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Havering
LONDON BOROUGH

COUNCIL MEETING

**7.30 pm Wednesday, 29 January 2014
At Council Chamber - Town Hall**

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

**Acting Assistant
Chief Executive**

For information about the meeting please contact:

Anthony Clements

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Webcast

Please note that this meeting will be webcast.

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

AGENDA

1 APOLOGIES FOR ABSENCE

To receive apologies for absence (if any).

2 MINUTES (Pages 1 - 34)

To sign as a true record the minutes of the Meeting of the Council held on 27 November 2013 (attached).

3 DISCLOSURE OF PECUNIARY INTERESTS

Members are invited to disclose any pecuniary interest in any of the items on the agenda at this point of the meeting.

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

4 ANNOUNCEMENTS BY THE MAYOR, BY THE LEADER OF THE COUNCIL OR BY THE CHIEF EXECUTIVE

To receive announcements (if any).

5 PETITIONS

Councillors Mike Armstrong, Fred Osborne and Clarence Barrett have given notice of an intention to present a petition.

6 DEVELOPMENT AND AUTHORISATION OF PATIENT GROUP DIRECTIONS (Pages 35 - 36)

To consider a report of the Governance Committee (attached).

NOTE: The deadline for amendments is midnight, Monday 27 January 2014

7 JOINT COMMITTEE - CONSEQUENTIAL AMENDMENTS TO THE CONSTITUTION
(Pages 37 - 68)

To consider a report of the Governance Committee (attached).

Note: The deadline for amendments is midnight, Monday 27 January 2014.

8 POWERS OF THIRD TIER MANAGERS (Pages 69 - 70)

To consider a report of the Governance Committee (attached).

Note: The deadline for amendments is midnight, Monday 27 January 2014.

9 MEMBERS' QUESTIONS (Pages 71 - 76)

Attached.

10 MOTIONS FOR DEBATE (Pages 77 - 82)

See attached paper.

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**MINUTES OF A MEETING OF THE COUNCIL OF THE
LONDON BOROUGH OF HAVERING
Havering Town Hall, Romford
27 November 2013 (6.30pm – 10.50pm)**

Present: The Mayor (Councillor Eric Munday) in the Chair

Councillors: June Alexander, Michael Armstrong, Clarence Barrett, Robert Benham, Becky Bennett, Jeffrey Brace, Denis Breeding, Wendy Brice-Thompson, Andrew Curtin, Keith Darvill, Michael Deon Burton, Osman Dervish, Nic Dodin, David Durant, Brian Eagling, Ted Eden, Roger Evans, Georgina Galpin, Peter Gardner, Linda Hawthorn, Linda Van den Hende, Lesley Kelly, Steven Kelly, Pam Light, Barbara Matthews, Paul McGeary, Robby Misir, Ray Morgon, Pat Murray, John Mylod, Denis O'Flynn, Barry Oddy, Fred Osborne, Ron Ower, Garry Pain, Roger Ramsey, Paul Rochford, Geoffrey Starns, Barry Tebbutt, Frederick Thompson, Lynden Thorpe, Linda Trew, Jeffrey Tucker, Melvin Wallace, Lawrence Webb, Keith Wells, Damian White, Michael White and John Wood.

Approximately twenty-five Members' guests and a representative of the press were also present.

Apologies were received for the absence of Councillors Sandra Binion, Gillian Ford, Mark Logan and Billy Taylor.

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

Prayers were said by Reverend Enid Pow of St George's Church, Harold Hill.

52 MINUTES (agenda item 3)

The minutes of the meeting of the Council held on 9 October 2013 were before the Council for approval.

The minutes were **AGREED** without division and it was **RESOLVED**:

That the minutes of the meeting of the Council held on 9 October 2013 be signed as a correct record.

53 **DISCLOSURE OF PECUNIARY INTERESTS (agenda item 4)**

There were no disclosures of interest.

54 **ANNOUNCEMENT BY THE MAYOR (agenda item 5)**

The Mayor expressed his disappointment at unseemly events concerning the attempted taking of photographs prior to the recent Remembrance Sunday parade and expressed a wish that such behaviour would not be repeated in future.

55 **PROCEDURAL MOTIONS**

A procedural motion was proposed by the Administration that the emergency motion concerning remarks made by Councillor Tucker be heard as the first item of business under agenda item 16 (Motions for Debate). The procedural motion was **CARRIED** by 44 votes to 3 (see division 1).

A procedural motion was proposed by the Administration that agenda item 16 (Motions for Debate) be heard prior to agenda item 15 (Council Questions). The procedural motion was **CARRIED** by 44 votes to 3 (see division 6).

56 **PRESENTATION ON SHARED SERVICES (agenda item 6)**

Council received a presentation from the Leader of the Council on the proposed shared services agreement with London Borough of Newham following which Members asked questions concerning aspects of the proposals. The presentation by the Leader is set out at **Appendix 1** to these minutes.

57 **SHARED SERVICES – REPORTS AND RECOMMENDATIONS (agenda item 7)**

A report of Cabinet outlined the main benefits of a shared service with London Borough of Newham and recommended that the decision on this matter be supported by Council. A report of Governance Committee recommended some changes to the Constitution to accommodate the establishment of a Joint Committee to oversee the shared service.

Deemed motions on behalf of the Administration

That the Cabinet decision be adopted by Council.

That the recommendations of Governance Committee be agreed.

Amendment by the Independent Residents' Group

That the Council rejects merging our back-room services with Newham as a false economy that puts our lean but well run Council at risk.

Following debate, the amendment by the Independent Residents' Group was **NOT CARRIED** by 45 votes to 3 (see division 2) and the deemed motions by the Administration were **CARRIED** by 45 votes to 3 (see division 3).

RESOLVED:

That the Cabinet decision be adopted by Council.

That the recommendations of Governance Committee be agreed as follows:

- 1. That Council agrees to the formation of a joint committee with the London Borough of Newham to deliver various back-office functions for both Councils.**

And that the section of the Constitution dealing with Joint Working Delegations (Section 2.8) be extended to include the following:

2. The following amendment to the constitution is made:

In section 2.8 Joint Working Delegations add:

(c) Shared Services Joint Committees

This is an executive committee of this Council and the London Borough of Newham with a membership of 3 councillors from the executive of each Council.

The committee's functions will be from the 1st April 2014 to control and co-ordinate the back-office functions of both Councils, in the case of Havering these will be:

- (a) Finance & Procurement**
- (b) Exchequer Services**
- (c) Asset Management**
- (d) Legal Services**
- (e) Democratic Services**
- (f) Strategic HR and Organisational Development**
- (g) Business Systems**

These functions are set out in detail in Schedule 2 of the Joint Committee Agreement with the London Borough of Newham.

The Joint Committee will, prior to the 1st April 2014 determine the senior management arrangements for the proposed shared service.

58 PETITIONS (agenda item 8)

There were no petitions presented.

59 EXPANSION OF THE CAPITAL PROGRAMME TO FUND THE CONVERSION OF 6,000 SODIUM STREET LIGHTS TO MORE ENERGY EFFICIENT LED LIGHTS (agenda item 9)

A report by Cabinet recommended that Council approve funding for the conversion of 6,000 sodium street lights in the borough to more energy efficient Light Emitting Diode (LED) lights. These would generate substantial savings over time in both energy and maintenance costs to the Council. Cabinet had agreed to proceed to tender for the conversion of the

existing 6,000 sodium street lights and to apply for the maximum interest free loan (£770,000) available under the Salix Energy Efficiency Loan Scheme in order to part fund the project.

The recommendation of Cabinet was **APPROVED** without division and it was **RESOLVED**:

That Council add the funding of the scheme as set out in Appendix 2 to these minutes to the Capital Budget for 2013/14.

60 **ALLOCATION OF FUNDING FOR THE DEVELOPMENT OF NEW AFFORDABLE HOUSING (agenda item 10)**

The Council had submitted bids under the Mayor of London's 'Building the Pipeline' budding round for a number of affordable housing schemes to be built on Council-owned land held within the Housing Revenue Account. These proposals focused on the provision of bungalows for older people and general needs houses and flats in line with locally-defined strategic priorities.

The proposed schemes, which had been supported by Cabinet, were in keeping with the Council's Asset Management Plan. Details of the schemes are shown at **Appendix 3** to these minutes.

The recommendations of Cabinet were **APPROVED** without division and it was **RESOLVED** that:

1. **Approval be given for an allocation of £1,001,863 from the proceeds of right-to-buy council property sales accruing between 1 April 2012 and 31 March 2013 for this new build programme**
2. **Approval be given for an allocation of £3,399,936 resources from the HRA Business Plan, including £353,000 already approved for Hidden Homes works, for this new build programme**
3. **Approval be given for an allocation of £311,891 of section 106 commuted sums for this new build programme**
4. **Approval be given for an allocation of £110,000 from the Adult Social Care capital budget, from Department of Health grant, to enable the addition of assistive technology to a scheme specifically for Adult Social Care clients for this new build programme**
5. **Approval be given for a virement of £655,949 from unallocated capital resources held in the Housing General Fund previously earmarked to support vulnerable and/or disabled residents**

61 **EXPANSION OF THE CAPITAL PROGRAMME TO PART FUND THE ROMFORD LEISURE DEVELOPMENT (agenda item 11)**

A report of Cabinet sought Member approval to finalise negotiations with Morrisons to ensure that the Romford Leisure Development can proceed. An increase of £2 million to the budget had been recommended due to factors such as construction inflation, planning requirements and ground condition issues.

Following debate, an amendment to the report by the Residents' Group that the recommendation of Cabinet be amended to read:

It is recommended that Council receive a full and transparent review of the viability of the capital cost projections and revenue assumptions in respect of the proposed Romford Leisure Centre before committing any further funding to the project.

was **LOST** by 27 votes to 17 (see division 4).

Following debate, an amendment to the report by the Independent Residents' Group that the recommendation of Cabinet be amended to read:

This Council has an aspiration for a new Leisure Centre but rejects the proposal to make a £2 million payment from reserves towards a prestige project at this time of Government imposed cuts to jobs and local services.

was **LOST** by 42 votes to 3 (see division 5).

The motion of the Administration that the expansion of the Capital programme be approved by Council such that:

Council agrees to an increase of £2m to this budget, making a revised capital budget of £28.848m, subject to the Agreement with Morrisons becoming unconditional.

was **APPROVED** without division.

RESOLVED that:

Council agrees to an increase of £2m to this budget, making a revised capital budget of £28.848m, subject to the Agreement with Morrisons becoming unconditional.

62 **APPOINTMENT OF DEPUTY INDEPENDENT PERSON (agenda item 12)**

A report by Governance Committee advised that, following the sad death of the previous incumbent, Council was required to appoint a new Deputy Independent Person as part of the arrangements for regulating Members' Standards of Conduct. Governance Committee had received information about the experience and skills of the new Deputy Independent Person – Ms Sarah Cooper James and it was confirmed that Ms Cooper James' allowances for the position would be funded by Redbridge, with whom the Council had an informal mutual support arrangement for these roles.

The recommendation of the Governance Committee was **APPROVED** without division and it was **RESOLVED**:

That Ms Sarah Cooper James be appointed as Deputy Independent Person for Havering.

63 **AMENDMENTS TO THE CONSTITUTION (agenda item 13)**

A report by Governance Committee recommended that Council approve an amendment to the Constitution whereby planning applications by the Council could be determined by the use of delegated powers, provided that such developments covered less than 1000m² floor space, were in accordance with development plans and/or national planning policies and that no third party objections had been received. It would remain open to any Councillor that wished to, to refer such an application to the Regulatory Services Committee for its consideration. It was felt that this policy would reduce bureaucracy and result in a quicker and more cost effective method of dealing with planning applications submitted by the Council itself.

The recommendation of the Governance Committee was **APPROVED** without division and it was **RESOLVED** that:

Section of the Constitution 3.6.6 be extended to include the following category:

- (xv) To decide any application by the Council, or concerning Council land/premises, involving buildings or structures/changes of use of no greater than 1000m² floor space, where the proposal accords with development plan and/ or national planning policies and no third party objections have been received.

64 **THE COUNCIL'S FINANCIAL STRATEGY (agenda item 14)**

Cabinet had recently considered the proposed approach to the Council's financial strategy and the proposed approach to the development of a long term financial strategy. Cabinet had, as part of this process, approved and

recommended to Council the adoption of the revenue budget strategy statement set out in **Appendix 4** to these minutes.

The recommendation of Cabinet was **AGREED** without division and it **RESOLVED** that:

The revenue budget strategy statement as set out in Appendix 4 to these minutes be adopted.

65 **MEMBERS' QUESTIONS (agenda item 15)**

It was **AGREED** without division that answers to Members' Questions would be given in writing. It was noted that question 1 was withdrawn by the Residents' Group and that this would be resubmitted to the next meeting of Council.

The text of the questions, and their answers, are set out in **Appendix 5** to these minutes.

66 **MOTIONS FOR DEBATE (agenda 16)**

During the discussion on the first motion, the Mayor terminated the meeting of Council owing to the conduct and behaviour of some Members, which had disrupted the smooth running of the meeting and prevented orderly debate.

67 **VOTING RECORD**

The record of voting divisions is attached as **Appendix 6**.

Mayor
29 January 2014

A shared back office support service for Havering and Newham

Full Council

Wednesday 27th November

A reminder - why we're planning to share our back office services

- Both councils need to make significant savings, whilst protecting frontline services
- Further cuts to Government funding expected
- Limited scope for further savings in existing back office
- By working together we can do much more
- Take the best from both Councils
- Learn from each other
- Create an outstanding and innovative service

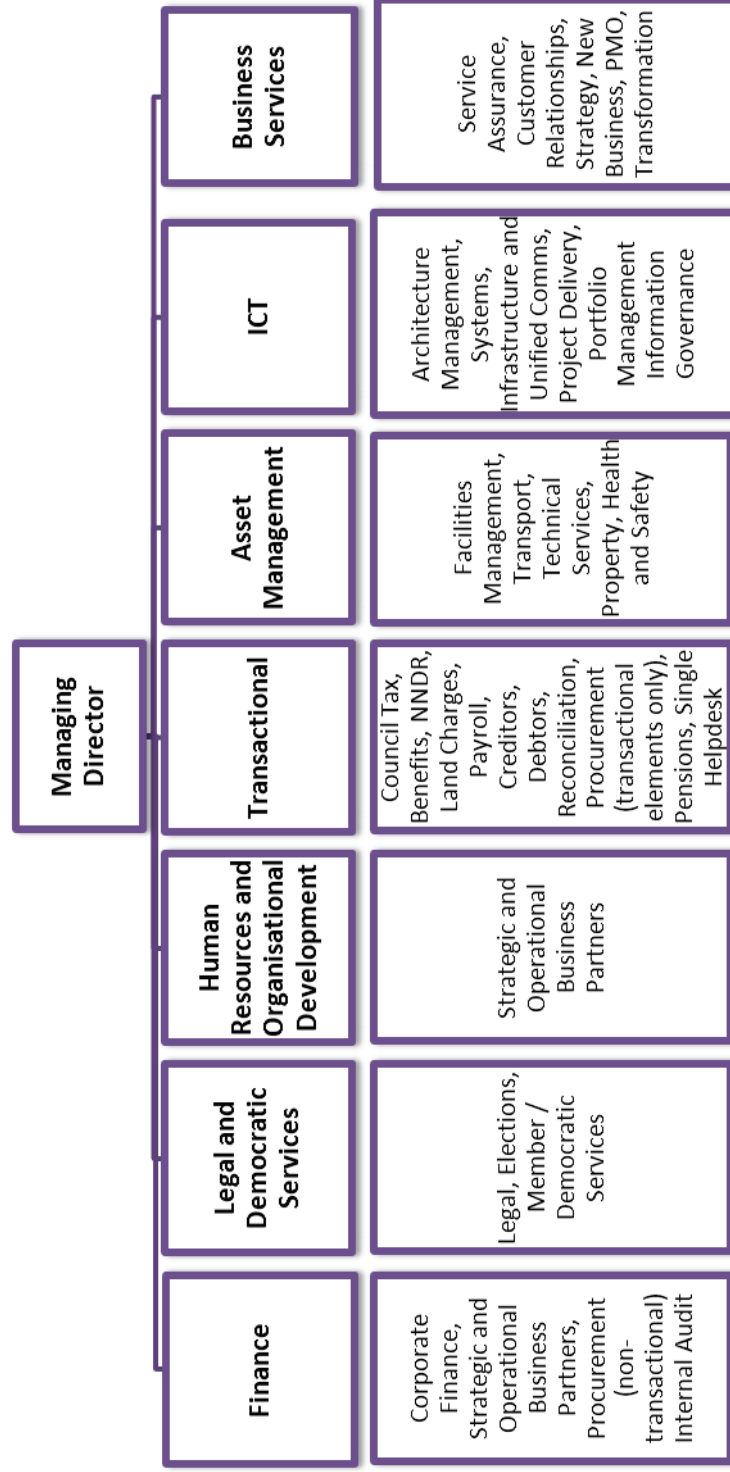
Benefits of a shared back office service

- NO SHARING OF FRONTLINE SERVICES
- Increasing operational efficiency
- Reducing costs by:
 - Sharing staff and assets
 - Common procurement
 - Sharing expertise
- Resilience and flexibility through standard systems and a pool of specialist resources
- Reducing costs of transformation - only do things once

The estimated savings

	Year 1 2014/15 (£000)	Year 2 2015/16 (£000)	Year 3 2016/17 (£000)	Year 4 2017/18 (£000)	Year 5 2018/19 (£000)
Havering	1,460	2,829	3,314	3,566	3,904
Newham	2,652	4,961	5,629	6,182	6,708
TOTAL	4,112	7,790	8,943	9,748	10,612

What is being shared and the operating model



How the Joint Committee will work

- Cabinet members (3 & 3)
- Meet at least twice a year
- Rotate chair / vice chair of committee
- Approve senior management structure, service plans, budgets, business / strategic plan
- Monitor service levels and performance

Setting up the service – the review timetable

Year 1	Year 2	Year 2/3	Year 3
<ul style="list-style-type: none"> • Payroll • Transactional Finance • Transactional HR • Pensions (contract at LBH) • Procurement (transactional / operational / strategic) • ICT • NNDR • Legal • Democratic Services / Election Services (after legal) • Facilities Management • Health and Safety • Management of School Capital 	<ul style="list-style-type: none"> • Operational / Strategic Finance • Audit Insurance and Risk • Operational / Strategic HR • Debt Management / Recovery team 	<ul style="list-style-type: none"> • Property • Technical Services • Post Room 	<ul style="list-style-type: none"> • Benefits • Council Tax

What does it mean for staff?

- Employees are employed by each council.
- Employees retain parent authority terms and conditions.
- No TUPE of staff.
- Employees can opt to join the pension fund of relevant employing council as now.

- Questions?

LED Streetlighting - proposed implementation - estimated financial impact

APPENDIX 2

Year	0	1	2	3	4	5	6	7	8	10	11	12	13	14	15	16	Totals
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
Total Cost	288,889	1,011,111															1,300,000
Less TfL funding	(50,000)																(50,000)
Less loan	(171,111)	(598,889)															(770,000)
Initial Cost to Council	117,778	362,222															480,000
Loan repayment		192,500	192,500	192,500	192,500												770,000
Capital Cost to Council	117,778	554,722	192,500	192,500	192,500												1,250,000
Revenue Savings																	
Energy	(25,667)	(117,553)	(166,566)	(173,229)	(180,158)	(187,365)	(187,365)	(187,365)	(187,365)	(187,365)	(187,365)	(187,365)	(187,365)	(187,365)	(187,365)	(187,365)	(2,724,188)
Component replacement	(44,235)	(58,980)	(58,980)	(58,980)	(58,980)	(58,980)	(58,980)	(58,980)	(58,980)	(58,980)	(58,980)	(58,980)	(58,980)	(58,980)	(58,980)	(58,980)	(457,095)
Total revenue savings	(25,667)	(161,788)	(225,546)	(232,209)	(239,138)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(3,594,143)
Net flow in year	92,111	392,934	(33,046)	(39,709)	(46,638)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(246,345)	(2,344,143)
Net flow cumulative	92,111	485,045	451,999	412,290	365,651	119,307	(127,038)	(373,383)	(619,728)	(866,073)	(1,112,418)	(1,358,763)	(1,605,108)	(1,851,453)	(2,097,798)	(2,344,143)	
NPV at 4%	1	0.962	0.925	0.889	0.855	0.822	0.790	0.760	0.731	0.703	0.676	0.650	0.625	0.601	0.577	0.555	
NPV of net flow in year	92,111	378,002	(30,568)	(35,301)	(39,876)	(202,495)	(194,613)	(187,222)	(180,078)	(173,181)	(166,529)	(160,124)	(153,966)	(148,053)	(142,141)	(136,721)	
Net NPV flow cumulative	92,111	470,114	439,546	404,244	364,369	161,873	(32,739)	(219,961)	(400,040)	(573,220)	(739,749)	(899,874)	(1,053,839)	(1,201,893)	(1,344,034)	(1,480,755)	

Payback year 6

Payback yr 6

SUMMARY OF INITIAL FUNDING

Salix Loan	770,000	Final decision on loan to be confirmed
LBH capital - general	380,000	
LBH capital - streetcare	55,000	
LBH capital - community safety	45,000	
TfL	50,000	
	1,300,000	

SIGNIFICANT CONCLUSIONS

Investment pays back in year 6 - a good rate of return
 From 2018/19 onwards, ongoing base savings of £247k - **no need for further capital investment**
 Strong financial case for proceeding

ASSUMPTIONS

- 1 Assume 1.02.14 start to 31.10.14
- 2 Unit cost of capital investment - £1.3m by 6,000 units gives £217 per unit
- 3 Energy - savings pa of £154k at current prices. Per Ofgem, assumed energy 4% rise year on year from 14/15 to 18/19 - thereafter assumed to stabilise
- 4 Very prudent assumption made around component replacement; assumed above every 10 years, in line with warranty; however, industry standard is 15-20 years (Annual current cost £17.83 pa; anticipated cost of £8 pa - difference £9.83, times 6,000 units gives saving of £58,980)

**Council 27 November 2013, Appendix 3
PROPOSED DEVELOPMENT SITES**

Scheme 1

Redevelopment of Albyns Close redundant sheltered housing scheme to provide self-contained bungalows for shared ownership and affordable rent for downsizers.

- The site is located at Albyns Close, Rainham RM13 7YA.
- The site was previously used to provide sheltered accommodation for the elderly. The building is currently empty awaiting demolition.
- Proposed dwellings and tenure:
 - 1 x 1 bed self-contained affordable rented bungalow
 - 9 x 2 bed self-contained affordable rented bungalows
 - 10 x 2 bed self-contained bungalows for shared ownership

Scheme 2

Enlarging the existing sheltered housing schemes at Holsworthy House and Ravenscourt by building self-contained bungalows on under-used car parks and adjacent land currently outside the scheme boundary.

- Holsworthy House is located on Neave Crescent in Harold Hill.
- The development scheme is made up of two plots, an existing parking facility for the scheme which will be re-provided to the front of the scheme and a plot of land adjacent to the scheme and has no defined use.
- The proposal is to incorporate the unused drying areas of the scheme into the plots identified above and build 3 x 2 bed roomed self-contained bungalows for affordable rent for older.
- Ravenscourt is located on Ravenscourt Grove in Hornchurch.
- The scheme benefits from 3 parking facilities and one of them is used predominantly by surrounding private residential properties that are not part of the sheltered scheme. This plot has been identified as a suitable development plot where 2 x 2 bed roomed bungalows and 1 x 1 bed roomed bungalow for affordable rent can be built for older downsizers.
- All new bungalows proposed would become part of the existing sheltered schemes and the future occupants of the bungalows would benefit from the related services.

Scheme 3
Development of new affordable rented flats on Bideford Close, Harold Hill.
<ul style="list-style-type: none"> • The scheme consists of 2 plots of land within an existing development of 3 storey blocks. The plots currently serve as a parking facility for the existing development and it is proposed that the parking provision is recreated around the periphery of the development which would free up the plots for development. • The proposal is to build an additional 9 x 2 bed roomed flats on 3 floors for affordable rent.
Scheme 4
Redevelopment existing hard-to-let small bungalows.
<ul style="list-style-type: none"> • The bungalows are located within Harold Hill, with exact bungalows to be redeveloped yet to be finalised. Vacant properties will be prioritised. • The existing bungalows are very small and are often difficult to let. A feasibility exercise revealed that, using a modern pod construction method, the bungalows can be demolished and replaced by larger 2 storey dwellings using the same foundations. • This proposal is to replace 12 bedsit bungalows with 12 x 2 bed roomed houses for affordable rent.
Scheme 5
Redevelopment of pram stores at the base of high rise New Plymouth House and Napier House in Rainham.
<ul style="list-style-type: none"> • The proposal is to construct 3 x 2 bed roomed flats for social rent by converting the previously under-used pram stores on the ground floor of New Plymouth and Napier Houses in Rainham. This is an integral element of the wider regeneration of the two blocks and has been discussed with residents.
Scheme 6
Redevelopment of ground floors, including former storage areas, of the high rise Thomas England and William Pike Houses, Waterloo Gardens

Romford RM7 9BD.

- The proposal is to construct 4 x 2 bedroomed flats for social rent using the unused communal areas on the ground floors of these blocks.

Scheme 7**Supported housing scheme for Adult Social Care clients.**

- This site in Ullswater Way, South Hornchurch previously contained garages. These were demolished many years ago with the site standing empty with no identifiable use since then.
- The proposal is to build 4 x 1 bedroomed bungalows and 4 x 1 bedroom flats over 2 floors for allocation to Adult Social Care clients, with one of these flats providing an officer and sleep-in space to the tenants' support provider.

REVENUE BUDGET STRATEGY

The Council will ensure that there is an effective Medium Term Financial Strategy in place to drive forward the financial planning process and resource allocation. The financial strategy will be determined by priorities set out in the Council's Living Ambition vision and detailed in its Corporate Plan.

The Council is clear about, and remains committed to, its *Living Ambition*, the long-term vision for the future of the borough, which is to provide Havering's residents with the highest possible quality of life, in a borough that thrives on its links to the heart of the capital, without ever losing the natural environment, historic identity and local way of life that makes Havering unique.

Underpinning the *Living Ambition* are five key goals: Environment, Learning, Towns and Communities, Individuals and Value, with a number of strategic objectives under each Goal. The Council is committed to allocating resources in a way that will support the achievement of these objectives.

The Council recognises the pressures on its budget, and while seeking to protect and enhance front-line services as far as possible, will aim to contain these pressures within existing resources. Cabinet Members will examine all budget pressures and seek reductions where possible.

The Council will wherever possible seek new funding and explore new ways of working. The Council will continue to look at new methods of service delivery to improve services to the public and the value for money that they provide, including working in connection with a range of other organisations and groups.

By becoming an increasingly 'connected council', Havering will continue to seek to improve efficiency and deliver better value for money. In particular, the Council will aim to identify efficiencies that will not impact on the delivery of key services to local people. Its focus will be on identifying ways to reduce the cost to tax payers of running those services.

The Council will ensure that, given the severe financial pressures it has already faced and is continuing to face, growth will only be supported in priority areas, and only where these are unavoidable. However, the Council will expect the Government to ensure that adequate funding is made available to fund any additional costs arising from new burdens placed on Havering, or from services transferred to it.

The Council will ensure that the most vulnerable members of its community are protected, will continue to lead in the development of social cohesion, and will ensure that the services provided and resources allocated reflect the diverse nature and needs of our local community and our responsibilities to the local environment.

The Council will lobby to ensure that the Government provides adequate funding to take on any new responsibilities and to illustrate the impact of the low funding basis

for Havering and its residents, but will ensure that, in broad terms, its spending is in line with the basis on which the Government allocates grant funding, and that spending levels will be realigned against any reductions in funding. The Council will therefore continue to reduce its spending where the Government removes funding, in line with the relevant level of reduction.

The Council will engage with its local community, its partners and individual stakeholders in developing financial plans, and will reflect on the outcome of its consultation process in the identification of priorities and the allocation of resources.

While addressing its priorities and setting a balanced and prudent budget, the Council will seek to keep any increase in the Council Tax to the lowest possible level and in line with its stated aspirations whilst maintaining reserves at the minimum level of £10m.

And as part of that process, the Council will not utilise those reserves, or any reserves earmarked for specified purposes, to subsidise its budget and reduce Council Tax levels as this is neither a sustainable nor a robust approach.

The Council will seek to ensure that sufficient financial resources are available to enable it to deliver a long-term savings plan within the constraints of funding available to it from both local taxpayers and the Government, and will seek to utilise any unallocated funds with that purpose in mind.

The Council will adopt a prudent capital programme designed to maintain and where possible enhance its assets, in line with the Living Ambition.

The Council will finance capital expenditure through a combination of external funding and receipts from the sale of assets that are deemed surplus to requirements, and will only apply prudential borrowing as a last resort, unless a business case can be made to finance investment through borrowing, or where there is an income or savings stream arising from the investment.

The overarching objective of the Council's financial strategy remains to deliver high quality, value for money services to our community, whilst ensuring that the cost of those services is compatible with the level of funding provided to it by the Government.

COUNCIL, 27th November 2013 Appendix 5

MEMBERS' QUESTIONS

1 *(Question Withdrawn by Residents' Group)*

2 **Recruitment & Retention**

To the Cabinet Member for Children & Learning, Cllr Paul Rochford

By Councillor Cllr Pat Murray

Question:

What initiatives is the Council adopting to improve recruitment and retention of key staff particularly social workers in Children's Services?

Answer:

We want to recruit and retain high quality social workers across our social care teams. We know that recruitment and retention of social workers is a London-wide issue and so we're looking at how we can improve our social work teams internally, as well as working with neighbouring boroughs.

We have a good record of taking on students, which means employing newly qualified social workers across all of our teams.

It can be harder to recruit and retain more experienced workers. To tackle this, we have recently employed some former agency staff and we are also participating in a major jobs fair this month.

We are also developing an attractive employment package including pay, travel costs and training opportunities to attract and keep experienced social workers in Havering.

3 **Bedroom Tax**

To the Cabinet Member for Housing, Cllr Lesley Kelly

By Councillor Michael Deon Burton

Question:

What action is the housing department taking to ameliorate the impact of the Government's iniquitous bedroom tax aka 'spare room subsidy'?

Answer:

We disagree that the spare room subsidy is iniquitous and will point to the fact that 84 family sized homes have been released because of downsizing which means families who are in need are able to let appropriate sized properties.

However, as with any significant change it was crucial to allow for a process of bedding in. We did this by providing training to front line staff who work with families, sharing useful information through Council publications such as At the Heart and boosting our debt advisor team.

Tenants who are under occupying their properties have been contacted individually and we will continue to support them and advise on possible options.

4 Duplicate Payments

To the Cabinet Member for Value, Cllr Roger Ramsey

By Councillor Clarence Barrett

Question:

Following duplicate payments made by this Council of £44,168 in 2009/10 and £11,403 in 2010/11, would the Cabinet Member set out the amount of duplicate payments made in 2011/12 and 2012/13?

Answer:

We have a very robust process and IT system in place for recovering duplicate payments.

In 2011/12 duplicate payments of £217,468 were made. This mainly comprised of four large invoices. However, we have recovered 99.6 per cent of these payments, amounting to £216,553 and we continue to pursue recovery of the outstanding amount – just under £1,000.

In 2012/13, duplicate payments of £13,331 were made. To date, we have recovered £8,588 and we are confident that we will again recover the bulk of the payments.

5 Council Dwellings

To the Cabinet Member for Housing, Cllr Lesley Kelly

By Councillor Denis O'Flynn

Question:

How many Council dwellings are being kept empty to cater for specific needs and in view of the shortage of family accommodation why are the Council retaining so many empty properties?

Answer:

We do not keep properties empty to cater for those with a specific need.

Rather, we look at those who have specific needs on a case by case basis. As of this month (November 2013) we have 215 properties which are empty because they are either undergoing repair work or repair work is due to start. We have 82 homes that are empty because they are awaiting demolition.

6 Rainham War Memorial

To the Cabinet Member for Culture, Towns & Communities, Cllr A Curtin

By Councillor David Durant

Question:

Please provide an update on plans to renovate the Rainham War Memorial and add additional names as compiled by local historian Sean Connelly.

Answer:

I'm very pleased to tell members that the Council recently secured over £86,000 from Veolia North Thames Trust to restore the borough's five main war memorials in Romford, Hornchurch, Upminster, Rainham and Harold Hill.

The funding will go towards repairing and maintaining the memorials and forms a key part of the borough's plans to recognise the centenary of the start of the First World War, in 2014.

This will form part of a comprehensive piece of work into the study of social history, education and the restoration of structures relating to the First World War, including a joint exhibition to mark the centenary with Havering Museum. It will illustrate the impact of war on the small towns and villages that existed in Havering then, and the contribution and sacrifices made by those who lived here and died serving their country.

The Borough's war memorials bear testament to the ultimate sacrifice made by Havering's residents and it is hoped that the exhibition will illuminate some

of the personal stories of those who served as well as look at the lives of those who remained on the home front.

A considerable amount of work is needed to restore the war memorial in Rainham, which we hope to complete by the end of the financial year (31 March 2014).

With regards to adding more than 800 names that have recently been identified by Sean Connelly as missing from the borough's war memorials, we're considering the best and most appropriate way to ensure that these names are recognised and we will continue to liaise with Mr Connelly.

We will also continue to work with community groups to gather information, photographs and memorabilia for the exhibition.

I would also like to take this opportunity to pay tribute to Warrant Officer Ian Fisher from Elm Park who recently died in Afghanistan. Our thoughts are with his family at this very difficult time.

7 Employment opportunities for young people

To The Leader of the Council, Cllr Michael White

By Councillor Barbara Matthews

Question:

What is being done by this Council to provide employment opportunities for young people between 18-24, given unemployment amongst this group in Havering is well above the London average?

Answer:

We know that we have a wealth of talented young people in the borough and we want to do all that we can to help them into employment and ensure they are able to reach their full potential.

Therefore, through the Skills and Workforce Development group, we regularly meet with representatives from Jobcentre Plus, Work Programme and several other organisations to put together projects which will help reduce unemployment in Havering.

This group has mapped the employment and skills provision across the borough, and works with businesses to encourage local recruitment.

Some of our projects include:

Securing £250,000 from the London Council's European Social Fund to fund an employability project specifically targeted at young unemployed people at risk of homelessness. They'll get advice, guidance and training.

A new City of London Scheme, Get Young People Working – The Youth Offer, has invested £100,000 into working with young people who are not in education, employment or training - to get them into four-month paid work placements. Those taking part will gain valuable work experience and skills.

We also champion apprenticeships, working with local training providers through the Apprenticeship Provider Forum to promote apprenticeships to employers and young people. This includes organising events for Apprenticeship Week in March 2014, identifying new apprenticeship opportunities from employers, and a monthly vacancy report is completed, detailing all the vacant apprenticeships in Havering.

8 Havering's population

To The Leader of the Council, Cllr Michael White

By Councillor Keith Darvill

Question:

In view of the anticipated increase in Havering's population as described in the recent Housing Strategy approved by Cabinet recently what plans have the Administration developed to address the severe pressures on public services are likely to occur in the foreseeable future?

Answer:

We know that this will be a huge challenge for us in the coming years and that's why we are already working hard to fully identify the scale of the population growth, where the budgetary pressures will be and what we can do to continue to provide the best possible quality of life to all of our residents.

We know that particular age groups such as older people and young children are likely to rise the most and this will place pressure on local services such as schools, the NHS and social care. So we're already taking action.

Last week, our Cabinet agreed to the second phase of our primary school expansion programme which will deliver 23 new classes for September 2014. It also sets out our plans to continue to provide enough places for the coming years, including encouraging new free schools - such as the Oasis Academy in Romford - as well as looking at measures such as split site and all-through schools.

In the longer-term, we will be looking at how we can work better with the NHS to prevent people needing hospital treatment. Other initiatives we'll be considering include working more closely with the voluntary sector to provide befriending schemes for isolated older people and help to keep them healthier for longer.

Using the most up-to-date information on how our population will change, we'll continue to plan for the future, ensuring we use limited resources where they are most needed and for the benefit of all local residents.

9 TNO Crime Figures

To the Cabinet Member for Community Safety, Cllr Geoffrey Starns

By Councillor Jeff Tucker

Question:

The latest TNO crime figures show that the number of crimes committed in Rainham is high and not, as the Council have previously said, '*somewhere in the middle*' of the table of crimes?

In view of this will the Council now seriously re-consider extending the CCTV network to deter and solve crime in Rainham.

Answer:

Havering is one of the safest boroughs in London and when there is crime we work closely with the police to drive it down year on year. In Rainham specifically the statistics speak for themselves:

In the last year, Met Police data shows that burglary is down 7%, criminal damage is down 20% and robbery is down 13%. This doesn't mean we're complacent about keeping residents and businesses safe.

Council initiatives like the alert box scheme is already up and running allowing shopkeepers to stay in touch and provide assistance should the need arise. It is crucial that we look to the official statistics in cases like this and they don't support the need for CCTV at this time.

10 Green Belt Land (Lower Thames Crossing closure)

To the Leader of The Council, Cllr Michael White

By Councillor Linda Van den Hende

Question:

Given that the Department of Transport's initial consultation on the proposed Lower Thames Crossing has now closed, what plans does the Council have in terms of resisting the expected preference for 'Option C' which cuts through swathes of Green Belt land in parts of the borough?

Answer:

As one of the greenest boroughs in London we are committed to protecting our natural environment and especially our green belt land. This is why when asked to respond to the consultation about the changes to the Crossing we went for Option A. This option is not only the least costly but we think it is also the most likely to get the work to the Crossing done within reasonable time frame while having least impact on our open spaces.

The Department for Transport has yet to publish their report on the consultation so we cannot predict what the final result will be.

11 Private Sector Leasing

To the Cabinet Member for Housing, Cllr Lesley Kelly

By Councillor Ray Morgon

Question:

What action is taken to ensure that properties under Private Sector Leasing arrangements are of the appropriate standard and, in some cases appropriateness for letting and what procedures are in place to ensure that any repairs needed are carried out to the same standard and timescales as a council tenant would expect of the Council?

Answer:

Before we take on any private properties we carry out due diligence by identifying any repairs that need to be done. We look at the condition of the building, make sure that the kitchen and bathroom is up to scratch, as well as checking for fire and other health and safety hazards.

If repair work were needed, we would expect this to be done to high standard and if there were significant damage, which has not been repaired, we wouldn't take on the property at all.

In terms of repair timescales, we would aim to fix very urgent issues like a total loss of power, water or a major leak within one day. For other issues, such a partial loss of power, we would aim to fix any problems within three days. We would aim to fix not so urgent issues between seven and twenty days.

By law, we are not required to maintain the same standards for temporary accommodation as for permanent properties however we do ensure that all homes meet safety and legal guidelines.

12 Potholes

To the Cabinet Member for Environment, Cllr Barry Tebbutt

By Councillor Linda Hawthorn

Question:

What is the expected timescale from when a pothole is identified with orange paint to when it is actually repaired?

Answer:

A pothole is usually repaired within 28 days or sooner, depending on the classification of the carriageway and the severity of the defect.

13 Proposed Health Centre (former St George's Hospital)

To the Deputy Leader of the Council, Cllr Steven Kelly

By Councillor Nic Dodin

Question:

Confirm if the proposed Health Centre on the site of the former St George hospital will be funded through a PFI (private finance initiative) arrangement or some other funding mechanism?

Answer:

Responsibility for developing the site of the former St George Hospital in Hornchurch lies with NHS England and NHS Property Services. Under the new NHS arrangements, the Havering Clinical Commissioning Group (CCG) has to develop a clinical case for the proposed health centre to

go on the site, which takes into account local need and our Health and Wellbeing Strategy.

A bid would then be submitted to NHS England which decides whether it should proceed. If so, NHS Property Services then considers the options to deliver the scheme, including a wide-range of funding options. The final decision is made by NHS Property Services and NHS England.

14 Winter gritting

To the Cabinet Member for Environment, Cllr Barry Tebbutt

By Councillor Ron Ower

Question:

In respect of winter gritting, would the Cabinet Member please confirm that:

- a) We have sufficient supplies of grit/salt to distribute/spread during the season?
- b) Have there been any changes in the routes roads areas being given priority?
- c) Has any thought been given for residents to obtain supplies direct from the Council?

Answer:

- a) **We have sufficient supplies of grit/salt to distribute/spread during the season?**
Yes, we do believe we have sufficient grit for the winter. We have more than 2,000 tonnes currently in store. We also have a contract to replenish our stocks with the Salt Union if we need more.
- b) **Have there been any changes in the routes roads areas being given priority?**
No, the priority routes are the same.
- c) **Has any thought been given for residents to obtain supplies direct from the Council?**
We have a statutory duty to keep the public highway free from ice and snow. As you can imagine, grit is a very well used and it's a highly-desired resource, but we can't sell or give it to residents because it could be used in areas where there isn't a great need and where we wouldn't normally grit, such as front drives – which would reduce the amount we have available to keep the roads moving.

DIVISION NUMBER:	1	2	3	4	5	6
The Mayor [Cllr. Eric Munday]	O	O	O	O	O	O
The Deputy Mayor [Cllr. Linda Trew]	✓	X	✓	X	X	✓
CONSERVATIVE GROUP						
Cllr. Michael White	✓	X	✓	X	X	✓
Cllr. Michael Armstrong	✓	X	✓	X	X	✓
Cllr. Robert Benham	✓	X	✓	X	X	✓
Cllr. Becky Bennett	✓	X	✓	X	X	✓
Cllr. Jeff Brace	✓	X	✓	X	X	✓
Cllr. Wendy Brice-Thompson	✓	X	✓	X	X	✓
Cllr. Andrew Curtin	✓	X	✓	X	X	✓
Cllr. Osman Dervish	✓	X	✓	X	X	✓
Cllr. Roger Evans	✓	X	✓	X	X	✓
Cllr. Georgina Galpin	✓	X	✓	X	X	✓
Cllr. Peter Gardner	✓	X	✓	X	X	✓
Cllr. Lesley Kelly	✓	X	✓	X	X	✓
Cllr. Steven Kelly	✓	X	✓	X	O	✓
Cllr. Pam Light	✓	X	✓	X	X	✓
Cllr. Robby Misir	✓	X	✓	X	X	✓
Cllr. Barry Oddy	✓	X	✓	X	O	✓
Cllr. Gary Pain	✓	X	✓	X	X	✓
Cllr. Roger Ramsey	✓	X	✓	X	X	✓
Cllr. Paul Rochford	✓	X	✓	X	X	✓
Cllr. Geoffrey Starns	✓	X	✓	X	X	✓
Cllr. Billy Taylor	A	A	A	A	A	A
Cllr. Barry Tebbutt	✓	X	✓	X	X	✓
Cllr. Frederick Thompson	✓	X	✓	X	X	✓
Cllr. Lynden Thorpe	✓	X	✓	X	X	✓
Cllr. Melvin Wallace	✓	X	✓	X	X	✓
Cllr. Keith Wells	✓	X	✓	X	X	✓
Cllr. Damian White	✓	X	✓	X	X	✓
RESIDENTS' GROUP						
Cllr. Clarence Barrett	✓	X	✓	✓	X	✓
Cllr. June Alexander	✓	X	✓	✓	X	✓
Cllr. Nic Dodin	✓	X	✓	✓	X	✓
Cllr. Brian Eagling	✓	X	✓	✓	X	✓
Cllr. Gillian Ford	A	A	A	A	A	A
Cllr. Linda Hawthorn	✓	X	✓	✓	X	✓
Cllr. Barbara Matthews	✓	X	✓	✓	X	✓
Cllr. Ray Morgon	✓	X	✓	✓	X	✓
Cllr. John Mylod	✓	X	✓	✓	X	✓
Cllr. Ron Ower	✓	X	✓	✓	X	✓
Cllr. Linda Van den Hende	O	X	✓	✓	X	✓
Cllr. John Wood	✓	X	✓	✓	X	✓
LABOUR GROUP						
Cllr. Keith Darvill	✓	X	✓	✓	X	✓
Cllr. Denis Breading	✓	X	✓	✓	X	✓
Cllr. Paul McGeary	✓	X	✓	✓	X	✓
Cllr. Pat Murray	✓	X	✓	✓	X	✓
Cllr. Denis O'Flynn	✓	X	✓	✓	X	✓
INDEPENDENT LOCAL RESIDENTS' GROUP						
Cllr. Jeffery Tucker	X	✓	X	O	✓	X
Cllr. Michael Deon Burton	X	✓	X	O	✓	X
Cllr. David Durant	X	✓	X	O	✓	X
Cllr. Mark Logan	A	A	A	A	A	A
UNITED KINGDOM INDEPENDENCE PARTY						
Cllr. Lawrence Webb	O	O	O	O	O	O
Cllr. Sandra Binion	A	A	A	A	A	A
Cllr. Ted Eden	✓	X	✓	✓	X	✓
Cllr. Fred Osborne	✓	X	✓	O	O	O
TOTALS						
✓ = YES	44	3	45	17	3	44
X = NO	3	45	3	27	42	3
O = ABSTAIN/NO VOTE	3	2	2	6	5	3
ID = INTEREST DISCLOSED/NO VOTE	0	0	0	0	0	0
A = ABSENT FROM MEETING	4	4	4	4	4	4
	54	54	54	54	54	54

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COUNCIL, 29 JANUARY 2014

REPORT OF THE GOVERNANCE COMMITTEE

DEVELOPMENT AND AUTHORISATION OF PATIENT GROUP DIRECTIONS (PGDs) – CHANGES TO THE CONSTITUTION

Governance Committee at its meeting on 15 January was invited to consider amendments required to the Constitution to extend the authority of the Director of Public Health to have designated responsibility for signing Patient Group Directions on behalf of the authorising body (the Council).

Patient Group Directions - PGDs - are written directions enabling suitably trained and accredited health professionals to supply and/or administer a named medicine to a group of patients who may not be individually identified prior to presentation for treatment. Local Authorities now have the power to authorise PGDs relating to their health improvement responsibilities.

The legislation central to these changes is the Health and Social Care Act 2012 (the Act) which transferred responsibility for aspects of health improvement from the NHS to top tier Local Authorities. The delivery of some health improvement services is dependent on PGDs.

An identified individual must have responsibility for ensuring that PGDs are developed in line with legislation and local organisational policies and governance arrangements with full consideration of the service in which the PGD is to be used is stipulated within the enabling legislation.

The Act requires this person to be either the Chief Executive or the Director of Public Health (DPH). Given that authorisation will entail judgments as to whether use of a PGD is consistent with appropriate professional relationships and provides advantages for patient care without compromising patient safety, a detailed knowledge of health improvement services will be necessary and hence this responsibility would be best placed under the remit of the Director of Public Health.

With regard to the development of PGDs within the Council, it is envisaged that a lead author who would normally be a consultant in public health would be charged with engaging the support of a wider team of health professionals as necessary.

The resulting PGD would be scrutinised by a separate, multi-professional PGD Approval Group before final approval by the DPH.

It is proposed that the DPH, supported by the PGD Approval Group will publish an Annual Report detailing any PGDs authorised and information

regarding their subsequent usage. The Report will be shared with the chair and members of the Health and Wellbeing Board.

The proposed governance arrangements will give the Director of Public Health the responsibility to authorise PGDs on behalf of the Council having been scrutinised by an appropriately constituted PGD Approval Group which will assess and provide reassurance regarding PGDs and related plans for implementation and audit developed by separate PGD Working Groups. As a consequence, these arrangements will ensure that PGDs in Havering improve outcomes and experience of care whilst preserving patient safety.

The Governance Committee queried whether the Council has the relevant insurance cover for undertaking this activity. Checks have confirmed that the Council does have the necessary indemnity insurance for decisions on treatments which would include decisions on Patient Group Directions.

The Governance Committee accordingly recommends to Council that the following paragraph is added to Section 3.9.1 in Part 3 of the Constitution relating to the Director of Public Health's role:

(m) To authorise Patient Group Directions on behalf of the Council.

COUNCIL, 29 JANUARY 2014

REPORT OF THE GOVERNANCE COMMITTEE

JOINT COMMITTEE – CONSEQUENTIAL AMENDMENTS TO THE CONSTITUTION

Governance Committee at its meeting on 15 January was invited to consider amendments required to the Constitution, predominately to the scheme of delegation to officers, consequent on the Council's decision to create a Joint Committee with the London Borough of Newham for the delivery of back office/support services for the Council. The only new power is one to the Chief Executive to delegate functions to staff employed by London Borough of Newham.

This confirmed the Council's agreement at its meeting on the 27 November to the formation of a Joint Committee with London Borough of Newham and to delegate to it the provision of various back office/support functions of the Council which are currently directly provided by the Council

As the Governance Committee accepted the principle of this delegation of authority, the final allocation will be handled by the Monitoring Officer using his delegated powers to amend the Constitution to reflect organisational changes, as he will have to do elsewhere in the Constitution.

The Governance Committee accordingly recommends to Council that:

1. The function and powers set out in Appendix 1 of this report be delegated from the 1 April 2014 to the Joint Committee and the relevant senior officers within the shared services organisation.
2. Consequentially the Council's Constitution be amended from the 1 April 2014 as set out in Appendices 2 and 3.
3. The following power be delegated to the Chief Executive
 - “(h) To exercise the power to enter into agreement with other local authorities for the placing of the services of officers from one local authority, at the disposal of the other in accordance with Section 113, Local Government Act 1972 as amended”.
4. Council agrees the principle that Proper Officer functions should be transferred to the relevant senior officer in the new shared back office structure and notes that the final allocation will be made by the Monitoring Officer under existing delegated powers.

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APPENDIX 1

PART 1 – HAVERING
Delegation to Joint Committee

A	General	Delegation to Officer
A1	To have overall responsibility for the provision to the client Councils of the shared services	None
A2	To consider and approve the annual report of the activities performance and finances of the shared services operation	None
A3	To consider and approve the annual service plan for each shared service	None
A4	To determine the strategic direction of the shared services operation	None
A5	To determine any strategic issue referred to it by the Managing Director	None
A6	To advise the client Councils what financial resources are desirable for the delivery of the shared services operation for three financial years ahead from the current financial year	None
A7	To consider and approve the internal budget for the shared services operation within the overall financial constraints set by the client Council's and to make representation to the council's on the consequences of those restraints as appropriate.	None
A8	To incur expenditure within the revenue and capital budgets as approved by the Joint Committee, or as otherwise approved, subject to any variation permitted by the Council's contract and financial procedure rules.	Managing Director
A9	To oversee the delivery of programmes agreed by Council and Cabinet.	Managing Director

A10	In consultation with the relevant Cabinet Member to apply for, accept and manage external funding up to a limit of £500,000 per grant in support of any function within their Directorate provided that any financial contributions by the Council are made from within existing budgets.	Managing Director
A11	To authorise the making of ex gratia payments up to the limit specified from time to time by the Director of Finance to individuals where the Local Government Ombudsman has recommended that such payment be made in local settlement of a complaint.	Managing Director
A12	To authorise activities under the Regulation of Investigatory Powers Act 2000.	Managing Director
A13	To approve commencement of a tendering process for all contracts above a total contract value of £156,000.	Managing Director
A14	To award contracts with a total contract value of under £5,000,000.	Managing Director
A15	To sign contracts on behalf of the Council which do not require sealing under paragraph 4 of Article 10 of this constitution.	Managing Director
A16	Payment of allowances in accordance with the "Croydon Scheme" to staff injured in the course of their duties must be made in consultation with Head of Shared Services.	Director
A17	To approve applications for leave for trade union conferences and training courses in consultation with the Head of Shared Services.	Director
A18	To approve payment of claims by employees for loss or damage to property and clothes up to the limit specified from time to time by the Director of Finance otherwise payment must be made in consultation with the Group Director Resources.	Director
A19	To grant permission for employees to undertake outside work or duties whether paid or unpaid subject to there being no conflict of interest.	Director

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A20	To approve honoraria payments in consultation with the service personnel manager.	Director
A21	To approve commencement of a tendering process for, and to award all contracts below a total contract value of £156,000.	Director
A22	To sign contracts on behalf of the Council which do not require sealing under paragraph 4 of Article 10 of this constitution.	Director
A23	To incur expenditure within the revenue and capital budgets for the relevant service as approved by the Council, subject to any ICT variation permitted by the Council's contract and financial procedure rules.	Director
A24	To implement any approved financial programme, including the authorisation of expenditure and procurement of goods and services.	Director
A25	To implement approved fees, charges, rents etc. and to ensure that proper arrangements exist for their collection.	Director
A26	In consultation with the relevant Cabinet Member, to apply for, accept and manage external funding up to a limit of £250,000 per grant in support of any function within their service provided that any financial contributions by the Council are made from within existing budgets.	Director

B	Finance (including Procurement)	Delegation to Officer
B1	To advise on and monitor the revenue and capital budgets of the Council, including the Housing Revenue Account and the determination of Council Tax and housing rent levels.	Director of Finance
B2	To write off sums which are irrecoverable and to settle claims on behalf of the Council	Director of Finance
B3	To manage the Council's loan debt, investments, and temporary investments, pension scheme and pension fund, insurance fund, act as registrar of loan instruments, manage all banking arrangements including numbers and types of accounts and arrange insurance of property and the selecting and accepting of tenders for insurance cover and related services which are considered to offer best value for the Council promoting good risk management practices at all times.	S.151 Officer

B	Finance (including Procurement)	Delegation to Officer
B4	<p>To undertake all other financial matters arising within the Council, subject to the following requirements:</p> <ul style="list-style-type: none"> (i) authority to incur expenditure being approved or sanctioned by the Council or the Cabinet (ii) powers of borrowing being exercised within guidelines agreed by the Council and any current codes of practice (iii) all matters being within accepted accounting practice and standards and within statutory requirements (iv) any necessary reference to the Council's external Auditors. (v) an annual report being presented to the Audit Committee by 30 September in each year on the activities undertaken in respect of treasury management powers in the preceding financial year (vi) reports of the external Auditors and other relevant Inspectorates upon the audit of the Council's activities being considered. (vii) To make direct investments in local infrastructure assets as part of the Pension Fund local infrastructure portfolio in consultation with the Chairman of Pensions 	S,151 Officer
B5	To implement the Council's early retirement, retirement and redundancy policies in consultation with the Director of Human Resources and the Director of Legal and Governance.	Director of Finance
B6	To set the Council Tax Base and Commercial Rate yield each year unless it involves matters of policy	S.151. Officer
B7	To award all gas and electricity supply contracts where offers are made on a short restricted time basis and where there is insufficient time to obtain a Cabinet Member decision.	Director of Finance
B8	To accept grants and the terms and conditions thereof for and on behalf of the Council.	S.151 Officer
B9	To instruct the Council's insurers and, upon their advice, to negotiate and settle insurance claims up to maximum of £145,000 for motor insurance, £147,750 for liability insurance and motor vehicles, and £50,000 for property insurance.	Director of Finance

B	Finance (including Procurement)	Delegation to Officer
B10	To review and, if necessary, amend the limits in (B9) above on an annual basis, following discussion with the Council's insurers.	Director of Finance
B11	To set future inter-authority and standard charges for residential and day-care accommodation, in accordance with the formula recommended by the Local Government Association.	Director of Finance
B12	To increase the specified sums set out in delegations to staff in accordance with Retail Prices Index (RPI).	Director of Finance
B13	To approve the Financial Framework and any amendments to it.	S.151 Officer
B14	In consultation with the relevant CMT Member, to authorise virements.	Director of Finance
B15	To make or enter into leasing arrangements for vehicles, plant and equipment.	Director of Finance
B16	To monitor the implementation of the charging policy including any relevant deadlines. To advise on reviews of fees and charges.	Director of Finance
B17	To act upon and make decisions as a Pensions Panel consisting of the Director of Finance, Director of HR, and Director of Legal & Governance for the purpose of Stage 2 appeals within the Internal Dispute Resolution Procedure Regulations and exercising other discretions within the Local Government Pension Scheme.	Director of Finance

C	Legal & Governance	Delegation to Officer
C1	To prepare, approve and issue or serve all legal documentation on behalf of the Council.	Director of Legal & Governance
C2	To lay information, complaints and claims on behalf of the Council for the purpose of any proceedings before the Magistrates' Court, County Court and other courts and tribunals, including all civil and criminal proceedings.	Director of Legal & Governance

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C3	To defend all legal proceedings brought against the Council and to take any steps that are in their opinion expedient to that end.	Director of Legal & Governance
C4	To sign, serve, advertise and receive notices and documents on behalf of the Council in relation to any formal or legal procedures.	Director of Legal & Governance
C5	To certify as a true and correct record any documents in accordance with section 229 of the Local Government Act 1972.	Director of Legal & Governance
C6	To sign or endorse any documents on behalf of the borough where so requested by a citizen.	Director of Legal & Governance
C7	To serve requisitions for information and other documents to enable the Council to receive information in the pursuance of legal proceedings.	Director of Legal & Governance
C8	Where the issue of any document, notice or order will be a necessary step in legal proceedings on behalf of the Council, to sign such document unless any enactment otherwise requires or unless the Council has given the necessary authority to some other person for the purposes of such proceedings.	Director of Legal & Governance
C9	To authorise, serve or issue all statutory notices, approvals and licences under any enactment other than those specifically delegated to another officer.	Director of Legal & Governance
C10	To instruct and/or seek the opinion of legal counsel and/or external solicitors in consultation with the Chief Executive or appropriate Group Director, Director or Head of Service and to instruct legal counsel or experts to advise or appear on any matter and to agree fees arising.	Director of Legal & Governance
C11	In consultation with the Director of Finance to settle claims in proceedings commenced or about to be commenced against the Council in a court or tribunal up to a limit of £100,000. Settlement of claims that exceed £100,000 require the approval of the relevant individual Cabinet Member or of the Cabinet, unless the decision is required to be made immediately before, at, or during a hearing.	Director of Legal & Governance
C12	To name, rename, number and renumber streets and premises	Director of Legal & Governance

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C13	To maintain the register of highways that are maintainable at public expense.	Director of Legal & Governance
C14	To arrange for the administration of all statutory appeals.	Director of Legal & Governance
C15	To allocate information technology facilities to members, including ordinary telephones, mobile telephones and facsimile machines.	Director of Legal & Governance
C16	To implement the Council's early retirement, retirement and redundancy policies in consultation with the Director of Finance and the Director of HR.	Director of Legal & Governance
C17	To act and make decisions on behalf of a pensions panel consisting of the Director of Finance, Director of HR and Director of Legal & Governance for the purposes of Stage 2 appeals within the Internal Dispute Resolution Procedure Regulations and exercising other discretions within the Local Government Pension Schemes.	Director of Legal & Governance
C18	To alter the financial amounts in Contract Procedure Rules specifically relating to EU contracts and occurring either due to exchange rate changes or EU directed amendments.	Director of Legal & Governance
C19	To authorise Council staff to represent the Council in proceedings in the County Court and the Magistrates Court.	Director of Legal & Governance
C20	To prepare, approve and issue or serve the form and content of all legal documentation on behalf of the Council.	Solicitors appointed by the Director of Legal & Governance
C21	To lay information, complaints and claims on behalf of the Council for the purpose of any proceedings before the Magistrates' Court, County Court and other courts and tribunals, including all civil and criminal proceedings.	Solicitors appointed by the Director of Legal & Governance
C22	To defend all legal proceedings brought against the Council and to take any steps that are in his or her opinion expedient to that end.	Solicitors appointed by the Director of Legal & Governance
C23	To serve requisitions for information and other documents to enable the Council to receive information in the pursuance of legal proceedings.	Solicitors appointed by the Director of Legal & Governance
C24	Where the issue of any document, notice or order will be a necessary step in legal proceedings on behalf of the Council, to sign such document unless any enactment	Solicitors appointed by the

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	otherwise requires or unless the Council has given the necessary authority to some other person for the purposes of such proceedings.	Director of Legal & Governance
C25	To authorise, serve or issue all statutory notices, approvals and licences under any enactment other than those specifically delegated to another officer.	Solicitors appointed by the Director of Legal & Governance
C26	To instruct and/or seek the opinion of legal counsel and/or external solicitors in consultation with the appropriate Group Director, Director or Head of Service and to instruct legal counsel or experts to advise or appear on any matter and to agree fees arising.	Solicitors appointed by the Director of Legal & Governance
C27	To undertake those functions assigned under: (i) Part 3, Section 5 of the Constitution of the London Borough of Havering: local choice functions (ii) Part 3, Section 6 of the Constitution of the London Borough of Havering: Proper Officer function	Director of Legal & Governance
C28	To authorise activities under the Regulation of Investigatory Powers Act 2000 and to monitor proper use of activities under that Act.	Director of Legal & Governance
C29	To develop and implement the Council's Health & Safety Strategy	Director of Legal & Governance
C30	To develop and implement the Council's information governance policies and protocols.	Director of Legal & Governance
C31	To undertake all the administrative procedures for Schools Appeals, Hearings Panels and any other panels or Sub-Committees required under the terms of reference of the Adjudication and Review Committee and Licensing Committee: including but not limited to the appointment and re-appointment of independent persons for school appeals and other hearings, the selection of members or independent persons to consider specific cases, the consideration of applications for re-hearing of School Admission Appeals, the arrangement of panels and dates and the appointment of Chairmen of panels.	Director of Legal & Governance and Committee Services Manager
C32	In consultation with the Leader of the Group of which the previous appointee is a Member, to appoint a Member of the Council to fill a casual vacancy in any appointment to another organisation arising during the course of a municipal year.	Director of Legal & Governance and Committee Services Manager

C33	<p>In consultation with Cabinet Members, Group Leaders and the Chairmen of Committees, to determine the schedule of meetings for each municipal year (including dates, times and places of meeting), on the basis that, so far as possible and practicable:</p> <p>(a) The Regulatory Services Committee shall meet every three weeks (except around the Christmas/New Year period)</p> <p>(b) The Audit, Governance, Pensions and Standards Committees and the Overview & Scrutiny Committees shall generally meet once during each period between ordinary Council meetings</p> <p>(c) Meetings will only be arranged for Monday or Friday evenings in exceptional circumstances.</p>	Director of Legal & Governance and Committee Services Manager
C34	<p>To exercise general use and hire of the Town Hall for the purpose of meetings and other authorised events in accordance with approved fee scales and principles and guidelines agreed by the Governance Committee, but to be able to waive or reduce scales of fees and charges in suitable cases. To exercise general management of the Council Chamber, Committee Rooms and other accommodation for Members, including any audio-visual or other information technology equipment installed therein.</p>	Director of Legal & Governance and Committee Services Manager
C35	<p>To approve arrangements for members' training.</p>	Director of Legal & Governance and Committee Services Manager
C36	<p>To approve the attendance of members at conferences or training events outside the borough but within the United Kingdom, including any travel and accommodation arrangements.</p>	Director of Legal & Governance and Committee Services Manager
C37	<p>Undertake those functions assigned under:</p> <p>(a) Part 3, Section 6 of Constitution of the London Borough of Havering: Proper Officer functions</p>	Director of Legal & Governance and Committee Services Manager
C38	<p>To undertake those election functions assigned to the Proper Officer in the Constitution of the London Borough of Havering.</p>	Director of Legal & Governance

D	ICT/BUSINESS SYSTEMS	Delegation to Officer
D1	To develop the Council's e-government and t-government strategies.	Director of ICT
D2	To develop the Council's information systems, and information technology and e-government strategies.	Director of ICT
D3	To develop the Council's information and communications technology strategies including the supply, withdrawal, data protection, security and integrity of the systems to staff and members.	Director of ICT
D4	To supply connections and services to public sector partners and other organisations, provided that the integrity of the Council's information systems is maintained.	Director of ICT

E	STRATEGIC HUMAN RESOURCES	Delegation to Officer
E1	To develop and implement the Council's human resources, organisation development, remuneration and occupational health strategies.	Director of Human Resources

E2	To implement any decisions and recommendations of recognised national negotiating bodies in respect of pay. Where a supplementary estimate is required, the cost must be reported to the Cabinet.	Director of Human Resources
E3	To implement decisions and recommendations of recognised national negotiating bodies on all employment matters including terms and conditions of employment. Where there is a cost implication, a report must be made to the Cabinet.	Director of Human Resources
E4	Subject to appointments, dismissals, assimilation and redundancies for Heads of Service and above being authorised by Appointments Committee, to implement the procedure for any senior management re-alignment or restructuring including; <ul style="list-style-type: none"> (i) Achieving any necessary reduction through voluntary redundancy; (ii) Considering applications from unaffected Heads 	Director of Human Resources

	<p>of Service or above which would create a suitable alternative employment opportunity for an affected Head of Service or above;</p> <p>(iii) Deciding upon the ring fence arrangements and inviting applications for assimilation; and</p> <p>(iv) Arranging advertisements and assessment centres, and, subject to compliance with Contract Procedure Rules, appointing external recruitment consultants.</p>	
E5	In consultation with the Director of Legal and Governance, to amend HR policies where necessary in consequence of legislative, organisational or other changes that have no adverse financial effect.	Director of Human Resources

F	ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)	Delegation to Officer
F1	To exercise general use and hire of public halls and buildings owned by the Council (except the Town Hall) for the purpose of community use, meetings and other authorised events in accordance with approved fee scales and principles but to be able to waive or reduce scales of fees and charges in suitable cases.	Director of Asset Management
F2	Subject to the availability of finance to be responsible for any alteration or improvement of facilities to the Council Chamber, Committee Rooms and other accommodation for Members.	Director of Asset Management
F3	To manage the operation of the relevant Contract Service Organisations (CSOs) including marketing the CSOs and consideration of the impact of new legislation on the CSOs, where relevant.	Director of Asset Management
F4	To exercise all the powers delegated to the Property Strategy Manager so far as legally permissible.	Director of Asset Management
F5	To exercise the powers and duties of the Council in relation to concessionary fares and similar schemes (including the taxicard scheme).	Director of Asset Management

F6	<p>In relation to the taxicard scheme:</p> <ul style="list-style-type: none"> (i) To admit to the scheme persons from the waiting list of applicants. (ii) To agree a higher trip limit where justified by the degree of disability of the individual Director of Asset Management (iii) To approve dual holding of a concessionary fares permit and a taxicard where, in view of the individual's condition, it is appropriate to do so. 	Director of Asset Management
F7	To issue permits under the Minibus and Other Section 19 Permit Buses Regulations 1987 to appropriate organisations.	Director of Asset Management
F8	To provide a security service for the Council's Administrative buildings	Director of Asset Management
F9	To conduct preliminary negotiations, negotiate, agree and conclude all property matters including the making and settling of rating appeals on council property and property valuations for all purposes	Director of Asset Management and Property Strategy Manager
	To undertake marketing of any Council property.	Director of Asset Management and Property Strategy Manager
F10	To instruct external property advisors, surveyors, auctioneers and consultants where necessary on property transactions.	Director of Asset Management and Property Strategy Manager
F11	To procure property and property services to meet the Council's occupation needs including responsibility for space use and allocation together with strategic facilities management. This function must be exercised subject to obtaining members authority for any financial approval not within budget.	Director of Asset Management and Property Strategy Manager

F12	To agree with a potential purchaser of a Council-owned property that the Council should retain an area of land where it is expedient to do so.	Director of Asset Management and Property Strategy Manager
F13	Following notification to the relevant ward members, to vary but not extend existing agreements for mobile phones masts at school sites in circumstances where installations are to be upgraded and lower emissions will result to enable Landlord's consent to be granted for the installation.	Director of Asset Management and Property Strategy Manager
F14	<p>To agree and incur reasonable pre-sale expenses up to a limit of £100,000 per transaction when disposing of property, such expenses to be offset against the capital receipts arising.</p> <p>These functions must be exercised in accordance with the following requirements:</p> <ul style="list-style-type: none"> (i) complying with the Code of Practice on the Disposal of Surplus Property, set out in Appendix B (ii) in cases where the Cabinet has already approved the principle but not the terms of a property disposal without the invitation of competitive bids, the provisionally agreed terms of any disposal exceeding £1,000,000 shall be reported to Cabinet for approval before the transaction is concluded. (iii) in cases that have not been the subject of competitive bids but are below £1,000,000 in value, the provisionally agreed terms of disposal should shall be reported to the Group Director Resources, before the transaction is concluded. (iv) complying with relevant Council policy on property transactions (v) referring a matter for Member decision where it is proposed to recommend other than the best financial bid (vi) concluding valuation and property disputes forming part of a pending or active court or arbitration proceedings, after consultation with either the Director of Legal & Governance or the Director of Finance, where there is insufficient time or opportunity to obtain a Member decision 	Director of Asset Management and Property Strategy Manager

	(vii) Making or settling rating appeals only in the Council's financial interests.	
F15	To be the Council's designated corporate property officer, responsible for the strategic management of the Council's property portfolio, including corporate strategy and asset management, procurement of property and property services, planned and preventative maintenance programmes, property allocation and use, reviews, acquisitions and disposals, and commercial estate management.	Director of Asset Management
F16	To exercise all powers relating to Romford Market, including granting and revoking licences and enforcing relevant bylaws.	Director of Asset Management & Strategic Property Manager

G	TRANSACTIONAL SERVICES	Delegation to Officer
G1	To advise on, co-ordinate and manage all payroll functions on behalf of the Council.	Director of Transactional Services
G2	To administer the Council's pension fund.	Director of Transactional Services
G3	The exercise of the client monitoring function in respect of occupational health and the Council's recruitment advertising contracts, and the power to select and accept tenders for external consultants or contracts in accordance with the Council's standing orders.	Director of Transactional Services
G4	To grant gifts for long service up to the limit specified from time to time by the Director of Finance.	Director of Transactional Services
G5	To approve the arrangements for members' training and development.	Director of Transactional Services
G6	To act and make decisions on behalf of a pensions panel consisting of the Director of Finance, Director of HR and Director of Legal & Governance for the purposes of Stage 2 appeals within the Internal Dispute Resolution Procedure Regulations and exercising other discretions within the Local Government Pension Schemes.	Director of Internal Transactions

G	TRANSACTIONAL SERVICES	Delegation to Officer
G7	To approve proposals for the payment of allowances in accordance with the "Croydon Scheme" to staff injured in the course of their duties.	Director of Transactional Services
G8	To undertake the role of appointed person for the Council in all matters relating to the Disclosure and Barring Service.	Director of Transactional Services
G9	To grant car and season loans to eligible staff.	Director of Transactional Services
G10	To exercise the Council's discretionary powers in relation to writing off amounts due for national non-domestic rate or surcharge on grounds of hardship or general rate on grounds of poverty, up to a maximum level of £10,000.	Director of Transactional Services
G11	To exercise the Council's discretionary powers in relation to relief for Council Tax and commercial rates.	Director of Transactional Services
G12	To act as statutory officer pursuant to for the collection of council tax and commercial rates	Director of Transactional Services
G13	To manage the operation of the relevant Contract Service Organisations (CSOs) including marketing the CSOs and consideration of the impact of new legislation on the CSOs.	Director of Transactional Services

APPENDIX 2 – Amendments to part 3, Sections 3.7 and 3.8 of the Constitution

APPENDIX 2

3.7 FUNCTIONS RELATING TO THE RESOURCES GROUP OF SERVICES

This section covers functions delegated to the Joint Committee with the London Borough of Newham which in turn has delegated them to the relevant officer in the joint structure.

Each member of staff listed has delegated authority to act as follows, subject to the general provisions and limitations set out in section 3.1 of Part 3 of this constitution

3.7.1 FINANCIAL FUNCTIONS

- (a) To advise on and monitor the revenue and capital budgets of the Council, including the Housing Revenue Account and the determination of Council Tax and housing rent levels.
- (b) To write off sums which are irrecoverable and to settle claims on behalf of the Council.
- (c) To implement the Council's early retirement, retirement and redundancy policies in consultation with the Head of Human Resources and the Director of Legal and Governance.
- (d) To award all gas and electricity supply contracts where offers are made on a short restricted time basis and where there is insufficient time to obtain a Cabinet Member decision.
- (e) To instruct the Council's insurers and, upon their advice, to negotiate and settle insurance claims up to maximum of £145,000 for motor insurance, £147,750 for liability insurance and motor vehicles, and £50,000 for property insurance.
- (f) To review and, if necessary, amend the limits in (e) above on an annual basis, following discussion with the Council's insurers.
- (g) To set future inter-authority and standard charges for residential and day-care accommodation, in accordance with the formula recommended by the Local Government Association
- (h) To increase the specified sums set out in delegations to staff in accordance with Retail Prices Index (RPI)
- (i) In consultation with the relevant CMT Member, to authorise virements.
- (j) To make or enter into leasing arrangements for vehicles, plant and equipment.

- (k) To monitor the implementation of the charging policy including any relevant deadlines. To advise on reviews of fees and charges
- (l) To act on decisions of a pensions panel consisting of the Director of Finance, Director Human Resources (or their nominated deputies) for the purposes of:
 - 1. Stage 2 appeals within the Internal Dispute Resolution Procedure regulations and exercising other discretions within the Local Government Pension Schemes
 - 2. To grant discretionary payments to retiring employees in accordance with the Council's approved policy
 - 3. To implement the Council's early retirement, retirement and redundancy policies.

3.7.2 Transactional Functions

- (b) To advise on, co-ordinate and manage all payroll functions on behalf of the Council.
- (c) To administer the Council's pension fund.
- (d) The exercise of the client monitoring function in respect of occupational health and the Council's recruitment advertising contracts, and the power to select and accept tenders for external consultants or contracts in accordance with the Council's standing orders.
- (e) To grant gifts for long service up to the limit specified from time to time by the Head of Finance.
- (f) To approve the arrangements for member's training and development.
- (g) To act on and make decisions as a pensions panel consisting of the Director of Finance, Director of Legal & Governance and Director of Human Resources. (or their nominated deputies) for the purposes of:
 - 1. Stage 2 appeals within the Internal Dispute Resolution Procedure regulations and exercising other discretions within the Local Government Pension Schemes
 - 2. To grant discretionary payments to retiring employees in accordance with the Council's approved policy
 - 3. To implement the Council's early retirement, retirement and redundancy policies.
- (h) To approve proposals for the payment of allowances in accordance with the "Croydon Scheme" to staff injured in the course of their duties.
- (i) To undertake the role of appointed person for the Council in all matters relating to the Criminal Records Bureau.

- (j) To grant car and season loans to eligible staff.
- (k) To exercise the Council's discretionary powers in relation to writing off amounts due for national non-domestic rate or surcharge on grounds of hardship or general rate on grounds of poverty, up to a maximum level of £10,000.
- (l) To exercise the Council's discretionary powers in relation to relief for Council Tax and commercial rates
- (m) To act as statutory officer pursuant to for the collection of council tax and commercial rates
- (n) To manage the operation of the relevant Contract Service Organisations (CSOs) including marketing the CSOs and consideration of the impact of new legislation on the CSOs.

3.7.3 Asset Management Functions

- (a) To provide a security service for the Council's administrative buildings.
- (b) To exercise general use and hire of public halls and buildings owned by the Council (except the Town Hall) for the purpose of community use, meetings and other authorised events in accordance with approved fee scales and principles but to be able to waive or reduce scales of fees and charges in suitable cases.
- (c) Subject to the availability of finance to be responsible for any alteration or improvement of facilities to the Council Chamber, Committee Rooms and other accommodation for Members.
- (d) To exercise all the powers delegated to the Property Strategy Manager so far as legally permissible.
- (e) To manage the operation of the relevant Contract Service Organisations (CSOs) including marketing the CSOs and consideration of the impact of new legislation on the CSOs, where relevant.
- (f) To exercise the powers and duties of the Council in relation to concessionary fares and similar schemes (including the taxicard scheme).
- (g) In relation to the taxicard scheme:
 - (i) to admit to the scheme persons from the waiting list of applicants
 - (ii) to agree a higher trip limit where justified by the degree of disability of the individual
 - (iii) to approve dual holding of a concessionary fares permit and a taxicard where, in view of the individual's condition, it is appropriate to do so.

- (h) To issue permits under the Minibus and Other Section 19 Permit Buses Regulations 1987 to appropriate organisations.
- (j) **Property Strategy Functions**
 - (i) To conduct preliminary negotiations, negotiate, agree and conclude all property matters including the making and settling of rating appeals on council property and property valuations for all purposes.
 - (ii) To undertake marketing of any Council property.
 - (iii) To instruct external property advisors, surveyors, auctioneers and consultants where necessary on property transactions.
 - (iv) To procure property and property services to meet the Council's occupation needs including responsibility for space use and allocation together with strategic facilities management. This function must be exercised subject to obtaining members authority for any financial approval not within budget.
 - (v) To agree with a potential purchaser of a Council-owned property that the Council should retain an area of land where it is expedient to do so.
 - (vi) Following notification to the relevant ward members, to vary but not extend existing agreements for mobile phones masts at school sites in circumstances where installations are to be upgraded and lower emissions will result to enable Landlord's consent to be granted for the installation.
 - (vii) To agree and incur reasonable pre-sale expenses up to a limit of £100,000 per transaction when disposing of property, such expenses to be offset against the capital receipts arising.
 - (viii) The Property Strategy Manager must exercise the functions delegated to them subject to the following requirements:
 - (a) complying with the Code of Practice on the Disposal of Surplus Property, set out in Appendix B
 - (b) in cases where the Cabinet has already approved the principle but not the terms of a property disposal without the invitation of competitive bids, the provisionally agreed terms of any disposal exceeding £1,000,000 shall be reported to Cabinet for approval before the transaction is concluded.
 - (c) In cases that have not been the subject of competitive bids but are below £1,000,000 in value, the provisionally agreed

terms of disposal should shall be reported to the Group Director Resources before the transaction is concluded.

- (d) complying with relevant Council policy on property transactions
 - (e) referring a matter for Member decision where it is proposed to recommend other than the best financial bid
 - (f) concluding valuation and property disputes forming part of a pending or active court or arbitration proceedings, after consultation with either the Assistant Chief Executive Legal & Democratic Services or the Group Director Resources where there is insufficient time or opportunity to obtain a Member decision
 - (g) Making or settling rating appeals only in the Council's financial interests.
- (ix) To be the Council's designated corporate property officer, responsible for the strategic management of the Council's property portfolio, including corporate strategy and asset management, procurement of property and property services, planned and preventative maintenance programmes, property allocation and use, reviews, acquisitions and disposals, and commercial estate management.
- (x) To exercise all powers related to Romford Market, including granting and revoking licences and enforcing relevant bylaws.

3.7.4 ICT/ Business Systems Functions

- (a) To develop the Council's e-government and t-government strategies.
- (b) To develop the Council's information systems, and information technology and e-government strategies.
- (c) To develop the Council's information and communications technology strategies including the supply, withdrawal, data protection, security and integrity of the systems to staff and members.
- (d) To supply connections and services to public sector partners and other organisations, provided that the integrity of the Council's information systems is maintained.

3.7.5 Strategic Human Resources and Organisational Development Functions

- (a) To develop and implement the Council's human resources, organisation development, remuneration and occupational health strategies.

- (b) To implement any decisions and recommendations of recognised national negotiating bodies in respect of pay. Where a supplementary estimate is required, the cost must be reported to the Cabinet.
- (c) To implement decisions and recommendations of recognised national negotiating bodies on all employment matters including terms and conditions of employment. Where there is a cost implication, a report must be made to the Cabinet.
- (d) Subject to appointments, dismissals, assimilation and redundancies for Heads of Service and above being authorised by Appointments Committee, to implement the procedure for any senior management re-alignment or restructuring including;
 - (i) Achieving any necessary reduction through voluntary redundancy;
 - (ii) Considering applications from unaffected Heads of Service or above which would create a suitable alternative employment opportunity for an affected Head of Service or above;
 - (iii) Deciding upon the ring fence arrangements and inviting applications for assimilation; and
 - (iv) Arranging advertisements and assessment centres, and, subject to compliance with Contract Procedure Rules, appointing external recruitment consultants.
- (e) In consultation with the Director of Legal & Governance to amend HR policies where necessary in consequence of legislation, organisational or other changes that have no adverse effect

3.7.6 Governance

- (a) To prepare, approve and issue or serve all legal documentation on behalf of the Council.
- (b) To lay information, complaints and claims on behalf of the Council for the purpose of any proceedings before the Magistrates' Court, County Court and other courts and tribunals, including all civil and criminal proceedings.
- (c) To defend all legal proceedings brought against the Council and to take any steps that are in their opinion expedient to that end.
- (d) To sign, serve, advertise and receive notices and documents on behalf of the Council in relation to any formal or legal procedures.
- (e) To certify as a true and correct record any documents in accordance with section 229 of the Local Government Act 1972.
- (f) To sign or endorse any documents on behalf of the borough where so requested by a citizen.

- (g) To serve requisitions for information and other documents to enable the Council to receive information in the pursuance of legal proceedings.
- (h) Where the issue of any document, notice or order will be a necessary step in legal proceedings on behalf of the Council, to sign such document unless any enactment otherwise requires or unless the Council has given the necessary authority to some other person for the purposes of such proceedings.
- (i) To authorise, serve or issue all statutory notices, approvals and licences under any enactment other than those specifically delegated to another officer.
- (j) To instruct and/or seek the opinion of legal counsel and/or external solicitors in consultation with the Chief Executive or appropriate Group Director, Assistant Director or Head of Service and to instruct legal counsel or experts to advise or appear on any matter and to agree fees arising.
- (k) In consultation with the Director of Finance to settle claims in proceedings commenced or about to be commenced against the Council in a court or tribunal up to a limit of £100,000. Settlement of claims that exceed £100,000 require the approval of the relevant individual Cabinet Member or of the Cabinet, unless the decision is required to be made immediately before, at, or during a hearing.
- (l) To name, rename, number and renumber streets and premises
- (m) To maintain the register of highways that are maintainable at public expense
- (n) To arrange for the administration of all statutory appeals.
- (o) To allocate information technology facilities to members, including ordinary telephones, mobile telephones and facsimile machines.
- (p) To implement the Council's early retirement, retirement and redundancy policies in consultation with the Director of Finance and the Director of Human Resources
- (q) To act on and make decisions as a pensions panel consisting of the Director of Finance, Director of Legal & Governance and Director of Human Resources Transactions. (or their nominated deputies) for the purposes of:
 - i. Stage 2 appeals within the Internal Dispute Resolution Procedure regulations and exercising other discretions within the Local Government Pension Schemes
 - ii. To grant discretionary payments to retiring employees in accordance with the Council's approved policy

- iii. To implement the Council's early retirement, retirement and redundancy policies.
- (r) To alter the financial amounts in Contract Procedure Rules specifically relating to EU contracts and occurring either due to exchange rate changes or EU directed amendments.
- (s) To authorise Council staff to represent the Council in proceedings in the County Court and the Magistrates Court.
- (t) **Legal Managers, Principal and Assistant Solicitors (who are permanent employees of the Council and in the name of the Director of Legal & Governance):**
 - (i) To prepare, approve and issue or serve the form and content of all legal documentation on behalf of the Council.
 - (ii) To lay information, complaints and claims on behalf of the Council for the purpose of any proceedings before the Magistrates' Court, County Court and other courts and tribunals, including all civil and criminal proceedings.
 - (iii) To defend all legal proceedings brought against the Council and to take any steps that are in his or her opinion expedient to that end.
 - (iv) To serve requisitions for information and other documents to enable the Council to receive information in the pursuance of legal proceedings.
 - (v) Where the issue of any document, notice or order will be a necessary step in legal proceedings on behalf of the Council, to sign such document unless any enactment otherwise requires or unless the Council has given the necessary authority to some other person for the purposes of such proceedings.
 - (vi) To authorise, serve or issue all statutory notices, approvals and licences under any enactment other than those specifically delegated to another officer.
 - (vii) To instruct and/or seek the opinion of legal counsel and/or external solicitors in consultation with the Chief Executive or appropriate Group Director, Assistant Director or Head of Service and to instruct legal counsel or experts to advise or appear on any matter and to agree fees arising.
- (u) To undertake those functions assigned under:
 - i. Part 3, Section 4 of the Constitution: functions not to be the responsibility of an Authority's Executive
 - ii. Part 3, Section 5 of this Constitution: local choice functions

- iii. Part 3, Section 6 of this constitution: Proper Officer function

- (v) To authorise activities under the Regulation of Investigatory Powers Act 2000 and to monitor proper use of activities under that Act

- (w) To develop and implement the Council's Health & Safety Strategy.

- (x) To develop and implement the Council's information governance policies and protocols.

- (y) To approve arrangements for members' training.

- (z) To approve the attendance of members at conferences or training events outside the borough but within the United Kingdom, including any travel and accommodation arrangements.

- (aa) **Committee Administration and Member Support Manager**
 - (i) To undertake all the administrative procedures for Schools Appeals, Hearings Panels and any other panels or Sub-Committees required under the terms of reference of the Adjudication and Review Committee and Licensing Committee: including but not limited to the appointment and re-appointment of independent persons for school appeals and other hearings, the selection of members or independent persons to consider specific cases, the consideration of applications for re-hearing of School Admission Appeals, the arrangement of panels and dates and the appointment of Chairmen of panels.

 - (ii) In consultation with the Leader of the Group of which the previous appointee is a Member, to appoint a Member of the Council to fill a casual vacancy in any appointment to another organisation arising during the course of a municipal year.

 - (iii) In consultation with Cabinet Members, Group Leaders and the Chairmen of Committees, to determine the schedule of meetings for each municipal year (including dates, times and places of meeting), on the basis that, so far as possible and practicable:
 - (d) The Regulatory Services Committee shall meet every three weeks (except around the Christmas/New Year period)

 - (e) The Audit, Governance, Pensions and Standards Committees and the Overview & Scrutiny Committees shall generally meet once during each period between ordinary Council meetings

 - (f) Meetings will only be arranged for Monday or Friday evenings in exceptional circumstances.

 - (iv) To exercise general use and hire of the Town Hall for the purpose of meetings and other authorised events in accordance with

approved fee scales and principles and guidelines agreed by the Governance Committee, but to be able to waive or reduce scales of fees and charges in suitable cases. To exercise general management of the Council Chamber, Committee Rooms and other accommodation for Members, including any audio-visual or other information technology equipment installed therein

- (v) To manage day to day the contract between the Council and the Host organisation for the Local Involvement Network for Health and Social Care (LINK), including (but not limited to) references between the LINK and the relevant Overview and Scrutiny Committee.
- (bb) Undertake those functions assigned under:
 - (b) Part 3, Section 6 of this constitution: Proper Officer functions

(cc) **Electoral Services Manager**

To undertake those functions assigned under Part 3, section 6 of this constitution (Proper Officer function)

3.8 FUNCTIONS DELEGATED TO THE DIRECTOR OF PUBLIC HEALTH

3.8.1 Director of Public Health

- (a) To take responsibility for all the Council's public health functions.
- (b) To oversee all services relating to the public health functions.
- (c) To provide information and advice on public health matters.
- (d) To provide services and facilities designed to promote healthy living.
- (e) To provide services and facilities for the prevention of illnesses.
- (f) To provide assistance (including financial assistance) to help individuals to minimise risks to health arising from their accommodation or environment.
- (g) To provide or participate in the provision of training for persons working or seeking to work in the field of health improvement.
- (h) The exercise of the local authority function in the National Health Service Act 2006 as amended.
- (i) The planning for and responding to emergencies involving a risk to public health.
- (j) The liaising with the Commissioner of the Metropolitan Police and the local probation board on assessing and managing the risks posed by

sexual and violent offenders and other offenders who may cause serious harm to the public.

- (k) The medical inspection and treatment of pupils in attendance at schools maintained by the Council.
- (l) The provision of advice, examination and treatment of persons seeking advice on contraception and the supply of contraceptive substances and appliances.

3.9 S151 Officer Functions

- (a) To make such arrangements as are necessary to control and regulate the expenditure and income of the Council including the exercise of borrowing powers and treasury management powers.
- (b) To manage the Council's loan debt, investments, and temporary investments, pension scheme and pension fund, insurance fund, act as registrar of loan instruments, manage all banking arrangements including numbers and types of accounts and arrange insurance of property and the selecting and accepting of tenders for insurance cover and related services which are considered to offer best value for the Council promoting good risk management practices at all times.
- (c) To undertake all other financial matters arising within the Council, subject to the following requirements:
 - (viii) authority to incur expenditure being approved or sanctioned by the Council or the Cabinet
 - (ix) powers of borrowing being exercised within guidelines agreed by the Council and any current codes of practice
 - (x) all matters being within accepted accounting practice and standards and within statutory requirements
 - (xi) any necessary reference to the Council's external Auditors.
 - (xii) an annual report being presented to the Audit Committee by 30 September in each year on the activities undertaken in respect of treasury management powers in the preceding financial year
 - (xiii) reports of the external Auditors and other relevant Inspectorates upon the audit of the Council's activities being considered.
 - (xiv) To make direct investments in local infrastructure assets as part of the Pension Fund local infrastructure portfolio in consultation with the Chairman of Pensions
- (d) To set the Council Tax Base and Commercial Rate yield each year unless it involves matters of policy.
- (e) To accept grants and the terms and conditions thereof for and on behalf of the Council.

- (f) To approve the Financial Framework and any amendments to it.

3.10 Monitoring Officer Functions

- (a) The Chief Executive and the Monitoring Officer are designated by the Secretary of State as qualified persons for the purpose of Section 36 of the Freedom of Information Act 2000. The Monitoring Officer is to be the primary qualified person with the Chief Executive carrying out the function in the Monitoring Officer's absence.

APPENDIX 3 - Amendments to Non-executive powers in the Constitution

4 Functions not to be the responsibility of the Council's Executive

Function	Provision of Act or Statutory Instrument	Decision-making body
A.9. Power to issue a certificate of existing or proposed lawful use or development	Sections 19(4) and 192(2) of the Town and Country Planning Act 1990	<ul style="list-style-type: none"> • Director of Legal & Governance (Use and Development) • Head of Regulatory Services (Development)
A.[14A Power to issue a temporary stop notice	Section 171E of the Town and Country Planning Act 1990]	<ul style="list-style-type: none"> • Head of Development and Building Control in consultation with Director of Legal & Governance
A16. Power to apply for an injunction restraining a breach of planning control	Section 187B of the Town and Country Planning Act 1990	<ul style="list-style-type: none"> • Regulatory Services Committee • Head of Regulatory Services, in consultation with Director of Legal & Governance
14D. Power to institute criminal proceedings	Section 346 of the 2005 Act	Head of Regulatory Services, the Public Protection Manager and any of the Public Protection Divisional Managers Director of Legal & Governance as appropriate
B. 37. Power to register common land or town or village greens, except where the power is exercisable solely for the purpose of giving effect to: (a) an exchange of lands effected by an order under section 19(3) of, or paragraph 6(4) of Schedule 3 to, the Acquisition of Land Act 1981 (c. 67) or (b) an order under section 147 of the Inclosure Act 1845	Regulation 6 of the Commons Registration (New Land) Regulations 1969 (SI 1969/1843)	Director of Governance with reference as above
B.38. Power to register variation	Regulation 29 of the Commons	Director of Legal &

Function	Provision of Act or Statutory Instrument	Decision-making body
of rights of common	Registration (General) Regulations 1966 (SI 1966/1471) ¹	Governance with reference as above
B.72. Functions relating to the registration of common land and town or village greens	Part 1 of the Commons Act 2006 (c.26) and the Commons Registration (England) Regulations 2008 (S.I. 2008/1961)	Director of Legal & Governance

C. FUNCTIONS RELATING TO HEALTH AND SAFETY AT WORK

Part II: other miscellaneous functions

Function	Provision of Act or Statutory Instrument	Decision-making body
I.37. Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal)	Section 112 of the Local Government Act 1972	<ul style="list-style-type: none"> • Full Council (appointment etc. of Head of Paid Service) • Appointments Committee (appointment etc. of Group Directors and Heads of Service) • Head of Paid Service, or the relevant Group Director or Director Head of Service or on his or her behalf (appointment etc. of all staff under Head of Service)
I.51. Power to apply for an enforcement order against unlawful works on common land	Section 41 of the Commons Act 2006	Director of Legal & Governance
I.52. Power to protect unclaimed registered common land and unclaimed town or village greens against unlawful interference	Section 45(2)(a) of the Commons Act 2006	Director of Legal & Governance
I.53. Power to institute proceedings for offences in respect of unclaimed registered common land and unclaimed town or village greens	Section 45(2)(b) of the Commons Act 2006	Director of Legal & Governance

¹ Amended by S.I. 1968/657

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COUNCIL, 29 JANUARY 2014

REPORT OF THE GOVERNANCE COMMITTEE

POWERS OF THIRD TIER MANAGERS – AMENDMENTS TO THE CONSTITUTION

Governance Committee at its meeting on 15 January was invited to consider amendments required to the Constitution to give delegated authority for third tier managers to hear and determine disciplinary and grievance cases.

While it has long been possible for managerial staff to handle disciplinary matters, including hearings, custom and practice within the Council has been that most disciplinary and grievance hearings are conducted by a Head of Service or Assistant Director with subsequent appeals being heard by a Group Director or occasionally another Head of Service. This is reflected in the current provision in the Constitution which delegates disciplinary matters to Heads of Service who then have to formally delegate powers to a 3rd tier manager if the Head of Service wants them to handle disciplinary hearings.

As a result of the Council's Transformation Programme there are fewer Heads of Service with greater calls upon their time. This results in it being increasingly difficult to schedule disciplinary and grievance hearings within a reasonable timescale. It is generally in the interest of the organisation, the Service and the affected individuals that such matters are dealt with expeditiously, indeed in the past the Council has been criticised for the length of time taken to handle disciplinary cases.

It is therefore proposed that third tier managers, i.e. those reporting directly to a Head of Service, will have delegated powers to hear and determine disciplinary and grievance cases. This will include those involving gross misconduct and therefore the risk of dismissal from employment if the case is found proved, although normally a case of such seriousness would be heard by a Head of Service.

The procedure to be followed in hearings is clearly set out in the relevant HR policy and process and HR support and training will be made available to managers.

The Governance Committee accordingly recommends to Council that the following amendment be made to Part 3 of the Constitution, Section 3: functions delegated to staff:

Insert the following section:

3.4A Powers of Third Tier Managers

Third Tier Managers are managers who report directly to a Head of Service.

- (a) To hear and determine disciplinary hearings of more junior staff including those involving accusations of gross misconduct
- (b) To hear and determine grievance hearings

COUNCIL, 29th January 2014

MEMBERS' QUESTIONS

1 Bus Stop in Butts Green Road

**To the Cabinet Member for Community Empowerment,
Cllr Robert Benham**

By Councillor Brian Eagling

Question:

In respect of the kerb build-out at the bus stop in Butts Green Road (outside Tesco), would the Cabinet Member explain:

- a) Why he went against the recent recommendations of the Highways Advisory Committee to refuse the application, and having authorised the build-out has now, after a matter of weeks, submitted a request to the Highways Advisory Committee to remove it?
- b) What the cost was of installing the build-out?
- c) What the cost is likely to be for removing the build-out?

2 Homeless People in Havering

To the Cabinet Member for Housing, Cllr Lesley Kelly

By Councillor Paul McGeary

Question:

In view of recent comments by the Lead Member for Housing regarding Hope for Havering and the Homeless Briefing Note how many other people in the Borough are not technically homeless in her view and are not counted within Havering's Homeless figures?

3 Member Allowance Entitlement

To the Cabinet Member for Community Safety and Lead Member for Democratic Services, Cllr Geoffrey Starns

By Councillor Jeffrey Tucker

Question:

Cllr Mark Logan has been an elected Member of the London Borough of Havering for nearly six years. During his period in office how much of his allowance entitlement in money terms has he refused to claim.

4 Planning permission new developments

To the Deputy Leader of The Council, Cllr Steven Kelly

By Councillor Lawrence Webb

Question:

When granting planning permission there is often a condition that new developments have a percentage of dwellings designated as affordable, with priority given to Havering residents. Can you confirm how many of these properties are still designated as affordable and given to havering residents when the original occupant leaves?

5 Incidents of Flooding

To the Cabinet Member for Community Safety and Lead Member for Democratic Services, Cllr Geoffrey Starns

By Councillor John Mylod

Question:

Would the Cabinet Member advise members:

- a) What emergency plans and contingencies are in place to deal with incidents such as flooding?
- b) are emergency calls from the public routed?
- c) What is the target response time for emergency calls from the public?

6 Children & Families Consultation Service premises move

To the Cabinet Member for Children & Learning, Cllr Rochford

By Councillor Pat Murray

Question:

What representations have been made by the Council to the North East London Mental Health Trust relating to the proposed move of the C&FCS from Raphael House to a former car show room in the Romford Road?

7 Council Savings

To the Leader of the Council, Cllr Michael White

By Councillor David Durant

Question:

At the last Council meeting Cllr Michael White said the merger with Newham, involving a further loss of experienced staff will save £4 million and that this avoids a 4% increase in council tax. But the official council report gives a figure of £3.9 million savings over 5 years and that 25% of these alleged savings are redundancy payments.

But redundancy payments are a cost not a saving so the £3.9 million figure is reduced by 25% to £2.925 million, but even this is an exaggeration, because relocation and other costs are not included! Thus the increase in council tax needed to avoid the merger is reduced from 4% to 3%.

But because the saving is over 5 years, this means only a 0.6% increase is needed in year one, carried over the 5 year period to make the 3%. In other words the Administration has put the future independence of Havering at risk to avoid a 0.6% increase in council tax that would threaten conservative re-election hopes in May.

Cllr Michael White, do you think your misrepresentation of the figures helped secure the almost unanimous vote in favour of the merger, or did other tactics play a part.

8 Rent Payments

To the Cabinet Member for Housing, Cllr Lesley Kelly

By Councillor Lawrence Webb

Question:

How many Havering tenants had their rent taken from their accounts early in the Christmas period, and for those that were left short of funds and unable to afford their basic needs, what compensation did they receive?

9 Removal of barriers – Como Street & Bretons

To the Cabinet Member for Environment, Cllr Barry Tebbutt

By Councillor Barbara Matthews

Question:

Would the Cabinet Member explain why the barriers have been removed from the Como Street car park and from Bretons Recreation Centre, thus increasing the risk of illegal encampment, and give an assurance that suitable barriers will now be installed at these locations?

10 Housing allocation

To the Cabinet Member for Housing, Cllr Lesley Kelly

By Councillor Denis O'Flynn

Question:

Locating families with children in high rise flats.

When was the policy relating to the location of young children above the fourth floor in high flats changed?

11 Licensed Activities

To the Deputy Leader of the Council, Cllr Steven Kelly

By Councillor Cllr Linda Van den Hende

Question:

Would the Cabinet Member set out what arrangements are in place to ensure that licensed activities abide by any conditions set down by a planning agreement (where applicable) and that appropriate enforcement action is taken as and when necessary?

12 Pavement repairs

To the Cabinet Member for Environment, Cllr Barry Tebbutt

By Councillor Ray Morgon

Question:

Would the Cabinet Member please confirm:

- a) What target is set for a repair to a pavement defect after an order has been raised?
- b) How and by whom are orders monitored to ensure completion within the agreed target date?
- c) Where can Members see information on how well the Council is meeting its target as part of its robust performance regime as mentioned in last year's Peer Review?
- d) Provide a list of all pavement defects that were ordered over 2 months ago and have still not been completed?

13 Income & Expenditure for Parking

To the Cabinet Member for Environment, Cllr Barry Tebbutt

By Councillor Clarence Barrett

Question:

Would the Cabinet Member please set out:

- a) The income and expenditure figures for the parking account for 2010/11, 2011/12 and 2012/13 and what have the surpluses been spent on?
- b) The top ten locations in the borough where penalty charge notices have been issued during the calendar year 2013?

14 Bedroom Tax

To the Cabinet Member for Housing, Cllr Lesley Kelly

By Councillor June Alexander

Question:

Would the Cabinet Member set out the number of tenants who are now subject to the Spare Room Subsidy (Bedroom Tax) are in rent arrears and by how much?

15 Non-payment of Council Tax – summons issued

To the Cabinet Member for Value, Cllr Roger Ramsey

By Councillor Gillian Ford

Question:

Would the Cabinet Member set out the number of summons issues for non-payment of council tax between April and December 2013 compared with the same period last year (i.e. to April to December 2012) and what is the total council tax arrears to December 2013?



COUNCIL, 29 JANUARY 2014

MOTIONS FOR DEBATE

A SPECIAL RESPONSIBILITY ALLOWANCES

Motion on behalf of the Independent Residents' Group

We the Councillors for London Borough of Havering will reduce the number of Councillor posts which receive a Special Responsibility Allowance (SRA) within this Council by 50%. To take effect from the 1st March 2014.

It is unfair that the Council Tax Payers for London Borough of Havering and various departments within this Council should bear the full brunt of these cuts and by reducing the number of Councillor post which receive an SRA, we the Councillors for London Borough of Havering are demonstrating that we too are prepared to deal with the hard times ahead, in order those in need are always put first.

A1: Amendment by the Residents' Group

We the councillors for the London Borough of Havering recognise that the Residents' Association group, for each of the past seven years, has presented a budget amendment to full Council to reduce the number and level of Special Responsibility Allowances, delivering an average annual saving of some £150,000. In order to resolve this important matter satisfactorily, this Council agrees to:

- a) form a cross-party working group to review the number of SRA positions along with the associated allowances and, subject to independent scrutiny, make recommendations to full Council for adoption.
- b) agree that this work commences as soon as practical following the local elections in May 2014.
- c) agree that this proviso is included as part of the budget setting full Council meeting in February 2014 where Members' Allowances are usually considered.

A2: Amendment by the Labour Group

Delete the words of the motion and insert the following in place thereof:-

This Council accepts the recommendations of the London Council appointed Independent Panel in respect of the number of Councillors Special Responsibility Allowances per each Council and with a view to implementing those recommendations in full agrees to review its Cabinet and Committee structures as soon as is possible.

A3: Amendment by the Administration

This Council notes that savings in budgets for the Councillors' allowances scheme for 2014/2015 have been included in the Medium Term Financial Strategy and will be considered and decisions taken in February 2014 as part of the budget process for that year.

B RETENTION OF CASH FARES ON LONDON BUSES

Motion on behalf of the Independent Residents' Group

TfL's 'London buses going cashless' consultation document says it will save £24 million a year in operating costs by 2020.

And the same document says 60,000 passengers pay the extra £1 fare every day - although TfL's Annual report says 85,000 passengers are paying the cash fare!

However if we settle for a figure of 70,000 this generates an income of £25.5 million a year and means the cash fare is already generating £1.5 million more income than the forecast saving in 7 years' time!

In addition over £30 million in credit remains on the Oyster cards every year! So even if the costs of handling cash fares did rise above income, a small part of the credit on the Oyster cards could pay the difference!

In other words 'London buses going cashless' will lose TfL money and result in a poorer bus service, particularly for vulnerable people and in outer-London where cash fares remain high.

Council, 29 January 2014

Therefore the Council calls on the GLA Mayor to honour his election promise to support outer-London by retaining cash fares on London Buses.

B1: Amendment by the Labour Group

Delete the words of the Motion and insert the following in place thereof:-

This Council acknowledges the benefits of Bus fares being paid by cashless means, calls upon the Mayor of London and TFL to continue to accept bus fares being paid by cash whilst encouraging greater use of Oyster cards and at the same time ensuring maximum security for Bus Company employees who handle cash.

(No Administration amendment)

C SPARE ROOM SUBSIDY

Motion on behalf of the Labour Group

This Council recognises the adverse impact on many of its tenants caused by the introduction of the 'spare room subsidy' also known as the 'bedroom tax' and calls on the Government to repeal the legislation that introduced it.

C1: Amendment by the Administration

This Council recognises the positive effects of the various legislations enacted to enable a fairer use of Council property, ensuring movement to maximise the use of a scarce and valued commodity.

D NUCLEAR TEST VETERANS

Motion on behalf of the Administration and the Residents' Group

That the Council:

1. Notes that its commitment to the Armed Forces Community Covenant ensures the needs of those residents of Havering who serve, or have served, the country are recognised and supported at a local level.
2. Further notes that many other residents have, through a range of professions, served the country in equally significant measure such as in national security and defence including those who participated in the testing of Britain's nuclear weapons in the 1950s and 1960s.
3. Welcomes that, following a Ministry of Defence commissioned Health Needs Analysis in 2011 of British nuclear test veterans, the NHS have introduced a number of practical measures to support them.
4. Believes that other parts of the public and voluntary sector should seek to introduce similar measures to support nuclear test veterans – and that the Council should lead this at a local level by extending the provisions of the Armed Forces Community Covenant to those veterans who live in Havering.
5. Urges the Government to support the campaign of the British Nuclear Tests Veteran Association by:
 - Officially recognising the unique service of these veterans and acknowledge the nation's continuing debt to them; and
 - Supporting the intention to establish a Benevolent Fund of £25 million to provide assistance for those veterans and their descendants in need.
6. Agrees to ask our Members of Parliament to back this campaign and join the Council in urging the Government to support the requests outlined in (5) above.

E LEADER OF THE COUNCIL

Note: the Mayor has agreed that this motion be accepted as an urgent motion in accordance with section 100B(4) of the Local Government Act 1972.

Urgent motion on behalf of the Administration

That Councillor Steven Kelly be elected to the office of Leader of the Council for the remainder of the municipal year.

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