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## MINUTES OF A MEETING OF THE COUNCIL OF THE LONDON BOROUGH OF HAVERING Council Chamber - Town Hall 1 February 2012 (7.30 - 10.35 pm)

**Present:** The Mayor (Councillor Melvin Wallace ) in the Chair

Councillors Councillors June Alexander, Michael Armstrong,  
Clarence Barrett, Robert Benham, Becky Bennett,  
Sandra Binion, Jeffrey 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,  
Linda Van den Hende, Lesley Kelly, Steven Kelly, Pam Light,  
Barbara Matthews, Paul McGeary, Robby Misir, Ray Morgon,  
Eric Munday, Pat Murray, John Mylod, Denis O'Flynn,  
Barry Oddy, Ron Ower, Garry Pain, Roger Ramsey,  
Paul Rochford, Geoffrey Starns, Billy Taylor, Barry Tebbutt,  
Frederick Thompson, Lynden Thorpe, Linda Trew,  
Jeffrey Tucker, Melvin Wallace, Keith Wells, Damian White and  
Michael White

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

Apologies were received for the absence of Councillors Mark Logan, Frederick Osborne 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.

The Reverend Morag Finch of St Michael's Church, Gidea Park opened the meeting with prayers.

The meeting closed with the singing of the National Anthem.

### 59 MINUTES (agenda item 3)

#### **RESOLVED:**

**That the minutes of the Meeting of the Council held on 23 November 2011 be signed as a true record.**

60 **MAYOR'S BIRTHDAY**

The Leader of the Council reported that it was the Mayor's Birthday and offered congratulations on behalf of the Council.

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

Councillors Jeff Brace and Jeffery Tucker each declared a personal interest in relation to matters likely to be referred to in the course of debate on the motion at agenda item 14A, Revitalising the Borough's Town Centres (see minute 71 following).

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

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

63 **PETITIONS (agenda item 6)**

No petitions were presented.

64 **HAVERING LOCAL DEVELOPMENT FRAMEWORK: ADOPTION OF JOINT WASTE DEVELOPMENT PLAN DOCUMENT (agenda item 7)**

There was before Council a report of the Cabinet, inviting approval of a Development Plan Document for inclusion within the Havering Local Development Framework. It was noted that the Document had been prepared jointly with other North East London Borough Councils.

The recommendations within the report were **AGREED** without division and it was **RESOLVED:**

**That the Joint Waste Development Plan Document, incorporating the Inspector's recommended changes (Appendix 2 to the report considered by the Cabinet at its meeting on 18 January 2012) be adopted in accordance with Section 23 of the Planning and Compulsory Purchase Act 2004 and the subordinate legislation made thereunder.**

65 **HAVERING LOCAL DEVELOPMENT FRAMEWORK: GYPSY AND TRAVELLER SITES DPD - PROPOSED SUBMISSION DOCUMENT (agenda item 8)**

The Council received a report of the Cabinet, submitting for approval a Development Plan Document for inclusion within the Havering Local Development Framework relating to the provision of Gypsy and Traveller Sites within the Borough.

The recommendations within the report were **AGREED** without division and it was **RESOLVED**:

- 1 That the Report on Consultation (as set out in Appendix 1 to the report to the Cabinet of 18 January 2012) be approved.
- 2 That the Council approve for consultation the Proposed Submission Gypsy and Traveller Sites Development Plan Document (as set out in Appendix 2 of that Cabinet report).

66 **ARRANGEMENTS FOR THE ANNUAL MEETING OF THE COUNCIL (agenda item 9)**

The Governance Committee had further reviewed the arrangements for the Annual Meeting of the Council, following unforeseen difficulties that had arisen during the course of the meeting in May 2011. Proposals were now submitted for adjustments on a trial basis to be made for 2012. The Council was also invited to agree a minor change in the order of business.

The recommendations within the report were **AGREED** without division and it was **RESOLVED**:

- 1 That the conferment of awards at the Annual Meeting of the Council be considered civic business and dealt with before the statement by the Leader of the Council, and that the Council Procedure Rules (CPR) be amended by moving paragraph (h) of CPR 1 to follow immediately after paragraph (e), and re-numbering the current paragraphs (f) and (g) accordingly.
- 2 That, for 2012/13, the following adjustments be made:
  - (a) That the business of the Annual Meeting of the Council in May be confined to civic business (Part 1 of CPR 1) and other business appropriate to the Annual Meeting (paragraphs (h) and (i) of Part 2 of that CPR), that the meeting commence at 7.30pm rather than 7pm, that the Leader's statement be taken as the final item of business and that the meeting terminate on conclusion of the statement;
  - (b) That an additional ordinary meeting of the Council be held on 13 June to consider the remaining business specified in Part 2 of CPR 1 (ordinary business at the Annual Meeting) and that there be opportunity for debate about the Leader's statement;

- (c) That the Mayor be authorised to determine the timetable for the submission of any motion or amendment relating to the Leader's statement as if the final paragraph of CPR 4.1 (arrangements for extraordinary meetings) applied to the meeting; and
- (d) That so far as necessary to achieve the purposes of these proposals, Part 2 of CPR 1 be suspended for the 2012 Annual Meeting but be applied to the additional ordinary meeting (rather than CPR2 (ordinary meetings)).

67 **AMENDMENTS TO THE CONSTITUTION: FINANCIAL PROCEDURE RULES (agenda item 10)**

The Governance Committee had undertaken a review of the Financial Procedure Rules (FPRs) in the light of recent organisational and legislative changes. The report recommended that revised FPRs, as set out in **Appendix 2** to these minutes, be adopted.

The recommendations within the report were **AGREED** without division and it was **RESOLVED**:

**That the revised Financial Procedure Rules, as now appended, be adopted.**

68 **OVERVIEW AND SCRUTINY RULES - EXCEPTIONS TO THE CALL-IN (REQUISITION) PROCEDURE (agenda item 11)**

The Council was reminded that, under paragraph 18e of the Overview & Scrutiny Procedure Rules, the Leader of the Council was required to report to Council on decisions taken by himself, Cabinet or individual Cabinet members, or key decisions made by a member of staff in the circumstances set out in Rule 18 (exemption to the call-in (requisition) procedure).

Two such decisions were now reported upon:

- 1) Appointment of contractor for works related to Phase 1 of the Transport for London funded Hornchurch Major Scheme; and
- 2) Award of the Rainham Traffic Management Scheme contract

**The Council AGREED, without division, to NOTE the report**

69 **REPORT OF THE LOCAL GOVERNMENT OMBUDSMAN FINDING MALADMINISTRATION BY THE COUNCIL (agenda item 12)**

The Monitoring Officer reported that the Local Government Ombudsman had published a report, finding maladministration by the Council in relation to an application for housing accommodation. The Ombudsman recommended that the Council should:

- 1 without delay make a suitable offer of accommodation to the complainant (referred to as “Ms Ford”)
- 2 pay £4,000 to the complainant and her family in recognition of the injustice they had been caused and the loss of opportunity to be rehoused in more suitable premises
- 3 arrange and pay for an additional week of respite care for the complainant’s disabled daughter (referred to as “Anna”), and
- 4 review the wording of its lettings policy.

The Council received a statement by Leader of the Council, accepting the findings of the report and apologising to the complainant for the errors made in her case. Under Council Procedure Rule 11.7, a Member’s question was asked and answered. The texts of the Leader’s statement and of the question and answer are set out in **Appendix 3** to these minutes.

On behalf of the Labour Group, an amendment to recommendations was proposed:

That the words “with appropriate references to people with disabilities” be added after the words “be completed” on the first line of recommendation 3 of the Monitoring Officer’s report.

The amendment was **ACCEPTED**, and agreed without division.

The recommendations of the Monitoring Officer (as amended) were **AGREED** unanimously (51 votes to 0) (see division 1) and it was **RESOLVED:**

1. **That the Council receive and note the Ombudsman’s report on this case.**
2. **That the Ombudsman’s recommendations be accepted in full, and that arrangements be made to pay the recommended compensation of £4,000 as soon as possible and for the recommended respite care for Anna to be provided as soon as convenient to the family.**
3. **That the current review of the housing allocations policy, with appropriate references to people with disabilities, be completed as soon as practicable and that disabled stakeholder groups be fully consulted on the new policy prior to its submission for approval.**

4. That the new policy be submitted for Cabinet approval, accompanied by a comprehensive Equality Analysis (EA) of the policy.
5. That all staff dealing with housing allocations be required to undergo appropriate refresher training on equalities and diversity as soon as practicable, so that they are fully up-to-date on the Council's Equality Act obligations.
6. That all current housing applications be reviewed to ensure that full account is taken of any Equality Act 2010 obligations or requirements and that due regard has been paid to such applicants' needs, with adjustments as necessary being made to ensure that there is no risk of the Council being held to have failed to take proper account of such factors in those cases, and that Equality Analyses of all of the Council's Housing Policies, practices and procedures be undertaken, to be completed no later than 31 January 2013, to ensure that the statutory Public Sector Equality Duty is being complied with.
7. That comprehensive information and guidance regarding the housing allocations policy and procedure be provided on the Council's website for disabled tenants and applicants (together with information on who to contact for further guidance and support), that all such guidance be made in alternative formats on request and that the Housing Service designate particular members of staff for training and development in specialist expertise of disability best practice and the Council's statutory obligations in order to improve the experience and treatment of disabled and vulnerable applicants and tenants.

70 **MEMBERS' QUESTIONS (agenda item 13)**

10 questions were asked and replies given.

The texts of those questions and their answers, together with those not asked orally, are set out in **Appendix 4** to these minutes.

71 **REVITALISING THE BOROUGH'S TOWN CENTRES (agenda item 14)**

*Councillors Jeff Brace and Jeffery Tucker each declared a personal interest in the matters to be debated*

**Motion on behalf the Residents' Group**

Following the recent publication of the 'High Street Review' by Mary Portas, this Council agrees to examine the proposals in the context of the local economy in Havering and accordingly agrees:

- a) To establish a panel, made up of cross party members, representatives from the business community and members of the public to consider the recommendations of the 'High Street Review' and how, where appropriate, they can be applied to Havering
- b) That the panel report in due course to the Town & Communities Overview and Scrutiny Committee, which will set the detailed terms of reference of the panel and relevant timeframes and consider its recommendations
- c) To include all town centres in Havering as part of the review
- d) To request the Overview & Scrutiny Committee to report to the Cabinet in due course upon the findings and recommendations of the panel

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

#### Insert before the beginning of the motion:

This Council believes that the main reason High Streets became neglected was because of Mrs Thatcher's introduction of the biased grant funding and the removal of the business rates from local councils.

This meant business rates were replaced by 106 agreements as a vital source of income. This led councils to favour Mega-Stores and ignore the High Street.

Only by getting Justice for Havering and restoring business rates to local councils will this favouritism be reversed.

However there are still a range of remedial policies that can help revive our High Streets and

#### Then continue with the motion as proposed

### **Amendment on behalf of the Administration**

#### Amend to read:

Following the recent publication of the 'High Street Review' by Mary Portas, this Council agrees that its Sustainable Communities Strategy, Culture Strategy and Local Development Framework, among other policies and strategies, offer a humane and locally distinctive vision for all towns and

villages in Havering, which will enable it to respond positively to the aspirations of local people and other interested bodies.

After debate of the Residents' Group motion, the Independent Residents' Group amendment was **LOST** by 3 votes to 46 (division 2); the Administration amendment was **CARRIED** by 30 votes to 19 (division 3); and the Administration Amendment was **AGREED** as the substantive motion by 30 votes to 19 (division 4).

**RESOLVED:**

**Following the recent publication of the 'High Street Review' by Mary Portas, this Council agrees that its Sustainable Communities Strategy, Culture Strategy and Local Development Framework, among other policies and strategies, offer a humane and locally distinctive vision for all towns and villages in Havering, which will enable it to respond positively to the aspirations of local people and other interested bodies.**

**72 PROCEDURAL MOTION**

During debate of the matters mentioned in the preceding minute, a procedural motion, that Councillor Jeffery Tucker be not heard, was proposed and seconded on the ground that comments by him during his closing remarks in the debate justified refusal to allow him to continue. The procedural motion was **CARRIED** without division.

**RESOLVED:**

**That Councillor Jeffery Tucker be not heard.**

Councillor Tucker thereupon resumed his seat.

**73 MOTIONS WITHDRAWN (agenda item 14)**

With the agreement of the Council, the following motions were withdrawn:

**14B – Public access to the Council Chamber** – by the Independent Residents' Group

**14C – The Council's constitutional arrangements** – by the Labour Group

**74 VOTING RECORD**

The record of voting divisions is attached as **Appendix 5** to these minutes.



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**Mayor**

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## **APPENDIX 1 (Minute 62)**

### **MAYOR'S ANNOUNCEMENTS**

This is the first Full Council of 2012 – and what a year it is going to be in Havering and London in particular!

We are looking forward to both Her Majesty The Queen's Diamond Jubilee and the Olympic and Paralympic Games taking place this summer, as well as many local events, large and small, so there will be plenty for people to see and do and enjoy this year.

I shall be writing an official letter to Her Majesty on behalf of the Council, offering her our fullest congratulations and best wishes for this milestone occasion.

However, before I talk about what we will be looking forward to in 2012, let's just mention the latter part of last year.

Shortly before Christmas, I helped welcome a Chinese delegation from the Department of Transport in Gwan Gung to our borough. We were very pleased to extend the hand of friendship to our overseas guests, and they told us they had thoroughly enjoyed their visit too, and took a great interest in our history and transport links.

I was also very honoured to be invited to Holland Park in West London, to meet the world-renowned naturalist Sir David Attenborough and Sir David Brewer, the Lord Lieutenant of Greater London, to receive a black poplar sapling tree from them.

Poplar trees are being donated to every London council by Westminster City Council, to mark the Queen's Diamond Jubilee.

It was a great privilege and honour to meet both Sir Davids and receive our tree from them. We are presently looking for a suitable spot in which to plant it in Havering, where it can be enjoyed by everyone.

As well as attending quite a few wonderful events, nativities and carol concerts over Christmas, we attended the annual New Year's Day Parade in the City of London, in which we had a float.

This was a wonderful parade across the City, and I was the only London Mayor to actually walk the route, not be driven along it. I was joined on the day by some of our councillors, and was delighted to raise £940 from the event, which will go to the Mayor's charities.

Last Sunday I attended Havering's annual Holocaust Memorial Day Service, with other councillors and local dignitaries. It was a very moving ceremony and ensures we will never forget all those people who died in atrocities around the globe.

Looking forward to the near future, we will be holding the Mayor's Civic Service on February 19 at St Edwards Church in Romford, followed by the Mayor's Civic Dinner on March 10.

Very soon we will see the opening of a new social care help and advice facility called Care Point, in South Street, Romford, as well as the opening of a new Visitor's Centre, also in South Street. This will coincide with the launch of a visitor's guide

called Discover Havering, promoting all the wonderful attractions around the borough.

Of course, in June we will be caught up in the national celebrations for The Queen's Diamond Jubilee, marking her 60 glorious years. We know many residents, young and old, want to join us in this joyous occasion, and the Council is helping all those who want to hold a street party to honour Her Majesty. I'm sure the streets of Havering will be festooned with colourful bunting and Union Jack flags this summer, just like they were for the recent Royal Wedding.

And who can forget the double event of the 2012 London Olympic Games and Paralympic Games, taking place just down the road from us in Stratford. They are going to be two spectacular events.

We hope many visitors choose to base themselves in Havering for the duration of the Diamond Jubilee and Olympics, which will highlight all that is great and good about London and Britain.

Let me leave you with two wonderful pieces of local news.

Havering Libraries and Havco have secured funding from Team London to set-up some outreach volunteer centres in local libraries, increasing people's ability to become volunteers and give something back to the community.

And there's good news about Havering's Telecare Service, which provides a range of alarms and sensors to our older and vulnerable residents to keep them safe in their own homes.

They were inspected by the national Telecare Association on six service areas, and passed each one with flying colours, more than meeting the national standards.

It's a small team and I give them my hearty congratulations and full thanks for the excellent and sometimes life-saving work they carry out, round the clock, to keep our residents safe and well.

**APPENDIX 2  
(Minute 67)**

## **Financial Procedure Rules**

### **Introduction**

#### **1 Status of Financial Procedure Rules**

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.

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.

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.

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.

CMT members 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.

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.

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.

The Group Director Finance & Commerce is also responsible for reporting, where appropriate, breaches of the Rules to the Council and/or to Cabinet.

**In these rules, the term "Responsible Officers" means the Group Directors, Assistant Chief Executive and Heads of Service, whilst "CMT members" means the Group Directors and Assistant Chief Executive.**

## 2 Financial Responsibilities

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:

- (a) Section 151 of the Local Government Act 1972
- (b) The Local Government Finance Act 1988
- (c) The Local Government and Housing Act 1989
- (d) The Accounts and Audit Regulations 1996.

The Group Director Finance & Commerce is responsible for:

- (a) the proper administration of the authority's financial affairs
- (b) setting and monitoring compliance with financial management standards
- (c) advising on the corporate financial position and on the key financial controls necessary to secure sound financial management
- (d) providing financial information
- (e) preparing the budget
- (f) treasury management.

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:

- (a) has made, or is about to make, a decision which involves incurring unlawful expenditure
- (b) has taken, or is about to take, an unlawful action which has resulted or would result in a loss or deficiency to the authority
- (c) is about to make an unlawful entry in the authority's accounts.

Section 114 of the 1988 Act also requires:

- (a) the Chief Finance Officer to nominate a properly qualified member of staff (the Head of Financial & Procurement) to deputise should he or she be unable to perform the duties under section 114 personally
- (b) 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**

The Group Director Finance & Commerce is responsible for:

- (a) selecting accounting policies and ensuring that they are applied consistently
- (b) determining the accounting procedures and records for the Council and how accounting information will be compiled and maintained
- (c) the operation of the Council's accounting systems, the form of accounts and the supporting financial records
- (d) approving the use and operation of all financial systems.

Any changes made by Responsible Officers to the existing financial systems or the establishment of new systems within their services must be approved by the Group Director Finance & Commerce. However, the Responsible Officers will ensure the proper operation of financial processes in their own services.

### **4 Budgets**

The form and content of revenue and capital budgets will be determined by the Group Director Finance & Commerce.

The Group Director Finance & Commerce is responsible ensuring that the following are prepared in compliance with the budget framework:

- (a) a revenue budget on an annual basis
- (b) a Medium Term Financial Strategy on a three-yearly basis (or such other basis as Cabinet determines)
- (c) a Capital Strategy on an annual basis
- (d) a Treasury Management Strategy on an annual basis, but subject to ongoing review and revision where appropriate.

Responsible Officers must ensure that budget estimates:

- (a) reflect agreed service plans
- (b) reflect the Medium Term Financial Strategy and Capital Strategy
- (c) are prepared in line with guidance issued by the Group Director Finance & Commerce.

No expenditure can be incurred unless:

- (a) it is contained within the Council's approved budget (subject to virement rules), or
- (b) external funding sufficient to meet it is available and approval has been given via an executive decision.

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**

The Group Director Finance & Commerce is responsible for providing appropriate financial information to enable budgets to be monitored effectively. Responsible Officers must monitor and control expenditure against budget allocations and report to CMT on the overall position on a regular basis, highlighting material variances where these occur.

The Responsible Officers control income and expenditure within their services and 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. They must ensure that officers responsible for budget management are appropriately trained and competent.

The Responsible Officers must report on variances within their own areas. They should also take any action necessary to avoid exceeding their budget allocation. There is no authority to spend in excess of such allocation.

The Group Director Finance & Commerce must be consulted by Responsible Officers 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.

The Group Director Finance & Commerce is responsible for ensuring that Cabinet is suitably informed of the financial position during the course of the year.

The Responsible Officers are responsible for all expenditure funded through grants from external departments and bodies, and for ensuring that monies are expended in a timely manner and in accordance with grant conditions. No commitment should be given to incurring expenditure beyond that contained within approved budget allocations.

## 6 **Budget Virements**

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.

Revenue virements are subject to the following authorisation process:



- (a) Virements in excess of £1 million will require Cabinet approval.
- (b) Virements between £500,000 and up to £1 million will require approval by the relevant Cabinet Members.
- (c) Virements between £250,000 and up to £500,000 that are key decisions will require approval by the relevant Cabinet Members.
- (d) 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.
- (e) All other virements will need to comply with procedures specified by the Group Director Finance & Commerce.

Capital virements are subject to the following authorisation process:

- (a) Virements in excess of £1 million will require Cabinet approval.
- (b) Virements between £500,000 and up to £1 million will require approval by the relevant Cabinet Members.
- (c) Virements between £250,000 and up to £500,000 between CMT members will require approval by the relevant Cabinet Members.
- (d) 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.
- (e) All other virements will need to comply with procedures specified by the Group Director Finance & Commerce.

The definition of a Key Decision is set out in Executive Procedure Rules. All virements are subject to those Rules. All virements in excess of £500,000 are key decisions, whilst a revenue virement between £250,000 and £500,000 may be a key decision.

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**

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.

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 2011* –

*based on International Financial Reporting Standards (IFRSs) or such version of the Code that supercedes this.*

The Group Director Finance & Commerce is responsible for establishing procedures for carrying forward under- and overspendings on budget headings, and for their subsequent use.

The Group Director Finance & Commerce is responsible for establishing procedures for the creation and use of earmarked reserves.

The relevant Cabinet member will consider and agree the setting up of any specific earmarked reserves, including the purpose for which they have been created.

## **Risk Management and Control of Resources**

### **8 Internal control**

The Group Director Finance & Commerce is responsible for:

- (a) establishing adequate systems to monitor and control the Council's financial transactions
- (b) ensuring that such systems are adequately maintained and reviewed
- (c) advising on effective systems of internal control and giving advice and guidance accordingly
- (d) ensuring compliance with all applicable statutes and regulations, and other relevant statements of best practice
- (e) ensuring that public funds are properly safeguarded and used economically, efficiently, and in accordance with the statutory and other authorities that govern their use.

It is the responsibility of Responsible Officers to:

- (a) maintain and promote sound arrangements for internal control, including appropriate authorisation arrangements
- (b) comply with the advice and guidance of the Group Director Finance & Commerce
- (c) ensure that they take due account of risk in the management of their functions
- (d) ensure that they allocate resources to appropriately manage that risk.

## 9 Risk management

The Group Director Finance & Commerce is responsible for:

- (a) reviewing and making recommendations on the Council's approach to risk management, including the risk management strategy
- (b) promoting the strategy throughout the Council
- (c) advising and instructing Responsible Officers accordingly.

Responsible Officers will ensure 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).

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

The Group Director Finance & Commerce is responsible for ensuring that proper insurance exists where appropriate.

Responsible Officers shall consult the Group Director Finance & Commerce and the Assistant Chief Executive Legal & Democratic Services on:

- (a) any terms of any indemnity that the Council is requested to give
- (b) appropriate contract conditions for contractors to indemnify the Council and suitable minimum insurance levels for inclusion in contracts
- (c) appropriate indemnities and minimum insurance cover for partnership arrangements.

Responsible Officers 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

The Council has adopted CIPFA's *Code of Practice for Treasury Management in Local Authorities (the CIPFA code)*.

The Group Director Finance & Commerce is responsible for:

- (a) implementing and monitoring the Council's treasury management policy and statement and ensuring its compliance with the CIPFA code.
- (b) controlling all money in the hands of the Council
- (c) all decisions on borrowing, investment or financing, provided these are in accordance with the CIPFA Code
- (d) 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
- (e) acting as the Council's registrar of stocks, bonds and mortgages.

Investments must be made only in the name of the Council or its approved nominees.

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.

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**

The Group Director Finance & Commerce is responsible for arranging for a continuous audit examination of accounting, financial and other operations of the Council.

The Group Director Finance & Commerce is responsible for ensuring:

- (a) the maintenance of an adequate and effective internal audit function that is sufficient in its coverage and independent in its planning and operation
- (b) that the Internal Audit & Corporate Risk Manager has direct access to the Chief Executive, all levels of management and the Audit Committee and the Value Overview & Scrutiny Committee
- (c) that the internal auditors are trained to comply with professional good practice.

The Audit Commission is responsible for appointing external auditors to the Council to review and report upon:

- (a) the financial aspects of the Council's corporate governance arrangements

- (b) 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
- (c) aspects of the Council's arrangements to manage its performance, including the preparation and publication of specified performance information.

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.

The Group Director Finance & Commerce or their authorised representative, including the appointed external auditor, or other external body, shall have authority to:

- (a) enter at any time any Council premises or land (subject to the rights of any occupier)
- (b) 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
- (c) remove and /or secure any record, document and correspondence of the Council as considered necessary
- (d) 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
- (e) have unrestricted access to employees and require and receive such information and explanations as are necessary concerning any matter under examination
- (f) require any employee of the Council to produce cash, stores or any other Council property under that employee's control.

It is the responsibility of Responsible Officers to:

- (a) ensure that internal auditors, external auditors, and other authorised inspectors, are given access at all reasonable times to premises, personnel, documents, records and assets, and are provided with any information and explanations that they consider necessary for the purposes of their work
- (b) consider and respond promptly to requests for information and to recommendations in audit reports

- (c) ensure any agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.

To ensure the independence of the Council's external auditors, Responsible Officers 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**

The Group Director Finance & Commerce is responsible for ensuring an annual review is undertaken of the anti-fraud & corruption policy and strategy and for advising the Audit Committee and Responsible Officers on its implementation.

The Group Director Finance & Commerce is responsible for ensuring an annual review is undertaken of the anti-money laundering policy and strategy and for advising the Audit Committee and Responsible Officers on its implementation.

Responsible Officers are responsible for notifying the Group Director Finance & Commerce (or the Head of Internal Audit, Insurance & Corporate Risk Manager) immediately of any suspected irregularities (including fraud), and to instigate the authority's disciplinary procedures where the outcome of an audit investigation indicates improper behaviour.

### 14 **External arrangements**

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.

CMT members 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.

Responsible Officers 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.

CMT members are responsible for ensuring that appropriate approvals are obtained before any negotiations are concluded in relation to work with external bodies.

Responsible Officers 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.

CMT members 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.

CMT members will ensure that appropriate exit strategies are in place for partnership arrangements where these are time-limited.

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**

The Group Director Finance & Commerce is responsible for:

- (a) the operation of the Council's bank accounts and associated procedures
- (b) any arrangements that need to be made with the Council's bankers, including the withdrawal of funds or transfer from one account to another
- (c) making proper arrangements for the ordering, safe custody, use, and control of cheques (except those for authorised imprest and advance accounts).

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.

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.

Cheques over £100,000 in amount must also be counter-signed by the Group Director Finance & Commerce or designated Officers.

The Responsible Officers 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**

The procurement of works, goods and services is governed by the Contract Procedure Rules, which set out the procedure 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.

Purchasing arrangements should comply with any advice, guidance and instructions issued by the Group Director Finance & Commerce.

Payment arrangements should comply with any advice, guidance and instructions issued by the Group Director Finance & Commerce.

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**

For contracts with a value in excess of £156,000, Responsible Officers 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.

The Responsible Officers will ensure that all such systems and procedures, and any exceptions from them, are approved by the Group Director Finance & Commerce.

For all other contracts, the Responsible Officers will maintain systems and procedures as specified by the Group Director Finance & Commerce.

**18 Payments to employees and Members**

All payments to employees or former employees and Members of the Council shall be made under the direction of the Head of Shared Services in consultation with the Group Director Finance & Commerce, to include salaries, pensions, compensation and other emoluments, travelling & subsistence, expenses claims, and travel loans.

Responsible Officers 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**

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

Responsible Officers 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**

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.

The Responsible Officers will establish 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.

Where the corporate system is not used, systems and processes for identifying, billing and collecting income require approval from the Group Director Finance & Commerce.

The level of fees and charges should be kept under review by Responsible Officers. Charges shall be reviewed at least annually to coincide with the approval of the revenue budget.

Any changes to fees and charges within a financial year shall be made as soon as practicable, subject to approval by the relevant Cabinet member.

**21 Write off of irrecoverable debts**

Responsible Officers shall ensure that every effort is made to recover debts due to the Council. The corporate debtor system/service should be used 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.

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**

The Responsible Officers will ensure that records and assets are properly maintained and securely held.

The Responsible Officers will 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**

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.

The administration of these funds must comply with any guidance issued by the Group Director Finance & Commerce. Financial records should be maintained to a standard so as to achieve an unqualified audit, and relevant year end treatment applied.

Responsible Officers 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.

## **APPENDIX 3 (Minute 69)**

### **REPORT OF THE LOCAL GOVERNMENT OMBUDSMAN FINDING MALADMINISTRATION BY THE COUNCIL**

#### **A. Statement by the Leader of the Council**

Mr Mayor, I'd like to make a short statement in response to the recent report from the Local Government Ombudsman.

First, I'd like to thank the Ombudsman for the thoroughness of her report. The report considers the case of 'Miss Ford' (not her real name) and her family.

Miss Ford's daughter, Anna, is disabled and has clear housing needs – but the family encountered problems accessing a property that was suitable for these needs. The Ombudsman found that Council failed to fully consider its duties under the Disability Discrimination Act, when it did not re-house Miss Ford and her family in this suitable property, even though she had top priority.

In this case, the way the Council applied its processes was far too rigid – which led to a series of poor decisions being made and the family missing out on suitable accommodation. We do not contest the Ombudsman's findings and have set about reviewing and improving the way we work with families like the Fords where disability is a major consideration.

I'd like to take this opportunity to apologise to Miss Ford and to Anna, for the anxiety they have been through in recent months. Officers have already contacted the family, apologising for the way we dealt with their housing application.

We have now identified a property that is suitable for the Ford family and I'm pleased to say that they will shortly be moving in as soon as the necessary alterations are made to meet Anna's needs – I wish the family well in their new home.

I am grateful to the Ombudsman for her recommendations which, on Council's agreement, we will implement quickly and in full. This includes making a compensation payment to the family, arranging and paying for an additional week of respite care for Anna and reviewing the precise wording of our lettings policy.

And we're looking to go further than this. We're reviewing all of the policies, practices and procedures that led to the poor outcome in this case. The current review of the housing allocations policy will be completed as soon as possible and include consultation with disability groups. The new policy that will come before Cabinet will be accompanied by a comprehensive Equality

Analysis and all staff will undergo refresher training so they are familiar with our obligations under equality legislation.

Current housing applications are to be reviewed, to ensure that full account is taken of any obligations under the Equality Act. Comprehensive information and guidance will be provided and we will improve the experience and treatment of disabled and vulnerable applicants and tenants.

Next year's housing budget will fund a specialist Occupational Therapist dedicated to supporting disabled tenants and prospective tenants get the housing they need as quickly as possible.

No Council takes any pleasure from being subject to an Ombudsman investigation, Mr Mayor, but what's important is how that Council responds to the findings.

I believe we have used the Ombudsman's investigation as it should be used – to help us improve our service to residents, by recognising where we've got it wrong in the past and acting swiftly to put it right.

## **B. Question under CPR 11.7**

### Question by Councillor Ray Morgon

In accordance with Council Procedure Rule 11.7, Councillor Ray Morgon has submitted the following question relating to the content of this report:

- a) Was the complaint at any time referred to the Equalities Manager or Legal Officer to ascertain whether we were vulnerable to breaches of any legislation and why did the Director/Head of Service not pick up these issues before the matter was referred to the Ombudsman?
- b) Under the new Housing Allocation policy there is no mention of 'disabilities'. Will this now be included and why has it been 'in hand' for some time?

### Reply by the Leader of the Council

It should be borne in mind that, until the applicant referred to as Miss Ford in the Ombudsman's report submitted her complaint there was no reason to suppose that the processing of the application had been any different to the hundreds of others dealt with each year. Only once the Ombudsman began her investigation did it become apparent that all was not as it should be.

In response to the specific points raised:

- (a) Miss Ford complained to the Council initially in August 2010. Although she did refer to her disabled daughter, her complaint was expressed as dissatisfaction with her housing circumstances and was responded to on this basis in September. When subsequently she wrote to the Ombudsman, she concentrated on the fact that, despite having been told she had been successful in her bid for a property, the property was re-classified and given to someone else.

The Ombudsman did not begin an investigation until more than six months after the decision complained of had been taken.

At the outset, the focus of the Council was on finding out what had gone wrong with the allocation process and responding to the Ombudsman's enquiries which were of a general nature, with no suggestion that there had been any infringement of equalities legislation. That suggestion only emerged from the Ombudsman much later, when her Provisional View (PV) raised the question of infringements of the Disability Discrimination Act.

Thus this aspect of the complaint did not come to the attention of senior managers any sooner than almost at the end of the investigation. The matter was therefore not referred to legal or equalities officers during the early stages of the complaint.

The error made by the Housing Service was that a property had been advertised as a "three bedroom property with a parlour", which - on closer inspection, after it had been advertised - should have been advertised as a four bed property.

The complainant, Miss Ford, would have been allocated that property had it continued to be regarded as a three bed property but she was not considered entitled to it, solely on the basis of family numbers, and it was allocated to a family with housing need for a four bed house - which are much rarer in the borough.

In doing this, staff did not take account of the specific needs of the disabled person within Miss Ford's household which, in hindsight, was a regrettable error. That they had also changed the designation of the property and reallocated it in the manner they did, is also a matter of regret.

- (b) The legislation enabling changes to the Allocations Policy was enacted in November 2011 and does not come into force until April 2012. We are currently consulting on a proposed new allocations policy and this will be reported to Cabinet later this year. It takes time to introduce new allocations policies and in this case it is in part because the new legislation is not yet in force and also because extensive consultation with partners on changes to the allocations policy is required. There is

no new policy yet, but medical, social care and other special needs will be taken into account when assessing applications, and it is certain that this will form part of the new policy - as it currently does.

The Council's Diversity Programme Team and legal staff are, of course, among those being consulted.

The report to Cabinet that will, in due course, complete this exercise will include an Equalities Impact Assessment so that Members will be able to make an informed decision.

## APPENDIX 4 (Minute 70)

### MEMBERS' QUESTIONS AND ANSWERS

*Note: Questions 1 to 10 were answered at the meeting. In accordance with Council Procedure Rule 10.6(a); the remainder were treated as if put for written answer*

#### 1 HORNCHURCH HIGH STREET: CONTINUED DISRUPTION

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

By Councillor John Mylod

Owing to the continued disruption to Hornchurch High Street and the detrimental impact this is having on local upon traders in tough economic times, would the Cabinet Member agree that substantial rate relief should now be given as matter of urgency?

##### **Answer:**

The collection of Business Rates is a statutory duty provided by the Local Government Finance Act 1988 and as such the Council are required to administer the collection of the rates within regulations provided by the Government.

The basis of the rate charge is calculated by multiplying the Rateable Value (as provided by the Valuation Office Agency) with the relevant rate Poundage as determined by central Government. Therefore, the Council does not have any discretion in setting the rate charge.

Whilst the rate poundage is not variable, other than a lower rate for small businesses, the rateable value may be amended upon an appeal to the Valuation Office.

The Valuation Office will consider proposals from the ratepayer where there has been a material change to a property or area that has had an impact on trade depending on its severity and duration. Therefore businesses affected in this way should be advised to appeal their valuation. Full details are included on the Councils website or by reference to the VOA website at [www.voa.gov.uk](http://www.voa.gov.uk)

In response to a supplementary question, the Cabinet Member stated that the primary course for non-domestic ratepayers to obtain relief from business rates was for them to submit an appeal. While the Council had power to grant relief in certain circumstances, the cost of doing so would fall on Council Taxpayers and ought, therefore to be avoided. Officers were in discussion with shopkeepers in Hornchurch and VOA about obtaining temporary relief while works were on-going.

#### 2 MEETING WITH THE MINISTER

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

By Councillor Jeffrey Tucker

Is the Council Leader's refusal to invite all group leaders to his meeting with the Minister, about local government funding, because he rejects the idea of a cross party Justice for Havering campaign?

**Answer:**

No.

The invitation was directed to me personally and was not intended to include other councillors.

In response to a supplementary question, the Leader of the Council reiterated that, the invitation being personal to him, it would be inappropriate for others to accompany him.

**3 POSSIBLE MAJOR HUB AIRPORT IN THAMES ESTUARY**

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

By Councillor Keith Darvill

What response will the administration make to the Coalition Government's proposed consultation about the future of airports and aviation, in particular about the possibility of a major hub airport in the Thames Estuary?

**Answer:**

The Government started a comprehensive review of national aviation policy in 2011 and the Council submitted a full response to that. It is expected that further consultation will take place in Spring 2012 when the next stage in the preparation of the policy is published.

The Council does not know at this stage what will be included in the draft policy nor whether there will be any reference to a Thames Estuary airport.

The Council notes that the London Mayor has said that existing aviation infrastructure should be used to its fullest extent before other options are considered for providing further airport capacity.

Havering is committed to growing its economy and showing that it is 'open for business'. The response to the Government's consultation last year acknowledged the importance of a strong and vibrant economy and the role that aviation and other transport infrastructure and services will have in this. However, it also said how important it is that environmental considerations are taken into account to ensure that the high quality residential environment of Havering is maintained.

The Council's response highlighted the possible adverse environmental consequences of an airport in the Thames Estuary and the likely adverse implications for infrastructure priorities in the wider area, particularly transport. It said that the Council is aware that some residents in the borough have said that they consider that there are more flights over Havering and that the noise from these has had a detrimental effect. (For this reason, Havering's most recent response to London City Airport said that it opposed any further expansion there). The response concluded by emphasizing that the Government's national policy review should take account of issues associated with airports to the east of London as well as Heathrow and Gatwick as these have a far more direct influence on Havering.

In response to a supplementary question, the Leader of the Council indicated that the questioner was welcome to propose a motion for debate of the matter if he so wished.



**4 CORBETS TEY SCHOOL**

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

By Councillor Ray Morgon

Following a complaint from one of my residents, I highlighted safeguarding issues at Corbets Tey School almost two years ago. In a recent inspection at the same school by OFSTED, they have also criticised the school in the area of Safeguarding. Would the Cabinet Member explain why this issue has been ignored by the Council for the past 2 years and what measures are being put in place to rectify the situation?

**Answer:**

Support is being provided to Corbets Tey School to address the issues identified by Ofsted. During the inspection, Ofsted noted that both pupils and parents felt that the school was safe, however issues were identified with regard to paperwork at the school and these issues have now been addressed. The school is making strong progress.

In response to a supplementary question, the Cabinet Member assured the questioner that the Education Service was working closely with the school to address the issues.

**5 LANDFILLING AT HORNCHURCH COUNTRY PARK: IMPACT ON THE HIGHWAY**

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

By Councillor Michael Deon Burton

Will the Council carry out a Highway Impact Assessment in Rainham Road, between Dovers Corner and the Cherry Tree, before more landfill is permitted in the Hornchurch Country Park?

**Answer:**

If a planning application is submitted for a proposal that is likely to have a significant number of HGV movements then it is a requirement of the Council that this be accompanied with a detailed Transport Assessment. Such an assessment should include details of expected impact on the existing highway network.

As part of the consideration of the application, the Transport Assessment would be scrutinised by the Council's Highway Engineers and issues related to highway impact would be included in the relevant report on the application to the Regulatory Services Committee.

The Cabinet Member declined to answer a supplementary question in view of his membership of the Regulatory Services Committee.

**6 "MY PLACE" YOUTH FACILITY, HAROLD HILL**

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

By Councillor Pat Murray

What are the Council doing to engage with service users about the future use of "My Place" in Harold Hill?

**Answer:**

The MyPlace development team has undertaken a number of engagement activities including involvement at the Central Park Festival to market and promote the centre through various interactive activities, engaging with new and existing MyPlace board partners and involvement of service users over the naming of the building.

In response to a supplementary question, the Cabinet Member undertook to consider any suggestion from the Member for improving communication with potential users of the centre.

**7 FUTURE HOUSING MANAGEMENT OPTIONS**

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

By Councillor June Alexander

Further to the consultation letter that has been sent to all tenants and leaseholders in respect of the future of housing management in the borough, it was previously agreed by stakeholders that the question of staying with Homes in Havering or going back in-house would be either a 'Yes' or 'No' answer. Would the Cabinet Member explain why another option (ie don't mind) was added in and why, when the format had already been agreed, were the views of stakeholders ignored?

**Answer:**

At the beginning of the consultation, Council staff sought the views of resident representatives in the design of the consultative process. Some residents asked that there should be only two possible choices on the questionnaire: to retain Homes in Havering or to bring the housing management service back in-house. It was confirmed by the Council that there indeed would only be two possible outcomes consulted on, although no undertaking was given about the exact wording of the questionnaire.

Following the appointment of Electoral Reform Services to conduct the test of opinion, officers requested the advice of these specialists on the wording of the questionnaire. They advised that in their experience the response rate would be boosted by offering residents the ability to express a neutral opinion. This has been commonly used by other local authorities consulting on the future of their ALMOs.

It was felt preferable therefore to include a 'I don't mind' box on the test of opinion questionnaire so that those who genuinely have no opinion either way are able to fully participate in the consultation exercise. As agreed at the outset, only two outcomes – retention of the ALMO, or bringing back in-house – remain.

Residents selecting the 'I don't mind' response will not be counted with either of the other two responses; the number ticking this box will be reported separately.

In response to a supplementary question, the Cabinet Member reiterated that the "I don't mind" option had been included as it was understood to be good practice.

**8 EFFECT OF COUNCIL TAX FREEZE**

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

By Councillor David Durant

Will accepting the Government grant to freeze council tax result in further cuts being made to local services?

**Answer:**

The Administration's final budget proposals are currently being formulated for consideration by Cabinet at its meeting on 8th February. The current position, as set out in the recent report to Cabinet, is that the Administration believes that a rise in Council Tax is not appropriate, and the Council therefore intends to take advantage of the funding on offer for 2012-13. The report points out any risks attaching to the budget proposals. However at this point in time, accepting this additional and welcome funding is not expected to require any further savings in that year.

In response to a supplementary question, the Cabinet Member reiterated that the Council would continue to seek a fair deal for Havering. The budget had been constructed to ensure that no savings beyond those already identified would be needed.

**9 CHILD POVERTY IN GOOSHAYS AND HEATON WARDS**

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

By Councillor Paul McGeary

Why has child poverty remained stubbornly high in Gooshays and Heaton wards?

**Answer:**

Although child poverty in Havering is generally lower than other areas, we are concerned that some areas do have relatively high numbers of children living in poverty and tackling this is a high priority for us. Significant projects are in place including major regeneration projects, Rainham Compass and Harold Hill Ambitions which are aimed at improving the quality of life for our residents. Tackling child poverty and improving outcomes for vulnerable families are key priorities for Havering Children's Trust and the Trust strategy includes working with vulnerable families, addressing the causes of poverty and helping parents into employment.

In response to a supplementary question, the Cabinet Member affirmed that the Education Service was continuing to address the challenge of child poverty.

**10 LEADER'S BLOG**

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

By Councillor Clarence Barrett

In order to gauge the effectiveness and appeal of the 'Leaders Blog', as at 23rd January 2012 would the Leader set out how many visits have been recorded for each of the last five entries - ie:

- Christmas Message 2011 (19.12.11)
- Meet the new Youth Leader (15.12.11)
- Visit to CEME (9.12.11)
- Romford Christmas Lights (21.11.11)
- Icelandic Banks (14.11.11)

**Answer:**

Since November 2010, there have been over 8,000 hits on the Leader's Blog. However it is not possible to detail how many people have clicked on the last five entries due to the way the site records information.

In response to a supplementary question, the Leader of the Council expressed astonishment that the questioner appeared to oppose better communication with residents.

11 **“HAVERING HOMES FOR HAVERING PEOPLE”**

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

By Councillor Mark Logan

Will the new rules regarding housing allocation give substance to the phrase Havering Homes for Havering People?

**Answer:**

The Localism Act 2011 gives local authorities greater freedom over who is and is not eligible to join the Housing Register, often called the council housing waiting list, and who should be given greater priority. It is expected that these freedoms will come into effect in April this year.

The Council wishes to make full use of these new flexibilities and is currently consulting on a series of proposals, including that only those who currently live in Havering, and who have done so for at least 12 months, can join our Housing Register. This, we believe, gives a clear commitment to providing Havering Homes for Havering People.

12 **DECENT HOMES FUNDING: TIMETABLE OF WORKS**

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

By Councillor Denis Breading

In view of the revised roll out of decent homes funding, when will Homes in Havering provide details of the new timetable of works so that tenants are kept informed of progress and when improvements to their homes will be carried out?

**Answer:**

The detailed HRA capital programme for 2012/13, including Decent Homes works, is due to be considered by Cabinet on 8 February. The same report will include provisional programmes for 2013/14 and 2014/15 although it should be noted that these remain subject to confirmation that Decent Homes grant will be made available in those two years.

Homes in Havering will publish the full details of the 2012/13 programme by 1 April 2012. The details will be available online and through the new digital television access available to a number of tenants. As future years' Decent Homes grant allocations are confirmed, details of the roll out of the programme beyond 2012/13 will be finalised and published.

13 **PARKLANDS BRIDGE, UPMINSTER**

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

By Councillor Linda Hawthorn

Given that an Executive Decision made over 10 years ago (22.6.01) acknowledged that Parklands Bridge (Upminster) was in need of restoration, would the Cabinet Member explain why no plans were drawn up until 2008 and clarify what the latest position is regarding this matter?

**Answer:**

In January 2004 Havering appointed the Historic Buildings Officer and the project was assigned to him. A scheme for the restoration had been prepared before 2004 by David Ellis Associates. It was considered that the scheme was inadequate and not sympathetic to the listed bridge. Following attempts to get the consultant to modify the scheme the drawings and specification were still considered inadequate.

There were technical issues on the restoration concerning the proposed loading capacity of the bridge. The bridge loading specified by the consultant proved very difficult to achieve as it would have required building in heavy stainless steel sections that would not have permitted the design to be given listed building approval. Following extensive discussions with one of the council's structural engineers the problem was solved in order that it was deemed acceptable by Havering's Building Control.

When this problem was solved the Historic Buildings Officer prepared a complete new set of drawings that were more sympathetic to the repair of the bridge in its setting. These drawings were completed in 2008. The Council obtained Listed Building Consent on the basis of these drawings.

After Listed Consent was given Technical Services were appointed to prepare working specifications with guidance from the Historic Buildings Officer. The estimate of costs for the scheme was not able to be contained within the Parks Capital programme within one year, therefore it was planned to fund the project over two financial years. A budget was set for a first phase of the scheme in the 2009/10 Parks Capital Programme, this was the smaller proportion of the total scheme requirement and it was hoped that further funding from the capital programme in following years with the addition of external funding would enable the completion of the project. Regrettably, it has not been possible to allocate all of the funds required to complete the project from the parks capital budget and external funding of £4000 has been sourced to date. Officers are continuing to search for external funding sources for this scheme.

The restoration of Parklands Bridge remains a Council priority and it is intended that the project will progress when sufficient funding becomes available.

**14 PHOTOCOPYING FACILITIES FOR MEMBERS**

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

By Councillor David Durant

I received a Council email containing the following information.

"In accordance with the agreed strategy of moving from individual "at desk" printers to multiuser printers/copiers (known as multi-function devices or MFDs), the photocopier in the Members' Resources Room has been converted to operate as an MFD.

"The aim is to reduce costs substantially by using more economical means of printing, especially by doing away with individual copiers, which are costly in terms of toner usage.

"Attached are two documents - a poster showing how to use the MFD and a note explaining the background!"

I replied:

"I can understand the change-over for council staff, but I do not think this should apply to councillors.

"There are rules regarding what we can print, but unless you are implying significant abuse, there is still the question of confidentiality. If the MFDs record an image of all printing, then presumably they will be monitored, but by whom? I do not think council officers should be monitoring councillors letters and printing.

"You say "in accordance with agreed strategy", but has the issue of the members room photocopier gone before the Governance committee, bearing in mind that the members room is for councillors not council staff?"

In the absence of a reply to my email, I have submitted my concerns as a question.

**Answer:**

The print strategy has been implemented to save costs by significantly reducing the previous number of desktop printers and replacing them with a small number of multi-function devices (MFDs), for which the unit costs for each print are considerably lower.

The MFD's operate with 'Uniflow' software which mean that items are only printed when the user is present at the MFD and able to swipe their access card across the card reader. This offers a much more secure environment than the desktop printers which would generate printing as soon as the print command was entered, irrespective of whether the user was available to collect the print from the printer - the risk being that sensitive content could be left on the printer tray until collected.

The Uniflow software keeps a log of print volumes and costs related to each user, but the system administrator does not have general access to view the content of images arising from printing and scanning.

Whilst the need for political confidentiality is acknowledged, the same system is used by officers working in Children's Social Services, HR (e.g. CRB checks) and other data-sensitive environments, therefore giving some assurance about security.

**15 ROAD TRAFFIC ACCIDENTS IN NOAK HILL ROAD**

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

By Councillor Denis O'Flynn

Following another serious road traffic accident in the stretch of road between Straight Road and North Hill Drive will the administration take urgent steps to make representations to TfL and the Metropolitan Police to review traffic calming measures and hazard signs in the area?

**Answer:**

Havering Council is the highway authority for the road and therefore TfL have no jurisdiction. The Metropolitan Police are responsible for the roads policing and not the operation of traffic calming which is the Council's responsibility in this case.

StreetCare is reviewing the conspicuity of the pinch point island on Noak Hill Road with a view of providing a larger lit bollard and better quality lighting of the feature following complaints from residents.

StreetCare is also working with the prospective developer of the former Whitworth Centre in terms of providing a kerbed roundabout at the development to replace the existing mini-roundabout.

Beyond those items, there are no current plans for a review, but if a request is submitted to StreetCare in writing, then it will be reported to the next available Highways Advisory Committee for discussion.

## 16 HOUSING BENEFIT

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

By Councillor Ray Morgon

Would the Cabinet Member confirm the highest amount of annualised housing benefit paid to a Havering resident.

#### **Answer:**

If all things remain equal to the end of the financial year the highest amount of annualised Housing Benefit will be £22,379.76.

## 17 COMPENSATION CLAIMS

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

By Councillor Ray Morgon

Would the Cabinet Member confirm how many claims for compensation have been lodged in each of the last five years as a result of:

- a) Tripping on the highway
- b) Damage from highway trees

#### **Answer:**

Number of claims for compensation lodged

	a) Tripping on the highway	b) Damage from highway trees
2007	78	48
2008	99	44
2009	98	32
2010	131	58
2011	98	26

## 18 FRIENDS OF PARKS GROUPS

### To the Cabinet Member for Culture, Towns & Communities (Councillor Andrew Curtin)

By Councillor Linda Hawthorn

This council is quite rightly proud of its achievement in obtaining eight Green Flag awards, and it's initiative in starting 'Friends of Parks' groups. Would the Cabinet Member please set out how many 'Friends' groups have been established over the past 18 months and what encouragement is given to people who express an interest in starting one?

**Answer:**

The Parks Service is currently working on ensuring the retention of the eight Green Flags that we are so rightly proud of. To retain these awards, the applications for the 2012 Green Flags have been submitted before the 31st January deadline.

The Parks and Open Spaces currently has 17 'Friends' groups. All of these groups have been established longer than 18 months and Hornchurch Country Park/Ingrebourne Valley are on the verge of forming the 18th Friends Group. Of the current 17 groups, 7 have achieved 'Official Friends' status and have signed an agreement that requires them to carry out various roles and responsibilities in an agreed manner. Amongst other things, this scheme encourages the groups to bring in external investment and undertake events in our parks.

The Parks Service and officers from Havering's Community Regeneration team support members of the community who would like to start new friends groups. This support involves:

- public awareness meetings in the park to drum up support for those trying to start a group;
- advice on how existing Friends Groups operate;
- booking meeting rooms to allow open dialogue to take place;
- linking in members from other Friends Groups who can share their experience of setting up a Friends group
- inviting potential new Friends Groups to attend the Parks Forum (to be held this year at Dukes Hall on March 17th) in order that they can network with other Friends Groups, officers and Councillors on issues in their park and setting up their group.

**19 MAYLANDS FIELD – VILLAGE GREEN APPLICATION**

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

By Councillor Brian Eagling

Would the Cabinet Member responsible for the Maylands Field Harold Park Town Green Application please confirm what the latest situation is and when a decision is expected as he must realise that this application has been going on for many, many years and the residents of this area deserve an answer. If there is no definite date could he please make enquiries as to why this application is taking so long?

**Answer:**

Prior dates in late 2011 and early 2012 did not prove convenient to the parties to the inquiry and we are currently seeking dates in July, and August 2012 at the request of the applicants.

**20 STOLEN COUNCIL PROPERTY**

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

By Councillor Ray Morgon

Would the Cabinet Member confirm that Council property that is stolen in a particular ward, such as drain covers, is reported to the Police and/or local Safer Neighbourhood Team?

**Answer:**

45 crimes were reported to the police in 2011 with items stolen ranging from aluminium, copper, metal, power tools and fuel.



Any instances of theft should be reported to the Police.

## 21 **EMPTY HOUSING STRATEGY**

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

By Councillor Ray Morgon

Since the Empty Housing Strategy was agreed, would the Cabinet Member confirm the number of properties that have been brought back into use by this Council each year and how many empty properties are currently on the list for consideration?

#### **Answer:**

Since the first Empty Property Strategy produced in 2004 until December 2011, the Council's efforts have assisted in bringing back 1,540 empty private sector homes into use.

The full breakdown year-by-year is as follows:

2004 - 2005	36
2005 - 2006	24
2006 - 2007	152
2007 - 2008	451
2008 - 2009	324
2009-2010	243
2010- 2011	200
2011 – Dec 2011	110
TOTAL	1,540

The Empty Property Team currently has 620 properties on its list. Interventions range from providing information about lettings and sales options, to the payment of grants in return for leasing the property to the Council, and to compulsory purchase where the property has been empty for some time, is becoming more derelict and the owner is unwilling to take any action.

## 22 **HOUSING BENEFIT CLAIMANTS**

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

By Councillor Ray Morgon

Would the Cabinet Member confirm the number of claimants of housing benefit at the end of December 2008, 2009, 2010 and 2011?

#### **Answer:**

At December:

2008	17,933
2009	20,127
2010	20,749
2011	20,947

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

By Councillor Ray Morgon

Would the Cabinet Member confirm the number of Council funded funerals in the past three years?

**Answer:**

- 2009, 3 Council funded funerals - total cost £4,027.44
- 2010, 3 Council funded funerals - total cost £2,744.78
- 2011, None.

24 **PENSION SCHEME: CONTRIBUTIONS****To the Cabinet Member for Value (Councillor Roger Ramsey)**

By Councillor Ray Morgon

Would the Cabinet Member confirm the amount paid into the Local Government Pension Scheme in each of the past ten financial years split between staff and Havering Council?

**Answer:**

	<b>Employer Contributions £000</b>	<b>Member Contributions £000</b>	<b>Total £'000</b>
<b>2010/11</b>	19,102	5,633	24,735
<b>2009/10</b>	19,194	5,544	24,738
<b>2008/09</b>	17,994	5,290	23,284
<b>2007/08</b>	17,182	4,702	21,884
<b>2006/07</b>	16,667	4,677	21,344
<b>2005/06</b>	15,417	4,439	19,856
<b>2004/05</b>	13,679	4,114	17,793
<b>2003/04</b>	11,826	3,990	15,816
<b>2002/03</b>	11,765	3,608	15,373
<b>2001/02</b>	11,143	3,706	14,849

25 **PENSION SCHEME: ALLOCATIONS OF CONTRIBUTIONS****To the Cabinet Member for Value (Councillor Roger Ramsey)**

By Councillor Ray Morgon

Would the Cabinet Member confirm that the government's planned 3% increase in pension contributions from staff will actually be paid into the Council's pension scheme?

**Answer:**

The option to increase employee contributions formed part of the Government's proposals to deliver short term savings in the LGPS. Following consultations with interested parties we understand that these proposals will not be implemented. The Government now intends to introduce a new LGPS scheme in 2014. It intends to introduce a career average scheme at that time and it is expected that employee contribution levels will be increased. However, the Government are currently in discussions with Unions and Employers and the details have yet to be agreed.

**26 PROVISION OF POLYCLINICS IN HAVERING**

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

By Councillor June Alexander

Would the Cabinet Member provide an update as to the future of Polyclinics in the borough and when the next one is due to open?

**Answer:**

Havering has a network of existing polyclinics and health centres, which provide primary care for local residents. NHS Outer North East London (NHS ONEL) is continuing to explore how to improve primary care services in Havering.

NHS ONEL are expecting the new St George's Health Centre to be open in early 2015.

**27 DEMOLITION OF OLD WINDMILL HALL**

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

By Councillor Linda Hawthorn

Would the Cabinet Member set out the time table for the demolition of the Old Windmill hall, and what is the latest position regarding the refurbishment of the New Windmill hall?

**Answer:**

Council officers have begun the process of commissioning the work that will be required to safely demolish the Old Windmill Hall, which includes removing asbestos in the first instance and these works will begin once a contractor has been appointed.

The latest position with regard to the New Windmill Hall is two positive meetings have taken place between Council officers and representatives of the user groups, with a view to the user groups forming a new Community Association to run the Hall. Assuming that the Hall is subsequently transferred to a newly formed Community Association, the Council will undertake some urgent refurbishment works, to be determined at a later stage following further discussions with the prospective Community Association.

**28 SALE OF FORMER GARAGE SITES**

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

By Councillor Ron Ower

Would the Cabinet Member set out what receipts have been received by the Council in respect of the sale of former garage sites over the last two years?

**Answer:**

In Phase 1 of the disposals, the Council has received £2,662,970. In the 2nd Phase, an additional sum of £1,700,000 is projected giving a projected total receipt of £4,362,970.

The Council has agreed to re-cycle £2,152,000 of the receipt as local authority grant to ensure the delivery of affordable homes for rent.

**29 UNLAWFUL SUB-LETTING OF COUNCIL HOUSING**

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

By Councillor Ron Ower

Would the Cabinet Member state how many prosecutions have been made for sub-letting over the past three years?

**Answer:**

The Council is aware of the government's proposal to create a new criminal offence of tenancy fraud to tackle the subletting of social housing.

For some time, the Council has taken such fraud very seriously and welcomes all opportunities to further strengthen our approach, although to date, the Council has been successful in regaining properties through voluntary relinquishment of the tenancy following in-depth investigations.

In 2010/11, eight council properties that were being sublet were released following investigation. In the first eight months of 2011/12, four properties have been released. In all cases, the properties were voluntarily relinquished.

So far in 2011/12, two further cases of people attempting to gain a council property through fraud relating to their homelessness claims have been successfully dealt with.

At any one time, the Council's Internal Audit team will be investigating around 60 cases of alleged tenancy fraud, of which around 40 involve alleged subletting.

Unfortunately, reliable records regarding the regaining of sublet properties prior to 2010/11 are not available.

**30 WASTE MINIMISATION**

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

By Councillor John Mylod

In respect of waste management, would the Cabinet Member:

a) Advise how the Waste Minimisation Campaign is proceeding and can we have more detail of how residents can reduce waste and save money, as well as details of the free cookery workshops?

b) Is the two black sacks limit dependent upon the number of people who live in the house or is it just per household?

c) How is the scheme being funded and what time scale can be anticipated before we see results?

**Answer:**

a) The general waste minimisation campaign is going well and tonnages are reducing. The part of the campaign which involved sending information to residents explaining how they can reduce their waste was delayed and only began last week, however a number of other events/ educational programmes are ongoing. These include:

- A Reduce Waste and Save Money leaflet was produced in October highlighting the three key ways that residents can reduce waste and save money (Love Food Hate Waste, home composting and reuse). These leaflets have been given out at events and distributed in Harold Hill, Hornchurch and Rainham during November 2011.
- Thirty Love Food Hate Waste Cookery Workshops have been carried out since September 2011 which have been very well received and attended by Havering residents (380 have attended to date). In addition, 800 school children have been involved in 'Cook Off' assemblies where the workshops have taken on a different format. Six of the cookery workshops were carried out during the European Week of Waste Reduction and were funded by Recycle for London
- An additional Twenty eight cookery workshops are scheduled to take place before March 31st 2012 throughout the borough. These free cookery workshops are an excellent opportunity for Havering residents to learn how to reduce food waste and save money by taking part in a fun and interactive cooking session with professional chefs. All cooking utensils, aprons and ingredients are provided free of charge. Residents can book on by calling StreetCare on 01708 432563 or emailing [waste-team@havering.gov.uk](mailto:waste-team@havering.gov.uk). Details of all the forthcoming workshops can be found at [www.havering.gov.uk/lovefood](http://www.havering.gov.uk/lovefood)
- At workshops and events, residents are being informed about the benefits of home composting in both cost saving and environmental terms. Between 30-40% of waste can be composted. Residents can order discounted compost bins (£15 + plus delivery charge including a buy two get second half price offer) and other waste minimisation accessories by calling 0844 571 4444 or logging onto [www.getcomposting.com](http://www.getcomposting.com) .
- In order to promote 'Reuse' four Give and Take Days have been arranged. These are a great opportunity for Havering residents to make use of items other people would otherwise throw away. Two have already taken place at the Royals Youth Centre (December) and the Mardyke Community Centre (January) which were well attended. Two more are scheduled to take place (Romford Salvation Army, Saturday Feb 18th 11am - 3pm & Upminster Library, Saturday 17th March 11am - 3pm). Flyers and posters have been produced to promote the Give and Take Days.

These events have been promoted in Living and the local papers

b) Whilst we fully accept that larger families will generate more waste we will work with everyone to help them reduce their waste and their household bills. Information about how residents can minimise their waste is being sent to all households which have produced three black sacks or more each week over a three week monitoring period.

c) The waste minimisation campaign is funded from a recycling and waste management communications budget held in Streetcare. Waste tonnages are already reducing as a result of ongoing communications work and educational campaigns but it will be difficult to attribute reductions generated as a result of any specific element of the general campaign.

We have also had funding support for some of the cookery workshops from Recycle for London, who funded 6 cookery workshops as previously explained.

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<i>DIVISION NUMBER:</i>	1	2	3	4
<b>The Mayor [Cllr. Melvin Wallace]</b>	✓	○	○	○
The Deputy Mayor [Cllr. Lynden Thorpe]	✓	×	✓	✓
<b><u>CONSERVATIVE GROUP</u></b>				
Cllr. Michael White	✓	×	✓	✓
Cllr. Michael Armstrong	✓	×	✓	✓
Cllr. Robert Benham	✓	×	✓	✓
Cllr. Becky Bennett	✓	×	✓	✓
Cllr. Sandra Binion	✓	×	✓	✓
Cllr. Jeff Brace	✓	×	✓	✓
Cllr. Wendy Brice-Thompson	✓	×	✓	✓
Cllr. Dennis Bull	✓	×	✓	✓
Cllr. Andrew Curtin	✓	×	✓	✓
Cllr. Osman Dervish	✓	×	✓	✓
Cllr. Ted Eden	✓	×	✓	✓
Cllr. Roger Evans	✓	×	✓	✓
Cllr. Georgina Galpin	✓	×	✓	✓
Cllr. Peter Gardner	✓	×	✓	✓
Cllr. Lesley Kelly	✓	×	✓	✓
Cllr. Steven Kelly	✓	×	✓	✓
Cllr. Pam Light	✓	A	A	A
Cllr. Robby Misir	✓	×	✓	✓
Cllr. Eric Munday	✓	×	✓	✓
Cllr. Barry Oddy	✓	×	✓	✓
Cllr. Frederick Osborne	A	A	A	A
Cllr. Gary Pain	✓	×	✓	✓
Cllr. Roger Ramsey	✓	×	✓	✓
Cllr. Paul Rochford	✓	×	✓	✓
Cllr. Geoffrey Starns	✓	×	✓	✓
Cllr. Billy Taylor	✓	×	✓	✓
Cllr. Barry Tebbutt	✓	×	✓	✓
Cllr. Frederick Thompson	✓	×	✓	✓
Cllr. Linda Trew	✓	×	✓	✓
Cllr. Keith Wells	✓	×	✓	✓
Cllr. Damian White	✓	×	✓	✓
<b><u>RESIDENTS' GROUP</u></b>				
Cllr. Clarence Barrett	✓	×	×	×
Cllr. June Alexander	✓	×	×	×
Cllr. Nic Dodin	✓	×	×	×
Cllr. Brian Eagling	✓	×	×	×
Cllr. Gillian Ford	✓	×	×	×
Cllr. Linda Hawthorn	✓	×	×	×
Cllr. Barbara Matthews	✓	×	×	×
Cllr. Ray Morgon	✓	×	×	×
Cllr. John Mylod	✓	×	×	×
Cllr. Ron Ower	✓	×	×	×
Cllr. Linda Van den Hende	✓	×	×	×
Cllr. John Wood	A	A	A	A
<b><u>LABOUR GROUP</u></b>				
Cllr. Keith Darvill	✓	×	×	×
Cllr. Denis Breading	✓	×	×	×
Cllr. Paul McGeary	✓	×	×	×
Cllr. Pat Murray	✓	×	×	×
Cllr. Denis O'Flynn	✓	×	×	×
<b><u>INDEPENDENT LOCAL RESIDENTS' GROUP</u></b>				
Cllr. Jeffery Tucker	✓	✓	×	×
Cllr. Michael Deon Burton	✓	✓	×	×
Cllr. David Durant	✓	✓	×	×
Cllr. Mark Logan	A	A	A	A
<b>TOTALS</b>				
✓ = YES	51	3	30	30
×	0	46	19	19
○ = ABSTAIN/NO VOTE	0	1	1	1
ID = DECLARATION OF INTEREST/NO VOTE	0	0	0	0
A = ABSENT FROM MEETING	3	4	4	4
	54	54	54	54

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