



**Havering**  
LONDON BOROUGH

# **COUNCIL MEETING**

**7.30pm WEDNESDAY, 30 MARCH 2011  
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**

**Democratic Services Manager**

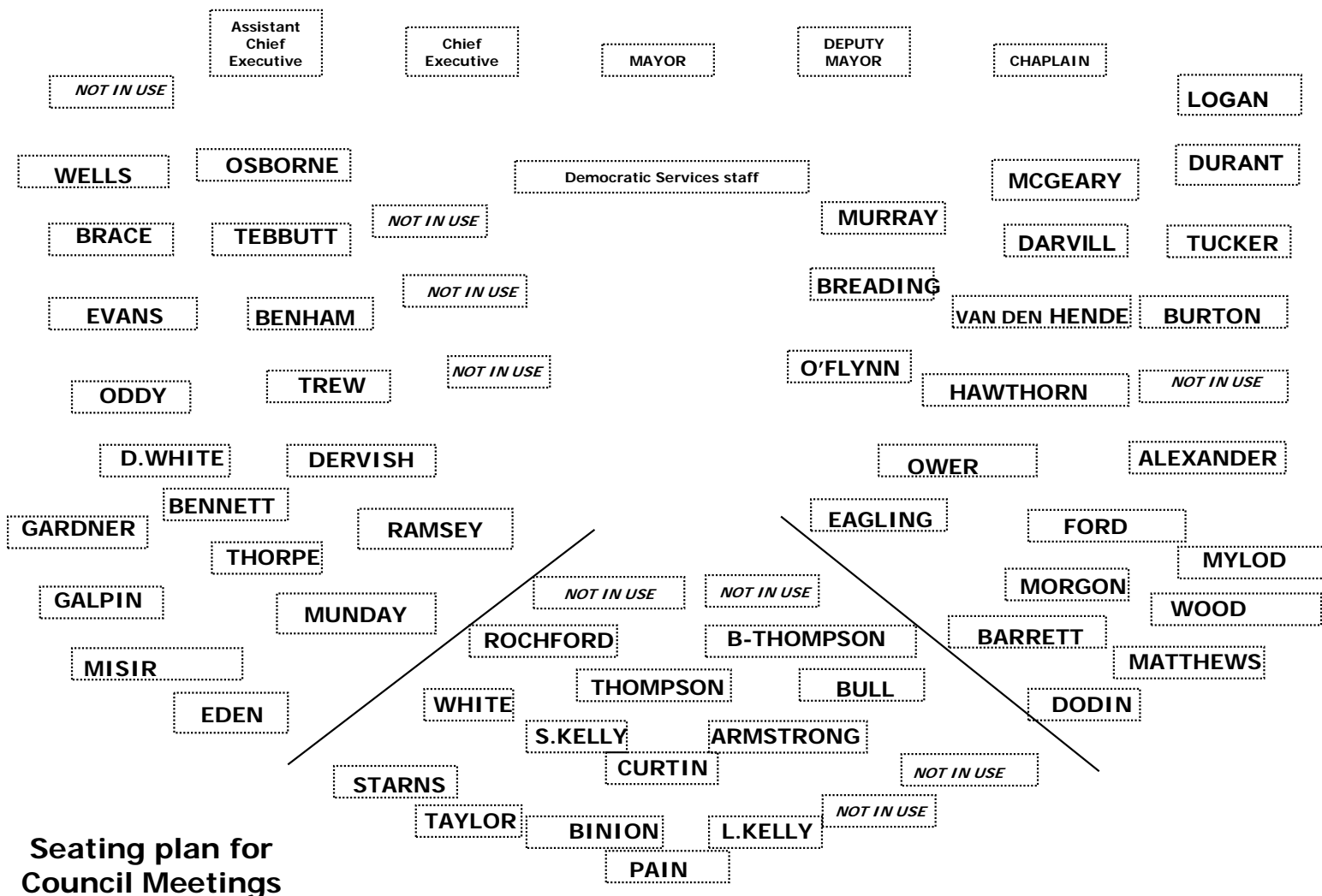
**For information about the meeting please contact:  
Ian Buckmaster (01708) 432431  
[ian.buckmaster@havering.gov.uk](mailto:ian.buckmaster@havering.gov.uk)**



**Please note that this meeting will be webcast.**

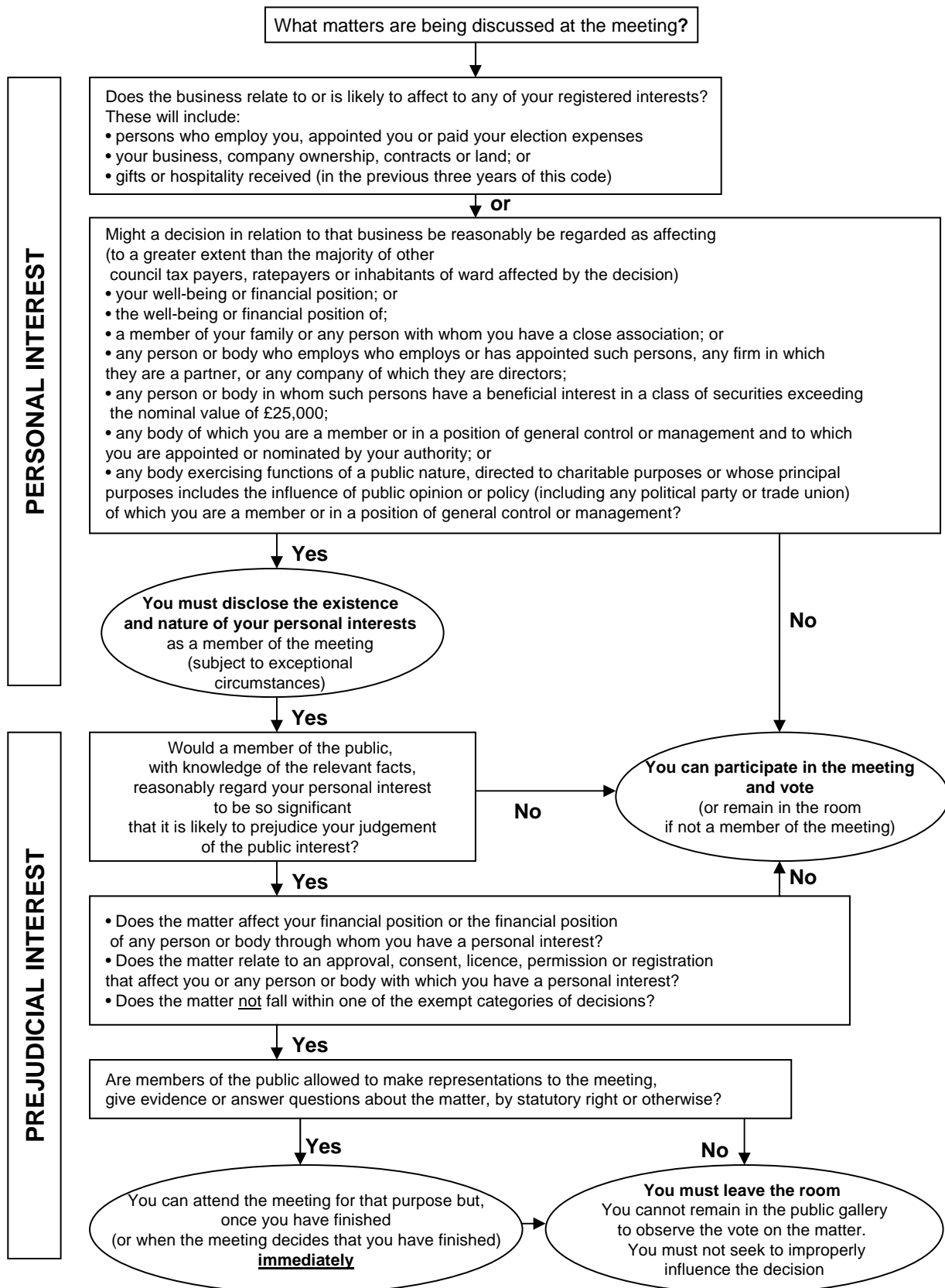
**Members of the public who do not wish to appear on the webcast will be able to sit in the balcony, which is not in camera range.**

**Council, 2 February 2011 - Agenda**



**Seating plan for Council Meetings**

# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



## AGENDA

### INITIAL BUSINESS

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 23 February 2011

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.*

### ANNOUNCEMENTS

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

**PRESENTATION OF  
PETITIONS**

**6 PETITIONS**

Councillors Jeffrey Tucker, Michael Deon Burton, Georgina Galpin and Pat Murray have each given notice of an intention to present a petition.

**RECOMMENDATIONS,  
REPORTS AND APPOINTMENTS**

NOTE: Except as noted at agenda item 7,  
the deadline for amendments is midnight, Monday **28 March 2011**

**7 HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME, 2011-2012**

To consider a report of the Cabinet (to follow: Supplementary agenda and report to be published Thursday, 24 March 2011)

**The Mayor has agreed pursuant to section 100B(4) of the Local Government Act 1972 that this report shall be considered as an urgent item.**

**Accordingly, amendment(s) to this report may be proposed without notice at any time before any debate on it is concluded.**

**8 FORMAT OF MEETINGS OF FULL COUNCIL**

To consider a report of the Governance Committee

**9 REVIEW OF COMMITTEE STRUCTURE**

To consider a report of the Governance Committee

## **Council, 30 March 2011 – Agenda**

### **10 AMENDMENTS TO THE CONSTITUTION**

- A Local Democracy, Economic Development and Construction Act 2009 – Designation of Statutory Scrutiny Officer**
- B Head of Development and Building Control: adjustments to the scope of planning applications which can be decided under delegated powers**

To consider a report of the Governance Committee

### **11 DATES OF COUNCIL MEETINGS**

To consider a report of the Chief Executive

### **MEMBERS' QUESTIONS**

### **12 MEMBERS' QUESTIONS**

### **MOTIONS FOR DEBATE**

### **13 SAFER NEIGHBOURHOOD POLICING**

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

This Council affirms its support for Safer Neighbourhood policing and opposes any changes that are detrimental to the size and future of ward based Safer Neighbourhood Teams.

#### **13A Amendment by the Administration**

##### **Amend to read:**

This Council affirms its support for Safer Neighbourhood policing and opposes any changes that are detrimental to the size and future of ward based Safer Neighbourhood Teams, and welcomes the Mayor of London's commitment of an extra £42million in London policing.

**14 REDEVELOPMENT OF GARAGE SITES AND CAR PARKING AREAS IN HAROLD HILL**

**Motion on behalf of the Labour Group**

This Council regrets the time constraints and unwarranted haste to implement the proposed development of garage sites and car parking areas in the Harold Hill Estate as a consequence of the time limited funding arrangements imposed by the Homes & Communities Agency and the Mayor of London which has led to the premature serving of Notices on Tenants and the proposed commencement of works on parts of the Estate before the planning processes have been completed.

**14A Amendment by the Administration**

**Amend to read:**

This Council regrets the time constraints to implement the proposed development of insufficiently used garage sites as a consequence of the time limited funding arrangements imposed by the HCA; but congratulates the Administration for its policy to provide much needed family homes for Havering residents.



**MINUTES OF A MEETING OF THE COUNCIL OF THE  
LONDON BOROUGH OF HAVERING  
Havering Town Hall, Romford  
23 February 2011 (7.30pm – 11.10pm)**

**Present:** The Mayor (Councillor Pam Light) in the Chair

**Councillors:** Councillors June Alexander, Michael Armstrong, Clarence Barrett, Robert Benham, Becky Bennett, Sandra Binion, Jeff Brace, Denis Breading, Wendy Brice-Thompson, Dennis Bull, Michael Deon Burton, Andrew Curtin, Keith Darvill, Osman Dervish, Nic Dodin, David Durant, Brian Eagling, Ted Eden, Roger Evans, Gillian Ford, Georgina Galpin, Peter Gardner, Linda Hawthorn, Lesley Kelly, Barbara Matthews, Paul McGeary, Robby Misir, Ray Morgon, John Mylod, Pat Murray, Barry Oddy, Denis O'Flynn, Fred Osborne, Ron Ower, Gary Pain, Roger Ramsey, Paul Rochford, Geoffrey Starns, Billy Taylor, Barry Tebbutt, Frederick Thompson, Lynden Thorpe, Linda Trew, Jeffery Tucker, Linda Van den Hende, Keith Wells, Melvin Wallace, Damian White, Michael White and John Wood

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

Apologies were received for the absence of Councillors Steven Kelly, Mark Logan and Eric Munday.

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

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

The meeting closed with the singing of the National Anthem.

**60 MINUTES (agenda item 3)**

Councillor Barry Tebbutt suggested that the summary of his answer to the supplementary question to question 5 shown in Appendix 2 of the minutes was inaccurate and might better record that he had said that reports on the progress of the matters referred to would be made to him and he would decide whether to inform the questioner. The Council accepted that suggestion and it was **RESOLVED:**

**That the minutes of the Meeting of the Council held on 2  
February 2011 as now corrected be signed as a true record.**



61 **DECLARATION OF INTEREST (agenda item 4)**

All Members present declared a personal interest as recipients of Members' Allowances (agenda items 7 and 8/minutes 64 and 65)

62 **ANNOUNCEMENTS (agenda item 5)**

The Mayor made no announcements.

The Leader of the Council's Announcements are attached as **Appendix 1 to these minutes**.

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

A procedural motion that agenda item 8 (minute 65) be dealt with by vote only was agreed without division.

64 **THE COUNCIL'S BUDGET 2011/14 (agenda items 7/7A/7B)**

Council had before it a report of the Cabinet (incorporating the budget proposals for 2011/12). A supplementary report (agenda item 7B) confirming that the Greater London Authority had earlier that day set an unchanged precept was tabled at the meeting.

Councillor Lesley Kelly (Cabinet Member for Housing) informed the Council that, by inadvertence, the schedule of proposed fees and charges for Cemeteries and Crematorium Services contained errors and that a revised schedule would be notified before the new financial year began.

**7A Amendment to budget proposals by the Residents' Group**

That the adjustments set out in the accompanying table\* be made in the budget.

[\* see Appendix 2 to these minutes]

Following debate, the Residents' Group amendment was **LOST** by 20 votes to 30 (see voting division 1). The recommendations of Cabinet were **ADOPTED** by 32 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 2011/12, as set out in the revised Appendix E attached to the report of the Cabinet.
  - b) The delegated schools' budget for 2011/12, as set out in Appendix E of the report to Cabinet.
  - c) The revenue budget strategy statement set out in Appendix B of the report to Cabinet.
  - d) The indicative capital programme for the period for 2011/12, as set out in Appendix I of the report to Cabinet.
  - e) The indicative capital programme for the period from 2012/13 to 2014/15, as set out in Appendix I of the report to Cabinet.
- 2 That the advice of the Chief Finance Officer as set out in Appendix H of the report to Cabinet, be accepted.
- 3 That it be noted that, under delegated powers, the Chief Finance Officer has calculated the amount of 89,700 (called T in the Act and Regulations) as the Council Tax base for the year 2011/2012 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 2011/2012 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:

<b>507,914,503</b>	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>344,672,703</b>	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.
<b>163,241,800</b>	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.

<b>56,034,154</b>	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
<b>107,207,646</b>	being the amount at 4(c) above less the amount at 4(d) above, which is then divided by the amount at 3 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.
<b>Valuation Bands London Borough of Havering</b>	
	£ p
<b>A</b>	796.78
<b>B</b>	929.59
<b>C</b>	1,062.38
<b>D</b>	1,195.18
<b>E</b>	1,460.77
<b>F</b>	1,726.37
<b>G</b>	1,991.97
<b>H</b>	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 2011/12 the major precepting authority (the GLA) has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below as proposed by the Mayor and approved by the London Assembly at its meeting on 23 February 2011:

Valuation Bands Greater London Authority	
	£ p
<b>A</b>	206.55
<b>B</b>	240.97
<b>C</b>	275.40
<b>D</b>	309.82
<b>E</b>	378.67
<b>F</b>	447.52
<b>G</b>	516.37
<b>H</b>	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 2011/12 for each of the categories of dwellings shown below:

Valuation Bands	
	£ p
<b>A</b>	1,003.33
<b>B</b>	1,170.56
<b>C</b>	1,337.78
<b>D</b>	1,505.00
<b>E</b>	1,839.44
<b>F</b>	2,173.89
<b>G</b>	2,508.34
<b>H</b>	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 31<sup>st</sup> March 2012, 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 2011, 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 for Value and the relevant service area Cabinet Members.
- 9 That the level of discount currently awarded to Class C unoccupied and unfurnished dwellings be reduced from 50% to 0% effective from 1 April 2011.
- 10 That the Treasury Management Strategy Statement, the Minimum Revenue Provision Strategy and the Annual Investment Strategy 2011/12 be approved.

#### 65 MEMBERS' ALLOWANCES (agenda items 8/8A)

Council received the report of the group Director, Finance & Commerce,

#### 8A Amendment by the Residents' Group

That the adjustments set out in the table below be made in the allowances specified (all others remaining as in the proposed Scheme):

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

In accordance with the procedural motion recorded in minute 63, the report and amendment were considered without debate. The Residents' Group amendment was **LOST** by 16 votes to 30 (see voting division 3). The recommendations in the report were **ADOPTED** by 30 votes to 0 (see voting division 4) and it was **RESOLVED**:

- 1 That the Members' Allowances scheme (as set out in Appendix 3 to these minutes) be effective from 1 April 2011 and the existing scheme be revoked with effect from the same date.

- 2 That there be no increase in SRAs.
- 3 That the total number of SRAs may exceed the recommended 50% and that Council endorse the justification set out in the report.

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Mayor  
30 March 2011

**Note:** the record of the voting divisions is attached as  
**Appendix 4 to these minutes.**

## **ANNOUNCEMENTS BY LEADER OF THE COUNCIL**

### Dovers Corner

As you all know, we have campaigned long and hard against the Weston Homes development on Dovers Corner, which is opposed by the vast majority of local people, and in our view represents a gross overdevelopment of the site. It also flies in the face of our LDF policies which say that developments in this area should generally be no more than three storeys high and should reflect the character of the nearby Rainham Conservation Area.

We spent about £90,000, plus a huge amount of staff time, fighting the public inquiry.

We were therefore dismayed and very disappointed to receive the Secretary of State's decision to allow the developer's appeal and grant planning permission. We immediately asked our lawyers to go through the decision very carefully to see if we could take any further action.

As with all planning matters this is a very complicated case. Our lawyers advise that we have no grounds for a legal challenge to the main basis of the decision. The Inspector at the appeal decided that a development of more than three storeys on this particular site was acceptable. We are not able to argue that this was unlawful, even though we profoundly disagree with it.

Our lawyers believe there is a slim chance we could challenge one aspect of the decision on a small technicality - that the planning inspector misinterpreted part of our planning policy, which states that tall buildings of six or more storeys are only allowed outside Romford in exceptional circumstances. We may be able to contend that the Inspector did not clearly identify what were the exceptional circumstances in this case, even though he did conclude that building on this scale was acceptable in design terms.

However, even if we managed to get the decision overturned on this limited chance, it would simply put us back to the position we were in 18 months ago - at another planning inquiry with another planning inspector who would have to take note of the first Inspector's conclusions. We would have to pay at least as much again to fight the second inquiry, and we could never recover the tens of thousands of pounds we have already spent in the first inquiry.

We have been advised that it is highly likely that the new inspector would conclude that the reasons listed by the first inspector were 'exceptional circumstances', meaning that we would lose the second inquiry as well, and that planning permission would still be granted for Weston Homes' proposals.

And as I said, we only have a very limited chance of getting this decision quashed by the High Court and if we lost, we would be liable for not only our own legal costs but those of the Secretary of State as well. This could stretch to over £20,000.

We have always opposed this application and believe that the Secretary of State's decision is wrong but we need to weigh up the large financial risk that we face if we have to fight the public inquiry all over again without much real prospect of success. This why, with great regret, we have decided that we cannot justify taking legal action.

### Branfil School

I visited Branfil Primary School in Upminster last week to inspect damage to the reception building caused by recent flooding.

After seeing the extent of the damage and the condition of the temporary building I am really pleased that we will be replacing the damaged building, currently being used by reception classes this year. The building dates back to the 1960s and has suffered severe damage after pipes burst over the Christmas break and further flood damage was incurred in recent weeks.

On my visit I spoke to the head teacher and the chair of governors, I also saw that some of the doors, window, carpets and electrical wiring were also out of date and in need of replacement. We will now look at the best way to replace the building bearing in mind costs and suitability and we hope to have the new building ready in time for the new school year in September.

While we recognise many schools in the borough could benefit from some refurbishment, in this current financial situation we need to prioritise our resources. We are however doing all we can to find funding from Government or other sources which could improve the conditions of our schools. The building at the school needed replacement after it suffered serious damage. I have seen this first hand and I am pleased that that we can help replace the block.

### Decent Homes

I am absolutely delighted to announce that our council housing tenants will benefit from over £62m Government investment to bring our housing stock up to the decent homes standard. To reach the standard required, a home must be free of hazards, in a reasonable state of repair and have adequate windows, heating, boilers, plumbing, electrics, kitchens and bathrooms.

Along with Homes in Havering, we have lobbied successive Government's over many years to secure the Decent Homes funding. We were at one stage promised £112m which was later withdrawn.

After considering legal action, Havering Council was reinstated onto the programme in 2010 before a change of Government saw a complete review of the Decent Homes programme, where boroughs were invited to remodel how much it would cost and re-bid for funding in January 2011.

After taking into consideration current funding arrangements and negotiating better deals with contractors, a revised bid of £67.9m was entered of which 93 per cent was granted. We are a borough with a high proportion of pre 1960s housing stock desperately in need of improvement. We will now combine this additional funding, provided to the borough by this Government, with resources already available to enable £13m to be invested in Decent Homes from April 1. The improvement programme in 2011/12 will include 630 new kitchens, 630 new central heating systems, 400 new bathrooms, double-glazed windows in 390 homes and new roofs for 150 properties. The rest of the new Decent Homes money over will be invested over the next 4 years

I would like to thank our tenants for their patience while negotiations were taking place. I know it has been a long journey but I'm pleased to say we are now in much better position



because we kept bidding and kept lobbying for funding. We will now work with tenants and Homes in Havering to start the work as soon as we can.

### Street Parties

On another happy note, we are all looking forward to the Royal Wedding in April this year and the long weekend of celebration.

A number of residents have been in touch with the Council asking if they can close their streets for a traditional street party to mark the celebrations and they have asked what the Council's policy will be for street parties for the Royal Wedding. I am very happy to announce that we will be publishing guidance tomorrow for residents who want to hold street parties on the long bank holiday weekend in April

We will do our best to allow street parties to take place - including closing roads where it is possible to do so - and we will even deliver the signage and cones needed to do this and collect it afterwards. Where it is not possible to close main roads or bus routes, we will try to accommodate parties of neighbours in a local park or local green

There will also not be a charge for this service - either for the Royal Wedding this year, or for Her Majesty's Diamond Jubilee next year

We want to bring our communities together and foster an even greater sense of Civic Pride in Havering - what better way is there to do this than allowing residents to throw a street party and join in the national celebrations

From tomorrow morning, residents can find the guidance at:

[www.havering.gov.uk/streetparties](http://www.havering.gov.uk/streetparties)

APPENDIX 2  
(Minute 64)RESIDENTS' ASSOCIATION GROUP  
BUDGET AMENDMENTS 2011/12**SAVINGS**

		£
<b>RA1s</b>	<b>Review of Special Responsibility Allowances</b> Based on 2010/11 scheme, reduction in allowances for Cabinet, Overview & Scrutiny and other committees by reviewing structure and number of positions. Subject to the 2011/12 proposed scheme being considered and agreed by Council at the appropriate time.	<b>197,000</b>
<b>RA2s</b>	<b>Corporate Consultancy</b>  Reduce existing budget of £103,000 down to £50,000. Demand beyond the remaining budget to be met from existing resources or contingency.	<b>53,000</b>

<b>Savings Total</b>	<b>250,000</b>
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**GROWTH**

<b>RA1g</b>	<b>Reinstate free car parking to out-of-town centres</b>  To respond to resident and trader demand for the return of free car parking to out-of-town centres (ie outside of Romford) 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 in place.	<b>250,000</b>
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<b>Growth Total</b>	<b>250,000</b>
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<b>Net impact</b>	<b>Nil</b>
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## **Members' Allowances Scheme**

***Agreed at the meeting of the Council on 23 February 2011. The new Scheme is agreed with effect from 1 April 2011 and the revocation of the Members' Allowance Scheme (2010) is effective from 31 March 2011.***

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 2011.

2 In this scheme, "councillor" means a councillor of the London Borough of Havering and "year" means the period ending on 31 March 2012 and any period of 12 months ending on 31 March in any year after 2012.

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 2011/12 by the 2010/11 and 2011/12 % 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, personal expenses and sundry expenses -including items such as attendance at dinners, raffle tickets, sponsorship and donations.

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

- the Mayor's "At Home" and other Havering Civic receptions, award pins and certificates at the civic award ceremony;
- medals, certificates and frames in the event of there being any ceremony associated with Honorary Alderman/Freeman of the Borough awards;
- gifts given on behalf of the Council in reciprocation or gifts initiated by the Council for promotional purposes;
- maintaining and provisioning the beverage machine in the Parlour;
- postage costs and all costs associated with the Mayoral transport, robes etc.

**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 £
<u>Basic Allowance</u>	<b>10,208</b>
Special Responsibility Allowances:	
<b>Leader of the Council</b>	<b>51,191</b>
<b>Deputy Leader of the Administration</b>	<b>35,705</b>
<b>Cabinet Members</b>	<b>32,705</b>
<b>Leader of Principal Opposition</b>	<b>18,000</b>
<b>Leader of Principal Minority Opposition</b>	<b>6,390</b>
<b>Leader of Minority Opposition</b>	<b>2,227</b>
<b>Deputy Leader of Principal Opposition</b>	<b>3,825</b>
<b>Mayor</b>	<b>14,418</b>
<b>Deputy Mayor</b>	<b>7,650</b>
<b>Overview and Scrutiny Committees Chairmen</b>	<b>14,418</b>
<b>Licensing and Regulatory Services Committee Chairmen</b>	<b>20,430</b>
<b>Audit, Pension, Highways, Governance, Appointments, Adjudication and Review Committee Chairmen</b>	<b>7,650</b>

**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 Member for Value.

**VOTING RECORD**

<i>DIVISION NUMBER:</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>The Mayor [Cllr. Pam Light]</b>	O	O	O	O
The Deputy Mayor [Cllr. Melvin Wallace]	X	✓	X	✓
<b><u>CONSERVATIVE GROUP</u></b>				
Cllr. Michael White	X	✓	X	✓
Cllr. Michael Armstrong	X	✓	X	✓
Cllr. Robert Benham	X	✓	X	✓
Cllr. Becky Bennett	X	✓	X	✓
Cllr. Sandra Binion	X	✓	X	✓
Cllr. Jeff Brace	X	✓	X	✓
Cllr. Wendy Brice-Thompson	X	✓	X	✓
Cllr. Dennis Bull	X	✓	X	✓
Cllr. Andrew Curtin	X	✓	X	✓
Cllr. Osman Dervish	X	✓	X	✓
Cllr. Ted Eden	X	✓	X	✓
Cllr. Roger Evans	X	✓	X	✓
Cllr. Georgina Galpin	X	✓	X	✓
Cllr. Peter Gardner	X	✓	X	✓
Cllr. Lesley Kelly	X	✓	X	✓
Cllr. Steven Kelly	A	A	A	A
Cllr. Robby Misir	X	✓	X	✓
Cllr. Eric Munday	A	A	A	A
Cllr. Barry Oddy	X	✓	X	✓
Cllr. Frederick Osborne	X	✓	X	✓
Cllr. Gary Pain	X	✓	X	✓
Cllr. Roger Ramsey	X	✓	X	✓
Cllr. Paul Rochford	X	✓	X	✓
Cllr. Geoffrey Starns	X	✓	X	✓
Cllr. Billy Taylor	X	✓	X	✓
Cllr. Barry Tebbutt	X	✓	X	✓
Cllr. Frederick Thompson	X	✓	X	✓
Cllr. Lynden Thorpe	X	✓	X	✓
Cllr. Linda Trew	X	✓	X	✓
Cllr. Keith Wells	X	✓	X	✓
Cllr. Damian White	X	✓	X	✓
<b><u>RESIDENTS' GROUP</u></b>				
Cllr. Clarence Barrett	✓	O	✓	O
Cllr. June Alexander	✓	O	✓	O
Cllr. Nic Dodin	✓	O	✓	O
Cllr. Brian Eagling	✓	O	✓	O
Cllr. Gillian Ford	✓	O	✓	O
Cllr. Linda Hawthorn	✓	O	✓	O
Cllr. Barbara Matthews	✓	O	✓	O
Cllr. Ray Morgon	✓	O	✓	O
Cllr. John Mylod	✓	O	✓	O
Cllr. Ron Ower	✓	O	✓	O
Cllr. Linda Van den Hende	✓	O	✓	O
Cllr. John Wood	✓	O	✓	O
<b><u>LABOUR GROUP</u></b>				
Cllr. Keith Darvill	✓	✓	O	O
Cllr. Denis Breading	✓	O	O	O
Cllr. Paul McGeary	✓	✓	O	O
Cllr. Pat Murray	✓	O	O	O
Cllr. Denis O'Flynn	✓	X	✓	O
<b><u>INDEPENDENT LOCAL RESIDENTS' GROUP</u></b>				
Cllr. Jeffery Tucker	✓	X	✓	O
Cllr. Michael Deon Burton	✓	X	✓	O
Cllr. David Durant	✓	X	✓	O
Cllr. Mark Logan	A	A	A	A
<b>TOTALS</b>				
<b>YES</b>	20	32	16	30
<b>NO</b>	30	4	30	0
<b>ABSTAIN/NO VOTE</b>	1	15	5	21
<b>DECLARATION OF INTEREST/NO VOTE</b>	0	0	0	0
<b>ABSENT FROM MEETING</b>	3	3	3	3
	54	54	54	54

IN FAVOUR ✓

AGAINST X

NOT VOTING O

ABSENT A

INTEREST DECLARED ID



## GOVERNANCE COMMITTEE

# 8

### **SUBJECT: FORMAT OF MEETINGS OF FULL COUNCIL**

- 1 At the request of the Leader of the Council and the Leader of the Opposition, the Governance Committee has reviewed the format and conduct of meetings of full Council. The consensus was that, in general, meetings were satisfactory but that some measures were need to improve their efficiency and to make them more focused. Proposals for adjustments to the format of meetings are now submitted accordingly.

#### Annual Meeting and Mayor Making

- 2 The Committee proposes that the Annual Meeting should comprise two parts – the Mayor Making ceremony and associated business; and ordinary business. “Ordinary business” would include business that would be dealt with at an ordinary Meeting, such as questions, reports and motions. Doing this would go some way to bridging the current four-month gap between ordinary Meetings in March and July (although there might be time-management issues to be addressed).
- 3 To accommodate this, the meeting would star at 7pm rather than 7.30pm (all other meetings would retain a 7.30pm start).

#### Streamlining debates

- 4 The Committee also suggests that there should be means to streamline debates.
- 5 At the time of proposing a motion (or at any time prior to publication of the final agenda for the meeting), full debate would remain the default position but the proposer would have the option of suggesting either a shortened form of debate (to be termed “intermediate debate”) or that there need be no debate at all, the matter being dealt with by vote only. Any other Member would have the option of proposing by procedural motion that there be a full debate (or intermediate debate or vote only).
- 6 For intermediate debate, the recommendations and proposed Rules provide for:
  - More limited speech lengths
  - Limitations on the number of speakers in debate
  - Limited rights of reply at the end of the debate
- 7 Although the suggested Rule provides for five speakers each from the Administration and the Opposition Groups collectively, it would be open to

the Council to agree by Procedural Motion that different numbers of Members should speak. A convention, agreed by the Group Leaders, would determine how speakers would be selected between the Opposition Groups.

- 8 **It is important to note that nothing in these proposals would limit opportunity for debate unless Council as a whole acquiesces in that, either by accepting the proposer's indicated preference or by passing a procedural motion at the meeting to proceed differently.**

Sequence of meetings

- 9 Having reviewed the sequence of Council meetings, the Committee suggests that the most convenient would be for meetings to be held, generally in the third or fourth week of the month, in:

January (or on 1 February, to fit timescales)

February (Council Tax and budget)

March

May (including the Annual Meeting)

July

September (avoiding any national Party Conference dates) and

November

Consideration of reports

- 10 For the most part, reports to Council from Cabinet, Committees or officers are accepted without debate. Where there is debate, it proceeds in the usual fashion. The text of reports is not, generally, discussed.
- 11 Currently, there is no provision for the content of reports to Council to be discussed other than by formal debate following the submission of amendments. It is, however, open to the Council to allow a short time when any report is received for the particular Chairman, Member Champion or (for Cabinet and officers' reports) Cabinet Member to deal with Members' questions about the report. Such questioning would not preclude full debate in the event that amendment of the report was sought or if Members so wished for any reason.

The Committee accordingly **RECOMMENDS to the Council** that

- (a) The Annual Meeting of the Council start at 7pm and be arranged in two parts with an adjournment between them:
- (i) Mayor Making, at which the Mayor for the coming municipal year will be elected, the Deputy Mayor appointed and the Leader of the Council's Annual Statement presented; and

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- (ii) other business, to include the appointment of Committees, their Chairmen and Vice-Chairmen, consideration of Reports, Members' Questions and debates on Motions on any matter relevant to the Council.
- (b)
  - (i) At ordinary meetings of the Council, proposers of motions have the ability to propose either a more limited form of debate than the full debate currently provided for, or dealing with the motion by vote-only (without requiring a procedural motion to that effect) and that the Council Procedure Rules be amended as set out in Appendix A accordingly; and
  - (ii) In the limited form of debate ("Intermediate debate procedure"), the restrictions on participants be as follows:
    - 1 A speech of 5 minutes for the proposer of a motion or amendment;
    - 2 A speech of 2 minutes for all other speakers, including those seconding the motion;
    - 3 That the number of speakers, including those seconding the motion and any amendment but excluding those proposing the motion or an amendment, shall not exceed five from the Administration and five from Groups other than the Administration (and there shall be a formal convention as to how those speakers may be identified, to be agreed by the Group Leaders);
    - 4 That rights of reply shall be exercisable by the Leader of the Opposition (or his nominee) and the Leader of the Council, both having 5 minutes.
- (c)
  - (i) That, when seconding a motion or amendment, Members rise only formally to second the proposal and make any speech subsequently, in general debate; and
  - (ii) the current seconder's right to a speech of 8 minutes be abolished
- (d) That the pattern of meetings of the Council be:
  - January (or 1 February if necessary)
  - February (Council Tax and budget)
  - March
  - May (the Annual Meeting, including Mayor Making)
  - July
  - September
  - November
- (e) That, when Council considers a report by Cabinet, a Committee or an officer, in addition to proposing formal amendment, Members have the right to submit questions for response by the Leader of the Council, the appropriate Cabinet Member or the appropriate Committee Chairman, any

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such question to be submitted to the same deadline as an amendment to the report.

- (f) That the revised Council Procedure Rules set out in the Appendix be adopted and that the Assistant Chief Executive be authorised to make any other necessary minor or consequential amendments that result from these decisions.

## AMENDED COUNCIL PROCEDURE RULES

### Rule 1 - Annual Meeting of the Council

#### Amend the second paragraph and list of agenda items as follows:

The annual meeting will commence at 7pm and comprise two Parts, as follows:

#### Part 1

- (a) choose a Member to preside if the Mayor is not present and to receive apologies for absence;
- (b) elect the Mayor of the Borough and receive notice of the appointment of the Deputy Mayor;
- (c) approve the minutes of the last meeting and of any subsequent extraordinary meeting;
- (d) receive any announcements from the Mayor and/or Chief Executive;
- (e) in a year when there is an ordinary election of Councillors, elect the Leader of the Council, and receive any notice of the appointment of the Deputy Leader of the Council and the Members of the Cabinet
- (f) receive a statement by (or on behalf of) the Leader of the Council relating to any aspect of the Council policy or in respect of any issue affecting the Council or the borough.

#### Part 2

- (g) receive any declarations of interest from members;
- (h) other than in a year when there is an ordinary election of Councillors, consider whether to confer on any person of distinction or who has rendered eminent service to the borough the Honorary Freedom of the Borough
- (i) appoint the overview and scrutiny committees, the Standards Committee and any such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions; appoint their Chairmen and Vice Chairmen; and appoint the following seven Champions:
  - (i) for Diversity
  - (ii) for the Historic Environment
  - (iii) for the 14-19 Diploma Scheme

- (iv) for the Over Fifties
  - (v) for Standards
  - (vi) for the Voluntary Sector Compact
  - (vii) for Younger Persons
- (j) receive any petitions pursuant to rule 23(a);
- (k) receive and consider the following business, in the order indicated:
- (i) recommendations from the Cabinet and the Council's committees;
  - (ii) reports of the Chief Executive, Monitoring Officer or Chief Finance Officer;
  - (iii) proposals from the Cabinet in relation to the Council's budget and policy framework;
  - (iv) reports of the overview and scrutiny committees and/or the Member Champions;
  - (v) any statutory or other plans submitted for the Council's approval;
  - (vi) consider questions from members submitted in accordance with Rule 10;
  - (vii) debate any petition exceeding the threshold of 3,500 signatories, and reach a decision on it, in accordance with the procedure set out in Rule 23;
  - (viii) consider any motions submitted in accordance with the procedure set out in Rule 11; and
  - (ix) consider any other business specified in the summons to the meeting.

The Initial, Revised and Final Agendas for the Annual Meeting, and any papers or other submissions for consideration at that meeting, shall be delivered in accordance with Timetable 1 appended to these Rules.

**Rule 11 - Motions of which notice is given**

**Insert new paragraph 11.3 (and renumber subsequent paragraphs accordingly)**

**11.3 Mode of debate**

The proposer of a motion may indicate at the time of submitting the motion, or at any time prior to the publication of that motion in the final agenda for a meeting, that the motion may be dealt with at the meeting by the intermediate debate procedure provided for in Rule 13.5 or by vote only as provided for in Rule 13.6. That indication shall apply also in respect of any amendments proposed to the motion and shall be noted on the agenda papers.

If no such indication is given, the motion (and any amendments) shall be debated in full (unless Rules 7(d) (Mayor's powers) or 9.1(d)(conclusion of meeting) apply).

**Amend paragraph 11.7 as follows:**

**11.7 Amendments to, or questions about, reports**

Amendments to any reports before Council shall be submitted to the Proper Officer as follows:

- (a) To reports issued with the final agenda, no later than the Monday before the meeting (but if the Monday is a Bank Holiday, the time limit will be extended to noon on the Tuesday before the meeting).
- (b) An amendment to an urgent report may be proposed without notice at any time before the debate on it is concluded.

A Member may question the Leader of the Council, a Cabinet Member, a Committee Chairman or a Member Champion, as appropriate, about the content of any report before Council. Questions:

- (a) About reports issued with the final agenda shall be submitted to the Proper Officer no later than the Monday before the meeting (but if the Monday is a Bank Holiday, the time limit will be extended to noon on the Tuesday before the meeting).
- (b) About an urgent report may, with the consent of the Mayor, be asked without notice at the time the report is considered by Council.

**Rule 12 – Motions without notice**

**In paragraph 12.1, insert the following and renumber subsequent clauses accordingly:**

- (f) to apply to a motion (including a deemed motion relating to a report) the full debate procedure (rule 13.4), intermediate debate procedure (rule 13.5) or vote only procedure (rule 13.6);
- (g) where a motion is being considered by the Intermediate debate procedure (rule 13.5), to vary the number of Members who may speak;

## **Rule 13 – Rules of debate**

### **Replace paragraph 13.3 by the following:**

#### **13.3 Mode of debate**

This Rule shall not apply to any motion or amendment proposed in relation to the Council Tax and budget at the meeting of the Council at which they are set.

Unless an indication has been given in accordance with Rule 11.3 (mode of debate) or Rule 9.1(d) (conclusion of meeting) applies, all motions shall be debated in accordance with Rule 13.4 (Full debate procedure).

Where the proposer has indicated that the motion shall be debated using the intermediate debate procedure, Rule 13.5 (Intermediate debate procedure) shall apply unless a procedural motion is passed to apply either the full debate procedure or the vote only procedure

Where the proposer has indicated that the motion shall be dealt with by vote only, Rule 13.6 (Vote only procedure) shall apply unless a procedural motion is passed to apply either the full debate procedure or the intermediate debate procedure.

Speeches must be directed to the agenda item under discussion or to a point of personal explanation, clarification, order or information.

### **Rename paragraph 13.4 and amend its content as follows:**

#### **13.4 Full debate procedure**

No speech may exceed the following time limits without consent of the Mayor:

- (a) ten minutes for a mover of a motion or an amendment and
- (b) five minutes for other speeches in any debate

Except that, at the meeting setting the council tax under rule 3, the speeches of any Group Leader (or of a member nominated to speak on



behalf of a Group Leader) on any motion or amendment relating to the council tax shall not exceed twenty minutes.

At the close of each debate upon a motion or report, or after a motion "That the question be put" has been carried, rights of reply may be exercised in the following order:

- (a) The Leader of the Group by which any motion, recommendation or amendment was proposed (if not the Leader of the Council or the Leader of the Opposition), or, if the mover is not a member of a Group, that Member.
- (b) Where more than one Group or individual Member has proposed a motion or amendment, each shall be entitled to exercise a right of reply, in the order in which the motion or amendment(s) appears on the agenda.
- (c) The Leader of the Opposition
- (d) The Leader of the Council.

In each case, the appropriate Leader may nominate another member of their Group to reply on their behalf.

### **Insert new paragraphs 13.5, 13.6 and 13.7:**

#### **13.5 Intermediate debate procedure**

No speech may exceed the following time limits:

- (a) five minutes for a mover of a motion or an amendment
- (b) two minutes for all other speeches and
- (c) a right of reply for five minutes each for the Leader of the Opposition and the Leader of the Council (or their respective nominees).

Unless agreed otherwise by procedural motion, the number of speakers, including those seconding the motion and any amendment but excluding those proposing the motion or an amendment, shall not exceed five from the Administration and five from Groups other than the Administration.

A convention agreed by Group Leaders will govern the selection of speakers.

The motion and any amendment shall be voted upon as if there had been a full debate of the matter.

**13.6 Vote only procedure**

Where this procedure is invoked, the Mayor shall put the matter to a vote without debate. The motion and any amendment shall be deemed to have been moved and seconded, and shall be voted upon as if there are been a full debate of the matter.

**13.7 Seconding a motion or amendment**

No motion or amendment shall be debated or voted upon unless it has been seconded by a Member other than its proposer. A Member seconding a motion or amendment shall do so formally, without making a speech.

**Delete existing paragraph 13.6 and renumber the subsequent paragraphs.**

## GOVERNANCE COMMITTEE

# 9

### SUBJECT: REVIEW OF COMMITTEE STRUCTURE

#### Adjudication & Review, Appointments, Governance and Partnerships

1. The Governance Committee was informed that, following a review of the Council's governance arrangements, the Administration had proposed that the Adjudication & Review and Appointments Committees should cease to be Committees in their own right but be re-constituted as Sub-Committees of the Governance Committee, and that the Partnerships Overview & Scrutiny Committee (OSC) should be abolished.
2. There is no statutory requirement for the appointment of any of the three affected Committees and it is thus open to the Council to make the proposed changes.
3. The changes would have only a marginal effect on the political balance of the Council's Committees overall (that issue will be addressed in detail in the report on Committee appointments etc to the Council at its Annual Meeting if the proposals are agreed). The Hearings Panels that deal with the various complaints procedures would become Panels of the Governance Committee, through the Adjudication & Review Sub-Committee.
4. The agreed functions of the Governance Committee would need to absorb those of the two Committees that are to become Sub-Committees; the Sub-Committees would continue with broadly the same functions, adjusted only insofar as necessary to reflect their new Sub-Committee status. The detailed changes are set out in Appendix 1 to this report.
5. The functions of the Partnerships OSC would need to be redistributed among the other OSCs. Suggested changes are set out in Appendix 2.

The Committee therefore **RECOMMENDS to the Council** that, with effect from the Annual Meeting on 25 May 2011:

- (a) The Adjudication & Review Committee and the Appointments Committee be re-constituted as Sub-Committees of the Governance Committee and that Hearings Panels be re-designated as Panels of that Committee, and that their respective functions be assigned to this Committee as set out in Appendix 1 to this report; and

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- (b) The Partnerships Overview & Scrutiny Committee be abolished and its functions re-distributed to other Overview & Scrutiny Committees as set out in Appendix 2;

and that the Assistant Chief Executive, Legal & Democratic Services be authorised to make all consequent adjustments to the Council's Constitution.

**Revised functions of the Governance Committee**

Note – for ease of reference, the functions being transferred to the Governance Committee are shown in **bold font**

Hearings Panels, currently the responsibility of the Adjudication & Review Committee, would become the responsibility of this Committee (through the new Adjudication & Review Sub-Committee). The functions below marked \* would be the responsibility of that new Sub-Committee and those marked ø would be under the Appointments Sub-Committee.

Governance	<p><b>Monitoring constitution</b></p> <p>In accordance with Part 2, Article 11 of this constitution:</p> <ul style="list-style-type: none"> <li>• To monitor and review operation of the constitution to ensure that the aims and principles of the constitution are given full effect</li> <li>• To make recommendations to the Council about amending the constitution</li> <li>• To monitor and review the Members' Allowance Scheme and make recommendations to Council</li> <li>• To monitor and review the role of Overview and Scrutiny including numbers, operation and responsibility of Overview and Scrutiny Committees and their terms of reference and make recommendations</li> <li>• To monitor and review all aspects of Corporate Governance</li> <li>• To approve the Annual Governance Statement</li> </ul> <p><b>Staff disciplinary, capability and grievance procedures</b></p> <ul style="list-style-type: none"> <li>• Where necessary, to establish a panel to consider and determine any appeal by the Head of Paid Service, a Group Director, Assistant Chief Executive, Assistant Director or a Head of Service from the decision of a panel of the Appointments Committee.</li> <li>• Where necessary, to establish a panel to hear a grievance submission made by the Head of Paid Service, a Group Director, Assistant Chief Executive, Assistant Director or a Head of Service</li> <li>• Where necessary to establish a panel to consider and determine any appeal against dismissal or final stage grievance lodged by "Havering Grade" staff.</li> </ul> <p><b>ø Appointments and dismissals</b></p> <ul style="list-style-type: none"> <li>• <b>To make recommendations to Council about appointing and dismissing the Head of Paid Service</b></li> <li>• <b>To appoint and dismiss Group Directors, Assistant Chief Executive, Assistant Director and Heads of Service, in accordance with the procedures set out in the Staff Employment Procedure Rules in Part 4 of this constitution</b></li> <li>• <b>Where necessary to establish a panel to consider and determine any allegation under the Council's disciplinary or capability procedures against the Head of Paid service, a Group Director, Assistant Chief Executive, Assistant Director or Head of Service.</b></li> </ul>
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	<ul style="list-style-type: none"><li>• To appoint (or in the case of appointments to be made by the Executive, to recommend for appointment) any individual:<ul style="list-style-type: none"><li>(a) to any office (other than an office in which he is employed by the authority) in the authority's gift</li><li>(b) as the authority's representative to any body other than the authority or to any committee or sub-committee of such a body</li></ul></li><li>and to revoke any such appointment (see Part 3, section 5: local choice functions)</li><li>• To approve delegated arrangements for such appointments</li><li>• To interview candidates for the independent member positions on the Standards Committee and to make recommendations to Council about the appointment of the independent members</li></ul> <p><b>Ø Terms and conditions</b></p> <p><b>To determine the local terms and conditions, pay and grading arrangements of the Head of Paid Service, Group Directors, Assistant Chief Executive, Assistant Director and Heads of Service</b></p> <p><b>* Appeals and complaints</b></p> <p><b>To determine an appeal against any decision made by or on behalf of the authority, except where statute provides for some other route of appeal (see Part 3, section 4: functions not to be the responsibility of an authority's Executive (group B functions) and Part 3, section 5: local choice functions) - see Hearings Panels below</b></p> <p><b>* Admission and exclusion of pupils</b></p> <ul style="list-style-type: none"><li>• <b>To make arrangements pursuant to Chapter I of Part III of the School Standards and Framework Act 1998 (admission appeals)</b></li><li>• <b>To make arrangements pursuant to Chapter V of Part II of the School Standards and Framework Act 1998 (exclusion appeals and children to whom section 87 applies: appeals by governing bodies)</b></li></ul> <p><b>* Governing bodies</b></p> <p><b>To hear appeals from teachers about early retirement decisions by governing bodies</b></p> <p><b>Member support</b></p> <p>To oversee matters related to the facilities available to support members</p> <p><b>Miscellaneous</b></p> <p>To undertake those functions assigned under Part 3, section 4: functions not to be the responsibility of an authority's Executive (group EA functions)</p>
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The entries currently in Part 3.1.2 of the Constitution relating to the Adjudication & Review Committee and the Appointments Committee will be placed immediately following that of the Governance Committee and be re-designated as Sub-Committees.

**Redistribution of functions of the Partnerships OSC**

Note – for ease of reference, the functions being transferred from the Partnerships OSC to the alternative OSCs are shown in **bold** font; only the affected OSCs are shown

<b>Overview and Scrutiny Committee</b>	<b>Area of responsibility</b>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Environment</li> <li>• <b>Local Development Framework and Strategic Transport</b></li> <li>• <b>Transport for London</b></li> <li>• <del>Transport</del></li> <li>• Environmental Strategy</li> <li>• Community safety</li> <li>• Streetcare</li> <li>• Parking</li> <li>• Social Inclusion</li> <li>• Scrutiny of relevant aspects of the LAA</li> <li>• Councillor Call for Action</li> </ul>
<b>Towns &amp; Communities</b>	<ul style="list-style-type: none"> <li>• <b>Community Engagement</b></li> <li>• <b>Cohesion</b></li> <li>• <b>3<sup>rd</sup> Sector Compact</b></li> <li>• Regulatory Services</li> <li>• Planning and Building Control</li> <li>• Town centre strategy</li> <li>• Licensing</li> <li>• Leisure, arts, culture</li> <li>• Housing Retained Services</li> <li>• <b>Partnership with the ALMO</b></li> <li>• Community safety</li> <li>• Social and economic regeneration</li> <li>• Parks</li> <li>• Social inclusion</li> <li>• Scrutiny of relevant aspects of the LAA</li> <li>• Councillor Call for Action</li> </ul>

<b>Overview and Scrutiny Committee</b>	<b>Area of responsibility</b>
Value	<ul style="list-style-type: none"><li>• <b>Strategy and commissioning</b></li><li>• <b>Local Strategic Partnership</b></li><li>• <b>Partnerships with Business</b></li><li>• Customer access</li><li>• E-government and ICT</li><li>• Finance (although each committee is responsible for budget processes that affect its area of oversight)</li><li>• Human resources</li><li>• Asset Management</li><li>• Property resources</li><li>• Facilities Management</li><li>• Communications</li><li>• Democratic Services</li><li>• Social inclusion</li><li>• Scrutiny of relevant aspects of the LAA</li><li>• Councillor Call for Action</li></ul>



## GOVERNANCE COMMITTEE

# 10

### SUBJECT: AMENDMENTS TO THE CONSTITUTION

#### **A Local Democracy, Economic Development And Construction Act 2009 – designation of statutory Scrutiny Officer**

- 1 The Local Democracy, Economic Development and Construction Act 2009 includes a number of measures intended by enhance community engagement and the democratic process. Although much of the Act is to be repealed by the Localism Bill now before Parliament, among the measures that are preserved by the Bill is the obligation to appoint a statutory Scrutiny Officer.
- 2 In April last year, the Council designated Philip Heady, Democratic Services Manager, as Scrutiny Officer. Mr Heady retires from the Council's service on 31 March and his post disappears at that time. In consequence of the subsequent restructuring, his duties in relation to Overview & Scrutiny, among other things, will be assumed on 1 April by Ian Buckmaster (who becomes Committee Administration & Member Support Manager on that date).
- 3 None of the existing statutory officers – Head of Paid Service, Chief Financial Officer and Monitoring Officer – is eligible to be designated as Scrutiny Officer.
- 4 In comments made to Parliament, Ministers made clear their expectation that, while the existing statutory officer are required to be of Chief Officer status, there was no need for the Scrutiny Officer to be of that rank. The Committee Administration & Member Support Manager is a third tier manager and of sufficient status and authority to be able to undertake these statutory functions.

The Committee accordingly **RECOMMENDS to the Council** that the post of Committee Administration and Member Support Manager be designated as statutory Scrutiny Officer with effect from 1 April 2011 and that the holder of the post, Ian Buckmaster, be appointed accordingly.

#### **B Head of Development and Building Control: adjustments to the scope of planning applications which can be decided under delegated powers**

1. Adjustments are proposed to the scope of planning applications which can be decided under delegated powers. The purpose is mainly to avoid

generally straightforward applications for Homes in Havering and Education proposals routinely coming before Regulatory Services Committee when the lead in, presentation and staff/member time involved is disproportionate to the impact of the schemes involved.

2. In both cases, the normal call-in procedure would continue to apply.

### ***Homes in Havering Applications***

3. Planning applications for Homes in Havering household development are typically straightforward involving extensions, conservatories, disabled ramps etc. Were these proposals not Homes in Havering applications then the planning section would routinely deal with them under existing delegated powers for householder development. The exception would be if the proposal involves significant judgement and/or had been called into Committee by a Member..

### ***School Applications***

4. The Planning Service receives significant numbers of straightforward school-related proposals, such as modest extensions, playground shelters and fencing.

The Committee accordingly **RECOMMENDS to the Council** that the Head of Development and Building Control be authorised to determine planning applications accordingly and that the existing delegations to that officer be adjusted by the addition to paragraph 3.7.6 of the following new delegations:

- (xii) Erect extensions, conservatories, alterations, disabled ramps and similar household type development in respect of Homes in Havering submitted planning applications which, were they not Homes in Havering properties, would be determined under staff delegated powers
- (xiii) Extensions less than 1,000sqm and freestanding shelters and boundary treatment including walls and fencing proposals in respect of school related applications unless objections have been received or the school is within the Green Belt.



**COUNCIL, 30 MARCH 2011**

**11**

**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.

There is a separate report of the Governance Committee before Council at this meeting (agenda item 8), recommending among other things that the pattern of Council meetings be adjusted and that the business that is considered at the Annual Meeting be expanded. This report has been prepared on the assumption that the Committee's recommendations will be adopted.

Subject to that, 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) –

- 2011** (\* **replacing** those shown in the current diary as provisional)
- 20 July
  - 21 September \*
  - 23 November \*
- 2012**
- 1 February
  - 22 February (Council tax Setting)
  - 28 March
  - 23 May (Annual Meeting)
  - 18 July (provisional)
  - 19 September (provisional)
  - 28 November (provisional)

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

The meetings shall begin at the time agreed by the Council or by the Mayor, or at 7pm if no other time is agreed.

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

**Council, 23 March 2011**

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 2011/12 and, on a provisional basis, the balance of 2012.

**Staff Contact:** Ian Buckmaster, Committee Administration Manager  
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**Cheryl Coppel  
Chief Executive**

**Background Papers**

None.



**COUNCIL, 30 MARCH 2011**

**12**

**QUESTIONS**

**1 BANNING OF FOOTBALL TRAINING IN THE BOROUGH'S PARKS**

**To the Cabinet Member for Towns & Communities (Councillor Andrew Curtin)**

By Councillor Linda Hawthorn

Further to the recent publicity surrounding the reported banning of football training at Upminster Park and other parks across the borough, would the Cabinet Member:

- a) Set out the exact position regarding football training at parks across the borough and in particular the impact on junior football teams?
- b) Explain what consultation with users was undertaken prior to any decision to ban football training at Upminster Park and other parks across the borough?

**2 UPHELD STANDARDS COMPLAINT: COSTS**

**To the Cabinet Member for Community Safety (Councillor Geoff Starns)**

By Councillor Mark Logan

After the attempts of the Administration to financially burden me with a Cost Order after the Mark Gadd fraud allegation what was the Tribunal Service decision on this matter?

**3 THE FUTURE OF *LIVING***

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

By Councillor Denis O'Flynn

When does the Administration expect the Government to announce its detailed policy relating to Council Publications following the recent consultation which will determine the future of *Living*?

Council, 30 March 2011

4 **LONDON LOCAL AUTHORITIES AND TRANSPORT FOR LONDON ACT 2003: IMPLEMENTATION**

**To the Cabinet Member for Environment (Councillor Barry Tebbutt)**

By Councillor Ray Morgon

Would the Cabinet Member explain why the provisions of Section 16 of the London Local Authorities and Transport for London Act 2003, approved by Members at October 2010 Council, have not yet been advertised?

5 **DEVELOPMENT AT DOVERS CORNER AND THE HAVERING LDP**

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

By Councillor Michael Deon Burton

Does Cllr Michael White agree, that the Government Inspector's decision to approve a Tower City at Dovers Corner overturns the Council's own Local Development Plan and threatens to inflict over-development throughout Havering?

6 **THE COUNCIL'S CAPITAL PROGRAMME**

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

By Councillor Paul McGeary

How and when is the Council's Capital Programme reviewed, which Overview & Scrutiny Committee will monitor its progress and will the Administration provide Members with a schedule of projects within the Capital Programme approved by Full Council ?

7 **PROVISION OF PITCHES FOR GYPSIES AND TRAVELLERS**

**To the Cabinet Member for Individuals (Councillor Steven Kelly)**

By Councillor Linda Van den Hende

Now that the London Mayor has stated he will not set a target for the number of Gypsy and Traveller pitches for each London Borough within the London Plan, would the Cabinet Member set out how Havering is planning to determine the quantity of pitches it should permit?

8 **DEVELOPMENT AT DOVERS CORNER: POSSIBILITY OF FLOODING**

**To the Cabinet Member for Individuals (Councillor Steven Kelly)**

By Councillor Jeffrey Tucker

The Thames Estuary floodplain includes Dovers Corner Rainham, which is a particularly porous site. In the opinion of Havering Council Planning Department, would tower blocks on this site sink and would underground car parks flood - and would properties get insurance cover?

9 **HAVERING'S CCTV INFRASTRUCTURE**

**To the Cabinet Member for Community Safety (Councillor Geoff Starns)**

By Councillor Pat Murray

What plans do the Administration have to review the central control of CCTV cameras and their monitoring arrangements, and what plans are there to amalgamate and restructure its infrastructure?

10 **CRIMINAL RECORD BUREAU CHECKS**

**To the Cabinet Member for Children & Learning (Councillor Paul Rochford)**

By Councillor Ray Morgon

Would the Cabinet Member explain why this Council is ignoring section 17 of the London Safeguarding board procedures that clearly states that it is illegal to appoint someone without a CRB check?

11 **ST GEORGE'S DAY CELEBRATIONS**

**To the Cabinet Member for Towns & Communities (Councillor Andrew Curtin)**

By Councillor David Durant

Basildon Council are promoting a "St George's Day Party in a Box scheme". Will Havering Council contact Basildon Council for further details and promote a similar scheme in Havering?

12 **YOUTH OUTREACH SERVICES**

**To the Cabinet Member for Children & Learning (Councillor Paul Rochford)**

By Councillor Keith Darvill

Will the Cabinet Member make a statement about the current and planned provision for Youth Outreach Staff and the services they provide?

13 **ALLOCATION OF TICKETS FOR THE 2012 OLYMPIC GAMES**

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

By Councillor Ron Ower

Would the Leader of the Council please confirm that Havering Council will follow the example of several other London boroughs by not buying the proposed allocation of 100 tickets for the 2012 Olympics and that any free tickets that are obtained will be offered to Havering residents with sporting links?

14 **PROPOSED CHANGES TO TENANCY CONDITIONS: CONSULTATION**

**To the Cabinet Member for Housing (Councillor Lesley Kelly)**

By Councillor Mark Logan

Are the Council aware that the consultation for the 32 changes proposed to amend the Council tenants' secure tenancy is a flawed consultation and they are left wide open to a legal challenge?

15 **FOOTPATH, ROADS AND HIGHWAYS REPAIRS**

**To the Cabinet Member for Environment (Councillor Barry Tebbutt)**

By Councillor Denis Breading

What plans have the Council to repair the Borough's footpaths, roads and highways which have fallen into even greater disrepair as a result of the extreme weather conditions experienced in the winters of 2009/10 and 2010/11, what is the estimated cost of such repairs and how much additional financial support has been allocated by Central Government for this purpose?



16 **GREEN WASTE COLLECTION: PAYMENT METHODS**

**To the Cabinet Member for Environment (Councillor Barry Tebbutt)**

By Councillor Brian Eagling

Would the Cabinet Member explain why the option to pay by Direct Debit for Green Waste Bins has been withdrawn?

17 **RE-DEVELOPMENT OF ONGAR WAY GARAGE SITES**

**To the Cabinet Member for Individuals (Councillor Steven Kelly)**

By Councillor Michael Deon Burton

The residents of Ongar Way are not against the garages being replaced with quality housing, but do not want to lose the open space by Rainham Road/Ongar Way roundabout. Has this area been 'appropriated for planning purposes' to facilitate the building of high-rise, high-density flats on this site?

18 **'YOUR COUNCIL, YOUR SAY' SURVEY**

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

By Councillor Clarence Barrett

Would the Leader disclose the full cost of the recent 'Your Council, Your Say' survey and set out when the results will be conveyed to members?

19 **MANAGEMENT OF COUNCIL HOUSING**

**To the Cabinet Member for Housing (Councillor Lesley Kelly)**

By Councillor Mark Logan

Now that we have the third worst record in the UK and second worst in London for bringing Council housing up to the Decent Homes standard would you agree now is the time to bring the management control back in house?

20 **LIVING: CHANGE FROM FORTNIGHTLY TO QUARTERLY PUBLICATION**

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

By Councillor Ron Ower

Would the Leader advise what annual savings will be derived by the *Living* newspaper going from fortnightly to quarterly?

21 **HOUSING ALLOCATION: BIDDING SYSTEM**

**To the Cabinet Member for Housing (Councillor Lesley Kelly)**

By Councillor Mark Logan

People on the Council waiting lists are allowed to make two bids upon the choice-based lettings bidding system on a weekly basis. Tenants staying in a PSL property are given a direct offer of a property at the end of the PSL contract; these properties are the ones that no one else wants. If they refuse these dilapidated properties they are sent a notice to quit and put on to the streets. Will Cabinet look into this part of LB Havering's disgraceful lettings policy?

22 **SUPPORT FOR TOWN CENTRES: BUDGET AND STAFFING**

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

By Councillor Gillian Ford

Would the Leader set out the budget associated with supporting Town Centres and the number of staff employed as Town Centre managers?

23 **CABINET MEMBERS' MEETINGS**

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

By Councillor Mark Logan

Over the past five years how many "jolly-boys' outings" have there been by the Conservative Cabinet staying at luxury hotels to discuss Council business and what have been the financial implications?

**Council, 30 March 2011**

24     **DISPOSAL OF GREEN WASTE**

**To the Cabinet Member for Environment (Councillor Barry Tebbutt)**

By Councillor Clarence Barrett

Further to the Council question in October 2010, would the Cabinet Member set out what measures are to be put in place to avoid the contents of green waste sacks (at a cost of £1.10 each) being collected and disposed of with residual waste?



## COUNCIL

### 30 March 2011

<p style="text-align: center;"><b>SUPPLEMENTARY AGENDA</b></p>
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**7 HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME, 2011-2012**

To consider a report of the Cabinet (attached)

**The Mayor has agreed pursuant to section 100B(4) of the Local Government Act 1972 that this report shall be considered as an urgent item.**

**Accordingly, amendment(s) to this report may be proposed without notice at any time before any debate on it is concluded.**

<p style="text-align: center;"><b>CORRECTION</b></p>
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**8 FORMAT OF MEETINGS OF FULL COUNCIL**

Clause 4 of recommendation **b(ii)**, concerning the new intermediate debate procedure, should read as follows and not as printed:

**4 That rights of reply shall be exercisable by the Leader of the Opposition and the Leader of the Council (or their respective nominees), both having 5 minutes.**

**12 MEMBERS' QUESTIONS**

Question 7, Provision of pitches for gypsies and travellers, will be answered by Councillor Robert Benham (Cabinet Member for Community Empowerment) and not as printed.



## CABINET

# 7

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: HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME, 2011-2012**

At its meeting on 23 March, Cabinet approved the Housing Revenue Account (HRA) budget for 2011-12, including the Capital Programme (which is, however, subject to final approval by the Council).

The resources required for the HRA Capital Programme amount to £17,711,112, as set out in the Appendix to this report.

The capital programme for the Council's housing stock is designed to progress the Council's programme of achieving Decent Homes. The resources available to the Council for major works to the housing stock are as set out below with all funding confirmed, with the current years resource level for comparison:-

Resource	2010/11	2011/12	Notes
Decent Homes	9,000,000	8,166,667	£16m allocated for 12/13
Major Repairs Allowance	6,326,000	8,780,000	£2m from 10-11 spent in 09-10
Supported Capital Expenditure (SCE)	2,000,000		SCE abolished from 11-12
Targeted funding stream monies	1,070,000	264,445	
Revenue Contribution		400,000	Specific Revenue Contribution for Door Entry Replacement
Leaseholder contributions	100,000	100,000	
<b>Total</b>	<b>18,496,000</b>	<b>17,711,112</b>	

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Thus, it can be seen that total spend for 2011/12 is anticipated to be at a similar level to 2010/11. The detailed proposed programme is appended. The allocations for 2011/12 and 2012/13 are confirmed; allocations thereafter are provisional only. For information, beyond 2011/12, there will be no Major Repairs Allowance. Capital spend will largely be financed from rents under self financing, and the Decent Homes programme.

Under the terms of the management agreement with Homes in Havering, the Council has to approve the detailed capital budget. Cabinet has delegated these detailed approvals to the Cabinet Members of Value and Housing & Public Protection, on advice from the Group Directors for Finance & Commerce, and Culture & Community, in conjunction with the Board of Homes in Havering and the Head of Public Protection – as has happened in previous years.

The capital programme makes assumptions about remodeling or alternative uses for void and difficult to let properties. It is financially advantageous to the HRA to remove them from the HRA subsidy system before year end 2011/12. This is to ensure that they do not count as part of the Council's total property portfolio before the introduction of Self Financing.

**Cabinet recommends that Council approve the HRA Capital Programme.**

**Appendix  
Proposed 2011/12 HRA Capital Programme**

HRA Capital Programme 2011/12	Total spend	Number of homes receiving works	Works	Fee level applicable*	Fees available to HiH
	£	number	£	%	£
<b>Decent Homes</b>					
Windows	1,219,848	411	1,122,788	8.6	97,060
Kitchens (& boiler where failure)	3,169,319	361	2,917,146	8.6	252,174
Heating	1,279,504	660	1,177,698	8.6	101,806
Electrical	182,000	649	167,519	8.6	14,481
Doors Only	353,533	265	325,403	8.6	28,130
Roofs	1,160,790	182	1,068,429	8.6	92,361
Bathrooms	681,845	170	627,593	8.6	54,252
Insulation	233,843	323	215,237	8.6	18,606
Non traditional Remedial Works to houses	422,069	50	388,486	8.6	33,583
Tower block remedial structural works	3,090,298	142	2,844,412	8.6	245,886
Sheltered housing major works	1,367,134	109	1,258,355	8.6	108,779
<b>Total Decent Homes</b>	<b>13,160,183</b>		<b>12,113,066</b>		<b>1,047,118</b>
<b>Additional capital works</b>					
Major Voids	432,984		390,076	11	42,908
Structural	150,000		135,135	11	14,865
Capitalisation	500,000		500,000	n/a	-
<b>Total Additional Capital Works</b>	<b>1,082,984</b>		<b>995,495</b>		<b>57,773</b>
<b>Environmental Improvements</b>					
Legionella	200,000		180,180	11	19,820
Fencing Programme	8,000		7,207	11	793
Drainage	30,000		27,027	11	2,973
Lighting	7,500		6,757	11	743
Asbestos Removal	75,000		67,568	11	7,432
Prevention of Anti Social Behaviour	5,000		4,505	11	495
Playground Equipment	10,000		9,009	11	991
CCTV equipment	15,000		13,514	11	1,486
Boundary Walls	15,000		13,514	11	1,486
Garage Sites demolition	100,000		90,090	11	9,910

**Council, 30 March 2011**

Briar Road Improvements	50,000		45,045	11	4,955
<b>Total Environmental Improvements</b>	<b>515,500</b>		<b>464,414</b>		<b>51,084</b>
<b>Planned Preventative Maintenance</b>					
External Refurbishment	1,093,000		984,685	11	108,315
<b>Common &amp; Sheltered</b>					
DDA Fire Protection	10,000		9,009	11	991
Hostels	30,000		27,027	11	2,973
Upgrade to door entry systems	400,000		360,360	11	39,640
Sheltered Alarm Call System and Fire Alarms upgrade	72,500		65,315	11**	-
Extra Care works to sheltered housing	392,500		353,604	11	38,896
Careline Equipment	45,000		45,000	n/a	-
Hidden Homes	15,000		13,514	11	1,486
<b>Total Common and Sheltered</b>	<b>965,000</b>		<b>486,441</b>		<b>83,986</b>
<b>Energy Efficiency</b>					
Non-Trad Solid Walls/Contingency	30,000		27,027	11	2,973
Stock Condition Surveys 10%	30,000		30,000	n/a	-
<b>Total Energy Efficiency</b>	<b>60,000</b>		<b>57,027</b>		<b>2,973</b>
<b>Aids &amp; Adaptations</b>					
Aids & Adaptations	570,000		513,514	11***	-
<b>Briar Estate Renewal Project</b>					
Project Costs	264,445		264,445	n/a	-
<b>TOTAL PROGRAMME</b>	<b>17,711,112</b>		<b>15,879,087</b>		<b>1,351,249</b>
<p>* Base fee level is 11% to represent the need for core staffing capacity for capital programme delivery. The elements of the Decent Homes programme lines funding with the additional Decent Homes resources have a fee level of 7.25% in recognition of the economies of scales achievable. The composite fee level for the Decent Homes programme lines which are funded in part from MRA, attracting 11% fees, and Decent Homes resources, attracting 8.5% fees, is 8.6%</p> <p>** Fees payable to the retained Housing Service as the contract manager for this budget line</p> <p>*** Fees payable to Adult Social Care as the contract manager for this budget line</p>					



**Council, 30 March 2011**