



COUNCIL MEETING

7.30 pm Wednesday, 30 March 2016
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.

Daniel Fenwick
Monitoring Officer

For information about the meeting please contact:
Anthony Clements tel: 01708 433065
anthony.clements@oneSource.co.uk



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.

Protocol for members of the public wishing to report on meetings of the London Borough of Havering

Members of the public are entitled to report on meetings of Council, Committees and Cabinet, except in circumstances where the public have been excluded as permitted by law.

Reporting means:-

- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

Anyone present at a meeting as it takes place is not permitted to carry out an oral commentary or report. This is to prevent the business of the meeting being disrupted.

Anyone attending a meeting is asked to advise Democratic Services staff on 01708 433076 that they wish to report on the meeting and how they wish to do so. This is to enable employees to guide anyone choosing to report on proceedings to an appropriate place from which to be able to report effectively.

Members of the public are asked to remain seated throughout the meeting as standing up and walking around could distract from the business in hand.

AGENDA

1 PRAYERS

2 APOLOGIES FOR ABSENCE

To receive apologies for absence (if any).

3 MINUTES (Pages 1 - 16)

To sign as a true record the minutes of the Meeting of the Council held on 24 February 2016 (attached).

4 DISCLOSURE OF INTERESTS

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

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

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

To receive announcements (if any).

6 PETITIONS

Councillors Osman Dervish and David Durant have given notice of intention to present a petition.

To receive any petition presented pursuant to Council Procedure Rule 23.

7 APPOINTMENT OF CHIEF EXECUTIVE (Pages 17 - 18)

NOTE: THE DEADLINE FOR RECEIPT OF AMENDMENTS TO ALL REPORTS ISSUED WITH THE COUNCIL AGENDA IS MIDNIGHT, THURSDAY 24 MARCH.

To consider a report of the Appointments Sub-Committee on the appointment of the Chief Executive of the Council (attached).

8 RESPONSIBILITY FOR SCRUTINY OF ISSUES RELATING TO THE CHILDREN AND FAMILIES ACT 2014 (Pages 19 - 24)

To consider a report of the Governance Committee on Responsibility for Scrutiny of Issues relating to the Children and Families Act 2014 (attached).

9 TERMS OF REFERENCE OF GOVERNANCE COMMITTEE AND DELEGATION OF AUTHORITY FROM COUNCIL (Pages 25 - 30)

To consider a report of the Governance Committee on Terms of Reference of Governance Committee and Delegation of Authority from Council (attached).

10 THE COUNCIL'S PAY POLICY STATEMENT 2016/17 (Pages 31 - 70)

To consider a report of the Chief Executive on the Council's Pay Policy Statement 2016/17 (attached).

11 SCHEDULE OF COUNCIL MEETINGS 2016/17 (Pages 71 - 72)

To consider a report of the Chief Executive on the Schedule of Council Meetings 2016/17 (attached).

12 MEMBERS' QUESTIONS (Pages 73 - 76)

Attached.

13 MOTIONS FOR DEBATE (Pages 77 - 80)

Motions paper attached.



**MINUTES OF A MEETING OF THE COUNCIL OF THE
LONDON BOROUGH OF HAVERING
Council Chamber - Town Hall
24 February 2016 (7.30 - 10.00 pm)**

Present: The Mayor (Councillor Brian Eagling) in the Chair

Councillors Councillors June Alexander, Clarence Barrett, Robert Benham, Ray Best, Wendy Brice-Thompson, Joshua Chapman, John Crowder, Philippa Crowder, Keith Darvill, Meg Davis, Ian de Wulverton, Osman Dervish, David Durant, Gillian Ford, Jason Frost, John Glanville, Linda Hawthorn, Philip Hyde, David Johnson, Steven Kelly, Phil Martin, Barbara Matthews, Ray Morgon, Barry Mugglestone, Stephanie Nunn, Ron Ower, Garry Pain, Dilip Patel, Viddy Persaud, Roger Ramsey, Keith Roberts, Patricia Rumble, Carol Smith, Frederick Thompson, Linda Trew, Jeffrey Tucker, Linda Van den Hende, Melvin Wallace, Lawrence Webb, Roger Westwood, Damian White, Michael White, Reg Whitney, Julie Wilkes, Graham Williamson and Darren Wise

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

Apologies were received for the absence of Councillors Michael Deon Burton, Nic Dodin, Alex Donald, Jody Ganly, Robby Misir, John Mylod and John Wood.

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

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

The meeting closed with the singing of the National Anthem.

83 MINUTES (agenda item 3)

The minutes of the Council meeting held on 27 January 2016 were before the Council for approval.

RESOLVED:

That the minutes of the meeting of the Council meeting held on 27 January 2016 be signed as a correct record.

84 DISCLOSURE OF INTERESTS (agenda item 4)

Each Member present disclosed a personal interest in agenda item 8 – Members' Allowances Scheme 2016/17 as a recipient of a Member's allowance.

85 ANNOUNCEMENTS BY THE MAYOR, BY THE LEADER OF THE COUNCIL OR BY THE CHIEF EXECUTIVE (agenda item 5)

The Mayor presented a certificate to a local school girl who had raised over £3,000 for the Mayor's charity via a sponsored swim.

86 PROCEDURAL MOTION (agenda item 6)

The following procedural motion was agreed without division:

That agenda items 7 and 8 be debated together with separate votes taken for each item.

87 THE COUNCIL'S BUDGET 2016/17 (agenda item 7)

Council had before it a report of the Cabinet (incorporating the budget proposals for 2016/17). This referred to the reports presented to Cabinet at its meeting on 10 February 2016. It was noted that the Council Tax attributable to London Borough of Havering included a precept to fund adult social care.

Following debate, the recommendations of Cabinet were **ADOPTED** by 38 votes to 4 (see division 1) and it was **RESOLVED**:

1. **That the following as submitted in the report to Cabinet be approved:**
 - a) **The General Fund revenue budget for 2016/17, as set out in the revised Appendix E attached to this report.**
 - b) **The delegated schools' budget for 2016/17, as set out in Appendix F of the report to Cabinet.**
 - c) **The Capital Programme for 2016/17, as set out in Paragraph 3.28 and Appendix I of the report to Cabinet.**
 - d) **The HRA Capital Programme 2016/17, as set out in the separate report to Cabinet on 10th February.**
2. **That, in accepting recommendation 1, Council is mindful of the advice of the Chief Finance Officer as set out in Appendix H of the report to Cabinet.**

3. That the Leader reported to Cabinet that the Council had recently received notification of a Transition Grant in the order of £1.4 million for 2016/17 and the year following. He also stated this amount could be used to replenish the budgeted transfer from general reserves.
4. That it be noted that an online Council Tax consultation was launched on the 5th January until 2nd February 2016. In response to the first Yes/No question 1,020 responded, of which 53% were yes and 47% were no. With regards to the Comment box there were 305 responses. 170 (56%) agreed with the proposal, (44%) disagreed. In total there 1,325 responses where 711 said yes (54%), 649 said no (49%). 38 others gave general comments and neither agreed or disagreed.
5. That it be noted that under delegated powers the Chief Finance Officer has calculated the amount of 85,474 (called T in the Act and Regulations) as its Council Tax base for the year 2016/17 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) made under Section 31B of the Local Government Finance Act 1992 as amended.
6. That the amount of £ 108,350,261 be now calculated as the Council Tax requirement for the Council's own purposes for 2016/17, with £2,083,856 of that amount being ringfenced for Adult Social Care.
7. That the following amounts be now calculated by the Council for the year 2016/17 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

(a)	£482,507,061	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	(£374,156,800)	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£108,350,261	being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

(d)	£1,267.64	being the amount at 5(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.
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8. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in the table below as the amounts of Council Tax for 2016/17 for each of the categories of dwellings.

Valuation Bands London Borough of Havering						
	Havering		Adult Social Care		Total	
	£	p	£	p	£	p
A	828.84		16.25		845.09	
B	966.98		18.96		985.94	
C	1,105.12		21.67		1,126.79	
D	1,243.26		24.38		1,267.64	
E	1,519.54		29.80		1,549.34	
F	1,795.81		35.22		1,831.02	
G	2,072.10		40.63		2,112.73	
H	2,486.52		48.76		2,535.28	

9. That it be noted for the year 2016/17 the major precepting authority (the GLA) has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below as proposed by the Mayor and as due to be considered by the London Assembly at its meeting on 22nd February 2016.

Valuation Bands Greater London Authority	
	£ p
A	184.00
B	214.67
C	245.33
D	276.00
E	337.33
F	398.67
G	460.00
H	552.00

10. That, having calculated the aggregate in each case of the amounts at 6 and 7 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2016/17 for each of the categories of dwellings shown below:

Valuation Bands	£ p
A	1,029.09
B	1,200.61
C	1,372.12
D	1,543.64
E	1,886.67
F	2,229.70
G	2,572.73
H	3,087.28

The effect of adopting this resolution would be to set the Council Tax for a Band D property at £1,543.64

11. That Council having considered the principles approved under the Local Government Finance Act 1992 by the Secretary of State for Communities and Local Government concludes that the Council's basic relevant amount of Council Tax for 2016/17 is not excessive.
12. That any Council Tax payer who is liable to pay an amount of Council Tax to the Authority in respect to the year ending on 31st March 2017, who is served with a demand notice under Regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 as amended and who makes payment to the Authority of the full balance of the estimated amount shown on that demand by 1st April 2016, may deduct a sum equivalent to 1.5% of and from the estimated amount and such reduced amount shall be accepted in full settlement of that estimated amount.
13. That Council agrees that the Capital Programme be expanded for schemes during the year which are funded via additional external funding under the authority of the Cabinet Member Value and the relevant service area Cabinet Members.
14. That Council approves the Treasury Management Strategy Statement, Prudential Indicators, and the Minimum Revenue Provision Statement for 2016/17.

88 MEMBERS' ALLOWANCES SCHEME 2016/17 (agenda item 8)

A report of the Deputy Chief Executive, Communities & Resources proposed the Members' Allowances Scheme 2016/17. It was noted that the allowance proposed for Vice-Chairmen of Licensing Sub-Committee was £117 per meeting chaired rather than as stated in the report.

Following debate, the recommendation in the report was **ADOPTED** by 36 votes to 1 (see division 2) and it was **RESOLVED**:

That the Members' Allowances scheme (as set out in appendix 1 to these minutes) becomes effective from 1st April 2016 and the existing scheme be revoked with effect from the same date.

89 **VOTING RECORD**

The record of voting decisions is attached as **Appendix 2**.

Mayor



Members' Allowances Scheme

Agreed at the meeting of the Council on 24th February 2016:

The new Scheme is agreed with effect from 1st April 2016 and the revocation of the Members' Allowance Scheme (2015) is effective from 31st March 2016.

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

- 1 This scheme may be cited as the Havering London Borough Council Members' Allowance Scheme. The new scheme shall have effect from 1st April 2016.
- 2 In this scheme, "councillor" means a councillor of the London Borough of Havering and "year" means the period ending on 31st March 2017 and any period of 12 months ending on 31st March in any year after 2017.
- 3 **Basic allowance (Schedule 1)**

Subject to paragraphs 7 and 11, for each year a basic allowance of £10,208 shall be paid to each councillor.
- 4 **Special responsibility allowance (Schedule 1)**
 - (a) For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the Council that are specified in schedule 1 to this scheme.
 - (b) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
 - (c) When a councillor would otherwise be entitled under the scheme to more than one special responsibility allowance, then the entitlement shall instead be only to one of them, being the one attracting the higher rate.
 - (d) Where a Member is also a member of another authority, that Member may not receive allowances from more than one authority in respect of the same duties.
- 5 **Child and dependent care allowance**

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

6 Renunciation

A Councillor may, by notice in writing given to the Deputy Chief Executive Communities and Resources, elect to forego any part of his/her entitlement to an allowance under this scheme.

7 Part-year entitlements

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

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

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

his/her term of office as a councillor subsists bears to the number of days in that period.

- (e) Where a councillor has, during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- (f) Where this scheme is amended, as mentioned in paragraph 7(b), and a councillor has, during part, but does not have throughout, the whole of any period mentioned in paragraph 7(b)(i) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

8 Travelling and Subsistence (Schedule 2)

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

9 Claims and payments

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

10 **Pension Scheme**

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

11 **Financial Limits**

The Deputy Chief Executive Communities and Resources will arrange for the budget for members allowances to be monitored to ensure that budgetary issues are reported to Members.

(a) Increases in Allowances

Basic Allowances as quoted will be updated for 2016/17 by any 2016/17 increases as agreed under the annual Local Government Pay Settlement of the Joint Negotiating Committee for Chief Officers of Local Authorities or its replacement under the local pay agreement. The amounts so calculated are to be rounded up to be divisible for payment purposes.

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

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

(b) Suspension of Basic and Special Responsibility Allowance

Where a Member is suspended, or partially suspended, from his/her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000, or Regulations made under that part, the part of Basic and Special Responsibility allowance payable to him/her in respect of the period for which he is suspended or partially suspended will be withheld by the Authority..

12 **Mayor and Deputy**

The Mayor and Deputy Mayor's allowance covers the cost of all Mayoral activities such as clothing, personal expenses and sundry expenses – including items such as attendance at dinners, raffle tickets, sponsorship and donations.

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

- Having Civic receptions, award pins and certificates at the civic award ceremony;

- Medals, certificates and frames in the event of there being any ceremony associated with Honorary Alderman/Freeman of the Borough awards;
- Gifts given on behalf of the Council in reciprocation or gifts initiated by the Council for promotional purposes;
- Maintaining and provisioning the beverage machine in the Parlour;
- Postage costs and all costs associated with the Mayoral transport, robes etc.

13 **Co-Optees and Independent Persons' Allowances**

The standard rate of allowance for statutory co-optees is £117 per meeting attended.

The Independent Person for standards of Members' Conduct will be paid an annual allowance of £1,000, in monthly instalments.

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

14 **Note**

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

Schedule 1: Members' Allowances

Category of Allowance	Amount Per Member £
<u>Basic Allowance</u>	10,208
Special Responsibility Allowances:	
Leader of the Council	45,048
Deputy Leader of the Administration	31,420
Cabinet Members	28,780
Leader of Principal Opposition	14,418
Leader of Minority Opposition Groups	4,000
Mayor	12,000
Deputy Mayor	4,000
Overview and Scrutiny Board Chairman	14,418
Overview and Scrutiny Sub-Committee Chairmen	7,650
Licensing and Regulatory Services Committee Chairmen	14,418
Regulatory Services Committee Vice-Chairman	2,000
Licensing Committee Vice Chairmen	117+
Audit, Pensions, Highways and Governance Committees Chairmen	7,650
Adjudication & Review Committee Chairman	2,000
Rainham & South Hornchurch Working Party Chairman	7,650

+ Per meeting chaired.

NOTES: The basic allowance will be uplifted each year in accordance with paragraph 11.

Schedule 2: Travel and Subsistence

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

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

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

Travel and subsistence arrangements for key events will be set in line with the above. Taking account of the practicalities of arrangements however, these will be set out and documented by the Deputy Chief Executive Communities and

Resources, prior to each event and be agreed with the Cabinet Member for Value.

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VOTING RECORD

<i>DIVISION NUMBER:</i>	1	2
The Mayor [Cllr. Brian Eagling]	✓	✓
The Deputy Mayor [Cllr. Philippa Crowder]	✓	✓
<u>CONSERVATIVE GROUP</u>		
Cllr Roger Ramsey	✓	✓
Cllr Robert Benham	✓	✓
Cllr Ray Best	✓	✓
Cllr Wendy Brice-Thompson	✓	✓
Cllr Joshua Chapman	✓	✓
Cllr John Crowder	✓	✓
Cllr Meg Davis	✓	✓
Cllr Osman Dervish	✓	✓
Cllr Jason Frost	✓	✓
Cllr Steven Kelly	✓	✓
Cllr Robby Misir	A	A
Cllr Garry Pain	✓	✓
Cllr Dilip Patel	✓	✓
Cllr Viddy Persaud	✓	✓
Cllr Carol Smith	✓	✓
Cllr Frederick Thompson	✓	✓
Cllr Linda Trew	✓	✓
Cllr Melvin Wallace	✓	✓
Cllr Roger Westwood	✓	✓
Cllr Damian White	✓	✓
Cllr Michael White	✓	✓
<u>RESIDENTS' GROUP</u>		
Cllr Ray Morgon	✓	O
Cllr June Alexander	O	O
Cllr Nic Dodin	A	A
Cllr Jody Ganly	A	A
Cllr Barbara Matthews	O	O
Cllr Barry Mugglestone	✓	O
Cllr John Mylod	A	A
Cllr Stephanie Nunn	O	O
Cllr Reg Whitney	✓	O
Cllr Julie Wilkes	O	O
Cllr John Wood	A	A
<u>EAST HAVERING RESIDENTS' GROUP</u>		
Cllr Clarence Barrett	✓	✓
Cllr Alex Donald	A	A
Cllr Gillian Ford	✓	✓
Cllr Linda Hawthorn	✓	✓
Cllr Ron Ower	✓	✓
Cllr Linda Van den Hende	✓	✓
Cllr Darren Wise	✓	✓
<u>UK Independence Party</u>		
Cllr Lawrence Webb	✓	✓
Cllr Ian De Wulverton	✓	✓
Cllr John Glanville	✓	✓
Cllr David Johnson	✓	✓
Cllr Phil Martin	✓	✓
Cllr Patricia Rumble	✓	✓
<u>INDEPENDENT LOCAL RESIDENTS' GROUP</u>		
Cllr Jeffrey Tucker	X	X
Cllr Michael Deon Burton	A	A
Cllr David Durant	X	O
Cllr Keith Roberts	X	O
Cllr Graham Williamson	X	O
<u>LABOUR</u>		
Cllr Keith Darvill	O	✓
<u>INDEPENDENT</u>		
Cllr Philip Hyde	✓	✓
<u>TOTALS</u>		
✓ = YES	38	36
X = NO	4	1
O = ABSTAIN/NO VOTE	5	10
ID = INTEREST DISCLOSED/NO VOTE	0	0
A = ABSENT FROM MEETING	7	7
	54	54

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COUNCIL, 30 MARCH 2016

REPORT OF THE APPOINTMENTS SUB-COMMITTEE

APPOINTMENT OF CHIEF EXECUTIVE

On 29 March the Appointments Sub-Committee will undertake interviews for the post of Chief Executive, such post being the Head of Paid Service and also Electoral Registration Officer and Returning Officer.

The Staff Employment Procedure Rules state that:

“The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Appointments (Sub) Committee.”

Accordingly, the Appointments Sub-Committee will conduct interviews of those candidates who have shown themselves suitable for appointment having been rigorously scrutinised by stakeholder groups on 21 March and it will only appoint if satisfied as to the successful candidate’s experience and possession of the requisite skills and knowledge to perform the role.

Should the Appointments Sub-Committee consider one of the candidates to be appointable, the Staff Employment Procedure Rules state that:

“An offer of an appointment as Head of Paid Service ... must not be made by the appointor until the appropriate notification has been advised to Cabinet, in accordance with regulations and objections have been received and considered. Such appointments must be in accordance with the appropriate terms and conditions of employment.”

Due to the restricted timescale between the Appointments Sub-Committee’s convening and the meeting of Council, Cabinet members will be notified after the Sub-Committee has reached its decision on 29 March of the name and requisite details of the successful candidate and a response sought from each Cabinet member by noon of the following day as to whether there are any objections or not to the preferred candidate.

In the event of there being no objection, the Sub-Committee will (subject to the notification provisions of paragraph 14 of the Staff Employment Procedure Rules set out in part 4 of Havering’s Constitution) as abridged above:

RECOMMEND to Council the successful candidate to be appointed as Chief Executive and designated Head of Paid Service and Electoral Registration Officer and Returning Officer, to take effect as soon as possible.

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COUNCIL, 30 MARCH 2016

REPORT OF THE GOVERNANCE COMMITTEE

RESPONSIBILITY FOR SCRUTINY OF ISSUES RELATING TO THE CHILDREN AND FAMILIES ACT 2014

At its meeting on 9 March 2016 a report was presented to Governance Committee (attached) which contained details about proposals to make a minor change to the Constitution intended to make it clear that responsibility for scrutiny of issues relating to the Children and Families Act 2014 was solely that of the Children and Learning Overview & Scrutiny Sub-Committee. This reflected the requirements of the Act to provide continuing care services, if required, from 0-25 years.

This change was to add some clarifying wording to the existing text.

The Governance Committee accordingly recommends to Council that the following changes be incorporated into the Constitution:

The section of the table in Part 3, section 1.4 of the Constitution dealing with the areas of responsibility of the Children & Learning Overview and Scrutiny Sub-Committee be amended so that the following text is added to the areas of responsibility of the Sub-Committee:

“Issues relating to the Children and Families Act 2014”

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GOVERNANCE COMMITTEE

9 March 2016

Subject Heading:

**Responsibility for Scrutiny of Issues
Relating to the Children and Families
Act 2014**

CMT Lead:

Daniel Fenwick, Director of Legal and
Governance

Daniel.fenwick@onesource.co.uk

01708 432714

Report Author and contact details:

Anthony Clements, Principal Committee
Officer, 01708 433065

Anthony.clements@onesource.co.uk

Policy context:

The Monitoring Officer is authorised to
propose changes to the Constitution as
from time to time seem appropriate

Financial summary:

No financial implications.

The subject matter of this report deals with the following Council Objectives

Havering will be clean and its environment will be cared for	<input type="checkbox"/>
People will be safe, in their homes and in the community	<input checked="" type="checkbox"/>
Residents will be proud to live in Havering	<input type="checkbox"/>

SUMMARY

The report proposes a minor change to the Constitution to make it clear that responsibility for scrutiny of issues related to the Children and Families Act 2014 is solely that of the Children and Learning Overview & Scrutiny Sub-Committee.

RECOMMENDATIONS

The **Committee recommends to Council** that:

The table section of the table in Part 3, section 1.4 of the Constitution dealing with the areas of responsibility of the Children & Learning Overview and Scrutiny Sub-Committee be amended so that the following text is added to the areas of responsibility of the Sub-Committee:

Issues relating to the Children and Families Act 2014

REPORT DETAIL

- 1 The Children and Families Act 2014 introduced statutory responsibilities for Councils to provide continuing care services, if required, from the ages of 0-25 years. This was with the aim of helping with issues arising as children requiring care support of any kind transitioned between children's and adult services.
- 2 In view of this, all such Council services across this age range are the responsibility in Havering of Children's Services. In order to provide greater clarity for Members and assist with officer workloads etc, it is recommended that the Constitution be amended to reflect this with a specific responsibility to scrutinise issues relating to the Children and Families Act being the responsibility of the Children and Learning rather than the Individuals Overview and Scrutiny Sub-Committee.

Reasons for the proposed changes:

The proposed amendment to the Constitution will allow more focused briefing of Members on issues raised by the Act and also reduce workloads of officers involved in this work.

Other options considered:

Leaving matters as they are would cause confusion amongst Members and potentially the public as regards who has responsibility for scrutinising these areas and also potentially cause duplication and increased officer workload in terms of having to brief two Sub-Committees on similar issues.

IMPLICATIONS AND RISKS

Financial implications and risks:

None.

Legal implications and risks:

The proposed change seeks to reflect current legislation and clarify where scrutiny of issues raised by the Children and Families Act sits within the Council's scrutiny function.

Human Resources implications and risks:

There are no direct HR implications, or risks to the Council or its workforce, that can be identified from the contents of this report or the recommendation made.

Equalities implications and risks:

None although a clearer responsibility for scrutiny of these areas is likely to be of assistance to Havering residents.

BACKGROUND PAPERS

None.

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COUNCIL, 30 MARCH 2016

REPORT OF THE GOVERNANCE COMMITTEE

TERMS OF REFERENCE OF THE GOVERNANCE COMMITTEE AND DELEGATION OF AUTHORITY FROM COUNCIL

At its meeting on 9 March 2016 a report was presented to Governance Committee (attached) which anticipated the need for the Council to reach a decision on changes to staff terms and conditions of service in the autumn and invited Members to recommend to Council that it should delegate authority to make the necessary decisions to the Governance Committee and amend the terms of reference of the Governance Committee accordingly.

Members were reminded that the Governance Committee already had delegated authority to consider and make appointments of Heads of Service and Group Directors so this could be considered to be an extension of those delegated authorities. The only post which remained solely the responsibility of Council was the appointment of the Chief Executive and that was because it was a statutory requirement.

The Governance Committee accordingly recommends to Council that:

It delegate authority to the Governance Committee to approve proposals which were likely to arise from the review of employee terms and conditions and make an amendment to the terms of reference of the Governance Committee within the Constitution to enable this and therefore amend Part 3, Section 1.2, Governance Committee Appointments and Dismissals to read:

“To determine matters relating to the Council’s responsibilities as an employer, where a member-level decision is required and can be delegated to a committee, including the overall framework of terms and conditions of employment for employees.”

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GOVERNANCE COMMITTEE

9 March 2016

Subject Heading:

Terms of Reference of Governance Committee and delegation of Authority from Council

CMT Lead:

Jane West, Managing Director oneSource

Report Author and contact details:

Julian Sivill, Strategic HR Partner (Transformation). Ext 3763, julian.sivill@onesource.co.uk

Policy context:

Proposal to recommend Council to delegate authority to Governance Committee

Financial summary:

These changes are purely procedural and have no specific financial implications

The subject matter of this report deals with the following Council Objectives

Havering will be clean and its environment will be cared for
People will be safe, in their homes and in the community
Residents will be proud to live in Havering



SUMMARY

The report anticipates the need for the Council to reach a decision on changes to staff terms and conditions of service in the autumn and recommends that Council should be asked to delegate authority to make the decision to this Committee and amend its terms of reference accordingly.

RECOMMENDATIONS

That the Committee:

1. **Recommend to Council**, at its meeting on 30 March 2016 that it delegate authority to the Governance Committee to approve proposals which arise from the review of employee terms and conditions and make an amendment to its terms of reference to enable this.

2. **Note** that the proposals relating to employee terms and conditions are currently being developed and will be subject to consultation with all Council staff and the recognised trades unions.

REPORT DETAIL

1. The Council is undertaking a review of the terms and conditions of service of all of its staff. The purpose of the review is to identify and replace those existing terms and conditions that are inconsistent, outdated, potentially unfair or do not assist the delivery of services. As well as creating a set of terms and conditions that are more fitted to the Council's business needs it is also intended that the review should create savings as part of the Council's budget strategy. This review has been underway for over a year and it is anticipated that formal consultation with staff and recognised trade unions will commence in May. The Chief Executive has authority to approve the proposals that will be subject to consultation but not to approve the implementation of those proposals or any variation upon them that might result from consultation. Depending on the outcome of the consultative process it is anticipated that the Council will need to decide whether or not to implement the changes sometime in the autumn.
2. Under section 112 of the Local Government Act 1972 this function is a non-executive function which is reserved in part to Council (e.g. for Head of Paid Service), with delegation already in place in relation to the Governance Committee and Appointments Committee for Deputy Chief Executives and Heads of Service and with a general delegation to Head of Paid service and other senior staff for all staff under Head of Service. The Constitution is silent on the appropriate forum where such a decision would normally fall within the officer delegation but given its wide-ranging and sensitive nature is more appropriate for member consideration. In the absence of such a delegation, the matter would inevitably go to full Council.
3. It is proposed, therefore, to recommend to Council that formal decisions in relation to Council-wide changes to terms and conditions of service should also be delegated to the Governance Committee and the terms of reference of the Governance Committee be amended to read:

To determine matters relating to the Council's responsibilities as an employer, where a member-level decision is required and can be delegated to a committee, including the overall framework of terms and conditions of employment for employees.
4. Although a formal decision on the final proposals arising from the review is not anticipated to be required before the autumn, the review process is currently underway and will involve formal consultation with staff and trade unions from May onwards. It may be necessary to seek formal authority for actions in relation to this review before the autumn and it would be valuable to have a forum in which the relevant councillors can be informed about

progress and developments. Therefore, it is proposed that the Council meeting on 30 March 2016 should be recommended to approve delegation of authority to the Governance Committee.

IMPLICATIONS AND RISKS

Financial implications and risks:

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

Legal implications and risks:

The authority to determine terms and conditions of service for its employees is set out within the report and is a non-executive function. The report seeks to put in place a sensible solution to ensure decision making is carried out at the appropriate level within the organisation.

Human Resources implications and risks:

The report relates to the authority to take a decision on a major review of employee terms and conditions but has, of itself, no direct bearing on human resources.

Equalities implications and risks:

The report has no direct equalities or social implications nor is an Equalities Assessment required. It should be noted that the review of terms and conditions referred to in the report might potentially have equalities implications and will be subject to an independent equalities assessment before being presented to this Committee for a decision.

BACKGROUND PAPERS

None

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REPORT OF THE CHIEF EXECUTIVE

PAY POLICY STATEMENT 2016/17

The Localism Act 2011 requires the Council to prepare a pay policy statement by the 31 March each year before it comes into force. The pay policy statement must be approved by a full meeting of the Council and published on the Council's website.

The Council's pay policy statement must set out:

- The remuneration of its Chief Officers
- The remuneration of its lowest-paid employees
- The relationship between the remuneration of its Chief Officers and its other employees

Under the Localism Act 2011, Chief Officers in Havering are defined as those remunerated on the following grades:

- HG1 (Chief Executive)
- HG2/HG2S (Deputy Chief Executive/Director)
- HG3 (Director/Assistant Director/Head of Service)
- HS 1/2/3 (Other Assistant Director/Head of Service)

The Council's draft Pay Policy Statement 2016/17 is appended.

The Chief Executive RECOMMENDS to Council that the Pay Policy Statement, 2016/17 be approved.

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London Borough of Havering

Pay Policy Statement 2016/17

1. Introduction

2. This pay policy statement is produced in accordance with Chapter 8 of the Localism Act 2011 which requires the Council to prepare a pay policy statement by the 31 March each year before it comes into force.
3. This pay policy statement was approved by a meeting of full Council on 30 March 2016. It is made available on the Council's website which also includes separately published data on salary information relating to the Council's senior management team.
4. Under the Localism Act 2011, the Council's pay policy statement must set out:
 1. the remuneration of its chief officers
 2. the remuneration of its lowest-paid employees
 3. the relationship between:
 - i. the remuneration of its chief officers and
 - ii. the remuneration of its employees who are not chief officers
5. Under the Localism Act 2011, Chief Officers in Havering are defined as those remunerated on the following grades:
 1. HG1 (Chief Executive)
 2. HG2/HG2S (Deputy Chief Executive/Director)
 3. HG3 (Director/Assistant Director/Head of Service)
 4. HS1/2/3 (Other Assistant Director/Head of Service)
6. This pay policy statement excludes staff in schools.
7. The Council's next pay policy statement will be for the year 2017/18 and will be submitted to a meeting of full Council for approval by 31 March 2017.

8. Remuneration of Chief Officers

9. Chief Executive

10. The Chief Executive role is the Council's Head of Paid Service.
11. The Chief Executive role is paid on the HG1 grade on a spot salary within the HG1 salary range. As at 31 March 2016, the annual Full Time Equivalent

salary range is £163,920pa - £170,000pa. The salary range is increased in accordance with the Joint Negotiating Committee for Chief Executives of Local Authorities with effect from 1st April each year (any increases for effect from 1st April 2016 have not yet been determined).

12. The Chief Executive role is entitled to receive a separate Returning Officer fee in respect of elections. The approach to the setting of these fees is set out in Appendix 1.
13. The Chief Executive role receives no other bonuses, overtime or any other additional salary payments.
14. Deputy Chief Executive/ Director
15. Deputy Chief Executive/ Director roles are paid on one of the following 2 grades comprising the following spinal points and annual Full Time Equivalent salary, as at 1 April 2016:

HG2

1. £113,750
2. £117,000
3. £120,250
4. £123,500
5. £126,750
6. £130,000

HG2S

1. £126,875
2. £130,500
3. £134,125
4. £137,750
5. £141,375
6. £145,000

16. The values of the spinal points are increased in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities with effect from 1st April each year (any increases for effect from 1st April 2016 have not yet been determined).
17. Progression through the spinal points is subject to annual incremental progression.
18. The Council's statutory chief officer roles currently undertaken by Deputy Chief Executive/Director roles are detailed below. No additional payments are made in respect of these roles:

- Section 151 (Finance) – Deputy Chief Executive: Communities & Resources
 - Children’s Services and Adults Social Services – Deputy Chief Executive: Children, Adults & Housing
19. The Deputy Chief Executive: Children, Adults & Housing role receives an additional Market Supplement payment equivalent to £5,000pa.
 20. Deputy Chief Executive/ Director roles may be entitled, if appointed for an election, to receive a fee for any Deputy Returning Officer role undertaken. The approach to the setting of these fees is set out in Appendix 1.
 21. Deputy Chief Executive/ Director roles receive no other bonuses, overtime or any other additional salary payments.
 22. Director/Assistant Director/Head of Service
 23. Director/Assistant Director/Head of Service roles of larger services are paid on the following grade comprising the following spinal points and annual Full Time Equivalent salaries, as at 1 April 2016:

<u>HG3</u>	
1.	£93,714
2.	£96,390
3.	£99,069
4.	£101,745
5.	£102,375
6.	£105,000
 24. The values of the spinal points are increased in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities with effect from 1 April each year (any increases for effect from 1st April 2016 have not yet been determined).
 25. Progression through the spinal points of the grade is subject to annual incremental progression.
 26. Director/Assistant Director/Head of Service roles may be entitled, if appointed for an election, to receive a fee for any Deputy Returning Officer role undertaken. The approach to the setting of these fees is set out in Appendix 1.
 27. Director/Assistant Director/Head of Service roles receive no other bonuses, overtime or any other additional salary payments.

28. Other Assistant Director/Head of Service

29. Other Assistant Director/Head of Service roles are paid on one of the following 3 grades comprising the following spinal points and annual Full Time Equivalent salaries, as at 1 April 2016:

HS3

- | | |
|----|---------|
| 1. | £71,529 |
| 2. | £74,175 |
| 3. | £76,827 |
| 4. | £79,479 |

HS2

- | | |
|----|---------|
| 1. | £76,863 |
| 2. | £79,710 |
| 3. | £82,554 |
| 4. | £85,401 |

HS1

- | | |
|----|---------|
| 1. | £84,606 |
| 2. | £87,744 |
| 3. | £90,867 |
| 4. | £94,005 |

30. The values of the spinal points are increased in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities with effect from 1 April each year (any increases for effect from 1st April 2016 have not yet been determined).
31. Progression through the spinal points is subject to annual incremental progression.
32. The Deputy Director of Legal Services is the Council's Statutory Monitoring Officer. No additional payments are made in respect of this role.
33. The Assistant Director: Learning & Achievement role receives an additional Market Supplement payment equivalent to £10,000pa.
34. The Head of Economic Development role receives an additional Market Supplement payment equivalent to £8,000pa.
35. Other Assistant Director/Head of Service roles may be entitled, if appointed for an election, to receive a fee for any Deputy Returning Officer role undertaken. The approach to the setting of these fees is set out in Appendix 1.

36. Other Assistant Director/Head of Service roles receive no other bonuses, overtime or any other additional salary payments.

37. Other Remuneration for Chief Officers

38. On appointment, Chief Officers will be placed on the appropriate spinal point within the appropriate grade and paid any other allowance/payment as set out in this pay policy statement, having regard to the knowledge, skills and competencies of the individual as well as their current and previous salary levels.

39. Where it is proposed, on appointment, to place a Chief Officer on a spinal point/grade or pay an allowance/payment outside of those set out in this pay policy statement, full Council will be given the opportunity to vote on the application of any salary package that exceeds £100,000pa.

40. The Council does not operate a performance related pay scheme or other bonus schemes for Chief Officers.

41. Chief Officers are not entitled to payment for any other charges, fees or allowances.

42. Chief Officers are not entitled to any benefits in kind as a result of their office or employment.

43. Other Remuneration for Chief Officers and the Council's Other Employees

44. All employees who are within 3 years of retirement and have completed 25 years service within Local Government by the date of their retirement and have been continuously employed by the Council since 24 September 1997 are entitled to receive a salary plusage payment during their final 3 years employment with the Council. The payment is based on 0.2% and 0.3% of substantive salary for each year of Local Government service and each year of continuous service with the Council respectively.

45. The Council's policies regarding how the Council exercises the various employer discretions provided by the Local Government Pension Scheme (LGPS) are set out at Appendix 2. These discretions are applied equally to all employees. In general the Authority will not grant any increase or enhancement of pension entitlement as a result of its discretions policy, although each case will be determined on a case by case basis. As a result of the introduction of the new LGPS 2014 scheme all employer and

Administering Authority discretions have now been reviewed and noted by Pension Committee.

46. The Council's policies regarding how the Council exercises the various employer discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 are set out at Appendix 3.
47. On ceasing to be employed by the Council, all employees will only receive compensation:
 - in circumstances that are relevant (eg redundancy) and
 - that complies with the specific terms of any compromise agreement
48. Any severance package in excess of £100,000 (excluding annual pension/pension lump sum payments) will be subject of a vote by full Council.
49. All directly employed staff, whether permanent or fixed term, will be paid via the Council's payroll system and subject to deduction of tax and national insurance in accordance with PAYE regulations.
50. **Remuneration of the Council's Other Employees and the Council's Lowest Paid Employees**
51. The Council uses the following grading structures to pay its other employees:
 - NJC for Local Government Employees
 - Soulbury Committee
 - JNC for Youth & Community Workers
 - School Teachers Pay & Conditions
 - NHS Terms & Conditions of Service
52. The grades, incremental points and annual Full Time Equivalent salaries, as at 1 April 2016, associated with these grading structures are detailed at Appendix 4. The values of the spinal points are increased in accordance with the respective negotiating body with effect from a variety of dates each year (any increases for effect from 1st April 2016 have not yet been determined).
53. The remuneration of the Council's other employees also includes the payments/allowances detailed at Appendix 5.
54. For the purpose of this pay policy statement the Council's lowest paid employees are defined as those paid at Youth Support Worker 11, spinal column point 4 of the JNC for Youth & Community Workers, for which the annual Full Time Equivalent salary, as at 1 April 2016 is £16,077. The Council currently has 8 part-time employees at this level.

55. For the purposes of this pay policy statement the Council's median paid employee is paid at Scale 6, spinal column point 26 of the NJC for Local Government Employees, for which the annual Full Time Equivalent salary, as at 1 April 2016 is £24,744.

56. **Relationship between the remuneration of the Council's top earner, its lowest paid employees and other employees**

57. Although the Council does not have a policy regarding the ratio between the remuneration of its top earner, its lowest paid employees and other employees, the current ratios (based upon the part-year to February 2016) are detailed below.

Top earner : Lowest Paid Employee	1 : 10.2
Top earner: Median Paid Employee	1 : 6.6

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Approach to the Setting of Returning Officer/Deputy Returning Officer Fees

Local Elections

Returning Officer fees are paid in accordance with the scale of fees agreed by the Leaders Committee of London Councils. The fees are funded by the Council which provides a budget every fourth year for running local elections. Fees for Deputy Returning Officer roles are paid by the Returning Officer from a budget allocated for clerical assistance and vary in accordance with duties and responsibilities undertaken.

Greater London Authority Elections

Returning Officer fees are set by the Greater London Returning Officer. The fees are funded by the Greater London Authority. Fees for Deputy Returning Officer roles are paid by the Returning Officer from a budget allocated for clerical assistance (and/or by allocation of some of the Returning Officer fee) and vary in accordance with duties and responsibilities undertaken.

European Parliamentary and Parliamentary Elections and National Referenda

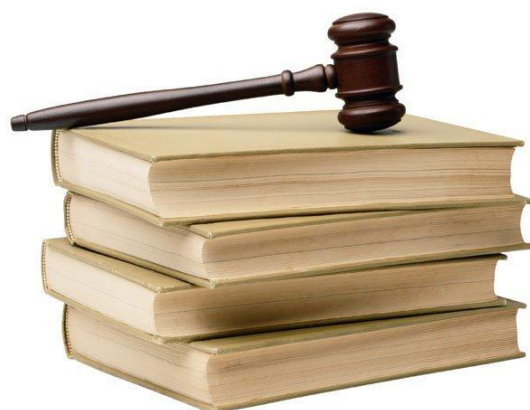
Returning Officer fees are set by the Central Government usually through the publication of a Statutory Instrument. The fees are funded by Central Government. Fees for Deputy Returning Officer roles are paid by the Returning Officer from a budget allocated for clerical assistance (and/or by allocation of some of the Returning Officer fee) and vary in accordance with duties and responsibilities undertaken.



THE LONDON BOROUGH OF HAVERING – EMPLOYING AUTHORITY DISCRETIONS

HYMANS ROBERTSON LLP

**London Borough of Havering
Employing Authority Discretions
Statement of Policy**



1) Determination of contribution rate and how it will be determined (9(1) and 9(3))

- The employee contribution band will be reviewed each April.
- Contributions are payable on all pay received such as non-contractual overtime or additional hours. Reductions in pay due to sickness, child related leave etc. are ignored. The salary used to determine the band will be assessed by taking into account basic salary each April plus any additional hours or overtime that were paid for in the previous financial year.

2) Funding of additional pension contributions (16(2)(e) and 16(4)(d)) (LGPS 2013)

Where APCs are to be paid by regular contributions, whether to fund in whole or in part a members additional pension contribution. The maximum additional pension which can be purchased from 1 April 2014 is £6,500. (16(2)(e))

Where APCs are to be paid by a lump sum contribution, whether to fund in whole or in part members additional pension contribution. The maximum additional pension which can be purchased from 1 April 2014 is £6,500. (16(4)(d))

The Council will generally not contribute by either regular contributions or lump sum contribution towards a members additional pension contributions but may determine on a case by case basis if there has been any operational benefit gained by the employer and if so whether the APC should be wholly or partly funded. Strike action will not be funded.

3) Flexible retirement (30(6)) (LGPS 2013)

Whether to allow an active member, who has attained the age of 55 or over, who reduces their working hours or grade, to receive immediate payment of all or part of their retirement pension to which the member is entitled to in respect of that employment, subject to an actuarial reduction.

The Council has decided to allow flexible retirement in cases where there is normally no or minimal cost to the Council on a case by case basis, ensuring the detailed merits of each individual case is taken into account. Employees can choose to draw all of their pension benefits or defer payment of all or part of their fund which has accrued since 1 April 2008. The following criteria will apply: there must be at least a 25% reduction in pay or hours; the member may not move to another promotion post with the Council and/or increase their hours following flexible retirement; will not be granted a 2nd or subsequent flexible retirement.

Flexible retirement will normally result in an actuarial reduction of pension benefits. In exceptional circumstances the Council may consider waiving the actuarial reduction where it is in the Council's interest to do so.

4) Waiving actuarial reduction (30(8)) (LGPS 2013)

Whether to waive, in whole or in part, any reduction to a members pension benefits as a result of a member who has not attained normal pension age but who has attained the age of 55 or over and has elected to receive immediate payment of a retirement pension.

There will normally be a reduction to the pension where employees retire before their normal pension age with insufficient service to qualify for a full pension, except in compassionate grounds. Compassionate is normally defined as:

- The applicant had to leave employment to care for a dependent who is suffering from long term illness/incapacity. For this purpose dependent normally includes a partner, child or parent; and
- That the dependant's need is for constant supervision for both day and night and that this is supported by confirmation from the Benefits Agency that an Attendance Allowance at the higher rate is payable; and
- That the dependant has no recourse to alternative means of support from his/her immediate family nor the financial resources to provide independent care support (for this purpose a certified statement of income and expenditure will be required); and
- That the applicant is suffering or facing severe financial hardship, that the applicant has no other significant source of income and that their personal financial circumstances are unlikely to improve. For this purpose the applicant will be required to submit a certified statement of income and expenditure covering both the applicant and any partner living with them; and
- That the applicant's opportunities for employment are severely limited by the nature of the care duties they are undertaking.

Flexible retirement will normally result in an actuarial reduction of pension benefits. In exceptional circumstances the Council may consider waiving the actuarial reduction where it is in the Council's interest to do so.

5) Award of additional pension (31) (LGPS 2013)

Whether to award additional pension up to a maximum of £6,500 to an active member or a member who was an active member who was dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency within 6 months of the date the member's employment ended.

The Council will not generally apply this discretion but in extreme cases consider on a case by case basis.

6) Applying the rule of 85 (Transitional 2014)

'Switch on' the 85 year rule protection, allowing a member to receive fully or partly unreduced benefits subject to the Scheme employer paying a strain cost to the Pension Fund (Schedule 2 paragraph 2)

The Council will not usually exercise discretion to fund additional costs applicable to the 85 Year Rule for 55 to 60 year olds. However in exceptional circumstances, to be considered on individual merits on a case by case basis, where this is of benefit to the Council then the Council may exercise discretion to pay the cost waiving actuarial reductions.

7) Consenting to the immediate payment of benefits (30(2)) (LGPS 2007) and Waiving an actuarial reduction to pension benefits on compassionate grounds (30(5)) (LGPS 2007)

Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60. Although this discretion relates to the old scheme and will be governed by those regulations it will still apply for members who left the scheme on or before 31 March 2014.

Whether to waive any actuarial reduction that may apply on the early payment of deferred benefits on compassionate grounds.

Elections made under this Regulation by members aged less than 60 are ineffective without employer consent of the employing authority or former employing authority. No employees will be permitted to receive early payment of benefits prior to age 60 except in compassionate cases. Applications may be granted on a case by case basis in circumstances where it may be considered to be to the Council's operational or financial advantage.

Local Government Pension Scheme Regulations 2013

		Discretion application
9(1) and 9(3)	Determination of contribution rate and how it will be determined	<p>For transferring employees on 1 April 2014 - an assessment is taken on additional hours and/or overtime payments made in previous pay periods and applied to the current pay rates to arrive at the annual rate of pay and the contribution rate relevant to that annual rate is applied.</p> <p>For new employees - Where possible a reasonable assessment is made and the contribution rate relevant to that annual rate is applied.</p> <p>A review is undertaken annually.</p> <p>The contribution policy is:</p> <p>The employee contribution band will be reviewed each April.</p> <p>Contributions are payable on all pay received such as non-contractual overtime or additional hours. Reductions in pay due to sickness, child related leave etc. are ignored. The salary used to determine your band will be assessed by taking into account basic salary each April plus any additional hours or overtime that were paid for in the previous financial year.</p> <p>A review of the initial policy will undertaken at the end of the year.</p>

16(2)(e) and 16(4)(d)	Whether and how much and in what circumstances to contribute to a shared cost APC/SCAPC	Generally this discretion will not be exercised but delegated authority is given to the Pensions Panel to determine on a case by case basis if there has been any operational benefit gained by the employer and if so whether the APC should be wholly or partly funded. As a general rule the Council will not contribute to a shared cost APC/SCAPC where the absence is due to an unauthorised absence such as strike action.
17(1)	Establishment of a Shared Cost AVC (SCAVC) facility	The decision taken by the Investment Committee in 2001 is still relevant, therefore for the time being the Council does not set up a shared cost AVC facility.
19(2)	Right to a refund if member left due to offence of fraudulent character or grave misconduct	In the first instance withhold the return of contributions in all cases but each situation is considered on a case by case basis with delegated powers being given to the Pensions Panel
20(1)	Specify in an employee's contract benefits to be determined as pensionable	Where the Council wishes to specify in a contract of employment that other payments or benefits may also be pensionable it is determined by the Pension Panel on a case by case basis with the appropriate business case being presented
21(5)	Determine "regular lump sum" for Assumed Pensionable Pay	Where necessary the Transactional Manager (HR, Pensions and Payroll) is given delegated authority to make a determination on a case by case basis
22(7)(b)	Extension of time limit for deferred benefits to not be aggregated (concurrent employments)	Where a decision is required delegated authority is given to the Team Leader (Pensions Administration) to take account on a case by case basis of the relevant circumstances whether or not the 12 month time limit is to be extended and that the decision is communicated in writing to the scheme member within one month of the decision being made.

22(8)(b)	Extension of time limit for deferred benefits to not be aggregated	Where a decision is required delegated authority is given to the Team Leader (Pensions Administration) to take account on a case by case basis of the relevant circumstances whether or not the 12 month time limit is to be extended and that the decision is communicated in writing to the scheme member within one month of the decision being made.
30(6), 30(8) and 11(2) of the Transitional Provisions Regulations –	Flexible retirement and waiving any actuarial reduction that would apply	<p>A business case is prepared for each request, ensuring that this includes the Fund cost and any costs of additional salaries for a new part-time post to fill the reduced capacity, as well as quantifying the benefits of agreeing to the flexible retirement.</p> <p>Any actuarial reduction will not be waived.</p>
31	Power of employing authority to grant additional pension to an active member	The Council does not generally apply this discretion to award additional pension but may in extreme cases consider on a case by case basis where the full cost benefit is presented in a business case and agreed by the Pension Panel.
37(3)	Recovery of payments following date of discontinuance of third tier ill health pension entitlement	Where pension payments have continued to be paid after the date of discontinuance they should be recovered in all cases with the individual being notified of the repayment procedure and timescales.
37(7)	Subsequent determination on level of ill health benefit following review of third tier ill health award as to whether tier two ill health benefits should apply.	Where in the opinion of the medical adviser and any other relevant information available in each individual case, if the member at the time of the review of their tier 3 ill health entitlement, satisfies the requirements of a tier 2 ill health pension the Council agrees and determines to put the increased ill health pension into payment. Where the member does not satisfy the requirements of a tier 2 ill health pension all the facts of the case are presented to the Pension Panel for a final determination.

38(6)	Decision whether a deferred and deferred pensioner member meets criteria for early payment due to permanent ill health	Where the Council is required to make a determination as to agreeing to the early payment of a deferred pension on the grounds of permanent ill health once the opinion has been received from the IRMP, all the facts of the case are presented to the Pension Panel for a final determination.
91 to 93	Forfeiture of pension rights as a result of offences or misconduct	The Council will seek recovery of any loss it has suffered and any such cases are referred to the Pension Panel to be considered
95	Impact of forfeiture decision on surviving spouse or civil partner	The Council will seek recovery of any loss it has suffered and any such cases are referred to the Pension Panel to be considered.
98(1)(b)	Agreement to a bulk transfer	Each opportunity is determined on a case by case basis with delegated authority given to the Transactional Manager (Exchequer and Transactional) in consultation with the Fund actuary.
100(6)	Extension of time limit to accept a transfer value	Where discretion needs to be exercised it is determined on a case by case basis with delegated authority given to the Team Leader (Pensions Administration).

Government Pension Scheme (Transitional Provisions and Savings) Regulations 2014

Regulation	Description	Discretion application
3(6), 4(6)(c), 6(4), 10(2)(a), 17(2) and 17(2)(b)	Agreement to member selecting final pay period for fees	Where a scheme member's final pay consists of fees then the use of a period of three years ending on 31st March in last ten will be permitted so as to have a fairer fee figure used in the calculation of benefits.
12(6)	Use of an ill health certificate produced under the 2008 scheme	Delegated authority is given to the Team Leader (Pensions Administration) to agree the use of a certificate produced under the 2008 scheme on a case by case basis.
	Continuing contribution in to a Shared Cost AVC (SCAVC) facility	The Council did not agree to the setting up of a Shared Cost AVC (SCAVC) facility so therefore this discretion does not apply.
15(1)(d)	Allow late application to convert scheme AVCs into membership credit	Where an election is received late then delegated authority is given to the Team Leader (Pensions Administration) to determine on a case by case basis.
Schedule 2 para 2 –	Applying the rule of 85	<ul style="list-style-type: none"> • If the member satisfies the 85 year rule, that part of the member's benefits accrued under the Earlier Scheme(s) which is calculated by reference to any period of membership before the 1 April 2014 is reduced by reference to the period between the date of the request and age 60. • If the member does not satisfy the 85 year rule, that part of the member's benefits accrued under the Earlier Scheme(s) which is calculated by reference to any period of membership before the 1 April 2014 is reduced by reference to the period between the date of the request and the date the member would satisfy the 85 year rule, or age 60 if later.

		Each case be dealt with on a case by case basis and although generally the 85 year rule will be applied as above, where there may be a circumstance for a different application agreement is sought from the Pension Panel.
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Discretions in relation to scheme members (excluding councillor members) who ceased active membership on or after 1 April 2008 and before 1 April 2014

Discretions in relation to the Local Government Pension Scheme (Benefits Membership and Contributions) Regulations 2007

Regulation	Description	Application
11(2)	Final pay period to be used where a member's pay consists of fees	Where a scheme member's final pay consists of fees then the use of a period of three years ending on 31st March in last ten will be permitted so as to have a fairer fee figure used in the calculation of benefits.
12	Increase total membership for an active member (This will be spent after 30 September 2014)	For the remaining period for which this discretion will apply that the Council will not agree to the award of increased membership.
30(2) and 30A(3)	Consenting to the immediate payment of benefits between age 55 and 60	No applications are permitted to receive early payment of their unreduced benefits prior to age 60 except in compassionate cases. Applications may be granted on a case by case basis in circumstances where it may be considered to be to the Council's operational or financial advantage subject to a business case to the Pension Panel.

30(5)	Waiving an actuarial reduction to pension benefits on compassionate grounds	<p>The waiving of an actuarial reduction on compassionate grounds will be considered on a case by case basis with the following criteria taken into consideration–</p> <ul style="list-style-type: none"> Leave employment to care for dependent Dependents need for constant supervision No recourse to alternative care Suffering severe hardship Opportunity for employment severely limited <p>If all the above criteria are met the Pension Panel will consider such cases, and that any costs that are incurred are paid by the relevant service/department. Any actuarial reduction that may apply will not be waived.</p>
30A(3)	Consenting to application of payment for a suspended tier 3 ill health pension	<p>Generally applications will not be agreed but may be granted on a case by case basis with all circumstances being taken account and to be determined by the Pension Panel.</p> <p>Where the Council is required to make a determination as to agreeing to the early payment of a deferred pension on the grounds of permanent ill health that once the opinion has been received from the IRMP, all the facts of the case will be presented to the Pension Panel for a final determination.</p>
30A(5)	To waive actuarial on compassionate grounds	<p>The Pension Panel will determine each application on a case by case basis and that it will only agree to the waiving of an actuarial reduction in extreme circumstances where the application has been enforced on the member due to unforeseen circumstances or circumstances beyond their control.</p>
Regulation 31(4) and	Determine payment of deferred pension on health grounds. Decision whether a deferred or deferred	<p>Where the Council is required to make a determination as to agreeing to the early payment of a deferred pension on the</p>

31(7)-	pensioner member meets criteria for early payment due to permanent ill health	grounds of permanent ill health once the opinion has been received from the IRMP all the facts of the case are presented to the Pension Panel for a final determination.
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Discretions in relation to the Local Government Pension Scheme (Administration) Regulations 2008

		Discretion application
Regulation 47(2)	Payment of a refund of contributions in misconduct cases	In the first instance the return of contributions will be withheld in all cases but each situation is considered on a case by case basis with delegated powers being given to the Pension Panel.
	Forfeiture of pension rights as a result of offences or misconduct	The Council seeks recovery of any loss it has suffered and any such cases are referred to the Pension Panel.

Discretions in relation to the Local Government Pension Scheme Regulations 1997 (The 1997 Pension Regulations) (some may continue to apply in relation to historical cases or councillors)

There are a number of regulations within the former 1997 Pension Regulations that apply to councillors who elect to join the LGPS. Where discretions are applicable in relation to active councillor members they should be applied as they are mirrored within the LGPS Regulations applicable from 1 April 2014.

		Discretion application
22(1)(b)	Allow post 31 March 1998 / pre 1 April 2008 member to select final pay period for fees to be a period of not less than 3 or more than 5 years back from date of leaving	Delegated powers have been given to the Pension Panel
	Issue a certificate of protection of pension benefits where eligible non-councillor member fails to apply for one (pay reduction / restrictions occurring pre 1 April 2008)	Delegated powers have been given to the Pension Panel
31(2)*	Grant application from a post 31 March 1998 / pre 1 April 2008 leaver for early payment of benefits on or after age 55 and before age 65	No employees are permitted to receive early payment of benefits prior to age 60 except in compassionate cases, where the payment of such benefits would arise on a voluntary basis. Applications may be granted on a case by case
31(5)*	Waive on compassionate grounds the actuarial reduction applied to benefits paid early for a post 31 March 1998 / pre 1 April 2008 leaver or councillor	Will be considered on a case by case basis.
34(1)(b)	Decide in the absence from a post 31 March 1998 / pre 1 April 2008 leaver of an election from the member within 3 months of being able to elect, which benefit is to be paid where the member would be entitled to a pension or retirement grant under 2 or more regulations in respect of the same period of Scheme membership	Delegated powers have been given to the Pension Panel
71(7)(a)	Consent to a member's former employer assigning to the new employer rights under any SCAVC life assurance policy (pre 1 April 2008 non-councillor leavers)	No SCAVC payments are permitted.

88(2)	No right to return of contributions due to offence of a fraudulent character unless employer directs a total or partial refund is to be made (councillors and pre 1 April 2008 leavers)	Delegated powers have been given to the Pension Panel
92	Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions can be recovered from the Pension Fund (councillor or pre 1 April 2008 leaver)	Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions will be recovered from the Pension Fund
111(2) & (5)	Forfeiture of pension rights on issue of Secretary of State's certificate (councillors and pre 1 April 2008 leavers)	Delegated powers have been given to the Pension Panel
112(1)	Where forfeiture certificate is issued, direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits (pre 1 April 2008 leavers)	Delegated powers have been given to the Pension Panel
113(2)	Recovery from Fund of monetary obligation owed by former employee or, if less, the value of the member's benefits (other than transferred in pension rights) (pre 1 April 2008 leavers)	Delegated powers have been given to the Pension Panel
115(2) & (3)	Recovery from Fund of financial loss caused by employee, or amount of refund if less (pre 1 April 2008 leavers)	Delegated powers have been given to the Pension Panel

Discretions in relation to the Local Government Pension Scheme Regulations 1995 (the “1995 Pension Regulations”)

There are some regulations within the former 1995 Pension Regulations that still apply scheme members who ceased active membership before 1 April 1998. Where discretions are also applicable in relation to active members in the LGPS2014 Regulations they should be applied as they are mirrored within the LGPS Regulations applicable from 1 April 2014.

Regulation	Description	Discretion application
D11(2)(c)	Grant application from a pre 1 April 1998 leaver for early payment of deferred benefits on or after age 50 on compassionate grounds	Delegated powers have been given to the Pension Panel
D10	Decide in the absence from a pre 1 April 1998 leaver of an election from the member within 3 months of being able to elect, which benefit is to be paid where the member would be entitled to a pension or retirement grant under 2 or more regulations in respect of the same period of Scheme membership	Delegated powers have been given to the Pension Panel

SCHEME EMPLOYER CONFIRMATION

The Pension Committee (24 June 2014) delegated to the Group Director of Resources, the Director of Human Resources and Organisational Development, and the Council’s Monitoring Officer, acting jointly, the setting of the discretion decisions and Policy Statement.

It is understood that the discretions contained within this statement of policy are applicable to all eligible members of the Scheme. The Scheme rules allow for a revised statement to be issued at least one month in advance of the date that any new policy takes effect. The revised statement must be sent to the administering authority and the employer must publish its statement as revised in a place that is accessible to all of its eligible scheme members.

The policies made above:

- Have regard to the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service;
- Will not be used for any ulterior motive;
- Will be exercised reasonably;
- Will only be used when there is a real and substantial future benefit to the employer for incurring the extra costs that may arise;
- Will be duly recorded when applied.

Agreed on behalf of the Scheme Employer by the Group Director of Resources, the Director of Human Resources and Organisational Development, and the Council's Monitoring Officer, acting jointly.

Scheme Employer's Name: The London Borough of Havering

Date: 29 July



**The Local Government (Early Termination Of Employment)
(Discretionary Compensation) (England And Wales)**

Regulations 2006

Statement of Policy

(as amended)

(Published March 2010, effective from 1st April 2010)

*The Council has made decisions under the above Regulations, which have resulted in the following policies being adopted. (Please note the above Regulations only apply to employees of the Council who are eligible to be members of the Local Government Pension Scheme (LGPS) and who have been employed for 2 years or more – **they do not apply to teachers**). All awards are subject to the Pension Scheme Regulations.*

Increase of Statutory Redundancy Payments

All redundancy payments will be based on an employee's actual weekly rate of pay.

Compensation for Redundancy: General

Employees whose employment is terminated by reason of redundancy will be paid according to the statutory redundancy table based on actual pay. Those who receive immediate pension benefits will have their redundancy payment capped at a maximum of £42,265.69 (current figure, this increases in line with JNC pay awards).

Added Pension Years Award for those aged 55 and over

Employees aged 55 or over who are members of the LGPS and whose employment is terminated by reason of redundancy or in the interests of the efficient exercise of the authority's functions will be eligible for immediate payment of pension benefits. The Local Government (Early Termination Of Employment) (Discretionary Compensation) (England And Wales) Regulations 2006 do not provide for the award of compensatory added years.

Grades, Incremental Points and Annual Full Time Equivalent Salaries for the Council's Other Employees

1. NJC for Local Government Employees

Administrative, Professional, Technical, Clerical Staff & Principal Officers & Social Workers

Spinal Point	Pay	Spinal Point	Pay	Spinal Point	Pay
5*		27	£25,506	49	£44,766
6	£16,287	28	£26,277	50	£45,690
7	£16,320	29	£27,252	51	£46,608
8	£16,422	30	£28,104	52	£47,535
9	£16,575	31	£28,935	53	£48,477
10	£16,833	32	£29,727	54	£49,452
11	£17,013	33	£30,555	55	£50,451
12	£17,334	34	£31,368	56	£51,441
13	£17,748	35	£31,986	57	£52,425
14	£18,045	36	£32,784	58	£53,406
15	£18,381	37	£33,660	59	£54,402
16	£18,783	38	£34,590	60	£55,383
17	£19,182	39	£35,655	61	£56,367
18	£19,524	40	£36,558	62	£57,363
19	£20,193	41	£37,476	63	£58,350
20	£20,856	42	£38,376	64	£59,331
21	£21,552	43	£39,297	65	£60,324
22	£22,062	44	£40,218	66	£61,590
23	£22,659	45	£41,073	67	£62,877
24	£23,334	46	£42,030	68	£64,191
25	£24,027	47	£42,951	69	£65,544
26	£24,744	48	£43,869	70	£66,915

*Spinal point 5 deleted with effect from 10th October 2015.

APTC/ Senior Officer Grades

APTC1 SP 5-11 APTC5 SP 22-25

APTC2 SP 11-13 APTC6 SP 26-28

APTC3 SP 14-17 SO1 SP 29-31

APTC4 SP18-21 SO2 SP 32-34

Principal Officer Grades

PO1 SP 33-36 LPO7(a) SP 49-52 LPO8 (e) SP 59-62

PO2 SP 35-38 LPO7(b) SP 50-53 LPO8 (f) SP 60-63

PO3 SP 38-41 LPO7(c) SP 51-54 LPO8 (g) SP 61-64

PO4 SP 41-44 LPO8(a) SP 55-58 LPO8 (h) SP 62-65

PO5 SP 44-47 LPO8(b) SP 56-59 LPO8 (i) SP 66-70

PO6 SP 46-49 LPO8(c) SP 57-60

PO6 SP 46-49 LPO8(d) SP 58-61

Day Centre Officer (for people with learning disabilities) Grades

Level 1 SP 16-24

Level 2 SP 20-26

2. Soulbury Committee (Valid until 31.08.2016)

Educational Improvement Professionals

Spine Point	£	Spine Point	£	Spine Point	£
1	33,396	18	53,507	35	71,458
2	34,592	19	54,676	36	72,603
3	35,721	20	55,280***	37	73,728
4	36,865	21	56,441	38	74,866
5	38,003	22	57,452	39	75,988
6	39,142	23	58,566	40	77,109
7	40,338	24	59,564	41	78,237
8	41,487*	25	60,633	42	79,362
9	42,828	26	61,674	43	80,488
10	44,023	27	62,740	44	81,619
11	45,203	28	63,819	45	82,747
12	46,346	29	64,902	46	83,876
13	47,640**	30	65,983	47	85,010
14	48,792	31	67,054	48	86,134****
15	50,066	32	68,143	49	87,262****
16	51,219	33	69,232	50	88,391****
17	52,373	34	70,347		

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

*normal minimum point for EIP undertaking the full range of duties at this level.

**normal minimum point for senior EIP undertaking the full range of duties at this level.

***normal minimum point for leading EIP undertaking the full range of duties at this level.

****extension to range to accommodate structured professional assessments.

Educational Psychologists – Scale A

Spine Point	£	Spine Point	£
1	35,027	7	45,588
2	36,805	8	47,261
3	38,583	9	48,829*
4	40,360	10	50,398*
5	42,137	11	51,861*
6	43,914		

Notes

Salary scales to consist of six consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

*Extension to scale to accommodate structured professional assessment points.

Senior & Principal Educational Psychologists

Spine Point	£	Spine Point	£
1	43,914	10	55,828
2	45,588	11	56,937
3	47,261*	12	58,068
4	48,829	13	59,219
5	50,398	14	60,330**
6	51,861	15	61,495**
7	52,462	16	62,649**
8	53,584	17	63,810**
9	54,696	18	64,970**

Notes

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

*Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level.

**Extension to range to accommodate discretionary scale points and structured professional assessments.

Trainee Educational Psychologists

Spine Point	£
1	22,503
2	24,151
3	25,796
4	27,444
5	29,090
6	30,737

Assistant Educational Psychologists

Spine Point	£
1	27,662
2	28,792
3	29,922
4	31,045

Young People's Community Service Managers

Spine Point	£	Spine Point	£
1	34,637	13	48,135
2	35,770	14	49,269
3	36,903	15	50,404
4	38,059*	16	51,542
5	39,234	17	52,686
6	40,380	18	53,822
7	41,553**	19	54,952
8	42,885	20	56,107***
9	43,620	21	57,284***
10	44,754	22	58,487***
11	45,883	23	59,715***
12	47,013	24	60,969***

Notes:

The minimum Youth and Community Service Officers' scale is 4 points.

Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

*normal minimum point for senior youth and community service officers undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report).

**normal minimum point for principal youth and community service officer undertaking the full range of duties at this level (see paragraph 5.8 of the Soulbury Report).

***extension to range to accommodate discretionary scale points and structured professional assessments.

London Area Payments

With effect from 1 March 2015 staff in the London area shall receive the following:

- (a) at the rate of £2,997 per annum to officers serving in the Inner area.
- (b) at the £1,976 per annum to officers serving in the Outer area.
- (c) at the rate of £763 per annum to officers serving in the Fringe area.
- (d) officers normally serving in the London area but temporarily employed elsewhere shall continue to receive London area payments at the rate appropriate to their normal area of employment.
- (e) in the case of an officer required to serve in different parts of the London areas, or partly outside that area, the officer shall be deemed to be serving in the area in which he is required to spend more than one half of his time.
- (f) for the purpose of this paragraph –

The “Inner Area” means the area of the London Boroughs of: Camden, City of London, Greenwich, Hackney, Hammersmith & Fulham, Islington, Kensington & Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth, Westminster (the former Inner London Education Authority), and the London Boroughs of Barking and Dagenham, Brent, Ealing, Haringey, Merton and Newham.

The “Outer Area” means Greater London, excluding the Inner area.

The “Fringe Area” means:

Berkshire: the districts of Bracknell, Slough, Windsor and Maidenhead.

Buckinghamshire: the districts of Beaconsfield and Chiltern.

Essex: the districts of Basildon, Brentwood, Epping Forest, Harlow and Thurrock.

Hertfordshire: the districts of Broxbourne, Dacorum, East Hertfordshire, Hertsmere, St. Albans, Three Rivers, Watford and Welwyn Hatfield.

Kent: the districts of Dartford and Sevenoaks. Surrey: the whole County.

West Sussex: the district of Crawley.

The “London Area” comprises the Inner area, the Outer area and the Fringe area.

3. JNC for Youth & Community Workers (pay award pending from 1 March 2015)

Support Worker Level

<u>Spine Point</u>	<u>£</u>	<u>Spine Point</u>	<u>£</u>
1	14,283	10	19,833
2	14,880	11	20,796
3	15,477	12	21,741
4	16,077	13	22,713
5	16,674	14	23,721
6	17,271	15	24,408
7	17,874	16	25,125
8	18,474	17	25,830
9	19,236		

<u>Grade</u>	<u>Spine Points</u>	<u>Grade</u>	<u>Spine Points</u>	<u>Grade</u>	<u>Spine Points</u>
First Level		Second Level		Second Level (Contd.)	
YSW 11	1-4	YSW 21	7-10	YSW 25	11-14
YSW 12	2-5	YSW 22	8-11	YSW 26	12-15
YSW 13	3-6	YSW 23	9-12	YSW 27	13-16
		YSW 24	10-13	YSW 28	14-17

Professional Level

<u>Spine Point</u>	<u>£</u>	<u>Spine Point</u>	<u>£</u>
11	20,796	21	28,746
12	21,741	22	29,646
13	22,713	23	30,522
14	23,721	24	31,401
15	24,408	25	32,289
16	25,125	26	33,174
17	25,830	27	34,062
18	26,541	28	34,959
19	27,246	29	35,850
20	27,951	30	36,741

<u>Grade</u>	<u>Spine Points</u>	<u>Grade</u>	<u>Spine Points</u>
YPR 1	11-14	YPR 10	20-23
YPR 2	12-15	YPR 11	21-24
YPR 3	13-16	YPR 12	22-25
YPR 4	14-17	YPR 13	23-26
YPR 5	15-18	YPR 14	24-27
YPR 6	16-19	YPR 15	25-28
YPR 7	17-20	YPR 16	26-29
YPR 8	18-21	YPR 17	27-30
YPR 9	19-22		

4. School Teachers Pay & Conditions

Unqualified Teachers £

1	19,359
2	21,256
3	23,152
4	25,050
5	26,944
6	28,841

Main Pay Scale £

M1	25,880
M2	27,484
M3	29,185
M4	30,992
M5	33,620
M6a	36,182
M6b	36,540

Upper Pay Scale £

U1	38,739
U2	40,173
U3	41,660

Lead Practitioner £

Minimum	41,660
Maximum	61,743

Teaching and Learning Responsibility £

Minimum	517
Maximum	2,577

Additional Payments for Class Teachers £

TLR 2 min	2,613
TLR 2 max	6,386
TLR 1 min	7,546
TLR 1 max	12,770
SEN min	2,064
SEN max	4,075

<u>Leadership Scale £</u>	<u>Leadership Scale £</u>	<u>Leadership Scale £</u>
L1 41,660	L16 59,014	L27b 76,205
L2 42,628	L17 60,301	L28 78,021
L3 43,612	L18a 61,131	L29 79,875
L4 44,627	L18b 61,743	L30 81,787
L5 45,663	L19 63,198	L31a 82,908
L6 46,727	L20 64,687	L31b 83,738
L7 47,906	L21a 65,557	L32 85,737
L8 48,939	L21b 66,213	L33 87,797
L9 50,083	L22 67,776	L35a 91,134
L10 51,293	L23 69,379	L35b 92,046
L11 52,540	L24a 70,321	L36 94,246
L12 53,686	L24b 71,025	L37 96,518
L13 54,953	L25 72,714	L38 98,829
L14 56,238	L26 74,437	L39a 100,159
L15 57,562	L27a 75,450	L39b 101,161
		L40 103,613
		L41 106,125
		L42 108,701
		L43 110,243

5. NHS (re Public Health)

<u>Point</u>	<u>£</u>	<u>Point</u>	<u>£</u>	<u>Point</u>	<u>£</u>	<u>Point</u>	<u>£</u>
		15	21477	29	34876	43	59016
2	15100	16	21692	30	35891	44	61779
3	15363	17	22236	31	37032	45	65922
4	15786	18	23132	32	38300	46	67805
5	16210	19	24063	33	39632	47	70631
6	16633	20	25047	34	40964	48	74084
7	17179	21	26041	35	42612	49	77850
8	17800	22	27090	36	44261	50	81618
9	17972	23	28180	37	46164	51	85535
10	18468	24	29043	38	47559	52	89640
11	19027	25	30057	39	49968	53	93944
12	19461	26	31072	40	52757	54	98453
13	20147	27	32086	41	55548		
14	20844	28	33227	42	57069		

Band 1 : Points 2-3

Band 2 : Points 2-8

Band 3 : Points 6-12

Band 4 : Points 11-17

Band 5 : Points 16-23

Band 6 : Points 21-29

Band 7 : Points 26-34

Band 8A : Points 33-38

Band 8B : Points 37-42

Band 8C : Points 41-46

Band 8D : Points 45-50

Band 9 : Points 49-54

Additional Payments/Allowances for Other Employees

The following additional payments/allowances are paid to employees other than Chief Officers.

Accelerated Increments
Additional Allowance
Additional Hours
Additional Payments
Additional Pension
Additional Programmed Activity
Additional Statutory Paternity Pay Birth
Advance of Pay
Agreed Programme Activity (NHS)
Annual leave not taken
Bank Holiday Enhanced
Bicycle Mileage
Callout Allowance
Casual Pay
Change of work base (NHS)
Childcare Allowance
Civil Weddings
Contractual overtime
Dog money
Electoral registration
Enhanced payments
Essential Car Lump Sum
Excess Leave
FE Lecturer Pay
Fee
First Aid
GTC Payment
Gritting Allowance
High Cost Area Supplement (NHS)
Holiday Pay
Honorarium
Invigilation
Keep In Touch Days Payment
Laundry Allowance
Leave Not Taken
Lettings
London Allowance
Market Supplement
New Starter Arrears
Night rates
Noise abatement
Occupational Adoption Pay
Occupational Maternity Pay

Occupational Sick Pay
Oncall allowance
Out of school activity
Overtime
Pay adjustment
Pay In Lieu Of Notice
Pension
Protected rate
Recruitment & Retention Allowance (NHS)
Redeployment payment
Relocation expenses
Session payment
Shift payment
Sleep in allowance
Special Needs Allowance
Split duty
Standby allowance
Statutory Adoption Pay
Statutory. Maternity Pay
Statutory. Paternity Pay
Statutory. Sick Pay
Supply
Three year plusage
TLR2
TLR7
Tool allowance
Unsocial hours

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COUNCIL, 30 MARCH 2016

REPORT OF THE CHIEF EXECUTIVE

SUBJECT: DATES OF COUNCIL MEETINGS, 2016/17

In accordance with the Constitution, meetings of the Council are fixed by the Council itself.

It has been the practice that dates for the whole of the Municipal Year are agreed each municipal year with dates for the balance of the following calendar year being agreed on a provisional basis for the purposes of the Council Diary.

It is proposed that the pattern of meetings for the coming year continues to follow past practice, which would mean dates of the Council would be as follows (all Wednesdays) –

	2016
8	June
13	July
14	September
23	November
	2017
25	January
22	February (Council tax Setting)
22	March
17	May (Annual Meeting)
7	June (provisional)
12	July (provisional)
13	September (provisional)
22	November (provisional)

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

The meetings shall begin at the time agreed by the Council or by the Mayor, or at 7.30pm if no other time is agreed.

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

There are no identified, direct **financial, legal, Human Resources or equalities implications and risks** associated with selection of these dates.

RECOMMENDATIONS

That the Council fixes the date of its meetings for the Municipal Year 2016/17 and, on a provisional basis, the balance of 2017.

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Cheryl Coppel
Chief Executive

Background paper List

There are no background papers.



FULL COUNCIL, Wednesday 30 March 2016

MEMBERS' QUESTIONS

1) To the Cabinet Member for Regulatory Services and Community Safety, Councillor Osman Dervish

From Councillor David Durant

The Nov 25th 2015 Council meeting debated what to do about two anti-social two-metre-high front walls outside one neighbour's front door and another neighbour's front window that reduce light, obstruct street view, highway sightlines and are an eyesore. The meeting referred the matter to the Towns & Communities O&S sub-committee to consider and recommend to Cabinet any action the Council can take to address the problem.

Alas 4 months later and despite two T&C meetings being held no recommendations have been forthcoming. In view of this protracted delay, will the Cabinet Member for Regulatory Services and Public Safety agree to consult and provide the political leadership needed to resolve this matter, using applied common sense, by taking enforcement action to lower both front walls in the public interest and to avoid the need for an Article 4 Direction.

2) To the Cabinet Member for Culture & Community Engagement, Councillor Melvin Wallace

From Councillor Graham Williamson

Please provide an update regarding the tendering for leisure contracts at Central Park, Romford, Hornchurch and Chafford, Rainham Leisure Centres

3) To the Cabinet Member for Culture & Community Engagement, Councillor Melvin Wallace

From Councillor Jeffrey Tucker

Following enquiries by a local resident, please provide an update regarding Council support for the Romford Football Club and in securing them a home ground.

4) To the Cabinet Member for the Environment, Councillor Robert Benham

From Councillor John Wood

Given the council's aim of keeping our borough clean, would the Cabinet Member for StreetCare confirm what plans he will put in place to ensure that all shops and business premises take the necessary action to deter pigeons from constantly messing public footways. This is following problems of this nature in Hornchurch Town Centre, but applies to all areas in the borough.

5) To the Cabinet Member for the Environment, Councillor Robert Benham

From Councillor Julie Wilkes

Would the Cabinet Member confirm whether all restaurants, food outlets and garages have been asked for their waste transfer agreements to confirm how they dispose of all their waste, and in particular, cooking and vehicle oil.

6) To the Leader of the Council, Councillor Roger Ramsey

From Councillor Reg Whitney

Would the Leader of the Council confirm what specific benefits Havering has received during each of the last three financial years from the London Borough Grants Scheme.

7) To the Cabinet Member for Regulatory Services & Community Safety, Councillor Osman Dervish

From Councillor Jody Ganly

Would the Cabinet member confirm what steps are taken to ensure that planning conditions that are attached to any planning approval are robustly enforced.

8) To the Cabinet Member for Housing, Councillor Damian White

From Councillor June Alexander

Would the Cabinet member confirm what regime is in place to ensure that all council housing properties are inspected, inside and out, and in particular, the front and back gardens, on a regular basis?

Council, 30 March 2016

9) To the Cabinet Member for Culture & Community Engagement, Councillor Melvin Wallace

From Councillor Barbara Matthews

Would the Cabinet member confirm what arrangements are in place to ensure that all charities, voluntary groups, including groups involved in regeneration projects have their constitution checked, minutes reviewed and outcomes monitored.

10) To the Leader of the Council, Councillor Roger Ramsey

From Councillor Ray Morgon

Given the increasing importance to the council of the business community, would the Cabinet Member agree with me that a review of all business activities including collection of business rates, waste enforcement activities, regeneration, business support, etc should be undertaken to determine the feasibility of placing all business activities under one department.

11) To the Cabinet Member for the Environment, Councillor Robert Benham

From Councillor Patricia Rumble

Since Havering adopted the enforcement powers for moving traffic violations, how many tickets have been issued in and around the ring road including Western Road. Please give a breakdown of the types of offence.

12) To the Cabinet Member for the Environment, Councillor Robert Benham

From Councillor Philip Martin

Some time ago, I drew the Council's attention to the recent BBC Television programme highlighting the complaints about the build quality of homes built by Persimmon, the company to be involved in the Dover's Court Development. They have recently replied to the Council's Borough Plan consultation and I quote, "Local Plans will set out standards and expectations the Council has on Developers. The Council must ensure that these standards do not render sites unviable as higher standards often entail higher costs to them. This can be achieved through on-going discussions with Developers, landowners, agents." In the light of this how will the Council ensure the build quality of the homes in this development?

13) To the Cabinet Member for the Environment, Councillor Robert Benham

From Councillor Ian DeWulverton

What is the expected time of repair of a Zebra Crossing belisha beacon, which has been hit by a motor vehicle? Who bears the brunt of the cost of repair?

14)To the Cabinet Member for Housing, Councillor Damian White

From Councillor Keith Darvill

Why are the estimates for major works given to the Council's Leaseholders during the Section 20 consultations so inaccurate?

15)To the Cabinet Member for oneSource management, Councillor Ron Ower

From Councillor Michael Deon Burton

When the Government localised the Council Tax Support Scheme did they specifically reduce funding for the Scheme or were the changes in council tax support deemed necessary as a way to raise revenue due to the general reduction in funding? Please reference the details.

COUNCIL, 30 March 2016

MOTIONS FOR DEBATE

A PARKING CHARGES IN PARKS

Motion on behalf of the Residents' Group

Parking charges in the four parks where charges currently apply are not meeting their income targets. In light of this, together with the optimistic visitor numbers and viable alternatives to parking in parks, this council calls upon the Administration to abandon its plans to add further parks and open spaces to the list where parking charges will apply.

Amendment by the Conservative Group

Amend motion to read:

Recognising that the proposal to extend car park charging in parks (at rates reduced following full public consultation and feedback) was one of the measures in the financial strategy and budget savings plan agreed by the Council following public consultation in February of last year, and that a further updated cost benefit analysis has been undertaken, this Council supports a review by the Administration of the proposal before a final decision is taken in the near future.

Amendment by the Independent Residents' Group

Amend motion to read:

(Additional wording shown in bold for clarity).

Parking charges in the four parks where charges currently apply are not meeting their income targets. In light of this, together with the optimistic visitor numbers and viable alternatives to parking in parks, this council calls upon the Administration to **remove charges from these parks and** abandon its plans to add further parks and open spaces to the list where parking charges will apply.

B NEW POLICING MODEL

Motion on behalf of the Independent Residents' Group

CCTV cameras are not an alternative to effective policing and punishments but they do complement the New Policing Model and do help detect and deter crime in the borough's town centres. The New Policing Model reduces the size of the ward based Safer Neighbourhood Teams and creates a larger pooled resource to act throughout the borough, that appears according to reports in the *Recorder* to be often deployed outside the borough!

Due to this change this Council recommends to the Executive to progress plans to install CCTV by Lamson Road and in Rainham Village to provide the same security as provided in our other high streets in Havering, to allay fears due to growing reports of assault and burglary in the area and to reassure residents in the south of the borough they have not been forgotten.

Amendment by the Conservative Group

Amend motion to read:

This Council commends the Administration for safeguarding C.C.T.V. provision within Havering and welcomes the commitment made to extend this network to areas of the Borough, where resources will permit, on an evidence based business case.

C 'ROGUE' LANDLORDS

Motion on behalf of the Independent Residents' Group

Following the Localisation of the Housing Revenue Account and the enhanced status and resources this gives the Housing Department, this Council recommends to the Executive that it agrees a policy to take effective action to deal with 'rogue' landlords both large and small throughout Havering in the interests of tenants.

Amendment by the Conservative Group

Amend motion to read:

This Council welcomes the action taken so far in combating rogue landlords within Havering, through the possible introduction of an Article 4 direction and licensing of

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private landlords, as well as any other measure that would support sustainable tenancies and a vibrant housing sector.

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