Section 75 Formal Agreement for Health and Social Care – At its meeting in March 2010, the Committee received an update on the progress of the Section 75 Agreement. The Committee were informed that under Learning Disabilities there were now joint working for a number of areas including, physiotherapy, speech and language, social work and nursing. Whilst the NHS was more focussed on the acute end, there was also better running of the joint services by Social Care. This was now a single point of access for adults with learning disabilities.

For adults with mental health the new agreement now had NELFT as the host, which included a number of staff who had been seconded to the services which provided a single process and alleviated any duplication. The Committee were informed that there was also robust governance for the quality of care and that outcomes for the services had improved. The Committee were informed that there was focus on the needs of adults with mental health, when coming out of hospital and that early intervention was necessary to ensure that their needs were met.

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CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE

ANNUAL REPORT, 2009/10

REPORT DETAILS

During the year under review, we have met as a Committee on 4 occasions and dealt with the following issues:

1. SCRUTINY ENHANCEMENTS AND OSC WORK PROGRAMME

- 1.1 At its meeting in June 2009, the Committee received a report outlining the changes to the powers of the Overview and Scrutiny functions as well as the new requirements prescribed under the Comprehensive Area Assessment (CAA).
- 1.2 The Committee was informed that in the future Overview and scrutiny Committees would have the statutory power to scrutinise partners of the Council involved in the delivery of Local Area Agreement targets (LAA). The new powers also placed statutory requirements on Cabinet to respond to Overview and Scrutiny Committee recommendations within two months of them being received; a formal response would have to be given in such cases where recommendations were not accepted. The Committee also agreed its work programme for the year.
- 1.3 The report also detailed that the overview and scrutiny function would be assessed under the CAA with a view to determining its effectiveness at scrutinising LAA targets and outcomes.

2. SCRUTINY TOPIC GROUPS.

2.1 LEARNING VILLAGE

- 2.1.1. This Group is comprised of: Councillors Gillian Ford (Chairman), Wendy Brice-Thompson, John Wood, Keith Darvill, Jonathan Coles and co-opted member Susan Kortland.
- 2.1.2. The Group met seven times throughout the year to examine and scrutinise the arrangements and process that was being undertaken to close the existing Kingswood School in Harold Hill and replace it with the Drapers Academy.
- 2.1.3. The Group began its review with a visit to Kingswood School and had subsequent meetings with the lead officers for the project as well as a

2.1.4. This group is due to conclude the initial stage of its review by the end of March 2009; submitting an interim report to the Children's OSC in the next Council year.

2.1.5. The Group would aim to continue its work, regardless of any possible changes in membership, in the next council year.

2.2 SPEECH AND LANGUAGE THERAPY

2.2.1 This Group is comprised of: Councillors Wendy Brice-Thompson (Chairman), Gillian Ford, Georgina Galpin and co-opted member Julie Lamb.

2.2.2 The group met on seven occasions during the Municipal Year to scrutinise the speech and language services offered in the borough, following a series of reported problems and shortcomings.

2.2.3 The group met with representatives from the Primary Care Trust, Outer North East London Community Services, an independent reviewer of Havering speech and language services commissioned by the Borough and the PCT, the Head of Children and Young People's Services, Havering Speech and Language Therapists and the Council's Advisory Teacher for Speech and Language, part of the Learning Support Team based at Corbets Tey School.

2.2.4 The group reviewed various elements of the service; and considered the review already underway in determining its final report. The Group made a site visit to Corbets Tey School's Language Resource Centre that had been built to advance and further the support open to parents, families and children with speech and language difficulties.

2.2.5 This group concluded its review in February 2010.

3. OTHER MATTERS CONSIDERED

3.1 Performance of Supported Schools – At its meeting in June 2009, the Committee received a report on the performance of schools supported by Havering's Inspection and Advisory Service (HIAS). The Committee was informed that under-performing schools were supported by the service which challenged them to improve at all levels. The Committee noted the improvement seen by the majority of school supported by HIAS; despite concerns at the schools' ability to maintain the improvement following the departure of HIAS.

3.2 Adoption Service Update – At its meeting in June 2009, the Committee received a report on the Adoption Team in the Children in Care & Support Service within Children & Families Services, which was subject to an Ofsted inspection between 19th and 22nd January 2009 and was given the overall quality rating of good. There was only one statutory recommendation, regarding the counselling and support to birth parents during the initial stages,

after adoption was identified as the plan for the child. This recommendation had been addressed through improved partnership working with specific Adoption support agencies.

- 3.3 Child Obesity – At its meeting in September 2009, the Committee received a presentation from the Acting Associate Director of Health Improvement, the Senior Health Improvement Specialist and the Healthy Schools Coordinator from NHS Havering On steps taken to tackle the problem of child obesity in the Borough. The Committee noted that child obesity formed part of the Council's LAA targets, as well as national indicator targets. The Committee was informed of numerous programmes and measures being initiated both nationally and in the Borough that were seeking to address the problem of obesity; closer partnership working between the Council and health authorities had seen excellent results. The strengths of the service were said to be programmes that had reduced health inequalities, projects that had long-term sustainability and partnership working had been excellent. The following weaknesses were also identified: time pressures had meant some programmes had commenced under-resourced, occasional poor communication between partners and a lack of capacity resulting in, at times, poor public engagement.
- 3.4 Havering Adult College Annual Report – At its meeting in September 2009, the Committee received the Annual Report for Havering Adult College for the Academic Year ended July 2009. The quality of provision at the College had been recognised as “good at meeting the needs and interests of learners” by Ofsted, which also recognised the strength of the work undertaken to develop a sustainable quality framework.
- 3.5 Work/Future Direction of the Children's Trust – At its meeting in September 2009, the Committee received a report on the work undertaken previously by the Children's Trust and on its future direction. The Cabinet Member outlined the new statutory guidance for Children's Trusts. The Committee was informed that the responsibilities, structure and legal position of the Trust had changed since the Committee had last been updated on the Trust's work. Key to the Trust's work was the Children & Young People's Plan; which was now core to the Trust's work and against that they received regular performance monitoring reports to determine progress made. The Committee heard that any decision, were it a single-agency one; would still have to go through the Council's formal decision-making processes and would still be subject to review by the Children's Services Overview and Scrutiny Committee. The key question was around whether the new guidance would allow the Trust to exercise its new functions well and furthermore if it enhances the efficiency of multi-agency arrangements.
- 3.6 Annual Complaints Report – In November 2009, the Committee received a report from the Complaints Manager detailing the information about the numbers and types of complaints handled by Children's and Young People's Services during 2008/9 and how they were dealt with to minimise the impact of justifiable concerns and to reduce the likelihood of future complaints. A number of improvement actions have been identified as a result of the review of the complaints handled in 2008/09. Most are continuous development

matters but with one or two specific new actions. Key is the continuation of a staff training programme.

- 3.7 14-19 Education Transformation Agenda – In November 2009, The Committee received a report from the 14-19 Strategy Manager on the recent developments in Havering in the four strands of the 14-19 curriculum. The Committee was informed that there were four strands to the 14-19 curriculum as follows: Diplomas (some vocational courses (such as BTECs) would be utilised to become additional learning units of the diploma), General Education (AS/A2, GCSEs and some vocational courses), Apprenticeships and training whilst in work and Foundation Learning (Entry and Level 1 courses not covered in the above).

4. CORPORATE PARENTING PANEL

- 4.1 The Corporate Parenting Panel met 4 times throughout the Municipal year and, as a Sub-Committee of the Children' Services Overview and Scrutiny Committee, the membership was the same.
- 4.2 At its meeting in July 2009, the Panel met with officers from the Council's Housing Department and with representatives from Homes in Havering to discuss the housing provision that was offered to children in care, following concerns that had been raised by looked after children directly to Panel Members. The Panel was informed that accommodation for children in care was allocated in the standard way once the referral had been received. It was stated that issue around the maintenance of properties rented by children in care was on-going; however, some discussions had taken place with the Interim Head of Housing & Public Protection to try and allow children in care properties to be treated as a priority. A "code word" had been given which would facilitate this.
- 4.3 At its meeting in September 2009, the Panel looked at the educational attainments of looked after children. The Panel was informed that the results had been good in the previous academic year and that the percentage of those achieving 5 A-C grades at GCSE had gone up. The Panel further heard that the Council was working closely with Havering College to ensure that Children in Care were given the best opportunities and support. The Education Attainment Awards had been set-up, intended to award £500 to each child to help with exams. Every child taking their 11+ was given laptops.
- 4.4 At its meeting in November 2009, the Panel met with the Chair and Vice-Chair of the Havering Foster Carers' Association to discuss their work and the quality of foster care in the borough, as well as satisfaction amongst the foster carers. The Panel was informed that the HFCA held regular meetings, fundraisers and outings in order to both encourage interaction and solidarity amongst the foster carers in Havering; however, the meetings were typically poorly attended. The HFCA also conducted training for foster carers, encouraging the emphasis on children. The events and visits were also a chance for the children in care to mix and interact with their peers and to enjoy themselves; it also acted as a degree of respite for the carers. The HFCA did experience issues around finances and poor engagement; the previous AGM

had been called off due to lack of interest; the HFCA needed to be reinvigorated.

- 4.5 Throughout the year, the Panel received statistical data on children in care. The information provided included information on the number of children in care; and the patterns of fluctuating numbers, the ethnicity, care status and age-ranges of the children in care. The purpose of the data was to allow members to judge how effectively the service was providing for the looked after children in the borough.
- 4.6 The Panel also received information relating to certain high-risk cases at each meeting. The Panel monitored what was being done and how progress was being made with certain children in care that were at a particularly high risk to themselves or to others.

Staff Contact: Sean Cable
Committee Officer

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Background Papers

Minutes from the following Children's Services Overview and Scrutiny Committee meetings:

- 10th June 2009
- 24th September 2009
- 12th November 2009

The following comments have been submitted by members of staff:

Financial implications and risks:

There are no financial implications or risks arising directly from this report.

Human Resources implications and risks:

There are no human resources implications or risks arising directly from this report.

Legal implications and risks:

There are no legal implications or risks arising directly from this report.

Equalities and Social Inclusion Implications and Risks:

There are no equalities or social inclusion implications or risks arising directly from this report.

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CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

ANNUAL REPORT, 2009/10

During the year under review, we have met as a Committee on 4 occasions (including 1 special meeting) and dealt with the following issues.

1. REQUISITIONS

1. The Committee considered one decision called in by written requisition.
2. The call in related to Councillor Munday's decision to allocate, from the Strategic Reserves, £500,000 to customer services improvements over 2009/10 and 2010/11. This was part of an overall programme, pending the development of the Council's long term approach to customer services and implementation of an agreed target operating model. This requisition was not upheld.

2. ADULT SOCIAL SERVICES REVIEW

1. The Review Panel, comprising members of this Committee, the Audit Committee and Adult Services Overview and Scrutiny Committee, had reconvened in October 2009 to ensure that all the recommendations of the original review had been implemented. The Committee accepted the Panel's report that they were satisfied that the recommendations had been implemented and that they had confidence that the systems introduced since the initial review would prevent any further significant problems.

3. TOPIC GROUPS

1. Since the production of the last annual report the Paperless Councillor Topic Group has met on 3 occasions submitting a final report to the Corporate Overview and Scrutiny Committee on 5 November 2009. A number of changes in the way information and paper documents were handled had been introduced over the life of the Topic Group.
2. The Leader of the Council had been reducing his reliance on paper by utilising a laptop and digital pen. Members of the Topic Group trialled the usefulness of this equipment for all Members, coming to

the conclusion that this technology would not improve their ability to act as a Councillor, although they did agree to continue trialling the equipment. The Topic Group and Committee also trialled the use of the White Board technology to display agenda at meetings, thereby reducing the dependence on paper agendas. This experiment had proved successful.

3. A key area of concern for the Topic Group was Councillors mail. In its conclusions the group recommended the Governance Committee to:
 - i) Encourage Members to collect their own mail from the individual 'pigeon holes' provided within the Town Hall;
 - ii) Consider modifying the service to Members by reducing courier deliveries to councillors' homes to one day per week, (Friday evening);
 - iii) Consider modifying the service to members so that non members of committees who ask for copies of agendas receive, instead of a hard copy an email version or a mail with a link to the agenda on the website, although members of the Committee should still receive a hard copy; and
 - iv) Offer a dedicated training programme for members to facilitate their use of IT.
4. These recommendations were accepted by the Governance Committee.

4. SICKNESS ABSENCE MANAGEMENT

1. The Committee continued to review the operation of the system of Return to Work Interviews undertaken as part of the Sickness Absence Management process. Whilst no specific time scale had been set for carrying out return to work interviews managers were encouraged to do the interviews on the employees first day back at work.
2. Just over 72% of interviews were carried out in the first week an employee returns to work. The Committee considered that this was not satisfactory and had recommended the introduction of a policy requiring all return to work interviews to be completed in the first week, working towards a completion target of three days within six months.
3. The Committee are expecting a further report providing feedback from officers of their experience in using the e-form Return to Work procedure.

5. USE OF AGENCY STAFF

1. The Committee carried out a review of the Council's use of Agency staff. They were advised that since the appointment of a Vendor Neutral Managed Service (VNMS) in 2006 for the provision of

temporary agency staff savings of over £500,000 had been achieved with a further £480,000 savings anticipated in the current financial year.

2. A more detailed review of one month's use of temporary staff had been undertaken where the Committee noted the difficulty experienced by all London Boroughs in the recruitment and retention of Social Workers.
3. The Committee noted the steps being taken to improve the management of vacancies and agreed that a further report would be presented to the Committee in February once the Vacancy Management Project had been completed.

6. TOWN HALL AND MERCURY HOUSE RECEPTIONS

1. The Committee received a report on the operation of the reception areas in the Town Hall and Mercury House. Since the introduction of the Public Advice and Service Centre the number of visitors to both the Town Hall and Mercury House had decreased. However, at certain times of the year numbers did increase dramatically at which time the service responsible for the increase was expected to provide support.

The Committee's main area of concern related to car parking and it therefore asked officers to review the allocation of visitor parking spaces.

7. HOUSING & COUNCIL TAX BENEFIT FRAUD.

The Committee received a progress report from officers on how the Topic Groups recommendations had been implemented. They were advised by officers that a job profile had been prepared for the post of Financial Investigator and officers were in consultation with neighbouring authorities re the provision of management services for Fraud Management.

8. CORPORATE PROCUREMENT STRATEGY

As part of the Continuous Improvement protocols the Committee had reviewed progress on the implementation of the Corporate Procurement Strategy for 2008-2010. Key areas were highlighted for members' consideration. These included the introduction of e-procurement which ensured that suppliers were paid quicker, an important consideration in the current economic climate. Work was also being undertaken with suppliers on the delivery of a training programme on how to prepare a Business Continuity Plan. This would become more significant once a standard clause was included in Council Contracts requiring suppliers to demonstrate their plans for Business Continuity.

9. HATE CRIME

The Committee undertook a review of the Council's procedures for tackling Hate Crime and raising awareness amongst Council staff. They were informed that responsibility had recently passed to the Diversity Standards Unit who had undertaken a review of procedures as it was necessary to broaden the focus of what constitutes a 'hate crime'.

Whilst the number of recorded incidents was relatively low, it was believed that many incidents went unreported. Work was planned to tackle this problem and encourage the reporting of all 'hate crime'.

10. EMERGENCY EVACUATION PROCEDURES.

The Corporate Emergency Evacuation procedure was another area reviewed by the Committee. Satisfaction was expressed with the procedures but two areas were identified where extra people needed to be trained; this included both officers and Members.

11. FLEXIBLE WORKING

The Head of Human Resources had provided a report on the authority's approach to flexible working. The various options provided opportunities to enhance service delivery and benefit staff. Home working was being piloted in Revenue and Benefits to ensure that lessons were learnt in terms of impact on productivity and on customers.



CRIME AND DISORDER COMMITTEE

ANNUAL REPORT, 2009/10

During the year under review, we have met as a Committee on 4 occasions (including 1 special meeting) and dealt with the following issues.

1. TOPIC GROUPS

1.1 Sex Offenders

- 1.1.1 The Sex Offenders Topic Group met on three occasions receiving presentations from the Metropolitan Police, Children's Services and Housing.
- 1.1.2 The Topic Group heard from the Metropolitan Police that the responsibility for managing Sex Offenders was undertaken under the Multi Agency Public Protection Arrangements (MAPPA). Under these arrangements the responsible Authority, either the Police, Probation Service or Youth Offending Team can call upon other agencies including Local Education Authorities, Registered Social Landlords and Local Social Services for co-operation.
- 1.1.3 The Topic Group concluded that the partnership arrangements in Havering were well established and worked well with the information being shared freely between partners.

1.2 MISUSE OF SKUNK

- 1.2.1 A Joint Topic Group has been set up between this Committee and the Health Overview and Scrutiny Committee. This Topic Group grew out of the informal meetings on this subject last year.
- 1.2.2 The scope of the Topic Group has been established as follows:
 - To investigate and clarify, as far as possible, the extent of the problem of Skunk misuse in Havering:
 - To scrutinise the current work undertaken in relation to Skunk misuse by the Council and by partner organisations; and
 - To develop a strategy and publicity campaign to alert families to the warning signs of drug misuse amongst young people and of the help that is available.
- 1.2.3 The Group has met on three occasions in 2009, receiving reports from the Community Safety Team, DAAT, Dr Padamsee (North East London NHS Foundation Trust) and Khalil Ali (Associate Director of

Annual Report of the Crime & Disorder Committee, 2009/10

Non-Acute Commissioning, NHS Trust).

- 1.2.4 In March 2010, the Group met with a former drug user who now works with Havering DAAT, visiting local schools to tell pupils his experiences and warn them of the dangers of drug misuse.
- 1.2.5 Further meetings were being planned in 2010 to speak with Havering police and local mental health services.

2. SCRUTINY ENHANCEMENTS AND OSC WORK PROGRAMME

1. At its meeting in June 2009, the Committee received a report outlining the changes to the powers of the Overview and Scrutiny functions as well as the new requirements prescribed under the Comprehensive Area Assessment.
2. The Committee was informed that in the future Overview and scrutiny Committees would have the statutory power to scrutinise partners of the Council involved in the delivery of Local Area Agreement targets. The new powers also placed statutory requirements on Cabinet to respond to Overview and Scrutiny Committee recommendations within two months of them being received; a formal response would have to be given in such cases where recommendations were not accepted.
3. In addition to the above powers The committee could call on any of the responsible bodies described in the Police and Justice Act.
4. The Committee also agreed its work programme for the year.

3. INTERACTION WITH THE OVER 60's

1. The Committee was advised that Living was published and delivered every fortnight to all households in the borough. The communications team worked closely with various interest groups such as Havering Over 50's Forum. The Communications Strategy would investigate ways of communicating with the over 60's.

4. SAFER STRONGER COMMUNITIES FUND

1. The Committee received regular reports on how the Havering Community Safety Partnership (HCSP) had allocated the revenue funding received from the Safer Stronger Communities Fund in 2009/10. £245,841 had been made available in the financial year and the HCSP had allocated the money across the four strategic themes, Violent Crime, Acquisitive Crime, Anti Social Behaviour and Fear of Crime.
2. In addition £70,795 had been allocated for capital expenditure. This money was available for projects which fall within the following areas:
 - Designing out crime;

Annual Report of the Crime & Disorder Committee, 2009/10

- Addressing environmental crime; and
- The purchase of technical equipment to address one of the Priority themes identified within the HCSP Community Safety Plan.

5. DISTRACTION BURGLARY AND ROBBERY

1. The Police had attended meetings of the Committee to report, inter alia, on their success in dealing with Distraction Burglary and Robbery. The Committee learnt that distraction burglary was primarily targeted at vulnerable older people. The borough had seen an increase over the same period last year but this still represented less than two burglaries per week.
2. The police and the Council (Community Safety) had implemented a number of initiatives to help victims and tackle the problem.
3. The number of robberies of personal property had increased, although the detection rate had also increased. The most likely victims of this type of crime were those aged 10 to 25.
4. The Committee felt that the increase in these areas was driven by the downturn in the economy.

6. CRIMINAL DAMAGE - ARSON

1. The Committee were informed that there were two LAA targets regarding Arson. The report they received showed that both targets were being met. This continued the trend which showed that over the past three years the number of deliberate fires had been reduced.
2. The Committee also reviewed the various initiatives introduced by the Fire Brigade and their partners to tackle the problems. These included:
 - LIFE: Local Intervention Fire Education
 - JFIS: Junior Fire-setters Intervention Service
 - ATF: LFB Arson Task Force working in the borough
 - Rural Strategy: Reducing fires in Open Spaces
 - ASB Panel
 - Local JAG
 - E-Fit

7. CRIMINAL DAMAGE - GRAFFITI

1. Officers informed the Committee that the Council and its partners work together to tackle the problem of graffiti. The targets set are clearly set out and are usually achieved. To help the dedicated teams the Council utilise the Youth Offending Team to deliver additional removal work to ensure targets are met.

8. PERCEPTIONS OF ANTI SOCIAL BEHAVIOUR

1. The Havering Community Safety Partnership had set Anti-social Behaviour (ASB) as a local priority for action. This reflected the concerns of local residents and the prominence of ASB in national performance measures.
2. The Council together with its partners were working to address the issues of ASB and address the community's perceptions of this.
3. The Committee reviewed the various initiatives being run to tackle this area and noted the ambiguity of the public's response to recent research on issues of concern. The second most frequent response was that they had no concerns, yet the most frequent response was their anxiety about the behaviour of young people in public places.

9. BOROUGH COMMANDER, CHIEF SUPERINTENDENT MIKE SMITH.

The Committee invited the Borough Commander to their meetings and he had taken the opportunity to explain his priorities. He also expressed a desire to attend future meetings as a regular observer/participant.



**CULTURE & REGENERATION
OVERVIEW AND SCRUTINY COMMITTEE**

ANNUAL REPORT, 2009/10

SUMMARY

This report is the annual report of the Committee, summarising the Committee's activities during the past Council year.

It is planned for this report to stand as a public record of achievement for the year and enable members and others to compare performance year to year.

RECOMMENDATIONS

1. That the Council note the annual report of the Culture and Regeneration Overview and Scrutiny Committee.

REPORT DETAILS

During the year under review, we have met as a Committee on 4 occasions and dealt with the following issues:

1. SCRUTINY ENHANCEMENTS AND OSC WORK PROGRAMME

- 1.1 At its meeting in June 2009, the Committee received a report outlining the changes to the powers of the Overview and Scrutiny functions as well as the new requirements prescribed under the Comprehensive Area Assessment.
- 1.2 The Committee was informed that in the future Overview and scrutiny Committees would have the statutory power to scrutinise partners of the Council involved in the delivery of Local Area Agreement targets. The new powers also placed statutory requirements on Cabinet to respond to Overview and Scrutiny Committee recommendations within two months of them being received; a formal response would have to be given in such cases where recommendations were not accepted. The Committee also agreed its work programme for the year.

2. SCRUTINY TOPIC GROUPS.

2.1 CULTURAL INDUSTRY

- 2.1.1. This Group is comprised of: Councillors Robert Benham (Chairman), Georgina Galpin, Lynden Thorpe and Linda Hawthorn
- 2.1.2. The group met twice in the Municipal Year to continue scrutinising the viability of a potential viewing gallery at Fairkytes through the production of a Gallery Development Business Plan. During the review an investment funding report was agreed by Cabinet in order that an architectural survey of the building could be carried out. Officers would be writing a Business Plan for the running of the Gallery.
- 2.1.3. This group is due to conclude its review with a signed Business Plan by the end of March 2010.

2.2 LIVING AMBITIONS

- 2.2.1 This Group is comprised of: Councillors Linda Hawthorn (Chairman), Ray Morgon and Lesley Kelly.
- 2.2.2 The group met on five occasions during the Municipal Year to scrutinise community cohesion from a cultural aspect on opportunities to learn about the borough and how cultural services are provided to vulnerable and minority groups.
- 2.2.3 The group met with the Principal of Havering College of Further and Higher Education who explained the different types of education and learning that is available, together with details of the different types of groups who undertake the training.
- 2.2.4 The group also met with the Head of Culture and Leisure who explained how cultural facilities are made available to vulnerable group in Havering, through Libraries, Parks and Arts.
- 2.2.5 This group concluded its review in February 2010.

3. OTHER MATTERS CONSIDERED

- 3.1 Havering Local Development Framework – At its meeting in June 2009, the Committee received an update of progress and proposed further work for 2009/10 on the Local Development Framework (LDF). The Committee raised concerns that the biggest proportion of funding and general aspirational vision of the Framework would be directed towards deprived areas only. Members were told that the funding was usually absorbed into general re-development schemes which were non-specific to area.
- 3.2 Havering Museum Business Plan – At its meeting in June 2009, the Committee received an update on progress with the Havering Museum Business Plan. The Committee were informed that the costs included a consultant hired to produce a essential piece of work for the project. Members

expressed concerns about the admission fees but were told that plans were in place to review the fees in the future if necessary. At its meeting in September 2009, the Committee received a further update on progress. Members were informed that the Museum was on schedule to open in February 2010.

- 3.3 Harold Hill Ambitions Plan – The Committee received a presentation in November 2009 on the progress that had been made since the approval of the report. The Committee was informed that the Harold Hill Ambitions Plan was a 20 year place-shaping regeneration programme that aims to transform the quality of life for Harold Hill residents.
- 3.4 Libraries Transformation Plan – At its meeting in November 2009, the Committee received a report on the progress made in delivering the Council's Libraries Transformation Programme. The Committee were informed that of the ten library branches, seven had been refurbished. The refurbishment to Romford Central Library commenced in December 2008 and was due for completion in early 2010.
- 3.5 Biodiversity in Parks and Open Spaces – In November 2009, the Committee received a report on Biodiversity in Parks and Open Spaces. The Committee was informed that over the last 3 years the borough had been successful in achieving Green Flag status for 6 sites. Members were informed that there would be two further parks going forward for the Green Flag status in June 2010. The Committee was also informed about the Ingrebourne Valley Project, the Local Nature Reserve Declarations, the Havering Local Biodiversity Action Plan, the Natural Environment and Rural Communities Act (NERC) and about events which supported Biodiversity through community engagement.

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**ENVIRONMENT
OVERVIEW & SCRUTINY COMMITTEE**

ANNUAL REPORT , 2009/10

SUMMARY

This report is the annual report of the Committee, summarising the Committee's activities during the past Council year.

It is planned for this report to stand as a public record of achievement for the year and enable members and others to compare performance year to year.

RECOMMENDATIONS

1. That the Council note the annual report of the Environment Overview and Scrutiny Committee.

REPORT DETAILS

During the year under review, we have met as a Committee on 5 occasions (including 2 special meetings) and dealt with the following issues:

1. SCRUTINY ENHANCEMENTS AND OSC WORK PROGRAMME

- 1.1 At its meeting in June 2009, the Committee received a report outlining the changes to the powers of the Overview and Scrutiny functions as well as the new requirements prescribed under the Comprehensive Area Assessment.
- 1.2 The Committee was informed that in the future Overview and Scrutiny Committees would have the statutory power to scrutinise partners of the Council involved in the delivery of Local Area Agreement targets. The new powers also placed statutory requirements on Cabinet to respond to Overview and Scrutiny Committee recommendations within two months of them being received; a formal response would have to be given in such cases where recommendations were not accepted. The Committee also agreed its work programme for the year.

2. SCRUTINY TOPIC GROUPS.

2.1 Cemeteries and Crematorium Topic Group

- 2.1.1 This Group comprised : Councillors Sandra Binion (Chair), Dennis Bull, Lesley Kelly, Robby Misir and Steve Whittaker.
- 2.1.2 The Group met twice in the municipal year to scrutinise the use of the buildings and grounds managed by the service, looking at any physical improvements that could be undertaken.
- 2.1.3 The Group visited the South Essex Crematorium and agreed on tangible improvements, and the Topic Group's report was accepted by the Committee at its meeting on 17 November 2009 and the recommendations were agreed subject to the availability of necessary finance by Cabinet on 20 January 2010.

2.2 Out of Hours Noise Service

- 2.2.1 The Group comprised: Councillors Lesley Kelly (Chair), Sandra Binion, Dennis Bull and Steve Whittaker.
- 2.2.2 The group met on three occasions in the municipal year to scrutinise the current service delivery in comparison with residents' and others' expectations. They assessed whether the Council's perception of the community needs matched with reality and looked to make recommendations as to the resources necessary to provide an effective and efficient noise service.
- 2.2.3 The group formulated a number of recommendations which was accepted by the Committee at its meeting on 9 February 2010, and which are planned to be presented to Cabinet and Public Protection in Spring 2010.

2.3 Stray Dogs Topic Group

- 2.3.1 The Group comprised: Councillors Sandra Binion (Chair), Dennis Bull, Lesley Kelly and Steve Whittaker.
- 2.3.2 The group met on four occasions during the municipal year to examine the charging fees and any discounts for those on benefits, to review the tendering process, to investigate the Dangerous Dogs Act in conjunction with the Metropolitan Police and to look at any stray dogs hotspots in Havering.
- 2.3.3 The group formulated a number of recommendations which was accepted by the Committee at its meeting on 9 February 2010, and which are planned to be presented to Cabinet and Public Protection in Spring 2010.

2.4 Carbon Reduction Topic Group

- 2.4.1 The Group comprised: Councillors Sandra Binion (Chair), and Lesley Kelly.
- 2.4.2 The group has met on two occasions during the municipal year to examine the affects of the Carbon Reduction Commitment Scheme on both schools and corporate buildings in Havering.

2.4.3 This topic group will continue into the next municipal year.

3. OTHER MATTERS CONSIDERED

- 3.1 Removal of Shopping Trolleys Update – At its meeting in June 2009, the Committee received an updated presentation outlining the steps taken towards the removal of shopping trolleys from residential and other areas. The Trolley Collection Service operated a 24 hour collection policy, which included a charge. There was no cost to the Council as any expense was made up through retrieval of the trolley and charging the store from which it came.
- 3.2 Carbon Reduction Commitment – In June 2009, the Committee received a presentation outlining the obligations, requirements and practice that would be necessary following the introduction of new carbon reduction commitment targets. The Carbon Reduction Commitment (CRC) would bring the UK's first mandatory carbon trading scheme, starting in 2010.
- 3.3 Havering's Highway Trees Strategy – The Committee considered a requisition in October 2009 of Havering's Highway Trees Strategy. The Committee were informed that whilst this was a 10 year Strategy, it would be reviewed every 3 years to keep it current and up to date. The Committee discussed the benefits and amenity value of trees in the Borough and agreed that the promotion of a Street Scheme would be of benefit to the Borough. The requisition was not upheld in this instance.
- 3.4 Enforcement of Planning Decisions – In November 2009, the Committee also received a report which outlined the planning enforcement process in Havering. It outlined the powers, the types of breaches that are reported and how investigations are carried out by the Council.
- 3.5 Streetcare Enforcement Progress Report – At its meeting in November 2009, the Committee also received a presentation on the three main areas covered by enforcement: Waste; Abandoned Vehicles and Graffiti. The prevention of these issues included joint initiatives with Environmental Health, Planning and the Environment Agency.

Waste - The Committee was informed that there was a Duty of care to dispose of waste, and where the perpetrator could be found, the Council has the power to interview them under caution. All commercial businesses receive a Duty of Care leaflet with their business rates which sets out details of their responsibilities.

Abandoned Vehicles – The Committee was informed that the Council now has the power from the DVLA to clamp untaxed vehicles. They are also working closely with Homes in Havering to deal with vehicles parked in car parks attached to flats, at present this is considered to be private land, and therefore the Council can not clamp on this land.

Graffiti – The Committee was informed that the Council are working with the Youth Offenders Team in removing graffiti, however this did not extend to the utility boxes in the borough as these were the property of the utilities. The

Council send a schedule to the utility companies every month showing the boxes which have graffiti upon them. This is often over 200 boxes.

- 3.6 Local Nature Reserve Declaration for Land at Cranham Brickfields and Cranham Marsh - The Committee received an update in November 2009 on the progress that had been made since the declaration of Cranham Brickfields and Cranham Marsh as Local Nature Reserves. The Committee was informed that there were now six Local Nature Reserves in Havering amounting to 321.5 Hectares.
- 3.7 Highway Footway Improvement Programme – The Committee received an update in March 2010 on the progress of the Highway Footway Improvement Programme. The Committee was informed of the methodology and the selections criteria of roads selected for improvements during this improvement programme.

**HEALTH
OVERVIEW & SCRUTINY COMMITTEE**

ANNUAL REPORT 2009/10

SUMMARY

This report is the annual report of the Committee, summarising the Committee's activities during the past municipal year.

It is planned for this report to stand as a public record of achievement for the year and enable members and others to compare performance year to year.

RECOMMENDATIONS

1. That Council note the 2009/2010 Annual Report of the Health Overview and Scrutiny Committee.

REPORT DETAIL

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

1. SCRUTINY ENHANCEMENTS AND OSC WORK PROGRAMME

- 1.1 At its meeting in June 2009, the Committee received a report outlining the changes to the powers of the Overview and Scrutiny function as well as the new requirements prescribed under the Comprehensive Area Assessment.
- 1.2 The Committee was informed that in future Overview and Scrutiny Committees would have the statutory power to scrutinise partners of the Council involved in the delivery of Local Area Agreement targets. This included services delivered by local Health Trusts although of course the Committee already had these powers as part of its health scrutiny function. The new powers also placed statutory requirements on Cabinet to respond to Overview and Scrutiny Committee recommendations within two months of them being received; a formal response would have to be given in such cases where recommendations were not accepted.

2. BOROUGH-BASED SCRUTINY

- 2.1 Correspondence - Written correspondence with local healthcare providers and commissioners remained a key facet of the Committee's work. A total of 30 letters were sent to local health bodies during the year covering areas as diverse as preparedness for any Swine Flu outbreak, access to community therapy services and the level of management costs incurred by Health Trusts. A full list of correspondence topics during the year is shown in appendix 1. More informal contacts were also made on particularly urgent issues such as the effect on Queen's Hospital of the winter Norovirus Outbreak.
- 2.2 Joint Strategic Needs Assessment – The Committee received a presentation in June from NHS Havering on the strategic needs assessment which formed the basis for the commissioning of health services in Havering. This covered a variety of issues including demographics, deprivation levels in the borough and issues related to vulnerable groups such as children and the elderly.
- 2.3 Barking, Havering and Redbridge Hospitals' NHS Trust (BHRUT) – The Committee held detailed discussions with the Chief Executive of BHRUT regarding concerns over the Trust's financial situation and other issues. The Chief Executive explained that, in his view, the primary cause of the Trust's financial problems was its over-reliance on the use of agency staff and that he would be addressing this. The Committee also raised with the Chief Executive matters such as response to patient neglect, why cancer follow-up services were sometimes delivered at Barts Hospital rather than locally and the increasing demand for beds at Queen's Hospital.
- 2.4 Care Quality Commission Ratings - The Committee met with the BHRUT Chief Executive again in November as a matter of urgency in order to discuss the Trust's nationally low "double weak" rating in the Care Quality Commission assessments. The Chief Executive explained that a new management model had been introduced to try to resolve these problems and that considerable improvements had been made since the conclusion of the assessment period. Work was also being undertaken with NHS Havering to reduce instances of delayed discharge or bed blocking and hence improve hospital services generally.
- 2.5 Outpatient Improvement Plan – The Committee received a presentation from BHRUT officers on the Trust's outpatient improvement plan. This followed numerous reports received by Members of cancelled and delayed appointments at Queen's Hospital. The Committee noted initiatives taken by the Trust to reduce cancellations including sending appointment reminders by text and the introduction of a "partial booking" system whereby follow-up appointments were made nearer the date of the appointment itself.
- 2.6 Director of Public Health Annual Report – The Director of Public Health at NHS Havering presented her annual report to the Committee during the year. The Committee noted that the report concentrated mainly on issues relating to older people and this led on to some further work undertaken by the Chairman in relation to raising the profile of prostate cancer and how the disease could be prevented.

- 2.7 Liverpool Care Pathway – In November, following a series of reports in the national media and high levels of concern the Committee had encountered among Havering residents, the Committee held a special meeting at which it considered the use in Havering of the Liverpool Care Pathway – a series of guidelines for the care of gravely ill and dying patients. Detailed discussions on the Pathway were held with a Divisional Director and Divisional Nurse at BHRUT as well as the Chief Executives of both BHRUT and NHS Havering. While some issues were resolved, the Committee still had a number of concerns so Members held further meetings with the Palliative Care Coordinator at NHS Havering as well as with senior officers at St. Francis Hospice. These meetings were extremely productive and led to the Committee forming a far more positive view of the Liverpool Care Pathway and its use locally.
- 2.8 Havering Local Involvement Network (LINK) – Throughout the year, the Committee worked closely with Havering LINK on matters of common interest or concern regarding local health services. Meetings of the Committee were regularly attended by the LINK Chair and Coordinator as well as by other members on occasion. The Chairman allowed the LINK representatives to regularly ask questions of the health officers present and felt this made an important and useful contribution to the Committee's work. The Chairman spoke at the LINK's launch event during the year which was also attended by other Members.
- 2.9 Mental Health Issues – At its March meeting, the Committee received a presentation from senior officers of the North East London NHS Foundation Trust. This covered issues including perinatal mental health services for new parents, eating disorders and the problems caused by misuse of the drug Skunk.

3. CROSS-BOROUGH SCRUTINY

- 3.1 Pan-London Scrutiny – Members of the Committee played a full part during the year in the work of the Pan-London Joint Health Overview and Scrutiny Committee, chaired by Councillor Buckmaster from Kensington & Chelsea. The Committee, comprising representatives of all London boroughs as well as the City of London, concentrated principally this year on its scrutiny of the pan-London proposals to reconfigure services for acute trauma and stroke. Acute trauma patients from Havering would be taken to the Royal London Hospital while a full range of stroke services would be available at Queen's Hospital. The Joint Committee broadly welcomed the proposals but raised a number of issues around travel times to hospitals. Concern was also raised that the extent of services available in North East London (other than at the Queen's Hospital itself) had not been fully defined prior to the consultation period starting.
- 3.2 Health for North East London – The Outer North East London Joint Health Overview and Scrutiny (JOSC) scrutinised, from November to March 2010, the Health for North East London proposals for major changes to health services across North East London. The review, in conjunction with the equivalent

Committee for Inner North East London, looked at issues including the possible closure of A & E at King George Hospital and its associated impact on Queen's, the removal of some maternity services from the King George site and changes to arrangements for vascular surgery. The JOSC heard from a number of witnesses including the London Ambulance Service, Royal Colleges and LINKs from the North East London boroughs. It was planned to submit the JOSC's final report on the proposals at the end of March 2010.

- 3.3 Outer North East London Community Services (ONELCS) – The JOSC received a presentation from the Chief Executive of ONELCS – a new organisation providing health services in Havering, Redbridge and Waltham Forest. Services provided included speech & language therapy, district nursing and chiropody. The Committee noted that ONELCS, although applying for Foundation Trust status, remained at present a sub-committee of NHS Havering. The JOSC discussed the costs incurred by ONELCS and issues relating to the distribution of any surplus the new organisation may generate.
- 3.4 Loxford Polyclinic – The strategy to introduce polyclinics to provide many GP and other medical services was common to all boroughs in North East London so in August 2009, members of the JOSC visited the Loxford Polyclinic in Barking. Members toured the facility and held discussions with senior officers from the host Primary Care Trust – NHS Redbridge. Members were impressed with many aspects of the polyclinic but raised concern over the lack of parking facilities and the apparent under use of the building as a whole. Shown overleaf are members of the Joint Committee viewing a scanner in the polyclinic (left to right: Councillors Filly Maravala, Redbridge, Ted Eden, Havering, Marie West, Barking & Dagenham and June Alexander, Havering).



- 3.5 Out of Region Patient Transport – The Joint Committee, concerned by reports of a number of local residents being referred for cancer or dialysis treatment at Barts Hospital in the City of London rather than a local facility, held discussions with the Head of the Performance Monitoring Team at Barts. Arrangements for transporting patients to the hospital from Outer North East London were discussed in detail. This included consideration of the eligibility criteria for patient transport, the quality of information given to patients and procedures for cost reimbursement.
- 3.6 Out of Hours Dentistry – An Assistant Director of NHS Tower Hamlets presented to the Joint Committee on a consultation on changes to the out of hours dentistry service for North East London. Members considered proposals to amend the opening hours and other aspects of the service and pointed out the low public awareness of out of hours dentistry. Health officers agreed that more information on the out of hours dentistry service should be given to the public.
- 3.7 North East London NHS Foundation Trust (NELFT) – The Joint Committee received an update during the year from the Chief Executive of NELFT on the Trust's re-provision of services. The Committee discussed the plans for the Trust's current site at Mascalls Park and were pleased to note that the Trust had received a double excellent rating from the Care Quality Commission. The Committee also discussed with the Chief Executive the role of mental health services in polyclinics and in acute settings and also raised the availability of talking therapy treatments across Outer North East London.
- 3.8 Centre for Public Scrutiny Award – In June, the JOSCS was highly commended in the Best Use of Resources category of the Good Scrutiny Awards 2009. This was a national competition organised by the Centre for Public Scrutiny and Members were pleased that the JOSCS's work had been recognised on a wider level as an effective example of cross-borough scrutiny.

APPENDIX 1: HEALTH OSC CORRESPONDENCE TOPICS

DATE	TRUST	SUBJECT
26/05/09	PCT	Issues relating to departure of Trust Chief Executive
15/06/09	BHRUT	Reasons for cancellation of appointments
16/06/09	NELFT	Level of management costs
16/06/09	BHRUT	Level of management costs
29/06/09	PCT	Swine Flu preparedness
23/07/09	BHRUT	Cancellation of appointments – further clarification
28/07/09	PCT	Prevention of prostate problems
28/07/09	BHRUT	Level of compensation payments by Trust
07/08/09	BHRUT	Management costs – further issues
07/08/09	PCT	Management costs – further issues
07/08/09	PCT	Availability of IVF treatment
20/08/09	PCT	Continuing care eligibility
03/09/09	BHRUT	Charges for completion of HSA forms
17/09/09	PCT	Premium rate telephone numbers at GPs
17/09/09	BHRUT	Liverpool Care Pathway/palliative care
01/10/09	BHRUT	Private cancer centre at Queen's Hospital
13/11/09	PCT	Management of clinical waste disposal
17/11/09	ONELCS	Precise role of organisation
24/11/09	PCT	Health problems on Havering estate
26/11/09	PCT	Appointment of new Deputy Chief Executive
04/12/09	PCT	Appearance at Joint OSC re Health for North East London
08/12/09	BHRUT	Cancer treatment at Barts Hospital
15/12/09	ONELCS	Role of ONELCS – Further clarification
17/12/09	PCT	Access to community

Annual Report of the Health Overview & Scrutiny Committee, 2009/10

		therapy
05/01/10	BHRUT	Access to Queen's Hospital for housebound people
18/01/10	BHRUT	Ward closures due to norovirus outbreak
05/02/10	BHRUT	Norovirus outbreak at Queen's
10/02/10	BHRUT	Queen's Hospital parking charges
19/02/10	BHRUT	Ambulance waits at A & E
24/02/10	PCT	Pharmacies selling on drugs

Key to abbreviations

BHRUT – Barking, Havering and Redbridge University Hospitals' NHS Trust

HSA – Hospital Savings Association (now Simply Health)

NELFT – North East London NHS Foundation Trust

ONELCS – Outer North East London Community Services

PCT – NHS Havering

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HOUSING OVERVIEW & SCRUTINY COMMITTEE

ANNUAL REPORT, 2009/10

During the year under review, we have met as a Committee on 3 occasions and dealt with the following issues:

1. SCRUTINY ENHANCEMENTS AND OSC WORK PROGRAMME

- 1.1 At its meeting in June 2009, the Committee received a report outlining the changes to the powers of the Overview and Scrutiny functions as well as the new requirements prescribed under the Comprehensive Area Assessment.
- 1.2 The Committee was informed that in the future Overview and Scrutiny Committees would have the statutory power to scrutinise partners of the Council involved in the delivery of Local Area Agreement targets. The new powers also placed statutory requirements on Cabinet to respond to Overview and Scrutiny Committee recommendations within two months of them being received; a formal response would have to be given in such cases where recommendations were not accepted. The Committee also agreed its work programme for the year.

2. SCRUTINY TOPIC GROUPS

2.1 Downsizing Property Topic Group

- 1.1.1 This Group comprised all members of the Committee as well as Councillor Dennis Bull, and was chaired by Councillor Lesley Kelly.
- 1.1.2 Members reviewed with officers current measures used by the housing service to encourage tenants to move to a smaller property if this was more suited to their needs and hence to release larger houses for e.g. young families.
- 1.1.3 The Group discussed the possibility of arranging a downsizing day or event in Havering to give information to residents on this process as well as the potential for using the mutual exchange system to encourage downsizing.
- 1.1.4 Officers from London Borough of Camden presented to the group on how downsizing is encouraged by that Council. The group formulated a number of recommendations which it is planned to present to Cabinet and the Housing Service in spring 2010.

3. OTHER MATTERS CONSIDERED

- 3.1 Performance Information - Throughout the year, the Committee has had a regular agenda item to consider performance information relating to housing issues. The Committee had discussed in detail, with officers, a large number of performance indicators including Members enquiries, void turnabout times, and speed of completing homelessness reviews.
- 3.2 Tenant and Leaseholder Charges – In June 2009, the Committee were informed that unlike tenants, leaseholders were unable to pool charges. The Committee was given examples of the type of information received by leaseholders with their bills. The bills included a breakdown of cleaning service charges, caretaking schedule and details of the caretakers' duties. The Committee were informed that there were different levels of service charge applied to different blocks and leaseholders were recharged in accordance with the terms of their lease.
- 3.3 Sheltered Housing Services and Royal Jubilee Court Communications Centre – In June 2009, the Committee were informed that there was a rising elderly population in Havering, which meant a need to modernise sheltered housing services to respond to this rise. The existing Monday to Friday warden service was being replaced by a mobile support service that would be tailored to the needs assessments of residents. The scheme also covered social activity and housekeeping issues and was being piloted in three areas in Havering. It was hoped to expand the new scheme to the rest of the borough by November 2009. The existing communications centre at Royal Jubilee Court provided a number of services, including out of hours call handling, for both the Council and Homes in Havering, response to Telecare calls and acting as the centre of the Council's mobile radio network. Officers had felt that it was not necessary for all these services to be provided by Housing and therefore Cabinet had approved in April 2009, a number of strategies to improve efficiency.
- 3.4 Homes in Havering Performance Information – The Committee were updated on the Homes in Havering Performance Information at its meeting in June 2009. They were informed that the proportion of repairs completed on time had risen from 91.7% to 98.4% and was in the top quartile for London. The response rates to complaints, Councillor enquiries and the time taken to speak to a call centre operator had also improved.
- 3.5 Homes in Havering Inspection Project Implementation Plan – At its meeting in June 2009, the Committee were informed that the implementation plan is reviewed fortnightly, and there were no serious risks identified at that time. The Committee were informed that there had been positive initial meetings with the Audit Commission and the first draft of the self assessment had been presented to the board at Homes in Havering. A pre-inspection briefing with the inspector had been scheduled which would include testing of the Homes in Havering complaints and gas inspection systems. At its meeting in September 2009, the Committee were informed how the inspection had gone. Homes in Havering staff had worked very hard during the inspection and the inspectors had been supportive overall. The Committee were informed of the key areas of review and also its strengths and weaknesses. The Committee was later

delighted to learn that Homes in Havering had achieved two-star status and congratulated all staff for their hard work.

- 3.6 Dangerous Dogs – In September 2009, the Committee received a briefing on Dangerous Dogs. The Committee were informed that there were 34 recorded cases of dog nuisance in Homes in Havering properties, although none of these were dangerous dogs. An average of 13 dog complaints was received by Homes in Havering although these rarely related to the legal definition of dangerous dogs.
- 3.7 Sub-letting of Properties – The Committee were informed, at its meeting in September 2009 that officers made unannounced visits on tenants to check if sub-letting was taking place. Tenants' names were also cross-checked with the Council Tax Register. The Committee were informed that on average Homes in Havering regained possession of one property a month where sub-letting had been proven.
- 3.8 Redundant Housing Revenue Account Garage Sites – At its meeting in November 2009, the Committee received an update on the progress of the demolition and subsequent construction on disused garage sites. The Heaton Avenue pilot site had been demolished and construction was due to start in late November. The Edenhall Road pilot site was due to commence in November with the estimated build time for both sites being 3-4 months.

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**HAVING
STANDING ADVISORY COUNCIL
ON RELIGIOUS EDUCATION**

ANNUAL REPORT 2009



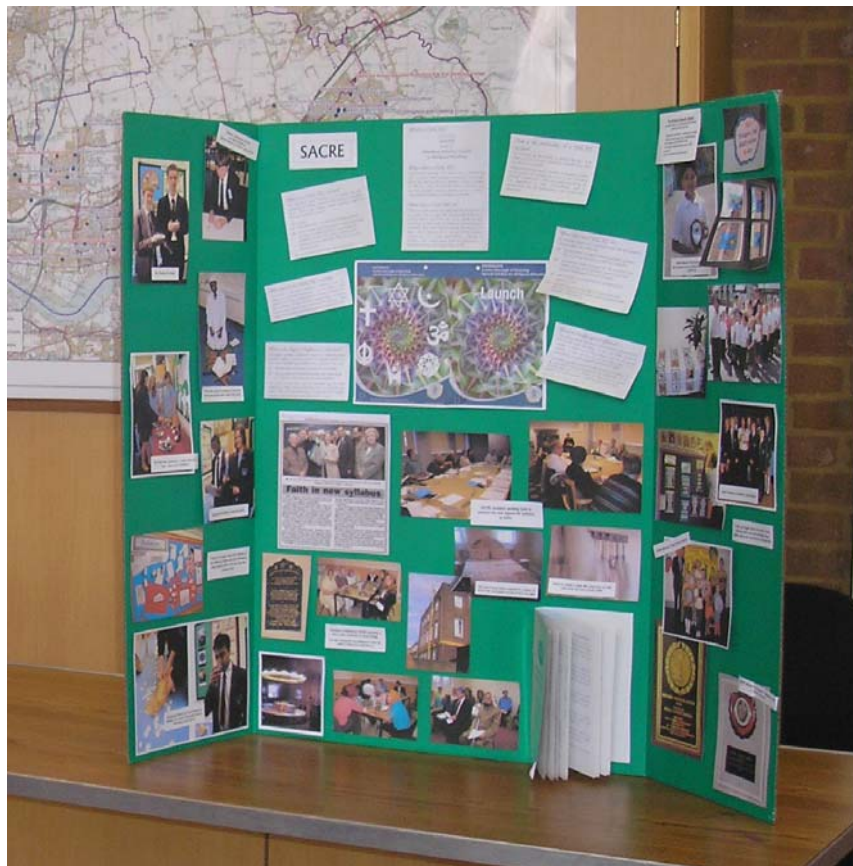
Chair's Foreword

I am pleased to present the annual report for 2009.

During this year our former Chair, Revd Terry Brown, left his teaching post in the Borough to continue his ministry in the Anglican Church, following his ordination in September. We wish him well and I would like to place on record the thanks of the members of SACRE for all that he helped to achieve with us during his time on the advisory council.

It has been another encouraging year. In addition to local schools successfully implementing the new Agreed Syllabus we have been delighted to learn that there have been seven requests for it from other LEAs. In Havering an increased number of students are following RS examination courses.

SACRE continues its involvement in reviewing Collective Worship in the Borough and has produced some valuable guidance for schools on both visits and visitors, which has been well received. SACRE also plays its part in developing understanding and respect between people of different faiths and cultures with its fostering of the contribution of RE to Community Cohesion. At a personal level I was delighted to represent SACRE at the Thurrock and Havering Schools' Prayer Day held on October 3rd, where I set up a display and answered questions about the work done by the advisory council.



We continue to value the importance of learning more about each other by maintaining our practice of holding our summer term meeting at either a place of worship or in one of the Borough's schools. This year we were welcomed to the Mosque in Romford and were privileged to witness their evening prayers.

SACRE also continues to keep alive the legacy of Michael Edwards by bestowing an annual award in his name. This year Mrs Eileen Edwards, Michael's widow, and myself presented the award to the Coopers' Company and Coburn School in Upminster, for promoting various pupil-led charitable activities.



SACRE continues to be a very busy organisation and we were pleased to welcome new members to our recent autumn term meeting, when several new issues were discussed.

I commend the report.

(Chair of SACRE)

1. Religious Education (RE)

1.1. Standards in Religious Education

Examination results at GCSE, AS and A level are monitored as part of the Borough's overall monitoring of standards. SACRE receives an analysis of examination results in Religious Studies (RS) at GCSE and A level at its Autumn Term meeting.

GCSE results

In 2009, as in the previous year, all of the 18 secondary schools in Havering entered students for a GCSE Religious Studies examination. A total of 2,310 Havering students followed either a full or a short GCSE course (2,439 in 2008). The number of entries for a full GCSE course has increased from 720 in 2007 to 935 in 2009 (though the number in 2008 was 1,043). 1375 students were entered for the short GCSE course. The number of entries varies considerably between the schools.

GCSE full course

At 73.7% A*-C grades Havering's results for the full GCSE course are close to the national average.

For the full GCSE course eleven of the fifteen schools who entered students achieved over 80% A*-C grades with two schools, with four schools achieving over 90% A*-C grades.

GCSE short course

In the short course GCSE 50.3% of pupils achieved A*-C grades (2008:44.8%, 2007: 51.2% 2006:49%, 2005:53.5%) 8.5% of pupils achieved A* grades, (2008: 6.5%, 2007: 5.9%, 2006: 6.8%).

There is wide variation between the 13 schools which entered students for the short course in terms of the number of students entered, ranging from 2 to 186. Individual school results range from 6.1% to 100% A*-C grades. Eleven of the thirteen schools achieved over 90% A*-G grades.

AS/A Level results

Five centres entered students for A level Religious Studies in 2009, a total of 68 students, of whom 79.8% achieved A-C grades. 100% achieved A-E grades. 24 students took AS level; 52.4% achieved A-B grades

1.2. Agreed Syllabus

The new Havering Agreed Syllabus 'Pathways', published in November 2007, was implemented by schools in September 2008. The vast majority of Primary schools are using the new schemes of work as the basis for delivering the Agreed Syllabus. Most Secondary schools have developed their own schemes of work.

1.3. Teacher Training

Advice is provided to Primary schools through the Havering Inspection and Advisory Service and there are regular, well-attended meetings for Primary RE co-ordinators. In 2008/2009 this consisted of:

- training from The Scripture Union with good resources for teachers' planning and increased engagement through use of Interactive Whiteboard resources (June 2009); and
- Review of the Schemes of Work currently in use (March 2009).

Attendance remains high varying between 30 and 36 schools represented. Where RE co-ordinators have not been able to attend, all materials are forwarded to these schools with explanatory letters. This includes Independent and Special schools.

The secondary RE teachers' network has met once during the year, under the leadership of a Head of RE. Advice and support is available to all secondary schools from a specialist consultant.

1.4. Complaints concerning RE

No formal complaints were made about religious education under the local statutory complaints procedure during 2009.

2. Collective Worship

2.1. Monitoring

It is planned that collective worship will be a major focus for the work of SACRE in 2010 and that guidance will be produced for schools following the results of the current review of Circular 1/94.

2.2. Training

There has been no training on collective worship during the year.

2.3. Determinations

There were no applications for determinations (to alter the character of collective worship for all or some pupils in a particular school) during 2009.

2.4. Complaints concerning collective worship

No formal complaints were made about collective worship under the local statutory complaints procedure during 2009.

3. Links with other agencies

3.1. National

Havering SACRE belongs to the National association of SACRES (NASACRE). Members attend conferences and other events and report to full SACRE meetings.

3.2. Local

SACRE has links with a range of faith and secular groups in the borough. The practice of holding some SACRE meetings in schools and different places of worship continues.

4. SACRE arrangements

4.1. Meetings

SACRE holds regular meetings during the year. The meetings are well attended with good representation from the faith groups and local Humanist Association. There is usually one meeting each term. SACRE sets its own agenda and commissions reports and updates from the Local Authority Adviser and Consultant. The SACRE has met three times during 2009. In the spring and autumn terms the meeting was held at the Town Hall. The summer term meeting was held at a local mosque and was preceded by an introduction to Islamic belief and practice. Members value the opportunity to meet in local schools and places of worship and the ways such visits inform their work.

SACRE has received regular reports on local and national developments in RE. Topics discussed include the implications of the review of the secondary curriculum, the Ofsted report on secondary RE and the Ofsted report on RE and its importance in supporting community cohesion.

4.2. Budget

SACRE has a small budget to cover the cost of its work.

4.3. Professional and administrative support

SACRE has the services of a Committee Officer from Committee Administration at each of its meetings, both to minute the meeting and to give procedural advice. The RE Consultant and the Primary Adviser attend SACRE meetings to report on work with schools, to offer advice and to assist SACRE in carrying out its role.

4.4. Monitoring

SACRE continues to monitor standards and quality in RE, the quality of provision for collective worship and for pupils' spiritual development from any information included in the most recent OfSTED reports for primary,

secondary and special schools. In addition, examination results at GCSE and A/S and A level are monitored as part of the Borough's overall monitoring and evaluation of standards.

5. The Michael Edwards Award

This annual award is made to commemorate the life and work of Michael Edwards, Adviser/Inspector for Religious Education in Havering, who died in 2004. The award is made to schools which demonstrate good practice in multi-faith RE. The award alternates between primary and secondary schools and this year was open to secondary schools. It was presented to The Coopers' Company and Coburn School for its pupils' work on a range of pupil-led community projects.



The Michael Edwards Award 2009

MEMBERS OF SACRE

The following is a list of SACRE members and officers in attendance for the period covered by this report.

Name	Group	Representing	Joined	Left
Mrs Lin Milton	A	New Church Movement	17/11/2005	
Mr Kevin Walsh	A	Roman Catholic	22/02/2007	
Revd. Lee Sunderland	A	Jewish Community	05/03/2009	
Mrs Pam Coles	A	Methodist	30/06/2004	
Mr Peter Matthiae	A	Baptist	Pre 2004	15/09/2009
Mr Sansar Narwal	A	Sikh Community	Pre 2004	
	VACANT	Pentecostal Churches		
Miss Paulette Luff	A	Religious Society of Friends	17/11/2005	15/09/2009
Miss Joan Watson	A	Religious Society of Friends	26/11/2009	
Mr Kamal Siddiqui	A	Muslim Community	05/03/2008	
Mr Om Dhir	A	Hindu Community	06/06/2007	
	VACANT	Salvation Army		
Mrs Brenda Mole	A	United Reformed Church	10/11/2004	
Dr John Lester	A	Baha'i Faith	10/11/2004	
Mrs Christine Seymour**	A	Havering and District Humanist Society	26/11/2009	
Revd Terry Brown	B	Church of England	Pre 2004	16/06/2009
Mrs Susan Freeman	B	Church of England	05/03/2009	
Mrs Alison Seaman	B	Church of England	07/11/2007	
Mrs Val Morris	B	Church of England	05/03/2007	
Mrs Anne Masters	C	ATL	28/01/2009	
Mr Nick Hills	C	NUT - Seniors	26/11/2009	
	VACANT	NUT		
	VACANT	PAT		
Mr Chris Pearson	C	NASUWT	30/06/2004	
Mr Keith Shurlock	C	ASCL	05/03/2009	
Cllr Geoff Starns	D	Local Authority	30/06/2004	
Cllr Gillian Ford	D	Local Authority	11/07/2009	

				4
	VACANT	D	Local Authority	
Cllr Wendy Brice-Thompson		D	Local Authority	07/06/2007
Cllr Jeffrey Tucker		D	Local Authority	07/06/2007
Mrs Christine Seymour**	Co-opt		Havering and District Humanist Society	Pre 2004

Mrs Seymour applied for full voting rights within SACRE during the year. At the meeting held on 26 November 2009, she was formally admitted to full status with voting rights within Group A by an unopposed vote.

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MEMBER CHAMPION FOR THE 14-19 DIPLOMA SCHEME

ANNUAL REPORT 2009.10

Summary of activity

There are regular monthly meetings between the council's 14-19 lead member and key local authority officers. Also, the lead member and Head of Learning & Achievement have undertaken a series of joint visits to a variety of Alternative Providers and School Sixth Forms.

- 2009-10 has been a significant year for 14-19 developments in Havering, not least of which has been the launch of our first diploma (Hair and Beauty) in September 2009 with the establishment of a level 1 group. Five other diplomas have been accepted for delivery in September 2010 and one other is 2011. The 14-19 consortium has submitted submissions to deliver 4 more diplomas from 2011.
- There have been on going developments in Young Apprenticeships and Key Stage 4 Engagement.
- Work has been undertaken to prepare for the launch of Foundation Learning from September 2010.
- Functional skills, both as part of the new GCSE's in English, Maths and ICT as well as stand alone examinations as part of diplomas and Foundation Learning, are being planned for and trialled across Havering institutions, in preparation for the national roll out in September 2010.
- Information Advice and Guidance has been further strengthened by various collective actions. And, new Statutory Guidance for Careers Education has been issued to secondary schools. NEET targets have been met.
- The transfer of LSC staff to the LA to manage the process of commissioning post 16 provision is well underway and will be complete in April 2010. The commissioning team has successfully presented a business case and agreed consolidation for 207 additional post-16 places for 2010-11.
- Havering's 14-19 partnership are actively developing a strategy to ensure that Raising Participation Age targets are fully achieved.

Annual Report of the Member Champion for the 14-19 Diploma Scheme, 2009/10

- October 2009 saw the launch of the London Quality Assurance Framework and Havering has been piloting its processes within the framework.
- 14-19 reforms remain a key element of government thinking and strategy, in order to take education in the UK into the 21st century.

Diploma Development.

Across Havering diplomas are being rolled out in line with National timescales.

From September 2010 we expect eleven schools and both colleges in Havering will be involved in diploma delivery.

1. Creative and Media:- Abbs Cross, Brittons, Bower Park, Frances Bardsley, Marshalls Park, HCFHE and HSFC.
2. Retail in Business:- St Edwards and HCFHE.
3. Business, Administration and Finance:- Albany, Campion, Chafford, HCFHE and HSFC
4. IT:- Campion, Chafford, Marshalls Park, Sanders Draper, HCFHE and HSFC.
5. Manufacturing and Product Design:- Brittons, Emerson Park, Sanders Draper and HCFHE.
6. Hair and Beauty:- Chafford, Emerson Park and HCFHE.

From Sept 2011 we are expecting to be able to offer five extra diplomas (Sports and Active Leisure, Languages, Science, Engineering and Society, Health and Development) and 4 more schools (Gaynes, Hall Mead, Redden Court and Royal Liberty) will be involved.

Between 2011 and 2013 more schools will offer access to more diplomas so that by 2013, the government's target date, Havering will be able to offer all students a choice of 17 diplomas.

One further development that has occurred has been the appointment, on secondment, in September of 2009 of a diploma coordinator (lead assessor). The secondment is to HIAS, currently on two days a week though likely to increase to three days from September 2010. The role is specifically aimed at ensuring the coordination of quality provision within diplomas, assessment practices, etc. the role will link closely with examination officers, diploma line teaching staff and diploma line leads. Money has been set aside from the diploma support grant which will secure this role to, at least, 2013. The role is a key one, recommended by DCSF, in ensuring the management of quality across diploma lines.

Young Apprenticeships and Key Stage 4 Engagement

Two groups of YA students (cohort 5 & 6) in Business & Finance and Construction have run, under the auspices of HCFHE.

Annual Report of the Member Champion for the 14-19 Diploma Scheme, 2009/10

Cohort 5 (08/10)

- 14 students are in year two of their Business Administration & Finance programme having completed all year one units and work experience days. All students changed work placement in their second year to give them a broader experience of their sector.

Cohort 6 (09/11)

- 11 students are in year one of their Business Administration programme, all are on track to achieve this year's units and accreditations. Feedback from employers is very positive with excellent progress being made by the students.
- 15 students are in year one of their Construction programme, they have been supported and registered for CSCS Health & Safety assessment by the college to support their qualification and are fully engaged. Parent's feedback is very positive with regards to the student's achievements in college, school and within their work placement.

The college has recently bid for and been approved to run 4YA's (cohort 7 – 2010/12) these are in Hospitality, Construction, Business & Finance and Social Care. This will enable a further 24 students from each of the four sectors to participate in these alternative educational routes.

09-10 is the final year of the Key Stage 4 Engagement pilot – this has been a successful scheme whereby schools can obtain financial support to send students on non-traditional courses run by alternative providers. The money for this process is to be mainstreamed in school budgets from next academic year and the LA is actively working to ensure that students in need of such provision continue to be catered for, particularly as part of a future Foundation Learning provision.

We have appointed a Participation Officer (in July 2009) to support the development of alternative providers and employer engagement and a variety of other related 14-19 activities.

Foundation Learning

National Foundation Learning pilots were completed in 2009 and the autumn term saw the launch of plans for the national roll out in September 2010. To support this Havering 14-19 partnership the decision was taken to change the focus of the LDD sub-group to Foundation Learning, accompanied by the appointment of a new chair. A development programme supported by LSIS is also underway, supporting the local special schools, colleges and FL providers in designing their FL curriculum in a way to meet the new requirements of the FL catalogue of qualifications.

Within Havering the initial impact of this change will be felt mainly by HCFHE, and special schools; though increasingly by all schools. FL is aimed at students who are not likely to achieve a full level 2 at 16. However, with 98% of Havering students achieving at least 1 GCSE (though not a full level 2), relatively few students are identified at Key Stage 4 as needing this as a full

time provision. Though with 23% of students not achieving a full level 2 at 16 schools are currently working on the assumption that they will need to use some elements of FL with students, particularly those currently identified and accessing KS4 Engagement programmes.

Whilst it is assumed that schools will review demand for FL as the provision develops; HCFHE, Special Schools and the KS4 PRU have an immediate need from September and are actively engaged in developing appropriate programmes.

Functional Skills

The development of functional skills comes to fruition in September 2010 when all students will undertake functional skills as part of GCSE English, Maths and ICT.

2009-2010 has, therefore, seen considerable preparations in both schools and colleges for this development. Subject leads in all schools have received training and support, based on National Strategy materials, from HIAS advisors. School strategy managers have received training from our national strategy lead. Colleges have accessed training from LSN. The 14-19 Collegiate group has identified the need for diploma leads and Maths, ICT & English leads to work more closely together (in line with best practice guidance from Ofsted) and arrangements for this are being planned and implemented.

In addition to HIAS support for this development; a member of the new Havering 14-19 commissioning team has been given responsibility, as part of ensuring an appropriate balance and mix of provision, to focus on FL.

6th Form Support and Challenge

Although none of our school Sixth Forms currently fall into the category of 'support and challenge', HIAS is active in supporting them all. Work is being done to prepare schools for the new Ofsted evaluation criteria, review of data to maintain standards and support management of performance, support for new Heads of 6th Forms and help in facilitating strategies to prepare for RPA.

Careers Education, Information, Advice and Guidance.

CEIAG remains a crucial element of 14-19 developments; October 2009 saw the issuing of statutory guidance to head teachers of secondary school on careers education. Though building on previous guidance it aims to prepare schools for raising participation age. Head teachers have been given a 12 point checklist and DCSF are preparing further support materials. However, in a nutshell, the guidance requires schools to treat careers education as a whole school issue, ensure all staff have access to employment information to include in their teaching, the appointment of a member of the SLT to take responsibility for CE and someone to lead on the common application process.

In practice this makes careers education, just one more element of applied learning; in the same way that all 'good' learning is applied and incorporates elements of work related learning, functional skills, problem solving, team work, etc. so it should also include learning about careers.

Specific support is being provided by a joint project between HIAS, Connexions and Albany School (they are currently the only school in Havering to have achieved the Investors in Careers award – though two other schools are working towards this). The project aims to re launch awareness of careers education through a workshop conference in April, followed up by one-to-one support for schools.

The common application process is another significant development occurring in 2009 in preparation for 2010 and beyond. Havering, is signed up to a London wide agreement to use Choices to deliver the London-wide CAP. Various pilot schemes are being explored and a member of the 14-19 commissioning team will take on responsibility for ensuring appropriate data and information flows occur.

Special IAG events to mark the roll out of diplomas in Havering have been occurring at regular intervals throughout 2009-10. In addition to school option evenings, the collegiate have organised a cross diploma road show, based at HCFHE. Both parents and pupils from schools participating in diplomas from Sept. 2010 attended the event to get a hands-on feel of what diplomas are like. Two further events have occurred in February 2010; organised by connexions at the request of the 14-19 collegiate group. These events featured key note speakers from Industry and Higher Education and have been well received by parents and pupils, with attendance of over 120 families from across all schools in Havering.

In the light of raising participation age the 14-19 partnership requested the appointment of a specialist connexions advisor to oversee IAG for 14-19 issues. A temporary appointment has been made and, in the light of support for school option evenings and the events mentioned above, further funding is being sought to extend this appointment.

NEET's remain very low in Havering (under 5% whilst the national figure is 12%) and are better than targets set – but Connexions service are not complacent about this and are very active in reducing this number further. In particular they achieved a very high return under the September guarantee. On an additional note; IYS, in line with the Council's strategy, have recruited 8 Apprentices and are taking on a further 6 in February and March.

With raising participation age there will be an increasing need to focus advice on those in Jobs Without Training (JWT) as this is likely to be a much bigger issue for Havering than NEETs

14-19 Commissioning team

The team of staff to transfer over from the LSC in support of LA commissioning has been identified and, as can be seen from the above, is already active in supporting 14-19 developments in Havering. The official date of transfer remains 1st April and the team have been active not only in the current round of post 16 commissioning within Havering, but also in the work being undertaken by the London Regional Planning Group and Regional Allocations Group.

One significant piece of work has been the development of a 14-19 Commissioning plan, the key commissioning statements of which are as follow:-

Aims to achieve:

- increase the proportion of young people obtaining Level 3 by age nineteen to meet LAA2 targets and reduce the inequality gap at this level to meet Borough targets;
- increase the proportion of young people obtaining Level 2 by age nineteen to meet LAA2 targets and continue to consolidate the very good recent improvement in the proportion of young people from low income backgrounds attaining this level;
- reduce the proportion of young people who are NEET to meet LAA2 targets;
- increase the proportion of young people who continue into Higher Education, particularly those from low income backgrounds;
- to deliver a curriculum through the Foundation Learning programme, particularly at Level 1, which enables progression to Levels 2 and 3.

These are to be achieved through:

- increasing the participation rate in learning at post-16 and in particular the participation rate at 17, which is presently too low;
- ensuring that there are appropriate places in learning for all young people in the Borough who are seeking them, including LDD learners with an entitlement to the age of twenty five;
- increasing the opportunities for work based learning, particularly apprenticeships, including Young Apprenticeships;
- increasing the opportunities for places on the new diplomas;
- increasing the opportunities for places on Foundation Learning programmes and providing progressive pathways from the Key Stage 4 Engagement Programme and other alternative provision;
- ensuring that all young people but particularly the vulnerable have personalised guidance and support both at key transition points at sixteen and seventeen and in the various post-16 providers;
- increasing the proportion of residents who receive their education or training in high quality provision;
- prioritise skills for life, particularly the functional skills of literacy, numeracy and ICT, to develop employability skills.

The transferring LSC team have already held planning meetings with all post 16 providers to discuss their contributions to the local 14-19 Commissioning Plan. The allocations process for 2010/11 is nearing completion, and through the work of the team we have secured an additional 207 learner places across the provider base when compared to the planned learner numbers in 2009/10.

The next steps for the team are to meet with all pre 16 providers to discuss their key stage 4 planning numbers.

Havering 14-19 Partnership and RPA

Current year 8 students will be in compulsory education until age 17, current year 7 students will be the first year to remain in compulsory education until 18. It is thought that a further 1000 students living in Havering will need access to 16-18 educational opportunities, including part time training linked with employment. Given travel to learn patterns a further 1500 students could want to access learning opportunities in Havering.

The current Havering situation reflects that in similar LA's across the country; i.e. the LA's with the highest ratio of school 6th Forms to FE colleges have the lowest participation rates post 16 – this is thought to be a reflection of a post-16 curriculum dominated by A levels.

The 14-19 partnership is actively developing a strategy and curriculum that enables Havering to meet this demand. An outline of this strategy is as follows:-

- Work with parents, schools and local parents to tackle the causes of disengagement in the earlier stages of education – through primary and secondary phases and with a particular focus on Key Stage 3.
- Deliver 14-19 curriculum entitlements by 2013
- Deliver the September Guarantee and make available quality, flexible and part-time provision to meet the needs of the more vulnerable – and those wishing to study part-time alongside full-time occupation.
- Work with the National Apprenticeship Service (NAS) to engage with and assist employers to support more young people into an Apprenticeship; to ensure young people in employments are able to access accredited training' and to further develop good education – employment partnerships
- Ensure guidance services meet the needs of all young people in their area, including challenging stereotypes and delivering effective IAG for those wishing to study part-time alongside a full-time occupation.
- Ensure all young people who need intensive tailored support have a participation advisor and a Learning and Support Agreement.
- Use the opportunity of the 16-19 funding transfer to ensure the knowledge and expertise of all local providers and agencies inform commissioning, through the 14-19 Partnership and 14-19 plan.
- Ensure the 14-19 plan includes participation trajectories to 2013-15 and informs the mix and balance of all 14-19 provision and services to be commissioned.
- Ensure the local workforce has the skills, knowledge and behaviours to deliver full participation
- Deliver tailored communications to the wide range of local audiences about RPA.

London Quality Assurance Framework

As part of the Back on Track initiative launched by the Secretary of State in October 2008; Havering, along with all London boroughs, signed a joint memorandum of agreement in January of 2009 to develop a London wide commissioning and quality framework for alternative providers. In October 2009 the official documentation and guidance was launched.

However, Havering was proactive in preparing for this and from February 2009 HIAS developed a quality framework in line with the best practice example circulated by London Councils. Consultation on this occurred with alternative providers and at collegiate then, with the appointment of the participation officer, this led to further work being done to outline commissioning documentation in support of the quality framework. As the participation officer is part of the 14-19 commissioning team, a set of monitoring principles have been agreed to coordinate HIAS and commissioning activity into a seamless process. We have been able to confirm that our documentation meets the guidance launched in October and we are currently trialling the processes, etc. with providers.

Future 14-19 developments

14-19 remains a key element of government thinking and strategy, in order to take education in the UK into the 21st century. The focus on developing aspects of applied learning (functional skills, careers education, etc.) are designed to create a flexible workforce capable of adapting to and managing the varied and unforeseeable changes that technological development will bring to the workplace.

In addition to the various curriculum changes; such as diplomas, apprenticeships, foundation learning, as well as for GCSE's and A levels, by far the biggest change in education facing the current generation is the challenges of Raising Participation Age.

Within Havering, the general 14-19 reforms are taking on a much sharper focus as a result of being coupled to Building Learning Futures. This significant capital project puts our borough in a potentially ideal position to develop an education provision which will produce outstanding outcomes for our students.



MEMBER CHAMPION FOR DIVERSITY

ANNUAL REPORT 2009/10

A PLATFORM FOR PROGRESS: THE WORK OF THE DIVERSITY STANDARDS UNIT 2009 - 2010

Introduction

I am pleased to present this report as the Member Champion for Diversity.

My report last year signalled that the Diversity Standards Unit's work would support the continuous drive towards the mainstreaming of equality. This has continued, and there are a number of key developments that should deliver tangible results by the end of this calendar year and beyond.

What has undoubtedly contributed to the past year's progress has been the maintenance of a stable team. Fitzroy Andrew, a highly-experienced professional with wide experience of equality and diversity management in the public and private sectors, took over the unit leadership role in January 2009. He is ably supported by Olu Smith, Diversity Adviser, and Carol Jackson, the Unit's PA and Office Manager. I would like to place on record my appreciation for their diligence in supporting Council officers and Members in a range of areas during this past year.

Key areas of action

The past year's work, as noted, has been valuable in establishing a platform upon which future successes can be based.

Equality Framework for Local Government

Most significant in this respect is the Corporate Management Team's decision to formally adopt the Equality Framework for Local Government (EFLG) as the template against which future progress will be officially measured. CMT have also committed to participation in the peer assessment process leading to validation of an 'Achieving' rating under EFLG by November of this year.

A comprehensive 'roadmap' has been developed which maps the specific actions to be completed in order to secure validation. If gained, this will be the first time that Havering's work on equality management will have been externally sanctioned and validated in this way.

Departmental E & D groups

Committing to EFLG has required some adjustment to the Council's governance arrangements to support the existing Diversity Steering Group and Diversity Management Group. Over the past year, every directorate has established a local equality and diversity group to oversee and monitor progress, and ensure that the

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strategic thrust of the Council's equalities approach is adapted to reflect the range of service contexts. All groups have now completed at least two meeting cycles, and they will continue to meet regularly until November at the earliest.

Single Equality Scheme

Alongside EFLG, the Council's Single Equality Scheme covering the period 2010 – 2013 is at an advanced stage completion, and is set to proceed through the formal channels of approval during March of this year. The Scheme is directly linked with departmental service plans, effectively drawing together relevant activities and goals identified in service plans. This will ensure that progress towards meeting equality goals will be part of the Council's overall performance management framework, and thereby consolidate progress towards mainstreaming.

Launch of DisabledGo website

DisabledGo is one of Europe's largest disability organisations, and work with public bodies to produce online access guides to ensure that visitors to key buildings and locations within the borough get specific help with identifying and negotiating any access barriers they may encounter on their journey. The Havering site was successfully launched in October 2009, and was developed with support from local disabled people and community groups. DisabledGo will work with the Council for the next two years to ensure that the accuracy of the site is maintained, and to help maintain and strengthen the links with those in the community who assisted the development of the site.

Achievements carried over from last year

In reviewing progress and achievements over the last year, it is worth updating progress on a number of items commenced in the previous year and identified in last year's report:

ICAN (Independent Consultation & Advisory Network) was created in 2008 to help ensure that communities and residents in Havering have a real say in the policies, practices and procedures of the Council. The network was successfully launched early in 2009, and has proved a highly successful means of fostering a robust partnership of local agencies around a common interest in consultation and engagement, and reinforced more recently by new legislation creating a legal duty to consult.

'Trading Perspectives', an innovative mentoring programme for senior managers, concluded its pilot run in December 2009, and proved to be an experience which generated powerful and valuable insights for participants. Options for extending the model to help facilitate mutual understanding between front-line staff and senior leaders in a number of different areas are currently being considered.

Staff Networks established during the previous year – the Young People's Network and the Race Equality Board (previously SPACE) – continue to function. The Race Equality Board has recently undergone a further evolution to become the Race Equality Forum, with the intention of developing an inclusive approach to fostering understanding of race equality matters across the Council.

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A **Training Needs Analysis** exercise to help pinpoint learning and development priorities from an equality and diversity standpoint, and to supplement priorities expressed in the Council's workforce strategy, was completed in April 2009. A strategy for delivery against the identified priorities was agreed during July. Early priorities for delivery included a focus on the learning needs of the Corporate Management Team, and the commissioning of new programmes for managers to build understanding. All activities have been successfully commissioned and are ongoing

Last year saw a successful **International Women's Day** event, organised around themes of inspiration and well being. This year's event on 6 March will be the largest to date, and is organised around the theme of 'Connecting Across Generations'. Frances Pennel-Buck, Chair of NHS Havering is set to attend and formally open the event

A Capital Ambition project which aimed to shed further light on the sources of **disaffection and alienation** expressed by some of Havering's long-established communities, and to recommend ways in which communications and engagement work might develop response, has continued during the year, and the Council's senior political and executive leadership are directly and positively engaged. The outcomes have major implications for the satisfaction of local residents with the Council, and will remain a priority in terms of action at strategic level.

Priorities for the coming year

These will include the following:

- Launch of Single Equality Scheme
- Successful EFLG peer assessment at Achieving level
- Completion and publication of 100% of Equality Impact Assessments
- Measurable progress on tackling alienation and disaffection amongst long-standing communities, via staff training and innovative community engagement work
- Closer integration and linkage between the work of the Diversity Standards Unit and colleagues in Community Engagement and Development, and in Policy, Partnership and Performance

I remain proud to be the Havering's Diversity Champion at Member level and will continue to give 100% support to the work that is being delivered in this area, and commend this report to you for consideration.

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MEMBER CHAMPION FOR THE HISTORIC ENVIRONMENT

ANNUAL REPORT 2009/10

ROMFORD.



Interior of Havering Museum, High Street, Romford.

Havering Museum in Romford High Street officially opened on 24th February 2010. The museum is run by the voluntary charity Havering Museum Ltd., with capital funding from Heritage Lottery Fund and Veolia Trust among others, and some revenue underwriting by Havering Council. The Council has worked closely with Havering Museum Ltd. on the realisation of this project. It is difficult to over-estimate quite how important the museum is to the cultural, social, educational and economic future of the borough. The museum will be a major and high-profile focal point for the study of local history in Havering, and will greatly raise the profile of local history for local residents. In offering a local museum for people to visit, Havering Museum will also be an important part of ensuring that Havering children take advantage of access to museums and galleries throughout London. Research by the organisation Museums, Libraries, Archives London in 2009 revealed that Havering has by far the lowest proportion of children and young people visiting museums and galleries of any London borough, with a proportion significantly below that of the next lowest

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borough. The presence of a museum in Romford, easily accessible by people from the whole borough, will give a local centre from people to visit and perhaps begin to gain greater confidence in visiting museums and galleries, and from which they can be sign-posted to other museums and galleries that they may enjoy.

As well as the intrinsic benefit of the museum to the study and enjoyment of the history of the whole of Havering, the museum also plays an important part in responding to opportunities and possible threats opened up by the London 2012 Olympics and Paralympics. Romford is currently the fourth largest shopping centre in Greater London, with many people in Havering relying on it for their jobs, whether they work there or in businesses which supply it. Equally, in providing a high-quality and varied shopping experience, the town is important to the quality of life of people from across the borough and beyond. The development of the new shopping centre at Stratford in association with the Olympics and Paralympics gives us the chance to further improve the economy of Romford as it benefits from the rise of the whole of East London as a place to visit and shop, focussed on Romford and Stratford, as a result of this new development. It also, however, raises the threat that trade will seep from Romford to Stratford if Romford does not emphasise its distinctive characteristics and develop its role as a place to visit for a number of reasons. The museum is a vital part of the strategy to make sure that Romford and Havering benefit from the economic opportunities offered by the developments associated with the Olympics and Paralympics, along with other actions that are being taken.

This year marks the 600th anniversary of the founding of the first church in Romford Market Place in 1410, the 300th anniversary of the founding of St. Edward's School in Romford Market Place, and the 80th anniversary of the first public library being opened in Romford - also initially in the Market Place. To mark the anniversary of the foundation of St. Edward's School a service of thanksgiving was held in Westminster Abbey in early February, attended by some 2,500 parents, teachers, pupils and other guests associated with the schools. To mark the 600th anniversary of the church the Archbishop of Canterbury visited Romford on the 9th of March and held a service in St. Edward's C. of E. Church. An exhibition about the history of the school, which is an important part of the social history of education in the borough, has been curated by the Vice Chair of governors at the primary school and will be on public display in various centres throughout the borough, including the refurbished Central Library in Romford and the Queens Theatre during the year.

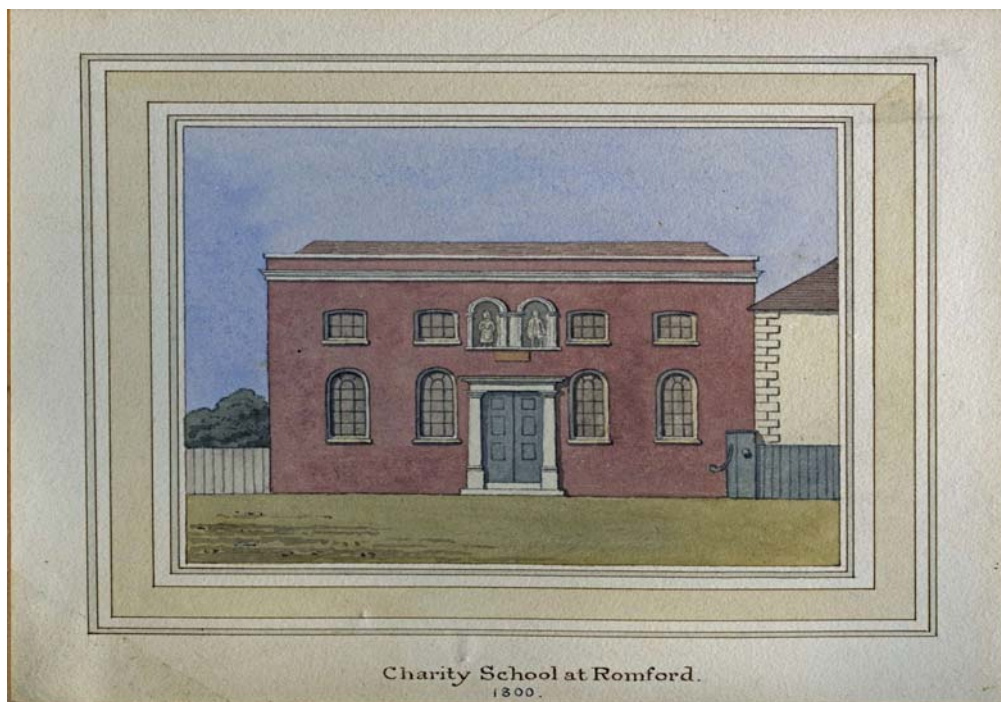
Among innovative work done by St. Edward's C. of E. Primary School to help mark the 300th anniversary of the school, 300 candles were lit to help children appreciate the idea of the length of time that the school has existed and the relationship of that time to their own lives.



Members of the Learning Skills Centre History Group at their exhibition about William Adams, Victorian gentleman.

Also in February 2010 the History Group at the Learning Skills Centre in Western Road, Romford, staged a major exhibition of the results of research that they had undertaken into the life and times of William Adams, who in the nineteenth century lived in the Victorian property that the centre now occupies. The exhibition was one of the most remarkable pieces of historical work to have been done in the borough in recent times. Apart for the richness of the historical information which it brought to light and made accessible to the public in an exhibition open to all residents, it also had important social and health implications, with reported improvements in interpersonal skills and understanding of the chronological nature of time among the members of the group, who are adults with learning disabilities, as well as great reported benefits in the quality of life of careers and their relationships with the members of the group. These are all important instrumental benefits from a high-quality history project that are of vital significance to the ability of the people involved to have the skills to enjoy the more independent living which modern thought has opened up for them.

In terms of history, the group's exhibition opened up significant new pathways for the understanding of the nature of the development of Romford in the late nineteenth and early twentieth centuries, and particularly the complex nature of the differing characteristics of east and west Romford, with west Romford being developed much earlier during this period, while east Romford remained dominated by large estates, with little new building until the period immediately before the First World War. the exhibition also opened new windows onto the everyday lives of ordinary Romford people in an age when industry and service were rapidly replacing agriculture as the main employment areas in the town, and it also presented new material which relates to the history of education, health and social conditions in Romford at the time.



A drawing of the first St. Edward's Church of England School building in Romford Market made in 1800 from the collection of Havering Local Studies Library. The building later housed the first public library in Romford.

Along with the establishment of the museum in Romford, the refurbishment of Central Library, marking the 80th anniversary of the opening of the first public library in Romford, also opens up new opportunities for the study and interpretation of local history in Havering. The Local Studies Library holds a collection of local books, documents, maps, illustrations, minutes, directories, rate books, electoral registers, newspapers, census returns and copies of parish records which offer much for the study of the social, cultural, environmental and economic history of the borough. It dates its foundation to 1905, when Romford Urban District Council agreed to begin a collection of important legal documents. The Local Studies Library is working closely with Havering Museum Ltd. on the development of their work, but the refurbishment of Central Library will give the opportunity to have a search room area for local history to enable residents to pursue local and family history interests by using the collection and also to pursue the improved management and preservation of the objects and items held by the library service. This will give the Local Studies Library a clear and distinct profile within the community rather than being submerged within the Reference Library as it has been up to now.

In Romford Conservation Area, the Council has led work to improve the fabric and appearance of the conservation area, with officers from streetcare and other Council departments working closely in a coordinated approach with English Heritage to make progress on issues such as the suitability of materials used in the public realm, street furniture, road markings and signage. Current improvements to the paving in North Street have been made in accordance with this focus on improving the suitability of the appearance of the Romford Conservation Area, and the very successful ongoing improvements to Romford Market - including better stall layout and uniform stall coverings - also help to improve the visual appeal of this important conservation area in one of London's busiest shopping centres. Council officers have also worked with the owners of the "Golden Lion" and the "Bitter End" public houses to begin to establish ways in which improvements to the historic fabric of

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these important buildings can be made. The programming of the Arts Space at the end of the Market Place continues to encourage people to come into the market to enjoy a diverse and varied programme of performance and visual arts and enjoy the historic setting of Romford Conservation Area. Among other events planned in the coming year are a morning of readings from work by significant writers who all have anniversaries this year, including Joyce Grenfell, Anton Chekhov, Leo Tolstoy, Boris Pasternak and Albert Camus.

There continue to be some negative decisions by national planning inspectors in Romford - most notably their decision to overturn the Council's decision to refuse an unsympathetic development on the former Decathlon site in Romford Ring Road, but the Council itself continues to pursue projects which protect and enhance the historic character of the town and nature conservation within it, most notably in the improvements to North Street roundabout, which make thoughtful reference to both the man-made and natural history of the area through planting and witty use of the arts.

The new planting of the area in the underpass at the roundabout uses indigenous species of trees and plants to ensure that it is an effective conduit for wildlife and biodiversity further into the centre of the town, therefore helping both to green the town in a very practical way, and increase the pleasure that people gain from it and from walking into it. The use of stencilled animal motifs on the walls and ceilings of the underpass and slopes leading to it help to emphasise the old role of the area as a key crossing point for livestock on its way to the market, by virtue of which it was known as "Woolford Street".



East London Malayalee Association dance at Gidea Park Primary School.

To the east of Romford in Gidea Park, Gidea Park and District Civic Society continue to work with officers of the Council on improvements to the fabric of Gidea Park Conservation Area, and to plan for work to mark the centenary of this nationally significant piece of architectural and town planning heritage in 2011. As part of their

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“One World Week” immediately before Half Term in 2010, Gidea Park Primary School invited the local Malayalee Association of people originating from Kerala in southern India into the school to perform dance pieces to introduce pupils to the culture and history of Havering residents originally from that part of the world.

The opportunity to restore and interpret the historic fabric of both the buildings and landscape of the current Royal Liberty School is opened up by the current Building Schools for the Future programme, and this should be pursued with high-quality conservation advice at the heart of it, ensuring that ensemble there is both better understood and fulfills the potential that it has to be an inspiring educational resource for pupils at the school, both in the arts and in other spheres such as economic and social history.

The Council continues to work with Friends of Cottons Park and Friends of Raphael Park and Lodge Farm Park to improve and enhance the quality of these important green areas within the town, with particular reference to their historic environment and natural history. At Cottons Park vista across the park from London Road have been greatly improved as a result of recent work, improving the visual appeal of the area, and particularly its relationship to the early nineteenth-century Salem Baptist church on the opposite side of the road. At Raphael Park, a stage one Heritage Lottery Fund bid was successful in 2009 and a bid will be submitted to Heritage Lottery Fund for stage 2 of the restoration of this important historic landscape later this summer. Romford Summer Theatre will this year produce their 49th annual Shakespeare production in Raphael Park allowing people to enjoy fine theatre in the historic setting of the park. The group have also established a website, containing a valuable archive of production photographs dating back to their early years. The website is available at address www.romfordsummertheatre.com.

The Local Studies Library contributed 20 images, many related to Romford, for an exhibition marking International Women’s Day 2010. These include photographs of the nursing staff at Victoria Cottage Hospital, Romford, from 1915, a nineteenth-century print of Sir Anthony Cooke’s daughters as depicted on the Cooke memorial in St. Edward’s C. of E Church, Romford, and a photograph of the installation of Cllr. Reta Coffin as the borough’s first woman Mayor in 1974.

A “reminiscence” session with over 100 ex-employees of Romford Brewery was held in Romford Town Hall in January 2010. A slide show of historic images was prepared for the event by the Local Studies Librarian and follow-up interviews carried out by Eastside Community Heritage. As with similar work in Rainham and Hornchurch, the work was part of the “Working Lives of the Thames Gateway” project, and has yielded much archive material relating to everyday and working life in Romford in the twentieth century.

A fine reproduction of an 1874 image of St. Edward the Confessor C. of E. Church in Romford Market from the Havering Local Studies Library was presented to the Archbishop of Canterbury on the occasion of his visit to Romford in March 2010 to mark both the anniversary of the church and the school, and a reproduction of a picture of Romford Town Hall from the collection was presented to visitors from our twin town of Hesdin in France this year as well.

The Local Studies Library has been working with Romford FC to develop an archive of records relating to the club to be built up within the Local Studies collection, and also contributed illustrations to Linda Rhodes and Kathryn Abnett’s book “The Romford Outrage: the murder of Inspector Simmons, 1885”, which was published in

2009.

Heritage Lottery Fund are funding the development of a heritage walks by volunteers in Romford. Friends of Cottons Park and Gidea Park and District Civic Society, among others, are among the local groups involved in this. Walk organisers will be supported in working in the new local studies library which will be included as part of the refurbished Central Library as part of the development of this project.

Archaeological investigations at Marks Lodge, Cottons Approach, Romford, have revealed a late Iron Age/ Early Roman boundary ditch. The ditch seems to have gone through various stages of re-cutting until the mid 2nd century AD. Among the contents of the ditch was a mid 1st century AD jar containing sheep remains, which seem to have been commemorated in a similar way to a human cremation. A layer of alluvium over the ditch may indicate that the area was subject to flooding, which may have been the reason why the farm was abandoned. A summary of the finds at the site was published by English Heritage in 2009 in "London Region Archaeology. April 2007 - March 2008".

English Heritage listed St. Edward's Roman Catholic Church in Romford as a grade II listed building in February 2010.

HORNCHURCH.



*Hornchurch from 1777 Chapman and Andre map.
Image supplied by Havering Local Studies Library.*

The Council has approved the designation of two new conservation areas in Hornchurch, one around St. Andrew's Church and the other focussed on the area around Langtons House and Gardens, Fairkytes, the Queens Theatre and the Green next to the theatre.

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These capture different aspects of the history of Hornchurch and help to emphasise its historic role as the centre of Havering for much of the area's history, and also help to add much to the visual appeal of the town, including the medieval church, Dury Falls House and the areas around them and the eighteenth and twentieth century fabric of the Langtons Conservation Area with its focus on the arts and landscape design.

The Council has undertaken much work to restore, conserve and improve the setting of the historic environment in Hornchurch. Upcoming work funded by Transport for London in the High Street will take account of the role of that area as a setting for both of the new conservation areas in the village, and will help contribute to improving the visual appeal the approaches to both of them. The Council has also recently announced the next stage of the restoration of Fairkytes House, a grade II listed building. It is hoped that it will be possible to provide an art gallery for local arts groups, Havering College of Further and Higher Education and professional artists to use as part of this programme, which will also reveal the original form of more of the interior of the house and return it to its original state as well as securing the basic fabric of the property for the future.



Langtons Conservation Area, Green next to Queens Theatre, graphic of appearance of Green after current work to improve Green as setting for Fairkytes listed building, a centre for nature conservation and community events.

Work has recently begun on improving the visual appearance of the green next to the Queens Theatre, as a vital area of green space in Langtons Conservation Area and an important setting for Fairkytes. This work will improve the visual appeal of the area, framing and making the most of the significant visual appeal of the buildings and spaces around it, but also providing a pleasant area to sit, relax, play

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and hold fetes and community events. It will also help enhance the natural history of Hornchurch, using plants and species indigenous to the surrounding area to extend existing nature corridors further into the centre of the village to both increase the pleasure which people get from their environment and make a major contribution to greening the centre of the village in a very real way by improving biodiversity within it. This echoes a similar approach taken at the North Street roundabout and underpass in Romford referred to earlier.

The arts continue to play a vital role in opening up the historic environment in Hornchurch to enable people to see, enjoy and gain benefit from it. A very highly-regarded and well-attended programme of concerts by excellent chamber ensembles in Langtons House currently not only give local people the chance to hear and enjoy new approaches to music, but they are also held in the fine surroundings of the recently restored hall at Langtons House, enabling people to enjoy these fine surroundings in a convivial way. 2009 saw the first outdoor production of a work by Shakespeare in the gardens of Fairkytes Arts Centre. This event was very popular, with greatly-appreciated spontaneous written feedback from residents expressing their appreciation of it. Another work by Shakespeare will be staged in Fairkytes Gardens again this year, and it is hoped that further performances of other work in the historic setting of Fairkytes Gardens will all be arranged to enhance the enjoyment that residents are able to get from the arts and heritage in the village. Langtons Summer Concert in 2009 was held with a 1920s theme to commemorate the giving of the house and gardens to Hornchurch Urban District Council 80 years ago in 1929. The concert was attended by over 2000 people in 2009 and alongside the work of the Council, Friends of Langtons Gardens provided refreshments and held an exhibition in the gazebo.

Hornchurch Arts and Heritage Festival continues to operate as a very popular way in which local people can gain pleasure and knowledge from the diverse histories of our communities. In 2009 the festival included walks, talks and other events to help support the interest that local people have in the history of Hornchurch. The Council also worked with the Asian Women's Association of Havering and Grand Union Orchestra, a leading world music orchestra, to include high-quality world music in the annual Havering Mela on the green next to the Queens Theatre, allowing people to explore and gain a creating understanding of the variety of different cultural traditions which enrich the life of modern-day Havering. Grand Union Orchestra also offered a series of free world music workshops for Havering young people with Havering Music School at Havering Sixth Form College during the recent Half Term break.

The Council continues to work with Friends of Langtons Gardens to make improvements at this site. Friends of Langtons Gardens continue to operate a campaign to raise money to spend on restoration of aspects of the historic gardens. Recently they worked with the local drama group College Players to put on a very successful pantomime to raise funds at Hornchurch Methodist Church. Langtons Gardens are the next park which will be submitted for a Heritage Lottery Fund grant for their restoration by Havering Council working with the Friends group. A conservation architect is currently preparing conservation plans for Langtons House and the Orangery in Langtons Gardens.

Mr. Ian Blaire, 92, a World War Two RAF veteran recently generously donated a spitfire propeller such as would have been used at nearby Hornchurch Airfield to Sanders Draper School earlier this year. The school has displayed the propeller in a prominent place in its entry area and organised a reception attended by the Mayor

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and local Member of Parliament to mark the kind gift to the school. Work is also ongoing to establish closer links between Sanders Draper School and ongoing conservation and restoration work at Hornchurch Country Park, which was the site of Hornchurch Airfield. The Council is working with Essex Wildlife Trust on a Heritage Lottery Fund bid led by Essex Wildlife Trust for a new visitor and heritage centre at this important site for natural and man-made heritage in the borough. The Council is to install a new playsite in the park making use of equipment which makes reference to the rich history of the site. The Council is also working to establish a "Friends" group at the site. Hornchurch Country Park is not only the site of the famous Hornchurch Airfield, it is also the site of the old Saxon boundary between Havering and Rainham Manors and was a part of Suttons Manor, which was gifted to Hornchurch Priory in the twelfth century. The Council and Essex Wildlife Trust are already working with a number of schools around Hornchurch Country Park (mainly primary schools at present) on ensuring maximum involvement and benefit for local children as part of improvements to the country park. Branfill School has been particularly keen to be involved in the work. The Council is funding the "Heartstone" project at Hornchurch Country Park, working with local young people to examine the history of the first black pilots in the American air force, something which seems particularly apt at the site of Hornchurch Airfield.



Donation of spitfire propeller to Sanders Draper School by Ian Blaire.

Back in the centre of Hornchurch, the Queens Theatre is developing a major bid to Heritage Lottery fund for a wide-ranging piece of work to examine and record the experiences and histories of people throughout East London between 1945 and the 1970s. This work will examine key areas of social history and will result both in new pieces of oral history and memories for the archives, but also it is hoped new objects and items which help to tell the modern histories of the communities in the area. The theatre will work closely with Havering Museum in Romford and museums throughout the region, Havering Library Service and the Museum of London on this project.

A "reminiscence" session with ex-employees of Phoenix Timber and Lacrinod was held at Hornchurch Library in January 2010, yielding much useful archive information about daily and working life in Hornchurch in the twentieth century. The work was undertaken as part of the "Working Lives of the Thames Gateway" project.

RAINHAM AND WENNINGTON.



Conservation excellence; proposed new library, lifelong learning facility, flats and other facilities, Rainham Village Conservation Area.

Proposals for a new library, social hall, playgroup and flats in Rainham Village Conservation Area by the station constitute an ideal example of how to develop within a conservation area.

Designed by the Stirling prize award winning architects Maccreanor-Lavington, the proposed building makes poetic use of historic references to create a building that makes a positive contribution to the conservation area and continues a tradition of significant works of architecture in the borough which in its modern history can be traced back to the work of progressive and avant-garde architects in both the 1911 and 1934 parts of the Gidea Park Conservation Area. Maccreanor-Lavington won the Stirling Prize for architecture in 2008 for their work on the edge of Cambridge conservation area, and their work is referred to as an example of excellence in building in conservation areas by the English Historic Towns Forum, of which HRH Prince Charles is the patron.

The proposed building is an example of a very welcome improvement in thought on the intrinsic quality of Rainham Village Conservation Area and of its importance to the future of Havering, making use of elegant decorative detailing against a simple backdrop which echos and moves forward an approach to decoration which is present in nearby Rainham Hall and Church of St. Helen and St. Giles both from very different historic periods. Use of colour and form in the proposed new building also ensure that this is a piece of work which would be a visually attractive addition to the conservation area which helps to repair damage done to the area in the more recent past. Understandably, English Heritage have suggested that this piece of work should be proposed for a Royal Institute of British Architects award for buildings in context to recognise its role as a ideal for others working in similarly inspiring surroundings. I was glad to have been involved in the development of this proposal, including sitting on the panel which selected the architects. The historic conservation assessment submitted with the proposal is in itself a fascinating and very valuable document in the context of written studies and histories of Rainham Village, its architecture, landscape and social history in the area.

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Much work has been carried out recently on the history of the church of St. Helen and St. Giles. It would appear that documentary evidence may link the church very firmly with the Knights Templars with their close links to the Crusades and the Holy Land, something that would also help explain the unique dedication of the church, as St. Helen was the mother of the first Christian Roman Emperor, who is recorded as having found the remains of the cross on which Christ was crucified in Jerusalem, while St. Giles was a French Saint who was closely associated with the Templars' mission. This would also potentially help explain the siting of this significant Romanesque/ Norman (depending upon which terminology people prefer) church at this particular site, as the Knights Templars operated in a similar way to banks today, offering travellers on the way to the Holy Land places to both deposit and collect money rather than taking it with them while travelling. In this context, the location of a Templar-related church so close to Rainham Ferry, carrying people across the Thames to Canterbury and further afield may well be much more easily explainable.

A research project has been carried out on the South Chancel door of St. Helen and St. Giles Church, the ironwork of which is thought to date from before 1200. Archaeological investigations at Spring Farm in Rainham have revealed more evidence of late Iron Age activity at the site. Pottery from three or four different vessels and evidence of two cremations has been discovered. A possible Medieval enclosure and boundary ditches have been revealed. Information about this work was published by English Heritage in "London Region Archaeology. April 2007 - March 2008", 2009.

There has been great concern over the past year at unsuitable colours being used on shop fronts in Rainham Conservation Area. This remains a matter of huge concern, and it would be good to examine whether enhanced protection for the conservation area could improve this situation in the future. Concern has also focussed on the maintenance of the recently restored River Ingrebourne behind the Tesco store in the village, in particular on abandoned shopping trolleys in the river, which is another part of the historic Saxon boundary between Havering and Rainham, and therefore potentially a place of great poetry. Appeals to the Tesco store in the village have fallen of deaf ears, with no response to letters seeking their advice on the matter and offering information on the importance of the site to the character of the area. Fortunately the local authority has been of great assistance in this matter, and has assisted in removing Tesco trolleys from the area.

The Council has removed the roof over the walkway between Tesco and the village, both opening up new views through to the fine historic core of the village and helping to improve safety and fear of antisocial behaviour.

Residents and the Chairman of the local Area Committee are keen to work to establish a museum to trace the rich and significant history of Rainham in the village as part of a bigger programme of protecting, conserving and promoting the conservation area in the future. This has been raised with community groups and with the local authority and is something that it would be very good to progress in the future.

Heritage Lottery Fund are funding the development of a programme of local history walks by local people in and around the historic environment of Rainham Village. this will include opportunities to work on a research the history of Rainham to inform walks in the new local studies library which will be provided in Central Library as part of its refurbishment.



Residents listen to classical music at Rainham Hall Arts Fair 2009, organised by Havering Council and RAVE.

Autumn 2009 saw the first Rainham Hall Arts Fair, organised by the local authority in partnership with RAVE both to add focus to local interest in the arts in Rainham, and also to give people the chance to enjoy the historic surroundings of Rainham Hall and gardens. Rainham is home to some very interesting local composers, artists, writers and musicians, with a long history of involvement in literature in particular, stretching back at least to the eighteenth century, when a Rainham Vicar left money in his will to establish a school to teach children to read in the village. The annual Arts Fair will help to give a focus to the creative interests of Rainham residents and help people to enjoy more the fine historic surroundings in which they live.

A “reminiscence” session with 20 ex-employees of Murex was held in Rainham library in May 2009 as part of the “Working Lives of the Thames Gateway” project, which yielded much valuable archive material evidencing residents’ views of daily and working life in Rainham in the twentieth century.

In natural history and nature conservation, the Council recently declared a new Local Nature Reserve on its land near the village by the RSPB reserve. This, coupled with improvements by the River Ingrebourne near the Tesco site, and the newly accessible green area by the proposed new library, community hall, playgroup, learning facility and flats, will help to provide effective wildlife corridors to bring nature and greenness to the centre of the village, in the same way as the local authority is pursuing the same aims of greening our towns and villages by providing channels for biodiversity right into the heart of them in Hornchurch and Romford.

The opportunity to provide a new school and health facility at Rainham Village School will have to be treated carefully from the point of view of its visual impact upon the approaches to Rainham Village conservation area.

Work at Wennington Church recently has opened up new areas in which the Church

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of England and the local authority could work effectively together, and information from Wennington residents about the natural history of the area, its plant species and their historic uses has proved an inspirational source of ideas for future work.

SOUTH HORNCHURCH.

South Hornchurch has a distinctive place in the history of Havering. Unlike neighbouring Rainham, South Hornchurch has always been part of first the Manor and then the Royal Liberty of Havering. It has rich sources of archaeology relating to early settlement in the area, and for centuries was formed and characterised by Bretons Manor House, which the Boundary Commission last time resolved to place in Elm Park Ward - not an easily explainable decision, given the historic relationship of the Bretons to a more southerly area.

Bretons always had strong links to Hornchurch, and some of its most significant owners are buried in St. Andrew's Church, Hornchurch. Bretons estate, like Gidea Hall Estate near Romford, probably grew up because of the comparatively good transport links between the area and both London and East Anglia. The house sits near to the old Roman road, which subsequently became the old A13, therefore making it an attractive place for powerful figures to live, with ease of access to the city and the countryside. The area around the house is now a significant area for nature conservation but both it and the house and historic outbuildings need a comprehensive masterplan for restoration and options for sustainable uses drawn up of their full potential usage.

HAVERING-ATTE-BOWER.

Havering-atte-Bower Conservation Society continue to work with the Council to make progress on the conservation and restoration of the village. The Society has now organised "Horsemen's Sunday" for two successive years, as well as "Songs of Praise" type of event on the village green at Christmas. The Council assisted with planning advice on the erection of a new village sign in the village, and is also carrying out works to conserve and improve the environment of the green and the historic features on it, including the stocks. The Council is also undertaking works at the village pond. The Conservation Society has been keen to be involved in discussions on the suitability of street furniture, and the Council has worked across departments to facilitate this.

Havering-atte-Bower Conservation Society also plan a fayre on the green in the centre of the village to mark the 950th anniversary of the royal palace being built in the village.

At nearby Bedfords Park, Friends of Bedfords Park have continued to make a huge contribution to both natural and historic conservation in their work, working with the Council on a number of restoration projects, including plans to restore the walled garden and other historic structures at the site.

Friends of Bedfords Park are leading work to establish a group focussed on research, study and preservation of historic parks in Havering, following work with significant national authorities on historic parks and gardens in relation to Bedfords Park recently. A reproduction of a historic picture of Bedfords Park from the Local Studies Library collection was presented to visitors from our French twin town of Hesdin in 2010.

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Heritage Lottery Fund are funding the development of heritage walks in and around the village by local volunteers. Among others, Havering-atte-Bower Conservation Society are involved in this work, which will also support volunteers in using the new local studies library which will be included in the refurbished Central Library, Romford, to develop their walks.

HAROLD HILL.

The new "My Space" youth centre building - a fine visually interesting piece of architecture recently approved for Harold Hill - consciously take the rhythm of forms in the housing around it as inspiration for parts of its design. The longer and postwar history of Harold Hill await further research, which can hopefully be undertaken as part of the Harold Hill Ambitions project and as part of the Heritage Lottery Fund bid that the Queens Theatre is submitting for work on community history in the period between 1945 and the 1970s.

Harold Hill library celebrated its fiftieth anniversary in 2009, with a fine open day to mark the event, attended by former librarians and readers at the library, including Eileen Gordon, MP for Romford between 1997-2001. The event was very well attended, and library staff organised a fine exhibition about the history of the library, which was enjoyed by all who attended and saw it both on the day and afterwards.

The Local Studies Librarian, Simon Donoghue, and local historian Don Tait are preparing a book to tell the story of Harold Hill and Noak Hill. The book will be published by Havering Library Service in 2010. An education pack on the history of Harold Hill will also be developed by the Library Service for Harold Hill in 2010.

Havering Library Service Reader Development Team initiated important work with Brookside Primary School to help mark the fiftieth anniversary of Harold Hill Library and also to use reading, research, literature and history to support the curriculum and learning in the school. Year 5 at the school worked on a project to create a timeline, which was displayed at the library. In producing the work, two classes visited Harold Hill Library in October 2009 to study illustrations and maps of the area looking at how the post-war housing estate impacted upon the local environment with the Local Studies Librarian. The children then made newspaper articles and drawings about "old Harold Hill". In November 2009 the children interviewed the "Young at Heart Club" about their experiences of living in Harold Hill at Harold Hill library, they were also shown objects dating back to the Second World War by local historian Don Tait. In December 2009 the children returned to the library, where they put up a display of pictures, newspaper articles and maps dating from the eighteenth century to the present day.



Pupils from Brookside Primary School study the history of Harold Hill with local historian Don Tait and Havering Library staff at Harold Hill Library. Image supplied by Havering Library Service.

The British Conservation Trust Volunteers have carried out their annual cleaning session at the moated site at Dagnam Park in February 2010. This is funded by English Heritage as part of the management agreement for this important site.

COLLIER ROW.

The proposed Queens Theatre Heritage Lottery Fund project on the histories of communities in Havering between 1945-1970s should produce much valuable new information on the history of Collier Row in the modern period, as the area changed from farm land to suburban housing with a vibrant shopping centre and local facilities. This in turn will give us useful material to paint a bigger history of Romford, looking at changes in the Collier Row area from its being a rural area with employment largely being found in agriculture and in trades to service the palaces at Havering-atte-Bower, to the development of new housing in the twentieth century.

Previous archaeological investigation at Marks Warren Quarry revealed an Iron Age ditched farm enclosure, a Roman enclosure and the flint foundations of a Roman building. Bronze Age/ Early Iron Age pits, postholes and a Bronze Age barrow give evidence of Prehistoric activity. The barrow and buffer zone around it have been protected and excluded from gravel extraction. Late Iron Age/ Roman cremation burials at the site point to a farming community being buried among their fields here. Evidence for similar activity in the Saxon period has also been found at the site. Now traces of a late-medieval cross-beam windmill base have been found at the site. Brief information on archaeology at the site has been published by English Heritage in "London Region Archaeology. April 2007-March 2008", 2009.

Friends of Havering Country Park have established themselves with new vigour in 2010, with a new focus on nature conservation at the park particularly.

ELM PARK.



The authors of "The Elm Park Story", written with the Elm Park community.

Local authors and the Library Service collaborated in 2009 to produce a highly-regarded and very useful history of Elm Park. The work draws together archive material and recollections to form a very valuable documentary account of the history of the area, which was launched at a very well-attended event at the new Elm Park library. Over 1,000 copies of the book have been sold so far.

2010 marks the 75th anniversary of the founding of Elm Park, and the Council has planted 75 elm trees in the area to mark the event,

UPMINSTER,

Friends of Upminster Windmill have made progress towards being able to submit a Heritage Lottery Fund bid for the building and improved interpretation of its history during 2009. The Council has worked with the group to offer help and advice, where required. The annual open day held by the mill is a highly popular event, drawing in people from across the borough and providing a strong local focal point. The windmill was recently chosen by a public vote of Havering residents, to be the symbol of the borough on a series of commemorative pin badges being produced by London 2012 to represent each borough in the city. The windmill is a significant reminder of the everyday life of ordinary people throughout Havering in the pre-suburban period. Windmills existed in all Havering towns and villages throughout much of its history, processing the abundant crops from the fields that surrounded the small villages that were scattered through the landscape, both to be sold abroad and within Britain, and to be turned into bread for daily life. Upminster windmill offers us an excellent chance to understand and explain that life better.

Thanks to the kind efforts of Richard Moorey, a set of slide lanterns owned by Ivan Cooper, including a number of unseen views of Upminster in the early twentieth century, has been added to the collection of the Local Studies Library. This constitutes a major addition to the Library collection and sincere thanks are due to all

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those who facilitated it.

Restoration will begin on Parklands Bridge around Easter 2010. The lake at the park has recently been dredged. Work is also planned to complete repairs to the eighteenth-century bridge at the Grove in 2010.

Both Friends of Clockhouse Gardens and Friends of Upminster Park have maintained their focus on the preservation and interpretation of the historic environment of Upminster over the last year, with significant archaeological excavation being carried out near Clockhouse Gardens, the results of which will add much to our understanding of the history of the town. Friends of Clockhouse Gardens have worked with the Council to install a storytelling area in the gardens, which add greatly to the enjoyment that people can get from the historic environment at the site.

The Council has continued high-quality restoration work at Upminster Barn, and the curator of the barn has been of great assistance in working with the Learning Skills Centre in Romford on their successful researches and exhibition into the life of William Adams this year.



Thatcher at work at Upminster Barn.

The Local Studies Library contributed a number of images to Cecilia Pyke's book "Voices of Upminster" published at the end of 2008, including a 1789 print of Upminster Hall.

Havering Library Service Reader Development has just commenced a piece of work with Corbets Tey School looking at the history of Upminster and Cranham, working with the Local Studies Librarian and starting this month (March 2010). Hazel Class (11-13 years old) will look at maps and images of old Upminster and Cranham to explore the history of the area. The class teacher will then conduct a tour of Upminster so the children can look at local landmarks. The children will then visit Upminster library to talk to members of the reading group there. Work arising from this project will be displayed in Upminster library in May 2010.

CRANHAM.

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Contact has been maintained with the operators of Stubbers, a significant historic site, over the year, and there remains strong local interest in the future of the former Boyd Hall School buildings, which are a rare example of school buildings surviving from this period in modern-day Greater London. Work at the two Local Nature Reserves at Cranham Marsh and Cranham Brickfields continues to ensure conservation of natural heritage in Cranham. The Local Studies Library supplied images of Cranham to be used in the waiting area of the new NHS clinic opened in Cranham in 2008.

2009 marked the 300th anniversary of the birth of Dr. Samuel Johnson, who was a friend of General Oglethorpe, who owned Cranham Hall. A picture of Oglethorpe at the auction of Dr. Johnson's books after the death of the latter exists. Members Services staff have improved an enhanced the display of material relating to the American state of Georgia, which General Oglethorpe helped found, in the Members Resources room during 2009.



General Oglethorpe at the auction of Dr. Johnson's books.

HAROLD WOOD.

Concern continues to be expressed at proposals for the former Harold Wood hospital site. From the point of view of the conservation and preservation of the historic environment, it is the setting of The Grange house on the site, the long-term protection of that building from damaging change by future owners, and the preservation of the farm outhouse buildings at the edge of the site that are of greatest interest. The applicants have produced a thorough conservation assessment of the site, but could perhaps do better in transferring the spirit of that to the detail of their plans with greater rigour.

The excellent community history project carried out by Friends of Harold Wood Park in 2008 and presented to all Havering Friends of Parks groups at the 2009 Havering Parks and Green Spaces Open Forum was recently referred to at a seminar organised by London Parks and Green Spaces Forum on the benefits of integrated

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cultural services in the capital.

The Local Studies Library contributed a number of images to Chris Saltmarsh and Norma Jennings' book "Havering Village, Ardleigh Green and the Harolds", published in 2009, particularly a set of 1965 photographs of Harold Wood.

EMERSON PARK AND ARDLEIGH GREEN.

The place of these significant estates in the late nineteenth/ early twentieth century history of Hornchurch and Havering has recently been brought into clearer focus by the designation of two new conservation areas elsewhere in Hornchurch. Emerson Park, in particular, was the first of a new wave of high-quality developments in Havering resulting from the collapse in the economic viability of old farming estates and new opportunities brought about by the arrival of the railway at Emerson Park.

The current Mayor of Havering, representing Emerson Park Ward on the Council, takes a lively interest in the history of the area and of Havering in general, and has been keen to use images of historic Havering as a backdrop for his civic and community events, particularly those held in the Town Hall.

HISTORIC ENVIRONMENT FORUM.

The Historic Environment Forum has continued to be one of the most successful ways in which the Council engages with communities in the borough on the matters that concern them most. Over the last year the forum has heard from authors who have written new works dealing with the history of Havering, from representatives of local societies and individuals with information to share, and contributed strongly to the development of the History and Heritage strategy, a sub-strategy of the Culture Strategy, which was renewed in 2009. The forum consists of people with a wealth of knowledge about the history of Havering, and people with a passion to learn, and I am very grateful to them for the work that they have done over the last year.

DEVELOPMENT CONTROL.

Havering's Development Control Department has allocated increased and new staff time and resources to developing skills and knowledge in offering excellent planning advice on heritage and conservation issues over 2009. This has already begun to manifest itself in a high-quality of advice being given to members of Regulatory Services Committee on conservation issues in Committee reports.

"LIVING" PUBLICATION.

Residents and groups at the Historic Environment particularly wished to put on record their appreciation for the articles on local history included in "Living". Over 2008/09 some of those articles have been;

HERITAGE FEATURES IN LIVING for 2008/9

Issue 85 (**7 July 2008**) History of Hornchurch

Issue 86 History of Romford Shopping Hall

Issue 87 Harold Hill at 60 (plus interview with Land Girl Doris Pickett)

Issue 88 100 years of scouting in Romford (plus interview with Bevan boy John Brien)

Issue 89 Romford Snooker Hall at 75

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Issue 90 Users of Western Road Life Skills Centre uncover its history

Issue 91 The Golden Lion and its ghosts

Issue 92 Romford Market's history

Issue 93 RAF Hornchurch and its wartime record

Issue 94 Gidea Park suburb (plus interview with WW2 veteran Jimmy Knox)

Issue 95 Rotary Club of Romford celebrate 85 years

Issue 96 How Havering celebrated Xmas past

Issue 97 **(19 January 2009)** James Oglethorpe

Issue 98 Romford Brewery

Issue 99 Upminster Tithe Bard

Issue 100 St Laurence Church

Issue 101 Wartime bomb memories of resident Ann Wilson

Issue 102 Contemporary art at St Alban Promartyr, Romford

Issue 103 Resident George Mason uses library records to trace history

Issue 104 The borough's Royal connections

Issue 105 Langtons from Georgian times

Issue 106 The goat woman of Havering

Issue 107 St Edward's Church

Issue 108 100 years of Rainham Cricket Club

Issue 109 1960s Ford Dagenham strike made into feature film

Issue 110 History of Green Flag winners Harold Wood Park and Cottons Park

Issue 111 How Gallows Flyover got its name

Issue 112 Short history of fairs in Havering (plus a real Dagenham Girls remembers working in Fords in the sixties)

Issue 113 60 years of racing pigeons in Hornchurch

Issue 114 History of Romford Market (to coincide with relaunch)

Issue 115 History of local place and street names

Issue 116 Elm Park Garden City at 75

Issue 117 50 years of trumpet Corp in Hornchurch

Issue 118 **(16 November 2009)** How the Mardyke Estate got its name .

LIST OF LOCAL ANNIVERSARIES.

A forward list of local anniversaries for Havering has been drawn up by the Local Studies Librarian with assistance from the Historic Environment Forum and others to help the local authority and any other interested party plan community events and information to commemorate them. The list is attached to this report as an appendix for ease of reference. Work undertaken to mark anniversaries in 2009 include;

- Havering Council giving Langtons Summer Concert a 1920s feel to help mark the 80th anniversary of Langtons being given to Hornchurch in 1929.
- Local press coverage of the 850th anniversary of the establishment of Hornchurch Priory.
- Gidea Park and District Civic Society organised an event to mark the 75th anniversary of the building of the "Modern Homes" Estate in 1934.
- The Society also republished the original catalogue for the 1934 estate.
- Havering Arts Service worked with Age Concern Havering to mark the latter's Diamond Jubilee.
- New Venture Players performed in Hornchurch Arts and Heritage Festival, marking their 30th anniversary.
- Havering Council held a community event at Harold Hill Library to mark the 50th anniversary of the library.

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Among events planned, or which have already happened, to mark anniversaries on the list for 2010;

- Havering Council has planted 75 elm trees to mark the 75th anniversary of Elm Park.
- Havering-atte-Bower Conservation Society plan an fayre on the village green to mark the 950th anniversary of the establishment of the palace in 1060.
- St. Edward's Church of England Schools have celebrated a service in Westminster Abbey to mark the 300th anniversary of their founding.
- St. Edward's C. of. E Primary School has put together an exhibition about the history of the school which will be shown at the school and then in libraries, the Queens Theatre and other public buildings throughout the borough to mark the event.
- The Archbishop of Canterbury has visited St. Edward's Church of England Church in Romford Market Place to celebrate a service to mark the 600th anniversary of the building of the first church building here in 1410.

RECOMMENDATIONS.

- 1 Continue to develop a programme of high-quality arts events to enable people to enjoy the borough's historic environment, particularly Rainham Hall Arts Fair, Hornchurch Arts and Heritage Festival, Romfest and the arts space in Romford Market.
- 2 Complete and adopt the Heritage Supplementary Planning Document referred to in Havering's Local Development Framework.
- 3 Implement the recommendations of the History and Heritage sub-strategy of the Culture Strategy.
- 4 Work with Havering Museum Ltd. to develop and foster knowledge of and interest in local history, both as something of great enjoyment in its own right, but also for the instrumental benefits for older people, children and young people, mental and physical health, education attainment, and the future vitality of Romford as a major shopping centre and source of employment for Havering people which it brings.
- 5 Work to maximise the opportunities to improve access to the Local Studies Library arising from the refurbishment of Central Library.
- 6 Continue to seek to strengthen the relationship between development proposals for the former Harold Wood Hospital site and the conservation assessment which the developers have carried out for it.
- 7 Support the strengthening of conservation advice within Development Control.
- 8 Ensure building and landscape conservation issues are fully taken account of in plans for Royal Liberty school as part of the Building Schools for the Future programme.
- 9 Ensure that plans for Rainham Village School and health facility take full account of their potential to improve the approach to and setting of Rainham

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Village Conservation Area.

- 10 Continue to make improvements to the fabric of Romford Conservation Area.
- 11 Ensure that Transport for London work in Hornchurch High Street enhances the setting and approaches to St. Andrew's and Langtons conservation areas.
- 12 Pursue opportunities to properly plan the conservation and restoration of the historic and natural environment at Bretons Manor House.

HAVERING ANNIVERSARIES : A 5 YEAR VIEW 2009-2014

Introduction

This document highlights anniversaries in The London Borough of Havering occurring in the five year period 2009-2014. This list and structure was considered by the ***Havering Historic Environment Forum*** where the idea began.

This initial list is based on 1) suggestions made through the ***Historic Environment Forum*** 2) A survey of dates included in ***The Victoria County History of Essex Volume 7 ed. W.R. Powell*** 3) ***Statutory List of Buildings of Special Architectural or Historic Interest, Havering edition.*** 4) Individuals with Havering connections included in the ***Dictionary of National Biography*** birth dates or death dates. 5) ***The Buildings of England London 5: East by Bridget Cherry, Charles O'Brien and Nikolaus Pevsner*** 6) ***London Borough of Havering Brochure on Parks and Recreation Grounds March 1966 by Sydney Porter.***

Anniversaries less than 50 years are less readily traced in this way so there is an imbalance which is noted. Various local history books have been consulted and the document has been considered by the Historic Environment Forum in draft form

Which anniversaries?

There does not appear to be an accepted norm for the marking of anniversaries and anniversaries are clearly not the only reasons to draw attention to our local history but they do provide a focus and may help in planning articles, walks, talks, memorials, events, celebrations, exhibitions or improvements to aspects of our local heritage. In general no specific suggestions are made for how individual anniversaries can be celebrated, the document is intended to inspire and inform.

In compiling this list the following rationale has been used and there is some scope for debate.

During the first hundred years 25, 50, 75 and 100 years seem to be clearly established as worthy of special recognition, however it is not unusual to commemorate 5, 10, 20, 30, 40, 60, 70 and 80 years of buildings, organisations, parks etc.

After 100 years the 125th, 150th, 175th and 200th Anniversaries seem appropriate whereas after 200 years every 50th or 100th year would provide a reasonable guideline. The list below has been compiled with these in mind so 70th anniversaries would also appear as 75^{th*} Anniversaries within the 5 year plan. The intention is not to be prescriptive but to identify some of the key events in the Borough. Other celebrations of the Borough's heritage could be added to the list where people have decided to commemorate or mark events etc which do not fit these suggested datelines e.g. 140th anniversary of the Boyd School Building in Cranham, built in 1870. The Rainham Village Fair's in May and at Christmas would also fall into this category so an additional column may be useful.

* Diamond Jubilee for events

In praise of ... anniversaries

Why do we dice and slice history into various multiples of 10, and why do we recall the past on the essentially arbitrary basis that it is 50, 100 or 200 years since such and such happened or so and so was born? When people go back to events directly related to the crises of the present, as is the case with today's interest in the crash of 1929 and the Great Depression, the logic is obvious. But when we decide to plunge into discussion of Darwin or Lincoln simply because they were born 200 years ago, the phenomenon is on the face of it no more defensible than Chinese numbers magic. Publishing houses base a significant portion of their non-fiction lists on anniversaries, and newspapers on some days offer a superfluity of them that can be quite dizzying. Nevertheless, anniversaries are to be praised because they constitute a historical review system allowing us to think about just a few things at any given time rather than trying to think about everything all of the time. And, unlike more driven searches of the record, they throw up all kinds of unexpected connections and contrasts. If you like, you can take them in a quite personal direction, as the Scottish sage Professor John Stuart Blackie did when he observed that 1809 had seen the birth of three great men - William Gladstone, Alfred Tennyson, and himself. Today we would of course add Darwin, and, alas, dear Professor Blackie, we would have to subtract your own name. But it was good to have met you, all the same.

Editorial **The Guardian, Friday 13 February 2009**

Y E A R	MAJOR LOCAL ANNIVERSARY	COMMUNITY ANNIVERSARIES SIGNIFICANT EVENTS AND ORGANISATIONS	PARKS AND SIGNIFICANT BUILDINGS ANNIVERSARIES	LOCAL PERSONALITIES ANNIVERSARIES	CHURCH AND SCHOOL ANNIVERSARIES <i>Suggestion: These institutions are usually very good at celebrating their own anniversaries and a lead should be taken from them for any celebrations.</i>	NATIONAL ANNIVERSARIES AND EVENTS WITH SIGNIFICANT LOCAL RELEVANCE
2 0 0 9		<ul style="list-style-type: none"> • 100 1909 Murex founded – moved to Rainham 1917. Closed 1993 Centenary. • 100 1909 Upminster Volunteer Fire Brigade formed. Centenary, no longer exists • 100 1st October 1909 Emerson Park Halt opened. Centenary • 100 Centenary of plaques placed by Esex County Council and 	<ul style="list-style-type: none"> • 850 1259 Gaol at Romford (850 years) • 100 Wykeham Hall opened 20th September 1909 Centenary Conservation Area • 80 80th anniversary of the gift of Langtons and its park to the people of Hornchurch (1929) Grade II listed buildings • 75 1934 Upminster Bridge Station opened (75 years) • 75 1934 Gidea Park Modern 	<ul style="list-style-type: none"> • 1400 1400th anniversary of St. Chad being sent to baptise the East Saxons (659). • 600 Isabella of Valois died in 1409. <i>The second Queen of Richard II, whom she married at the age of 7 and from whom she was widowed at the age of 10. Isabella was taken to Havering Palace in early 1400 as it was intended she marry the future Henry V but she returned to France the following year</i> • 150 Herbert 	<ul style="list-style-type: none"> • 850 850th anniversary of Henry II granting substantial land holdings in Hornchurch to Monastery of St Nicholas and St. Bernard of Savoy in Switzerland (1159). • 75 1934 Chafford School began as Wantz Lane Secondary School 75th anniversary • 75 1934 Clockhouse School, Collier Row opened 75th anniversary • 75 1934 Romford and District Synagogue 75th 	<ul style="list-style-type: none"> • 70 1939 Start of WWII 70 years • Girl Guides Centenary. Nationally there is a celebration period between 5th September 2009 and 20th October 2010.

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		<p>Essex Field Club next to Hainault Forest boundary posts.</p> <ul style="list-style-type: none"> • 80 80th anniversary of the end of the Hornchurch Brewery (sold and demolished 1929) • 60 AGE CONCERN HAVERING 60th Anniversary • 50 Corbets Tey smithy closed down 22nd June 1959 (50 years) Conservation Area • 30 New Venture Players formed in 1979 are celebrating 30 years in 2009. • 25 St Francis Hospice founded in 1984 will be celebrating 25 years Conservation Area, on the LOCAL List since 1979 	<p>Homes exhibition. 75 years since Some listed & Conservation Area</p> <ul style="list-style-type: none"> • 70 1939 Burtons building in Hornchurch High Street. 70 years • 70 1939 St George's Hospital built and opened as an Old People's Institution 70 years • 70 1939 Elm Park Synagogue affiliated 70 years. No longer in existence • 70 1939 St Joseph's RC Church 70 Years • 70 1939 South Hornchurch Library established 70 years • 60 Rainham Hall: <i>was left to the National Trust in the will of Mr Sturges, a local solicitor in 1949. 60th anniversary Grade II* listed &</i> 	<p>Henry Raphael was born in 1859. 150th anniversary</p> <ul style="list-style-type: none"> • 100 Geoffrey Bing b. 1909 former MP for Hornchurch (1945-1955) Centenary of birth. • 75 Edward Hillman transport entrepreneur 75 years since death in 1934 Maylands airport etc. • 70 Death of Alfred Bennett Bamford local artist in 1939. 70th anniversary since death 	<p>anniversary</p> <ul style="list-style-type: none"> • 70 1939 St George's Church Harold Hill originated in Straight Road 70 years • 70 1939 Our Lady of Salette RC Church 70 years • 70 1939 St Peter's Church Harold Wood built 70 years • 60 1949 Elm Park Synagogue built 70 years 	
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			<p>Conservation Area</p> <ul style="list-style-type: none"> • 50 Bedfords demolished in 1959 (50 years) • 50 Harold Hill Library opened 1959. 50th anniversary • 50 1959 Demolition of Marshalls 50th anniversary 			
2010	<ul style="list-style-type: none"> • 75 years Elm Park officially opened 1935 	<ul style="list-style-type: none"> • 200 1809/10 Bicentenary of the founding of the Wedlake Foundry at Fairkytes • 400 1610 Horns recorded at St Andrew's Church, Hornchurch for the first time though the place name existed by the C13th. (400 years) • 140 1870 First telegraph service installed in Romford Post Office. 140 years • 125 Hornchurch 	<ul style="list-style-type: none"> • 950 950th anniversary of Havering Palace (1060). • 300 1710 Rainham Vicarage built Grade II listed and conservation area • 80 80th Anniversary of the first public library to open in Romford • 80 Gaynes demolished 1930 80th anniversary - date to commemorate building of James Paine 	<ul style="list-style-type: none"> • 700 <u>Philippa</u> [Philippa of Hainault] (1310?-1369), <i>queen of England, consort of Edward III ... the royal manor of Havering atte Bower, one of her favourite residences</i> • 600 <u>Cook, Sir Thomas</u> (c.1410-1478), draper and mayor of London. Gidea Hall 600th role as tutor to children of Henry VIII & 	<ul style="list-style-type: none"> • 300 300th anniversary of St. Edward's School in Market Place, 700th anniversary of 1st St. Edward's Church in Market Place part in movement of Saxon village from the old church site to the Market Place Grade II*, Conservation Area • 140 140th Anniversary of the opening of the Boyd School 	

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- Railway Station (125 years)
- **125** 1885 Upminster Railway Station opened (125 years – 1st May 1885)
 - **70** Battle of Britain 1940 RAF Hornchurch most significant contribution to the war 70 years

- mansion here signalling the economic regeneration of Upminster Parklands in conservation area
- **80** Gidea Hall demolished 1930 80th anniversary Conservation Area
 - **75** 1935 Mawneys demolished
 - **75** 1935 Present White Hart building in Hornchurch built The White Hart was the badge of Richard II who dissolved the adjacent Hornchurch Priory
 - **75** 1935 Havering Green donated to Romford UDC by Dr Smith likely site of the Tudor garden in front of Havering Palace, conservation area
 - **70** 1940 Purchase of Upminster Windmill by

- story of his own daughters
- **225** Oglethorpe, James Edward (1696-1785) 225 years since death story of the founding of Georgia, War of Jenkins Ear & similar; visits by Samuel Johnson etc Conservation Area
 - **125** **Thomas Simmons.** Policeman murdered in January 1885 at Bretons. Subject of new book *Romford Outrage* 125th anniversary of death January 2010
 - **100** Edwards, Sir Ronald Stanley (1910-1976), *professor of commerce and industrialist ...continued to educate himself by painstaking evening study. Edwards's first jobs were as office boy for the Romford Gas*

- in Cranham
- **100** Completion of restoration of Church of St Helen and St Giles in 1910. 100 years - story of Rev. Geldart architect, Brady curate at Wennington, and Victorian church restorers Grade I listed & conservation area
 - **75** St Edward's Secondary School 1935
 - **75** 1935 Frances Bardsley opened in Brentwood Road
 - **75** 1935 Ardleigh Green School opened
 - **70** Hilldene School established 1940 as Straight Road School in the wake of housing development on the Heaton Grange estate.

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			<p>Essex County Council (70 years) Grade II*</p> <ul style="list-style-type: none"> • 70 Pyrigo House demolished 1940 • 50 1960 Harold Wood Library built • 50 St Albans RC Church Elm Park built 1960 • 50 50th anniversary of the C&A buildings in Romford Market Place(1960), now T & J Hughes Conservation Area • 75 Elm Park station opened 1935 • 50 Stubbers demolished 1960 • 30 30th anniversary of Hornchurch Country Park created in 1980 Tie in with EWT and current Ingrebourne Valley Project; associated conservation area 	<p><i>Compan.</i></p>		
2	<ul style="list-style-type: none"> • 100 years 	<ul style="list-style-type: none"> • 200 1811 Romford penny 	<ul style="list-style-type: none"> • 75 1936 Towers Cinema opened 	<ul style="list-style-type: none"> • 300 <u>Fordyce, David</u> (bap. 	<ul style="list-style-type: none"> • 75 1936 Benhurst School 	

<p style="text-align: center; font-size: 2em; font-weight: bold;">0 1 1</p>	<p style="text-align: center; font-weight: bold;">Gidea Park Estate Centenary Conservation Area and Listed Buildings</p>	<p>post established</p> <ul style="list-style-type: none"> • 75 1936 Rainham Smallholders and Horticultural Society (1939 Rainham Horticultural Society) Important role in the development of the plotlands Berwick & Parsonage Estate • 50 50th anniversary of Romford Summer Theatre producing Shakespeare in Raphael Park. Conservation Area and listed Blacks Bridge 	<ul style="list-style-type: none"> • 75 Rainham Library 1936 • 75 Upminster Library 1936 • 75 1936 Hornchurch Library opened in Harrow Lodge Havering's lone Regency villa • 50 1961 Friends Meeting House built in Gidea Park • 50 1961 current Roger Reede's Almshouses • 50 Opening of Harrow Lodge Park Garden for the Blind 22nd July 1961(50 years) • 20 Liberty II opened 1990 (20 years old) • 75 Elm Park Tennic Club founded in 1936 	<p>1711, d. 1751), university teacher and writer on education ... he was appointed to the post of private chaplain to John Hopkins of Brettons, near Romford, Essex</p> <ul style="list-style-type: none"> • 175 <u>Mendoza, Daniel</u> (1765?-1836), <i>pugilist</i> <i>Mendoza lost to the much heavier and more powerful John Jackson at Hornchurch, Essex, on 15 April 1795. (175 years since death) - the Dell & Hornchurch sporting history</i> • 100 1911 Birth of Kenneth Farnes cricketer d. 1941 – former pupil of Royal Liberty School • 75 Death of Dr Harold Smith historian of Havering-atte-Bower 1936 	<ul style="list-style-type: none"> • 100 1911 Romford Special School, Malvern Road Hornchurch – beginning of special school provision?? • 100 1911 Upminster Congregational Church built (now United Reformed Church) 	
<p style="text-align: center; font-size: 2em; font-weight: bold;">2</p>	<ul style="list-style-type: none"> • 50 Years 	<ul style="list-style-type: none"> • 350 1762; First regular mail stagecoaches 	<ul style="list-style-type: none"> • 950 950th anniversary of Earl Harold 	<ul style="list-style-type: none"> • 750 1262 Henry III granted Manor of Havering to 	<ul style="list-style-type: none"> • 150 1862 Church of St Andrew, St 	<ul style="list-style-type: none"> • London Olympics. • 60 Diamond

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since the publication of **Romford Rebuilds: Romford Central Area Redevelopment**

- rather than single horses via Romford.
- **75** Romford Borough Council granted charter 1937 (75 years)
 - **75** 1937 Maylands Golf Course - story of the airfield and growth of Harold Park
 - **50** 50th anniversary of unearthing of Romano-British farmstead in Corbets Tey (1962).

- gifting Manor of Upminster to college at Waltham Cross (1062).
- **750** 1262 first mention of mill on Mill Field, Hornchurch see also 1912 Hornchurch Mill last in use. Mill Cottage survives and is Grade II listed
 - 100 1912 stone laid for Victoria Cottage Hospital extension
 - **80** 1932 Clockhouse Gardens opened
 - **75** 1937 Town Hall Romford built celebration of Local Govt. and International Moderne style in the local vernacular Grade II listed
 - **75** 1937 Harold Wood Library opened in a shop
 - **75** Upminster Bridge station opened 1937 most important design of those built at this time

- Queen Eleanor and the manor was given to consort or dowager thereafter until the death of Jane Seymour in 1837
- **700** Edward III (1312-1377), *king of England and lord of Ireland, and duke of Aquitaine ...against the king's cousin Blanche, Lady Wake. Wars with France and Scotland, 1349-1357 During the Christmas celebrations at Havering in December 1349 Edward received news that Calais was about to be betrayed to the French*
 - **400** 1612 birth of Thomas Killigrew – Collier Row connection
 - **400** Legate, Bartholomew (d. 1612), *radical separatist and*

- Andrew's Road, Romford 150 years Grade II listed
- **75** Sanders Draper School (formerly Suttons) 1937
 - **50** 1962 Champion School
 - **10** St Luke, Front Lane Cranham 10th anniversary of new church built in 2002 designed by John Marsh
 - **150** Major rebuilding of the Church of St Laurence, Upminster by W.G. Bartlett though significant earlier elements remain. Church re-opened 1st March 1862 150 years Grade I

Jubilee of H.M the Queen.

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			<ul style="list-style-type: none"> • 75 1937 Rise Park park opened • 50 1962 Gidea Park Library opened • 50 Bell Inn Upminster demolished December 1962. 50 years • 10 The Brewery Shopping Centre 10th anniversary? 	<p><i>convicted heretic ...extended Legate clan was among the most ancient and successful families of the royal liberty of Havering</i></p> <ul style="list-style-type: none"> • 400 <u>Greene, Thomas</u> (bap. 1573, d. 1612), actor <i>...said on 16 June 1607 that he was thirty-four years old, that he was born at Romford, Essex, and that he had lived in Whitechapel for three years</i> • 350 <u>Foxe, Thomas</u> (1592-1662), physician . <i>He was born at Havering atte Bower, Essex, on 14 February 1592. His earliest years were spent at Havering</i> 		
20		<ul style="list-style-type: none"> • 200 1888 Essex County Council formed (150th Anniversary) 	<ul style="list-style-type: none"> • 400 Pages Farmhouse Pages is 13th century and Havering's oldest dwelling, it 	<ul style="list-style-type: none"> • 700 <u>Fitzalan, Richard (II)</u>, <i>third earl of Arundel and eighth earl of Surrey (c.1313-1376)</i>, 	<ul style="list-style-type: none"> • 50 1963 Christ the eternal High Priest RC Church Gidea Park built and opened. 50 	

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- was extended in 1663 for a young newly married couple Grade II listed 450th Anniversary of marriage stone and extension
- **100** 1913 Post Office, South Street, Romford. Now Brannigans. 100 years
 - **60** The Queens Theatre first arrived in Hornchurch in 1953. 60th anniversary
 - **50** 1963 Upminster Library built in Corbets Tey Road

soldier, diplomat, and royal counsellor ...seventh earl of Surrey. On 9 February 1321, in the chapel of the king's manor at Havering atte Bower, he married Isabella, daughter of Earl Edmund's political ally Hugh Despenser

- **150** Aiton, John (1797-1863), Church of Scotland minister and author. Died at Pyrgo. 150th of death
- **100** Westlake, John (1828-1913), jurist ...Treatise appeared, having effectively been rewritten since 1858. In 1885 Westlake was elected Liberal MP for the Romford division of Essex, beating the Conservative

- years
- 25th anniversary of the Essex Islamic Trust

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2 0 1 4				<i>candidate by only 64 votes.</i>		
		<ul style="list-style-type: none"> • 50 1964 Collier Row Library built 			<ul style="list-style-type: none"> • 125 1884 Church of the Ascension Collier Row built by Ernest C Lee 125th anniversary • 50 1964 Church of Jesus Christ of the Latter Day Saints, Butts Green Road, Hornchurch. 50th anniversary 	<ul style="list-style-type: none"> • 100 1914 First World War began

Note on Conservation Areas

Cranham, Rainham, Romford and Havering-atte-Bower conservation areas were all designated in 1968, so 2013 will be 45 since LB Havering took its first formal steps to identify and protect its own heritage. Gidea Park was designate in 1970 so 2010 will be its Ruby anniversary, and this year is 20 years since it was extended to include the Railway. 2010 will be 20 years since St.Leonards conservation area was consolidated to its present size. 2009 is the 20 year anniversary of the designation of RAF Hornchurch conservation area. Corbets Tey and North Ockendon conservation areas were both designated in April 1990.

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MEMBER CHAMPION FOR THE OVER 50'S

ANNUAL REPORT, 2009/10

So many good things have been implemented for the Older People of Havering during the last year I am not sure where to begin.

As well as our own Personal Care Budgets where by many Residents have control of their own Care needs we now have the same service for people with long term health conditions. Havering and the Pct jointly fought off competition from 80 areas to win £300,000 of funding over 3 years in order to introduce the option of Personal Health Budgets. This will enable people with long term health conditions to control the service they receive so that they are self-supporting recognising that they are the experts in what works for them. This means that they can once again be in charge of their own needs bringing dignity and freedom into their lives.

Our Care Homes are now better than any of the others in our comparator group, some 20 councils. These are rated by the Care Quality Commission an independent watchdog for Care Standards.

Havering Council commissioned 3 new services for people affected by strokes with our partners in the voluntary care section, Age Concern, HAD, and Crossroads. These consist of Day Opportunities and support services. The feedback from clients has been excellent. In addition the Council is providing a re-ablement day service in Yew Tree Lodge to complement the services from the voluntary section.

At Jubilee Court a service is provided for those people who leave hospital but are not entirely ready to return home. During their stay they are assessed for a care package if needed. They also receive help and support to enable them to return home with confidence that they can manage. This means that they can leave hospital quicker and consequently return to full health much faster.

A partnership between the Council the PCT and the Voluntary Sector has enabled a Low Vision Centre to be established at Yew Tree Lodge . This will support people affected by low vision. The service builds upon clients short appointments with Moorfields Hospital. The outcome for some people has been dramatic as they have a detailed assessment and can try out equipment which can help retain or regain their independence. One man has not been fishing for 10 years because he couldn't see to tie the knots in order to attach the hooks to the line but after finding a magnifier which suits him has now started fishing again.

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The retail model for Community Equipment went live on 25th January. This service allows people who have been assessed as needing support with their mobility to be given a prescription for an item of equipment which they can take to any of the 35 accredited retailers in Havering. Over 40 prescriptions were redeemed in the first 3 weeks and one within 2 hours of being issued. So much faster than the old system and one more way of giving residents independence and choice.

No wonder Adult Social Care in Havering is officially rated as "Performing Well" by the National Regulator of the Quality Care Commission..

Many of our older residents contributed their precious artefacts, photos and memorabilia to the new Havering Museum while others volunteered to work at the many jobs that will enable it to open to the public while others toil at the many back room tasks.

Fairkytes continues to produce the massive talents amongst the older residents who produce fantastic results in the Annual Competitions. The 60+ Musicians Competition at the Queens Theatre always draws big crowds and is very hard to judge because of the quality of the entrants. The Art exhibition and competition are equally as popular as is the Writing Competition with both Competitors and the public appreciating the diverse subjects which are portrayed.

The "Walking the Way to Health" programme is very popular with older people making exercising far more fun than attending a Gym. There are at least 5 walks a week taking in Hornchurch Country Park, Bedfords Park or Hainault Forest. with up to 60 walkers in attendance.

In conjunction with YMCA, Age Concern, NHS Havering the Council will be organising the annual Active Life Week this May when residents over 60 will be encouraged to try a "Taster Session" in a variety of sports across the Borough.

Many of our Parks now have Adult Gyms which many of our older residents enjoy using. It's great to see them "Having a go" while their Grandchildren watch in wonder.

Swimming sessions are free for the over 60's and are very popular as a way of exercising when other forms are not suitable for ageing limbs.

Age Concern launched their new "Get Active" programme last year with the help of Lottery Funding. The first Pub Lunch Club at the Windmill, Upminster was a great success with over 50 people turning up when only 30 were expected. Since then 2 more have been launched and now everyone has to book in advance as they are always over prescribed. The new Perky Pensioners Clubs (so much more interesting than Neighbourhood Day Clubs) are thriving. There are over 30 clubs across the Borough and all with a waiting list. Besides the clubs that are run throughout the week at HOPWA House a new Gentle Exercise Club is open every Friday morning and on Monday there

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is an Advocacy Service which helps people who have problems with Service Providers and other Household Bills. They have organised holidays to Suffolk, North Wales and Hayling Island as well as day trips to Oxford and Brighton.

The Armed Forces Day where Veterans and Serving Personal marched together were watched by proud residents who showed their support as they lined the streets watching as the Mayor and Deputy Lieutenant took the salute. Many men and women who had served in the forces during World War II in Europe, Burma and beyond alongside Land Army Girls and Lumber Jills joined the Mayor on several occasions for tea recognising the sacrifices that they made when they were in their teens and early 20s

The new Freedom Pass has been issued this year and will last for 5 years. This was the first time that Havering Council were not the issuing Authority and the whole event was viewed with scepticism. Apart from a few blips ironed out by a very helpful lady at PASC as far as I know everyone who applied has now received their Pass

At Christmas over 80 of our older more vulnerable residents enjoyed a Turkey Dinner at the YMCA while they were entertained by our local celebrity DJ (Cllr Michael White and 2 lovely lively ladies who sang and danced to some very familiar songs. They all received a present and a slice of Christmas Cake as left to go home.

Yet again Community Safety presented their Annual Safety Day at the Queens Theatre where about 400 older residents were treated to a play encouraging safer living. A demonstration from the "Drug Dogs" and a Question and Answer session completed the entertainment. In the foyer were stalls where information was available from a wide range of service providers, clubs and organisations and of course a full range of freebies. The entertainment ended with a superb Buffet Lunch.

I come now to my own Special project. Havering Over 50s Forum. Eighteen months ago our membership was around 80 and now we have a membership of well over 200. I have even enticed a couple of my colleagues to join We meet in the council Chamber the second Tuesday of each month and even at our AGM on the 9th March over 100 members attended. We always have a main speaker which this year has included amongst many others the Mayor, Deputy Lieutenant, Cllr Michael White and Cllr Steven Kelly and the a 15 min information spot which has included officers from across the Council talking about such things as Benefits and Allowances, ICAN, Drug Addiction, Lets Talk, Trading Standards, the Freedom Pass and many more. This way we fulfil our mission statement of Entertainment and Information. As well as our meetings we arrange outings which have included a visit to The Royal Hospital Chelsea and the Army Museum, a Picnic in the Park and a Garden Party We started the year with a Road Show in the Liberty combining with our partners in the community the Met Police and Fire Service, Homes in Havering, Age Concern and many more. We all handed out information regarding services and social activities available across the Borough while Katie Milton from the Queens entertained us singing many well known

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songs. At the Havering Show in August the Forum had its own stand where many visitors stopped to chat and admire the photo display. Next time we are hoping to combine with local Voluntary Groups whose main clients are older people and have a Marquee. Our Christmas Dinner which was sponsored by Cllr White at the YMCA was a great success and a terrific ending to a great year. The entertainment was provided by the Sanders Draper Signing Choir, Katie Milton and from just across the border in Dagenham a junior school choir who delivered a range of songs and carols with great enthusiasm. A free raffle completed the day. Last month we organised a Musical Soiree at HOPWA House where a very good turnout of members enjoyed an afternoon of excellent entertainment. The Sanders Draper Signing Choir were the first on the bill and the highlight of their programme was a tribute to Michael Jackson. Katie Milton was next with Songs from the Shows followed by a very talented Clarinet Trio from Havering Music School. Katie rounded off the afternoon with a sing a long. Friday 12th March was our first prize giving ceremony for our Caring Neighbour Awards. We intend to make this an annual event. This year we have been supported by Frank Rivett and Sons, The Recorder and Age Concern. Certificates and prizes of shopping vouchers were awarded to 3 local residents sponsored by neighbours they had helped unconditionally over a long period of time. Angela Watkinson MP handed out the prizes and congratulated the winners. The special guests included the Deputy Mayor, the Deputy Lieutenant and Senior Councillors.

I wish to thank our partners in the community especially Age Concern, HAD and crossroads for their continual support throughout the year.

The hard work of officers and staff especially those in Adult Social Care and Regeneration and Community

and not least my colleagues. None of the above would have been achieved without their hard work , dedication and a constant willingness to help and support

I recommend this report to the Chamber



MEMBER CHAMPION FOR THE VOLUNTARY SECTOR

ANNUAL REPORT 2009.10

The Draft Voluntary Sector Compact for Havering (December 2009) identifies four main areas of focus for the huge contribution that the voluntary sector makes to the quality of life in the borough;

1. Promoting an inclusive community and develop the infrastructure for black and minority ethnic and other minority involvement.
2. Increasing Community involvement and boosting civic pride.
3. Developing a strong and independent Community and Voluntary Sector.
4. Developing solutions to barriers to Voluntary Sector involvement, including capacity building and premises limitations.

I have framed this report around progress against these goals by partners in the Havering Local Strategic Partnership.

PROMOTING AN INCLUSIVE COMMUNITY AND DEVELOP THE INFRASTRUCTURE FOR BLACK AND MINORITY ETHNIC AND OTHER INVOLVEMENT.

Havering Play Partnership has worked to ensure that representatives from Treehouse, a local charity made up of parents of children with autism, and from First Step early years centre for children with disabilities to ensure an inclusive approach to play and playsite design across the whole disability sector.

Havering Community Sport and Physical Activity Network, which brings together professional, charity, local authority and community sports groups, has ensured that it's disability sport and physical activity sub-strand is now properly constituted and chaired by an outstanding disabled athlete to develop programmes to support and promote disability sport and physical activity.

Gidea Park Primary School worked with the East London Malayalee Association to support their "One World" week before February half term 2010. The Malayalee Association is a voluntary charitable group of people originally from Kerala in southern India, and the school worked with them to introduce dance from the region to pupils as part of their programme of promoting interest and understanding in cultures from the whole world.

Western Road Life Skills Centre History Group were successful in a bid to Heritage Lottery Fund to support historical research work by the people who use the centre, which is a centre for adults with learning disabilities. As part of their work, the group used the Local Studies Library and made visits to historic sites and museums both in Havering and elsewhere in London. As well as enabling the group members to

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produce some outstanding history, the project also helped to empower them and to support the development of key social and cognitive skills which will help them in independent living in the future.

Homes in Havering have developed an intergenerational food project with people living in sheltered accommodation partnering with young people to learn how to cook simple meals for the whole family and therefore support independent living skills.

Homes in Havering have established an all-women's group to support women who have suffered domestic violence. the group meets three times a week and are exploring using art to help young people who have witnessed domestic violence.

Havering BME Forum is working on a review of it's constitution to ensure that it operates most effectively as a focal point for black and minority ethnic groups and individuals within the community.

Havering Interfaith Forum was officially inaugurated in November 2009 to provide a focus for groups reflecting the varying faiths and beliefs which exist in the borough. The group is currently working with Coopers Coburn School to promote a series of monthly interfaith lectures in Havering secondary schools.

"Rainbow Nation" charity based at Redden Court Secondary School continues to promote diversity on a number of levels inspired by the example of South Africa since the end of Apartheid.

Havering Library Service operates a "Listening Group" for book-lovers who are visually impaired.

HAVCARE, representing adults with learning disabilities and their parents and carers has begun to work with Havering Council's Culture team to look at obstacles to and benefits from involvement in Culture for this particular group.

INCREASING COMMUNITY INVOLVEMENT AND BOOSTING CIVIC PRIDE.

The Metropolitan Police are currently undertaking an initiative called "Street a Week" to recruit one individual from each street in the borough to form a network of individuals to liaise with local Safer Neighbourhood Teams.

The Metropolitan Police also work with the borough's Friends of Parks groups to help respond to community-identified safety matters in the borough's parks.

Havering Library Service runs a number of volunteer programmes to help support reader development among young people in particular. All volunteers are CRB checked. The annual Summer Reading Challenge for children and Young People during the summer holidays is staffed by volunteers from across the borough, who enable this to achieve better results in Havering than in most other boroughs because children are supported and encouraged to articulate their thought and reflections on what they have read, thereby increasing their vocabulary and having a positive impact on mental health among other things. The volunteer programme for the Summer Reading Challenge is itself co-ordinated by a volunteer. Volunteers also work with the Library Service to offer peer support for people working on computers and to act as "reading buddies" to help children with their reading on an

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individual basis. They also assist with the Housebound library service and various clubs that operate in libraries.

Havering Council's Culture Department and many other Council teams have worked with the voluntary charitable group Havering Museum Ltd. to develop and open the new Havering Museum in Romford High Street in February 2010. The museum uses volunteers for many of its functions, supporting the vital work of the curator and outreach worker, and is funded by Heritage Lottery Fund and Veolia among others, with some revenue underwriting and help in kind from Havering Council.

Homes in Havering have several community housing groups across the borough that meet four times a year to discuss estate-based issues. They also have a number of groups representing people in sheltered accommodation and two youth forums.

Homes in Havering Junior Wardens Scheme has been cited as an area of good practice by the Audit Commission. Young people learn to be Neighbourhood Wardens and undertake training sessions to report rubbish, graffiti etc. The scheme is now being developed across the borough.

Homes in Havering's 50+ voluntary social group are mentoring young people at Kingswood School to help them with reading, gardening and life skills. It is hoped that the project will be expanded so that young people can teach older people about computer use.

Havering Council's Community Safety Section works with a variety of churches and faith groups on an interdenominational basis to offer presence at support to people at risk for whatever reason in Romford Town Centre every Friday night between 10pm and 4am and on Saturday nights through the "Street Pastors" scheme. Street Pastors work with homeless people or people who are isolated or at risk for any other reason, including the 11,000 18-25 year olds who visit Romford every Friday night. There are currently 40 trained Street Pastors in Romford, they all receive 12 days of extensive training before beginning their voluntary work.

Havering Council's Community Safety Section also works with volunteers from local churches on the "Deeper Lounge" initiative, which has just begun. This operates from 10pm to 3am on Friday nights and aims to engage and work with young people aged 11-17 in the town.

Havering Council's Culture Department works on a number of community involvement initiatives which are central to the Council's community involvement work including, among other things:

- Havering Council's Culture team worked with the youth service on innovative consultation with young people using the social networking site "Facebook" to ensure maximum youth involvement in the development and design of the new skateboard facility at Brittons Playing Fields in South Hornchurch.
- Havering Culture Forum brings together representatives and individuals from the Havering community Culture sector (arts groups, Friends of Parks, sports groups, heritage groups) with representatives from the professional, charitable and local authority sectors and also representatives from key partners including those in the social care, education, health, community safety and regeneration sectors to help shape future policy in culture and related issues in the borough.
- Havering Historic Environment Forum brings together voluntary and professional groups and individuals with an interest in local history to share

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- knowledge and help shape policy and projects in local history in the borough.
- Havering Parks and Green Spaces Forum - possibly the most successful forum for community involvement in the borough, an annual meeting bringing together Friends of Parks groups with key partners including the health service, police, education and others to promote the role of parks and green spaces in community life in the borough.
- Havering Allotments Societies Liaison meeting. A meeting which is greatly valued by the borough's many allotments societies. Meets at least twice a year to support joint working between the Council and allotments societies. Also acts as a forum within which experts on health and safety and community safety issues can liaise with allotments societies and problems can be solved.
- The Parks Service, other members of Havering Council's Culture Team and the Youth Service recently worked with the London Open House "My City Too" scheme to promote and support youth involvement in green space and urban design. The work was a great success and specific suggestions coming out of it will be pursued as well as establishing a sounding board of young people to help advise and shape planning ideas in the future.

Havering Council's Regeneration Team works on a number of projects which bring the local community to the heart of local planning and regeneration, including:

- Hornchurch Town Centre Partnership, which brings together local businesses, church and religious groups, charities such as Havering Theatre Trust and the police to focus on improving the village and community life in the future.
- Romford Market Forum, includes representatives of Market traders, St. Edward's Church and other key stakeholders in and around the market and has been pivotal in promoting the improvements in the market and Romford Conservation Area which have been seen recently.

DEVELOPING A STRONG AND INDEPENDENT COMMUNITY AND VOLUNTARY SECTOR.

Havering Association of Voluntary and Community Organisations (HAVCO) continues to work with the local authority and other key partners to provide strategic support to the voluntary sector throughout the borough. The organisation works with groups in the Culture, social care, community safety, education, BME and other sectors both to support effective joint-working and back-office solutions throughout the sector, but also to provide advice, information and support on legal and statutory issues affecting community and voluntary groups throughout the borough and to ensure maximum benefit for Havering communities from broader regional and sub-regional opportunities such as the Olympics and Paralympics.

HAVCO successfully bid to deliver the Personal Best programme in Havering started delivery in October 2008. This is a training and volunteer programme, aimed at helping people furthest from employment into long term, sustainable jobs. It is currently being delivered across all London boroughs through European Social co-financing funding by the Learning & Skills Council and the London Development Agency. HAVCO are working Havering JobNet and both Job Centres, who refer participants onto the project. They also work in partnership with Havering MIND and have delivered a tailored Personal Best course for their service users. Through these partnerships HAVCO have been able to target the most vulnerable participants in Havering onto the project.

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To date 221 unemployed or economically inactive Havering residents have engaged with the project. Of these 176 went on to start the Personal Best course. 99 participants have successfully achieved the full Level 1 qualification. Two courses are currently being delivered and from these a further 15 achievements are expected by the end of March. All participants on the project complete some short time volunteering as part of their qualification and 29 participants have continued with their volunteering placement. 9 participants have successfully moved into employment. The project is due to be completed end of August 2010.

Through a partnership with LBH's LifeLong Learning team, HAVCO have also delivered further training through Train to Gain for 11 graduates who have continued to volunteer or are in paid work. A further 49 have also completed ICT Skills for Life and/or Level 1 ITQ qualifications. In addition, HAVCO have also referred many participants who need to improve their literacy & numeracy skills to both LBH and Chelmer Training.

The Council has worked with Havering Theatre Trust to develop new governance arrangements for the charity, which delivers so many of the authority's cultural and social goals through it's work at the Queens Theatre and with communities throughout the borough, including children and young people and older people, as well as being a key partner in ensuring that the borough is a good and enjoyable place to live in through it's production of high-quality theatre in it's mainhouse shows.

The Council's Culture Team works with Havering Sports Council as a dynamic, independent voice for the voluntary and community sports club sector in the borough.

Havering LINK are developing their work as an effective means by which local people can influence the work of the local health service and public health issues.

Havering Council's External Funding Team offers help and advice to community groups throughout the borough and across all sectors. Representatives from the team have worked with the voluntary sector very effectively through both the Culture Forum and the Historic Environment Forum, as well as working with the BME and Interfaith Forums and others.

Havering Council's Community Engagement and Development Team work with Community Associations throughout the borough to offer advice on fund-raising and policy issues.

Havering Council's Culture Team has worked with the Council's Community Engagement and Development Team to develop the "official" Friends of Parks status criteria for local Friends of Parks groups. This is recognised as being an example of best practice nationally, and is currently being used as a model for community engagement in the new park in Stratford after the Olympics and Paralympics. The Council enters into a more formal agreement and series of mutual commitments with groups that achieve official Friends of Parks status, and a small budget is devolved to the groups to support their work.

DEVELOPING SOLUTIONS TO BARRIERS TO VOLUNTARY SECTOR INVOLVEMENT, INCLUDING CAPACITY BUILDING AND PREMISES LIMITATIONS.

Annual Report of the Member Champion for the Voluntary Sector, 2009/10

The majority of funding that flows to the voluntary sector from the statutory sector comes from Social Care and Learning and the primary care trust (PCT), now called NHS Havering. All commissioners from social care and learning and the PCT are co-located to ensure joint commissioning is as strong as possible and that it becomes easier for the voluntary sector to communicate with commissioners. Events like the 'Meet the Commissioners' Breakfast meeting on the 2nd of March organised by HAVCO attract 20+ voluntary sector partners.

The relationship between the voluntary and statutory sector is changing. Both Health and Social Care and Learning have supported the voluntary sector to move slowly away from grants towards attracting contracts and income from individuals, such as personal social care budgets or self payers.

Examples of activity in 2009/10 are:

Brokerage: Adult social care has used some of its social care reform grant to offer places to the voluntary sector to train and gain a qualification in becoming a social care broker. This is a new and growing specialism that can attract up to £35 per hour for a voluntary sector organisation. The qualification is provided by a user led voluntary sector organisation. This kind of activity can allow voluntary sector organisations to diversify.

Day opportunities: Adult social care has supported six organisations (voluntary and private) to open new day opportunities in Havering in the last 12 months. Not only does this provide value for money and choice for older people wanting to purchase these services it also provides another income stream for the organisations who have responded to this opportunity.

ROSE: The well known and successful employment service for adults with a learning disability has been supported to diversify into activities that attract income from personal budgets and self-payers. The new services offer independent living training and skills development. The first customers have recently come forward to take the new product.

Stroke: Havering invested an additional £90k in services with Age Concern, HAD and Crossroads designed to improve outcomes for people affected by stroke. These service can improve peoples outcomes and reduce the amount of care they need.

Age Concern: Havering Council regularly provides references for the voluntary sector to enable them to bid for outside funding. Age Concern have recently been successful in bringing in six figure sum from the Big Lottery to strengthen volunteering opportunities.

Personal Assistant Market: LBH has recently co-ordinated three other London Boroughs to fund the creation of a social enterprise that will operate across Outer North East London. Two not for profit organisations have been short-listed for the £400,000 tender, one of these organisations currently operates in Havering. This exercise will regulate and stimulate the personal assistant market in social care creating local jobs and providing more choice for local people with care needs.

Provider Event: Havering has carried out a detailed piece of market research with people with care needs. This research used national guidelines to allow the data to be compared to other areas. The results are being launched at a provider event on

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the 23rd of March. All of Havering's voluntary sector is invited. This event gives the voluntary sector vital information straight from potential customers that will enable them to adjust their business plans and attract new business.

LBH and the PCT is supporting the voluntary sector to evolve and attract new more secure funding streams that allow organisations to grow incrementally. The era of grant giving is ending in social care and health, to be replaced by new roles for market stimulation, support and management. It is vital the voluntary sector is supported through this nationally driven change to ensure that locally the voluntary sector thrives.

The Council is to undertake the next phase of the restoration of Fairkytes Arts Centre in Hornchurch. This one of the main centres for the voluntary sector in Havering, with 77 independent clubs and societies meeting at Fairkytes at least once a month. In addition to this there are between 10-30 one-off hirers each month. Groups cover painting, drawing, sculpture, pottery, needlecrafts, mosaics, patchwork and quilting, photography, video, dance, drama, music, singing, literature appreciation, poetry, writing for pleasure, French, coin collecting, amateur radio, yoga and much more. Groups cover all ages from pre-school groups, playgroups and baby and toddler groups to groups for older people, including many participants in their eighties and nineties. There are over 100,000 visits to Fairkytes Arts Centre each year.

As part of the restoration of Fairkytes the Council hopes to be able to establish an art gallery in the building, which will provide a vital new focus to the work of amateur visual arts groups in the borough and an important move forward in focus on the visual arts in the borough in general. Havering Arts Council have expressed an interest in making similar progress for community performing arts groups.

Havering Library Service provides a vital focus for the promotion of the work of local voluntary groups and as places for them to meet as part of the Library Service fulfilling its vision of transforming lives through reading and being "community living rooms" for the whole community. In relation to this libraries have promoted the work of the following groups, among others, over the last year:

- Guide Dogs for the Blind.
- Arthritis Care.
- Allotment Groups.
- Citizens Advice Bureau.
- DABD jobs club (a charity)
- Wellgate Community Farm.
- Praxis Community Project.
- Local amateur drama groups.
- St. Francis Hospice.
- Hedgehog welfare group.
- Yoga group.
- Community First Responder.
- Community police groups.
- Friends of Parks groups.

As part of its work on Harold Hill Ambitions, Havering's Regeneration, Community Engagement and Development Team and Land and Property Team secured the former Ingrebourne school building for community use. Negotiations are underway for the utilisation of this space and it is clear that there is considerable community interest in usable space.

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Working with Heritage Lottery Fund, the Councils External Funding Team has secured funding for capacity building in the voluntary heritage sector through the heritage walks scheme which will operate in Rainham, Havering-atte-Bower and Romford and will support local volunteers in developing and leading heritage walks.

The Council's Health and Sports Development Team with the Culture Department work with Havering Sports Council to bring funding opportunities for sports coaching, safeguarding and other infrastructure issues are highlighted to community sports groups throughout the borough.

The Council has worked with Havering allotments societies to enhance facilities at allotments sites in the borough, including the installation of toilet facilities at allotments.

CONCLUSION.

Havering has a strong and vibrant voluntary sector which is changing and evolving. It has a key role to play in delivering services, supporting vulnerable people, strengthening community cohesion, promoting culture, tackling social exclusion and many other key benefits.

RECOMMENDATIONS.

1. That the key role and contribution of the voluntary sector should be recognised.
2. Havering Strategic Partnership (HSP) should continue to develop a more strategic approach to working with the local voluntary, community and charitable sector across all partners within the HSP.
3. Greater focus should be given to encouraging interest in diverse cultural traditions within the borough as something of interest in its own right and also a key means of supporting community cohesion and a stronger society.
4. The needs of the sector, in particular for space for performance and preparation in amateur and community performing arts in Havering, and the contribution of this to community cohesion is noted.



MEMBER CHAMPION FOR YOUNGER PERSONS

ANNUAL REPORT 2009.10

Over the past year it has been my pleasure to be the Champion for Younger Persons in the London Borough of Havering. I would like to take this opportunity to highlight some of the initiatives, successes and projects involving young people in our Borough and commend this report to Council.

Integrated Youth Services

The structure of the Integrated Youth Services has been changed this last year, new developments have included a move to supporting the localities by creating three locality areas covering the Borough with staff, services and resources being divided across these three localities. The Service also has a Borough wide structure to ensure the following areas are supported and developed:

1. Universal Youth Work 11-12 (priority 13-19)
2. Targeted Youth Services
3. Specialist Services including Voice of Young People and Parental involvement and accreditation/schools work
4. Information/ Advice/Guidance
5. Connexions Services for those young people who are not in education, employment or training.
6. Teenage Pregnancy Work
7. Capital Developments
8. Voluntary Sector and Other Key Developments
9. London Youth Games
10. Young Persons Network, within Havering Council
11. Universal Youth Work Linked to Music & Performing Arts

1. Universal Youth Work

The service has undertaken a wide variety of youth work and has extensively increased its capacity to deliver as well as increased its face to face work with young people due to additional resources and investment from the Council's Administration. This investment has been helping to deliver the Havering "Youth Offer" a pledge to young people which details the specification of services young people can and should have access to in Havering.

A great deal of work has been undertaken this last year on ensuring the "Havering Youth Offer" is implemented, providing a wider range of services including more holiday, arts, sports, residential and fun activities including the following examples:

- **Waterloo Estate Project**

Aim: To consult with young people from disadvantaged area, in partnership with Homes in Havering, on young people's views and needs related to Waterloo Estate.

What Happened: Since March 09, the IYS Mobile Unit has been present in Waterloo Estate Romford every Thursday 4 – 7pm to consult with young people, and began to assess needs particularly related to Places to Go and Things to do. Through relevant questionnaires and discussions, youth workers began to address some of the needs of young people.

Outcomes: Young people were able to apply for funding to purchase safety equipment for their bikes and future bike projects. Young people were encouraged to participate in long term West ham football project on the estate. The IYS Mobile Unit has continued to engage young people in support work and offer information advice and guidance (which included career advice and guidance). Young people also being encouraged to participate in Cottons Park Urban Sports Programme.

Follow On: Plans are underway to organise a half term and Easter programme to develop young people's social skills and awareness beyond their own environment.

- **Cottons Skate Park Project**

Aim: To work with young people participating in urban sports, during weekends and holidays.

What Happened: Since April 09, the Integrated Youth Services Team, via the IYS Mobile Unit, has continued to be operational at weekends, engaging with up to 100 young people on Saturday afternoons at Cottons Park. The skate park has been developed over the last year as a result of partnership work. Skate Boarders, BMX'rs and young people using the park are able to meet youth workers on a weekly basis, receiving information, advice and guidance. The team offer bike maintenance support and have also worked with a group of young people to extend the skate park in partnership with Parks and Open Spaces.

Outcomes: Three Urban Sports Events were organised during Summer and Autumn 09 in partnership with Team Extreme and Friends of Cottons Park, which included BMX and Skate Board Workshops and Competitions for up to 150 young people per session. A young person (Tyler) volunteered to help IYS promote event and work with Team Extreme to judge the event.

A number of young people were also involved in working with IYS to extend the skate park and managed to raise £28,000. This was led by young person Tyler. The group with support and guidance from IYS workers worked with Parks and Open Spaces and Evolution Skate Park Company to develop the park. The group also produced a DVD documentary called 'Extreme Extensions' to promote Cottons Skate Park. The DVD included a local band called Stereo Decade (4 young people aged 18 and 19) as back ground music and the documentary

showed how young people in Romford were able to influence the Integrated Youth Service and Parks on building a high quality urban sports provision.

Up to 25 young people also took part in a trip to Corby - one of the UK's biggest skate parks. This involved at least 10 of the older young people applying for funds for the trip, and recruiting younger groups to mentor.

A young person from Havering (female age 14) who participated in Cottons Skate Park projects, was selected by Team Extreme UK to take part in Tate Modern Art exhibition in London on 22nd May 09. This young person has been approached to take part in further exhibitions in the future with Team Extreme. She is also currently helping Parks and IYS on developing a concrete skate park in Brittons.

Follow On: The Mobile Unit continues to work at weekends at Cottons Park, and plans are underway for an Easter and Summer Park event, that includes urban sports, music and general sport competitions.

- **Rise Park Pavilion Development**

Aim: For young people to work with Integrated Youth Services and Parks and Open Spaces to look at how to develop Rise Park Pavilion into a positive youth and community centre.

What Happened: Young people have been involved in the initial consultation and planning, which has included local young people, students from Marshalls Park and IYS Central Youth Council. IYS have also consulted residents of the local community and are working with them to develop a consultation toolkit. Also a week of activities had been organised during the summer period to engage young people in positive activities (including an inflatable sports zone) and to promote the Pavilion development programme.

Outcomes: Over 30 young people have been involved in consultation.

Up to 20 residents have to date been involved in a consultation.

15 young people have signed up to be part of February half term programme - My City Too 'Young Planners Scheme', which will involve young people working with architects to develop Rise Park Pavilion.

Follow On: A wider community consultation will be underway in January 09. The Feb half term programme will enable at least 15 young people to work on a 3 day workshop developing Rise Park pavilion, which will also include them visiting other regeneration projects within London.

- **Brittons Park**

Aim: To recruit a group of young people to work with Parks and Open Spaces to develop a new concrete Skate Park in Brittons Park, which will include discussing initial ideas, tendering, and working with a Skate Park company to design a skate park within a £140,000 budget. The park will be a complimentary programme (for skate boarders), to Cottons Park which is largely a BMX park.

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What Happened: Young people were recruited from Brittons School and the South Havering area. Up to 16 young people (all skate boarders) were involved in two initial consultations which enabled them to discuss ideas about the type of things they would like to see for skate boarders within the park.

12 young people visited two concrete skate parks in Essex, Saffron Waldon and Harlow. This involved testing out the parks, taking photos and reporting back to Don Stewart (Parks Project Manager) to discuss how aspects of these parks might be replicated at Brittons.

12 young people were subsequently involved in a tendering process with Parks and IYS, and helped select the most suitable company – WheelScape - to carry out the work. Since then, the group have met at least once to work with WheelScape on designing a skate park.

Follow On: The group will continue to meet at WheelScape at least twice more before building begins in March 09. The group will also be involved in an event in march/April 2010 to mark the opening of the new skate park.

- **Cranham Youth Support Group**

Aim: To support a partnership programme that enables Cranham Support Programme to provide a new youth work provision within the Front Lane Community Centre.

What Happened: IYS have worked with Front Lane Community Centre, SNT, Council Members and Hall Mead School in consulting with young people about a proposed youth work programme within Front Lane Community Centre, Cranham. Young people from Hall Mead School were able to visit the centre and discuss proposals for a regular youth club to happen on a Friday night. This group are currently working closely with SNT on this project.

Cranham Youth Support Group also ran a summer programme supported by MTFS funds that included a range of positive activities for these young people and wider groups within the Cranham area.

Outcomes: Volunteers have been recruited and ready to be trained to support the work within the youth club, which is due to start in early part of 2010.

Young people have consulted with Partners which has led to agreements that a youth club is to be started in Cranham early 2010.

During the summer, a total amount of young people who registered for the 3 week programme was 105, with an average of 33 attendees per day.

Follow On: IYS are in discussions with Cranham Youth Support Group for London Borough of Havering to supply staffing for initial 6 months of project. This will include providing training for volunteers in the early part of 2010.

- **Sport Camps**

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Aim: To work in partnership with Culture and Leisure's, Health and Sports Team to develop a range of sport camps across the borough, which emphasise healthy competition and play, positive enjoyment and achievement and team development.

What Happened: During the summer and half term holidays, Sport Camps were organised in Brittons School and Bower Park Play areas over a period of two to three weeks. The programme included Football, Cricket, Tennis, Athletics, Handball, Rounders, Tag Rugby, Hockey and other team games. This project enabled young people (aged 8 to 14 yrs) to participate in a number of different sports, play in a safe environment and with mini tournaments held throughout the week for healthy competition and team development.

Outcomes: In the summer programme over 80 males and 40 females attended the programme. During the half term, 60 males and 30 females attended.

Follow On: IYS will continue to work in partnership with Health and Sports to develop more Sport Camps in key locations; including IYS youth clubs and Havering parks. Locations to be considered will be Kingswood School, Bower Park, Cottons Park, Brittons School, Cranham area, and Rainham.

- **Manic Mondays Project – Harold Hill**

Aim: To provide a weekly programme of Urban style activities for Harold Hill young people, which includes Urban Sports, Street Dance, Decks Music, plus other activities.

What Happened: Between September – November 09, Manic Mondays ran every Monday between 6 – 9pm at Albemarle Youth House in Harold Hill. The average attendance was 30 young people, 15 for urban sports and 15 for club based activities.

Outcomes: Young people were able to participate in taster programmes around urban activities such as Street Dance, BMX'ing (using outdoor mobile ramps behind the Albemarle) and music in the new green room at the centre. On average 30 young people (aged 13 – 16) attended.

Follow On: The club will be open again in January 2010, with the intention of continuing beyond the end of this financial year. The interest has grown and is expected that over 50 young people will be attending in the New Year.

- **Holiday Projects 09**

Aim: To increase provision during holiday periods for young people across the borough.

What Happened: During summer and half term holidays, the following IYS and partnership projects were delivered for young people:

- **Rise Park Inflatable Sports Zone Week**

In partnership with Health and Sports, IYS ran a week of sports and park activities for young people in Rise Park. Both the Mobile Unit and the Inflatable Sports Zone were utilised. Up to 40 young people benefited from healthy activities and support from youth workers. Information, advice and guidance was also given to specific young people, particularly a young female looking to go back to college. Young people were also able to contribute ideas towards the development of the park and pavilion.

- **Rainham Royals 7 week summer programme**

As part of the ongoing youth work in the Rainham area, Royals youth club organised 18 activities during the 6 weeks holidays (3 sessions per week) that involved a range of positive and developmental programmes. This included theatre trips, art programmes, sports activities and reptile workshops. At least 20 young people attended each session. Over 80 young people benefited from the programme.

- **Cottons Park Urban Sports Project**

The Cottons Park programme, as mentioned above, continued throughout the summer holidays.

- **Connexions Workshops**

Young people benefited from NEET workshops during the summer holidays. Connexions PA's were able to provide careers and training support, and have supported them through the APIR plan for September onwards. All 6 young people have had positive destinations as a result of this intervention.

- **Revellers/YAG Project – Harold Hill**

This programme consisted of various activities throughout August which included cooking workshop, football, music activities, Inflatable Sports Zone, T-shirt making, Art and craft, Treasure Hunts, Jet skiing, Archery, Team challenges, Canoeing, Trips out, and an end of summer Disco. An overnight residential with teamwork challenges was also part of this programme. 41 young people participated, 31 with Learning difficulties /disabilities. 41 young people received a Credit for Achievement certificate for their participation and involvement.

- **Romford YOS/YISP**

The Youth Offending Service which included the Youth Inclusion and Support Panel, organised two programmes for young offenders as well as those at risk of offending. A range of positive activities and day trips enabled workers to build significant relationships with young people, who gained new experiences and developed new skills. The constructive programme lowered the young people's risk of offending and increased their social skills. From the 23 young people who participated in the YISP programme, 18 were male. 22 young people participated in the YOS programme, which included Outdoor Education and various social trips.

- **Romford AddUp**

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For 4 weeks in August, 5 days per week, young people with ADHD were given the opportunity to participate in an exciting programme based around 'Dreams and Aspirations', and positive lifestyle choices. The programme consisted of Art and Crafts, Activities at Grange Water Centre which included simulated Para gliding, wall climbing and team building activities. Social skills training was also included in this programme which enabled the young people to open up, discuss their issues and develop skills in their life choices. 30 young people aged between 8 – 17 benefited from this programme.

- **Hylands Tennis Project**

The Hylands Park Summer Courses provided an opportunity for young people to develop tennis skills with trained coaches. The project promoted healthy living and provided a stepping stone for young people to access regular tennis at low cost at Hylands Park. This includes the after school clubs, the Mini Tennis Academy and the Grass Roots Programme. Over 100 young people between the ages of 8 – 16 benefited from this programme.

- **Borwick Residential and Lands End to John O Groats Trip (LEJOG)**

As part of the ongoing work at the Robert Beard Youth Club in Hornchurch, young people were given the opportunity to participate in a residential experience and road bike trip from Lands End to John O Groats. 9 young people took part in the LEJOG trip which took 3 weeks to complete (with eight months of planning, preparation and training beforehand). The young people who took part gained a multitude of skills including planning, negotiating, cooking, team work and also increased their fitness skills. 17 young people, who are members of the Robert Beard club, took part in a 5 day outdoor education residential at Borwick, which developed their confidence within a range of challenging activities and team programmes.

- **Havering Summer Venture, Summer Sports Camp and Cranham Summer Programme**

The Police charity - Havering Summer Venture, in partnership with IYS, organised two weeks of positive activities for young people who are disadvantaged or at risk. The programme also included young volunteers who are part of the Havering Voluntary Police Cadet Corps to work as Team Leaders and Peer Support workers. The programme this year enabled young people to participate in team building games, outdoor education experiences, museum trips and other fun activities. A total of 18 projects were organised; a maximum of 30 young people per project. Total attendance for this summer's programmes was 397 males and 88 females.

- **Oakley Residential**

South Havering detached programme worked with 10 young people to plan, organise and participate in a camping residential with Oakley Adventures in North Wales. Young people were involved in setting up camp, cooking and managing their social and personal environment. Various team building activities and outdoor education programmes led to the young people gaining confidence, dealing with conflict and gaining new skills and experience.

- **Motorvations Summer Programme**

A range of high adrenalin activities and outdoor education projects as well as a 4 day residential was organised by Motorvations staff to enable up to 30 young people to develop social skills and new experiences. Camping and mountain biking, speedway, tank museum. The young people that participated were from NEET or disadvantaged backgrounds. Young people also received careers and training support during the summer period.

- **Elm Park Project**

As part of the Elm Park Youth Action group project and Central Youth Council, 6 positive activity sessions were organised for 20 young people. These sessions included; Arts and Crafts, Team Games, Music Workshops, Urban Art sessions, Outdoor education trips and IT. 12 young people from these sessions, also participated in a training residential at Brathay in the Lake District. The training involved developing leadership skills, challenging fears, looking at roles within teams, and setting targets for further youth action within Havering.

- **Other Holiday Programmes During October Half Term included:**

Mind Mentoring Scheme Outdoor Education for 20 young people; Skate Board Research Project as part of Brittons Park Development for 12 young people; Collier Row Jean Read Trip to Mayhem for 10 young people, Mardyke Estate trip to Southend for 10 young people; Sports Camp at Brittons School (as above); Trip to Corby as part of Cottons Park programme (as above) and positive activity workshops at Robert Beard in Hornchurch for 25 young people.

- **Ongoing Projects**

As well as those above projects that will continue at least until March 2010, the IYS are developing further programmes as follows:

- YOS Christmas Programme 09 for 20 young people
- Albe Christmas Programme 09 for 100 young people
- Intergenerational Project in Harold Hill for 30 young people
- Saturday Drama Project with AddUp for 30 young people
- Further Video Projects to involve young people in capturing evidence and researching the area of Places to Go and Things to Do
- February Half Term Programmes at key centres within the borough
- 6 day residential at Borwick hall, supported and develop by young trainees, for 30 young people
- Places to Go Youth Forum, which will involve 15 young people from Havering
- Sports Project at Robert Beard Youth House for 20 young people
- Student lunch club at Robert Beard in Hornchurch (3 days per week)

2. Targeted Youth Support

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Project	Aims	Outcomes
Harold Hill U Project 2009	The U Project Aims to re-engage year eleven school leavers back into education, training and employment opportunities via a summer long involvement in a multi activity and issue based programme	9 Young people (4 male, 5 female) participated in a seven week programme of activities including a week long residential. Destinations – 8 Young people moved into further education, 1 Young person moved into training All young people to receive AQA accreditation
YOF Bid – (BMX Bandits)	To support young people in urban sports with riding safely and learn how to put together a funding bid.	12 Young people successfully secured funding to purchase safety equipment which included helmets, gloves, and knee and elbow pads.
Waterloo Estate YOF Bid – (Notorious)	To support young people in urban sports with riding safely and learn how to put together a funding bid	5 Young people successfully secured funding to purchase safety equipment which included helmets, gloves, knee and elbow pads
Summer park programmes	To engage young people in positive activities such as urban sports in Rise park and cottons park over a period of four weeks.	A total of 21 three hour sessions took place between cottons park and rise park. An average of 20 young people per session took part in urban sports and other activities such as football. The yellow truck was in attendance for all sessions which gave access to IT AND IAG services.
Cottons Park team extreme event 26 and 27 July 2009	To engage young people in urban sports through professional coaching and competition.	A total of 200 young people a participated in this event over the two days. The yellow truck was also in attendance providing support and guidance to young people with bike maintenance and also access to IAG
Adrenaline Alley, Corby, Northamptonshire October 2009	To provide young people with an opportunity to improve their existing riding skills by visiting a different urban sports centre.	24 Young people took part in a full days riding learning about safety, bike maintenance and using various media such as digital filming and photography to record their experiences.
Romford Town Centre Thursday and Friday evenings – ongoing	To target young people in and around the town centre who are in need of intervention in areas such as sexual health, alcohol and drugs use and education. As part of our partnership approach this is also about supporting the night time economy in	The team are continuing to use the yellow truck and on average are making contact with between 20-30 young people aged 13-19 per night. Young people have access to IT The team have delivered various specific evenings focusing on alcohol use which has included giving out drink testers to check for illicit substances (prevent date rape)

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	regards to making the town centre a safer place to visit	Promotion of safer sex around key events such as valentines day.
Harold Hill Kicks Project Every Thursday night	Targeting groups of young people who are engaged in anti-social behaviour using the medium of football.	The project is currently being attended by 20-30 people aged 14-16 Years old. Yong people are learning and developing skills and being challenged about their behaviour. If they engage in any anti social behaviour or other criminal related kicks privileges are withdrawn. At present looking to deliver a third night which will involve prison visits and look at gun/knife culture
Harold Hill Detached Every Wednesday, Thursday and Friday Evening	To engage with groups of young people at risk of social exclusion who may not use our traditional units.	The team are currently working predominantly within the Hilldene area with a large group of young people and are looking to develop a programme aimed at reducing their anti-social behaviour.
Cottons Park Every Saturday 11.00am - 2.00pm	Using the yellow truck to engage with young people who use the urban sports facility and educate them on health and safety plus provide IAG.	On average 40-60 young people use the park during this time with an average of 15-20 young people signing in on the truck. The team make contact with an average of 30 young people particularly new attendees and provide IAG AND maintenance to bikes. Much of our other work in this area is as a result of contact made on this session.
Manic Mondays at the albe Liverpool Trip – 19 February 2009 – 21 February 2009	To provide a six week programme of positive activities including urban sports using the youth service mobile ramps	The programme took place every Monday evening and the regular attendance was 14-20 Young people per evening. As part of the project 12 young people put together a bid and secured YOF funding for a trip to Liverpool. The trip will include a visit to RAMPWORX which is the largest indoor urban sport venue in Europe. All young people as part of bid to gain AQA accreditation. A need to continue the once a week programme has been identified with young people also keen to be part of a consultative group looking at a permanent venue for Harold Hill.

3. Specialist Work

Voice of Youth

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CYC elections held with a new council elected. UKYP elections to be held on the 17th Feb at YB21

Parental Involvement

Family support – Strengthening families 10 -14 program starting in Harold Hill. The IYS will be running it's first SF10-14 from the 18th Feb. Plans to run a further Harold Hill project and one in central Romford.

Counselling Services

Counselling project seeing an ever increasing number of clients. Contract with Romford Locality schools confirmed for next year after evaluation rated this as the highest impact initiative the locality receives. Need to establish long term funding for the project possibly from CAMHS.

Accreditation Work

Accreditation work - Growing number of D of E registrations. Gold group now established and first set of awards completed. Two new schools signing up this year.

Youth Opportunity Fund /Youth Capital Fund

2010/2011 will see the final year of the Youth Opportunity Programme. It is envisaged that young people will adopt a locality model as a means of allocating funding. This will ensure that even more young people will be involved in the decision making processes.

2009/2010 has been a particularly effective year in regard to the allocation of YOF funding. This unique and innovative youth led fund is now approaching it's final year and continues to demonstrate the benefit of young people's involvement in the decision making and application process of funds for young people and their organisations. This year the expenditure is broken down into these three areas:

Youth Opportunity Fund -£122,900

Youth Capital Fund - £106,219

LDA Harold Hill Fund - £72,527

We have been delighted to receive our highest number of applications to date - 76 applications.

In regards to young people's participation, 50 young people have been actively involved in assessing and awarding funds. 618 young people were directly involved in applying for funding and 6047 young people are beneficiaries of this years funding.

A wide and diverse range of projects and activities have been developed as a result of the funding and have been broadly categorised into the following headings:

Arts - 13

Outdoor Education/Residential experiences - 11

Volunteer Projects - 5

Youth Club Activities - 6

Sport - 21

Summer Programmes - 9

Training - 9

Youth Club refurbishment - 7

Social Enterprise - 1

4. Information, Advice and Guidance

The information shops Youth Zone and Harold Hill

Young people using the centres average around 400 a month. Recent activity has seen:

- repeat visits from Irish Travellers re Chlamydia screening;
- Homelessness and Housing continues to be an Issue in Havering (12 young people came into Youth Zone for advice on Housing and Homelessness issues) ;
- Our partnership with Connexions continues to grow stronger, through joined up working and partnership meetings ;
- Street Law – Legal Housing Advice Continues to gather pace;
- Midwives continue to run a session at Youth Zone on Mondays;
- Chrysalis Counselling Service and Phoenix Teenage pregnancy counselling service continues to be very busy;
- Info shops have seen an increase in the number of young people coming in for Chlamydia Screening (82 Young people seen in March 09, compared with 65 in Feb 09 and 56 in Jan 09);

5. Connexions

NEETS

The NEET between 16 and 18 has dropped to 4.6% (same point 5.1% December 2009) and the in learning figure at 16-18 has risen by 3%, despite difficult economic conditions. We can provide some excellent case studies from our ESF pathways to success programme where young people have moved from NEET to EET and achieved a Level 1 qualification at the same time in partnership with Chelmer Training and Havering College.

The European Social Fund

This initiative removed 46 Havering young people from the NEET and is an excellent example of partners working together. it really has supported the core work and been a really useful way of piloting more experiential IAG work with the NEET such as trips into the City of London, employability workshops using a theatre group.

Apprenticeships:

In September 2009, Integrated Youth Services recruited 6 Trainee Youth Workers. The trainees are all between 18-20 years old and were all previously NEET prior to being

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appointed. They spend 4 days on the job and 1 day per week at college working towards their NVQ L2 in youth work. The programme has shown great successes to date, so much so that we recruited a further 3 trainees in November 2009 and another 3 in February 2010 (although the funding for the latest group of 3 is different).

Integrated Youth Services are proud to be spearheading the Councils' Apprenticeship strategy and leading the way in this new area of recruitment.

We would ideally like to make this an annual project, however this will be funding dependant.

6. Teenage Pregnancy

The Teenage Pregnancy Strategy is a 10 year programme of preventive work aimed at reducing rates of under 18 pregnancy and supporting teenage parents and their children.

The impetus for the Strategy was provided largely by England's unfavourable position with regard to teenage conception vis à vis other European countries, and the transmission of deprivation through successive generations as a result of early childbearing. The close association between deprivation and teenage pregnancy necessitated action on a range of fronts and across a variety of agencies and sectors. This is the first strategy to tackle both prevention of teenage pregnancy and support for teenage parents, and the first to initiate a cross-cutting interdepartmental approach to the problem. The dual aims of the Strategy are to:

- 1) reduce the rate of under 18 conceptions (with a target of a decrease of 50% in the under 18 conception rate by 2010 and a firmly established downward trend in under 16 conception rates).
- 2) help teenage parents into education, training or employment (with a target for participation in education, work and training set at 60% of young mothers aged 16-19 by 2010) to reduce their risk of long term social exclusion.

This activity is underpinned by national guidance and organisation specific priorities, e.g. National Strategy for sexual health & HIV, Teenage Pregnancy Prevention & Support Strategy; Children, Young People and Families National Service Framework, Targeted Youth Work, Havering Community Strategy to name but a few. During 2009-10 links between Health, Education, Youth and Community settings have also been strengthened through the provision of Integrated Sexual & Reproductive Health services across Havering. The restructuring of Children and Young People's Services into Integrated Children Services has enabled the development of robust planning and commissioning arrangements strengthened and informed by local data, evidence and a culture of joint partnership working. In the financial year 2009/10, the Teenage Pregnancy Partnership Board funded a number of community projects based on the needs of the objectives of the Teenage Pregnancy Strategy:

Respect Project: The Respect project supported Sexual Health & Relationship education in a number of secondary schools during 2009-10. This dynamic project provided workshops delivered as part of Personal Social Health Education, and contributes to raising awareness of the Healthy Relationships, showing young people how to keep safe and avoid potentially dangerous situations, as well as knowing where to go for help locally.

Leaving Care Teenage Pregnancy Worker: This project is based within Leaving Care is specifically geared towards supporting vulnerable young people within local authority care. The dedicated Teenage Pregnancy Worker will work exclusively with groups within Leaving Care with the emphasis on education in order to reduce the likelihood of teenage pregnancy.

Phoenix counselling service: Set up in October 2008 as a pilot project due to the increasing teenage pregnancy and abortion rates in Havering. It is a free service provided by the borough under the umbrella of the Havering Teenage Pregnancy Partnership Board, for those who live, work or are educated in Havering.

'C Card' Scheme: Plans for a condom distribution scheme pilot across eight selected sites in Havering have been developed during 2009-10. By identifying local s cheme providers, including the local colleges and the Integrated Youth Service, C-Card providers will be supported by multi agency training and will enable young people to access contraception in their local communities.

Sexual Health Clinical provision: Plans have been developed to provide sexual health services in further education settings in Havering for 2010.

Queens Theatre Forever Play Tour : A production exploring the realities of teenage pregnancy and parenthood toured secondary schools, youth centres, children's centres and colleges throughout September and October 2009.

Young People's Health & Wellbeing Event: In partnership with Integrated Youth Service & and other local key agencies. The IYS are hosted an all day Young People's Health & Wellbeing event called the 'WELL FIT' in June 2009 at the Robert Beard Youth House.

7. Capital Developments

Angel Way project moving towards the beginning of building works. Plans agreed with young people.

Front Lane Youth facility - meetings now occurring to re-establish the youth facility

Myplace

The myplace project continues to go from strength to strength, we now have Planing Permission granted for the scheme and have secured all the necessary legals for the land.

We are still awaiting the decision from BIG lottery but are assured we will have this decision by mid March.

The design for the internal space is under development and we have had great input from the Youth Council who are made up of young people from Harold Hill and surrounding neighbourhoods, their ideas, enthusiasm and support has been invaluable in allowing us to design a state of the art building with spaces which are designed by young people for young people.

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Another exciting element of the project is the building will be designed and built as a Carbon Zero (BREEAM assessment) building. This is the first zero carbon building in the Borough and the first youth facility in the UK to achieve this status. This has been of particular interest to the young people and is seen as inspiring that you can produce a high quality state of the art building which has low running costs and embraces new technologies.

Our Partner organisations have now signed up and the Partnership Agreements are in place. The curriculum is being further developed and honed and we can be assured myplace will offer a wide range of activities covering educations, leisure as well as drop inn 'while your here' services such as cancelling and medical advice.

The project is on target to start on site in June this year with a proposed opening date of January 2012.

8. Other key Developments

Substance Misuse Service: Young Addaction Havering

There is clear and compelling evidence that young people's substance use contributes to a wide range of other serious problems experienced by teenagers, such as failing or falling behind at school, involvement in crime and anti-social behaviour, becoming a victim of crime, teenage pregnancy, mental health problems as well as risks of overdose and future drug dependency . Havering recognises that young people who misuse substances will be less likely to enjoy and achieve, and may have difficulty in making a positive contribution to their schools, local communities and the wider society and is committed to delivering better outcomes for all children and young people and improving the health of all children and young people through the delivery of the local Children & Young People's Plan.

In Havering, Addaction, the UK's largest specialist drug and alcohol treatment charity, was awarded the contract in 2008 to deliver young people's drugs and alcohol services in Havering, commissioned by Havering Drug & Alcohol Action Team (DAAT). Addaction currently has 11 designated young people's services across the UK. Based at Scimitar House, and providing satellite drop ins (in Harold Hill and Romford), the service 'Young Addaction Havering' offers a range of services including assessments, treatment, advice and information for young people, parents and professionals working with young people under 18.

During the period of 2009-10, there have been a number of developments in the delivery of young people's substance misuse services. Substance misuse provision now forms an integral part of the cycle of commissioning, planning, and delivery of children and young people's services with a greater emphasis placed on needs based planning and commissioning of specialist substance misuse treatment for young people. Integration has taken many forms; last year's substance misuse plan was developed in Havering, being approved jointly by both the Children's Trusts and the Young People's Substance Misuse Group. In addition, the local Drug Strategy Partnership, the DAAT Board, works closely with these groups monitoring the progress of the delivery of local priorities and objectives for the young people's substance misuse services.

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Furthermore, as the overarching strategic plan covering all local services for children and young people, substance misuse targets and performance indicators have been embedded in the local Children and Young People's Plan as well as contribute to meeting the relevant Local Area Agreements indicators (NIs 50, 111 & 117).

The period 2009-10 has been characterised by a series of changes to further integrate the substance misuse services and deliver the objectives and actions in the young people's annual substance misuse plan. In terms of progress in implementing 2009-10 priorities, the local partnership has been successful in increasing the number of referrals into the service by promoting a professionals toolkit for identifying and responding to young people using drugs, developing harm reduction and prescribing services, introduced a champions initiative with representatives from all the key children and young people's services, established a Treatment Planning Group, developed an outcomes measurement tool, developed a case file audit framework as well as commission basic substance misuse awareness training for children and young people professionals in Havering. In addition, both the DAAT and Young Addaction have been developing a local prevention initiative, supporting a recovering crack cocaine and heroin addict visit secondary schools in Havering to share his experiences with pupils and tell them about the dangers and risks involved in using cannabis, alcohol and crime. During 2009-10, this initiative has engaged 8 secondary schools and 3,000 pupils and more schools have expressed an interest in the initiative for the 2010-11.

8. Voluntary Sector and Other Key Developments

The *secondment partnership* is the success to highlight plus the added value of:

- Capacity building youth groups through this partnership around their structures and good governance;
- Funding via grants to the voluntary youth sector increases capacity to deliver with IYS support grants have included recession funds, workforce development grants and equipment grants;
- Levering further funding into the borough through third sector support with key partners such as IYS and Connexions on applications to Trusts etc;
- A fringe benefit is also the capacity building of leaders (i.e. vol sector Trustees, Project Managers) in being part of scrutiny processes around small grants given out by IYS

Recession Fund

In mid 2009 some resources were identified by the Integrated Youth Service and earmarked for development work with young people. A sum of £20,000 was allocated to the Uniformed Youth sector to be distributed as grant aid to uniformed groups. The main criteria for a grant award to be recommended were that the funds awarded would help the group to improve its service to young people. Such improvements would include the purchase of new equipment, innovative new projects of work with young people, and the strengthening of the organisations business structures.

Grants Panel

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Applications were assessed by a Grants Panel consisting of representatives from voluntary youth organisations, HAVCO and myself representing the Integrated Youth Service. Grant applications were assessed on merit, their level of innovation and the learning opportunities they offered young people. Where necessary, organisations were asked for additional information or clarification of information submitted before an award was recommended.

All recommended awards were checked by the Finance Department and approved by a Senior Manager through completion of a Form C.

A complete list of the awards made is attached.

Uniformed Youth Festival

One of the proposals that received interest was the idea of holding a Uniformed Youth Festival, at which uniformed organisations could demonstrate their activities, display information and, hopefully, recruit young people, and most importantly, new adult helpers.

Initially it was thought to hold the event as a separate 'stand alone' event, possibly at one of the secondary schools and negotiations were in hand for a date in early July 2010.

However, contact was made with the London Borough of Havering Events Team and after much discussion it was decided that it would be advantageous to both parties if the Uniformed Youth Festival was held on National Armed Forces Day 26th June 2010, since the theme of the day was to be 'Past, Present and Future'.

The day will begin with a parade of Servicemen (present and veterans), and Uniformed Youth Organisations (Scout, Guides, and Police Cadets etc) through the Market Place to Romford Town Hall lead, it is hoped, by one of the Youth Bands, possibly Romford Drum and Trumpet Corps.

At the Town Hall various ceremonies will take place to mark the day and once completed all the participants and public will be invited to attend the Uniformed Youth Festival. At this point access will be given to the information stands and a programme of displays by young people will begin.

It is hoped that the Armed Forces, Police and Fire Services will be present to support the event with static displays of their own.

As part of the lead up to the event a series of articles profiling both young people and adult volunteers from Uniformed Youth Groups will be published in local newspapers and magazines such as 'Living'.

Uniformed Youth Groups Development Fund 2009-2010 Summary of Beneficiaries

Group	Proposal	Monitoring Information	Recommended Award
6F (Romford) Air Training Corps.	A fieldcraft exercise to allow the cadets to use	15 males 5 female	£ 150.00

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Group	Proposal	Monitoring Information	Recommended Award
	their first aid skills in practical situations.	3 BME	
3 rd Rainham Scout Group	Whole of group (all ages-73 young people plus leaders) multi activity weekend with PGL.	60 male 13 female 8BME 1 disable	£ 1,500.00
1 st Upminster Guides	Camp in Switzerland, August 2010, at an International Guide Centre for 17 guides plus 3 leaders.	17 female 1 BME	£ 2,550.00
St. John's Ambulance Rainham	To run a Major Incident scenario weekend for 100 young people with teaching sessions.	50 male 50 female 10 BME	£ 1,000.00
Girlguiding Romford Division	Purchase of a Lap Top to enable online processing of volunteers details etc.	584 female	£ 400.00
1 st South Hornchurch Scout Association.	To hold a weekend family camp in July 2010 at which it is hoped a parent will volunteer to be leader, for the planned 2 nd Cub section to absorb increased demand.	65 male 30 female 10 BME	£ 500.00
452 (Hornchurch) Squadron ATC	Purchase of 2 Laptop PC's and a projector to be used to upgrade the tuition for various accreditations including BTech's.	27 male 10 female 2 BME 8 disable	£ 990.00
19 th Romford Scout Association	Purchase of replacement tents and camping stoves.	26 male 12 female 4 BME 2 less able	£ 1,975.00
Uniformed Youth Festival HAVCO	To run a Festival to celebrate the work of the Uniformed Youth groups in the London Borough of Havering.		£ 2,360.00
Havering Volunteer Police Cadets	To purchase replacement Polo shirts, Drill Suits, Rugby shirts and Holdalls. Clothing used as Sports wear and as an "Undress Uniform",	35 Male 30 Female 3 BME 1 Disabled	£ 1,000.00

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Group	Proposal	Monitoring Information	Recommended Award
	when the Police Cadet Blues would not be appropriate.		
Romford Drum and Trumpet Corps	To purchase 3 laptop computers to enable the Band Director, Compliance Officer and Chairperson of the Parents & Supporters to have compatible computer support. To be used to develop a standardised administration system.	39 Male 43 Female 4 BME 7 Disabled	£ 838.00
2 nd Romford Scout Group	To purchase new tent stock to cater for growing numbers of members and increased numbers of young women. The bid identifies 2 sleeping tents (Blacks Icelandic II) and a large mess tent with an extension.	50 Male 20 Female 6 BME 3 Disabled	£ 1,700.00
Dragon Cub Pack 8 th Hornchurch Scout Assoc.	Half term trip (4 days) to Derbyshire during the February half term, various activities including practical, educational and social events.	16 Male 2 Female 2 BME 3 Disabled	£ 540.00
7 th Hornchurch Scout Assoc.	Junior Leader Training programme and final residential weekend on the Norfolk Broads, for Patrol Leaders and Assistant Patrol Leaders.	5 Male 2 Female 1 BME	£ 1,000.00
3 rd Havering (St. James) Scout Group*	Consortium bid for funds to underwrite the cost of young people from 5 Scout and Guide groups from Havering to attend the International Camp Red Rose 2010 which is to be held in the Lake District 31 st July to 7 th August 2010	27 Male 20 Female 6 BME 8 Disabled	£ 1,257.00

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Group	Proposal	Monitoring Information	Recommended Award
10 th Hornchurch Brownies	Weekend camp with 18 young women.	0 Male 18 Female 2 BME	£ 540.00
3rd Gidea Park Scout Troop	To re-equip their tent stock by purchasing 3 new patrol tents to replace old non-serviceable stock.	30 Males 10 Female 3 BME 2 Disabled	£ 1,700.00
Totals		445 Male 866 Female 63 BME 35 Disabled Total young people : 1311 % Male 33.95% %Female 66.05% %BME 4.80% % Disabled 2.67% VfM £ 15.25 per head	Awarded £ 20,000.00 Unspent £ 00.00

Substance Misuse Service: Young Addaction Havering

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9. London Youth Games:

I was extremely proud when Havering won the London Youth Games last year for a record **16** times out of 32. As the defending champions and holders of the **Jubilee Trophy**, Havering now have the unique honour of wearing a special golden version of the official event logo on their team kit, which was awarded to them in February.

10. Havering Council Staff: Young Persons Network (YNP)

The Council's staff support group for younger employees, the Young People's Network (YPN) has been working hard to continue to build on and develop the network since its launch in December 2008 and is the first of its kind in London and amongst the very first nationally.

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The purpose of the YPN is to support efforts in retention and recruitment of younger staff in the organisation, particularly so with the high numbers of officers due to retire in the next 10-15 years. These efforts include delivering bespoke training courses around career development, running a buddying scheme for new staff, assisting with recruitment and aiding in the socialisation of new and existing staff.

The YPN has also arranged for a team from the Council to represent Havering at the Young Local Authority of the Year Awards, which is a public speaking competition for staff in the early stages of their careers.

11. Universal Youth Work Linked to Music & Performing Arts

- Robert Beard multi diverse Christmas Showcase 09, 200 young people
- Havering 6th Form & IYS multi-medium art showcase for at risk Students Feb. 2010
- YASL Friday night Project – Robert Beard (15 Young Adults – 16 – 25 Speech & Language difficulties) Use of Music, dance and vocal tutoring to improve communication and confidence.
- 5 day residential – 10 young people at risk to Wales to celebrate achievement and further support GCSE completion and alternative accreditation outcomes.

Revellers Project – Robert Beard

The Robert Beard Revellers group consists of over 50 young people. We are re-developing the current programs to maximise opportunity for those who attend, A consultation is undergoing and the following activities have been requested by the young people who attend, through this process we have been able to identify a need for a more specific targeted provision to ensure youth involvement and will include a wide variety of creative activities throughout the year: music, drama, dance, d.j workshops, T-shirt making, logo designing, Art and craft, Team challenges, Canoeing, Trips out, and regular disco's

Hornchurch Youth rock events

The Robert Beard has a reputation for creativity using music and art, the young people who attend the generic club regularly organise youth rock music events, giving young musicians a place to perform, the young people also have an opportunity to then move on to attending the Saturday Rock School to increase there knowledge, performance and sound engineering skill base through a professional body. Accreditation availability is now being undertaken.

Saturday Rock School

Regular Saturday morning Rock School for Havering young people has been established at Musictek, with attendances of 120 young people have participated since the launch of the scheme at the beginning of February 09 and a waiting list in excess of 60

Musician in Residence

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A musician-in-residence programme with music production and DJ skills workshops, tasters & training being delivered at the Robert Beard Centre, Albemarle Youth House, Hornchurch Library, Rainham Royals and within the voluntary sector.

Dancer In Residence

The Dancer-in-residence programme delivering high quality programmes throughout the borough including voluntary sector, specific areas of development with the YASL group (Young Adults Speech & Language) 15 young people. Currently producing a dance production of GREECE to be shown to family and friends and selected invitees early spring. Accreditation in process. Plans to do similar within the RB Revellers group April 2010.

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GOVERNANCE COMMITTEE

9

The following reports of the Governance Committee are attached:

	Page
A LOCAL DEMOCRACY, ECONOMIC DEVELOPMENT AND CONSTRUCTION ACT 2009 – designation of statutory Scrutiny Officer	3
B NEW EXECUTIVE ARRANGEMENTS: REVISIONS TO THE COUNCIL'S CONSTITUTION – final report	5

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GOVERNANCE COMMITTEE

A

SUBJECT: LOCAL DEMOCRACY, ECONOMIC DEVELOPMENT AND CONSTRUCTION ACT 2009 – designation of statutory Scrutiny Officer

The Local Democracy, Economic Development and Construction Act 2009 required the designation of a new, statutory Scrutiny Officer, with effect from 1 April 2010.

It was suggested that, having regard to the statutory requirements and his current responsibilities, the Democratic Services Manager be so designated.

While considering the matter the Committee indicated that a report on promotion of the overview & scrutiny role within the Council should be brought forward in the summer.

The Committee recommends the Council:

1. That the post of Democratic Services Manager be designated as statutory Scrutiny Officer with effect from 1 April 2010 and that the current holder of the post, Philip Heady, be appointed accordingly.
2. That the Monitoring Officer be authorised to make the amendments to the Council's current Constitution necessary to give effect to this designation/appointment.

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GOVERNANCE COMMITTEE

B

SUBJECT: NEW EXECUTIVE ARRANGEMENTS: REVISIONS TO THE COUNCIL'S CONSTITUTION – final report

This is the third report of the Governance Committee to Council about changes required in the Council's Constitution in consequence of the revised executive governance arrangements that must apply from 9 May 2010, and is the result of a comprehensive review by a working group of Members and officers established by the Committee.

A. Revised text

The Committee now invites the Council to approve the changes to the following:

- Part 3: 2 Executive functions
- Part 3: 3 Functions delegated to staff
- Part 3: 5 Local choice functions
- Part 3: 6 Proper Officer functions

- Part 4: Access to Information Rules
- Part 4: Budget Framework Procedure Rules
- Part 4: Contract Procedure Rules
- Part 4: Executive Procedure Rules
- Part 4: Financial Procedure Rules
- Part 4: Overview & Scrutiny Procedure Rules
- Part 4: Policy Framework Procedure Rules
- Part 4: Staff Employment Procedure Rules

which are appended.

These changes will take effect on 9 May 2010, immediately following the election of Councillors.

It should be noted that a few sections of the existing Constitution have not been reviewed or revised and will be carried forward directly into the new Constitution without amendment.

B. Delegation of operational functions to Officers

The Constitution includes the detail of delegations to officers of decision-making relating to the day-to-day operation of the Council's many functions, which does not require endorsement or approval at Member-level. Some are generic, exercisable by all members of the Corporate Management Team (CMT) and/or Heads of Service as part of their overall management roles – see Part 3: Generic delegations to officers, appended – while others are specific to senior managers below that level, as part of the duties of their particular post. In many cases, the need for a specific delegation to be spelt out arises from legislation: both to ensure that a particular individual (or set of individuals) is responsible for a particular function, or in order to ensure that, for example, a specific individual has the authority to do something that might otherwise be successfully challenged in court.

These delegations are necessarily subject to continuous review, as legislation, statutory guidance or professional best practice evolves, or as management structures within the Council's services changes.

The Committee noted that, despite work having begun on the review of the Constitution many months ago, it has still not been possible to finalise the review of the specific individual delegations. Most has been done but some significant areas remain to be settled and it was not possible to produce a final version before it was necessary to present the other changes at this meeting.

The new Constitution must be in place for 9 May and, although there may be subsequent further review, it is essential that a workable version of the new Constitution be available then, in order to avoid any doubt about the Council's ability to continue its business in an efficient and effective manner.

Accordingly, the Committee invites the Council to authorise the Monitoring Officer, in consultation as necessary with the other members of the Corporate Management Team, to finalise the delegations to officers of day-to-day operational matters. The Working Group conducting the review was content with this approach.

C. Proper Officer resolutions

A number of legal provisions require that certain functions be undertaken by specific officers but allow the Council flexibility in designating exactly who should deal with them. Such officers are referred to in the Local Government Act 1972 and elsewhere by the generic term "Proper Officer".

Tables in **Part 3: Proper Officer functions** allocate Proper Officer functions to the relevant staff, and thus authorise specific officers to perform particular tasks.

It is desirable for the Council to re-affirm the continuing designation of staff where no change is proposed from the present, and to confirm the designation of staff where change is made.

D. Further adjustments

The review has been undertaken on the basis of individual sections rather than as a complete document. As the individual sections are drawn together into a single document, it is inevitable that adjustments will be needed within the texts as cross-references require updating or inadvertent inconsistencies emerge in the course of proof-reading. Indeed, some – set out in the Schedule at the end of the report – have already been identified.

The Committee therefore recommend that the Monitoring Officer be authorised to make any further changes in the approved revised texts of the various parts of the Constitution that become necessary in consequence of their merger into a single document.

Recommendations

- 1 That the Council approve the revised Parts appended to this report, subject to adjustment where necessary to reflect changes elsewhere in the Constitution.
- 2 That the Monitoring Officer be authorised to finalise, with other Members of the Corporate Management Team as necessary, the detailed delegations to officers of day-to-day operational matters that do not require decision at Member-level.
- 3 That the Council resolve that the various officers designated in the tables appended to **Part 3: Proper Officer functions** be designated Proper Officers for the functions specified.
- 4 (a) That the various minor changes set out in the Schedule of Changes at the end of the report be agreed.
(b) That the Monitoring Officer be authorised to make any further changes in the approved revised texts of the various parts of the Constitution that become necessary in consequence of their merger into a single document.

Part 3: Responsibility for functions

2 Executive functions

2.1 The Leader of the Council may by way of written notice delegate Executive functions to:

- Cabinet
- Individual Cabinet Members
- Staff
- Area Committees
- Joint Committees

And may exercise any Executive functions personally provided notice is given.

2.2 The Leader of the Council will give notice in writing, duly signed and dated, to the Proper Officer as to the exercise of Executive functions and will submit a fresh notice on each occasion that those delegations are amended.

2.3 Executive functions may not be exercised by the Leader or individual Cabinet Members until written notice in accordance with 2.2 above has been received by the Proper Officer. The Proper Officer will maintain a record of Leader delegations.

2.4 The following General functions are a list of functions which the Leader may delegate to full Cabinet. The Leader may upon given written notice add other Executive functions to this list.

General functions

Policy matters

- 1 To formulate the Council's overall policy objectives and priorities and to recommend them to Council for approval where they fall within the budget and/or policy frameworks.
- 2 To determine the Council's strategy and programme in relation to the policy and/or budget frameworks set by full Council.

- 3 To determine all substantial policy matters and strategic decisions and those minor matters which are referred by the Leader at the request of an individual Cabinet Member as being particularly contentious.
- 4 To determine the Council's policy, strategy and programme in relation to the area and in respect of all Executive matters.
- 5 To co-ordinate the statutory functions and obligations of the Council with respect to equality of opportunity and non-discrimination, including its function as an employer.
- 6 To promote strategic and Council-wide initiatives to improve the quality, efficiency and effectiveness of the Council's services to the public.

Other matters

- 7 To allocate and control financial and land and property resources, to determine priorities in the use of these resources, and take any other action necessary to achieve those objectives.
- 8 To have overall responsibility for acquisitions and disposal of any interest in land, buildings or the real and leasehold property of the Council and to have responsibility for land and property used for operational purposes, 'in principle', disposals of land in excess of £1,000,000 [with the Cabinet Member for Finance & Commerce having authority to agree the 'in principle' disposal of land etc., below that sum.]
- 9 To exercise control over the Council's revenue and capital budgets (including the housing revenue account).
- 10 To exercise control over all human resource matters including the number and type of staff, payroll and pensions, equalities issues, occupational health and safety and organisational development (subject to the Council's policies and procedures) except for staff appointments and dismissals.
- 11 To oversee and take responsibility for effective joint work with partner agencies.
- 12 To approve funding for voluntary organisations.
- 13 To affiliate with and appoint representatives to outside bodies, where these are not specifically identified elsewhere in this constitution.
- 14 To consider whether the Council should give evidence before a parliamentary select committee, royal commission, Government committee or similar body.

- 15 To undertake those functions assigned to the Cabinet under Part 3, section 5: local choice functions.
- 16 To award all contracts above a total contract value of £10,000,000.
- 17 To approve applications for the submission of bids for grants and other financial assistance which require the provision of additional finance or match funding or are likely to lead to residual costs or implications for the Council
- 18 To be responsible for all executive matters even if not expressly set out in Part 3 of this constitution.

Corporate functions

Finance

- 19 To take decisions on all matters relating to the Council's finances including but not exclusively:
 - (a) budgetary control
 - (b) establishing long and short term capital and revenue programmes for all areas of service and allocations of both capital and revenue expenditure to other services
 - (c) financial planning
 - (d) operational management of insurance arrangements
 - (e) budget revisions
 - (f) considering the annual estimates of revenue expenditure and income and the Treasury Policy Statement and make recommendations to the Council on the setting of the council tax
 - (g) virements £1 million or more
 - (h) virements between services over £250,000 and up to and including £999,999

Treasury management strategy

- 20 To consider the Council's treasury management strategy, making recommendations to full Council on its content and to subsequently monitor its effectiveness taking account of appropriate expert advice

Resource management

- 21 To exercise the Council's functions relating to the use of the Council's resources and human resources. Such functions include:
 - (a) corporate human resources policies and procedures
 - (b) e-government and customer access

- (c) responsibility for the Council's health and safety policies as an employer
- (d) Council's Employment Relations framework
- (e) overall responsibility for properties held for investment purposes
- (f) corporate purchasing policies and procedures
- (g) corporate communication strategies
- (h) overall responsibility for the management and maintenance of the Council's office accommodation and corporate assets
- (i) emergency planning and civil defence.

Education functions

22 To exercise the Council's functions in relation to education including the formulation of the Council's future policies for recommendation to Council where appropriate and their co-ordination and implementation. Such functions include, but are not limited to, the following:

- (a) proposals for schemes of the fair funding of schools, including special schools
- (b) making awards and other allowances to students attending courses at institutions for further and higher education and exercising the discretionary powers of the Council in that connection
- (c) the provision of day care under section 18 of the Children Act within Early Years Service.

Quality of life functions

Environment

23 To exercise the Council's functions in relation to environmental matters including the formulation of the Council's policies for referral to Council where appropriate and their co-ordination and implementation. Such functions include (but are not limited to) the following:

- (a) town planning
- (b) environmental health
- (c) highway engineering
- (d) public health
- (e) building control

- (f) consumer protection and licensing
- (g) traffic management and parking control
- (h) transport planning
- (i) waste and energy management
- (j) cemeteries
- (k) managing the transport fleet.

24 To encourage and promote the environmentally sustainable development and regeneration of the borough and the health of the population through its planning, transport, economic planning, waste and energy management and environmental health policies and programmes.

25 To adopt or amend Interim Planning Guidance for the borough and to approve planning briefs and guidance for the development of sites in the borough and conservation area statements.

26 To respond to consultation exercises or notices of intent by external authorities where they relate to strategic issues pertaining to planning control.

Housing

27 To exercise the Council's functions in relation to housing and homelessness including the formulation and co-ordination of policies and their co-ordination and implementation. Such functions include, but are not limited to, the following:

- (a) assessing housing need, demand and supply and developing appropriate strategies, including specific strategies for groups in need
- (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.
- (d) assessing and setting rents and other charges
- (e) setting and varying charges for the use of garages, car parking spaces and other facilities on the Council's housing estates
- (f) making and rescinding compulsory purchase order resolutions under the relevant housing legislation

- (g) keeping under review issues affecting non-public housing tenures in accordance with the Council's housing strategy, in pursuance with the Council's duties under current legislation
- (h) taking responsibility for all matters relating to housing associations except the appointment of Members

Leisure and cultural services

28 To exercise the Council's functions in relation to leisure services, including the formulation and co-ordination of policies and their co-ordination and implementation. Such functions include (but are not limited to) the following:

- (a) library and information services
- (b) arts and museum services
- (c) providing and maintaining leisure facilities for children and young persons
- (d) providing facilities for sports
- (e) developing tourism opportunities and provision of tourism services
- (f) taking responsibility for provision and upkeep of the Council's public parks, gardens, open spaces, allotments, cemeteries and burial grounds.

29 To develop strategic policies for the provision of co-ordinated, accessible and quality leisure services that reflect the multi-ethnic, social and cultural diversity of those who live, work and study within the borough.

30 To plan the provision of leisure facilities whether provided by the Council or others.

Social care and health

31 To exercise the Council's functions in relation to social services including the formulation of the Council's policies and their co-ordination and implementation. Such functions include (but are not limited to) the following:

- (a) all matters within Schedule 1 of the Local Authority Social Services Act 1970 and, in particular, functions in relation to child protection, children in need, community care and mental health provision
- (b) all matters relating to the National Health Services, including the consideration and review of NHS policies in so far as they affect the borough and in particular to have responsibility for

joint care planning and liaison with the appropriate health authorities.

2.5 The following Functions may be delegated to individual Cabinet members by the Leader.

Each individual Cabinet member, as appropriate, may be delegated one or more of the following functions, within the portfolio allocated to him or her by the Leader. If a Cabinet member is unable to act, the Leader may act on his or her behalf, or may authorise another Cabinet member to do so. Matters delegated to individual Cabinet members under this section give them individual decision making powers. Where any paragraph refers to 'in conjunction with' or 'in consultation with' the decision remains that of the individual Cabinet member.

- 1 To monitor the budgets and the performance of the services allocated by the Leader.
- 2 Where there are implications for policies of the Council, to agree members of staff's responses to consultation papers from:
 - the Government (including White and Green papers)
 - the London Councils, the Greater London Authority, the Local Government Association and all other bodieswhere those papers affect the services allocated.
- 3 To agree an appropriate response by members of staff to issues raised in petitions presented to the Council in respect of allocated services.
- 4 To determine priorities in conjunction with the relevant member of CMT (within the policy framework and budget).
- 5 To make suggestions for policy initiatives (within the budget and/or policy frameworks) and for amendments to the budget and/or policy framework, for agreement by the Cabinet and Council.
- 6 To recommend to the Cabinet a response to reports from the overview and scrutiny committees in respect of the allocated services.
- 7 To approve an exception to the Contracts Procedure Rules set out in Part 4 of this constitution, in accordance with Rule 26(a) of those Rules.
- 8 To award contracts, agree extensions of contract terms and awards/extensions of Consortia contracts of a value above £5,000,000 and less than £10,000,000 and contracts where external funding is guaranteed and there is no longer term financial commitment to the Council. *(Note: Pension Committee has powers to invite tenders and award contracts for investment matters within their terms of reference)*

- 9 To review customer satisfaction, results of consultation with stakeholders and the efficiency of service provision generally and to agree arrangements for continuous improvements to be made.
- 10 To consider and recommend plans in respect of the portfolio allocated.
- 11 To consider the needs of the allocated service for particular properties and to make recommendations to the Cabinet as appropriate.
- 12 To promote effective relationships and partnerships between the Council and all other bodies and agencies affecting the community.
- 13 To consider reports on the exercise of virement, within the Budget Framework Procedure Rules and/or Finance Procedure Rules set out in Part 4 of this constitution.
- 14 To consider reports on contract overspends and to report to Cabinet as necessary.
- 15 To consult any advisory bodies as directed by the Cabinet
- 16 To agree the demolition of housing stock in appropriate cases
- 17 To agree minor matters and urgent or routine policy matters
- 18 To approve supplementary planning guidance and policies.
- 19 To approve the 'in principle' decision of the Council disposing of an interest in property or land where the disposal or acquisition receipt is not considered likely to exceed £1,000,000.
- 20 To approve individual virements within a service above £250,000 up to and including £999,999.
- 21 To approve virements within services where resources are available or where they are not but the virement is below the identified threshold.
- 22 To approve all virements over £250,000 unless it is a permanent virement between services.
- 23 To approve all in year changes to both fees and charges.
- 24 To determine allocations from the contingency.
- 25 To consider and agree the setting up of any specific services earmarked reserves along with the arrangements for their use.
- 26 To authorise expenditure of the Cemeteries and Crematorium Improvement from Income Fund and the Cemeteries and Crematorium Improvement Donation Fund above the level delegated to the Head of Housing & Public Protection.

27 To approve all Community Safety Partnership Strategies arising under the Crime and Disorder Act or other related legislation.

28 The Leader may delegate other functions not expressly set out herein to individual Cabinet Members provided they are Executive functions and provided due notice of the exact terms of the delegation and the name of the Cabinet Member to exercise the delegation is given by notice in writing by the Leader to the Proper Officer as set out in paragraphs 2.2 and 2.3 above.

2.6 Portfolios to be assigned to individual Cabinet members

The Leader is responsible for assigning portfolios to individual Cabinet members. Any Cabinet member, including the Leader, may hold more than one portfolio, although a Cabinet Member need not hold any portfolio. Suggested portfolios are as follows, although the Leader may determine the nature of any portfolio as he or she considers appropriate:

- IT
- Procurement
- Project Management
- Asset Management
- Development Control
- Building Control
- Exchequer Services
- Financial Services
- Human Resources
- Commissioning
- Adult Social Care
- Children & Young People's Services
- Learning & Achievement
- Schools for the Future
- Community Engagement
- Policy and Partnerships
- Communications
- Culture & Leisure
- Customer Services
- Housing
- Public Protection
- Regeneration
- Strategic Planning

- Streetcare
- Legal Services
- Democratic Services
- Community Safety
- Health & Safety
- Electoral Registration

The names of individual Cabinet Members are listed on the Council's website and on a list which is available at the Town Hall reception.

Joint working delegations

2.7 Functions exercised by joint arrangements with another Council or other Councils

As stated in Article 11.02(e), the Council has established the following joint arrangements under section 101(5) of the Local Government Act 1972:

- (a) The Thames Chase Joint Committee
- (b) London Councils

The functions that the Council has delegated to each of these joint arrangements are set out below:

(a) The Thames Chase Joint Committee

This committee comprises three members from each of the following local authorities: Brentwood Borough Council, Essex County Council, London Borough of Barking & Dagenham, London Borough of Havering and Thurrock Borough Council.

Its function is to oversee the development of a community forest.

(b) London Councils

London Councils comprises all 33 London local authorities.

Its functions are set out in full in Schedule 2 of the *Association of London Government Agreement* dated 13 December 2001 (as amended). In summary, the Council committee is authorised to deal with the following matters:

- consulting on common interests of London local authorities, discussing local government matters and providing forums for such discussion

- representing the interests of London local authorities to other bodies, including national and local government, Parliament and the European Union
- formulating policies for the development of democratic and effectively managed local government
- appointing representatives or staff to serve on any other body
- representing the interests of London local authorities as employers
- disseminating relevant information to London local authorities
- providing information to the public and other bodies on London Councils policies and local government issues relevant to London
- acting as the regional body of the Local Government Association.

London Councils have the following committees which carry out functions on behalf of the Council:

Transport and Environment Committee

This committee comprises one member from each of the 33 London local authorities and a member from Transport for London (which is part of the Greater London Authority).

Its functions are set out in full in Schedule 2 of the *Association of London Government Transport and Environment Committee Agreement* dated 13 December 2001 (as amended). In summary, the committee is authorised to deal with the following matters:

- undertaking various matters related to parking adjudicators, including making appointments, providing accommodation and administrative staff, determining the places at which adjudicators will sit and making an annual report on adjudicators' discharge of their functions
- determining penalty charge levels and fees and discounts for early payment
- publishing and updating the Code of Practice for Parking in London
- co-ordinating and maintaining vehicle removal and clamping operations
- establishing and maintaining a communications and control service to deal with vehicle removals
- overseeing the London lorry ban

- overseeing the London taxicard scheme.

Housing Forum

- i. This committee comprises one representative from each of the following London local authorities:

Barnet, Brent, Camden, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Havering, Hillingdon, Hounslow, Islington, Lambeth, Lewisham, Merton, Newham, Redbridge, Southwark, Tower Hamlets and Waltham Forest.

Its functions are set out in full in Schedule 3 of the *Association of London Government Agreement* dated 13 December 2001 (as amended). In summary, the committee is authorised to deal with the following matters:

- considering housing functions of local authorities generally and housing activities of other housing agencies where relevant
- providing, organising and co-ordinating housing publicity and information on issues relevant to member authorities
- conducting research, evaluation and analysis on housing matters including housing policy and service delivery
- conducting investigations into and collecting information about housing, and making such information available
- assisting member boroughs with publicity on housing functions
- providing professional, administrative and technical assistance to member boroughs and other bodies in the preparation and implementation of specific projects.

The Grants Committee

This committee comprises one member from each of the 33 London local authorities.

Its functions are:

- To make grants to voluntary organisation benefiting more than one London borough.

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- To consider and review the needs of London in relation to the grants scheme.
- To recommend an annual budget to the London Councils which, once approved, must be agreed to by a two-thirds majority of the London local authorities before it can be binding on all London local authorities.

Part 3: Responsibility for functions

3 Functions delegated to staff

- 3.1 General provisions and limitations
- 3.2 Powers of Chief Executive
- 3.3 Powers of members of the Corporate Management Team
- 3.4 Powers of Assistant Directors and Heads of Service

3.1 GENERAL PROVISIONS AND LIMITATIONS

- 1 Staff shall exercise powers under this scheme in compliance with:
 - (i) the rules of procedure set out in Part 4 of this constitution
 - (ii) corporate policies and strategies
 - (iii) any additional conditions imposed either by the Council or by statute or any statutory code of practice.
- 2 The exercise by staff of the powers delegated under this constitution involving the incurring of any expenditure is subject to there being sufficient approved provision within the budget to cover that expenditure.
- 3 A staff member exercising a decision-making power delegated under this constitution may consult with the Leader of the Council, with the relevant individual Cabinet member or with the Chairman of the relevant committee, as appropriate, when the staff member considers such consultation necessary or appropriate in light of the decision required.
- 4 A staff member may refer any matter within a delegation or authorisation to them to the Leader of the Council, the Cabinet, the relevant individual Cabinet member or to an appropriate Council committee or sub-committee provided that the matter is within the delegated powers and duties of whom or to which it is referred.
- 5 A member of the Corporate Management Team (CMT), Assistant Directors or a Head of Service may further delegate any of the powers delegated to them under this constitution, in so far as is legally permissible. Any such delegation must be:
 - (i) recorded in writing; and
 - (ii) lodged with the Monitoring Officer who will keep a public record of all such delegations.

Any such delegation will become valid only when these conditions are complied with.

- 6 From time to time the Chief Executive may assign Assistant Directors and Heads of Service to the other members of CMT. Each CMT member shall have all the powers and duties delegated to the Assistant Directors and Heads of Service assigned to them, so far as legally permissible.
- 7 The Chief Executive or any other CMT member is authorised to discharge the relevant functions of the Council where:
 - (i) the matter is of minor importance whether urgent or not, and/or
 - (ii) as a matter of urgency in other cases, it is necessary that action should be taken before the date of a meeting of a body in whom the power of decision rests.
- 8 In the following delegations “the relevant Cabinet Member” means the Leader of the Council or another Cabinet Member to whom the Leader has assigned a portfolio or otherwise delegated authority to act in relation to that matter.

3.2 POWERS OF CHIEF EXECUTIVE

- 1 To exercise authority over all other CMT members, Assistant Directors and Heads of Service including allocating CMT portfolios and from time to time assigning Assistant Directors and Heads of Service to particular CMT members.
- 2 To exercise the powers delegated to any member of staff so far as the law allows.
- 3 To carry out the functions of the Council for civil aid and emergency planning and to take any action, including incurring expenditure, in connection with an emergency or a disaster in the borough.
- 4 To undertake those functions assigned under:
 - (i) Part 3, section 4 of this constitution: functions not to be the responsibility of an authority’s Executive
 - (ii) Part 3, section 5 of this constitution: local choice functions.
 - (iii) Part 3, section 6, of this constitution: Proper Officer functions
- 5 To authorise activities under the Regulation of Investigatory Powers Act 2000

- 6 To exercise the following Local Authority Gold resolution approved on 19 April 2006:
- (i) This resolution is made in accordance with section 138 Local Government Act 1972, section 101 Local Government Act 1972, section 19 Local Government Act 2000, Regulations 7 and 10 Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 and all other enabling powers. The resolution has regard to “Emergency Response and Recovery” the non-statutory Guidance issued pursuant to the Civil Contingencies Act 2004.
 - (ii) As from the date of this resolution the Council’s functions under section 138(1) Local Government Act 1972 (Powers of principal councils with respect to emergencies or disasters) are delegated to the Council which has appointed the Head of Paid Service as defined in paragraph 3 below in the circumstances set out below.
 - (iii) The Head of Paid Service is the person appointed by one of the Councils under section 4 Local Government and Housing Act 1989 who, following the convening of the Strategic Co-ordinating Group (“Gold Command”) to respond to an incident requiring a “Level 2” response (as defined in paragraph 4 below) has agreed to discharge the functions under section 138(1) Local Government Act 1972 (“the functions”) on behalf of the Councils.
 - (iv) An emergency requiring a Level 2 response is a single site or wide-area disruptive challenge which requires a co-ordinated response by relevant agencies.
 - (v) The functions hereby delegated shall not be exercised until resolutions delegating the functions have been made by all the Councils.
 - (vi) The powers hereby delegated to the Council which has appointed the Head of Paid Service shall not include any power to incur expenditure or to make grants or loans to any person unless either:
 - a. the Head of Paid Service has received confirmation from the Minister that expenditure reasonably incurred by the Head of Paid Service in taking immediate action to safeguard life or property or to prevent suffering or severe inconvenience will be reimbursed by HM Government; or
 - b. the Head of Paid Service has received confirmation on behalf of the Council(s) in whose area(s) the incident has occurred that expenditure reasonably incurred by the Head of Paid Service in taking immediate action to safeguard life or property; to prevent suffering or severe inconvenience and to

promote community cohesion and a return to normality, will be met by the Council (or the Councils in proportions to be agreed by them).

(vii) In discharging the functions, the Head of Paid Service shall, insofar as reasonably practicable, consult with and inform any Council whose area is affected by the emergency regarding any action proposed to be taken in that Council's area

7. To exercise the power on behalf of the Council to consent to a dispersal order under the Anti Social Behaviour Act 2003 and to be a consultee for the purpose of a closure notice under the Anti Social Behaviour Act 2003.

3.3 POWERS OF MEMBERS OF THE CORPORATE MANAGEMENT TEAM (other than the Chief Executive: see Part 7 of this constitution, Management Structure)

Members of the Corporate Management Team (CMT) have delegated authority to act as follows within the assigned service service/portfolio of responsibilities, subject to the general provisions and limitations set out in section 3.1 above.

3.3.1 General powers

- 1 To take any steps necessary for proper management and administration of allocated portfolios.
- 2 To exercise all the powers delegated to them personally, those powers delegated to relevant Assistant Directors and Heads of Service and other staff members where circumstances require and so far as legally permissible. Exercise of such powers should be recorded where appropriate. Where possible, a CMT member should give notice to a relevant staff member that he or she intends to exercise a specified power that is delegated to that staff member.
- 3 To make arrangements to secure continuous improvement in the way the Council's functions are exercised having regard to a combination of economy, efficiency and effectiveness etc as required by external regulatory agencies.
- 4 To monitor the progress within their Directorates of national and other performance indicators against agreed targets.
- 5 To restructure within existing service budgets and/or if budgetary provision is already made in the budget.
- 6 To authorise activities under the Regulation of Investigatory Powers Act 2000

- 7 Each member of CMT shall ensure that the rules of procedure set out in Part 4 of this constitution are observed throughout their service.

3.3.2 Human resource powers

To exercise overall responsibility within their Group Directorate for human resource matters.

3.3.3 Financial responsibilities

- 1 To oversee the delivery of programmes agreed by Council and Cabinet.
- 2 In consultation with the relevant Cabinet Member to apply for, accept and manage external funding up to a limit of £500,000 per grant in support of any function within their Directorate provided that any financial contributions by the Council are made from within existing budgets.
- 3 To authorise the making of ex gratia payments up to the limit specified from time to time by the Head of Financial Services to individuals where the Local Government Ombudsman has recommended that such payment be made in local settlement of a complaint.

3.3.4 Contract powers

- 1 To approve commencement of a tendering process for all contracts above a total contract value of £156,000.
- 2 To award all contracts with a total contract value of between £156,000 and £5,000,000.
- 3 To sign contracts on behalf of the Council which do not require sealing under Part 2, Article 10, paragraph 10.5 of this constitution.

3.4 POWERS OF ASSISTANT DIRECTORS AND HEADS OF SERVICE

Assistant Directors and Heads of Service all have delegated authority to act as follows within the assigned service, subject to the general provisions and limitations set out in section 3.1 above.

3.4.1 General powers

- 1 To take any steps necessary for proper management and administration for their allocated portfolios.
- 2 To exercise all the powers delegated to relevant staff members where circumstances require, so far as legally permissible. Exercise of such powers should be recorded. Where possible, an Assistant Director or Head of Service should give notice to a relevant staff member that he

or she intends to exercise a specified power that is delegated to that staff member.

- 3 To manage buildings and facilities under their control including letting, hiring or otherwise permitting the use of such premises and property for occasional purposes and to dispose of obsolete, worn out and surplus stores, equipment and vehicles.
- 4 To be responsible and accountable for all health and safety matters.
- 5 To monitor the progress within their Service of national and other performance indicators against agreed targets.
- 6 To apply for statutory consent, eg, planning permission.
- 7 To undertake consultation with the Council's customers and relevant stakeholders, in accordance with the Council's consultation procedures, in order to establish:
 - (i) levels of customer satisfaction with the Council's services
 - (ii) the public and stakeholders' responses to consultation documents, strategies and surveys.

3.4.2 Human Resource powers

- 1 To exercise responsibility for all human resource matters within their service, providing that the following requirements are met:
 - (i) all decisions must be taken in accordance with human resource policies
 - (ii) all appointments to permanent posts must be within the approved establishment and be appointments to an identifiable vacant post and all appointments to temporary posts must be within existing service budgetary provision
 - (iii) the creation of a new post outside of the Council's organisational change process requires the agreement in writing or by e-mail of
 - (a) the relevant Cabinet Member for a post up to PO7 or
 - (b) the relevant Cabinet Member and the Leader of the Council for a post above PO7such agreement to be given or withheld within seven working days of being sought
 - (iv) suspension and dismissal of employees must be undertaken in accordance with the Council's procedures
 - (v) a notice of compulsory redundancy to individual employees where all options for redeployment have been exhausted must be issued in accordance with the Council's procedures

- (vi) payment of allowances in accordance with the “Croydon Scheme” to staff injured in the course of their duties must be made in consultation with Head of Human Resources
- (vii) to approve applications for leave for trade union conferences and training courses in consultation with the Head of Human Resources
- (viii) to approve payment of claims by employees for loss or damage to property and clothes up to the limit specified from time to time by the Head of Financial Services; otherwise payment must be made in consultation with the Group Director Finance & Commerce
- (ix) to grant permission for employees to undertake outside work or duties whether paid or unpaid subject to there being no conflict of interest
- (x) to approve honoraria payments in consultation with the service personnel manager

3.4.3 Financial responsibilities

- 1 To implement any approved financial programme, including the authorisation of day-to-day expenditure and procurement of goods and services.
- 2 To implement approved fees, charges, rents etc and to ensure that proper arrangements exist for their collection.
- 4 In consultation with the relevant Cabinet Member , to apply for, accept and manage external funding up to a limit of £250,000 per grant in support of any function within their service provided that any financial contributions by the Council are made from within existing budgets.

3.4.4 Contract powers

- 1 To approve commencement of a tendering process for, and to award, all contracts below a total contract value of £156,000.
- 2 To sign contracts on behalf of the Council which do not require sealing under Part 2, Article 10, paragraph 10.5 of this constitution.

Part 3: Responsibility for functions

5 Local choice functions

The following functions are specified as local choice functions in schedule 2 of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (the regulations).

Function	Decision-making body
1. Any function under a local Act other than a function specified or referred to in regulation 2 or schedule 1 of the regulations	Cabinet
2. Determining an appeal against any decision made by or on behalf of the authority	Adjudication and Review Committee
3. The making of arrangements in relation to appeals against the exclusion of pupils from maintained schools	Adjudication and Review Committee
4. The making of arrangements pursuant to Sections 94(1), (1A) and (4) of the School Standards and Framework Act 1998 (admissions appeals)	Adjudication and Review Committee
5. The making of arrangements pursuant to Section 95(2) of the School Standards and Framework Act 1998 (Children to whom Section 87 applies): appeals by governing bodies	Adjudication and Review Committee
6. Conducting best value reviews in accordance with the provisions of any order for the time being having effect under section 5 (best value reviews) of the Local Government Act 1999	Cabinet
7. Any function relating to contaminated land	Head of Housing & Public Protection
8. Discharging any function relating to the control of pollution or the management of air quality	Head of Housing & Public Protection
9. Serving an abatement notice in respect of a statutory nuisance	Head of Housing & Public Protection
10. Passing a resolution that schedule 2 of the Noise and Statutory Nuisance Act 1993 should apply in the authority's area	Regulatory Services Committee
11. Inspecting the authority's area to detect any statutory nuisance	Head of Housing & Public Protection
12. Investigating any complaint as to the existence of a statutory nuisance	Head of Housing & Public Protection

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Function	Decision-making body
13. Obtaining information under section 330 of the Town and Country Planning Act 1990 about interests in land	<ul style="list-style-type: none">• Head of Housing & Public Protection• Head of Regeneration and Strategic Planning• Head of Development and Building Control• Assistant Chief Executive Legal & Democratic Services• Head of Streetcare
14. Obtaining particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976	<ul style="list-style-type: none">• Head of Development and Building Control• Assistant Chief Executive Legal & Democratic Services• Head of Regeneration and Strategic Planning
15. Making agreements for the execution of highways works	<ul style="list-style-type: none">• Head of Streetcare• Assistant Chief Executive Legal & Democratic Services
16. Appointing any individual: (a) to any office other than an office in which he is employed by the authority (b) to any body other than: <ul style="list-style-type: none">• the authority• a joint committee of two or more authorities, or (c) to any committee or sub-committee of such a body And the revocation of such appointment	Governance Committee
17. Making agreements with other local authorities for the placing of staff at the disposal of those other authorities	Chief Executive or relevant Group Director

Part 3: Responsibility for functions

6 Proper officer functions

The following tables show the Proper Officers appointed for the functions specified.

The deputy proper officer is shown after the proper officer. The deputy proper officer is appointed to act where the proper officer is absent and/or unable to act. Where neither the designated proper officer nor the designated deputy proper officer is able to act, or if there is no specified designated proper officer, the Chief Executive is appointed to act or may designate an appropriate person to act as proper officer or deputy proper officer. If the Chief Executive is unable to act, this power shall be delegated to the Assistant Chief Executive Legal & Democratic Services or, if the Assistant Chief Executive Legal & Democratic Services is unavailable, to the next most senior lawyer employed by the Council available to act.

Public Health Act 1936

Section	Description	Proper officer
84	Officer authorised to issue a certificate requiring an article to be cleansed purified, disinfected or destroyed.	The Council hereby appoints any person for the time being employed by the North East London Health Protection Unit as Consultant in Communicable diseases (CCDC) or by the North East London Primary Care Trusts (PCTs) as Consultant in Public Health Medicine (CPHM) for the authority's area as proper officer. Public Protection Services Manager.
85	Officer authorised to issue report to take measures to cleanse verminous clothing.	As above Public Protection Services Manager.

National Assistance Act 1948

Section	Description	Proper officer
47	Officer authorised to issue a certificate to enable a local authority to apply for a court order to remove a person from insanitary	The Council hereby appoints any person for the time being employed by the North East

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	living conditions	London Health Protection Unit as Consultant in Communicable diseases (CCDC) or by the North East London Primary
Section	Description	Proper officer
		Care Trusts (PCTs) as Consultant in Public Health Medicine (CPHM) for the authority's area as proper officer.

National Assistance (Amendment Act) 1951

Section	Description	Proper officer
48	Amends section 47 of the National Assistance Act 1948 (as above) to enable a local authority to apply for a court order to remove a person from insanitary living conditions without giving notice of intention to apply for the order.	As above

Public Health Act 1961

Section	Description	Proper officer
37	Officer authorised who may cause verminous articles to be disinfected or destroyed.	The Council hereby appoints any person for the time being employed by the North East London Health Protection Unit as Consultant in Communicable diseases (CCDC) or by the North East London Primary Care Trusts (PCTs) as Consultant in Public Health Medicine (CPHM) for the authority's area as proper officer. Public Protection Services Manager.

Local Government Act 1972

Section	Description	Proper officer
83(1)-(4)	Officer to whom persons elected to any of the following offices of the Council shall make declaration of acceptance of office: mayor, deputy mayor, councillor	Chief Executive (Assistant Chief Executive Legal &

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Section	Description	Proper officer
		Democratic Services)
84	Officer to whom a person elected to any office under the Council may give written notice of resignation	Chief Executive (Assistant Chief Executive Legal & Democratic Services)
88(1)	Receiving notice of casual vacancy in office of councillor	Chief Executive (Assistant Chief Executive Legal & Democratic Services)
88(2)	Officer who may convene a meeting of the Council for the election to fill a vacancy	Chief Executive (Any Group Director)
89(1)(b)	Officer who may receive notice in writing of a casual vacancy in the office of councillor from two local government electors	Chief Executive Assistant Chief Executive Legal & Democratic Services
100B(2)	Officer who may think fit to exclude from reports open to inspection parts relating to items during which the meeting is likely not to be open to the public	Democratic Services Manager Committee Administration Manager
100B(7)(c)	Officer who may think fit to supply to the press additional material supplied to members of the Council in connection with items of business to be discussed	Assistant Chief Executive Legal & Democratic Services Head of Legal Services
100C(2)	Officer responsible for preparing a written summary of those parts of the committee proceedings which disclose exempt information	Democratic Services Manager Committee Administration Manager
100D(1)(a) and (5)(a)	Officer responsible for identifying background papers and compiling list of such documents	Democratic Services Manager Committee Administration Manager
100F(2)	Officer making decision as to documents disclosing exempt information which are not required to be open to inspection by council members	Chief Executive Assistant Chief Executive Legal & Democratic Services
115	Officer to whom all officers shall pay monies received by them and due to the local authority	Group Director Finance and Commerce Head of Financial Services
146(1)	Officer authorised to produce a statutory declaration specifying securities and verifying name change of authority	Group Director Finance and Commerce Head of Financial

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Section	Description	Proper officer
		Services
210(6) and (7)	Officer in whom power in respect of a charity will vest as at 1 April 1974	Assistant Chief Executive Legal & Democratic Services Head of Legal Services
225(1)	Officer with whom documents may be deposited pursuant to law to make notes or endorsements and give acknowledgements or receipts	Assistant Chief Executive Legal & Democratic Services Head of Legal Services
229(4) and (5)	Officer who shall certify that a document is a photographic copy of a document in the custody of the Council	Assistant Chief Executive Legal & Democratic Services Head of Legal Services
234(1)	Officer who may authenticate documents	Assistant Chief Executive Legal & Democratic Services Head of Legal Services
236(9)	Officer responsible for sending certified copies of bylaws to appropriate bodies	Assistant Chief Executive Legal & Democratic Services Head of Legal Services
238	Officer who shall certify copies of bylaws as true copies	Assistant Chief Executive Legal & Democratic Services Head of Legal Services
248(2)	Officer who shall keep the roll of freemen of the borough	Chief Executive (Assistant Chief Executive Legal & Democratic Services)
Para 4(2)(b) of Part I of Schedule 12	Officer who may sign a summons to council meetings	Democratic Service Manager Committee Administration Manager
Para 4(3) of Part I of Schedule 12	Officer who may receive notice from a member of address to which a summons to a meeting is to be sent	Democratic Service Manager Committee Administration Manager
Para 25(7) of Part II of Schedule 14	Officer who may certify copies of resolutions passed under the Public Health Acts 1875 to 1925 as true copies for production in legal proceedings	Assistant Chief Executive Legal & Democratic Services Head of Legal Services

Local Government Act 1974

Council, 24 March 2010

Section	Description	Proper officer
30(5)	Officer responsible for arranging publication in newspapers of notice of Local Commissioner's report on investigation of a complaint	Democratic Services Manager Committee Administration Manager

Local Government (Miscellaneous Provisions) Act 1976

Section	Description	Proper officer
41	Officer responsible for certifying copies of resolutions, minutes and other documents	Democratic Services Manager Committee Administration Manager

Local Government (Miscellaneous Provisions) Act 1982

Section	Description	Proper officer
Para 13(6) of schedule 3	Certification, for legal proceedings, of copy of any regulations made by the appropriate authority	Assistant Chief Executive Legal & Democratic Services Head of Legal Services

Representation of the People Act 1983

Section	Description	Proper officer
8	Officer acting as registration officer for registration of parliamentary and local government electors	Chief Executive (Assistant Chief Executive Legal & Democratic Services)
35	Officer acting as returning officer for council elections	Chief Executive (Assistant Chief Executive Legal & Democratic Services)

Building Act 1984

Section	Description	Proper officer
78(8)	Officer responsible for taking immediate action in relation to dangerous buildings	Building Control Manager

Public Health (Control of Diseases) Act 1984

Section	Description	Proper officer
11	Officer to be informed of a notifiable disease or food poisoning	The Council hereby appoints any person for the time being employed by the North

Section	Description	Proper officer
		East London Health Protection Unit as Consultant in Communicable diseases (CCDC) or by the North East London Primary Care Trusts (PCTs) as Consultant in Public Health Medicine (CPHM) for the authority's area as proper officer.
18	Officer responsible for furnishing information with regard to notifiable diseases or food poisoning	As above
20	Officer empowered to prevent someone working in order to stop spread of disease	As above
21	Officer empowered to exclude a child from school if the child is liable to convey a notifiable disease	As above
22	Officer responsible for maintaining a list of day pupils at school having a case of notifiable diseases	As above
24	Officer responsible for ordering that infected articles not be sent to any laundry	As above
29	Officer responsible for letting of house or room after recent case concerning a notifiable disease	As above
31	Officer responsible for ordering disinfection of premises	As above
32	Officer responsible for ordering a person removed from an infected house	As above
36	Officer who may issue certificate stating that a person is believed to carry an organism capable of causing a notifiable disease and that a medical examination is expedient	As above
40	Officer who may apply for a warrant to enter a common lodging-house and examine any person for a notifiable disease	As above
42	Officer who may certify a common lodging-house which has been closed to be free from infection	As above
43	Officer who may certify that a person who has died in hospital while suffering from a notifiable disease should not be removed from the hospital except to be taken directly to a mortuary or to be buried or cremated	As above

Council, 24 March 2010

Section	Description	Proper officer
48	Officer responsible for ordering removal of body to a mortuary or for immediate burial	As above
59	Officer responsible for authenticating documents	As above
60	Officer responsible for serving notices and other documents	As above

Public Health (Infectious Diseases) Regulations 1988

Section	Description	Proper officer
Regulations 6, 8, 9 10 and Schedule 3 and 4		As above

Housing Act 1985

Section	Description	Proper officer
606(1) and (2)	Officer responsible for making reports on unfitness and clearance	Public Protection Services Manager

Local Elections (Principal Areas) Rules 1986

Rule	Description	Proper officer
44	Officer [to whom returning officer gives notice] giving public notice of name of successful candidate/s in Council elections	Chief Executive (Assistant Chief Executive Legal & Democratic Services)
46	Officer to whom, after election, returning officer forwards ballot papers and related documents for safe custody	Chief Executive (Assistant Chief Executive Legal & Democratic Services)
47	Officer whom court may order to produce ballot papers and related documents	Chief Executive (Assistant Chief Executive Legal & Democratic Services)
48	Officer responsible for retaining ballot papers and related documents for public inspection, prior to destroying the documents after a six month period	Election Services Manager

Local Government Finance Act 1988

Council, 24 March 2010

Section	Description	Proper officer
114	Officer responsible for making financial report to the authority	Group Director Finance and Commerce Head of Financial Services

Local Government & Housing Act 1989

Section	Description	Proper officer
2	Officer responsible for receiving deposit of list of politically restricted posts	Head of Human Resources

Local Government (Committees and Political Groups) Regulations 1990

Regulation	Description	Proper officer
8(1) and (5)	Officer to whom notice is delivered about the constitution of a political group, or the change or name of a political group	Democratic Services Manager Committee Administration Manager
9 and 10	Officer to whom notice is delivered about a councillor's membership of, or cessation of membership of, a political group	Democratic Services Manager Committee Administration Manager
13	Officer to whom the wishes of a political group are expressed	Democratic Services Manager Committee Administration Manager
14	Officer responsible for notifying a political group about allocations and vacancies of seats	Democratic Services Manager Committee Administration Manager

Environmental Protection Act 1990

Section	Description	Proper officer
149	Officer for discharging functions for dealing with stray dogs	Public Protection Services Manager
	Dogs Act 1871 and Dangerous Dogs Act 1991	Public Protection Services Manager
	Guard Dogs Act 1975	Public Protection Services Manager

Council, 24 March 2010

Food Safety Act 1990

Section	Description	Proper officer
49	Officer authorised to sign any document that the Council, as food authority, is authorised or required to make under the Act	Public Protection Services Manager

Party Wall etc. Act 1996

Section	Description	Proper officer
10(8)	Officer responsible for appointing a third surveyor where this becomes necessary	Head of Development & Building Control

The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000

Regulation	Description	Proper officer
3(1)	Officer responsible for producing a written statement of all executive decisions made at a public or private meeting of Cabinet, including the information specified in regulation 3(2) This officer is the proper officer referred to in rule 18 of the Access to Information Procedure Rules set out in Part 4 of this constitution	Democratic Services Manager Committee Administration Manager
4(1)	Officer responsible for producing a written statement of all executive decisions made by an individual Cabinet member, including the information specified in regulation 4(2) This officer is the proper officer referred to in rule 20(c) of the Access to Information Procedure Rules set out in Part 4 of this constitution	Democratic Services Manager Committee Administration Manager
5(1)	Officer responsible for ensuring that a copy of the following documents is available for public inspection: <ul style="list-style-type: none">the written statement referred to in regulations 3 and 4 abovepart or all of any report considered by the decision-maker and relevant to the decision made This officer is the proper officer referred to in rule 6 of the Access to Information Procedure Rules set out in Part 4 of this constitution	Democratic Services Manager Committee Administration Manager
6	Officer responsible for compiling a list of background papers to the report referred to in regulation 5 above	Democratic Services Manager Committee Administration

Council, 24 March 2010

Regulation	Description	Proper officer
	This officer is the proper officer referred to in rule 8 of the Access to Information Procedure Rules set out in Part 4 of this constitution	Manager
9(2)	Officer responsible for making publicly available any report which an individual Cabinet member or member of staff intends to consider when making a key decision	Democratic Services Manager Committee Administration Manager
9(4)	Officer responsible for including a list of background papers for the report referred to in regulation 9(2) above and for making available copies of those papers where appropriate	Democratic Services Manager Committee Administration Manager
11(2)	Officer who may exclude whole or part of any report provided for public inspection under regulation 11(1), where the part excluded relates to a matter for which the proper officer considers a meeting is not likely to be open to the public This officer is the proper officer referred to in rule 11 of the Access to Information Procedure Rules set out in Part 4 of this constitution	Democratic Services Manager Committee Administration Manager
11(7)(c)	Officer who may supply to a newspaper a copy of any document supplied to Cabinet members, if he or she thinks fit	Democratic Services Manager Committee Administration Manager
12(1)	Officer responsible for publishing the information relating to key decisions specified in regulation 12(1) This officer is the proper officer referred to in rule 14 of the Access to Information Procedure Rules set out in Part 4 of this constitution	Democratic Services Manager Committee Administration Manager
15(1)	Officer responsible for doing the following where the inclusion of a matter on the forward plan is impracticable and the matter would be a key decision: <ul style="list-style-type: none"> • giving notice to the Chairman of the relevant overview and scrutiny committee • making that notice available for public inspection This officer is the proper officer referred to in rule 15 of the Access to Information Procedure Rules set out in Part 4 of this constitution	Democratic Services Manager Committee Administration Manager

Council, 24 March 2010

Regulation	Description	Proper officer
17(3) and (4)	Officer responsible for determining whether compliance with regulations 17(1) or 17(2) would involve the disclosure of either exempt information or advice provided by a political adviser or assistant	Democratic Services Manager Committee Administration Manager
21(4)(a) and (b)	Officer who may form an opinion as to whether a document contains or is likely to contain information confidential information, exempt information or the advice of a political adviser or assistant	Democratic Services Manager Committee Administration Manager

The Local Authorities (Referendums) (Petitions and Directions) (England) Regulations 2000

Regulation	Description	Proper officer
4(2)	Officer who publishes the number that is equal to 5 per cent of the number of local government electors for the authority's area	Election Services Manager

The Local Authorities (Standing Orders) (England) Regulations 2001

Regulation	Description	Proper officer
Paragraphs 5 and 6 of Part II of Schedule 1	Officer for receiving notification of proposed appointment of certain officers, notifying executive members of that proposed appointment and for receiving and notifying of objections to the proposed appointment This officer is the proper officer referred to in rules 9 and 10 of the Staff Employment Procedure Rules set out in Part 4 of this constitution	Head of Human Resources

Proper officer functions referred to in guidelines issued by the Secretary of State under section 38 of the Local Government Act 2000 and set out in Part 4 of this constitution

Rule	Description	Proper officer
<i>Access to Information Procedure Rules</i>		
17	Officer who may, when requested to do so on behalf of an overview and scrutiny committee, require Cabinet to submit a report to the Council within such reasonable time as the committee specifies	Democratic Services Manager Committee Administration Manager
<i>Executive Procedure Rules</i>		
2(e)	Officer who may place an item on the agenda of the next available meeting of the Cabinet for consideration, when requested to do so by the Leader or any other member of the Cabinet	Democratic Services Manager Committee Administration Manager

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Rule	Description	Proper officer
<i>Overview and Scrutiny Committee Procedure Rules</i>		
7	who may call a meeting of an overview and scrutiny committee meeting if he or she considers it necessary or appropriate.	Democratic Services Manager Committee Administration Manager
9	Officer who may place an item on the next available agenda of an overview and scrutiny committee upon receiving notice from any member of the committee	Democratic Services Manager Committee Administration Manager
11(a)	Officer to whom an overview and scrutiny committee must submit any report containing recommendations on proposals for policy development, if the committee wishes the Cabinet to consider the report	Democratic Services Manager Committee Administration Manager
12(b)	Officer to whom: <ul style="list-style-type: none">• an overview and scrutiny committee must submit any report relating to a matter for which an individual Cabinet member has delegated decision-making power• the individual Cabinet member must provide a copy of his or her written response to the overview and scrutiny committee's report	Democratic Services Manager Committee Administration Manager
14(b)	Officer responsible for informing a member or member of staff that he or she is required to attend an overview and scrutiny committee, where the Chairman has informed the proper officer that such attendance is required	Democratic Services Manager Committee Administration Manager

The Local Democracy, Economic Development and Construction Act 2009

Section	Description	Proper officer
31	Officer responsible for promoting and providing support and guidance to Overview & Scrutiny Committees and its Members	Democratic Services Manager

Notes on the proper officer functions

- The Chief Executive may sign any notice, order or other document that the Council is authorised or required to give, make or issue. The Chief Executive may not exercise this power if:
 - it would require him or her to undertake a statutory or professional function that he or she is not qualified to undertake

Council, 24 March 2010

- the Council has designated a proper officer (other than the Chief Executive) responsible for signing the notice, order or document in question.
- The Chief Executive shall be the proper officer in respect of any statutory functions not referred to in this constitution.
- In the absence of the Chief Executive, any Group Director and the Assistant Chief Executive, Legal and Democratic Services shall be empowered to act, where legally permissible.

Functions of Statutory Officers

1 Functions of the Head of Paid Service

- (a) The Head of Paid Service may, where appropriate, report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of staff required for the discharge of functions and the organisation of staff.
- (b) The Head of Paid Service may not be the Monitoring Officer but may be the Chief Finance Officer if a qualified accountant.
- (c) Where he or she is consulted by the Monitoring Officer or Chief Finance Officer, the Head of Paid Service will provide that officer with an opinion as to whether decisions of the Executive or staff are in accordance with the budget and/or policy frameworks.

2 Functions of the Monitoring Officer

- (a) To maintain an up-to-date version of the constitution and ensure that it is widely available for consultation by members, staff and the public.
- (b) After consulting with the Head of Paid Service and the Chief Finance Officer, to report to the full Council or to the Cabinet in relation to any function if:
 - (i) he or she considers that any proposal, decision or omission would give rise to unlawfulness, or
 - (ii) where a Local Commissioner has conducted an investigation to the proposal, decision or omission concerned, any proposal, decision or omission has given rise to maladministration.

Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

- (c) Conduct investigations as directed by the Standards Committee into potential breaches by members of the code of conduct or similar protocols and make reports and recommendations in respect of them to the Standards Committee. This function will also be carried out by Deputy Monitoring Officers.
- (d) To ensure that executive decisions, together with the reasons for

those decisions and relevant staff reports and background papers are made publicly available as soon as possible.

- (e) To advise whether decisions of the Executive or staff are in accordance with the policy framework in consultation with the Head of Paid Service and the Chief Finance Officer, where appropriate.
- (f) To provide advice on the scope of powers and authority to take decisions, maladministration (where first investigated by a Local Commissioner), financial impropriety, probity and budget and policy framework issues to all councillors.
- (g) The Monitoring Officer cannot be the Head of Paid Service or the Chief Finance Officer.

3 Functions of the Chief Finance Officer

- (a) After consulting with the Head of Paid Service and the Monitoring Officer, to report to the full Council or to the Cabinet in relation to an executive function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.
- (b) To have responsibility for the administration of the financial affairs of the Council.
- (c) To contribute to the corporate management of the Council, in particular through the provision of professional financial advice.
- (d) To provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget framework issues to all councillors and will support and advise councillors and staff in their respective roles.
- (e) To advise whether decisions of the Executive or staff are in accordance with the budget framework in consultation with the Head of Paid Service and the Monitoring Officer, where appropriate.

The Monitoring Officer, Chief Finance Officer and Chief Education Officer are each responsible for designating the post of the member of staff who will serve as his or her deputy officer.

Part 4: Procedure Rules

Access to Information Procedure Rules

1 Scope

These rules apply to all meetings of the Council and its committees as set out in Articles 4, 6 and 7 of Part 2 of this constitution, and to public meetings of the Cabinet (together called meetings).

They are complementary to the statutory rights of access to information conferred by Sections 100A to H and schedule 12A of the Local Government Act 1972, as amended, the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, as amended, and the Standards Committee (England) Regulations 2008

2 Definition of “clear days”

In these Rules, “clear days” means a normal working day, excluding:

- the day of publication in hard copy
- the day of the meeting
- Saturday and Sunday
- Public or bank holidays
- Other days when the Council’s offices are closed (other than in circumstances that could not reasonably have been foreseen)

3 Access to agenda, minutes and reports before meeting

The Council will make a paper copy of the agenda, the minutes of the previous meeting and any subsequent special meeting(s) (if available) and such reports as are open to the public available for inspection at Havering Town Hall at least five clear days before the meeting.

The agenda, minutes and reports will be posted to the Council’s website as soon as possible after the paper copy is made available.

If a report is published later than the agenda or an item is added to the agenda, that report and any revised agenda will be made available to the public for inspection at the same time as it is sent to Members of the Council. Such agendas and reports will be added to the Council’s website as soon as possible. This rule does not apply to meetings of the Cabinet (because the law does not permit late or additional reports).

4 Supply of copies

The Council will supply to any person on request copies of:

- (a) any agenda and reports which are open to public inspection
- (b) any further statements or particulars necessary to indicate the

nature of the items in the agenda

- (c) if the proper officer thinks fit, copies of any other documents supplied to councillors in connection with an item

A charge for postage and any other costs may be made for the supply of all such documents.

The agenda, draft minutes, minutes and reports of every meeting open to the public will be available on the Council's internet website (www.havering.gov.uk) and may be freely downloaded from there (subject to any copyright restrictions that may exist and shall be noted on the website where relevant).

5 Access to minutes etc. after meeting

The minutes of a meeting will not normally be available until they are published in unconfirmed form with the agenda for the following meeting.

Electronic copies of documents will be available on the Council's website. The Council reserves the right to place documents in an electronic archive from which copies will be made available on request.

6 Exclusion of access by the public to meetings

All Council meetings, including those of the Cabinet, will be open to the public but the Council reserves the right to exclude the public when entitled to do so by law if confidential or exempt information is to be considered (see the Appendix for categories of confidential and exempt information).

7 Application of rules to the Cabinet meetings

In general, these Rules apply to Cabinet Meetings other than those whose sole purpose is for members of staff to brief members.

8 Record of decisions of Cabinet

The law requires that, as soon as practicable after any meeting of the Cabinet, whether held in public or private, a record must be made of every decision taken at that meeting, including a statement of the reasons for each decision and of any alternative options considered and rejected at that meeting.

The minutes of a meeting will usually constitute this record of decisions.

9 Cabinet meetings relating to matters that are not key decisions

The Cabinet will decide whether meetings relating to matters that are not key decisions will be held in public or private. The general presumption will be in favour of meetings being held in public.

10 **Decisions by individual Cabinet members, Area Committee chairmen or officers**

In order to comply with the legal requirements, the following procedure will be followed for Key Executive Decisions to be taken by individual Cabinet Members (alone or jointly with one or more other Cabinet Members) and by officers (alone, or in consultation with Area Committee Chairman/men).

- 1 As soon as the need for a Key Decision has been identified, it must be included in the Forward Plan. The Decision must not be taken before the month indicated in the Forward Plan.
- 2 If the Decision relates to exempt information in its entirety, it may be taken at any time during the month indicated in the Forward Plan.
- 3 In all other cases, at least seven working days before the date on which the Decision is due to be taken, the author of the intended Decision must send a copy of it (in both hardcopy for signature and electronically, preferably in PDF format), clearly indicating the date on or after which the Decision may be taken:
 - In the case of a decision to be taken by an individual Cabinet Member (or jointly by two or more Cabinet Members), to that Member/those Members;
 - In the case of a decision to be taken by an officer in consultation with the Chairman/men of Area Committee(s), to the Chairman/men; or
 - In the case of a decision to be taken by a Group Director, Head of Service or Senior Manager having delegated authority, to that officer; and
 - In each case, a copy of the intended Decision must be sent electronically (preferably in PDF format) to the Democratic Services Manager. On receiving the intended Decision, the Democratic Services Manager will arrange for it to be posted to the Council's website.
- 4 Once the five clear day period before which the Decision cannot be taken has expired – or in the case of an exempt decision, on receiving it - the individual Cabinet Member(s) or officer may proceed to make the Decision.
- 5 When the Decision has been made, the signed, original Decision Form will be provided to the Democratic Services Manager for logging and, unless or to the extent that it is not, exempt, publication.

11 Overview and scrutiny committees' access to documents

(a) Rights to copies

Subject to rule 11(b) below, an overview and scrutiny committee (including any sub-committees) will be entitled to copies of any document which is in the possession or control of the Cabinet and which contains material relating to

- (i) any business transacted at a meeting of the Cabinet, or
- (ii) any decision taken by an individual Cabinet member.

(b) Limit on rights

An overview and scrutiny committee will not be entitled to:

- (i) any document that is in draft form, or
- (ii) any part of a document that contains exempt or confidential information, unless that information is relevant to an action or decision they are reviewing or scrutinising or intend to scrutinise.

12 Additional rights of access for members

(a) Material relating to previous business

All members will be entitled to inspect any document which is in the possession or under the control of the Cabinet and contains material relating to any business previously transacted at a meeting unless it contains exempt information falling within paragraphs 1 to 7 of the statutory categories of exempt information.

(b) Material relating to key decisions

All members of the Council will be entitled to inspect any document (except those available only in draft form) in the possession or under the control of the Cabinet which relates to any key decision unless rule 12(a) applies.

(c) Nature of rights

The members' rights set out in this rule are additional to any other right a member may have.

13 Decisions taken by an officer following consultation with the Chairman of the relevant committee

An officer may make a non-executive decision after consultation with the Chairman of a Committee to deal with issues which are within the terms of reference of the Committee concerned and are:

- Comparatively minor but nonetheless require Member level input
- Settling details once the Committee has approved an issue in principle
- Of such genuine urgency that there is not sufficient time to convene a meeting of the full committee

Such a decision is not subject to call-in; may be acted on as soon as it is signed; will be notified to members by way of Calendar Brief; and must be made by the completion and signature of the Consultation with Chairman form.

APPENDIX

CONFIDENTIAL AND EXEMPT INFORMATION.

(a) Confidential information – requirement to exclude public

The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

“Confidential information” means information given to the Council by a Government department on terms which forbid its public disclosure or information which cannot be publicly disclosed by court order.

(b) Exempt information – discretion to exclude public

The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed.

Where the meeting will determine any person’s civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified below. The parties to a hearing will be able to remain throughout until the meeting adjourns to consider a decision.

Exempt information means information falling within the following categories:

	Category
1	Information relating to any individual

	Category
2	Information which is likely to reveal the identity of an individual
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
7	Information relating to any action taken or to be taken in connection with the prevention investigation or prosecution of crime.

Information falling within paragraph 3 above is not exempt information by virtue of that paragraph if it is required to be registered under:

- (a) the Companies Act 1985;
- (b) the Friendly Societies Act 1974;
- (c) the Friendly Societies Act 1992
- (d) the Industrial and Provident Societies Acts 1965 to 1978;
- (e) the Building Societies Act 1986; or
- (f) the Charities Act 1993

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission under regulation 3 of the Town and Country Planning General Regulations 1992.

Information which—

- (a) falls within any of paragraphs 1 to 7 above; and
- (b) is not prevented from being exempt by virtue of the above paragraphs, is exempt information if and so long, as in all the circumstances of the case, the

public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The provisions of this legislation are modified in their application to meetings of the Cabinet and of the Standards Committee as follows:

Cabinet:

The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, as amended

The Regulations provide for additional requirements in respect of key decisions. Generally, a meeting must be held in public where a key decision will be made or where there will be discussion of matters relating to a key decision to be made subsequently. Where a meeting is to be held in public there must be advance publication of agendas, reports and background papers for the meeting. Likewise, where key decisions are to be made by individuals the documents relating to these decisions must be available to the public. In general, the terms of the Regulations are identical to those of the 1972 Act and, in particular, the Regulations use the Act's definitions of exempt information..

Standards Committee:

The Standards Committee (England) Regulations 2008

The Regulations make provision as to public access to meetings and documents of standards committee proceedings. Where a sub-committee of a standards committee is considering an allegation against a member or a request to review a decision to take no action, there is no public right of access to the meetings or documents but the sub-committee is required to produce a written summary of its consideration of those matters, which is available to the public. Otherwise, the proceedings of standards committees and sub-committees of standards committees are to be open to the public in a manner similar to that in which other proceedings of local authorities are made open.

The 1972 Act applies to meetings of a standards committee or a sub-committee as if, after paragraph 7 of Schedule 12A, the following descriptions of exempt information were inserted—

- 7A.** Information which is subject to any obligation of confidentiality.
- 7B.** Information which relates in any way to matters concerning national security.
- 7C.** Information presented to a standards committee, or to a sub-committee of a standards committee, set up to consider any matter under regulations 13 or 16 to 20 of the Standards Committee (England) Regulations 2008, or referred under section 58(1)(c) of the Local Government Act 2000.

Part 4: Procedure Rules

Budget Framework Procedure Rules

1 Framework for executive decisions

- (a) The Council will be responsible for the adoption of its budget framework.
- (b) Once the framework is in place it will be the responsibility of the Leader of the Council to implement it but the Leader may delegate specific responsibilities to the Cabinet, to individual Cabinet Members, to officers, to Area Committees or to joint arrangements discharging executive functions (hereafter referred to collectively as the "Executive").
- (c) The budget framework provides the financial basis for the implementation of the Council's policy framework and for the development of the Council's budget.
- (d) The budget framework covers:
 - Medium Term Financial Strategy
 - Capital Strategy
 - Treasury Management Strategy.
- (e) The Chief Finance Officer will be primarily responsible for providing advice and guidance on the budget framework and its application, but will consult with the Monitoring Officer where appropriate.

2 Process for developing and approving the budget framework

The process for developing and approving the budget framework is:

- (a) The Executive will provide an initial report on its Medium Term Financial Strategy and Capital Strategy for consideration by Council. This report will be published by October or such other date agreed by Cabinet.
- (b) The report will be available to the Overview and Scrutiny Committees, Havering Strategic Partnership and other local stakeholders who wish to express a view.
- (c) The Executive will issue detailed proposals for consultation having given due consideration to:
 - comments from Overview and Scrutiny Committees, Havering Strategic Partnership and other local stakeholders

- feedback from the consultation process
 - the Government's financial announcements
 - information from precepting and levying bodies
 - the advice of senior officers.
- (e) There will be one joint briefing of the Overview and Scrutiny Committees. Key local stakeholders, including members of the Havering Strategic Partnership, will also be consulted on the budget proposals. Area Committees will also be consulted.
- (f) Having considered responses to the consultation on its initial detailed budget proposals, and any further information on Government funding and precepts/levies, the Executive may amend its proposals before submitting them to Council.
- (g) The Executive will also publish a Treasury Management Strategy which will be submitted to Council alongside its final budget proposals.
- (h) At any time when a report is submitted to Council on the budget the Council will consider the proposals of the Executive and may adopt them, refer them back to the Executive or substitute its own proposals in their place.
- (i) All Councillors and parties are actively encouraged to contribute issues and ideas into the budget process via the Overview and Scrutiny Committees.

3 Decisions outside the approved budget framework

- (a) The Executive may only make decisions which are in line with the approved budget framework. A decision that is not relevant to or covered by the budget framework but which is in line with a plan or strategy approved by the Executive is not contrary to the budget framework.
- (b) Subject to 4 below, if the Executive wish to make a decision which is contrary to the budget framework, then that decision can only be made by the Council.
- (c) If the Executive want to make a decision which potentially is contrary to or not wholly in accordance with the budget framework, they must take advice from the Chief Finance Officer. If the advice is that the decision is contrary to or not wholly in accordance with the budget framework then the decision must be referred to Council for decision, unless the decision is a matter of urgency, in which case paragraph 4 shall apply (urgent decisions outside the budget framework).

4 **Urgent decisions outside the budget framework**

- (a) Having consulted with the Chief Finance Officer, the Executive may take a decision which is contrary to or not wholly in accordance with the budget framework, or where the expenditure falls outside the approved budget, if the decision is a matter of urgency.

However, the decision may only be taken if:

- (i) it is not practical to convene a quorate meeting of the Council, and
- (ii) the Chairman (or in his or her absence the Deputy Chairman) of a relevant overview and scrutiny committee accepts that the decision is a matter of urgency.
- (b) The reasons why it is not practical to convene a quorate meeting of the Council and the consent of the relevant Chairman of overview and scrutiny committee must be noted on the record of the decision and reported to the next available Council meeting along with a full report explaining:
- the decision
 - the reasons for the decision
 - why the decision was treated as a matter of urgency.

5 **Call-in decisions outside the Budget framework**

- (a) Where an overview and scrutiny committee is of the opinion that an executive decision is, or if made would be, contrary to or not wholly in accordance with the Council's Budget framework, then it shall seek advice from the Chief Finance Officer who in appropriate cases will consult with the Head of Paid Service.
- (b) Where that opinion relates to a decision that has already been taken and implemented, and the Chief Finance Officer considers that the decision is contrary to or not wholly in accordance with the Budget framework, the Chief Finance Officer shall report on the matter to the Cabinet, sending a copy to every member of the Council. Regardless of whether the decision is delegated or not, the Cabinet must meet to decide what action to take in respect of the report and report on the matter to the Council.
- (c) Where that opinion relates to a decision yet to be made, or that has been made but not yet implemented, and the advice from the Chief Finance Officer is that the decision is contrary to or not wholly in accordance with the Budget framework, the overview and scrutiny committee may refer the matter to Council. In such cases, no

further action will be taken in respect of the decision or its implementation until the Council has met and considered the matter.

- (d) At the meeting, the Council will receive a report about the decision or proposals and the advice of the Chief Finance Officer. The Council may:
- (i) endorse a decision or proposal of the Executive as falling within the existing Budget framework; or
 - (ii) amend the Budget framework to encompass the decision or proposal and agree to the decision or proposal with immediate effect; or
 - (iii) if it accepts that the decision or proposal is contrary to or not wholly in accordance with the Budget framework and does not amend the existing Budget framework to accommodate it, require the Executive to reconsider the matter in accordance with the advice of the Chief Finance Officer.

The decision of Council shall be recorded in its minutes.

6 Virements

- (a) Virement is the ability to meet increased expenditure or reduced income under one service's budget head from savings in another. Virements may be used for both revenue and capital budgets.
- (b) Any decisions taken by the Executive shall not exceed those budgets allocated to each relevant budget head. Members do not have authority to create budgets.
- (c) Approval of virements must comply with the limits laid down in the Financial Procedure Rules.

7 In year changes to budget

- (a) Decisions by the Executive can discharge only those executive functions that are within the approved budget.
- (b) No changes to the approved budget, except within the budget or virement rules set out in the Financial Procedure Rules, can be made unless approved by the Council.

8 Use of contingency funds

- (a) The Group Director Finance & Commerce may set up a central revenue contingency fund. There will only be one such fund for the entire Council.

(b) The Group Director Finance & Commerce is authorised to release sums from the contingency if:

- the amounts are not greater than £25,000, and
- the item is deemed by them as unforeseen and a relevant use of the contingency, or
- if the item is urgent (e.g. an emergency or threat to life) and there is insufficient time to consult with the relevant Cabinet member.

(c) The relevant Cabinet member can release all other sums from the contingency if:

- the item is deemed by the Group Director Finance & Commerce as unforeseen and a relevant use of the contingency, or
- the item is urgent (e.g. an emergency or threat to life) after consultation with the Group Director Finance & Commerce.

(d) The Chief Executive has power to incur expenditure from the Contingency Fund without any further approval in exercise of their powers under paragraph 3.2 of part 3 of the Constitution to incur expenditure in connection with an emergency or disaster within the borough.

(e) The Group Director Finance & Commerce will also provide for a level of contingency for capital projects that is appropriate in their view, taking into account the level of risk associated with the capital programme. Sums will be released in accordance with the capital virement rules set out in the Financial Procedure Rules.

10 Future year's commitments to budget

(a) The Executive has authority to make individual future years' commitments not provided for within the budget up to a total of £500,000 per financial year subject to:

- information being included within the first available budget monitoring report following the decision, which will show a cumulative review of decisions on future spending commitments made by the Executive and Council respectively.
- a report to Council each year as part of the budget process setting out the individual sums.

(b) Once the limit specified in (a) above is reached, each and every item relating to commitments for future years needs the approval of Council

- (c) Any additional individual commitments that have been approved by the Council do not count towards the £500,000 limit for future year commitments but will be included in the yearly report referred to in (a) above.

11 Advice to Group Leaders in Budget preparation

- (a) During preparation of the budget or alternative budgets prepared by Group Leaders leading to the Council Tax Setting meeting, the Council's Group Director Finance & Commerce and/or relevant finance staff designated by them will give Group Leaders and/or their nominated Members such advice and assistance as the Group Director Finance & Commerce deems appropriate in connection with the preparation of the budget or alternative budget.
- (b) This information will be given in strictest confidence and staff will not copy other Members into the information. Members shall not share the paperwork or information provided outside the political group or outside the organisation.
- (c) The advice will specifically cover whether the proposals would allow the Group Director Finance & Commerce (the Chief Finance Officer) to consider the budget to be balanced and the impact any proposals would have on Council balances in subsequent years.
- (d) The information will be treated as provided in the preparation of alternative budgets if provided with effect from 1st February up to and including the date of the Council Tax Setting Meeting, in any given year.

12 Fees & Charges

- (a) A schedule of fees & charges will be produced by each service and submitted to the Executive for approval as part of the annual budget-setting process. The relevant Cabinet members should be consulted on the fees & charges within their portfolio.
- (b) All fees & charges must be set in accordance with the corporate charging policy and with the relevant service charging policy.
- (c) Any changes to fees & charges during the financial year require the approval of the relevant Cabinet member.

Part 4: Procedure Rules

Contracts Procedure Rules

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1 Introduction

(a) Purpose

The purpose of these rules is to ensure that all Council contracts are awarded:

- in compliance with all relevant United Kingdom and European legislation including best value and EC procurement legislation
- to ensure probity
- to ensure value for money is obtained
- to maximise competition wherever possible
- in accordance with best practice
- to ensure a fair and transparent process

- in a way which demonstrates an audit trail with evidence that there was a fair process and value for money was obtained.

(b) **Requirements**

- (i) All contracts shall be awarded in accordance with these rules and the Financial Procedure Rules which are compulsory and with the relevant provisions of the Council's Procurement Framework. A contract is any order or purchase of goods, supplies, services or works.
- (ii) All contracts shall be awarded in accordance with all relevant United Kingdom and European legislation including best value and European procurement legislation.
- (iii) No contract may be awarded unless there is sufficient budget available for the goods, supplies, services or works being procured and appropriate delegated authority to award the contract.
- (iv) The person awarding the contract shall have a duty to ensure and demonstrate that the best value is obtained, having regard to the appropriate balance between quality and price.
- (v) Group Directors, Assistant Chief Executive, Assistant Directors and Heads of Service are responsible for ensuring that:
 - contracts are awarded in accordance with these Rules
 - all persons responsible for awarding contracts are familiar with the Council's Procurement Framework, familiarise themselves with its contents and attend relevant Council training as appropriate.
 - all contracts over £50,000 are recorded on the Contracts Register maintained by the Business Development Unit
 - all contracts over £50,000 shall have a nominated Contract Monitoring Officer

2 Contract Procedure

All contracts **shall** be let in accordance with the relevant procedure as set out in Schedules A to K based on the value of the contract.

3 Calculating the value of a contract

In calculating the value of the contract for the purposes of the competition requirement:

- (i) values are total lifetime contract values not annual values
- (ii) values exclude VAT
- (iii) values are to be aggregated – for example, if there is a recurring need on an annual basis for supplies
- (iv) An estimate shall be made of the total purchasing requirement/whole life costing/financial implications – for example, including ongoing maintenance and support costs. If there are

variables which result in the estimate being a range of figures rather than a single figure, then the highest figure in the range will be the value of the contract for the purposes of these Rules.

- (v) The valuation shall include the value of possible contract extensions and possible additional options.
- (vi) Where a contract is of indeterminate length the value of the contract shall be assessed on the basis of the maximum anticipated length of the contract.
- (vii) Where a contract is for a number of organisations and the Council is the lead authority, then the value of the contract shall be the total value of the contract for all the organisations. If the Council is not the lead authority then the value of the contract for the purposes of these Rules shall be the value of just this Council's proportion of the contract. It is a breach of these Rules to deliberately divide up contracts to evade the need to follow a more complex/lengthy procurement procedure or evade the requirements of European or UK legislative requirements.

4 European procurement requirements

(a) Thresholds

European procurement legislation shall be compiled with for all contracts above the following thresholds:

Type of contract	Threshold
Services	£ 156,442
Supplies	£ 156,442
Works	£ 3,927,260

These thresholds will be revised every two years. The next revision will be January 2012.

(b) Procurement procedures

The relevant procedures set out in the Schedules to these Rules and in the Procurement Framework shall be followed for all contracts subject to European procurement rules.

5 Legal, procurement and technical support

(a) Consulting Business Development Unit

The Business Development Unit shall be advised at the outset on all contracts for a value of more than £50,000 and the advice of the Unit must be sought to confirm that there are not existing contracts for similar goods or services in order to ensure that the European thresholds are not inadvertently breached.

(b) Notifying Assistant Chief Executive Legal & Democratic Services

The Assistant Chief Executive Legal & Democratic Services shall be notified at the outset of all proposed contracts with a value of more than £156,000 in order to advise on applicability of EU rules, TUPE, best value and any other legislative requirements and to nominate a legal representative to the project team.

(c) Notifying Technical Services & Surveying

Technical Services & Surveying are to be notified of all proposed works contracts

6 Requirements in relation to TUPE

Where a contract award for services may result in Council or contractor staff being affected – for example, by possible redundancy, relocation or transfer to the successful tenderer – the advice of the Head of Exchequer Services (re pensions), Head of Human Resources and the Assistant Chief Executive Legal & Democratic Services must be obtained before commencement of the tender process. Details must be included in the pre-tender report to members referred to in rule 7.

7 Pre-tender report

- (a) All contracts with a value of more than £156,000 must be reported to the appropriate Group Director for approval to commence the tendering process

unless an exception set out in 7(c) applies. The report must set out:

- the likely total cost and budget provision
- the appropriate European procurement route
- the proposed tendering strategy and timetable
- the project team
- a summary of best value issues and any service improvement requirements
- application of TUPE.
- project risk assessment

- (b) Contracts within the terms of reference of the Pension Committee may be dealt with by that committee.

- (c) Contracts for the procurement of gas, electricity and water supplies for Council buildings including schools may proceed without a formal pre-tender report with the approval of the Group Director, Finance & Commerce.

8 Tender process

(a) General

- (i) All tender processes shall be conducted in accordance with the requirements of these Rules (including the procedure set out in the relevant Schedule), the Financial Procedure Rules, European procurement rules (if applicable), the Procurement Framework.
- (ii) Where there is the need to initially assess the capability of tenderers to undertake a proposed contract or the list of potential tenderers exceeds 8, the relevant Head of Service may issue a Pre-Qualification Questionnaire to assess which potential tenderers should be included/ excluded provided that such PQQs are assessed using fair, appropriate and consistent evaluation criteria and that the process is fully documented
- (iii) The Invitation to Tender for all contracts over £60,000 shall include the following information:
- a description of the services, supplies or works sought
 - the procurement timetable
 - rules for submitting tenders
 - pricing mechanism
 - the relevant terms and conditions of contract
 - the evaluation criteria including weightings
 - the Council's view on the applicability of TUPE
 - Any other information necessary to prepare tenders
- (iv) The lists of contractors maintained by Constructionline shall be preferred for the formation of shortlists of potential tenderers for all construction contracts with a value of less than £3,900,000 for buildings and roads maintained by the Council unless otherwise agreed by the relevant Group Director and the Assistant Chief Executive, Legal & Democratic Services

(b) Evaluation criteria

The award of all contracts shall be based on fair and appropriate evaluation criteria in accordance with the Procurement Framework and the European procurement rules (if applicable). Full and complete written records of the evaluation process must be maintained.

(c) Number of Tenders/Quotes

The minimum number of tenders or quotes to be sought shall be as set out in the relevant Schedule unless these Rules or the Assistant Chief Executive Legal & Democratic Services approves otherwise.

(d) Award

- (i) The tender or quotation accepted shall be the one which represents the best value for money for the Council overall, taking account of price, quality of service, risk to the Council and other benefits, as set out in the evaluation criteria chosen for the tender and as described in the Procurement Framework .
- (ii) For all contracts to which EU procurement rules apply all tenderers must be notified of:
 - The evaluation criteria
 - Their score using the criteria
 - The winning score
 - An explanation why the winning tender scored more highly than that tenderer's one
 - The identity of the winner of the contract
- (iii) For all other contracts with a value in excess of £60,000 all bidders must be notified of:
 - Their score in the evaluation
 - The winning score

9 Procedure for submission and opening of tenders

(a) Submitting tenders

Every invitation to tender shall state that no tender will be considered unless it is returned in plain, sealed packaging which bears the word "tender" followed by the contract name, reference number, if applicable, and closing date and time. The instructions shall clearly indicate that there must be no name or mark indicating the tenderer's identity.

(b) Returning tenders

- (i) All tenders with a likely value of more than £60,000 must be returned to the Business Development Unit, Mercury House, Mercury Gardens, Romford, RM1 3SL. Other tenders should be returned to the responsible Head of Service.
- (ii) Tenders shall be delivered to the place and by the time stated. Late tenders shall not be considered without the written approval of the Assistant Chief Executive Legal & Democratic Services which must set out the justification for the decision.

(c) Opening tenders

- (i) Tenders shall be kept secure and unopened until formal opening.
- (ii) All tenders for a particular contract shall be opened together at one time, in the presence of at least two members of staff not previously involved in the tender process. Where tenders are likely to have a value of more than £60,000, the two members of staff

must consist of one representative of the Business Development Unit and one representative of the relevant Service. Where tenders are likely to have a value of less than £60,000, the two members of staff must consist of one representative of the relevant Group Director and one representative of the relevant Service.

- (iv) The details of the tenders and the tenderers shall be recorded by the staff opening the tenders on the pro forma in the Procurement Framework at Appendix A. Copies shall be sent to (or retained by)
- the relevant department
 - the Assistant Chief Executive Legal & Democratic Services
 - the Business Development Unit.
 - Internal Audit
 - Technical Services & Surveying (construction contracts only)

10 Conduct of negotiations

- (a) All negotiations shall be conducted in accordance with European procurement rules, if applicable.
- (b) The Assistant Chief Executive Legal & Democratic Services and the Group Director Finance & Commerce shall be advised of all contracts in excess of £156,000 that require negotiation before negotiations commence.
- (c) Negotiations shall be conducted by at least two senior members of staff, at least one of whom shall be either a Head of Service or a more senior officer. The relevant Group Director is responsible for the negotiations. If the value of the contract exceeds £1,000,000 then a senior member of the Assistant Chief Executive Legal & Democratic Services' staff should also be present at the negotiations.
- (d) Negotiations must be conducted, and full and proper records shall be kept, in accordance with the relevant section of the Procurement Framework

11 Awards in-house

- (i) Where there is an in-house team capable of performing the required services, the team may be invited to bid if such a bid is in accordance with the Procurement Strategy.
- (ii) An award may be made to an in-house team after competition, provided that:
- the in-house team has been evaluated as the most economically advantageous tender in accordance with the requirements set out in the Procurement Framework
 - the person making the award can demonstrate that the in-house team represents the best value in terms of quality and price.

12 Post Tender Reports

(a) Pre-award report

- (i) The results of the evaluation process for all contracts with a value of more than £156,000 and up to £5,000,000 except for contracts falling within the category set out in 12(b) below, must be reported to the appropriate Group Director for approval and award of the contract.

Contracts with a value of more than £156,000 and up to £5,000,000 except for contracts falling within the category set out in 12(b) below, must be reported to an individual Cabinet Member for approval and award of the contract

Contracts with a value of more than £10,000,000 must be reported to the Leader or Cabinet for approval and award of contract.

The report shall set out the details of all stages of the evaluation process and criteria, risk assessment and risk allocation, the results, and a recommendation as to the proposed award of the contract.

(b) Post-award notification

Works contracts in respect of the Council's buildings and assets where the total contract value is between £156,000 and £5,000,000 are awarded by Heads of Service or more senior staff (as provided for in the constitution Part 3, Section 3).

(c) Pension Committee

Contracts within the terms of reference of the Pension Committee may be dealt with by that Committee.

13 Council standard terms of contract

(a) General

- (i) All Council contracts with a value in excess of £2,000 shall be on the Council approved standard terms and conditions for that type of contract unless:
- the contract is let under an existing framework agreement which specifies the terms & conditions under which an individual contract can be let.
 - The Council's standard terms and conditions are not appropriate for the particular contract.
 - the Assistant Chief Executive Legal & Democratic Services approves otherwise.

- (ii) All Council contracts where the Council approved standard terms and conditions are not appropriate **must** be awarded on the basis of a written specification of the Council's requirements on contract terms and conditions approved by the Assistant Chief Executive Legal & Democratic Services in advance.

(b) **Written requirements**

Contracts above £60,000 shall include details of:

- (i) what is to be provided, (description, quality and quantity where relevant) and when
- (ii) payment provisions (amount and timing)
- (iii) the Council's standard conditions in relation to the following matters:
- the time scale within which the contract is to be performed
 - no sub-contracting or assignment without prior consent
 - sub-contractors to be appointed in accordance with these rules
 - sub-contractors to be paid within 30 days
 - the Council's insurance requirements
 - the Council's health and safety requirements
 - the Council's data protection and Freedom of Information requirements
 - the Council's equalities requirements
 - a right of access to relevant documentation, data and records of the contractor for monitoring and audit purposes
 - a right of termination for the Council
 - a requirement at the discretion of the Council for security for performance – for example, a bond, guarantee or retention sum
 - quality assurance requirements and consequences
 - implementation
 - Performance monitoring requirements.
 - Best value requirements
 - the Council's standard prevention of corruption clause
 - TUPE requirements.

(c) **Contracts for construction works**

All Council contracts for construction works with a total value of more than £10,000 shall be awarded on the basis of a written specification of the Council's requirements and the current conditions of:

- (i) the relevant standard form of JCT, or
- (ii) the standard form of ICE, or
- (iii) the standard form of PPC 2000
- (iv) the relevant form of NEC
- (v) the relevant framework agreement

whichever is appropriate, or another standard form of contract approved by the Assistant Chief Executive, Legal & Democratic Services.

14 British or other applicable European standards

All contract specifications shall include reference to appropriate British or European standards where such standards are current and appropriate.

15 Early Authorisation Approval

In the event that there is a need for a contract to commence prior to the completion of the formal contract documentation then a Group Director after consultation with the Assistant Chief Executive Legal & Democratic Services may authorise the issuing of an Early Authorisation Approval to the contractor. The Early Authorisation Approval shall include the following information:

- Work to be undertaken
- Terms & conditions (this can be by reference to other documents)
- Subject to completion of formal contract

16 Execution of contracts

(a) Contracts over £100,000 to be sealed

Contracts with a total value of more than £100,000 shall be executed under seal in accordance with Article 10.05 of the Constitution unless the Assistant Chief Executive Legal & Democratic Services approves otherwise. The Legal Document Execution Form must be duly completed by or on behalf of the relevant Head of Service or more senior staff prior to the contract being submitted for sealing.

(b) Contracts under £100,000

- (i) Unless the Assistant Chief Executive Legal & Democratic Services approves otherwise, contracts with a total value of less than £100,000 shall be executed by the signature of the duly authorised Head of Service or more senior staff as appropriate, in accordance with the functions delegated to staff under section 3 of Part 3 of this constitution.
- (ii) Contracts with a total value of less than £100,000 may be executed under seal where the Head of Service or Group Director and the Assistant Chief Executive Legal & Democratic Services deems this appropriate: for example, where the Council may wish to enforce the contract for more than six years after its end.

(c) Care & Consultancy Contracts

- (i) Contracts for the provision of personal social services to an individual (eg residential care) and educational placements may be signed by the relevant approved officer (as formally designated by the Head of Service or more senior staff and lodged with the Assistant Chief Executive Legal & Democratic Services) provided that the annual value of the contract does not exceed £200,000. If it will exceed £200,000 then the contract must be signed by the Assistant Chief Executive Legal & Democratic Services

- (ii) Contracts for consultancy services and specialist advice (other than those that form part of a larger contract or project) may be signed by the relevant Head of Service or more senior staff provided that the total value of the contract does not exceed £200,000. If it will exceed £200,000 then the contract must be signed by the Assistant Chief Executive Legal & Democratic Services

17 Records to be kept

(a) Retaining relevant documents

- (i) The Group Director shall be responsible for ensuring that there is a secure system of filing and storing all tender process documentation.
- (ii) All written records in relation to the award of contracts and the tender process, including supporting documentation, shall be maintained securely and safely by the Group Director in a properly identifiable filing system to be available for inspection by the Council's internal and external auditors, or other authorised member of staff, immediately upon request.
- (iii) All written records shall be maintained as follows:

contracts with a value between £5,000 and £60,000	three years after end of the contract
contracts with a value between £60,000 and £100,000	six years after the end of the contract
all sealed contracts and contracts with a value over £100,000	twelve years after the end of the contract

- (iv) The sealed original contract documents shall be retained by the Assistant Chief Executive Legal & Democratic Services in the Council's deeds' room for twelve years after end of the contract.

(b) Retaining copies of contracts

Once executed the Council shall retain one original of the complete contract documents, and one copy of the complete contract document shall be provided to the contractor. Where the contract is under seal, one original copy of the contract documents shall be sent to/retained by the Assistant Chief Executive Legal & Democratic Services for storage in the Council's deeds room and one copy shall be retained by the person awarding the contract, as well as one copy being provided to the contractor.

(c) Documents to be retained

- (i) The complete original set of the contract documents shall be retained including:
- the contract conditions

- specification
 - evaluation criteria
 - invitation to tender
 - pricing schedule
 - contractor's tender submission
 - any pre-tender correspondence which affects the specification, pricing schedule or contract conditions
 - any post tender correspondence
 - the award letter, and
 - all documentation of all variations and extensions of the contract
- (ii) Where an exception to the competition financial thresholds applies, the following documents shall also be retained:
- the Competition Financial Thresholds Exceptions Approval Form signed by a Group Director
 - the contract and correspondence with the contractor
 - any evidence of how value for money was obtained – for example, alternative written or oral quotes.
- (iii) A complete check list of documents to be retained is included in the Procurement Framework at section E20. It is mandatory to retain all the documents listed if they formed part of the process.

18 Contracts database

(a) Responsibility to maintain central register

The Business Development Unit shall maintain a central register of all Council contracts with a value of more than £50,000.

(b) Responsibility to notify contract to central register

The person awarding the contract shall notify the Business Development Unit of the details of the contract by completing and e-mailing the pro forma set out in the Procurement Framework.

19 Prevention of corruption

(a) General standards of conduct

All persons involved in the award of contracts shall comply with Council guidance on conduct of staff [and with the Staff Code of Conduct when issued by the Secretary of State] and shall not invite or accept any gift or reward or inducement which could influence them in any way in relation to the award or monitoring of any Council contract. High standards of ethical conduct are mandatory. Staff shall take steps to ensure that their behaviour could not lead to accusations of corruption. Corrupt behaviour is a criminal offence and will lead to criminal investigation and if proven, dismissal and a criminal record.

(b) Declaring an interest

Any person who has a pecuniary or other interest in any actual or potential Council contract must declare it in writing to the relevant Group Director. All hospitality, gifts or other inducements received shall be recorded in the hospitality register held by the relevant Group Director.

20 Best value requirements

All persons awarding contracts for services shall ensure that they can demonstrate that they have complied with the legislative requirements for best value. In addition to the requirements for the report to members set out in rules 7 & 12, the contract award report shall set out:

- how the legal duty to challenge, consult, compare and compete has been met
- how the contract award will meet the Council's statutory duty of economy, efficiency and effectiveness (i.e. best value)
- how continuous improvements in service provision will be maintained and monitored.

21 Council corporate contracts and framework contracts

(a) Setting up corporate contracts

Group Directors with the agreement of the Group Director, Finance & Commerce and the Assistant Chief Executive Legal & Democratic Services may set up corporate and/or framework contracts for goods services, supplies or works across the Council and other public sector bodies, eg stationery supplies. These shall be advertised and competitively tendered in accordance with the Council's competition and selection procedures set out in these rules and the Procurement Framework.

(b) Where an appropriate corporate contract or select list is in place this shall be used wherever appropriate. The Group Director responsible for the corporate contract or select list shall issue guidance as to its use, after consultation with the Assistant Chief Executive Legal & Democratic Services and the Business Development Unit.

(c) Reviewing corporate contracts

Any corporate contract shall be reviewed regularly and shall be re-advertised re-tendered at least once every four years.

(d) **Setting up approved lists**

Group Directors may maintain approved lists of potential providers of services, supplies and works for contracts in Schedules A, B & C. These providers will not have been competitively tendered and use of providers on these lists is subject to the normal Council competitive tendering requirements set out in these Rules and the Procurement Framework.

22 Contract extensions and variations

(a) **Variations (non-construction work)**

Contract variations (ie alteration to the terms of the contract which do not alter the length of it) must comply with the following points:

- The nature of the variation has been approved by either the Business Development Unit or the Assistant Chief Executive Legal & Democratic Services.
- The variation must be in writing and the document will be completed (ie signed or sealed) in the same manner as the original contract unless otherwise provided for within the original contract.
- It must clearly set out which provisions in the original contract are being varied, the replacement provision and the date that the variation takes effect.
- Variations which are to be met from existing budget provisions may be agreed by Heads of Service or more senior staff.
- Variations which increase expenditure must have funding secured. Such variations will need to be agreed by a Form A Executive Decision.

(b) **Variations (construction work)**

Contract variations to construction contracts which alter the detailed design, method of construction, materials used, extent of the works or the timing of the works are permissible provided that:

- The variation is in writing and authorised in accordance with the variation provisions set out in the contract
- It can either be met from existing budget provisions or, if additional funding is required, that authority for the increased budget is obtained first

(c) **Extensions**

- (i) Extensions to the duration of existing contracts are generally not permitted except where all of the conditions set out in column A

below are met AND at least one of the conditions set out in column B is met:

Column A ALL of these conditions must be met	Column B AT LEAST one of these conditions must be met
Value for money can be demonstrated	One of the exceptions set out in rule 27 below applies
The extension is for the same or a lesser value and period than the original contract	The possibility of an extension was included in the invitation to tender documents
For an extension with a value in excess of £5,000,000, there is a report to Cabinet For an extension with a value in excess of £156,000 and under - £5,000,000 approval of an individual Cabinet member is required	Where applicable, the Assistant Chief Executive Legal & Democratic Services confirms in writing that one of the permissible grounds for extension under European procurement rules applies

- (ii) The extension document will be completed (ie signed or sealed) in the same manner as the original contract except in the case of construction contracts where the extension will be authorised in accordance with the relevant provisions set out in the contract

23 Non-commercial considerations

(a) Considerations to be excluded

Subject to rule 23(b), no part of the tender process, evaluation, contract award or contract or specification documents shall be based on:

- (i) the terms and conditions and composition of the contractor's workforce
- (ii) whether subcontractors are self-employed
- (iii) the contractor's involvement in irrelevant areas of government policy
- (iv) the contractor or contractor's employees' involvement in industrial disputes
- (v) the contractor's business locations – for example, to buy local or buy British
- (vi) any political, industrial or sectarian links or interest of the contractors, its directors or owners, or employees
- (vii) the contractor's financial support (or lack of it) to any organisation which the Council does or does not support.

(b) **Considerations which may be included for contracts for services subject to best value legislation**

Contracts for services which are subject to best value legislation may base any part of the tender process, evaluation, contract award or contract or specification documents on:

- the terms and conditions and composition of the contractor's workforce, and/or
- the conduct of contractors or their workers in industrial disputes between them

provided that such matters are included either because:

- (i) TUPE applies, or
- (ii) it is reasonably necessary or expedient to permit or facilitate compliance with the best value requirements of the Local Government Act 1999

24 Appointment of consultants

- (a) The appointment of consultants is a contract for services and is therefore covered by these Rules as well as subject to the Financial Procedure Rules and the Procurement Framework.
- (b) Consultants may be appointed only if the appropriate Group Director is satisfied that the tasks required cannot be carried out adequately in-house – for example, due to lack of internal resources or expertise, specialist knowledge, independence and urgency.
- (c) The Consultant's contract must include provisions identifying who (normally it should be the Council) owns the intellectual property rights to any documentation, report, design or other work produced by the consultant and, if the Council is not to be the owner of those rights, the licensing terms for the use of the rights.
- (d) A consultant who provides advice or expertise to the Council on the nature, scope, extent or terms of a project /another contract shall not be permitted to bid, either alone or with others, for that project/other contract and the consultant's contract shall include provisions to ensure compliance with this Rule.

25 Framework Contracts

- (a) A Framework Contract is one where there is a main contract for the supply of goods or services which sets out the overall period of the contract (usually for no more than 4 years which is mandatory for contracts above the EU threshold) and the terms and conditions on which the goods or services will be purchased, but does not commit the Council to purchase any goods or services from that supplier. Any subsequent purchase

contracts for those goods or services from that supplier will be made under that main Framework Contract.

- (b) The main Framework Contract shall be let in accordance with the requirements of these Rules using the procedure set out in Schedules D, E, F or G as appropriate
- (c) Once the Framework Contract is operative all subsequent purchases under the Framework shall either not require further competition (if a single supplier) or, if there are 2 or more suppliers for those goods or services on Framework Contracts, the competition shall be in accordance with the provisions in the Framework Contract, or if no specific provisions by simple written quotations by those suppliers on the price payable for the goods or services
- (d) Government Framework Contracts (eg Buying Solutions contracts) and other public sector framework contracts.
Where the proposed contract is one for which Buying Solutions or another public sector body on behalf of the public sector has undertaken a competitive tendering exercise which fulfils EU Procurement Requirements and set out the terms and conditions on which such a contract is to be let and where the Council is seeking tenders only from those suppliers accredited to that framework tender and is to use the agreed terms and conditions then the tender process shall be as set out in Schedule H

26 Electronic Business

- (a) Purchases made using the Council's e-procurement system are effectively individual contracts entered into under the provisions of a framework agreement previously agreed between the Council and the supplier. Such purchases shall either not require further competition or, if there are 2 or more suppliers for those goods or services on the e-procurement system, the competition shall be by simple quotations by those suppliers on the price payable for the goods or services.
- (b) In the event of a Service wanting to use some other form of electronic business, eg e-auction, the procedure to be adopted shall first be agreed with the Assistant Chief Executive Legal & Democratic Services and the Group Director Finance & Commerce and in the event that the likely value of the contract will be over £156,000 that procedure shall be approved by the relevant Cabinet Member.

27 Exceptions

(a) General Exceptions to Rules

No exception to these Rules shall be permitted except upon approval by an individual Cabinet member using an executive decision Form A or by some other provision in this Rule. The report shall set out the background, the rule being waived, the reasons the waiver is required, how value for money will be demonstrated, any legal or financial risks or implications and shall be approved by the Assistant Chief Executive Legal & Democratic Services and the Group Director Finance & Commerce

(b) **Exceptions to competitive requirements**

Exceptions to the competition requirements set out in Schedules A to K apply may be made only if all relevant law is complied with e.g. European procurement and best value legislation and one of the following circumstances applies:

- (i) the contract falls within one of the exceptions listed in this Rule, and

the Competition Financial Thresholds Exceptions Form (set out in the Procurement Framework at section C2), is fully and properly completed and signed by the relevant Group Director, and

the person awarding the contract can demonstrate that the contract represents the best value that can be obtained in the circumstances.
- (ii) an individual Cabinet member has approved the waiving of the application of these rules, as permitted by Rule (a) above.
- (iii) the contract is solely for the employment of agency staff or interim managers (but not consultants)
- (iv) joint purchasing with or through another public body provided that the public body awarding the contract can demonstrate that the arrangements comply with European procurement, best value and other applicable legislation.
- (v) The instructing of counsel by the Assistant Chief Executive, Legal & Democratic Services
- (vi) they are allowed by some other specific provision in these Rules

The exceptions are:

- (i) **Genuine emergency**
Unforeseen events likely to cause immediate danger to people or property such as bombing or flooding.
- (ii) **Specialist services/supplies**
Available only from one supplier in the European Union – for example, specialist niche consultants or supplies.
- (iii) **For reasons of compatibility**
With existing services/products – for example, equipment that needs parts from its own manufacturer.
- (iv) **Urgency NOT of the Council's own making**
The urgency must be unforeseen – for example, a current supplier ceases to operate, or a contract is terminated for poor performance. *Urgency caused by previous delay by the Council or*

a requirement to implement a strategy or project urgently will not justify an exception under this exception.

(v) **Exceptions permitted under European procurement rules**
Where the contract is subject to the full application of the European procurement rules and there are specific exceptions which shall be complied with.

(vi) **Best Interests of the Council**
Where it is in the best interests of the Council or the Borough for a provision in these Rules to be waived to enable a contract procurement to be rapidly progressed while still complying with European procurement rules.

(c) **Emergency Action**

The Chief Executive or a Group Director personally may authorise a waiver of any of these Rules if they consider that the circumstances are such that such a waiver is necessary and desirable to further the aims of the Council or for the benefit of the residents of the borough. Such a waiver and the reasons for it shall be fully documented and, if reasonably possible, before giving the authorisation the Chief Executive or the Group Director shall consult with the Group Director, Finance & Commerce and the Assistant Chief Executive, Legal & Democratic Services and may consult with the relevant Cabinet Member.

SCHEDULES

Schedule A - Contracts under £ 15,000

a) Advertising – none required

b) Quotes & contract award

<u>Value</u>	<u>Number of quotes</u>	<u>Contract awarded by</u>
Less than £2000	One quote	Council staff member authorised by Head of Service
£2000 to £14,999	Two quotes – oral or written	Council staff member authorised by Head of Service

c) Award criteria – normally solely price once quality threshold achieved

d) Documentation – wherever possible through the Council's purchasing card system or using an approved standard form of contract.

e) Retain documents – all documentation to be retained for 3 years or the life of the contract whichever is the longer

f) Also check compliance with Rules 19, 20 & 23

Schedule B - Contracts between £ 15,000 and £ 59,999

- a) Advertising – none required
- b) Quotes & contract award – 3 written quotes sought, contract awarded by 3rd or 4th tier manager or staff member authorised by Head of Service
- c) Award criteria – compliance with specification and price
- d) Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall be placed using an approved standard form of contract
- e) Retain documents – all documentation to be retained for 3 years after the end of the contract
- f) Also check compliance with Rules 19, 20 & 23

Schedule C - Contracts between £ 60,000 and £155,999

- a) Advertising – none required. Selection from existing approved list/existing contractors/Constructionline/
- b) Process & contract award – Mini tender – one stage
 - competitive tender against written specification of requirements
 - minimum of three written tenders sought
 - contract awarded by 3rd or 4th tier manager or staff member authorised by Head of Service and financial representative of Executive Director Finance & Planning
- c) Award criteria – compliance with the specification and price
- d) Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council's requirements and the standard terms and conditions listed below:
 - (i) For supplies: the Council's Standard Terms of Purchase for Goods
 - (ii) For services: the Council's Standard Terms and Conditions for Services

Contract to be signed by the duly authorised Head of Service, Group Director or Chief Executive, as appropriate or staff member authorised by the Head of Service
- e) Retain documents – all documentation to be retained for 6 years after the end of the contract
- f) Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule D - Contract between £156,000 and £1,000,000 which is not subject to European procurement legislation advertising requirements (i.e. Part B services, or works less than £3,927,000)

- a) Pre tender Report – report to the appropriate Group Director or the Chief Executive for approval unless an exception applies – see Rule 27
- b) Advertising –it shall be advertised in either the local press, specialist trade press, or national press as appropriate to the contract. A minimum of 10 working days shall be allowed for interested providers to express interest in tendering for the contract
- c) Process – Full tender – 2 stages
 - Selection of potential tenderers from those who express interest as a result of the initial advert
 - competitive tender against written specification of requirements
 - a minimum of 10 working days shall be allowed for tenders
 - minimum of three written tenders sought
 - contract assessed by a project team reporting to Head of Service and including appropriate specialists e.g. legal, finance, procurement, health and safety
- d) Pre – award Report – there must be a report to an individual Group Director or the Chief Executive for approval and award after the final evaluation of tenders by the evaluation team unless an exception applies – see Rule 27
- e) Contract award - contract awarded by Group Director or the Chief Executive
- f) Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
- g) Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council's requirements and the standard terms and conditions listed below:
 - (i) For supplies: the Council's Standard Terms and Conditions for Supplies
 - (ii) For services: the Council's Standard Terms and Conditions for Services

Contract to be executed under seal in accordance with Article 10.05 of this constitution. The Legal Document Execution Form must be duly completed.
- h) Retain documents – all documentation to be retained in accordance with Rule 17
- i) Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule E - Contract between £156,000 and £1,000,000 which is subject to European procurement legislation advertising requirements (i.e. contracts for supplies, EU Part A services)

- a) Pre tender Report – report to the appropriate individual Group Director or the Chief Executive for approval unless an exception applies – see Rule 27
- b) Advertising – it shall be advertised in the Official Journal of the European Community. A minimum of 37 days shall be provided for expressions of interest in accordance with EU procurement legislation, except where the legislative requirements permit a shorter time scale. In addition there shall be at least 1 advertisement in either the specialist trade, local or national press, if appropriate to the contract.
- c) Process– Full EU advertised competitive tender process
 - competitive tender against written specification of requirements
 - a minimum of 40 calendar days shall be allowed for tenders
 - minimum of three written tenders sought
 - contract assessed by a project team reporting to Head of Service and including appropriate specialists e.g. legal, finance, procurement, health and safety
- d) Pre – award Report – there must be a report to an individual Group Director or the Chief Executive for approval and award after the final evaluation of tenders by the evaluation team unless an exception applies – see Rule 27.
- e) Contract award - contract awarded by Group Director or the Chief Executive
- f) Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
- g) Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council's requirements and the standard terms and conditions listed below:
 - (i) For supplies: the Council's Standard Terms and Conditions for Supplies
 - (ii) For services: the Council's Standard Terms and Conditions for Services

Contract to be executed under seal in accordance with Article 10.05 of this constitution. The Legal Document Execution Form must be duly completed.
- h) Retain documents – all documentation to be retained in accordance with Rule 17
- i) Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule F - Contract between £5,000,000 and £10,000,000 which is not subject to European procurement legislation advertising requirements (i.e. Part B services, or works less than £3,927,000)

- a) Pre tender Report – report to the appropriate individual Group Director or the Chief Executive for approval unless an exception applies – see Rule 27
 - c) Advertising –it shall be advertised in either the local press, specialist trade press, or national press as appropriate to the contract. A minimum of 10 working days shall be allowed for interested providers to express interest in tendering for the contract
 - c) Process– Full tender –2 stages
 - Selection of potential tenderers from those who express interest as a result of the initial advert
 - competitive tender against written specification of requirements
 - a minimum of 10 working days shall be allowed for tenders
 - minimum of three written tenders sought
 - contract assessed by a project team reporting to Head of Service and including appropriate specialists e.g. legal, finance, procurement, health and safety
 - d) Pre – award Report – there must be a report to an individual Cabinet Member for approval and award after the final evaluation of tenders by the evaluation team unless an exception applies – see Rule 27
 - e) Contract award - contract awarded by Cabinet Member approval
 - f) Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
 - g) Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council’s requirements and the standard terms and conditions listed below:
 - (i) For supplies: the Council’s Standard Terms and Conditions for Supplies
 - (ii) For services: the Council’s Standard Terms and Conditions for Services
- Contract to be executed under seal in accordance with Article 10.05 of this constitution. The Legal Document Execution Form must be duly completed.
- h) Retain documents – all documentation to be retained in accordance with Rule 17
 - i) Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule G - Contract between £5,000,000 and £10,000,000 which is subject to European procurement legislation advertising requirements (i.e. contracts for supplies, EU Part A services)

- a) Pre tender Report – report to the appropriate individual Group Director or the Chief Executive for approval unless an exception applies – see Rule 27
- b) Advertising – it shall be advertised in the Official Journal of the European Community. A minimum of 37 days shall be provided for expressions of interest in accordance with EU procurement legislation, except where the legislative requirements permit a shorter time scale. In addition there shall be at least 1 advertisement in either the specialist trade, local or national press, if appropriate to the contract.
- c) Process– Full EU advertised competitive tender process
 - competitive tender against written specification of requirements
 - a minimum of 40 calendar days shall be allowed for tenders
 - minimum of three written tenders sought
 - contract assessed by a project team reporting to Head of Service and including appropriate specialists e.g. legal, finance, procurement, health and safety
- d) Pre – award Report – there must be a report to an individual Cabinet Member for approval and award after the final evaluation of tenders by the evaluation team unless an exception applies – see Rule 27.
- e) Contract award - contract awarded by Cabinet Member approval
- f) Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
- g) Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council's requirements and the standard terms and conditions listed below:
 - (i) For supplies: the Council's Standard Terms and Conditions for Supplies
 - (ii) For services: the Council's Standard Terms and Conditions for Services

Contract to be executed under seal in accordance with Article 10.05 of this constitution. The Legal Document Execution Form must be duly completed.
- h) Retain documents – all documentation to be retained in accordance with Rule 17
- i) Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule H- Contract above £10,000,000 which is not subject to European procurement legislation advertising requirements (i.e. Part B services)

- a) Pre tender Report – report to individual Group Director or the Chief Executive for approval unless an exception applies
- b) Advertising –it shall be advertised in either the local press, specialist trade press, or national press as appropriate to the contract. A minimum of 10 working days shall be allowed for interested providers to express interest in tendering for the contract
- c) Process– Full tender –2 stages
 - competitive tender against written specification of requirements
 - a minimum of 10 working days shall be allowed for tenders
 - three tenders sought
 - contract assessed by a project team reporting to Head of Service and including appropriate specialists e.g. legal, finance, procurement, health and safety
- d) Pre – award Report – there must be a report to Cabinet for approval and award after the final evaluation of tenders by the evaluation team unless an exception applies.
- e) Contract award - contract awarded by the Leader or Cabinet.
- f) Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
- g) Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council's requirements and the standard terms and conditions listed below:
 - (i) For supplies: the Council's Standard Terms and Conditions for Supplies
 - (ii) For services: the Council's Standard Terms and Conditions for Services

Contract to be executed under seal in accordance with Article 10.05 of this constitution. The Legal Document Execution Form must be duly completed.

- h) Retain documents – all documentation to be retained in accordance with Rule 17
- i) Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule I - Contract above £10,000,000 which is subject to European procurement legislation advertising requirements (i.e. contracts for supplies, EU Part A services)

- a) Pre tender Report – report to individual Group Director or the Chief Executive

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- b) Advertising – it shall be advertised in the Official Journal of the European Community. A minimum of 37 days shall be provided for expressions of interest in accordance with EU procurement legislation, except where the legislative requirements permit a shorter time scale. In addition there shall be at least 1 advertisement in either the specialist trade, local or national press, if appropriate to the contract.
- c) Process– Full EU advertised competitive tender process
 - competitive tender against written specification of requirements
 - a minimum of 40 calendar days shall be allowed for tenders
 - three tenders sought
 - contract assessed by a project team reporting to Head of Service and including appropriate specialists e.g. legal, finance, procurement, health and safety
- d) Pre – award Report – there must be a report to Cabinet for approval pre-award after the final evaluation of tenders by the evaluation team unless an exception applies.
- e) Contract award - contract awarded by the Leader or Cabinet
- f) Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
- g) Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council's requirements and the standard terms and conditions listed below:
 - (i) For supplies: the Council's Standard Terms and Conditions for Supplies
 - (ii) For services: the Council's Standard Terms and Conditions for Services

Contract to be executed under seal in accordance with Article 10.05 of this constitution. The Legal Document Execution Form must be duly completed.
- h) Retain documents – all documentation to be retained in accordance with Rule 17
- i) Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule J - Framework Contracts

- a) Pre tender Report– report to the appropriate individual Group Director or the Chief Executive.
- b) Advertising –it shall be notified to those suppliers accredited by the OGC as having been accepted as part of the OGC tender process. A minimum of 10 working days shall be allowed for interested providers to express interest in tendering for the contract

- c) Process & contract award – Full tender – two stages
- competitive tender against written specification of requirements
 - a minimum of 10 working days shall be allowed for tenders
 - three tenders sought
 - if below £156,000 contract awarded by Head of Service on report from 3rd or 4th tier manager or staff member authorised by Head of Service and financial representative of Group Director Finance & Commerce
 - if between £156,000 and £5,000,000 contract awarded Group Director or the Chief Executive if between £5,000,000 and £10,000,000 awarded by individual Cabinet member on a report from the relevant Head of Service
 - if above £10,000,000 contract awarded by the Leader or Cabinet via a Pre-award Report
- d) Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
- e) Documentation - all such contracts shall have a written specification of the Council's requirements and the standard terms and conditions approved by the OGC for that particular contract
- Contracts over £100,000 to be executed under seal in accordance with Article 10.05 of this constitution. The Legal Document Execution Form must be duly completed.
- f) Retain documents – all documentation to be retained for in accordance with Rule 17
- g) Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule K - Consortium Arrangements (where LBH is not a member)

- a) Pre-tender Report – report to individual Group Director or the Chief Executive for approval to use a consortium. Report to include details of the procurement process used by the consortium and confirmation that Havering's involvement will be within the terms of the consortium and will not breach European procurement requirements in addition to the standard requirements for such reports.
- b) There should be a minimum of three suppliers to the consortium who can be invited to provide quotations for the goods or services
- c) Award criteria - compliance with the evaluation criteria (primarily specification & price) either as set out in the consortium documentation or if none agreed prior to the dispatch of tender documentation
- d) Pre – award Report – there must be a report to an individual Group Director or the Chief Executive if below £5,000,000 or an individual Cabinet Member (if below £10,000,000) or to the Leader or Cabinet for approval pre-award after the final evaluation of tenders by the evaluation team unless an exception applies – see Rule 27.

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- e) Documentation - all such contracts shall have a written specification of the Council's requirements and the standard terms and conditions of the Consortium for that particular contract

Contracts over £100,000 to be executed under seal in accordance with Article 10.05 of this constitution. The Legal Document Execution Form must be duly completed.

- f) Retain documents – all documentation to be retained for in accordance with Rule 17
- g) Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Part 4: Procedure Rules

Executive Procedure Rules

1. Rules

This records the rules made by the Leader governing meetings of the Cabinet and the discharge of Executive functions by himself, the Cabinet and Cabinet Members. It should be noted that Executive decisions may also be delegated elsewhere e.g. to officers.

2. Role

The Executive will carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution.

3. Form and Composition

The Executive will take the form of a Cabinet consisting of the Executive Leader together with at least 2, but not more than 9 Councillors appointed to the Cabinet by the Leader.

4. Meetings of the Cabinet

- (a) Meetings of the Cabinet shall be held on such dates and at such times and venues as the Leader shall decide.
- (b) The Proper Officer will summon all Members of the Cabinet to meetings by sending an agenda and accompanying papers to each Cabinet Member and by publishing the Agenda in accordance with any statutory requirements.
- (c) The meeting or part of a meeting must be held in public where the Leader, reasonably believes that one of the following circumstances apply:
 - 4.c.i. A decision made will be a key decision; or
 - 4.c.ii. A matter that is included in the Forward Plan or is the subject of a notice given under Regulation 15 (exception to inclusion on the forward plan) is likely to be discussed; and
 - 4.c.iii. The decision on the matter is likely to be made within 28 days; and
 - 4.c.iv. An officer who is not a political assistant will be present at the discussion

5. Portfolios and responsibility of functions

The Members of the Cabinet shall have the portfolios designated by the Leader. The Leader will maintain a list and notify this list to the Proper Officer setting out what individual members of the Cabinet, committees of the Cabinet, officers or

joint arrangements are responsible for the exercise of particular Executive functions.

6. The agenda for Cabinet meetings

The agenda for each meeting of the Cabinet will comprise:

- (a) The minutes of the previous meeting for approval and signing
- (b) Declarations of interest, if any
- (c) An item referred for consideration by Cabinet as the result of an overview and scrutiny committee upholding the requisition of an Executive Decision by Cabinet or by and individual Cabinet Member.
- (d) An item placed on the agenda by the Proper Officer where the full Council have resolved that an item be considered by the Cabinet at its next available meeting.
- (e) An item placed on the agenda by the Proper Officer within two months of a relevant overview and scrutiny committee referring an item for consideration by the Cabinet.
- (f) An item that the Leader or any other member of the Cabinet has required the Proper Officer to place on the agenda of the next available meeting for consideration.
- (g) An item placed on the agenda of the next available meeting of the Cabinet by the Proper Officer at the request of a Champion. That Champion shall be invited to attend the meeting and shall be allowed to speak to it.
- (h) Any item that the Leader has agreed at the request of any member of the Council will be considered at the next available meeting of the Cabinet. The notice of the meeting will give the name of the member who asked for the item to be considered. This member will be invited to attend the meeting and will be allowed to speak. However, there may only be up to two such items per Cabinet meeting.

7. Quorum

The quorum for a meeting of the Cabinet is three Members.

8. Chairing

If the Leader or Deputy Leader is not present or able to preside, the Cabinet shall elect another Member to preside for that meeting or item.

9. Attendance and speaking

- (a) All members of the Council may attend meetings of the Cabinet.
- (b) Without prejudice to the powers of the person presiding at the meeting to control debate as chairman, the following rights of address apply:

- (i) Members of the Cabinet are entitled to speak at any meeting on any matter.
 - (ii) Any Group Leader who is not a member of the Cabinet (or a member nominated by him) may speak on any item before the Cabinet.
 - (iii) Champions in accordance with Rule 14(b) below
 - (iv) Any other member may speak only with the consent of the person presiding.
- (c) For the avoidance of doubt and in the interests of orderly debate, the person presiding has discretion to limit the amount of time, and the number of times, that any member may speak on a particular item.
- (d) The person presiding at the meeting has discretion to permit one or more members of the public to address the Cabinet on a matter on the Agenda provided he is satisfied that to do so will assist the Cabinet in coming to a decision on that matter. In giving such permission, the Chairman may attach such conditions as he thinks fit.

10. Conduct of Meeting

- (a) The person presiding at the meeting shall have power to exercise the powers conferred on the Mayor in relation to the conduct of meetings of the Council. In any conflict between these rules and those of Council these rules shall prevail.
- (b) The person presiding may vary the order of the agenda where it is necessary to do so for the proper conduct of the business of the meeting. Where the person presiding is of the opinion that there is insufficient information available to the Cabinet to enable a proper decision to be reached, consideration of the report in question may be deferred to a future meeting.

11. Private meetings of the Cabinet

Cabinet meetings will be held in public save where there would otherwise be a disclosure of confidential or exempt information within the meaning of the Local Government Act 1972 as amended.

12. Consultation

All reports to the Cabinet from any member of the Cabinet or a member of staff on proposals relating to the budget framework and the policy framework must contain details of the nature and extent of consultation with stakeholders and relevant overview and scrutiny committees, and the outcome of that consultation, if any. Reports about other matters will set out the details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

13. Conflicts of interest

- (a) Where the Leader has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct set out in Part 5 of this constitution.

- (b) If every member of the Cabinet has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct.
- (c) If the exercise of an Executive function has been delegated to an individual member or a member of staff, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made.

14. Key decisions

A key decision is an Executive decision which is likely

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates and for this purpose "significant" is defined as

Revenue Expenditure/Savings

- (i) over £500,000 or in excess of 10% of the gross controllable composite budget at Head of Service/ Assistant Chief Executive level
- (ii) the 10% calculation will exclude a de minimis level of £250,000 and therefore no decision under £250,000 will be a key decision
- (iii) a single revenue virement in excess of £500,000

Capital Expenditure

- (i) a capital scheme in excess of £500,000 expenditure
- (ii) a single virement in excess of £500,000, or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority

In determining the meaning of "significant", regard must be had to any guidance issued by the Secretary of State.

- (c) A decision maker may make a key decision only in accordance with the requirements of the Access to Information Procedure Rules set out in Part 4 of this constitution.
- (d) A key decision is recorded and published on the Council's website and is published to members by way of a weekly Calendar Brief

15. Forward Plan

The Executive Leader must instruct the Proper Officer to publish a document stating the following:

- (i) That key decisions are to be made on behalf of the local authority;

- (ii) That a "Forward Plan" containing particulars of the matters in respect of which those decisions are to be made will be prepared monthly by the authority;
- (iii) That a Forward Plan will contain details of the key decisions likely to be made by the authority for the four month period following publication of the forward plan;
- (iv) That each current Forward Plan may be inspected at all reasonable hours and free of charge at the local authority's offices;
- (v) That each Forward Plan contains a list of the documents submitted to the decision makers for consideration in relation to the matters in respect of which decisions are to be made;
- (vi) The address from which copies of listed documents are available;
- (vii) That other relevant documents may be submitted to the decision-makers'
- (viii) The procedure for requesting details of any such documents as they become available.
- (ix) The dates in each month in the following 12 months on which each Forward Plan will be published and available at the authority's offices.
- (x) The document must be published in at least one local newspaper annually between 14 and 21 days before the first Forward Plan of that year comes into effect.

16. Recording of Executive decisions made by individuals

- (a) As soon as reasonably practicable after an individual Executive decision has been made, the Proper Officer shall produce a written statement in respect of that decision which includes:
 - (i) A record of that decision;
 - (ii) A record of the reasons for that decision;
 - (iii) Details of any alternative options considered and rejected at the time;
 - (iv) A record of any conflict of interest or of any dispensation granted
- (b) After a private meeting or a public meeting of a decision making body at which an Executive decision has been made; after an individual member has made an Executive decision or after an officer has made a key decision the Proper Officer shall ensure that:
 - (i) Any records prepared in connection with and
 - (ii) Any report considered shall be available for inspection by members of the public, as soon as is reasonably practicable, at the offices of the authority.

17. Executive decision-making processes

1. Key decisions may be taken only if due notice has been given of them in the Forward Plan unless the procedure for taking decisions without due notice has been followed.
2. Key decisions may be taken by Cabinet, by individual members of Cabinet or Chairmen of area committees or by officers acting in accordance with powers delegated generally or for specific purposes.
3. Executive decisions that are not key decisions may be taken by officers as well as by Cabinet, individual Cabinet members or area committee chairmen, in accordance with powers delegated generally or for specific purposes.
4. A list of all Executive decisions (whether or not key decisions) taken by members and of key decisions taken by officers in the preceding week will normally be published in the weekly Calendar Brief but where circumstances so require a supplementary Calendar Brief may be issued at any time.
5. No key decision shall be acted upon until either the deadline for submission of a requisition has passed without one being submitted, or any requisition submitted has been disposed of.
6. Where an Cabinet Member or Officer receives a report, which they intend to take into consideration when making the key decisions, they must not make that decision until the report has been available for public inspection for at least five clear days.
7. The Cabinet Member or Officer must ensure that the Proper Officer makes the report (and a list and copies of Background Papers) available for public inspection as soon as reasonably practicable after the Cabinet Member or Officer receives it.
8. Where a report has been submitted to an Cabinet Member or Officer with a view to it being considered by him when he makes a key decision, the person submitting the report must, as soon as reasonably practicable, supply a copy to the Chairman of every relevant Overview and Scrutiny Committee

18. Action where a key decision has not been shown on the Forward Plan

- (a) A key decision that has not been shown on the Forward Plan shall be made only in exceptional circumstances.
- (b) Such a key decision shall be made only if the Chairman of the relevant overview & scrutiny committee signifies in writing that he is satisfied on the report of the member or officer responsible for making the decision that
 - (i) it was reasonable in all the circumstances for notice of need for the decision not to appear in the Forward Plan

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- (ii) there is urgency for the decision to be made that justifies its being dealt with immediately rather than awaiting processing in the normal way
 - (iii) there are no grounds for supposing that the decision would be likely to be called in if processed in the normal way
- (c) Where the Chairman so signifies, the decision may be made forthwith and implemented without delay, and shall not be liable to be called in under the procedure provided for in paragraph 17 of the Overview & Scrutiny Procedure Rules in Part 4 of the Constitution.

Part 4: Procedure Rules

Financial Procedure Rules

Introduction

1 Status of Financial Procedure Rules

- (a) The Financial Procedure Rules provide the framework for managing the Council's financial affairs. They provide the platform on which the implementation of the Council's Budget Framework is based.
- (b) The Financial Procedure Rules ensure that there are rules to govern how the Council's money and other assets are looked after and how its spending is controlled. This enables the Council to ensure that it makes the most effective use of the resources available to it in delivering value for money services to the local community.
- (c) 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 Financial Framework sets out the detailed procedures that need to be followed and provides more detailed guidance than the Rules.
- (d) The Rules identify the responsibilities for financial matters within the Council. They apply to every member and officer of the Council and anyone acting on its behalf. Compliance with both the Rules and the Financial Framework is a requirement for all Council employees.
- (e) CMT are responsible for ensuring that they and all staff in their services are aware of the existence and content of the Council's Financial Procedure Rules and other internal regulatory documents and that they comply with them.
- (f) The Group Director Finance & Commerce is responsible for issuing advice and guidance to underpin the Financial Procedure Rules that members, officers and others acting on behalf of the Council are required to follow.
- (g) The Group Director Finance & Commerce is responsible for maintaining a continuous review of these Rules and for submitting any additions or changes necessary to Council for approval. The financial limits contained within these Procedure Rules will be subject to an annual review by the Group Director Finance & Commerce.

- (h) The Group Director Finance & Commerce is also responsible for reporting, where appropriate, breaches of the Rules to the Council and/or to Cabinet.

2 Financial Responsibilities

- (a) The Group Director Finance & Commerce has statutory duties in relation to the financial administration and stewardship of the authority. This statutory responsibility cannot be overridden. The statutory duties arise from:
- Section 151 of the Local Government Act 1972
 - The Local Government Finance Act 1988
 - The Local Government and Housing Act 1989
 - The Accounts and Audit Regulations 1996.
- (b) The Group Director Finance & Commerce is responsible for:
- the proper administration of the authority's financial affairs
 - setting and monitoring compliance with financial management standards
 - advising on the corporate financial position and on the key financial controls necessary to secure sound financial management
 - providing financial information
 - preparing the budget
 - treasury management.
- (c) Section 114 of the Local Government Finance Act 1988 requires the Chief Finance Officer (the Group Director Finance & Commerce) to report to the Council, Cabinet and external auditor if the authority or one of its officers:
- has made, or is about to make, a decision which involves incurring unlawful expenditure
 - has taken, or is about to take, an unlawful action which has resulted or would result in a loss or deficiency to the authority
 - is about to make an unlawful entry in the authority's accounts.
- (d) Section 114 of the 1988 Act also requires:
- the Chief Finance Officer to nominate a properly qualified member of staff (the Head of Financial Services) to deputise should he or she be unable to perform the duties under section 114 personally
 - the authority to provide the Chief Finance Officer with sufficient staff, accommodation and other resources – including legal advice where this is necessary – to carry out their duties under section 114.

Financial Planning & Financial Management

3 Accounting and Accounting Policies

- (a) The Group Director Finance & Commerce is responsible for:
- selecting accounting policies and ensuring that they are applied consistently
 - determining the accounting procedures and records for the Council and how accounting information will be compiled and maintained
 - the operation of the Council's accounting systems, the form of accounts and the supporting financial records
 - approving the use and operation of all financial systems.
- (b) Any changes made by Assistant Directors/Heads of Service to the existing financial systems or the establishment of new systems within their services must be approved by the Group Director Finance & Commerce. However, Assistant Directors/Heads of Service are responsible for the proper operation of financial processes in their own services.

4 Budgets

- (a) The form and content of revenue and capital budgets will be determined by the Group Director Finance & Commerce.
- (b) The Group Director Finance & Commerce is responsible ensuring that the following are prepared:
- a revenue budget on an annual basis
 - a Medium Term Financial Strategy on a three-yearly basis (or such other basis as Cabinet determines)
 - a Capital Strategy, on a similar basis
 - a Treasury Management Strategy
- in compliance with the budget framework.
- (c) It is the responsibility of Assistant Directors/Heads of Service to ensure that budget estimates:
- reflect agreed service plans
 - reflect the Medium Term Financial Strategy and Capital Strategy
 - are prepared in line with guidance issued by the Group Director Finance & Commerce.
- (d) No expenditure can be incurred unless:
- (i) it is contained within the Council's approved budget (subject to virement rules), or
 - (ii) external funding sufficient to meet it is available and approval has been given via an executive decision.

- (e) It is the responsibility of the Group Director Finance & Commerce to advise Cabinet and/or Council on prudent levels of reserves for the Council.

5 Budget Management

- (a) The Group Director Finance & Commerce is responsible for providing appropriate financial information to enable budgets to be monitored effectively. They must monitor and control expenditure against budget allocations and report to Cabinet on the overall position on a regular basis.
- (b) Assistant Directors/Heads of Service are responsible for controlling income and expenditure within their area and to produce forecasts and monitor financial performance, taking account of financial information provided by and in accordance with guidance issued by the Group Director Finance & Commerce.
- (c) Assistant Directors/Heads of Service should report on variances within their own areas. They should also take any action necessary to avoid exceeding their budget allocation.
- (d) The Group Director Finance & Commerce must be consulted by Assistant Directors and Heads of Service 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.

6 Budget Virements

- (a) Budget virements are required when a change to Council policy and/or service delivery requires resources to be reallocated, or when additional resources are received, or to meet any anticipated budgetary shortfalls.
- (b) Revenue virements are subject to the following authorisation process:
- Virements in excess of £1 million will require Cabinet approval and will be a key decision requiring notification in the Forward Plan.
 - Virements between £500,000 and up to £1 million will require approval by the relevant Cabinet Members.
 - Virements between £250,000 and up to £500,000 that are key decisions will require approval by the relevant Cabinet Members.

- Virements between £250,000 and up to £500,000 that are not key decisions will require approval by the CMT member and the Group Director Finance & Commerce.
 - All other virements will need to comply with procedures specified by the Group Director Finance & Commerce.
- (c) Capital virements are subject to the following authorisation process:
- Virements in excess of £1 million will require Cabinet approval and will be a key decision requiring notification in the Forward Plan.
 - Virements between £500,000 and up to £1 million will require approval by the relevant Cabinet Members.
 - Virements between £250,000 and up to £500,000 between CMT members will require approval by the relevant Cabinet Members.
 - Virements between £250,000 and up to £500,000 within a single CMT member's service area will require approval by the CMT member and the Group Director Finance & Commerce.
 - All other virements will need to comply with procedures specified by the Group Director Finance & Commerce.
- (d) The cumulative value of virements for the year should be considered when deciding whether the various thresholds have been reached. The Group Director Finance & Commerce will take the final decision as to whether a number of smaller virements need to be grouped together for threshold calculation purposes.

7 Closedown of Accounts

- (a) The Group Director Finance & Commerce will make arrangements to close the accounts in accordance with legislative arrangements, the overall strategy and their duties/powers as Chief Finance Officer.
- (b) The Group Director Finance & Commerce is responsible for ensuring that the annual statement of accounts is prepared in accordance with the *Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice*.
- (c) The Group Director Finance & Commerce is responsible for establishing procedures for carrying forward under- and overspendings on budget headings and for the creation and use of earmarked reserves.

- (d) The relevant Cabinet member will consider and agree the setting up of any specific earmarked reserves along with the arrangements for their use.

Risk Management and Control of Resources

8 Internal control

- (a) The Group Director Finance & Commerce is responsible for:
- establishing adequate systems to monitor and control the Council's financial transactions
 - ensuring that such systems are adequately maintained and reviewed
 - advising on effective systems of internal control and giving advice and guidance accordingly
 - ensuring compliance with all applicable statutes and regulations, and other relevant statements of best practice
 - ensuring that public funds are properly safeguarded and used economically, efficiently, and in accordance with the statutory and other authorities that govern their use.
- (b) It is the responsibility of Assistant Directors and Heads of Service to:
- maintain and promote sound arrangements for internal control, including appropriate authorisation arrangements
 - comply with the advice and guidance of the Group Director Finance & Commerce
 - ensure that they take due account of risk in the management of their functions
 - ensure that they allocate resources to appropriately manage that risk.

9 Risk management

- (a) The Group Director Finance & Commerce is responsible for:
- reviewing and making recommendations on the Council's approach to risk management, including the risk management strategy
 - promoting the strategy throughout the Council
 - advising and instructing Assistant Directors and Heads of Service accordingly.
- (b) Assistant Directors and Heads of Services are responsible for ensuring the regular identification, review and management of risk within their services, having regard to the Council's risk management strategy and associated advice and instructions from

the Group Director Finance & Commerce and other specialist officers (e.g. crime prevention, business continuity, health & safety).

- (c) They are also responsible for promoting and implementing the risk management strategy within their service areas, for ensuring that service risk registers are compiled and regularly reviewed, and for taking appropriate mitigating action to reduce risk levels within their area.

10 Insurances

- (a) The Group Director Finance & Commerce is responsible for ensuring that proper insurance exists where appropriate.
- (b) Assistant Directors and Heads of Service shall consult the Group Director Finance & Commerce and the Assistant Chief Executive Legal & Democratic Services on:
- (i) any terms of any indemnity that the Council is requested to give
 - (ii) appropriate contract conditions for contractors to indemnify the Council and suitable minimum insurance levels for inclusion in contracts
 - (iii) appropriate indemnities and minimum insurance cover for partnership arrangements.
- (c) Assistant Directors and Heads of Service will be responsible for ensuring that they acquire additional professional indemnity insurance for any areas of work that they take on voluntarily, and for ensuring that staff in their service areas are similarly insured.

11 Treasury management and trust funds

- (a) The Council has adopted CIPFA's *Code of Practice for Treasury Management in Local Authorities (the CIPFA code)*.
- (b) The Group Director Finance & Commerce is responsible for:
- implementing and monitoring the Council's treasury management policy and statement and ensuring its compliance with the CIPFA code.
 - controlling all money in the hands of the Council
 - all decisions on borrowing, investment or financing, provided these are in accordance with the CIPFA's Code
 - holding in custody 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
 - acting as the Council's registrar of stocks, bonds and mortgages.

- (c) Investments must be made only in the name of the Council or its approved nominees.
- (d) All trust funds must be in the name of the Council. The Group Director Finance & Commerce must be informed of all trust funds administered by employees as part of their Council duties.
- (e) All employees acting as trustees by virtue of their official position shall deposit for safe-keeping, all securities etc. relating to any trust fund, with the Assistant Chief Executive Legal & Democratic Services unless the deed otherwise provides.

12 Internal and external audit

- (a) The Group Director Finance & Commerce is responsible for arranging for a continuous audit examination of accounting, financial and other operations of the Council.
- (b) The Group Director Finance & Commerce is responsible for ensuring:
 - (i) the maintenance of an adequate and effective internal audit function that is sufficient in its coverage and independent in its planning and operation
 - (ii) that the Internal Audit & Corporate Risk Manager 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 the Council 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.
- (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 & Commerce or their authorised representative, including the appointed external auditor, or other external body, 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) make site visits during the course of a contract and examine any records or information relating to the contract, and examine contract final accounts and review supporting records and documentation in order to form a view on the accuracy of such accounts
 - (v) have unrestricted access to employees and require and receive such information and explanations as are necessary concerning any matter under examination
 - (vi) 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 Assistant Directors and Heads of Service 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) To ensure the independence of the Council's external auditors, CMT, Senior officers Assistant Directors and Heads of Service should not seek or receive personal financial or tax advice from them. Any other officers who may receive such advice from the Council's external auditors), or who may also act as director for another audit or advisory client of them, should advise the Group Director Finance & Commerce.

13 Preventing fraud & corruption

- (a) The Group Director Finance & Commerce is responsible for reviewing the anti-fraud & corruption policy and strategy and for advising the Audit Committee and CMT, Assistant Directors and Heads of Service on its implementation.
- (b) The Group Director Finance & Commerce is responsible for reviewing the anti-money laundering policy and strategy and for advising the Audit Committee and CMT, Assistant Directors and Heads of Service on its implementation.

14 External arrangements

- (a) The Group Director Finance & Commerce will ensure that the accounting arrangements adopted in relation to partnerships and joint ventures are subject to financial control procedures which reflect those of the Council.
- (b) CMT have a responsibility to take appropriate professional advice when entering into partnership arrangements and to ensure that any such arrangements do not impact adversely on Council services.
- (c) CMT, Assistant Directors and Heads of Service are also responsible for ensuring that any governance arrangements comply fully with the Constitution and the Financial Framework, and that any negotiations are in accordance with the Contract Procedure Rules.
- (d) CMT are responsible for ensuring that appropriate approvals are obtained before any negotiations are concluded in relation to work with external bodies.
- (e) CMT are responsible for ensuring that appropriate management arrangements are put in place to deal with the ongoing governance of any partnerships, taking into account financial and legal advice.
- (f) CMT must ensure that all financial risks have been fully appraised and appropriate mitigation is taken before contracts and other relationships are entered into, and that arrangements exist to continue to manage risks throughout the duration of the relationship.
- (g) CMT will ensure that appropriate exit strategies are in place for partnership arrangements where these are time-limited.
- (h) The Group Director Finance & Commerce is responsible for ensuring that all funding notified by external bodies is received and properly recorded in the Council's accounts.

Financial Systems & Procedures

15 Banking arrangements and cheques

- (a) The Group Director Finance & Commerce is responsible for:
 - the operation of the Council's bank accounts and associated procedures
 - any arrangements that need to be made with the Council's bankers, including the withdrawal of funds or transfer from one account to another
 - making proper arrangements for the ordering, safe custody, use, and control of cheques (except those for authorised imprest and advance accounts).
- (b) The Group Director Finance & Commerce 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.
- (c) Cheques on the Council's main banking and National Giro accounts shall bear the pre-printed signature of the Group Director Finance & Commerce or be signed by the Group Director Finance & Commerce or other officer authorised by them to do so.
- (d) Cheques over £100,000 in amount must also bear the manuscript signature of the Group Director Finance & Commerce.
- (e) Assistant Directors/Heads of Service will ensure that all financial transactions are processed through the Council's main banking account, unless approval has been given by the Group Director Finance & Commerce for other arrangements to be in place.

16 Purchasing of and payments for works, goods and services

- (a) The procurement of works, goods and services 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 comply with the Contract Procedure Rules and any more detailed procedures laid down in the Procurement Framework.
- (b) Purchasing arrangements should comply with any advice, guidance and instructions issued by the Group Director Finance & Commerce.
- (c) Payment arrangements should comply with any advice, guidance and instructions issued by the Group Director Finance & Commerce.
- (d) Petty cash and imprest arrangements should comply with any advice, guidance and instructions issued by the Group Director Finance & Commerce.

17 Financial administration of contracts

- (a) For contracts with a value in excess of £156,000, CMT shall have in place and document adequate systems and procedures in relation to financial aspects, including certification of interim and final payments, checking, recording and authorising payments, the system for monitoring and controlling capital schemes and the procedures for validation of subcontractors' tax status.
- (b) Assistant Directors/Heads of Service will ensure that all such systems and procedures, and any exceptions from them, are approved by the Group Director Finance & Commerce.
- (c) For all other contracts, Assistant Directors/Heads of Service will maintain systems and procedures as specified by the Group Director Finance & Commerce.

18 Payments to employees and Members

- (a) All payments to employees or former employees and Members of the Council shall be made under the direction of the Head of Human Resources in consultation with the Group Director Finance & Commerce, to include salaries, pensions, compensation and other emoluments, travelling & subsistence, expenses claims, and travel loans.
- (b) CMT, Assistant Directors and Heads of Service will notify the Group Director Finance & Commerce as soon as possible of all matters affecting such payments, in accordance with any procedures specified by the Group Director.

19 Taxation

- (a) The Group Director Finance & Commerce shall maintain and make available up to date guidance on the proper treatment and accounting for VAT and shall ensure that the net VAT payments are fully and promptly recovered from HM Revenue & Customs. The Group Director Finance & Commerce shall prepare and implement a timetable for the preparation and submission of VAT claims
- (b) CMT, Assistant Directors and Heads of Service shall comply with the timetable and associated procedures for VAT claims. They shall also ensure that the VAT implications of fees and charges levied by the Council, capital projects, all purchasing transactions and any consideration of alternative means of service provision are properly considered and recorded after due consultation with the Group Director Finance & Commerce.

20 Income

- (a) The Group Director Finance & Commerce shall approve all procedures for the collection of monies due to the Council regardless of the services within which they are collected.
- (b) Assistant Directors/Heads of Service is responsible for establishing appropriate and secure arrangements for ensuring that the income receivable, in their services, is promptly identified, billed and collected; through the corporate debtors service, or by staff in the service area. All income and VAT must be correctly accounted for.
- (c) Where the corporate system is not used, systems and processes for identifying, billing and collecting income require approval from the Group Director Finance & Commerce.
- (d) The level of fees and charges should be kept under review by CMT, Assistant Directors and Heads of Service. Charges shall be reviewed at least annually to coincide with the approval of the revenue budget.
- (e) Any changes to fees and charges within a financial year shall be made as soon as practicable.

21 Write off of irrecoverable debts

- (a) CMT shall ensure that every effort is made to recover debts due to the Council using the corporate debtor system/service as appropriate. No material arrangement should be made to any procedures for billing or recovery of monies due to the Council without prior consultation and agreement with the Group Director Finance & Commerce.
- (b) Write off of debts can only be approved by the Group Director Finance & Commerce in accordance with any limits set within the Constitution and where it can be demonstrated that all cost effective efforts have been made to recover the debt and the appropriate procedures for recovering debt have been followed.

22 Safeguarding and controlling assets

- (a) Assistant Directors/Heads of Service should ensure that records and assets are properly maintained and securely held.
- (b) Assistant Directors/Heads of Service should ensure that contingency plans for the security of assets and continuity of service in the event of disaster or system failure are in place.

23 Administration of Private Funds

- (a) Private Funds are defined as financial assets held in an official capacity by Council officers on behalf of third parties such as trust funds, voluntary grant aided funds or receivership accounts. Where private funds exist in connection with Council activities, the appropriate Assistant Director/Head of Service must ensure appropriate procedures are in place to manage such a fund.
- (b) The administration of these funds must comply any guidance issued by the Group Director Finance & Commerce. Accountancy records should be maintained to a standard so as to achieve an unqualified audit, and relevant year end treatment applied.
- (c) Assistant Directors and Heads of Service shall ensure that finance and legal advice is sought to ensure that legal issues are considered and tax responsibilities defined. A comprehensive risk appraisal must be carried out prior to entering into any form of private fund arrangement and due consideration should be given to any necessary measures to safeguard both the funds and the Council's interests.

Part 4: Procedure Rules

Overview & Scrutiny Committee Procedure Rules

1 Membership

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

For the avoidance of doubt, no Member of an Area Committee exercising delegated executive authority shall be regarded as an executive Member unless they are a Member of the Cabinet.

2 General role of OSCs

Within their individual terms of reference, OSCs may:

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

In doing so the OSCs may record the views of members on that committee who are not members of the largest political group on the Council

- (c) consider any matter affecting the area or its inhabitants
- (d) exercise the right to call-in for consideration, decisions made but not yet implemented by the Cabinet
- (e) from time to time review previous decisions of Cabinet or of the committee in relation to strategic policy issues as part of the Continuous Improvement process.
- (f) Consider matters referred to them by individual Members using the Councillor Call for Action process (see paragraph 9 following).

3 Specific functions of OSCs

- (a) **Policy development and review**

OSCs may:

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

(b) **Scrutiny**

OSCs may:

- (i) review and scrutinise the decisions made by and performance of the Cabinet and/or council staff both in relation to individual decisions and over time. In reviewing decisions made by and the performance of council staff, it is expected that members will direct initial inquiries to the Chief Executive, Group Directors, Assistant Chief Executive, Assistant Directors and appropriate Heads of Service
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas
- (iii) inquire of members of the Cabinet and/or the Chief Executive, Group Directors, Assistant Chief Executive, Assistant Directors and Heads of Service about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects

- (iv) inquire of relevant partner authorities (as defined in the Local Government & Public Involvement in Health Act 2007) about their decisions and performance in relation to matters:
 - (a) falling within the scope of the National Health Service Act 2006 and any re-enactment thereof
 - (b) relating to the Local Area Agreement
- (v) make recommendations to the Cabinet, Council and/or partner authorities arising from the outcome of the scrutiny process
- (vi) review and scrutinise the performance of partner authorities and other public bodies in the area and invite reports from them by requesting them to address the OSC and local people about their activities and performance
- (vii) question and gather evidence from any other person (with their consent)
- (viii) Establish Topic Groups

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

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

- (c) Work programme

The OSCs will be responsible for setting their own work programme.

- (d) Annual report

OSCs must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

4 Co-opted members

Subject to paragraphs 5 and 6 following, each OSC or sub-committee shall be entitled to recommend to Council the appointment of people as non-

voting members (as defined in section 13 of the Local Government and Housing Act 1989).

5 Co-opted members and teacher representatives on Children's Services OSC

(a) The Children's Services OSC (Informative: this is the statutory "Education" OSC) must include in its membership the following co-opted members:

- (i) one Church of England diocese representative
- (ii) one Roman Catholic diocese representative
- (iii) three parent governor representatives (elected by all governors in each of the three sectors of education)

Each of these appointees has statutory rights to attend and vote at meetings of the OSC at which education matters are discussed.

(b) The Children's Services OSC may also invite local teacher unions and professional association representatives to nominate, in each municipal year, two teacher representatives (one primary sector representative and one secondary sector representative).

6 Co-opted members on the Crime & Disorder Committee

The Crime & Disorder Committee may co-opt members in accordance with the provisions of Regulation 3 of the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

7 Meetings of the committees

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

8 Quorum

The quorum for an OSC shall be as set out for committees in rule 4 of the Committee Procedure Rules in Part 4 of this constitution.

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

9 **Councillor Calls for Action**

- (i) Any member –
 - (a) of an OSC may refer to that Committee any matter which is relevant to the functions of that Committee; and

- (b) of the Council may refer to an OSC any local government matter which is relevant to the functions of that Committee.
- (ii) Any member of the Council who is not a member of the Crime & Disorder Committee may refer any local crime and disorder matter to that Committee.

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

10 Policy review and development

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

11 Reports to Council and Cabinet

- (a) Once it has formed recommendations on proposals for development, the OSC will prepare a formal report and submit it to the proper officer for consideration by the Council or by the Cabinet as appropriate.
- (b) If an OSC cannot agree on one single final report to the Council or Cabinet as appropriate, then up to one minority report may be prepared and submitted for consideration by the Council or Cabinet with the majority report.
- (c) As soon as possible after the OSC has prepared the report, the proper officer shall serve a copy of it upon the relevant Cabinet Member.
- (d) The Council or Cabinet must consider the report of the OSC within two months of it being submitted to the proper officer.

(e) Reports of OSCs referred to the Cabinet shall be considered by the Cabinet within two months of the meeting of the OSC at which its report and recommendations are agreed.

12 Reports to partner authorities

Where an OSC's report relates to a local improvement target which—

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

that Committee shall comply with the requirements of section 21C of the Local Government & Public Involvement in Health Act 2007.

13 Rights of OSC members to documents

(a) In addition to their rights as councillors, members of OSCs have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this constitution.

(b) Nothing in this rule prevents more detailed liaison between the Cabinet and OSC as appropriate depending on the particular matter under consideration.

14 Members and staff giving account

(a) Any OSC or sub-committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any individual Cabinet member, the Chief Executive, a Group Director and/or Assistant Chief Executive, Assistant Director and Head of Service (who may involve other staff as appropriate) to attend before it to explain, in relation to matters within their remit:

- (i) any particular decision or series of decisions
- (ii) the extent to which the actions taken implement Council policy, and/or
- (iii) their performance

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

(b) Where any member or member of staff is required to attend an OSC under this provision, the Chairman of that committee will inform the proper officer. The proper officer shall inform the member or member of staff in writing giving at least seven working days' notice of the meeting at which they are required to attend. The notice will state the nature of the item on which they are

required to attend to give account and whether any papers are required to be produced for the committee. Where the account to be given to the committee will require the production of a report, then the member or member of staff concerned will be given sufficient notice to allow for preparation of that documentation.

(c) Where, in exceptional circumstances, the member or member of staff is unable to attend on the required date, then the OSC shall in consultation with the member or member of staff arrange an alternative date for attendance to take place within a maximum of ten days from the date of the original request.

15 Attendance by Cabinet Members

(a) A member of the Cabinet may attend any meeting of an OSC. Subject to (b) below, where a matter before the committee relates to an issue within the portfolio of that Cabinet member, he or she may address the committee about it unless to do so would breach any provision of the Members' Code of Conduct or any rule of law.

(b) Where a decision of the Cabinet or of a Cabinet Member has been called in pursuant to rule 18 following, the relevant Cabinet Member or Members may attend the meeting at which the requisition is considered in order to explain the reasons for the decision and to respond to the decision, notwithstanding that the Cabinet Member has a prejudicial interest (which must be declared at the outset of the meeting). The Cabinet Member must, however, leave the meeting before the committee deliberates upon the matter and reaches a decision.

16 Attendance by others

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

17 Call-in ("requisition") procedure

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

(b) If the Chief Executive is notified of a requisition of a decision shown on that notification within three working days of the publication in

Calendar Brief (or any supplementary Calendar Brief) of a decision, then (subject to (h) following) that decision shall not be acted upon but shall be submitted to the next OSC meeting, or one convened for the purpose, for determination.

- (c) At that meeting, the OSC may resolve to initiate either of the specific call-in procedures set out in the Policy Framework Procedure Rules and/or the Budget Framework Procedure Rules.
- (d) Any requisition submitted under (b) above must be in writing and must be signed by:
 - (i) at least two members representing between them more than one group (and may include one or two members who are not attached to a group), or
 - (ii) at least one co-opted member and one member.

The requisition must state the grounds for the requisition.

- (e) Where a requisition relates to a matter falling within the purview of more than one OSC, it shall be referred to a joint meeting of both or all of those committees. A separate decision to uphold or not to uphold that requisition shall be taken by each of the participating committees. If any of the Committees decides to uphold the requisition, then the matter shall be referred back to the Council or Cabinet as appropriate.

In the remainder of this paragraph the term “committee” includes two or more committees meeting jointly as well as individual committees.

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

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

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

The report of the committee submitted to the Council or Cabinet shall incorporate the committee’s views on the requisition and any recommendations it wishes to put forward as to how the

requisitioned decision should be reviewed or altered in order to address the points in the requisition that have been upheld.

The Committee's views may be articulated by an officer's report, by a minute of the Committee or by a summary of the minute.

- (g) A requisition under (b) above shall be determined at the committee meeting by simple majority. In the case of joint meetings, each Committee shall vote separately.
- (h) The members calling in the decision may indicate at the time of submitting any requisition that it is "holding" requisition, to permit informal discussion with the relevant Cabinet member or the Chairman of the relevant Committee, as the case may be, as to the merits of the decision. Time shall be of the essence when dealing with "holding" requisitions. A "holding requisition" shall be treated as withdrawn if, eight clear days having passed from the publication of the decision, both members have not confirmed by notice in writing to the Chief Executive that the requisition should be subject to the full requisition procedure provided for in the preceding paragraphs.
- (i) Any requisition may be withdrawn by the requisitioners at any time prior to it being disposed of.
- (j) For the avoidance of doubt, "notice given in writing" for the purpose of this Rule includes notice given by a requisitioner by fax or by email from an address or number recognised as associated with the member sending it, and shall be regarded as validly signed by both members if either an identical fax or email is received from both of them or one clearly associates him or herself with a submission by the other, and different members may use different methods of giving such notices.

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

- (a) The call-in procedure set out above shall not apply where a decision being taken by Cabinet or an individual Cabinet member, or a key decision made by a member of staff 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 of the relevant OSC or OSCs that the decision be treated as urgent.

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

- (c) Any agreement obtained under this provision shall be evidenced in writing.
- (d) The Leader of the Council will submit quarterly reports to Council on decisions taken by himself, Cabinet or individual Cabinet members, or key decisions made by a member of staff or area committees, pursuant to this rule in the preceding three months. The report will include the number of decisions taken and a summary of the matters in respect of which those decisions were taken.
- (e) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council by the proper officer with proposals for review if necessary.

19 The Party Whip

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

20 Procedure at OSC meetings

- (a) OSCs and any sub-committees shall consider the following business:
 - (i) minutes of the last meeting
 - (ii) declarations of interest
 - (iii) consideration of any matter referred to the committee for a decision in relation to call in of a decision
 - (iv) responses of the Leader or Executive to reports of the OSC
 - (v) the business otherwise set out on the agenda for the meeting.
- (b) Where the OSC conducts investigations (for example, with a view to policy development), the committee shall observe the following principles:
 - (i) that the investigation be conducted fairly and all members of the committee be given the opportunity to ask questions of attendees, and to contribute and speak

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

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

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

21 Restriction on appointment to Housing OSC

No member who has been appointed by the Council to the board of Homes in Havering shall be appointed to the overview & scrutiny committee responsible for scrutiny of the Council's housing management functions.

Part 4: Procedure Rules

Policy Framework Procedure Rules

1 Framework for executive decisions

The Council will be responsible for the adoption of its policy framework.

Once the framework is in place it will be the responsibility of the Leader of the Council to implement it but the Leader may delegate specific responsibilities to the Cabinet, to individual Cabinet Members, to officers, to Area Committees or to joint arrangements discharging executive functions (hereafter referred to collectively as the “Executive”).

2 Process for developing policy framework

The Executive will make proposals following consultation with stakeholders as determined by statute and any additional stakeholders that they might see fit. The Council will consider the proposals of the Executive and may adopt them or refer them back to the Executive.

3 Decisions outside the approved policy framework

- (a) The Executive may only make decisions which are in line with the approved policy framework. A decision that is not relevant to or covered by the policy framework but which is in line with an Executive-approved plan or strategy is not contrary to the policy framework.
- (b) Subject to 4 below, if the Executive wish to make a decision which is contrary to the policy framework, then that decision can only be made by the Council.
- (c) If the Executive want to make a decision which is potentially contrary to, or not wholly in accordance, with the policy framework, they must take advice from the Monitoring Officer. If the advice is that the decision is contrary to, or not wholly in accordance with, the policy framework then the decision must be referred to Council for decision, unless the decision is a matter of urgency, in which case paragraph 4 below shall apply

4 Urgent decisions outside the policy framework

- (a) Having consulted with the Monitoring Officer, the Executive may take a decision which is contrary to or not wholly in accordance with the policy framework if the decision is a matter of urgency.

However, the decision may only be taken if:

- (i) it is not practical to convene a quorate meeting of the Council, and
 - (ii) the Chairman (or in his or her absence the Vice Chairman) of a relevant overview and scrutiny committee accepts that the decision is a matter of urgency.
- (b) The reasons why it is not practical to convene a quorate meeting of the Council and the consent of the relevant Chairman (or Vice Chairman) of overview and scrutiny committee must be noted in the record of the decision and reported to the next available Council meeting along with a full report explaining:
 - the decision
 - the reasons for the decision
 - why the decision was treated as a matter of urgency.

5 Call-in decisions outside the policy framework

- (a) Where an overview and scrutiny committee is of the opinion that an executive decision is, or if made would be, contrary to or not wholly in accordance with the Council's policy framework, then it shall seek advice from the Monitoring Officer who in appropriate cases will consult with the Head of Paid Service.
- (b) Where that opinion relates to a decision that has already been taken and implemented, and the Monitoring Officer considers that the decision is contrary to or not wholly in accordance with the policy framework, the Monitoring Officer shall report on the matter to the Cabinet, sending a copy to every member of the Council. Regardless of whether the decision is delegated or not, the Cabinet must meet to decide what action to take in respect of the report and report on the matter to the Council.
- (c) Where that opinion relates to a decision yet to be made, or that has been made but not yet implemented, and the advice from the Monitoring Officer is that the decision is contrary to or not wholly in accordance with the policy framework, the overview and scrutiny committee may refer the matter to Council. In such cases, no further action will be taken in respect of the decision or its implementation until the Council has met and considered the matter.
- (d) At the meeting, the Council will receive a report about the decision or proposals and the advice of the Monitoring Officer. The Council may:
 - (i) endorse a decision or proposal of the Executive as falling within the existing policy framework; or

(ii) amend the policy framework to encompass the decision or proposal and agree to the decision or proposal with immediate effect; or

(iii) if it accepts that the decision or proposal is contrary to or not wholly in accordance with the policy framework and does not amend the existing policy framework to accommodate it, require the Executive to reconsider the matter in accordance with the advice of the Monitoring Officer.

The decision of Council shall be recorded in its minutes.

Part 4: Procedure Rules

Staff Employment Procedure Rules

1 Recruitment and appointment

(a) Seeking support for appointment

(i) The Council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment with the Council. This statement shall be included in any recruitment information.

(ii) No councillor will seek support for any person for any appointment with the Council.

(b) Declarations

The Council shall ask any candidate for appointment as a member of staff to state in writing whether they are related to an existing councillor or member of council staff; or the partner of such persons. No candidate who declares such a relationship will be appointed without the authority of the Head of Human Resources

2 Recruitment

Where the Council proposes to appoint a Head of Paid Service, a Group Director, Assistant Chief Executive, Assistant Director or a Head of Service and it is not proposed that the appointment be made exclusively from among the existing members of staff, the Council's usual recruitment procedures shall apply.

3 Appointment of Head of Paid Service

(a) The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Appointments Committee. The Appointments Committee must include at least one Cabinet member.

(b) The full Council may make or approve the appointment of the Head of Paid Service only where no well-founded objection has been made by any member of the Cabinet (as set out in rule 9 below).

4 Appointment of Group Directors, Assistant Chief Executive, Assistant Directors and Heads of Service

(a) The Appointments Committee will appoint Group Directors, Assistant Chief Executive, Assistant Directors and Heads of Service. The committee must include at least one Cabinet member.

- (b) An offer of employment as a Group Director, Assistant Chief Executive, Assistant Director or a Head of Service shall be made only where no well-founded objection from any member of the Cabinet has been received (as set out in rule 9 below).

5 Assistants to political groups

Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group, and in accordance with statutory regulations.

6 Disciplinary action

- (a) No disciplinary action in respect of the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer, except action described in paragraph (b) below, may be taken other than in accordance with a recommendation in a report made by a designated independent person under regulation 7 of the Local Authorities (Standing Orders) England) Regulations 2001 (investigation of alleged misconduct).

(b) Suspension

The Head of Paid Service, Monitoring Officer and Chief Finance Officer may be suspended by the Council whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and should last no longer than two months. In exceptional circumstances, the decision to suspend may be made by a Group Director in conjunction with the Head of Human Resources; this decision must be notified to all councillors as soon as possible.

(c) Independent person

No other disciplinary action may be taken in respect of any of those officers except in accordance with a recommendation in a report made by a designated independent person.

- (d) Councillors will not be involved in the disciplinary action against any officer below Head of Service level except where:
- such involvement is necessary for any investigation or inquiry into alleged misconduct
 - the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of disciplinary action.

7 Dismissal

Councillors will not be involved in the dismissal of any officer below Head of Service level except where:

- such involvement is necessary for any investigation or inquiry into alleged misconduct
- the Council's disciplinary, capability and related procedures as adopted from time to time may allow a right of appeal to members in respect of dismissals.

8 Role of the Cabinet

Where a committee or a sub-committee of the Council is discharging, on behalf of the authority, the function of the appointment or dismissal of the Head of Paid Service, a Group Director, Assistant Chief Executive Assistant Director or a Head of Service at least one member of the Cabinet must be a member of that committee or sub-committee.

9 Appointment process

- (a) In this paragraph, "appointor" means, in relation to the appointment of a person as a member of staff of the Council, the Council or, where a committee, sub-committee or member of staff is discharging the function of appointment on behalf of the Council, that committee, sub-committee or member of staff, as the case may be.
- (b) An offer of an appointment as Head of Paid Service, Group Director, Assistant Chief Executive, Assistant Director or Head of Service must not be made by the appointor until the appropriate notification has been advised to Cabinet, in accordance with regulations and objections have been received and considered. Such appointments must be in accordance with the appropriate terms and conditions of employment

10 Dismissal process

- (a) In this paragraph, "dismissor" means, in relation to the dismissal of an member of staff of the Council, the Council or, where a committee, sub-committee or another member of staff is discharging the function of dismissal on behalf of the Council, that committee, sub-committee or other member of staff, as the case may be.
- (b) Notice of the dismissal of the Head of Paid Service, a Group Director, Assistant Chief Executive, Assistant Director or Head of Service must not be given by the dismissor until the appropriate notification has been advised to Cabinet, in accordance with regulations and objections have been received and considered. Such dismissals must be in accordance with the appropriate terms and conditions of employment.

11 **Capability process**

The process to be followed must be in accordance with the appropriate terms and conditions of employment for that member of staff and the appropriate Council employment policy/procedure

12 **Grievance process**

The process to be followed for a grievance must be in accordance with the appropriate terms and conditions of employment for that member of staff appropriate Council employment policy/procedure

13 **Bullying and Harassment process**

The process to be followed for a complaint must be in accordance with the appropriate terms and conditions of employment for that member of staff appropriate Council employment policy/procedure

Schedule of Changes

Part 1 Summary

Under “How the Council operates”, 3rd paragraph -

Line 4 Delete “ten”, insert “nine”

After “together”, add “with the Leader of the Council”

Line 6 After “set by”, add “legislation and agreed by”

Under “How decisions are made, 2nd paragraph –

Line 2 Add “some” Before “important decision”

Part 2 Articles

Para

- 1.03 (b) Item 6, delete “admin”, insert “administrative”.
- 1.03 (e) Delete “& Policy” and insert after “Rules”, “and the Policy Framework Procedure Rules”.
- 2.02 (c) After “and be a” insert “champion –”.
- 2.03 Delete “Staff”, insert “Officers”.
- 5.03 Delete “ten”, insert “nine”
and
8.03
- 9.02 Add “(g) in accordance with the Policy Framework”
- 9.08 Delete “he or she”, insert “they”
- 10.04 Delete “£50,000” (twice) and insert “£100,000”.
“Rule 26” to read “Rule 16”
- 11.02 (c) Delete “District Audit”
- [Appendix]
Regulatory Services Committee
Revise to read
10 Councillors, of whom only one may be an Executive Member, or two if one is acting as a substitute.
- [Annex]
- 4.1 Move the words “as required by law” to appear after “Chairman”

Part 3 Responsibility for Functions.

*(highlighted as needing change when draft was submitted to, and approved by, Council)

First paragraph add "(as amended)" after Local Government Act 2000. In second bullet point add "the Leader", after "meaning"

*Revise List of appendices to read

"A Enactments enforceable by the Head of Housing and Public Protection.

B Code of Practice: disposal of surplus property."

*Para 1.1 Change "4.02" to read "4.01"

Para 1.2 [Appointments Committee]
Add after "To appoint and dismiss Group Directors", the words "Assistant Chief Executive, Assistant Directors".

*Para 1.2 [Governance Committee]
Change "Article 15" to read "Article 11"

Para 1.2 [Standards Committee]
In 6th bullet point change "Article 13.09" to read "Article 9.08"

Para 1.3 [Children's Trust]
Amend "champ" to read "champion"

Part 4: Council Procedure Rules

New Rule No

1 Annual Meeting
Add
"(iii) Receive declaration of interest"
[Re-number balance of Rule 1]

2 (vi) Rule 24 to read Rule 23

2 (viii) Reads

"Receive reports for the previous year from the Chairman of the Overview and Scrutiny Committee, the Audit Committee, the Standards Committee and the Pensions Committee:"

To be amended to read –

"Receive reports for the previous year from the Chairman of the Overview and Scrutiny Committee, the Audit Committee and the Pensions Committee and from the Member Champion for Standards in respect of the Standards Committee."

Council, 24 March 2010

- 3 Council Tax Setting Meeting
Add
“(ii) Receive Declarations of Interest”
[Renumber balance of Rule 3]
- 9.1 (ii) Line 2 – Delete close bracket, insert comma.
- 10.3 Add “guidelines” after “protocol” in 3rd line
(to be consistent with wording in Rule 11.3 (iii))
- 10 Delete “10.5”, “10.6” and “10.7” and renumber 10.8 as 10.5 and so on. Renumber the paragraphs (i), (ii) etc.
- 10.6 Renumbered as 10.4 (ii)). After “dealt with by rounds”, insert, “with the first question in each round being from the largest Opposition Group”.
- 10.8 [Will be renumbered 10.5]
Delete “(1)”
- 10.9 [Will be renumbered 10.6]
Delete “A summary of the supplementary and answer shall be included in the minutes” [duplication]
- 10.11 [Renumbered 10.8] [Questions]
After “behalf” add “or allocate it to another member of the Group for asking”
- 11.3 [Scope of motions]
Add (line2) “scurrilous” before “frivolous”
“provision of any” before “code”
“of the Council” before “conventions”
[Consistency with similar questions Rule 10.3]
- 11.6 Delete “11.7”, “11.8” and “11.9” and renumber paragraphs as (i), (ii) etc. Renumber balance of paragraph as 11.7.
- 11.9 Add heading, “Amendments at Council Tax Meeting” as the heading for the new paragraph
- 11.7 Renumber 11.9 (iii) as 11.7 (i) and following paragraph as 11.7 (ii); substitute “they” for “he” in (ii) (b) and (iii) (c); Renumber 11.10 as 11.8; and renumber 11.11 as 11.9
- 12 Insert heading “12.1 Procedural Motions” at beginning. In (x) Delete “Rule 21” and insert “Rule 20”
- 12 Insert heading “12.2 Special Procedural Motions” at beginning of Rule 12.2. In (iii) delete “Rule 13.12” and insert “Rule 13.6”.
- 13.4 [Content and Length of Speeches]
Substitute “agenda item” for “question”
- 13.6 After ‘another member’, insert ‘of their Group’

Council, 24 March 2010

- 13.7 Insert heading "Point of Order". Delete "he" insert "they".
- 13.8 Line 4. Delete "his" insert "their"
- 13.10 After "point of information" in line 5 insert "and the time allowed for any point of information"
[To be consistent with 13.8 and 13.9]
- 18.2 [A member shall confine a speech to the matter under discussion or to an explanation, clarification, to a point of order or upon a point of information]
Delete as repeats 13.4
- 18.3 and
18.5 Delete "Rule 19.4", insert "Rule 18.4"
- 20 Delete "20.1", "20.2" and "20.3", renumber paragraphs (i), (ii) etc. In renumbered paragraph (ii) delete "19" and insert "19.1 and 19.3". Renumber 20.3 as 20.2.
- 23.2 Delete "s" from "petitions"
- 25 (i) (b) and (c) Delete "his" and insert "their".

Part 4: Committee Procedure Rules

In Appendix (Rules and Conventions for Area Committees)

- Paragraph
2and3 Delete "Article 10 of Part 2 of the Constitution (as revised)", insert "paragraph 1.5 of Part 3 of the Constitution"

Part 5 Protocol on Member/Officer Relations

"s/he", "his/her" to be changed, respectively, "they" and "their" wherever it appears.

- Para 7 Delete "District" (from "District" Auditor).
- Para 23 (b) Delete "and Policy Framework" and insert "Framework Procedure Rules and Policy Framework Procedure Rules".

Part 4: Council Procedure Rules

New Rule No

- 1 Annual Meeting
Add
"(iii) Receive Declarations of Interest"
[Renumber balance of Rule 1]
- 2 (vi) 'Rule 2'4 to read 'Rule 23'

Council, 24 March 2010

2 (viii) Reads

“Receive reports for the previous year from the Chairman of the Overview and Scrutiny Committee, the Audit Committee, the Standards Committee and the Pensions Committee:”

To be amended to read –

“Receive reports for the previous year from the Chairman of the Overview and Scrutiny Committee, the Audit Committee and the Pensions Committee and from the Member Champion for Standards in respect of the Standards Committee.”

3 Council Tax Setting Meeting

Add

“(ii) Receive Declarations of Interest”

[Renumber balance of Rule 3]

9.1 (ii) Line 2 – Delete close bracket, insert comma.

10.3 Add “, guidelines” after “protocol” in 3rd line
(to be consistent with wording in Rule 11.3 (iii))

10 Delete “10.5”, “10.6” and “10.7” and renumber 10.8 as 10.5 and so on. Renumber those paragraphs (i), (ii) etc.

10.6 Renumbered as 10.4 (ii). After “dealt with by rounds”, insert, “with the first question in each round being from the largest Opposition Group”.

10.8 [Will be renumbered 10.5]
Delete “(1)”

10.9 [Will be renumbered 10.6]
Delete “A summary of the supplementary and answer shall be included in the minutes” [duplication]

10.11 [Renumbered 10.8] [Questions]
After “behalf” add “or allocate it to another member of the Group for asking”

11.3 [Scope of motions]
Add (line2) “scurrilous” before “frivolous”
“provision of any” before “code”
“of the Council” before “conventions”
[Consistency with similar questions Rule 10.3]

11.6 Delete “11.7”, “11.8” and “11.9” and renumber paragraphs as (i), (ii) etc. Renumber balance of paragraph 9.

11.9 Add heading, “Amendments at Council Tax Meeting” as 11.7;
Renumber 11.9 (iii) as 11.7 (i) and following paragraph as 11.7 (ii);
and Substitute “they” for “he” in (ii) (b) and (iii) (c);

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- 13.10 After "point of information" in line 5 insert "and the time allowed for any point of information"
[To be consistent with 13.8 and 13.9]
- 18.2 [A member shall confine a speech to the matter under discussion or to an explanation, clarification, to a point of order or upon a point of information]
Delete as repeats 13.4
- 18.3 and
18.5 Delete "Rule 19.4", insert "Rule 18.4"
- 20 Delete "20.1", "20.2" and "20.3", renumber paragraphs (i), (ii) etc. In renumbered paragraph (ii) delete "19" and insert "19.1 and 19.3". Renumber 20.3 as 20.2.
- 23.2 Delete "s" from "petitions"
- 25 (i) (b) and (c) Delete "his" and insert "their".

Part 4: Committee Procedure Rules

All in Appendix (Rules and Conventions for Area Committees)

Paragraph

- 2and3 Delete "Article 10 of Part 2 of the Constitution (as revised)", insert "paragraph 1.5 of Part 3 of the Constitution"

[End]

COUNCIL, 24 MARCH 2010

10

REPORT OF THE CHIEF EXECUTIVE

DATES OF COUNCIL MEETINGS

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

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

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

- 2010** (already shown in the current diary as provisional)
- 28 July
- 20 October
- 8 December

- 2011**
- 2 February
- 23 February (Council tax Setting)
- 30 March
- 25 May (Annual Meeting)
- 20 July (provisional)
- 19 October (provisional)
- 7 December (provisional)

These dates are subject to any change that may subsequently be agreed following the Council elections in May.

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

Dates of Cabinet and Committee meetings will be set following the elections.

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

RECOMMENDATION

That the Council fixes the date of its meetings for the Municipal Year 2010/11 and, on a provisional basis, the balance of 2011.

Staff Contact: Ian Buckmaster, Committee Administration Manager
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ian.buckmaster@havering.gov.uk

Cheryl Coppel
Chief Executive

Background Papers

None.



COUNCIL, 24 MARCH 2010

13

QUESTIONS

NOTE: Questions are listed in the order in which they will be dealt with at the meeting.

1 LONDON CITY AIRPORT EXPANSION: CONSULTATION WITH RESIDENTS

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

By Councillor Ray Morgon

Would the Cabinet Member confirm that he supports the Leader of the Council in his support for the Residents' Group's objection to the expansion of City Airport without proper consultation with the residents of Havering?

2 DOG FOULING: PROSECUTIONS

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

By Councillor Coral Jeffery

How many people have had action taken against them, during the past 5 years, for allowing their dogs to foul the footpaths?

3 FIRE RISK ASSESSMENT REPORTS KIPLING AND DRYDEN TOWERS HEATON AVENUE

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

By Councillor Keith Darvill

The current Fire Risk Assessment Reports were carried out in October 2009 – when were the previous Fire Risk Assessments carried out?

4 **PENALTY CHARGE NOTICES: COUNCIL VEHICLES**

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

By Councillor Andrew Mann

Would the Cabinet Member set out how many Penalty Charge Notices have been issued against Council-owned vehicles over each of the last three years (including 2009/10 to date)?

5 **COLLECTION OF ABANDONED SHOPPING TROLLEYS: COST**

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

By Councillor Coral Jeffery

What was the cost to the Council Tax payer for collecting the 1,500 abandoned supermarket trolleys since September last year?

6 **20 NEW ROOFS BRIAR ROAD**

**To the Cabinet Member for Housing, Regeneration & Public Protection
(Councillor Michael Armstrong)**

By Councillor Keith Darvill

Will the proposed works for new roofs in the Council houses on the Briar Road Estate include the removal of asbestos materials?

7 **COLLECTION OF COMMERCIAL WASTE**

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

By Councillor Clarence Barrett

In respect of the collection of commercial waste, would the Cabinet Member advise:

- a) how much commercial waste (in tonnages) has been collected in 2008/09 and 2009/10 (to date) respectively?
- b) How much of that commercial waste (in tonnages) has been recycled in the respective years?

8 **DECREASE IN PHYSICAL ACTIVITY LEVELS**

**To the Cabinet Member for Culture & Communities
(Councillor Andrew Curtin)**

By Councillor Keith Darvill

Will the Lead Member make a statement about the failure to increase physical activity levels in line with Performance Indicator LAA1 05 – March 2008 to March 2009 and September 2008 to September 2009

9 **ENGAGEMENTS**

**To the Member Champion for Young People
(Councillor Robert Benham)**

By Councillor Gillian Ford

In his role as Champion for Young People, would the member set out the number and description of engagements he has attended in that capacity over the last 12 months?

10 **NUMBER OF AFFORDABLE HOMES DELIVERED**

**To the Cabinet Member for Housing, Regeneration & Public Protection
(Councillor Michael Armstrong)**

By Councillor Keith Darvill

How many affordable Homes is it anticipated will be delivered for the period December 2009 to March 2010?

11 **HAVING SLIP ROAD SCHEME**

**To the Chairman of the North Romford Area Committee
(Councillor Sandra Binion)**

By Councillor Andrew Mann

Would the Chairman of the North Romford Area Committee explain when the implementation of the Havering Slip Road scheme, as agreed with councillors and officers in 2007/08, will take place?

12 **CAPITAL EXPENDITURE: HAROLD HILL**

To the Cabinet Member for Finance & Commerce
(Councillor Eric Munday)

By Councillor Barbara Matthews

In respect of Harold Hill, would the Cabinet Member set out how much capital money has been spent in each of the last three years (including 2009/10 to date) broken down over the following categories:

- a) Regeneration
- b) Roads & Pavements
- c) Housing
- d) Leisure
- e) Youth Provision
- f) Schools (including proposed for 2010/11+)

13 **CAPITAL EXPENDITURE: HAROLD HILL**

To the Cabinet Member for Finance & Commerce
(Councillor Eric Munday)

By Councillor Barbara Matthews

In respect of Rainham, would the Cabinet Member set out how much capital money has been spent in each of the last three years (including 2009/10 to date) broken down over the following categories:

- a) Regeneration
- b) Roads & Pavements
- c) Housing
- d) Leisure
- e) Youth Provision
- f) Schools (including proposed for 2010/11+)

14 **CAPITAL EXPENDITURE: CENTRAL LIBRARY**

To the Cabinet Member for Culture & Communities
(Councillor Andrew Curtin)

By Councillor Barbara Matthews

In respect of the Central Library capital project, would the Cabinet Member provide a further update as follows:

- a) Projected final expenditure against original budget of £4.087m?
- b) How will any projected overspend be funded?

15 **PENALTY CHARGE NOTICES: COUNCIL VEHICLES**

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

By Councillor Andrew Mann

Would the Cabinet Member state the value (£) of Fixed Penalty Notices relating to traffic and parking offences which have been issued for each of the last 4 years (including 2009/10 to date)?

16 **HIGHER PAID STAFF**

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

By Councillor Andrew Mann

Would the Leader provide a breakdown of the number of staff which fall into the following salary categories and periods?

	2006/07	2007/08	2008/09	2009/10
• £50k to £65k				
• £66k to £80k				
• £81k to £95k				
• £96k to £110k				
• £111k+				

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Havering
LONDON BOROUGH

COUNCIL 24 March 2010

SUPPLEMENTARY AGENDA

**11 REPORT OF THE LOCAL GOVERNMENT OMBUDSMAN –
NOT FINDING MALADMINISTRATION**

Attached

An amendment to this report may be proposed at any time before a decision is made by Council on it.

12 CAPITAL PROGRAMME

Attached

An amendment to this report may be proposed at any time before a decision is made by Council on it.

13 MEMBERS' QUESTIONS

Question 16 (Higher Paid Staff) is directed to Councillor Michael White, Leader of the Council and not as printed in the agenda.

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COUNCIL, 24 MARCH 2010

This report is submitted with the agreement of the Mayor as an urgent matter, pursuant to Section 100B(4) of the Local Government Act 1972

REPORT OF THE MONITORING OFFICER

SUBJECT: JOINT REPORT OF THE PARLIAMENTARY & HEALTH SERVICE OMBUDSMAN AND THE LOCAL GOVERNMENT OMBUDSMAN

SUMMARY

The Council has received from the Local Government Ombudsman and the Health Ombudsman a joint report into complaints relating to the care of an individual, Mrs S, who had dementia, and died as the result of a fall that occurred in a hospital while she was compulsorily detained under the Mental Health Act.

The Local Government Ombudsman (LGO) has expressed some concerns about the way in which the complaint was handled by the Council but does not consider that the failing identified amounts to maladministration: and has not found any maladministration by the Council relating to the substantive complaints. No part of the complaint was upheld.

The complaint against the former North East London Mental Health Trust has been upheld in part.

Although there has been no finding of maladministration, the Council is required by the Local Government Act 1974 to consider the Ombudsmen's report.

RECOMMENDATION

That the Council receives the Ombudsman's report into the complaint about the care of Mrs S, and notes that, although the LGO has expressed some concerns about the way in which the complaint was handled by the Council, he does not consider that the failing identified amounts to maladministration and has not

found any maladministration by the Council relating to the substantive complaints and has not upheld the complaint.

REPORT DETAIL

- 1 Mrs S was an elderly woman who, in late 2004 began to show signs of dementia. Following contact from her husband, a homecare package of support was arranged for her in December 2004 but was withdrawn at Mr S's request in February 2005. After further contact with Mr S (and some hesitation on his part), a new package was arranged in June 2005 aimed at supporting Mr S to enable Mrs S to remain at home.
- 2 It was also suggested that the couple consider being re-housed into a warden-controlled flat as Mrs S did not wish to enter residential care without her husband. Mr S was subsequently offered respite day care but declined it.
- 3 In December 2005, Mrs S's mental health deteriorated and she was compulsorily admitted to Mascalls Park Hospital under the Mental Health Act. While there, she had a fall sustaining a minor injury, and, her mental health having improved, she was allowed home on leave for Christmas. She did not subsequently return to the hospital and was discharged.
- 4 Homecare for Mrs S was reinstated but in late February 2006 Mr S contacted the Council seeking further support. During mid-late March, various actions were taken regarding Mrs S leading to the provision in mid-April of additional support to provide respite for Mr S so that he could go out without Mrs S.
- 5 By the end of April, however, Mrs S's mental health had again deteriorated to the point where she had to be compulsorily detained and she was readmitted to Mascalls Park.
- 6 While at Mascalls Park, Mrs S had another fall, breaking her hip, as a result of which she was admitted to another hospital where, sadly, she died.
- 7 Mr S complained that:
 - (a) the Council had failed to provide him with the help and assistance he needed and had not supported him to find an appropriate residential care setting for Mrs S
 - (b) Mrs's compulsory detatention under the Mental Health Act had been unreasonable and illegal
 - (c) the Council had not responded appropriately to his complaints.

8 The Appendix to this report sets out in full the parts of the Ombudsmen's joint report that relate to the complaints against the Council (the complaints relating to the NHS authority have been omitted as irrelevant to the Council). The Ombudsmen's joint report is available in full upon request.

9 The LGO has stated:

“We find that the way the Council provided services for Mrs S, and the procedure its staff followed in applying for her compulsory detention, did not fall below a reasonable standard in the circumstances. We therefore find no evidence of maladministration by the Council. We have also considered separately the way in which the Council responded to Mr S's complaint, but again find no evidence of maladministration.

Mr S says that alternative provision could have been made for his wife before her admission to hospital. But as he had said his wife would not go into residential care voluntarily, and he did not want her to go back to Mascalls Park Hospital to afford him some respite, it appears that there was little in practical terms that could be done at that time. Given Mrs S's needs it seems that supported housing with an on-site warden (if such had been available) would not have resolved these difficulties.

Therefore, we do not uphold Mr S's complaint about the Council.”

10 There is, however, one criticism (not amounting to maladministration):

“Mr S contacted the Complaints Manager, who suggested he approach the Health Service Ombudsman. Mr S continued to raise his concerns with the Council. He also complained separately to the Local Government Ombudsman in October 2007.

Given that the responsibility for the ASW's activities was the Council's, it was not appropriate to tell Mr S to take that issue through the NHS complaints procedure. Shortly after Mr S's complaint to the Council he made his complaint to the Local Government Ombudsman about the actions of the ASW. The Council acknowledges that this advice was incorrect, but notes that at the time the ASW was part of a joint team which was believed to be under the management of the Mental Health Trust.

The Council was wrong in telling Mr S to take his complaint about the ASW to the Health Service Ombudsman. However, we do not consider that was so serious an error as to amount to maladministration.

- 11 The actions complained of took place some time ago. At that time, complaints' handling legislation provided different procedures for social care complaints and health service complaints, and did not recognise that (as in Havering) there could be joint working. That has since changed and the Council's complaints procedures now dove-tail more closely with those of the local NHS provider bodies. The error criticised in the Ombudsmen's report would not occur under current arrangements.

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**Christine Dooley
Monitoring Officer**

Background paper List

The Joint Report of the Parliamentary & Health Service Ombudsman and the Local Government Ombudsman entitled "Report of two investigations by the Local Government Ombudsman for England and the Health Service Ombudsman for England"

Note: the copy of the Joint Report appended to this report differs in format and layout from that published on the Ombudsmen's behalf by The Stationery Office but has the same text.

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Health Service Commissioners Act 1993

Local Government Act 1974

Report by the Health Service Ombudsman for England and
the Local Government Ombudsman for England
of an investigation into a complaint made by Mr S

Complaint about:

The London Borough of Havering and
the North East London Mental Health Trust
(now known as the North East London NHS Foundation Trust)

Section 1: Introduction

- 1 This report sets out our findings and conclusions with regard to our joint investigation into Mr S's complaints about the London Borough of Havering (the Council) and the North East London Mental Health Trust (the Trust).

The complaint

- 2 Mr S complained that: the Council failed to provide appropriate residential care for his wife prior to her second detention, in April 2006, under Section 3 of the *Mental Health Act 1983* (the MHA); as a result of this failure she was then detained (sectioned) wrongly under the MHA and taken to a hospital to which he thought it had been agreed she would not be admitted again, following a previous period of detention there in December 2005; and, whilst she was being assessed at that hospital she suffered a fall which resulted in a broken hip. (Mrs S was later transferred to another hospital where she died. The events at the second hospital were the subject of a separate complaint, not investigated here, which was the subject of ongoing discussion between Mr S and the relevant Trust at the time of this investigation.) We have summarised the headings of complaint in this report as follows:

(a): The adequacy and appropriateness of the help and support Mr S received from the Council prior to his wife's further detention under the MHA.

(b): The reasonableness and legality of Mrs S's compulsory detention under the MHA on 28 April 2006.

(c): The Council's response to Mr S's complaint.

(d): The Trust's care for Mrs S at Mascalls Park Hospital.

- 3 Mr S felt that he had not had answers to all his concerns about the level of care provided for his wife, and he hoped that the Ombudsmen's investigation would provide this information. He also hoped that the outcome of his complaint would be that other people would not go through the same experience.

The Local Government Ombudsman's remit

- 4 Under the *Local Government Act 1974* Part III, the Local Government Ombudsman has wide discretion to investigate complaints of injustice arising from maladministration by local authorities (local councils) and certain other public bodies. He may investigate complaints about most council matters, including the delivery of Social Services and the provision of adult social care.
- 5 If the Local Government Ombudsman finds that maladministration has resulted in an unremedied injustice, he will uphold the complaint and recommend appropriate redress.

Local Government Ombudsman – out of time complaints

- 6 The Local Government Ombudsman does not normally investigate matters of which the complainant was aware and that have happened more than twelve months before they complained to the Council. But the Local Government Ombudsman can use his discretion to investigate earlier events (Section 26B of the *Local Government Act 1974* (as amended)).

- 7 Mr and Mrs S had been in contact with the Council's adult care services since at least December 2004. Mr S did not make a complaint to the Council until July 2007. It decided to investigate matters that took place after the sectioning in April 2006. Mr S's complaint to the Local Government Ombudsman was made in October 2007. The Local Government Ombudsman has exercised his discretion to look at matters since January 2006, as this provides the background to how Mrs S came to be detained.

The Health Service Ombudsman's remit

- 8 By virtue of the *Health Service Commissioners Act 1993*, the Health Service Ombudsman is empowered to investigate complaints about the NHS in England. In the exercise of her wide discretion she may investigate complaints about NHS bodies such as trusts, family health service providers such as GPs, and independent persons (individuals or bodies) providing a service on behalf of the NHS.
- 9 When considering complaints about an NHS body, she may look at whether a complainant has suffered injustice or hardship in consequence of a failure in a service provided by the body, a failure by the body to provide a service it was empowered to provide, or maladministration in respect of any other action by or on behalf of the body.
- 10 If the Health Service Ombudsman finds that service failure or maladministration has resulted in an injustice, she will uphold the complaint. If the resulting injustice is unremedied, in line with her *Principles for Remedy*¹ she may recommend redress.

Health Service Ombudsman – premature complaints

- 11 Section 4(5) of the *Health Service Commissioners Act 1993*, as amended, states that the Health Service Ombudsman may not generally investigate any complaint until the NHS complaints procedure has been invoked and exhausted.
- 12 However, section 4(5) also makes clear that if, in the particular circumstances of any case, the Health Service Ombudsman considers it is not reasonable to expect the complainant to have involved and exhausted the NHS complaints procedure, she may accept the case for investigation in any event. This is a matter for the Ombudsman's discretion after proper consideration of the facts of each case.
- 13 In this instance, the Trust appeared to have had a reasonable opportunity of providing Mr S with a response to his concerns and it seemed that there was little probability of a better outcome being achieved through a further attempt at local resolution. Taking these matters into account, the Health Service Ombudsman exercised her discretion to investigate the complaint about the Trust.
- 14 During our investigation it became apparent that Mr S also wished to complain about the actions of a second Trust, which managed the hospital to which his wife was transferred after her fall and in whose care she died. In this instance as the NHS complaints procedure had not been exhausted and the second Trust considered that it might be able to resolve matters, the Health Service Ombudsman decided not to exercise her discretion to investigate Mr S's complaint about the second Trust. Instead, she referred

¹ *Principles for Remedy* is available at www.ombudsman.org.uk

that complaint back to the Trust for further action (paragraph 2).

Powers to investigate and report jointly

- 15 The *Regulatory Reform (Collaboration etc. between Ombudsmen) Order 2007* enabled the Health Service Ombudsman and the Local Government Ombudsman, with the consent of the complainant, to share information, carry out joint investigations and produce joint reports in respect of complaints which fell within the remit of both Ombudsmen.
- 16 In this case, the Health Service Ombudsman and the Local Government Ombudsman agreed to work together because the health and social care issues were so closely linked. A co-ordinated response consisting of a joint investigation leading to the production of a joint conclusion and proposed remedy in one report seemed the most appropriate way forward.

Our investigation

- 17 During the investigation our staff met Mr S to ensure we had a full understanding of the nature of his complaint. Our staff also interviewed the Approved Social Worker (ASW) who had sectioned Mrs S. Relevant documentation about the case was examined including both the Council's adult care records and the Trust's clinical records. The Trust and the Council also provided additional information in response to our specific enquiries, in particular details of the Council's procedure for compulsory hospital admission and the Trust's December 2007 policy on falls.
- 18 We obtained specialist advice from Ms L Onslow MSc BA (Hons) RN, a Nursing Adviser with expertise in the care of older people (the Nursing Adviser), and Dr Charles Turton MB BS MD FRCP, a consultant physician (the Medical Adviser). The Professional Advisers are specialists in their field and in their roles as our advisers they are independent of any NHS body or local authority.
- 19 In this report we have not referred to all the information examined in the course of the investigation, but we are satisfied that nothing significant to the complaint or our findings has been overlooked.
- 20 A draft of this report was sent to the Council, the Trust and Mr S, and their comments have been taken into account in this final version.

Summary of our decision

- 21 Having considered all the available evidence related to Mr S's complaint, including his recollections and views, and having taken account of the clinical advice we have received, we do not find maladministration or service failure in respect of the provision of services by the Council to Mr and Mrs S prior to Mrs S's detention under the MHA. Neither do we find procedural fault with the way in which the decision was taken to detain her under the MHA on 28 April 2006. Although some concerns have been identified regarding the Council's handling of Mr S's complaint, these do not amount to maladministration. We therefore do not uphold the complaint about the Council.
- 22 In terms of Mrs S's care whilst she was being detained in hospital we find service failure, both in terms of the assessment of her risk of

falling and in the Trust's communication with Mr S about her fall. This led to injustice to Mrs S, in that it is possible that if she had had an appropriate assessment her fall might have been prevented, and she might not then have needed surgery; and to Mr S, because of the distress caused by this contribution to his overall perception of inadequate care by the Trust for his wife. We therefore uphold this aspect of Mr S's complaint about the Trust.

- 23 There were also service failures in that the Trust failed to undertake an adequate examination immediately after the fall; failed to undertake an adequate investigation into the fall; and their record keeping was generally poor. This does give rise to concerns about the Trust's procedures in respect of, and record keeping about, patient falls, but these service failures by the Trust did not lead directly to injustice to Mr or Mrs S.
- 24 In this report we explain the detailed reasons for our decisions and comment on the particular areas where Mr S has expressed concerns to the Ombudsmen.

Section 3: The investigation

Background to the events

- 52 The following information is included by way of background. (These matters are not under investigation here, as they happened too long before the complaint was made to the Council – paragraph 7 – and we express no views, positive or negative, on what happened.)
- 53 Mr and Mrs S were a self-sufficient couple who had been married for 55 years. In late 2004 Mrs S began to show signs of dementia and grew increasingly anxious when Mr S left their flat without her. Mr S contacted the Council for advice and support. From December 2004 a ‘homecare package’ was arranged of half an hour each weekday to help Mrs S with her personal care, medication, and breakfast. In addition a sitting service was provided from 11.00am to 3.00pm on Wednesdays whereby a carer would keep Mrs S company whilst Mr S went shopping. At the end of February 2005 Mr S said he no longer wanted help from Social Services and so the homecare package was brought to an end.
- 54 In May 2005 Mr S asked the Council again for assistance. The social worker (the Social Worker) involved offered to arrange for a carer to visit but Mr S rejected this, saying that his wife would not like it; but after further contact he agreed. In June 2005 a new homecare package was arranged which aimed to support Mr S in his efforts to ensure that Mrs S could remain living in her own home. The package consisted of the attendance of a carer for half an hour a day for five days a week, to help Mrs S with her personal care and breakfast, as well as one hour’s sitting service on Tuesdays and Thursdays so that Mr S could go shopping.
- 55 In June 2005 Mrs S’s Consultant Psychiatrist wrote to the couple’s Social Worker suggesting that Mr and Mrs S be re-housed in a warden-controlled flat as a means of providing some additional support to enable them to continue living together, as Mrs S had made it clear that she did not want to go into residential care without her husband.
- 56 In August 2005 the Social Worker noted that the burden of co-ordinating his wife’s round-the-clock care was taking its toll on Mr S. She noted that ‘*day care/respice ...*’ had been offered to Mr S but he had refused to take up the offer. As the existing support services seemed to be working well, and as the situation seemed stable, the Social Worker ended her involvement in the case. When doing so she wrote to the Council’s Housing Manager with the suggestion that Mr and Mrs S be re-housed in a warden-controlled flat.
- 57 Mrs S became increasingly anxious and in December 2005 was detained for assessment in Mascalls Park Hospital under Section 2 of the MHA. While in hospital she had a fall, apparently from her bed in the early morning, and incurred a relatively minor cut to the back of her head. Her status was later downgraded to ‘informal’ – whereby her attendance was no longer compulsory – and so she was allowed home on leave for Christmas. Mr S did not return her to the ward and as her status was now voluntary the Trust discharged her.

The Ombudsmen’s investigation into the actions of the Council and its Approved Social Worker

- 58 Having outlined the background, we will now say more about the key subsequent events associated with each aspect of the complaint.

Complaint (a): the help and support Mr S received from the Council prior to his wife's further detention under the MHA

59 Mr S said that the Council did not provide him with the help and assistance he needed for his wife's care at home and that the Council did not support him by finding an appropriate residential care setting for Mrs S prior to her detention under the MHA.

Key events as recorded by the Council leading up to Mrs S's detention under the MHA on 28 April 2006

60 Following Mrs S's discharge from Mascalls Park Hospital after her December 2005 detention, the Council reinstated the support programme of a carer visiting for half an hour five days a week for Mrs S's personal care with an additional hour's sitting service on Tuesdays and Thursdays; a total of four and a half hours. This arrangement worked well and Mrs S – who usually became very agitated when women called to see her husband – got on well with the female carer in this instance.

61 In late February 2006 Mr S twice contacted the Council, saying that his wife's condition was worsening and he was having difficulty in caring for her. He declined an offer of a visit, saying it would upset Mrs S. It was suggested to Mr S that he visit the local Community Dementia Centre to seek advice, with a view to his wife attending the Centre in future.

62 On 14 March 2006 a second Social Worker followed up by calling Mr S to ask if matters had improved. This Social Worker has said that Mr S claimed that all was well. He was offered respite care, by means of Mrs S being admitted to Mascalls Park Hospital to give him a break,

but said that they both disliked the Hospital. On 16 March 2006 a call was received from the Dementia Centre explaining that Mr S had been in contact to say that he could not manage: in a telephone conversation of 14 March, he had said that his wife was refusing to consider any help or assistance; she was refusing to take her medication. He felt that residential care was needed but was certain that Mrs S would refuse to go. He wanted her assessed.

63 On 20 March 2006 Mrs S's Consultant wrote to the Council to ask for a social worker to be allocated, saying:

'in the future there will be a need for serious consideration of either emergency respite or residential care or even a guardianship order ...'

By the time the letter arrived a social worker had formally been allocated the case and the assessment process had begun.

64 The Social Worker visited to complete an assessment of Mr and Mrs S's needs. As a result, the support programme was increased from 18 April 2006 onwards by half an hour's additional 'sitting service' on Tuesdays and Wednesdays (a total of five and a half hours), so giving Mr S additional respite time to go out without his wife. Mr S has said that the initial result of the Social Worker's assessment visit was an actual reduction in the number of hours of support as opposed to the Council's assertion that they were increased. The Council's records show that Mr S is quite correct on this point as, for a few days, there was some confusion over the number of hours to be provided, but this appears to have been quickly resolved. We have not seen any evidence that Mrs S did not

receive the appropriate number of visits after these initial difficulties.

- 65 On 7 April 2006 a worker from the Dementia Centre called a duty social worker asking if residential care could be considered for Mrs S as Mr S had telephoned the Centre asking for assistance and exhibiting signs of stress. This message was passed on to the allocated Social Worker. There is no record of what action was taken in response.
- 66 On 23 April 2006 Mr S contacted the Council about Mrs S wandering outdoors during the night. The Council's records say Mr S said she had been knocking on neighbours' doors in a state of undress. Mr S is recorded as having said he could no longer cope and wanted residential accommodation for his wife. The next day a social worker visited with a Community Psychiatric Nurse. She noted that Mrs S was very agitated and had been refusing her medication. Mrs S pushed her husband and raised her fists to him. The Social Worker and the Nurse explained that they could not take Mrs S into residential care against her will. Mr S said he did not want her to be sectioned. He said he felt additional home care would not help them as Mrs S would only allow the present carer into the flat and no one else. The Social Worker noted that Mr S said he was thinking of leaving his wife as he could not cope any more.

Mr S's recollection of the events leading up to his wife's detention under the MHA

- 67 Mr S says that he felt it was his duty as her husband to care for his wife. He had asked for her to go into residential accommodation but she did not want to move from her home or go into care without him. Her Consultant had recommended warden-controlled housing

(paragraph 56) after Mrs S was discharged from Mascalls Park Hospital in December 2005, but Mr S says that the Council did nothing about this. Mr S categorically denies the Social Worker's recollection of the events of 24 April 2006, specifically that he was thinking of leaving his wife.

Help and support from the Council: our findings

- 68 Mr S says that the Council did not provide him with the help and assistance he needed. The evidence is that the Council provided what services it could, in the way of the visiting and 'sitting' service. The Council's records are consistent in their expressions of concern, and in recording that Mr S claimed that all was well and that no further help was needed – shortly followed by contact from him saying that caring for his wife was a strain, and asking for unspecified assistance.
- 69 The allocated Social Worker was concerned about the strain on Mr S of caring for his wife, and Mrs S's Consultant had expressed his concern that residential care would be needed (paragraph 56). But as Mrs S did not want to move to a residential home without her husband, and Mr S did not want her to go against her wishes, it appears to us that there was a limit to what the Council could do without suggesting compulsory detention.

Help and support from the Council: our conclusion

- 70 On the basis of all of the available evidence, we conclude that the Council provided a reasonable service for Mrs S prior to her detention under the MHA on 28 April 2006. We do not conclude that there was maladministration in this regard.

Complaint (b): the reasonableness and legality of Mrs S's compulsory detention under the MHA on 28 April 2006

71 Mr S says that the procedure leading to the compulsory detention of Mrs S under the MHA, overseen by a Council ASW, was illegal. He says that:

- he did not give his consent;
- neither of the two doctors involved was acquainted with his wife as specified in the guidance (paragraph 39); and
- the motive for the detention of his wife was that when social workers had visited earlier in the day, Mrs S had made a racist comment to one of them.

72 Mr S also says that he had been promised that under no circumstances would his wife be readmitted to Mascalls Park Hospital following her previous detention there in December 2005, and that that promise was not kept.

Key events as recorded by the Council

73 On Friday 28 April 2006 the Council's records show that Mr S contacted it asking if his wife could be taken into care. Two social workers called at his home in response. Mr S was out buying a paper. The carer who was providing the sitting service opened the door, but Mrs S asked the social workers to leave and they complied with this request and waited outside. When Mr S returned they spoke to him outside the flat. He said his wife had wandered about during the night; had left the flat on her own; followed him around constantly; and that he had not had any sleep as a result. She was resolute that she would not agree to any intervention

which necessitated her leaving her own home without her husband. By this stage Mr S was also concerned about his own health difficulties. The social workers left saying they would telephone him later that day.

74 The social workers discussed the case with a senior officer who arranged for Mrs S's GP and an ASW to visit the couple that afternoon. Mr S's telephone number was unobtainable when dialled, so one of the social workers who had attended earlier that day went back to the S's home in person where she told Mr S about the proposed visit from the GP and ASW.

75 Prior to that visit, the ASW spoke to the GP and a representative of the Council's Care Team to discuss what provision could be made for Mrs S on an urgent basis, should it be impossible for her to remain in her own home. The ASW was told that the Care Team were not able to assist over the weekend; the Elderly Persons Team said there were no spare places at that time in the care homes they knew of which were equipped to deal with Mrs S's needs. The ASW tried to contact Mrs S's Consultant by telephone but her calls were not returned. She then checked with Marigold Ward at Mascalls Park Hospital to see if they knew Mrs S, but they could not contribute to the information she already had. Mrs S's GP was a 'Section 12' doctor for the purposes of undertaking assessments under the MHA (paragraph 39). The ASW also asked another Section 12 doctor to attend. She knew him to be experienced in mental health issues and to have a good manner with patients.

76 That afternoon one of the social workers who had visited earlier, the ASW, the GP, and the other Section 12 doctor attended the couple's home. Mr S let them in. While the doctors spoke to Mrs S the ASW spoke to Mr S. She

explained his rights as the *'nearest appropriate relative'*. He indicated that he had contemplated walking out and that he had expressed this view to others. The ASW's assessment states:

'Mr S is the NR [nearest relative] as defined by the Act.

'He said that whilst he had reservations about his wife entering hospital he would agree as he could see she was ill + needed therapeutic support.

'Mr S said that he had been under virtual house arrest as his wife did not allow him to speak to others, go out (although he did go out to get shopping etc). He said he was concerned about her growing hostility towards him + confused state of mind + had considered leaving as he could no longer cope.'

- 77 The ASW told our Investigator that if Mr S had objected at any stage, she would have halted the process, as in her view to continue in the light of opposition from him would have been abhorrent to her as an accountable professional. The ASW could not recall the alleged racist remarks, attributed to Mrs S, being raised by anyone who had been present during the visit conducted in the afternoon of 28 April 2006.
- 78 The doctors present said that Mrs S insisted there was nothing wrong with her but they considered that she was confused – she believed it was 1900, and that her parents were alive – and she appeared to have limited insight into her condition. The recommendation of both was that she be admitted to hospital for treatment. The ASW decided that the least restrictive option to keep Mrs S safe was for her compulsory detention. Mrs S was admitted

to Marigold Ward in Mascalls Park Hospital under Section 3 of the MHA. The ASW said that this hospital and ward were chosen as the most appropriate local setting where a bed was available. (This was the same ward where she had previously been detained in December 2005 and had had a fall incurring a slight cut to her head.)

Mr S's recollections and views

- 79 Mr S says that Mrs S had recently changed GPs and had only seen her new GP once, so he did not know her at all well. He considered that Mrs S's Consultant from the hospital should have been present. He denies having given his consent to his wife's detention under the MHA, or saying he was thinking of leaving her, and says that the doctors who were present had been chosen by the social worker who had been allegedly racially abused by his wife. He suggests that the ASW and social workers have lied and the records are inaccurate.

Compulsory detention: our findings

- 80 As has been explained earlier, the actions of the doctors in this case are outside the Health Service Ombudsman's remit. Mr S undoubtedly found the sectioning of his wife distressing. In the light of subsequent events – his wife's fall from bed whilst in Mascalls Park Hospital, which resulted in her breaking her hip, and her subsequent admission to a different hospital for an operation and her death – he understandably sees her detention as the first incident in a chain of events which led to his wife's death.
- 81 The Council's records, which appear to be genuinely contemporaneous, demonstrate that the proper procedures were followed. The ASW noted that Mr S had given his consent as the *'nearest appropriate relative'* and no one else

present has suggested that he objected. The GP had a previous acquaintance with Mrs S, as required by the MHA. He may have only seen her once, but it would have been reasonable to assume that he would have had access to her medical records, and the MHA does not define 'previous acquaintance'. It is clear too that the two doctors were selected by the ASW, who had not seen Mrs S before.

- 82 Our Investigators have looked carefully at all of the available records for any evidence of a previous promise made to Mr S that in no circumstances would his wife be readmitted to Mascalls Park Hospital after her detention there in December 2005. The Consultant's letter of 20 March 2006 (paragraph 63) referred to emergency respite or residential care, but did not say that Mrs S should not be readmitted to Mascalls Park Hospital should an urgent need arise.
- 83 In June 2006 (while Mrs S was still in hospital) the Consultant wrote to the Council to say that he did not feel Mrs S would benefit from any further admissions to an acute psychiatric setting, as an elderly mentally impaired placement in a residential setting was needed. During the Trust's investigation into Mr S's complaint, the Consultant was contacted about the claim that he had said Mrs S should not be readmitted to Mascalls Park Hospital. The Consultant said merely that there had been several conversations about a decision having to be made about Mrs S's long-term care, but that Mr S was resistant to the notion of residential care as he did not want to upset his wife.
- 84 There is no record of an undertaking that Mrs S would not be readmitted to Mascalls Park Hospital. Given that Mrs S did not want to go into a residential home (and Mr S supported her

in that), in the event that such a placement was to be considered she would first have had to be compulsorily detained for assessment under Section 2 of the MHA. The assessment would then identify the most appropriate setting. The ASW decided that Marigold Ward at Mascalls Park Hospital was the appropriate place for this assessment to be undertaken.

- 85 Mrs S was non-compliant with her medication, and was detained under Section 3 of the MHA for treatment. When the second Trust were planning for her discharge it was noted that she would need elderly mentally impaired residential care. However, by then she had broken her hip, and was too unwell to be discharged from hospital care.

Compulsory detention: our conclusion

- 86 Having studied all of the available evidence we are satisfied that no maladministration occurred in the procedure which was followed leading to Mrs S's detention and her return to Mascalls Park Hospital.

Complaint (c): the Council's response to Mr S's complaint

- 87 As part of our investigation we have considered how the Council responded to Mr S's complaint.
- 88 On 10 July 2007 Mr S first asked the Council for a complaint leaflet. On 13 August 2007 (the first mutually available date) the Customer Care and Complaint Manager met Mr S and his advocate to discuss his complaint. The Manager said that as the Council could only consider events less than 12 months old she would not look at events further back in time than Mrs S's April 2006 sectioning.

89 Mr S's complaints started with his questioning of the decision to section his wife. He complained about comments made by the Social Worker allocated in 2006, which had made Mrs S very anxious. He said he had indicated that he wanted another social worker assigned but this had not happened. He also thought that the allocated Social Worker had vindictively cut back the home care hours from seven to five following the reassessment of their needs.

90 On 17 August 2007 the Manager wrote to Mr S with a summary of the meeting. She asked if he was agreeable to extending the ten-day deadline for a reply by a further ten days, owing to the complaint concerning matters from some time ago. On 28 August Mr S telephoned with some amendments; in particular he said that when he had asked for a meeting with Social Services in the hospital it took six weeks to arrange.

91 On 14 September 2007 the stage one complaint response was sent by the Manager of the Care Management and Review Team. They suggested Mr S contact the NHS about his concerns over the sectioning and the role of the ASW. They said that the Social Worker did not recall any requests not to visit his home, but she did visit Mrs S in hospital as part of the discharge planning process. They pointed out that the care hours had increased after the allocated Social Worker's visit. They apologised that resource constraints meant that they could not allocate a different social worker. The response did not suggest how Mr S should proceed if he was dissatisfied.

92 Mr S contacted the Complaints Manager, who suggested he approach the Health Service Ombudsman. Mr S continued to raise his concerns with the Council. He also

complained separately to the Local Government Ombudsman in October 2007.

The Council's complaint investigation: our findings

93 Given that the responsibility for the ASW's activities was the Council's, it was not appropriate to tell Mr S to take that issue through the NHS complaints procedure. Shortly after Mr S's complaint to the Council he made his complaint to the Local Government Ombudsman about the actions of the ASW. The Council acknowledges that this advice was incorrect, but notes that at the time the ASW was part of a joint team which was believed to be under the management of the Mental Health Trust.

The Council's complaint investigation: our conclusion

94 The Council was wrong in telling Mr S to take his complaint about the ASW to the Health Service Ombudsman. However, we do not consider that was so serious an error as to amount to maladministration.

The complaint about the Council: our overall conclusions

95 We find that the way the Council provided services for Mrs S, and the procedure its staff followed in applying for her compulsory detention, did not fall below a reasonable standard in the circumstances. We therefore find no evidence of maladministration by the Council. We have also considered separately the way in which the Council responded to Mr S's complaint, but again find no evidence of maladministration.

96 Mr S says that alternative provision could have been made for his wife before her admission to hospital. But as he had said his wife would not go into residential care voluntarily, and he did not want her to go back to Mascalls Park Hospital to afford him some respite, it appears that there was little in practical terms that could be done at that time. Given Mrs S's needs it seems that supported housing with an on-site warden (if such had been available) would not have resolved these difficulties.

97 Therefore, we do not uphold Mr S's complaint about the Council.

The Ombudsmen's investigation into Mrs S's care by the Trust

98 The background to this complaint is outlined in paragraphs 52 to 57. We say more about the key events associated with each aspect of the complaint in the sections which follow.

Complaint (d): the Trust's care for Mrs S at Mascalls Park Hospital

99 Mr S said that the Trust should have been aware his wife had fallen out of bed during her previous stay (paragraph 57). Thus, cot sides should have been used to prevent another fall; he was not contacted until some time after a second fall happened and was given confusing information about its cause.

Key events

100 Mrs S was admitted to Marigold Ward in Mascalls Park Hospital on 28 April 2006, under Section 3 of the MHA. The notes of her earlier stay were not located and integrated with those

for her new stay, despite Mr S mentioning the relevance of the previous stay. On the evening of 2 May the Hospital's notes record Mrs S as being restless and agitated, and accusing staff of hitting her and taking her possessions. She was given lorazepam at 11.00pm but this had little effect. She was restless throughout the night and required a nurse to sit with her. The Hospital's notes say she eventually settled at 5.00am.

101 On the morning of 3 May 2006, at some time between the observation at 5.00am when it is noted that she had settled and 6.30am, when she was next seen, Mrs S had an unwitnessed fall in her room. At 6.30am she was found by a nursing assistant lying on the floor beside her bed. She complained of pain in her left leg and hip when lifted back into bed.

102 She was seen later by the Duty Doctor (Mrs S was fast asleep in bed at the time) who recommended two hourly observations of her pulse, blood pressure, and respiratory rate until the review which would later be conducted by the Ward Doctor. While being assisted with her personal care by nursing staff, it was noted that Mrs S was unable to bear weight on one of her legs. She was complaining of pain but declined analgesia. She also vomited. The Duty Doctor was contacted again and advised nursing staff that she would hand over to the Ward Doctor who would be in attendance from 9.00am.

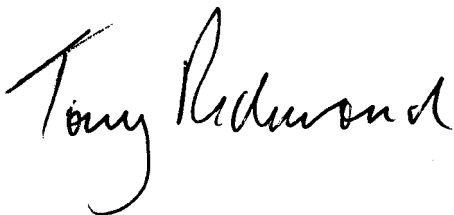
103 Mrs S was later reviewed by the Ward Doctor who contacted an Orthopaedic Senior House Officer (SHO). Mrs S was transferred to the second hospital (managed by a separate Trust) where a fracture of the left hip was diagnosed and operated on, on 5 May 2006.

Section 4: Concluding remarks

- ¹³⁶ In this report we have set out the details of our investigation and our findings, conclusions and decision with regard to the care, treatment and service Mr and Mrs S received from the Council and the Trust. We can assure Mr S that his complaints have been thoroughly and impartially investigated and that our conclusions have been drawn from careful consideration of detailed evidence, including Mr S's comments and the advice of our Professional Advisers.
- ¹³⁷ We hope this report will provide Mr S with the explanations he seeks and reassure him that lessons have been learnt and learning shared as a result of his complaint, so that others are now less likely to undergo the same experiences. We also hope that this report will draw what has been a long and complex complaints process to a close.



Ann Abraham
Health Service Ombudsman for England



Tony Redmond
Local Government Ombudsman

March 2010



CABINET

12

This report is submitted with the agreement of the Mayor as an urgent matter, pursuant to Section 100B(4) of the Local Government Act 1972

SUBJECT: SUBJECT – CAPITAL PROGRAMME

Council approved a capital programme in February 2010 as part of the budget-setting process for 2010/11. The programme includes specific allocations for year 2010/11 and indicative allocations from 2011/12 onwards. As part of the process, Cabinet agreed to delegate to the appropriate Cabinet Members the approval of detailed schemes within each Programme Area and budget where these were not detailed in the report to Cabinet.

To enable officers to progress the planned works on an effective basis, to achieve best value for money, and to make effective use of external funding sources, it is proposed to implement a two year programme of works in specific instances, In particular, for the Hilldene and Rainham Village projects and the programme of works for StreetCare. However, to do so requires approval to be given by both Cabinet and Council to the use of funds for financial year 2011/12 for those works. Cabinet agreed to recommend to Council that these funds be committed.

Associated with the planned works, Cabinet also agreed to recommend to Council that the capital programme should be expanded to accommodate a revised scheme for the Hilldene Primary School project, which is to be funded through the use of receipts and the redirection of existing resources and grants. Such an addition requires the approval of Council, as it fundamentally changes this particular scheme and increase the size of the capital programme, although it has no overall financial impact owing to the funding route.

Cabinet also considered a report at its last meeting on the budget for the Council's Housing Revenue Account (HRA), which included the proposed capital programme for the Council's housing stock. The programme is designed to enable the Council to achieve Decent Homes by 2014. The report set out the proposed 2010/11 HRA capital programme and indicative programmes for 2011/12 and 2012/13, including a funding statement, and the capital programme for the Housing General Fund for 2010/11 alone.

Appendices 4 and 5 of the Cabinet report are attached for information.

RECOMMENDATIONS of the Cabinet:

A. Hilldene School

1. That the Education Capital Programme be expanded by £1.7m for this project, funded by receipts from the primary review projects.
2. That the Council's capital budget for this project be increased by a total of £7,000,000, to be funded from the £1.7m above and by redirecting existing resources/grants from other projects.
3. That elements of the indicative capital programme for 2012/2013 to 2014/2015 be committed to this project.
4. That some of the 2013/014 and 2014/2015 indicative capital programme to be committed (by 3 above) be brought forward to 2012/2013 to match the cash flow for this project.

B. Rainham Village Primary School

1. That elements of the indicative capital programme for 2011/2012 and 2013/2014 be committed on this project.
2. That some of the 2013/014 indicative capital programme to be committed be brought forward to 2012/2013 to match the cash flow for this project.

C. StreetCare capital works

1. That £2m of the 2011/12 indicative capital programme be committed to this project.
2. That the £1m of the 2011/12 indicative capital programme on behalf of Harold Hill Ambitions Project to be committed to this programme of works.

D. HRA Capital Programme

1. That the HRA Capital Programme resource allocation of £20.090m and the HRA Capital Programme, as set out in Appendix 4 of the report to Cabinet attached to this report, be approved.

Council, 24 March 2010

2. That it be noted that the as yet unallocated HRA capital budget of £2m for 2010/11, which has been identified as a result of the successful receipt of £9m Homes and Community Agency ALMO funding, will be the subject of further report in due course.
3. That the Housing Capital Budget outlined in Appendix 5 of the report to Cabinet attached to this report, be approved.

Appendix 4 of the report to Cabinet - Proposed detailed 2010/11 HRA Capital Programme

HRA Capital Programme 2010/11	Total Spend	Number of homes made Decent *	Works	Fee level applicable	Fees available to HiH
	£000		£000	£000	£000
Decent Homes					
Windows	3,402	371	3,065	11%	337.2
Kitchens (& boiler where failure)	2,232	278	2,011	11%	221.2
Heating	1,828	243	1,647	11%	181.2
External Refurbishment	1,213		1,093	11%	120.2
Non traditional Remedial Works to houses	1,120	29	1,009	11%	111.0
Tower block remedial structural works	950		856	11%	94.2
Interserve Legionella/Electrical	737	174	664	11%	73.0
Doors Only	630	143	568	11%	62.5
Major Void contingency	465		419	11%	46.1
Roofs	275	22	248	11%	27.3
Briar Estate Phase 2 roofs	200	6	180	11%	19.8
Structural	200		180	11%	19.8
Asbestos Removal	171		154	11%	16.9
Bathrooms	140	31	126	11%	13.9
Drainage/Water Supply	75		68	11%	7.5
Capitalisation	1,000		1,000	0%	0.0
General Contingency	149		134	11%	14.7
Total Decent Homes	14,788	1,297	13,422		1,366
Works Beyond the Decent Homes Standard					
Unallocated	888		800	11%	88.0
Total Works beyond the DHS	888	0	800	0	88
Environmental Improvements					
Unallocated	100		90	11%	9.9
Total Environmental Improvements	100		90		10

Council, 24 March 2010

HRA Capital Programme 2010/11	Total Spend	Number of homes made Decent *	Works	Fee level applicable	Fees available to HiH
	£000		£000	£000	£000
Common & Sheltered					
RJC Lifts renewals	127		120	6%	7.2
RJC Refurbs	54		51	6%	3.1
RJC Conversions	177		167	6%	10.0
RJC Staircase	47		44	6%	2.6
Common Areas and Sheltered DDA / Fire Protection Works	50		45	11%	5.0
Works to Women's Refuge	5		5	11%	0.5
Hostels	50		45	11%	5.0
Shop areas	2		2	11%	0.2
Careline Equipment	50		45	11%	5.0
Demolition	300		270	11%	29.7
Sheltered Fire Alarms / Careline systems upgrade	290		261	11%	28.7
Total Common and Sheltered	1,151		1,055		97
Energy Efficiency					
Non-Trad Solid Walls/Contingency	30		27	11%	3.0
Stock Condition Surveys 10%	50		45	11%	5.0
Total Energy Efficiency	80		72		8
Aids & Adaptations					
Aids & Adaptations	770		694	11%	0**
Total Aids & Adaptations	770		694		0
Briar Estate Renewal Project					
Project Costs	312		312	0%	0
Total Briar Estate Renewal Project	312		312		0
Unallocated					
Unallocated	2,000				
Total Unallocated	2,000				
TOTAL PROGRAMME	20,090		16,445		1,569
<i>Over-Programme 5% excl Briar Estate, and unallocated</i>	889		807		
TOTAL including over-programming	20,979		17,252		1,569
* A property made Decent by virtue of two or more programmes only counted under one programme					
** Fees payable to Adult Social Care for administering this programme					
All figures rounded to nearest £1,000 except fees for individual elements					

<u>Housing Capital Programme 2010/11</u>		APPENDIX 5 of the report to Cabinet
HOUSING REVENUE ACCOUNT		Funding Source
Sheltered Housing Conversions <i>(note - this scheme, if agreed, would be added to the HRA Capital Budget)</i>	250	HRA Capital Receipts
HOUSING GENERAL FUND		
Disabled Facilities Grants	900	£600k government funding tbc * £300k HRA Capital Receipts
Private Sector grants	150	East London Renewal Programme Partnership
Affordable Housing, including Adult Social Care development	800	Banked Section 106 funds
Total Housing General Fund	1,850	
* Funding announcement awaited - no authority to commit funds until confirmed		