



# ANNUAL MEETING OF THE COUNCIL

7.30 pm, Tuesday, 27 April 2021  
(Virtual Meeting)

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

Abdus Choudhury

Monitoring Officer

For information about the meeting please contact:

Anthony Clements

Tel: 01708 433065

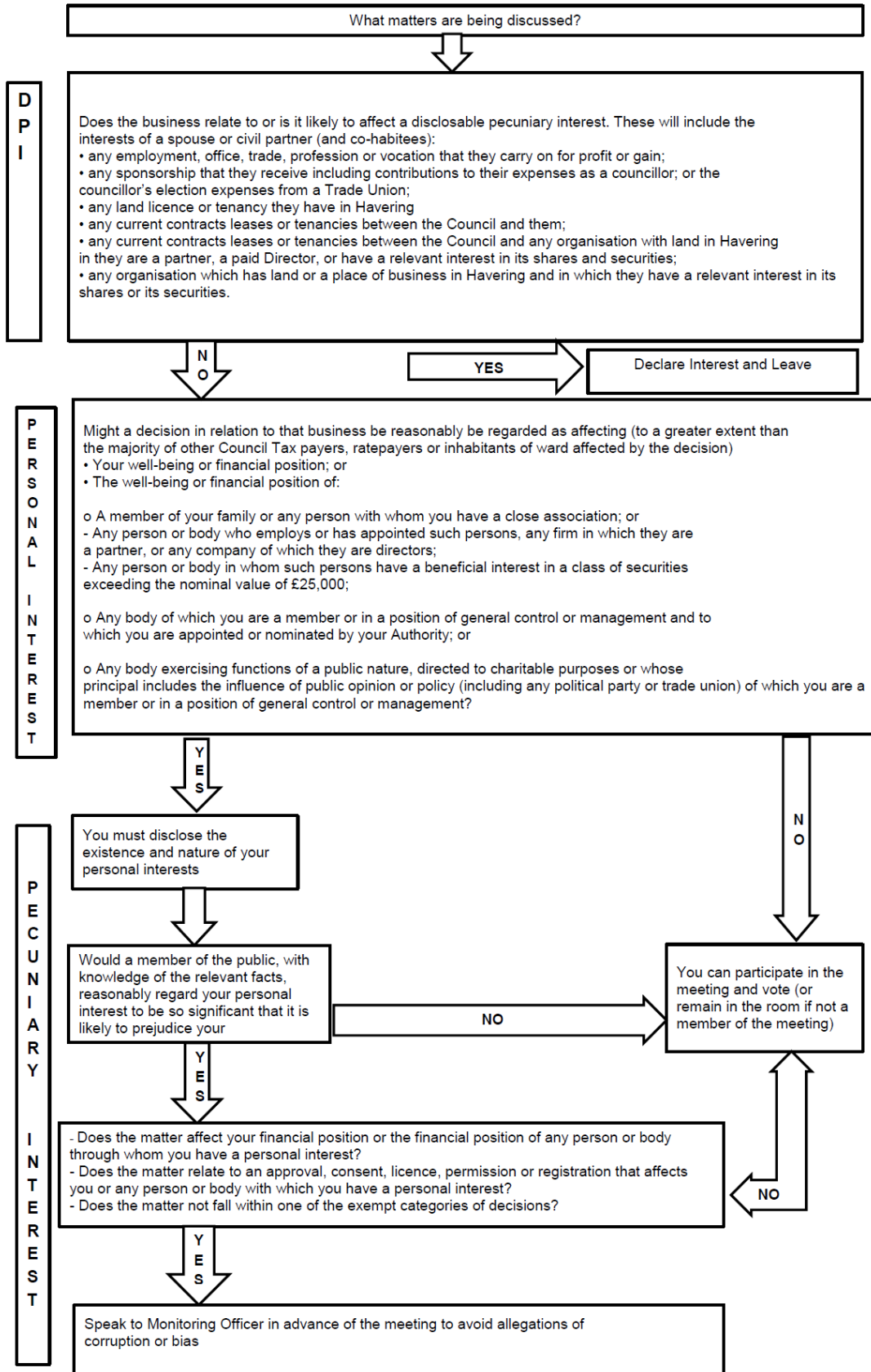
Email: [anthony.clements@oneSource.co.uk](mailto:anthony.clements@oneSource.co.uk)



Please note that this meeting will be webcast.



**DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF**



## AGENDA

**1 PRAYERS**

**2 APOLOGIES FOR ABSENCE**

To receive apologies for absence (if any).

**3 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.*

**4 PROTOCOL ON THE OPERATION OF THE ANNUAL COUNCIL MEETING DURING THE COVID-19 RESTRICTIONS (Pages 1 - 4)**

Attached.

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

To receive announcements (if any).

**6 MAYORALTY 2021/22**

(a) To elect the Mayor of the Borough for the Municipal Year 2021/22.

(b) To receive notice of the appointment of the Deputy Mayor of the Borough for the municipal year 2021/22.

Motion on behalf of the Conservative Group

That Councillor John Mylod be elected to the office of Mayor for the municipal year 2021/22.

**7 MINUTES (Pages 5 - 80)**

To agree as a true record the minutes of the Meeting of the Council held on 24 March 2021 (attached).

**8 ANNOUNCEMENTS BY THE INCOMING MAYOR**

**9 APPOINTING THE COMMITTEES OF THE COUNCIL AND THE SCHEME OF DELEGATION** (Pages 81 - 92)

To consider a report of the Chief Executive regarding appointing the Committees of the Council and the Scheme of Delegation (attached).

**10 APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES** (Pages 93 - 100)

To consider motions regarding appointing the Chairmen and Vice-Chairmen of Committees (attached).

**11 APPOINTMENT OF THE MEMBER CHAMPIONS** (Pages 101 - 104)

To consider motions regarding the appointment of the Member Champions (attached).

**12 STATEMENT BY THE LEADER OF THE COUNCIL**

To receive a statement by the Leader of the Council.

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## LONDON BOROUGH OF HAVERING

### PROTOCOL ON THE OPERATION ANNUAL COUNCIL MEETINGS DURING THE COVID-19 PANDEMIC RESTRICTIONS

#### 1. Introduction

In accordance with the Local Authority and Police Crime Panels (Coronavirus) Flexibility of Local Authority and Police and Crime Panels Meetings (England and Wales) Regulations 2020, all meetings of full Council held during the Covid-19 restrictions will take place in a 'virtual' format. This document aims to give details on how the meetings will take place and establish some rules of procedure to ensure that all parties find the meetings productive.

#### 2. Notification of Meeting

Once the date for a meeting has been set, an electronic appointment will be sent to all relevant parties. This will include a link to access the virtual meeting. Guidance on the use of the technology involved will also be available.

#### 3. Format

For the duration of the current Covid-19 restrictions period, meetings of full Council will be delivered principally through video conference call, using Zoom software. Instructions sent with meeting appointments or agendas will cover how to use the software. Additional IT support will also be provided to any Member requesting this in advance of the meeting.

#### 4. Structure of the Meeting

Although held in a virtual format, Council Meetings will follow, as far as is possible, the standard procedure for Council meetings. The principal stages of the Annual Meeting will normally be as follows:

- Prayers (delivered remotely via Zoom link)
- Apologies for absence
- Agreeing the minutes of the previous meeting
- Disclosure of Interests
- Announcements by the Mayor, by the Leader of the Council or by the Chief Executive
- Mayoralty
- Announcements by the incoming Mayor
- Appointing the Committees of the Council and the Scheme of Delegation
- Appointing the Chairmen and Vice-Chairmen of Committees
- Appointment of the Member Champions
- Statement by the Leader of the Council

- The meeting will close with the singing of the National Anthem for which Members participating via Zoom should remain seated.

## **5. Technology Issues**

Initial, revised and final agendas setting out the items for the meeting will be issued in advance in the normal way, to all parties, in accordance with statutory timetables. The agenda will also be published on the Council's website – [www.havering.gov.uk](http://www.havering.gov.uk) in the normal way. The guidance below explains how the meeting is to be conducted, including advice on what to do if participants cannot hear the speaker and etiquette of participants during the meeting.

Remote access for members of the public together with access for the Press will be provided via a webcast of the meeting at [www.havering.gov.uk](http://www.havering.gov.uk).

If the Mayor is made aware that the meeting is not accessible to the public through remote means, due to any technological or other failure of provision, then the Mayor shall temporarily adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period as determined by the Mayor in consultation with the Council's Monitoring Officer, then the remaining business will be considered at a time and date fixed by the Mayor. If he or she does not fix a date, the remaining business will be considered at the next scheduled ordinary meeting of full Council.

## **6. Management of Remote Meetings for Members**

The attendance of Members at the meeting will be recorded by the Democratic Services Officer clerking the meeting. The normal quorum requirements for meetings as set out in the Council's Constitution will also apply to a virtual meeting of full Council.

Democratic Services Officers will monitor participant involvement during the virtual call to ensure that there are no drop outs.

In the event that a Member's video feed has failed but he/she is able to hear what is being said then the Member should confirm as such to the clerk using the chat function.

In the event that a Member's audio and video feed has failed then the Chairman will invite the Council to determine whether to proceed or adjourn the meeting to a later date.

## **7. Etiquette at the meeting**

In order to make the hearing productive for everyone, the following rules must be adhered to and etiquette observed:

- The meeting will be presided over by the Mayor who will invite participants to speak individually at appropriate points. All other participants will have their microphones muted until invited to speak by the Mayor;



- If invited to contribute, participants should make their statement, then wait until invited to speak again if required. Members' microphones will be remuted once they have finished speaking.
- If it is possible, participants should find a quiet location to participate in the Zoom meeting where they will not be disturbed as background noise can affect participants.
- If there are intermittent technological faults during the meeting then the Mayor will ask the speaker to repeat from the point where the disruption started. Whilst intermittent disruption is frustrating, it is important that all participants remain professional and courteous.
- The Council Procedure Rules as shown in the Council's Constitution will apply to the meeting in the normal way, as far as is practicable.

## **8. Meeting Procedures**

Democratic Services Officers will facilitate the meeting. Their role will be to control conferencing technology employed for remote access and attendance and to administer Member interaction, engagement and connections on the instruction of the Mayor.

The Council has put in place a technological solution that will enable Members participating in meetings remotely to indicate their wish to speak via this solution. This will be via use of the 'raise hand' function in the Participants field of the Zoom software used for the meeting.

The Mayor will follow the rules set out in the Council's Constitution when determining who may speak, as well as the order and priority of speakers and the content and length of speeches in the normal way.

The Mayor, at the beginning of the meeting, will make reference to the protocol for the meeting and the rules of debate. The Mayor's ruling during the debate will be final.

Members are asked to adhere to the following etiquette during remote attendance at the meeting:

- All Councillors and participating officers are asked to join the meeting no later than thirty minutes before the start to allow themselves and Democratic Services Officers the opportunity to test the equipment. Officers will also advise Members of any specific joining arrangements and procedures applying to a particular meeting.
- Any camera (video-feed) should show a non-descript background or, where possible, a virtual background that allows the Member to still be clearly seen and Members should be careful to not allow any exempt or confidential papers to be seen in the video-feed.
- During general debate, rather than raising one's hand or rising to be recognised to speak, Members attending remotely should avail themselves of the remote process

for requesting to be heard and use the 'raise hand' function in the participants field of the Zoom software.

- If a Member wishes to raise a Point of Order, Personal Explanation, Clarification or Point of Information then he/she should use the 'reactions hand' function and wait until the Mayor asks for their microphone to be unmuted. They should then state which of those procedures are to be drawn to the attention of Members and make their point. The microphone of the Member will then be muted again and the Mayor will make any appropriate response.
- Members may only speak when invited to by the Mayor as Chair of the meeting.
- Only one person may speak at any one time.
- When referring to a specific report, agenda page, or slide, participants should mention the report, page number, or slide so that all Members have a clear understanding of what is being discussed at all times

Voting will be conducted using the electronic voting function within Zoom. The Democratic Services Officer will announce the result of the vote and the Mayor will then move on to the next agenda item.

A record of votes and how individual Members voted will be appended to the minutes following the meeting.

Any Member participating in a remote meeting who declares a disclosable pecuniary interest, or other declarable interest, in any item of business that would normally require them to leave the room, must also leave the remote meeting. The Democratic Services Officer or meeting facilitator will move the Member to the Zoom waiting room until the item is complete, and then return them to the meeting.

## **9. After the Hearing - Public Access to Meeting Documentation following the meeting**

Members of the public may access minutes, decision notices and other relevant documents through the Council's website. [www.havering.gov.uk](http://www.havering.gov.uk)

For any further information on the meeting, please contact [anthony.clements@onesource.co.uk](mailto:anthony.clements@onesource.co.uk), tel: 01708 433065.



**MINUTES OF A MEETING OF THE COUNCIL OF THE  
LONDON BOROUGH OF HAVERING**  
**Virtual meeting**  
**24 March 2021 (7.30 - 10.50 pm)**

**Present:** The Mayor (Councillor John Mylod) in the Chair

**Councillors** Councillors Robert Benham, Ray Best, Carole Beth, Michael Deon Burton, Joshua Chapman, John Crowder, Philippa Crowder, Keith Darvill, Osman Dervish, Nic Dodin, David Durant, Brian Eagling, Gillian Ford, Jason Frost, Martin Goode, Linda Hawthorn, Judith Holt, Tele Lawal (part of meeting) Paul McGeary, Paul Middleton, Sally Miller, Robby Misir, Ray Morgon, Barry Mugglestone, Stephanie Nunn, Denis O'Flynn, Gerry O'Sullivan, Ron Ower, Dilip Patel, Nisha Patel, Bob Perry, Viddy Persaud, Roger Ramsey, Timothy Ryan, Jan Sargent, Carol Smith, Christine Smith, Matt Sutton, Maggie Themistocli, Jeffrey Tucker, John Tyler, Linda Van den Hende, Christine Vickery, Melvin Wallace, Ciaran White, Damian White, Michael White, Reg Whitney, Christopher Wilkins, Graham Williamson and Darren Wise

The Mayor's Official Chaplain, Father John Tuohy, Parish Priest, St Joseph's Catholic Church, Upminster, opened the meeting with prayers.

The meeting closed with the singing of the National Anthem.

**81 PROTOCOL ON THE OPERATION OF THE COUNCIL MEETING DURING THE COVID-19 RESTRICTIONS (agenda item 2)**

The protocol on the operation of the Council meeting during the Covid-19 pandemic restrictions was noted by Council, without division.

**82 APOLOGIES FOR ABSENCE (agenda item 3)**

Apologies were received from Councillors Tele Lawal (part of meeting) and Natasha Summers. Councillor Tony Durdin was absent from the meeting.

**83 MINUTES (agenda item 4)**

The minutes of the meeting of full Council held on 3 March 2021 were agreed as a correct record, without division.

**84 DISCLOSURE OF INTERESTS (agenda item 5)**

There were no disclosures of interest.

**85 ANNOUNCEMENTS BY THE MAYOR, BY THE LEADER OF THE COUNCIL OR BY THE CHIEF EXECUTIVE (agenda item 6)**

A minute's silence was held in memory of former Councillor David Cure. Tributes to Councillor Cure were paid by a number of Members.

The Leader of the Council reminded Members that the first anniversary of the initial Covid-19 lockdown was approaching. The Council had provided a number of areas of support including Business Support Payments to more than 10,000 Havering businesses, the Havering Helps scheme and support to vulnerable members of the community. Consultation would begin in due course on the location of a Covid memorial for Havering.

The Chief Executive advised that Havering had seen 91 new cases of Covid-19 during the previous week, equating to a rate of 35 per 100k. This was the same as the London average and lower than the average for England. Residents and businesses were encouraged to continue following the rules as lockdown was eased. There had also been a fall in the number of Covid patients in hospital and no outbreaks in care homes in the past week, for the first time in Havering. The vaccination programme was also progressing well but people were urged not to be complacent.

**86 PETITIONS (agenda item 7)**

There were no petitions presented.

**87 STAFF EMPLOYMENT PROCEDURE RULES (agenda item 8)**

A report of Governance Committee proposed for agreement by Council some changes to the Staff Employment Procedure Rules. The revised rules sought to improve the wording and formatting of the text, remove obsolete job titles and reflect decisions taken by Governance Committee at its meeting on 13 January 2021. The report was **AGREED** without division and it was **RESOLVED**:

- 1. That the revised Staff Employment Procedure Rules, as shown in appendix 1 to these minutes, be agreed.**
- 2. That the Monitoring Officer be authorised to update the Constitution and make all necessary consequential changes.**

**88 PAY POLICY STATEMENT 2021/22 (agenda item 9)**

As required under the Localism Act 2021, a report of the Chief Executive set put for approval the Council's Pay Policy 2021/22.

The report was **AGREED** without division and it was **RESOLVED**:

**That the Pay Policy Statement 2021/22 (as shown at appendix 2 to these minutes) be approved.**

**89 DATES OF COUNCIL MEETINGS 2021/22 (agenda item 10)**

A report of the Chief Executive asked Council to agree the dates of its meetings for the Municipal Year 2021/22 and, on a provisional basis, the balance of 2022.

The report was **AGREED** without division, and it was **RESOLVED**:

- 1. That the Council fixes the dates (as shown in the report of the Chief Executive) of its meetings for the Municipal Year 2021/22 and, on a provisional basis, the balance of 2022.**
- 2. That changes to the date of meetings of Council be determined by the Mayor, following consultation with Group Leaders.**

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

As required under paragraph 18e of the Overview and Scrutiny Procedure Rules, a report of the Chief Executive listed recent Executive Decisions where exemptions from call-in had been granted.

The report was **AGREED** without division and it was **RESOLVED**:

**That the report be noted.**

**91 MEMBERS' QUESTIONS (agenda item 12)**

A procedural motion to suspend Council Procedure Rule 10.7 to allow the completion of Council questions was **AGREED** without division.

Fifteen questions were submitted and answered at the meeting. Answers to all questions as well as summaries of supplementary questions asked and answers given are shown at appendix 3 to these minutes.

**92 PLANNING CALL-IN PROCEDURE (agenda item 13A)**

**A. PLANNING CALL-IN PROCEDURE**

**Motion on behalf of the Upminster and Cranham Residents' Associations Group**

This Council requests Governance Committee review the current Planning Call in procedure, with a view to enabling call-ins for applications which are

recommended for refusal. To allow such call-ins would be a return to pre-2018 arrangements where ward members were able to contribute to planning decisions.

**Amendment by the Conservative Group**

Following the changes to Havering Council's planning system, as a result of a review by the Planning Advisory Service in 2017, this Council requests that a further review is commissioned to establish whether any amendment(s) are warranted. The outcome of this review will be reported to Governance Committee.

Following debate, the amendment on behalf of the Conservative Group was CARRIED by 27 votes to 17 with 7 abstentions (see division 1) and AGREED as the substantive motion by 28 votes to 21 with 2 abstentions (see division 2).

**RESOLVED:**

**Following the changes to Havering Council's planning system, as a result of a review by the Planning Advisory Service in 2017, this Council requests that a further review is commissioned to establish whether any amendment(s) are warranted. The outcome of this review will be reported to Governance Committee.**

93 **RAINHAM CREEK, BRIDGE ROAD, RAINHAM (agenda item 13B)**

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

That Council calls upon the Executive to take action to clean up the Rainham Creek next to the Angel Public House, Bridge Road, Rainham.

**Amendment by the Conservative Group**

The Council requests that the Environment Overview and Scrutiny Committee undertakes a review of Rainham Creek and the surrounding area and brings forward a set of recommendations to a future Cabinet meeting.

Following debate, the amendment on behalf of the Conservative Group was CARRIED by 39 votes to 5 with 7 abstentions (see division 3) and AGREED as the substantive motion by 43 votes to 6 with 2 abstentions (see division 4).

**RESOLVED:**

**The Council requests that the Environment Overview and Scrutiny Committee undertakes a review of Rainham Creek and the surrounding area and brings forward a set of recommendations to a future Cabinet meeting.**

94 **NHS TEST, TRACK AND TRACE (agenda item 13C)****Motion on behalf of the Labour Group**

This council has rightly acknowledged the major success of the NHS and local health and community networks in their management and oversight of the covid vaccine programme.

This success is in sharp contrast to the test, track and trace system which has been largely managed and overseen by private companies and consultants, with SERCO misleadingly badged as NHS. The test, track and trace system is still not operating to an acceptable level despite costs to public funds to date in excess of £22bn.

It is time to learn lessons from the success of the vaccine roll-out programme. This has shown how much more successful the established contact networks of the NHS, local public health, local government, community networks and GPs can be in working closely together with the local populations within their localities. This Council recognises that in addition to a successful vaccine programme, the pathway to an effective control of the current pandemic requires, inter alia, a viable and reliable test, track and trace system. The past 12 months have demonstrated that the present providers have been, and continue to be, incapable of delivering this.

Accordingly, this council resolves to make representation to the government to urgently transfer the responsibility for test, track and trace to where it should have originally been placed, namely with the NHHS and local health and community based organisations.

**Amendment by the Conservative Group**

In readiness for the devolution of the test and trace system to Local Councils, this Council requests the Administration bring forward a report to Cabinet on how to maintain and improve the system across the Borough.

The on behalf of the Conservative Group was CARRIED by 43 votes to 5 with 3 abstentions (see division 5) and AGREED as the substantive motion by 43 votes to 7 with 1 abstention (see division 6).

**RESOLVED:**

**In readiness for the devolution of the test and trace system to Local Councils, this Council requests the Administration bring forward a report to Cabinet on how to maintain and improve the system across the Borough.**

95 **GOVERNMENT PLANNING PROPOSALS (agenda item 13D)****Motion on behalf of the Labour Group**

This Council expresses concern at the Government's Planning proposals to increase the new housing delivery targets for metropolitan areas including Havering which will result in a 35% increase in the current target to 1,600 new homes a year. This Council also wishes to place on record its opposition on the effective removal of its ability to determine planning applications as a "Growth" area. The Council therefore requests that the three Members of Parliament representing constituencies in the Borough take note of its position and oppose the measures when they come before Parliament.

**Amendment of behalf of the Conservative Group**

This Council welcomes the infrastructure led approach to housing development across Havering, which will see quality developments being brought forward; is dismayed at the approach of the Mayor of London who had sought to increase Havering's housing targets to 1875; and welcomes the steps taken by the Administration to establish an outer London design code to protect and maintain the characteristics of suburban London.

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

This Council expresses concern at the Government's Planning proposals to increase the new housing delivery targets for 20 metropolitan areas, which in Havering's case will result in a 120% increase of our current target to 2,666 new homes a year! This Council also wishes to place on record its opposition on the effective removal of its ability to determine planning applications within any "Growth" areas.

The Council therefore requests that the three Members of Parliament representing constituencies in the Borough take note of its position and oppose the measures when they come before Parliament.

The amendment by the Conservative Group was CARRIED by 29 votes to 18 with 4 abstentions (see division 7); the amendment by the Independent Residents' Group was NOT CARRIED by 29 votes to 20 with 2 abstentions (see division 8); the motion on behalf of the Conservative Group was



AGREED as the substantive motion by 30 votes to 19 with 2 abstentions (see division 9).

**RESOLVED:**

**This Council welcomes the infrastructure led approach to housing development across Havering, which will see quality developments being brought forward; is dismayed at the approach of the Mayor of London who had sought to increase Havering's housing targets to 1875; and welcomes the steps taken by the Administration to establish an outer London design code to protect and maintain the characteristics of suburban London.**

96 **VOTING RECORD**

The record of voting decisions is attached as appendix 4 to these minutes.

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**Mayor**

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## STAFF EMPLOYMENT PROCEDURE RULES

### 1 PURPOSE

#### 1.1 These rules:

- 1.1.1 set out the general principles and requirements in relation to the appointment and dismissal of, and taking disciplinary action against, officers;
- 1.1.2 define the role of the Leader, Members, officers and others in the employment of Council officers; and
- 1.1.3 incorporate the mandatory standing orders relating to the employment of officers that apply to all local authorities and are set out in the Local Authorities (Standing Orders) Regulations 1993 (as amended) and the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).

#### 1.2 These rules are supplemented by, or should be read in conjunction with:

- 1.2.1 the oneSource Inter-Authority Agreement between the London Boroughs of Havering and Newham dated 1 September 2014 as varied from time to time; and
- 1.2.2 operational guidance and/or HR policies and procedures issued by the Chief Executive and/or the Director of Human Resources and Organisational Development from time to time.

#### 1.3 Any changes to these rules will be approved by Full Council but the Chief Executive is authorised to make minor changes to ensure that the rules remain accurate, relevant and up to date. For example, the Chief Executive may update job titles or grades to reflect the management structure of the Council current at the time.

### 2 RECRUITMENT AND APPOINTMENT

#### Declarations

#### 2.1 The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or officer of the Council; or of the partner of such persons.

- 2.2 No candidate so related to a councillor or an officer will be appointed without the authority of the relevant Chief Officer or an officer nominated by him/her.

**Seeking support for appointment**

- 2.3 The Council will disqualify any applicant who directly or indirectly seeks the support of any Member for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- 2.4 No Member will seek support for any person for any appointment with the Council.

**Recruitment of Chief Executive and Chief Officers**

- 2.5 Where the Council proposes to appoint the Chief Executive or a Chief Officer and it is not proposed that the appointment be made exclusively from existing officers, the Council will:

- 2.5.1 draw up a statement specifying the duties of the officer concerned and any qualifications or qualities to be sought in the person to be appointed;
- 2.5.2 make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it;
- 2.5.3 make arrangements for a copy of the statement mentioned in sub-paragraph 2.5.1 to be sent to any person on request; and
- 2.5.4 make arrangements for at least a shortlist of qualifying applicants to be interviewed.

**Appointment of Chief Executive**

- 2.6 Full Council will approve the appointment of the Chief Executive (as the Head of Paid Service) following the recommendation of such an appointment by the Committee.
- 2.7 The Director of Human Resources and Organisational Development will be responsible for the functions set out at 2.5 for the appointment of the Chief Executive following consultation with the relevant Cabinet Member(s).

**Appointment of Chief Officers and Deputy Chief Officers**

- 2.8 The Chief Executive will be responsible for the functions set out at paragraph 2.5 following consultation with the relevant Cabinet Member(s).
- 2.9 Subject to paragraph 2.10, the Committee will be responsible for the appointment of the following posts:
- 2.9.1 Chief Officers; and

- 2.9.2 Deputy Chief Officers graded G11 and above.
- 2.10 Paragraph 2.9 does not apply to posts where, in the event of a restructure, an officer is assessed as having direct non-competitive assimilation to a post.
- 2.11 The Chief Executive will be responsible for the appointment of all other Deputy Chief Officer posts (or other posts subject to the 2001 Regulations).
- 2.12 An offer of employment as a Chief Officer or a Deputy Chief Officer will only be made if:
- 2.12.1 the procedure set out in **Appendix 1** is followed; and
  - 2.12.2 no well-founded objection has been made by the Leader or any Cabinet Member.
- 2.13 An offer of employment as the Director of Public Health will be made in accordance with the additional statutory requirements that apply to this post. In particular, the appointment will be made jointly with the Secretary of State for Health and Social Care.

#### **Other appointments**

- 2.14 The Chief Executive is responsible for the appointment of all other Council employees.
- 2.15 Prior to making an appointment to a Deputy Chief Officer post graded G10 and below, the Chief Executive will follow the procedure set out in **Appendix 1**.
- 2.16 The appointment of an assistant to a political group will be made in accordance with the wishes of that political group and other requirements prescribed by law.

#### **Interim, temporary or fixed term appointments**

- 2.17 Decisions to appoint a Chief Officer or a Deputy Chief Officer graded G11 and above on an interim, temporary or fixed term contract will be made by the Chief Executive but limited to one year (including any contract extensions). Following such appointment, the Chief Executive will notify the Committee in writing setting out the timescales for a permanent appointment.
- 2.18 Prior to extending the appointment of a Chief Officer or a Deputy Chief Officer graded G11 and above on an interim, temporary or fixed term contract beyond one year, the approval of the Committee shall be obtained.
- 2.19 The appointment of a Chief Executive on an interim, temporary or fixed term basis will be recommended by the Committee for approval by Full Council.

### **3 DISCIPLINARY ACTION**

#### **General**

- 3.1 Subject to paragraph 3.5, any proposal in relation to the dismissal or the taking of disciplinary action against the Chief Executive or a Chief Officer will be considered by the Committee.
- 3.2 Any proposal in relation to the dismissal or the taking of disciplinary action against other officers will be the responsibility of the Chief Executive or the relevant officer under the Council's Scheme of Delegation.
- 3.3 Members will not be involved in the taking of disciplinary action against or the dismissal of any officer below Chief Officer level except where such involvement is necessary as part of an investigation.

#### **Chief Executive, Monitoring Officer and Chief Finance Officer**

- 3.4 The Committee may suspend the Chief Executive, the Monitoring Officer or the Chief Finance Officer whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and will be reviewed if it lasts longer than two months.
- 3.5 A proposal to dismiss the Chief Executive, Monitoring Officer or Chief Finance Officer, as a result of 'disciplinary action' (as defined by regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001) will be approved at a meeting of Full Council before notice of dismissal is given. Before the taking of a vote at any such meeting, Full Council will take into account, in particular:
- (i) any advice, views or recommendations of an Independent Panel, comprising of at least two Independent Persons, appointed by Full Council for the purposes of advising the Council;
  - (ii) the conclusions of any investigation into the proposed dismissal; and
  - (iii) any representations from the officer concerned.
- 3.6 The Independent Panel referred to in paragraph 3.5(i) will be appointed at least 20 working days before the relevant Full Council meeting.

#### **Chief Executive, Chief Officers and Deputy Chief Officers**

- 3.7 Before notice is given of the dismissal of the Chief Executive, a Chief Officer or a Deputy Chief Officer, the notification and objection procedure set out in **Appendix 1** will be followed as if references to the appointment of an officer (e.g. 'make an offer',

'appointment', 'appointing officer' etc.) are to the dismissal of an officer (e.g. 'dismiss', 'dismissal', 'notice of dismissal' etc.) as appropriate.

#### **Director of Public Health**

3.8 The Secretary of State for Health and Social Care will be consulted before terminating the appointment of the Director of Public Health.

## **4 DEFINITIONS**

**Chief Executive** = the Head of Paid Service designated under section 4(1) of the Local Government and Housing Act 1989. Where reference is made to the exercise of a function by the Chief Executive, it includes his/her nominee.

**Chief Finance Officer** = the officer having responsibility for the purposes of section 151 of the Local Government Act 1972.

**Chief Officer** = an officer for which the Chief Executive is directly responsible or an officer who reports directly to or is directly accountable to the Chief Executive (but not if their duties are solely secretarial or clerical or are otherwise in the nature of support services); an officer who reports directly or is directly accountable to the Council (or a Council committee or sub-committee); the Monitoring Officer or the Director of Public Health.

**Committee** = the Appointments Sub-Committee or, in the case of oneSource roles, the oneSource Joint Committee, or any other Council committee, sub-committee or panel responsible for exercising the Council's employment functions. Any such committee must always include at least one Cabinet Member.

**Deputy Chief Officer** as defined by section 2 of the Local Government and Housing Act 1989.

**Independent Persons** = any appointment under section 28(7) of the Localism Act 2011.

**Monitoring Officer** = the officer designated under section 5(1) of the Local Government and Housing Act 1989.

**Political assistant(s)** = any appointment under section 9 of the Local Government and Housing Act 1989.

## Appendix 1: Cabinet Objection Procedure

- 1 This procedure will apply to the appointment of the following posts:
  - 1.1 Chief Executive;
  - 1.2 Chief Officers;
  - 1.3 Deputy Chief Officers;
  - 1.4 Any other post identified by the 2001 Regulations.
- 2 If the Committee or an officer agrees on a candidate suitable for appointment to a post, they will submit their recommendation of an offer of employment to the Chief Executive as soon as practicable in writing.
- 3 Where the Chief Executive is the appointing officer, they will simply take the steps at 4 onwards.
- 4 The Chief Executive will then notify each Cabinet Member of:
  - 4.1 the name of the person the Committee or officer wish to make an offer;
  - 4.2 any other particulars relevant to the appointment;
  - 4.3 the period within which any objection to the making of the offer is to be made by the Leader on behalf of the Cabinet, (or a shorter period which will be determined by the Chief Executive in cases of urgency).
- 5 The notification will be by e-mail and **the period of objection will be 2 working days** but a Cabinet Member may provide a response within a shorter period. If the period of objection is to be shortened, then notification will be by telephone and e-mail.
- 6 Cabinet Members may indicate they have no objection verbally (which will be recorded by the Chief Executive) or in writing (including email). Any objections including the grounds on which it is considered to be well founded must be submitted to the Leader by a Cabinet Member in writing including by email.
- 7 If:
  - 7.1 the Leader notifies the Chief Executive that neither s/he or any other Cabinet Member has an objection to the making of the offer; or
  - 7.2 the Chief Executive notifies the Committee, that no objection has been received from the Leader within the objection period;



an offer of employment may be made to the candidate without the need for the Committee to re-convene.

- 8 If an objection is received from the Leader, the Committee or officer, as appropriate, will re-convene to consider the objection and, if satisfied that any objection received from the Leader is not material or is not well founded, will confirm its decision and a formal offer will be made. In making this decision, legal and human resources advice must be taken.
- 9 If an objection is considered to be well founded, the Committee, Sub Committee or officer must take legal and human resources advice on the action to be taken but the appointment may not be made at this time.

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## Appendix 2

### **London Borough of Havering**

#### **Pay Policy Statement 2021/22**

##### **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 24 March 2021. The policy is made available on the Council's website.
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. G18 (e.g. Chief Executive)
  2. G16/G17 (e.g. Director/Chief Operating Officer)
  3. G15/G14/G13 (e.g. Director/Assistant Director/Deputy Director)
6. This pay policy statement excludes staff in schools.
7. The Council's next pay policy statement will be for the year 2022/23 and will be submitted to a meeting of full Council for approval by 31 March 2022.
8. All the pay scales and salary ranges throughout this report are all in accordance with the pay scales that were set in April 2020. The pay scales for April 2021 have yet to be agreed by the National Joint Committee.
9. **Remuneration of Chief Officers**

10. Chief Executive

11. The Chief Executive role is the Council's Head of Paid Service.

12. The Chief Executive role is paid on the G18 grade comprising the following spinal points and annual Full Time Equivalent salary (effective 1 April 2020).

G18

1. £178,761
2. £180,420
3. £182,076
4. £183,732
5. £185,394

13. The values of the spinal points are increased in accordance with the Joint Negotiating Committee for Chief Executives of Local Authorities with effect from 1 April each year.

14. Progression through the spinal points is subject to annual performance based progression.

15. 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.

16. The Chief Executive role receives no other bonuses, overtime or any other additional salary payments.

17. Director/Chief Operating Officer

18. Director/Chief Operating Officer roles are paid on one of the following two grades comprising the following spinal points and annual Full Time Equivalent salary (effective 1 April 2020):

G16

- 1 £119,964
- 2 £124,320
- 3 £128,685
- 4 £133,047
- 5 £137,409

G17

- 1 £141,771

2	£146,136
3	£150,495
4	£154,860
5	£159,216

19. 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.
20. Progression through the spinal points is subject to annual performance based progression.
21. Director/Chief Operating Officer 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.
22. Director/Chief Operating Officer roles receive no other bonuses, overtime or any other additional salary payments.
23. Director/Assistant Director/Deputy Director
24. Director/Assistant Director/Deputy Director roles are paid on one of the three following grade comprising the following spinal points and annual Full Time Equivalent salaries (effective 1 April 2020):

G13

1	£81,795
2	£83,976
3	£86,157
4	£87,582
5	£90,519

G14

1	£92,700
2	£94,875
3	£97,062
4	£99,240
5	£101,424

G15

1	£103,605
2	£105,783
3	£107,964
4	£110,148
5	£112,326

25. 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.
26. Progression through the spinal points of the grade is subject to annual performance based progression.
27. The following roles attract a market supplement of £8,028 per annum.
  - Director of Exchequer & Transactional Services
  - Director of Human Resources & Organisational Development
  - Director of Asset Management

These market supplements were applied so that these Director posts within oneSource matched the salary equivalent of their comparable Director posts in Newham Council.

28. Director/Assistant Director/Deputy 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.
29. Director/Assistant Director/Deputy Director roles receive no other bonuses, overtime or any other additional salary payments.

**30. Other Remuneration for Chief Officers**

31. 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.
32. 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.
33. The Council does not operate a performance related pay scheme or other bonus schemes for Chief Officers.
34. Chief Officers are not entitled to payment for any other charges, fees or allowances.

35. Chief Officers are not entitled to any benefits in kind as a result of their office or employment.
36. **Other Remuneration for Chief Officers and the Council's Other Employees**
37. 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 LGPS 2014 scheme all employer and Administering Authority discretions have now been reviewed and noted by Pension Committee.
38. 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.
39. On ceasing to be employed by the Council, all employees will only receive compensation:
- in circumstances that are relevant (e.g. redundancy) and
  - that complies with the specific terms of any compromise agreement
40. Any severance package in excess of £100,000 (excluding annual pension/pension lump sum payments) will be subject of a vote by full Council.
41. 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.
42. **Remuneration of the Council's Other Employees and the Council's Lowest Paid Employees**
43. The Council uses the following pay and grading structures to pay its other employees:
- NJC for Local Government Employees (GLPC Outer London Pay Spine)
  - Soulbury Committee
  - JNC for Youth & Community Workers
  - School Teachers Pay & Conditions

44. The grades, incremental points and annual Full Time Equivalent salaries associated with these pay and 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.
45. The remuneration of the Council's other employees also includes the payments/allowances detailed at Appendix 5.
46. For the purpose of this pay policy statement the Council's lowest paid employees are defined as those paid at G1/2, spinal column point 1 of the NJC for Local Government Employees (GLPC Outer London Pay Spine), for which the annual Full Time Equivalent salary is £20,658.
47. For the purposes of this pay policy statement the Council's median paid employee is paid at G5, spinal column point 20 of the NJC for Local Government Employees (GLPC Outer London Pay Spine), for which the annual Full Time Equivalent salary is £28,992.
48. **Relationship between the remuneration of the Council's top earner, its lowest paid employees and other employees**
49. 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 are detailed below.

Top Earner: Lowest Paid Employee 1:9

Top Earner: Median Paid Employee 1:6



## **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.

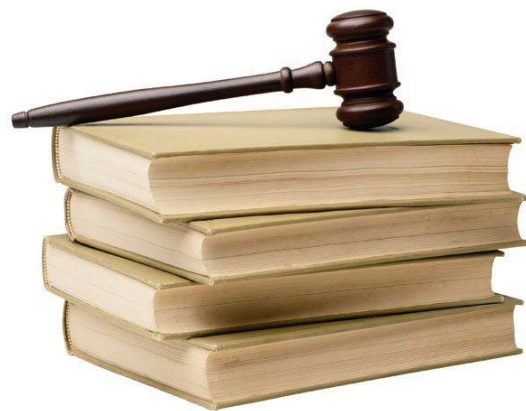
### European Parliamentary and Parliamentary Elections and National Referenda

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.

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**London Borough of Havering**  
**Employing Authority Discretions and Administration**  
**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 2<sup>nd</sup> 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 1 (1) (c) ( Application of the 85 year rule between age 55 & 60) and that is correct).**

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) Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60. NB: The rule of 85 currently applies for members for member who qualify for the rule and it cannot be turned off.**

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.

**8) Regulation 30 (5) (Waiving of actuarial reduction)**

**Whether to waive, on compassionate grounds, any actuarial reduction applying to a member’s deferred benefits that are paid early.**

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)	Determination of contribution rate and how it will be determined.	<p>For new employees - Where possible a reasonable assessment is made and the contribution rate relevant to that annual rate is applied.</p> <p>The contribution policy is:</p> <p>The employee contribution band will be reviewed <b>each April</b>.</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 is periodically undertaken to ensure a reasonable contribution collection.</p>

9(3)	To determine a revised employee contribution rate where there is a change in employment or a material change affecting the member's pensionable pay in the course of a year.	<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>We will review the banding in the event of a material change where a member requests such a review.</p>
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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), and 11(2) of the Transitional Provisions Regulations –	Flexible retirement and waiving any actuarial reduction that would apply	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.  Any actuarial reduction will not be waived.

30(8)	<p>To waive in whole or in part an actuarial reduction due for a member:</p> <ul style="list-style-type: none"> <li>• Who is allowed to take flexible retirement and is not protected by the 85 year rule</li> <li>• Who having reached age 55 but not yet their normal retirement age and who is no longer working in the employment in relation to their accrued benefits elects to receive early payment of their benefits*</li> </ul>	<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 and Amendment) Regulations 2014

Regulation	Description	Discretion application
3(6), 4(6)(c), 8(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 paragraph 1(1)(c)	<p>To allow the rule of 85 to apply for members (who otherwise qualify for the rule) electing to take early payment of their pension on or after age 55 and before age 60 under regulation 30(5) of the Local Regulations 2013.</p> <p>i.e. Use of the discretion waives the actuarial reduction that would otherwise arise. NB: This applies only to members who were members of the LGPS after 1 April 2014.</p>	<ul style="list-style-type: none"> <li>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.</li> </ul>

		<ul style="list-style-type: none"> <li>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.</li> </ul> <p>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.</p>
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## Discretions in relation to the Local Government Pension Scheme (Benefits Membership and Contributions) Regulations 2007

Regulation	Description	Discretion 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)	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"> <li>Leave employment to care for dependent</li> <li>Dependents need for constant supervision</li> <li>No recourse to alternative care</li> <li>Suffering severe hardship</li> <li>Opportunity for employment severely limited</li> </ul> <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	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.
Regulation 31(4) and 31(7)-	Determine payment of deferred pension on health grounds. Decision whether a deferred or 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.

## 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.
Regulation 72	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.

Regulation	Description	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
23 (4)	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)*	Whether to grant applications for the early payment of pension benefits on or after age 55 and before age 60. NB: The rule of 85 currently applies for members who qualify for the rule and it cannot be turned off.	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)*	Whether to waive, on compassionate grounds, any actuarial reduction applying to a member's benefits that are paid before age 65.	Will be considered on a case by case basis.



31 (7A)	Whether to allow an employee who opted out to receive their benefits from their normal retirement date.	This to be allowed
34(1)(b)	Where a scheme member would be entitled to a pension or retirement grant under two or more regulations by reason of the same period of scheme membership, the employer can choose which benefits is to be paid if the member does not make a choice within 3 months of becoming entitled to elect.	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

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

**Regulations 2006**

**Statement of Policy**

**(as amended)**

**(Published March 2010, effective from 1<sup>st</sup> 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 £30,000.

**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.

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

### 1. NJC for Local Government Employees (with effect from 1/4/20 to 31/3/21)

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

GLPC Outer London Pay Spine (Havering Council)

<b>Grade and SCP</b>	<b>ANNUAL SALARY - £</b>
<b>G1</b>	
1	20,658
2	21,030
3	21,408
4	21,795
5	22,185
<b>G2</b>	
1	20,658
2	21,030
3	21,408
4	21,795
5	22,185
<b>G3</b>	
5	22,185
6	22,587
7	22,995
8	23,406
9	23,826
<b>G4</b>	
10	24,258
12	25,137
13	25,590
14	26,052
15	26,520
<b>G5</b>	
18	27,978
19	28,482
20	28,992
23	30,585
24	31,044
<b>G6</b>	
25	31,557

26	32,418
27	33,324
28	34,209
29	34,884
G7	
30	35,751
31	36,708
32	37,722
33	38,883
34	39,867
G8	
35	40,869
36	41,850
37	42,855
38	43,860
39	44,790
G9	
40	45,834
41	46,839
42	47,841
43	48,819
44	49,827
G10	
45	50,826
46	51,837
47	52,866
48	53,928
49	55,017
G11	
51	57,171
52	58,242
53	59,325
55	61,470
57	63,633
G12	
60	67,167
61	68,568
62	70,002
64	72,969
66	75,696
G13	
1	81,795



2	83,976
3	86,157
4	87,582
5	90,519
G14	
1	92,700
2	94,875
3	97,062
4	99,240
5	101,424
G15	
1	103,605
2	105,783
3	107,964
4	110,148
5	112,326
G16	
1	119,964
2	124,320
3	128,685
4	133,047
5	137,409
G17	
1	141,771
2	146,136
3	150,495
4	154,860
5	159,216
G18	
1	178,761
2	180,420
3	182,076
4	183,732
5	185,394

2. **Soulbury Committee (with effect from 1/9/20 to 31/8/21)**

**SOULBURY EDUCATIONAL IMPROVEMENT PROFESSIONALS [EIPS] previously known as ADVISERS/INSPECTORS**

<b>Spine</b>	<b>01.09.2020 Annual Salary £</b>
1	36419
2	37723
3	38955
4	40203
5	41443
6	42684
7	43988
8	45243
9	46705
10	48009
11	49295
12	50541
13	51951
14	53209
15	54598
16	55854
17	57114
18	58350
19	59625
20	60283
21	61549
22	62653
23	63867
24	64956
25	66121
26	67257
27	68419
28	69597
29	70777
30	71956
31	73124
32	74311
33	75498
34	76715
35	77927
36	79175
37	80402
38	81643
39	82866
40	84089
41	85318
42	86546
43	87773
44	89006
45	90236
46	91468
47	92705

48	93930
49	95160
50	96392

## SOULBURY PAY AGREEMENT 2020

### EDUCATIONAL PSYCHOLOGISTS - SCALE A

### SLBA

Spine Point	01.09.19			01.09.2020	MONTH	HOUR	HOUR <i>inc LW 2019</i>	HOUR <i>inc LW 2019</i>
1	37175			38197	3183.08	20.3485	22.0436	22.0905
2	39062			40136	3344.67	21.3814	23.0766	23.1234
3	40949			42075	3506.25	22.4144	24.1095	24.1564
4	42834			44012	3667.67	23.4463	25.1414	25.1883
5	44721			45951	3829.25	24.4792	26.1744	26.2212
6	46607			47889	3990.75	25.5116	27.2068	27.2537
7	48383			49714	4142.83	26.4839	28.1790	28.2259
8	50159			51538	4294.83	27.4556	29.1507	29.1976
9	51822	*	*	53247	4437.25	28.3660	30.0611	30.1080
10	53488	*	*	54959	4579.92	29.2780	30.9731	31.0200
11	55040	*	*	56554	4712.83	30.1277	31.8228	31.8697

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 AND PRINCIPAL EDUCATIONAL PSYCHOLOGISTS SLBB**

**(B) SALARY RANGE**

Spine Point	Revised Salary				MONTH	HOUR	HOUR inc LW 2019	HOUR inc LW 2020
	01.09.19		01.09.2020					
1	46607		47889		3990.75	25.5116	27.2068	27.2537
2	48383		49714		4142.83	26.4839	28.1790	28.2259
3	50159 *	*	51538		4294.83	27.4556	29.1507	29.1976
4	51822		53247		4437.25	28.3660	30.0611	30.1080
5	53488		54959		4579.92	29.2780	30.9731	31.0200
6	55040		56554		4712.83	30.1277	31.8228	31.8697
7	55678		57209		4767.42	30.4766	32.1718	32.2186
8	56869		58433		4869.42	31.1287	32.8238	32.8707
9	58050		59646		4970.50	31.7749	33.4700	33.5169
10	59251		60880		5073.33	32.4323	34.1274	34.1743
11	60428		62090		5174.17	33.0769	34.7720	34.8189
12	61628		63323		5276.92	33.7337	35.4288	35.4757
13	62849		64577		5381.42	34.4018	36.0969	36.1438
14	64029 **	**	65790		5482.50	35.0479	36.7431	36.7900
15	65266 **	**	67061		5588.42	35.7250	37.4202	37.4670
16	66490 **	**	68318		5693.17	36.3947	38.0898	38.1367
17	67723 **	**	69585		5798.75	37.0696	38.7648	38.8116
18	68954 **	**	70850		5904.17	37.7435	39.4387	39.4855

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 points and structured professional assessments

**ASSISTANT EDUCATIONAL PSYCHOLOGISTS**

**SLBP**

Revised

Spine Point	Revised Salary				MONTH	HOUR	HOUR inc LW 2019	HOUR inc LW 2020
	01.09.19		01.09.2020					
1	29359		30166		2513.86	16.0704	17.7655	17.8124
2	30559		31399		2616.61	16.7272	18.4223	18.4692
3	31757		32630		2719.19	17.3830	19.0781	19.1250
4	32950		33856		2821.34	18.0360	19.7311	19.7780

**TRAINEE EDUCATIONAL PSYCHOLOGISTS**

**SLBT**

Spine Point	Revised Salary				MONTH	HOUR	HOUR inc LW 2018	HOUR inc LW 2019
	01.09.19		01.09.2020					
1	23884		24541		2045.08	13.0736	14.7687	14.8156
2	25632		26337		2194.75	14.0304	15.7255	15.7724
3	27378		28131		2344.25	14.9861	16.6812	16.7281
4	29128		29929		2494.08	15.9439	17.6390	17.6859
5	30875		31724		2643.67	16.9002	18.5953	18.6422
6	32623		33520		2793.33	17.8569	19.5521	19.5989

**SOULBURY PAY AGREEMENT 01.09.20**

**YOUTH AND COMMUNITY SERVICE MANAGERS**

**SLBY**

Revised

Spine Point	01.09.2019	01.09.2020	MONTH	HOUR	HOUR inc LW 2019	HOUR inc LW 2020
1	36761	37772	3147.67	20.1221	21.8172	21.8641
2	37964	39008	3250.67	20.7805	22.4756	22.4756
3	39166	40243	3353.58	21.4384	23.1336	23.1336
4	40394 * *	41505	3458.75	22.1107 *	23.8059	23.8059
5	41641	42786	3565.50	22.7932	24.4883	24.4883
6	42857	44036	3669.67	23.4591	25.1542	25.1542
7	44101 ** **	45314	3776.17	24.1399 **	25.8350	25.8350
8	45515	46767	3897.25	24.9139	26.6091	26.6091
9	46295	47568	3964.00	25.3406	27.0358	27.0358
10	47500	48806	4067.17	26.0002	27.6953	27.6953
11	48697	50036	4169.67	26.6554	28.3505	28.3505
12	49897	51269	4272.42	27.3123	29.0074	29.0074
13	51088	52493	4374.42	27.9643	29.6594	29.6594
14	52291	53729	4477.42	28.6228	30.3179	30.3179
15	53495	54966	4580.50	29.2817	30.9769	30.9769
16	54703	56207	4683.92	29.9428	31.6380	31.6380
17	55917	57455	4787.92	30.6077	32.3028	32.3028
18	57124	58695	4891.25	31.2683	32.9634	32.9634
19	58323	59927	4993.92	31.9246	33.6197	33.6197
20	59548	61186	5098.83	32.5953 ***	34.2904	34.2904
21	60797	62469	5205.75	33.2788 ***	34.9739	34.9739
22	62075	63782	5315.17	33.9782 ***	35.6734	35.6734
23	63377	65120	5426.67	34.6910 ***	36.3861	36.3861
24	64707	66486	5540.50	35.4187 ***	37.1139	37.1139

**NOTES:**

The minimum Youth and Community Service Managers' scale is 4 points

Other 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 senior youth and community service managers undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report)

\*\* normal minimum point for the principal youth and community service managers 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*

**SOULBURY PAY AGREEMENT 2020**

**LONDON ALLOWANCES**

	01.09.18	01.09.19	01.09.2020
Inner London	3119	3182	3270
Outer London	2057	2099	2157
Fringe	795	811	833

Joint National Committee Youth and Community Grades (Support and Professional)

Pay scales 1.9.20		Calculated with LW at 52.14 weeks and 36 hours per week									
£2,137	01/09/2020	TIMESHEET HOURLY RATES									
	Scale	Annual Salary	Monthly	Hrly inc LW	Hrly O/T		OVER 5 YEARS (1562)		UNDER 5 YEARS (1598)		
Support Worker Range											
First Level	Point 1	deleted 1/9/16				Point 1					
TABLE YSW1	Point 2	Deleted 1/09/19				Point 2					
GRADE	Point 3	Deleted 1/9/20				Point 3					
YSW 11 ( 1-4)	Point 4	Deleted 1/9/20				Point 4					
YSW 12 (2-5)	Point 5	19,308	1,609.00	11.4243	10.29	Point 5	13.73	13.7292	13.42	13.4199	
YSW 13 (3-6)	Point 6	19,631	1,635.92	11.5963	10.46	Point 6	13.94	13.9360	13.62	13.6220	
Second Level	Point 7	19,922	1,660.17	11.7514	10.61	Point 7	14.12	14.1223	13.80	13.8041	
TABLE YSW2	Point 8	20,589	1,715.75	11.9895	10.97	Point 8	14.55	14.5493	14.22	14.2215	
GRADE	Point 9	21,439	1,786.58	12.5595	11.42	Point 9	15.09	15.0935	14.75	14.7534	
YSW 21 (7-10)	Point 10	22,104	1,842.00	12.9138	11.78	Point 10	15.52	15.5192	15.17	15.1696	
YSW 22 (8-11)	Point 11	23,178	1,931.50	13.4859	12.35	Point 11	16.21	16.2068	15.84	15.8417	
YSW 23 (9-12)	Point 12	24,228	2,019.00	14.0453	12.91	Point 12	16.88	16.8790	16.50	16.4987	
YSW 24 (10-13)	Point 13	25,313	2,109.42	14.6233	13.48	Point 13	17.57	17.5736	17.18	17.1777	
YSW 25 (11-14)	Point 14	26,437	2,203.08	15.2221	14.08	Point 14	18.29	18.2932	17.88	17.8811	
YSW 26 (12-15)	Point 15	27,202	2,266.83	15.6296	14.49	Point 15	18.78	18.7830	18.36	18.3598	
YSW 27 (13-16)	Point 16	28,001	2,333.42	16.0553	14.92	Point 16	19.29	19.2945	18.86	18.8598	
YSW 28 (14-17)	Point 17	28,787	2,398.92	16.4740	15.34	Point 17	19.80	19.7977	19.35	19.3517	
Professional Level											
TABLE YPR	Point 11	Deleted				Point 11					
GRADE	Point 12	Deleted 1/9/40				Point 12					
	Point 13	25,313	2,109.42	14.6233	13.48	Point 13	17.57	17.5736	17.18	17.1777	
YPR 1 (11-14)	Point 14	26,437	2,203.08	15.2221	14.08	Point 14	18.29	18.2932	17.88	17.8811	
YPR 2 (12-15)	Point 15	27,202	2,266.83	15.6296	14.49	Point 15	18.78	18.7830	18.36	18.3598	
YPR 3 (13-16)	Point 16	28,001	2,333.42	16.0553	14.92	Point 16	19.29	19.2945	18.86	18.8598	
YPR 4 (14-17)	Point 17	28,787	2,398.92	16.4740	15.34	Point 17	19.80	19.7977	19.35	19.3517	
YPR 5 (15-18)	Point 18	29,579	2,464.92	16.8959	15.76	Point 18	20.30	20.3047	19.85	19.8473	
YPR 6 (16-19)	Point 19	30,364	2,530.33	17.3141	16.18	Point 19	20.81	20.8073	20.34	20.3385	
YPR 7 (17-20)	Point 20	31,152	2,596.00	17.7339	16.60	Point 20	21.31	21.3118	20.83	20.8317	
YPR 8 (18-21)	Point 21	32,036	2,669.67	18.2048	17.07	Point 21	21.88	21.8777	21.38	21.3849	
YPR 9 (19-22)	Point 22	33,039	2,753.25	18.7391	17.60	Point 22	22.52	22.5198	22.01	22.0125	
YPR 10 (20-23)	Point 23	34,015	2,834.58	19.2591	18.12	Point 23	23.14	23.1447	22.62	22.6233	
YPR 11 (21-24)	Point 24	34,997	2,916.42	19.7822	18.64	Point 24	23.77	23.7734	23.24	23.2378	
YPR 12 (22-25)	Point 25	35,985	2,998.75	20.1913	19.17	Point 25	24.41	24.4059	23.86	23.8561	
YPR 13 (23-26)	Point 26	36,973	3,081.08	20.8349	19.70	Point 26	25.04	25.0384	24.47	24.4743	
YPR 14 (24-27)	Point 27	37,961	3,163.42	21.2440	20.22	Point 27	25.67	25.6709	25.09	25.0926	
YPR 15 (25-28)	Point 28	38,961	3,246.75	21.8939	20.76	Point 28	26.31	26.3111	25.72	25.7184	
YPR 16 (26-29)	Point 29	39,953	3,329.42	22.4224	21.28	Point 29	26.95	26.9462	26.34	26.3392	
YPR 17 (27-30)	Point 30	40,947	3,412.25	22.9519	21.81	Point 30	27.58	27.5826	26.96	26.9612	
Discretionary Points	Point 31	41,617	3,468.08	22.1704	22.17	Point 31	28.01	28.0115	27.38	27.3805	
Discretionary Points	Point 32	42,718	3,559.83	22.7569	22.76	Point 32	28.72	28.7164	28.07	28.0695	

**TEACHERS SALARY SCALES 1.9.2020**

LBH. SP.PT.	SPINAL POINT	ANNUAL	MONTHLY		HOURLY	DAILY
<b>LOWER PAY SPINE</b>		<b>Neg Body T</b>		<b>Emp Type 003 Teachers</b>		<b>SpTable TCHL</b>
01	M1	£29,915	2,492.92		23.6016	153.41
02	M2	£31,604	2,633.67		24.9341	162.07
03	M3	£33,383	2,781.92		26.3377	171.19
04	M4	£35,264	2,938.67		27.8217	180.84
05	M5	£38,052	3,171.00		30.0213	195.14
06a	M6a	£40,731	3,394.25		32.1349	208.88
06b	M6b	£41,136	3,428.00		32.4544	210.95
<b>UPPER PAY SPINE</b>		<b>Neg Body T</b>		<b>Emp Type 003 Teachers</b>		<b>SpTable TCHU</b>
page 73						<b>Grade TCHU</b>
	1	£42,559	3,546.58		33.5771	218.25
	2	£44,133	3,677.75		34.8189	226.32
	3	£45,766	3,813.83		36.1073	234.70
<b>UNQUALIFIED TEACHERS</b>						
page 73						
151	1	£21,582	1,798.50		17.0272	110.68
152	2	£23,696	1,974.67		18.6951	121.52
153	3	£25,809	2,150.75		20.3621	132.35
154	4	£27,926	2,327.17		22.0323	143.21
155	5	£30,037	2,503.08		23.6978	154.04
156	6	£32,151	2,679.25		25.3657	164.88

**TEACHERS SALARY SCALES 1.9.2020**

	SP.PT.	ANNUAL SALARY	MONTHLY		HOURLY
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**LEADERSHIP SPINE**

**Neg Body T**

**Emp Type 003 Teachers**

**SpTable TCHL  
LEAD**

page 8

1	£45,542	3795.17			35.9306	<b>Grades</b>
2	£46,601	3883.42			36.7661	<b>HEAD</b>
3	£47,676	3973.00			37.6142	<b>DEPU</b>
4	£48,785	4065.42			38.4892	<b>SRMA</b>
5	£49,919	4159.92			39.3838	
6	£51,082	4256.83			40.3014	
7	£52,371	4364.25			41.3183	
8	£53,499	4458.25			42.2083	
9	£54,750	4562.50			43.1953	
10	£56,072	4672.67			44.2383	
11	£57,436	4786.33			45.3144	
12	£58,688	4890.67			46.3022	
13	£60,073	5006.08			47.3949	
14	£61,479	5123.25			48.5041	
15	£62,926	5243.83			49.6458	
16	£64,514	5376.17			50.8986	
17	£65,921	5493.42			52.0087	
18a	£66,827	5568.92			52.7235	
18b	£67,496	5624.67			53.2513	
19	£69,087	5757.25			54.5065	
20	£70,713	5892.75			55.7893	
21a	£71,666	5972.17			56.5412	
21b	£72,383	6031.92			57.1069	
22	£74,090	6174.17			58.4536	
23	£75,842	6320.17			59.8359	
24a	£76,874	6406.17			60.6501	
24b	£77,643	6470.25			61.2568	
25	£79,489	6624.08			62.7132	
26	£81,372	6781.00			64.1988	
27a	£82,480	6873.33			65.0730	
27b	£83,305	6942.08			65.7239	
28	£85,290	7107.50			67.2899	
29	£87,316	7276.33			68.8884	
30	£89,406	7450.50			70.5373	
31a	£90,632	7552.67			71.5045	
31b	£91,539	7628.25			72.2201	
32	£93,724	7810.33			73.9440	
33	£95,975	7,997.92			75.7199	
34	£98,263	8,188.58			77.5250	
35a	£99,624	8,302.00			78.5988	
35b	£100,620	8,385.00			79.3846	
36	£103,026	8,585.50			81.2828	
37	£105,509	8,792.42			83.2418	
38	£108,037	9,003.08			85.2363	
39a	£109,489	9,124.08			86.3819	
39b	£110,584	9,215.33			87.2458	
40	£113,266	9,438.83			89.3617	
41	£116,010	9,667.50			91.5266	
42	£118,828	9,902.33			93.7499	
43	£120,513	10,042.75			95.0793	



**TEACHERS SALARY SCALES 1.9.2020  
ALLOWANCES**

<b>Recruitment &amp; Retention</b>							
<b>R.R1</b>	£1,002	83.50			0.7905	5.1385	No Chang
<b>R.R2</b>	£1,971	164.25			1.5550	10.1077	No Chang
<b>R.R3</b>	£2,985	248.75			2.3550	15.3077	No Chang
<b>R.R4</b>	£4,158	346.50			3.2805	21.3231	No Chang
<b>R.R5</b>	£5,415	451.25			4.2722	27.7692	No Chang

<b>SPECIAL NEEDS</b>							
				page 30			
<b>S.N1</b>	£2,270	189.17			1.7909	11.6410	
<b>S.N2</b>	£4,479	373.25			3.5337	22.9692	

min  
max

<b>Teacher Learning Responsibilities</b>							
<b>TLR3</b>							
<b>min</b>	£571						
<b>max</b>	£2,833						
<b>TLR2</b>							
<b>min</b>	£2,873						
<b>max</b>	£7,017						
<b>TLR1</b>				page 27			
<b>min</b>	£8,291						
<b>max</b>	£14,030						

<b>Leading Practitioners</b>							
<b>min</b>	£45,766	3813.83			36.1073	234.6974	
<b>max</b>	£67,828	5652.33			53.5132	347.8359	

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**Additional Payments/Allowances**

The following additional payments/allowances may be paid to employees.

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  
Childcare Allowance  
Contractual overtime  
Electoral registration  
Electoral duties  
Enhanced payments  
Excess Leave  
FE Lecturer Pay  
First Aid  
GTC Payment  
Gritting Allowance  
Holiday Pay  
Honorarium  
Invigilation  
Keep In Touch Days Payment  
Leave Not Taken  
Local Authority Liaison Officer Allowance  
London Allowance  
London Living Wage Allowance  
Market Supplement  
Mileage  
New Starter Arrears  
Night rates  
Occupational Adoption Pay  
Occupational Maternity Pay  
Occupational Sick Pay  
On-call allowance  
Out of school activity  
Overtime  
Pay adjustment  
Pay In Lieu Of Notice

Pension  
Protected rate  
Redeployment payment  
Relocation expenses  
Session payment  
Shared Parental Salary Offset  
Shift payment  
Sleep in allowance  
Special Needs Allowance  
Standby allowance  
Statutory Adoption Pay  
Statutory Maternity Pay  
Statutory Paternity Pay  
Statutory Shared Parental Pay Birth  
Statutory Sick Pay  
Supplement  
Supply  
Teaching Assistant 2 Allowance  
Travel Allowance  
TLR2  
TLR7  
Unsocial hours

FULL COUNCIL, Wednesday 24 March 2021

**MEMBERS' QUESTIONS**

**Support for Early Years' providers during the Pandemic**

- 1) **To the Cabinet Member for Education, Children and Families (Councillor Robert Benham)**  
**From Councillor Stephanie Nunn**

Would the Cabinet Member explain why have Early Years Providers not been given adequate financial and emotional support during the pandemic?

**Answer:**

I disagree with your question. We have provided a wide range of support to the sector since the pandemic struck, including protecting funding for 2/3/4 year old places when numbers of children have dropped.

There has also been a discretionary grant allocated to those providers who remained open during the initial lockdown, and this discretionary grant has been increased by a further £1.03 million last month. This is also open to nurseries, playgroups and childminders, many of which have remained open to support children of critical workers through the pandemic.

These funds are in addition to other support provided and still being delivered.

Over the past year, the Council has been providing free training, responding to enquiries and leading briefing sessions each term. The introduction of fortnightly wellbeing support calls to managers, which began in January, are now well underway. Additionally, meetings with senior officers and the Lead Member have recently been held to discuss pressures which the sector has experienced during the course of the pandemic. Further discussions (and visits to settings once circumstances permit) are set to take place.

Previously paid-for PPE was made free from London Resilience Forum just after Christmas and the Council looked into the feasibility of using a number of early years sites for rapid Covid testing, but this wasn't taken forward as the DfE agreed to allow early years providers access to home rapid testing.

For those settings still unable to access the home testing, the Council has extended the rapid testing sites opening hours.

Unfortunately, we can't prioritise staff for the vaccine as the decisions are made nationally, but we're continuing to lobby the Department for Education for the whole education workforce to be included as early as possible in the next phase of the vaccination programme.

Therefore it is clear from this support that we are committed to working in partnership with the Early Years sector and will continue to support them in any way we can in managing the ongoing challenges faced by the pandemic within the financial envelope that we have.

This support is set within a broader context where the Local Authority has also targeted significant funding to support families on lower incomes via a successful holiday free school meal scheme. The Scheme will continue to offer support during the Easter holiday period.

A supplementary question asked why it had taken a meeting with early years providers and Residents' Association Councillors to get action on this issue. In response, the Cabinet Member stated that he had become aware of the matter via press coverage in early January and then been approached by two early years providers in February. He had met with the Director and would undertake site visits once this was possible.

### **Families in receipt of Universal Credit**

**2) To the Cabinet Member for Finance and Property (Councillor Roger Ramsey)  
From Councillor Gillian Ford**

How many Havering families were in receipt of Universal Credit for the years; 2019-2020, 2020-2021 year to date?

There has been a significant growth in the number of families in receipt of Universal Credit in Havering since the start of the pandemic. In November 2019 there were 7,442 receiving Universal Credit but by November 2020 this figure had more than doubled to 18,071.

The Council has stepped in to support families in need over the pandemic period by setting up the Havering Helps scheme. The Council allocated an additional £1.5 million from its reserves back in March 2020, right at the start of the pandemic, to ensure that there would be sufficient funding available to support all families in need.

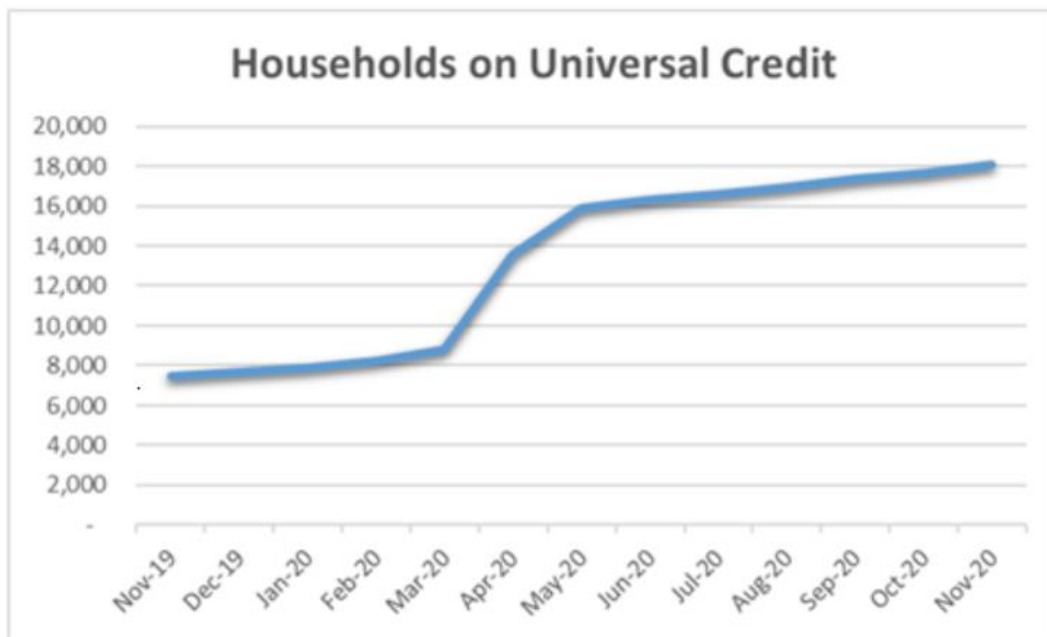
The scheme was further modified in the autumn of 2020 to increase the Havering Helps payments being made per family from a limit of £100 in any one month to a limit of £170 in any one month.

So far, over 5,000 payments have been made to families and individuals totalling nearly £700,000.

In addition, the Council has provided funding for families of children usually in receipt of free school meals to pay for food at home. In the October half term, this amounted to £71,000. A further Executive Decision would be taken to give funding for the Easter holiday period.

**Council, 24 March 2021**

It is anticipated that the number of residents on Universal Credit will remain high even once lockdown has been eased and the Council will work with partners such as the DWP and in conjunction with local organisations through initiatives such as the Apprenticeship Scheme and Kickstart to support residents to re-skill and to get back into work.



A supplementary question asked if the rolling back of the furlough scheme would lead to an increase in the number of households claiming universal credit. The Cabinet Member felt it was difficult to predict this as many factors were involved. The continuing of projects such as the 12 Estates and Upminster Pitch and Putt developments would boost local businesses and employment.

**Flooding in Rainham**

**3) To the Cabinet Member for Environment (Councillor Osman Dervish)  
From Councillor Jeffrey Tucker**

Following my call for local residents regarding the receive flooding contact information and further assistance needed as requested to our Chief Executive at the last full Council meeting regarding the recent flooding in the Rainham and Wennington Ward.

Can our Council please advise what action if any has now been taken following this request to provide flooding contact information and the further assistance needed as to alleviate the continued fears from local residents regarding these recent flooding happening again?

**Answer:**

The Councillor is correct in recognising the heroic response by Council officers to the awful flooding back in August. Their actions helped residents whose homes had been devastated during the crisis and as part of the recovery effort. The budget recently agreed for the next financial year also recognises this, and has identified additional resources for this area of work.

Regarding the storm in August 2020, a Section 19 Report under the Flood and Water Management Act 2010 is being produced which investigates the severity of the storm, assess the hydrology in the area, and liaises with both internal and external partners in order to identify any contributing factors that may have increased the flooding experienced. This report will be available in May, and the outcomes and recommendations will be published on the Havering website.

There is an area on our website which provides publically available details of our multi agency flood plan for the whole borough in the event of major flooding.

In addition to this we will be updating our existing strategic flooding documents once revised national climate change targets are released.

External partners such as Network Rail and Thames Water have met with The Leader of the Council and the Chief Executive and have already identified works within their land and infrastructure, and have completed remedial works to prevent any future flooding. The RSPB who manage the Rainham Marshes area has confirmed there are no blockages or issues at this location.

Council officers and contractors routinely inspect and complete maintenance works to Havering owned drainage, gullies and flood plains to ensure there are no blockages. The addition of a new gully sucker will increase our capacity to respond reactively and proactively to any highway drainage issues.

In order to protect our residents, any major development within the borough must include sustainable drainage systems within their planning application and complete these during construction.

These methods will allow water to be retained safely at source and will help to reduce the risks of future flooding, and the devastating effects this can have on local residents and businesses.

A supplementary question asked if a letter could be sent to local residents giving immediate contact details in case of flooding. The Cabinet Member stated that he had asked officers to engage with those residents and would follow up on this.



## Review of Environmental Policies

**4) To the Leader of the Council (Councillor Damian White)  
From Councillor Keith Darvill**

On 10th July 2019 the Council passed by 48 votes to 3 a Motion which acknowledged public concerns relating to to:-

- 1) the impact of Climate Change;
- 2) the reduction in air quality; and,
- 3) the need to improve significantly recycling of waste products.

It then called upon the Executive to review its policies to ensure that Havering leads the way on environmental protection. What progress has been made in reviewing its environmental protection policies?

**Answer:**

Members will recall that the Council engaged with a team of specialist independent consultants, whose skills and knowledge were secured at no cost to the authority, to do an initial review to bring together any environmental activities the Council is taking to tackle climate change.

The review identified this as a complex area that crosses Directorates and Portfolios. A number of different policies and strategies were identified, each of which helps the Council tackle the causes of climate change and are at different stages of review and implementation. These include agreed actions and milestones to improve the environment, and these are ongoing.

A report was referred to the Environmental Overview & Scrutiny Committee for review and a Topic Group established, to consider the actions proposed and developed by officers, including arranging reviews of all policies and strategies. The Topic Group brief was ratified on 18 February 2021.

I can also inform Members that Havering is one of only six pioneering London Local Authorities to be piloting an IT platform which baselines climate change outputs across the borough and models positive impacts from interventions we could implement. This system has been used to great effect throughout Scandinavia and others parts of the UK.

Regarding the continuing implementation of the Air Quality Action Plan to tackle local air pollution, key measures being taken forward are the addition of electric charging points within our car parks, ensuring the next mayoral car is electric, and that our pool car network will also change to be electric.

The Council are committed to the implementation of a network of Electric Vehicle Charge Points across the borough, readying the infrastructure for the future. This will include the Council leading by example and upgrading its fleet where possible to electric vehicles.

This is significant step to reducing vehicle emissions in the borough which is the largest source of local air pollution. A Cabinet report will be brought forward in the

near future on an electric vehicle strategy for the Council.

Regarding recycling, Havering is working with ELWA and the partner boroughs to produce a long term waste disposal strategy, which will cover waste reduction, reuse, recycling and waste treatment. In the shorter term, Havering has produced a Reduction and Recycling Plan, submitted to the GLA, which outlines our continued commitment to recycling and waste reduction through various engagement programmes, as well as collections.

A supplementary question asked why it had taken 21 months to get an update and whether a more detailed report could be provided. The Leader of the Council responded that he had supported the Labour Group motion and that electric charging points would be provided in Council car parks. The Overview and Scrutiny process could be used to look at these policies in more detail.

## **Dog Fouling in Parks**

### **5) To the Cabinet Member for Environment (Councillor Osman Dervish) From Councillor Brian Eagling**

Are the Council going to do an advertising campaign by putting signs on park entrances and plastic cards secured to trees by cable ties to remind dog owners to pick up and bin their dog's poo and park users to bin their litter or take it home, as a reminder to keep our parks clean and tidy this coming Spring and Summer?

#### **Answer:**

The Council has been working hard to support our communities during the pandemic keeping parks and streets clean as much as possible. Clearly, the pandemic makes our work more challenging and it does not help when people behave carelessly and don't clear up after themselves or their dogs.

The Councils Enforcement team patrol locations where reports of dog waste being left have been received, and will take enforcement action under the Environmental Protection Act 1990 if necessary. The Council has previously considered whether a Public Spaces Protection Order would be appropriate, however, this would not enhance the existing powers available to the Enforcement Officers.

The work of the communications team ensures that people know the consequences their actions have on the local community has. The methods of doing this include using our newsletter, social media and encouraging residents, schools and the wider community to join us in events such as community litter picks, where we can do so safely due to the restrictions in place. Members are invited to these if they are taking place in their wards.

In addition, entrance signage and some interpretation boards in our key parks and open spaces display the 'do not litter' and 'pick up after your dog' symbols and pavement stencils.

I am also pleased to let fellow Councillors know that the Council will once again launch the Cleaner Havering campaign to help encourage a change in behaviour. We will of course inform Members of that work nearer the time. Councillors could be provided with dog fouling posters and stickers for their local areas.

A supplementary question asked when the campaign re dog fouling in parks would begin. The Cabinet Member responded that signs were already at park entrances and that the Cleaner Havering campaign would relaunch in spring and summer.

## **Flooding in Havering**

**6) To the Cabinet Member for Environment (Councillor Osman Dervish)  
From Councillor Ray Morgon**

Given the increasing incidence of flooding across Havering, would the Cabinet Member clearly set out what flood alleviation works are planned over the next twelve months in Havering to stop so many residents properties being damaged by flood waters?

**Answer:**

Flooding is a natural occurrence that is usually the result of either heavy rainfall over a long period or an intense storm event which can overwhelm existing capacity within our rivers and watercourses as well as surface water drainage systems.

In order to manage the risk of flooding to protect life and property, the Council does carry out regular maintenance of our drainage assets such as highway gullies, ditches and flood storage areas.

The Council also liaise with external partners such as the Environment Agency, Thames Water and Network Rail, to ensure that they too maintain their land and infrastructure, which in turn alleviates potential flooding to properties that adjoin their land.

In addition to this we will be updating our existing strategic flooding documents once revised national climate change targets are released.

As stated in my response to Cllr Tucker's question, the Council understands fully the destruction and devastation flooding to residential or commercial property can cause.

The recently announced budget recognises this and has identified additional resources for this area of work. This will include 3 new flood wardens/ officers as well as a new vehicle for gulley cleansing.

There are three locations in the borough we have identified for flood alleviation works in the next 12 months.

These are: firstly, dredging the lakes in Harrow Lodge Park to remove sediment and debris at the bottom of the lakes; secondly, we will work with Thames 21 to introduce a natural flood plain in Rise Park; and lastly works will take place to construct an overflow and soakaway also in Harrow Lodge Park adjacent to a residential property.

A supplementary question asked if there would be sufficient resources for this work given the loss of the main flood officer in a recent restructure and if the flood risk from the mound at the rear of the Hornchurch Sports Centre could be addressed. The Cabinet Member responded that there had not been any amendment to the budget from the Residents' Association Group and that the restructure would ensure flood resources were available. The Council had reacted quickly to remove the mound from the rear of the Sports Centre.

## **Road Schemes**

### **7) To the Cabinet Member for Environment (Councillor Osman Dervish) From Councillor John Tyler**

How many road schemes initially proposed by Members, other than those involving the addition or removal of a single restricted bay (such as disabled bays etc.), are currently still outstanding, and what is the average length of time for those outstanding schemes, since their appearance in Calendar Brief?

#### **Answer:**

Since April 2020 the council has received 69 scheme requests from Members, of which 10 are currently on-going. The remaining 59 are scheduled to be completed in the next financial year. In addition to the schemes proposed by Members, a further 88 scheme requests were received from the public or proposed by officers.

The Coronavirus pandemic has had a major impact on staffing levels, work programming and on site completions leading to delays in progressing the requests received, but the team is working hard to programme the remaining schemes, and to have these completed as soon as possible.

It should be noted that some of the outstanding schemes are dependent on the provision of external funding sources, such as the Local Implementation Plan funding from Transport for London, which is currently on hold and therefore we have not been able to progress these schemes. Naturally these will be prioritised once funding is again available.

The Highways Team would hope to complete works within 6 months from the date a scheme is advertised on Calendar Brief, dependent on complexity and funding, however due to the pandemic this has not always been possible and some schemes have taken longer.

A supplementary question asked if it was acceptable that a request for parking

restrictions in Chelmer Road, Cranham had not been proceeded with after two years. The Cabinet Member agreed that this was not acceptable and would look into the matter.

### **Mardyke Community Hall**

**8) To the Cabinet Member for Finance and Property (Councillor Roger Ramsey)  
From Councillor Natasha Summers**

Many of our community centres are struggling due to the lockdowns. The Mardyke Community Centre, has received a ring-fenced grant from Clarion Housing, but what further assistance can the Council provide to help keep this vital community asset open and serving local residents?

**Answer:**

The Covid-19 pandemic has hit the community organisations that run local community halls very hard. At the beginning of 2020/21, all the Council's commercial lessees were offered the opportunity to move from quarterly in advance rent payments to monthly in arrears. However, with lockdowns continuing for longer than initially anticipated, the financial position has got tougher for the community organisations running the community halls. The Council recognises that this mitigation does not go far enough for all the community organisations.

The Council is of the view that vibrant community halls will be crucial to the mental, physical and emotional health of the communities they serve as we emerge from the pandemic. It is therefore important for the Council to consider what support can be provided to those organisations hardest hit and least able financially to weather the current storm.

An Urgent Decision was published on Monday 22 March which introduces two forms of assistance, both of which can be applied to community halls where the Council is the lessor:-

- Where the Council is the landlord, it will revise the payment terms further so that the rent for community halls can be repaid over a longer period, reflecting the predicted recovery of activity as the current lockdown eases and their cashflow returns. Individual repayment plans will be offered to these community halls that aim to make payments affordable in the short term but which will ensure that all rent and arrears are repaid by 31 March 2023.
- Where a community association leases a community hall from the Council, they will be invited on 29 March to submit an application by 19 April should they believe they are eligible for a rescue package from the Council. Once the deadline has passed, all applications will be considered and grants will be allocated based on the severity of the financial challenge faced by each organisation. The resulting package of financial support should not exceed

£10,000 per centre and there should not be more than one package per centre. The total rescue programme will be capped at £100,000.

A supplementary question asked if the Mardyke Community Centre would be made aware of the rescue package that could be applied for from 29 March. The Cabinet Member confirmed this would be the case and applications would be looked at on a case by case basis.

### **Removal of Automated Public Conveniences**

**9) To the Cabinet Member for Environment (Councillor Osman Dervish)  
From Councillor Keith Darvill**

Will the Executive reinstate the automatic public conveniences ('APC') which were removed recently following a 'Non-key Executive Decision' made in January 2021 until such time as a fully comprehensive community toilet scheme is introduced in each area of the 7 APC's removed?

**Answer:**

The contract to provide, manage and maintain Automated Public Conveniences with JC Decaux has now expired. The existing stock has been assessed and is no longer fit for purpose as the 15 year old facilities have become unreliable, worsened by a shortage of parts availability preventing timely repairs. These units have now been removed and will not be reinstated.

Usage of the units dropped by up to 51% in some areas, and 12.7% overall, between 2018 and 2019. Overall usage was around 1300 users per month, spread over the 7 sites. This low level of usage means that the toilets were costing the council over £13 per visit.

Whilst the provision of public toilets is a non-statutory service, the automated facilities in South Street Romford and at Gidea Park station will remain and are part of a different maintenance contract. There are also public toilet facilities in :

- Langtons Gardens
- Harrow Lodge Park
- Raphael Park
- Upminster Park and
- Romford Market

Additionally the Council is introducing a community toilet scheme to ensure a wider provision of facilities throughout the Borough. Subject to the relaxation of Covid-19 restrictions officers will be conducting engagement sessions with both the public and local businesses to implement a community toilet scheme in the coming months. Officers are investigating the possibility of including this scheme within the upcoming community hubs, such as the Hilldene hub, opening in May 2021. Furthermore,

where redevelopments are planned, such as at Hilldene shops, local businesses will be engaged with accordingly.

A supplementary question asked if automated public conveniences should not be removed without the involvement of ward Councillors and the putting in place of replacement facilities. In response, the Cabinet Member stated that the contract for the conveniences had ceased and that it was costly to extend this.

### **Consultation on Park Strategies**

**10) To the Cabinet Member for Environment (Councillor Osman Dervish)  
From Councillor Jan Sargent**

As the last year has proven, for many of us our parks, which make up large areas within our wards have been more important to us than in any other time recorded.

Areas of sanctuary are vital for our health, wellbeing and where we can become close to nature and wildlife. With this in mind can you please explain why ward councillors are not involved and informed in consultations with regards to major plans or alterations in their ward?

**Answer:**

We have a fantastic variety and award winning parks and open spaces in this Borough which this Council are proud of, with 16 of our parks awarded Green Flag status.

The value of our parks as vital assets for the borough has been highlighted during the Covid-19 lockdowns where usage of our spaces was extremely high, and provided much needed sanctuary for residents and places for physical and mental wellbeing.

This Council remains committed to upholding these standards and continuous improvements of our parks, which will be demonstrated by the upcoming 10 year Parks Strategy currently being produced with a public consultation planned for later this year. This strategy will set out how the parks will be managed, the objectives and plans for the next 10 years, from which projects will be established to deliver the strategy.

Where the Council have undertaken full restoration of parks, for example in Raphael Park and Langtons Gardens, then public consultations have taken place which have involved all the community including ward Councillors. However, the majority of projects within our parks are relatively limited, and so consultations are not carried out.

Where improvement projects or works of any significant scale are being undertaken

then ward Members are informed, with officers sending out the relevant information prior to works commencing.

I will assume Cllr Sargent is referring to the project at Dagnam Park, and I can confirm that the details of the works being planned were provided to ward Councillors before the works commenced in 2020.

The works impact on a small area of the park and include improved signage, woodland management, the creation of new pathways, clearing of the river and the replacement of a gate at Settle Road.

A supplementary question asked why there had not been any consultation on the planned removal of further woodland in Dagnam Park, which 10,000 people had signed an on-line petition against. The Cabinet Member replied that these trees were being removed to allow other wildlife and fauna in the park to flourish and that his understanding was that consultation had taken place.

## **Performance Measurement**

### **11) To the Leader of the Council (Councillor Damian White) From Councillor Ray Morgon**

Would the Leader of the Council demonstrate how this Council measures quality of service and outcomes within each Directorate?

#### **Answer:**

As Leader, I seek out external validation of the Council's quality of service and outcomes. It is "not a one size fits all approach", but must be considered through a range of independent inspections such as Ofsted, the Corporate Parenting Panel, the Care Commission and external audit.

From a financial perspective, Havering has been identified as one of the most productive councils in the country and the most productive in London and the south east in the two most recent IMPOWER efficiency reports (2018 and 2019).

I also look to performance indicators from resident and customer satisfaction surveys (e.g. Housing, IPSOS MORI) and feedback from consultations, complaints, forums and feedback surveys from customers of directly provided services such as housing tenants and leaseholders and users of commissioned services such as adult social care.

Powerful demonstrations can be seen through outcomes that are highlighted in "case-studies", that show how our services have improved lives. This is something we need to make more of as Councillors - it's the greatest indicator of how outcomes make our communities life better - we need to consider how we do quantify that in this way.



But measuring quality of service and outcomes is not just the role of the Leader. As Members we get valuable insight through our surgeries/enquires, and undertake assurance of quality and delivery through our roles on various Committees and the Scrutiny Function. It is important that Overview and Scrutiny Board and its Sub-Committees play their part in determining how they want to monitor the performance of the Council on an ongoing basis. The Adjudication and Review also plays its part by monitoring the complaints received by the Council and the responses returned to those raising important issues in relation to service delivery.

A supplementary question asked when such information would be published and Councillors given information about service quality and outcomes. The Leader of the Council responded that this information was publicly available and the Councillor should read the relevant reports etc.

### **Monitoring of Pothole Repairs**

**12) To the Cabinet Member for Environment (Councillor Osman Dervish)  
From Councillor Linda Hawthorn**

Can I please be advise how repairs to our pot-holes are monitored, and the percentage which have to be re-done within 3 months of the original repair?

**Answer:**

Our recent budget announcement included a commitment of £10M a year dedicated to improving the condition of our highway network – this improvement will reduce the number of the number of potholes appearing, and any potential failures of previously repaired highways.

This rigorous and robust regime of inspection and repair enables the Council to successfully repudiate the majority of highway claims, and combined with the ongoing Highways Improvement Plan this situation can only improve.

Havering is responsible for over 740km of roads and 1074km of footways and our level of capital investment per km is above the average level for other London boroughs

In addition to investing in the boroughs Highways through an ambitious capital programme the Council also reacts and responds to minor road defects including the occurrence of potholes. The Council repaired a total of 1,855 potholes during 2020 and does not have any accounts of permanent repairs failing within 3 months.

We have seen the number of pothole repairs fall from 2,588 in 2018 to 1,855 in 2020 which reflects the ongoing investment we have committed to improve the highway network.

Repairs to our network are monitored via our robust safety inspection system, the frequency of these inspections range between monthly on our busier roads to annual inspections on our quieter residential roads. We currently have 4 Area liaison officers

undertaking regular safety inspections across the borough

If a defect is reported via a member of the public or found during one of the officer inspections, there is a target repair response time in place of 28 days, with anything classed as urgent repaired within 7 days, or if a pothole is dangerous a repair will be undertaken with 24 hours.

A supplementary question asked if more pothole monitoring officers would be employed. The Cabinet Member responded that he would like all officers to monitor potholes. The use of I-pads etc would mean there would not be a need to employ further staff for this role.

## **Covid-19 Vaccination Rollout**

### **13) To the Leader of the Council (Councillor Damian White) From Councillor David Durant**

Full Council decided to promote the government's vaccination roll-out without advertising the pros and cons of doing so, including the vital need for informed consent, as the drug companies are indemnified against any claims due to side-effects! However has the Executive monitored the roll-out and collated feedback from those involved about the efficacy and side effects of the different vaccines? If so, please provide details.

#### **Answer:**

The MHRA, not local government, monitors the safety and efficacy of vaccines. As of 7 March, after administering 22.6 million doses of coronavirus vaccine in the UK, the MHRA reported that the overall safety experience with the two vaccines currently in use is as expected from the clinical trials. As such, the expected benefits of the vaccines in preventing COVID-19 and serious complications associated with COVID-19 far outweigh any currently known side effects.

Further information is available online -

<https://www.gov.uk/government/publications/coronavirus-covid-19-vaccine-adverse-reactions/coronavirus-vaccine-summary-of-yellow-card-reporting>

In addition, vaccination is known to have played a major role in the UK's reduction in infection rate in contrast to Europe's increasing rate ([New York Times](#)). A similar reduction was also seen in Israel, where similar vaccine brands are used. The Oxford-Astra-Zeneca vaccine trial in the US has recently been completed with more promising results than earlier trials.

As the confidence in the vaccines has increased, almost 100,000 Havering residents have received their vaccine.

The Leader of the Council, with the Director of Public Health, would be keen to meet the Leader of the IRG should he have any remaining concerns regarding vaccination.

**Council, 24 March 2021**

A supplementary question asked if the Leader felt the roll-out of the Covid-19 vaccine represented value for money. In response, the Leader of the Council emphasised that the vaccine roll-out had significantly reduced deaths and pressure on the NHS. He added that it was therefore ignorant and shameful for a Councillor to suggest people should not have the vaccine.

**“Better Living” Budget Savings**

**14) To the Cabinet Member for Health and Adult Care Services (Councillor Jason Frost)  
From Councillor Paul McGeary**

The Councils Budget proposed savings in Adult Care of £3.569million under the heading ‘Better Living’. Will the lead member provide examples how working with residents will develop and link into their own personal networks rather than relying on statutory services and how such ‘new working’ will reduce expenditure?

**Answer:**

Better Living is our strengths based approach to conversations with people who may need more care and support. Using this practice, we will no longer approach conversations from a position of ‘what’s wrong with you and how can we fix it?’- usually by involving a range of professionals and services; we will be developing and establishing long-lasting networks of support that fits more naturally with how people want to live among their family, friends and wider community.

We believe this approach to keeping people supported and connected to their family, friends and community is at the heart of a person’s sense of wellbeing. Better Living works to focus on the needs of the person, enhancing their safety while also resetting our relationship away from costly long term packages that do not necessarily meet the needs and wants of the person, only intervening when it is right and appropriate to do so. It has already supported those feeling socially isolated, reconnected family and communities and has been integral to our approach to ensuring support during the pandemic.

It is of note that the Better Living Programme has been discussed at O&S Individuals Subcommittee, as part of updates to the committee on other relevant adult social care reports.

Officers will set up an All Member Briefing in early May 2021 about the Better Living Programme, including evidence of why the approach works and the better outcomes we are achieving with residents. Updates had also been given at the Individuals Overview and Scrutiny Sub-Committee.

A supplementary question asked if the £3.5m saving in year 1 of the programme was realistic and if more details could be given. The Cabinet Member agreed this was an ambitious target but the aim was to meet this. He would respond to Councillor McGeary in writing with further details of the Better Living programme.

**Insurance Claims for Road Defects**

**15) To the Cabinet Member for Environment (Councillor Osman Dervish)  
From Councillor Gerry O’Sullivan**

Would the Cabinet Member confirm how many insurance claims per month were received between March 2019 and February 2021 due to potholes and other road defects and for the same period how much this council has paid out to resolve these claims?

**Answer:**

From March 2019 to February 2021 the Council received a total of 113 insurance claims related to potholes and road defects. On average this works out at 4.9 claims per month on our network. The Council paid £18,228 over 12 separate occasions.

We have committed to investing £10M a year to improve our highways network, and the benefits of this can be seen with the number of pothole repairs reducing from 2,588 in 2018 to 1,855 in 2020.

With this level of investment we expect the number of highway insurance claims to fall annually.

A supplementary question asked how many category A road defects there were currently. The Cabinet Member would respond to Councillor O’Sullivan with these details.

DIVISION NUMBER:	1	2	3	4	5	6	7	8	9
<b>The Mayor [Cllr. Cllr John Mylod]</b>	✓	✓	0	✓	✓	✓	✓	✓	✓
The Deputy Mayor [Cllr Christine Vickery]	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>CONSERVATIVE GROUP</b>									
Cllr Robert Benham	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Ray Best	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Joshua Chapman	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr John Crowder	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Philippa Crowder	✓	✓	0	✓	✓	✓	✓	✓	✓
Cllr Michael Deon Burton	0	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Osman Dervish	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Jason Frost	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Judith Holt	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Sally Miller	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Robby Misir	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Dilip Patel	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Nisha Patel	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Viddy Persaud	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Roger Ramsey	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Timothy Ryan	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Carol Smith	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Christine Smith	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Matt Sutton	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Maggie Themistocli	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Ciaran White	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Damian White	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Michael White	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>RESIDENTS' GROUP</b>									
Cllr Nic Dodin	✓	✓	0	✓	✓	✓	✓	✓	✓
Cllr Paul Middleton	0	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Raymond Morgon	0	0	✓	✓	✓	✓	✓	✓	✓
Cllr Barry Mugglestone	0	✓	✓	0	0	✓	0	✓	✓
Cllr Stephanie Nunn	0	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Gerry O'Sullivan	0	0	✓	✓	✓	✓	✓	✓	✓
Cllr Reg Whitney	0	✓	✓	✓	✓	✓	0	✓	✓
<b>UPMINSTER &amp; CRANHAM RESIDENTS' GROUP</b>									
Cllr Gillian Ford	✓	✓	0	✓	✓	✓	✓	✓	✓
Cllr Linda Hawthorn	✓	✓	0	✓	✓	✓	✓	✓	✓
Cllr Ron Ower	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr John Tyler	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Linda Van den Hende	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Christopher Wilkins	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>INDEPENDENT RESIDENTS' GROUP</b>									
Cllr David Durant	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Tony Durdin	A	A	A	A	A	A	A	A	A
Cllr Natasha Summers	A	A	A	A	A	A	A	A	A
Cllr Jeffrey Tucker	✓	✓	✓	0	✓	0	✓	✓	✓
Cllr Graham Williamson	✓	✓	0	✓	✓	✓	✓	✓	0
<b>LABOUR GROUP</b>									
Cllr Carole Beth	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Keith Darvill	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Tele Lawal	A	A	A	A	A	A	A	A	A
Cllr Paul McGeary	✓	✓	✓	✓	✓	✓	✓	0	✓
Cllr Denis O'Flynn	✓	✓	0	✓	0	✓	0	✓	✓
<b>NORTH HAVERING RESIDENTS' GROUP</b>									
Cllr Brian Eagling	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Martin Goode	✓	✓	✓	✓	✓	✓	✓	0	✓
Cllr Jan Sargent	✓	✓	✓	✓	✓	✓	0	✓	0
Cllr Darren Wise	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>INDEPENDENT</b>									
Cllr Bob Perry	✓	✓	✓	✓	0	✓	✓	✓	✓
Cllr Melvin Wallace	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>TOTALS</b>									
✓ = YES	27	28	39	43	43	43	29	20	30
✓ = NO	17	21	5	6	5	7	18	29	19
0 = ABSTAIN/NO VOTE	7	2	7	2	3	1	4	2	2
ID = INTEREST DISCLOSED/NO VOTE	0	0	0	0	0	0	0	0	0
A = ABSENT FROM MEETING	3	3	3	3	3	3	3	3	3
	54	54	54	54	54	54	54	54	54

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## **ANNUAL COUNCIL, 27 APRIL 2021**

### **SUBJECT: ESTABLISHING THE COMMITTEES OF THE COUNCIL AND CONFIRMING THE SCHEME OF DELEGATION**

In accordance with the Constitution, Annual Council, among other things, appoints its Committees.

This report deals with the appointment and sizes of Committees, the co-opted members and observers etc. and recommends such appointments consistent with previous decisions of the Council.

Council is also required under s.100(G)(2) of the Local Government Act 1972 to agree that part of the Scheme of Delegation which it is for the full Council to agree.

Council is recommended to confirm the delegations to officers in respect of those powers reserved to full Council by the Functions and Responsibilities Regulations 2000.

The delegations are set out in the Council's Constitution, most notably, in Part 2, the Articles, and the relevant provisions of Part 3 of the Council's Constitution (Responsibility for Functions).

There are no other changes proposed to the current make up of committees.

### **RECOMMENDATIONS**

- (1) That, so far as necessary to enable any changes proposed and agreed during this meeting to be carried in to effect, Council Procedure Rule 20.2 (proposals to amend the Constitution to be referred to Governance Committee without discussion) be suspended.

## **Annual Council, 27 April 2021**

- (2) That, subject to the Council's consideration of any motion or amendment to this report relating to changes in the Committee structure, the Committees listed in Appendix 1

be appointed for the 2021/22 Municipal Year and that:

- (a) As required by statute, two voting co-optees representing the Church of England and the Roman Catholic Church and three parent governor co-optees selected in accordance with the appropriate Regulations, be appointed to the Children & Learning Services Overview and Scrutiny Sub-Committee.
- (b) The other non-elected member "appointments" and invitations to attend shown in the Appendix (and particularly its annexes) be confirmed.
- (3) Those Committees be appointed with:
- (a) the membership sizes and
- (b) the political balance
- indicated in Appendix 2
- (4) That the delegation of non-executive functions (as defined by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (amended) to officers be agreed as set out in the Council's Constitution.
- (5) To agree that all officers with delegated powers have power to further delegate those powers to other officers under s.101 of the Local Government Act 1972 or as provided for by any other legislation and may agree a scheme of delegation to officers for their service areas.

**Staff Contact:** Andy Beesley, Head of Democratic Services

[andrew.beesley@oneSource.co.uk](mailto:andrew.beesley@oneSource.co.uk)

## **Background Papers List**

None



**APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES**

<b>Name of Committee</b>	<b>Notes</b>
Adjudication and Review Committee	<i>See annex 1</i>
Appointments Committee	
Audit Committee	
Governance Committee	
Highways Advisory Committee	
Licensing Committee	
Pensions Committee	<i>See annex 2</i>
Strategic Planning Committee	
Planning Committee	
Overview and Scrutiny Board	
Children & Learning Overview and Scrutiny Sub-Committee	<i>See annex 3</i>
Crime and Disorder Sub-Committee	
Environment Overview and Scrutiny Sub-Committee	
Health Overview and Scrutiny Sub-Committee	
Individuals Overview and Scrutiny Sub-Committee	
Towns & Communities Overview and Scrutiny Sub-Committee	
Joint Venture Working Party	

Health & Wellbeing Board

**Adjudication and Review Committee**

The major part of the work of this Committee is carried out through Hearings Panels. The composition of Hearings Panels varies according to the nature of the issue adjudicated – as indicated in the following table:

<b>Type of hearing</b>	<b>Membership of Panel</b>
Corporate complaints	Three Members and a non-voting independent person
Children Act complaints	Three independent persons
Community Care Act complaints	Two Members and an independent person as chairman, with voting rights
Housing tenancy appeals	Three Members

The independent persons used for such hearings are taken from a pool of such people appointed on behalf the Adjudication & Review Committee, managed by Legal & Governance Services, who have received training appropriate to that role.

**Pensions Committee**

The Pensions Committee is responsible for the management of the Council's Pension Fund investment portfolio.

In addition to the Members of the Committee, there is a non-voting co-opted member representing the organisations that have scheduled or admitted status within the Council's pension scheme (public and private sector bodies, some of whose employees are members of the pension scheme, mainly because they are former employees whose employment has transferred to another organisation).

Although not strictly Members of the Committee, in accordance with the Constitution, two representatives of the staff are appointed by the unions to attend and contribute to meetings of the Committee. These appointees have no voting rights but are entitled to participate in the discussion of exempt or confidential material.

**Children and Learning Overview & Scrutiny Sub-Committee**

The law requires that the Council co-opt to this Overview & Scrutiny Sub-Committee one representative of each of the Anglican and Roman Catholic Churches, and three members representing governors of schools in the three sectors of education, primary, secondary and special. All co-opted Members have the same rights as elected Members, including the right to vote, may attend when issues relating to Education are being discussed and have the right to participate in such discussions.

**It should be noted that this statutory requirement applies to any Overview & Scrutiny Committee that scrutinises education matters.**

In addition, the Council's Constitution provides for three non-voting representatives of local teacher unions and professional associations to attend meetings of the Committee and participate in the discussion of matters relating to education.

## APPENDIX 2

### POLITICAL BALANCE PRINCIPLES

The Council has a duty to make only such decisions as give effect, **so far as reasonably practicable**, to certain principles set out in the relevant legislation. The relevant principles are, in order of priority:

1. Not all of the seats on any Committee may be allocated to only one Group (note - the Cabinet is not a Committee).
2. The majority of seats on each Committee must be allocated to the Group having a majority of Members of the Council.
3. The total share of all the seats available for all Committees allocated to each political Group and to Members not in a Group must be proportionate to that Group's/Members' share of the total Council membership.
4. So far as can be done without conflicting with the other principles, the total number of seats on each Committee allocated to a political Group or to Members not in a Group must be proportionate to that Group's/those Members' share of total Council membership.

**In practice, Committees are balanced against the overall total of Committee places and then, so far as that overall total allows, each Committee is balanced on its own.** With the distribution of seats on the Council that results from the election, it is inevitable (a) Groups/Members will not all be able to be represented on every Committee and (b) that one Group's representation on some Committees will be at the expense of another's.

The minimum number of Councillors in a group for it to exist is two.

The Council may make arrangements different from those prescribed **provided that no Member of the Council votes against** those different arrangements.

To make such a decision each member of the Council must at least be sent an agenda indicating that the approval of alternative arrangements is to be considered. The agenda for this Annual Council meeting meets this requirement. To accommodate this requirement this report should be treated as giving due notice so that there is no impediment to such a proposal being made.

Once the allocation of seats to Groups in accordance with the statutory procedure is undertaken, the Council is under a duty to make appointments to the Committee

**Annual Council, 27 April 2021**

so as to give effect to the wishes expressed by that Group about who is to be appointed to their allocated seats.

The “wishes of the Group” may be communicated to the Proper Officer and will be implemented forthwith. Changes may be effected at any time by notice to the Proper Officer and will be notified to all Members in the next available edition of the weekly Calendar Brief.

It should be noted that the Constitution provides that the Chairmen and Vice-Chairmen of Committees are appointed by Council and any change in membership affecting a Chairman or Vice-Chairman will therefore require consideration by Council.

**RECOMMENDED SEAT ALLOCATION**

Having regard to the principles of political balance and of seat allocation referred to in Appendix 2, the following allocation of seats is recommended on the basis that, taking all factors into account, it shows a “reasonably practicable” allocation of seats and is therefore the default position.

		<b>CONS</b>	<b>RES</b>	<b>UCRG</b>	<b>LAB</b>	<b>IRG</b>	<b>NHRG</b>
Governance	<b>12</b>	6	2	1	1	1	1
Licensing	<b>11</b>	5	2	1	1	1	1
Planning	<b>8</b>	4	1	1	1	1	0
Strategic Planning	<b>8</b>	4	1	1	1	1	0
Highways Advisory	<b>8</b>	4	1	1	0	1	1
Adjudication	<b>9</b>	4	1	1	1	1	1
Pensions	<b>7</b>	3	1	1	1	0	1
Audit	<b>6</b>	3	1	1	0	0	1
JV WP	<b>9</b>	4	1	2	1	1	0
O&S Board	<b>16</b>	8	2	2	1	2	1
Children's	<b>9</b>	5	1	1	1	1	0
Crime & Disorder	<b>7</b>	4	0	1	1	0	1
Towns & Communities	<b>9</b>	4	2	1	1	1	0
Environment	<b>6</b>	3	1	0	1	0	1
Health	<b>6</b>	3	1	0	0	1	1
Individuals	<b>8</b>	3	1	1	1	1	1
<b>Total seats allocated</b>	<b>139</b>	<b>67</b>	<b>19</b>	<b>16</b>	<b>13</b>	<b>13</b>	<b>11</b>

- Committee seats are allocated, and each Committee is balanced, as “reasonably practicably” as possible

## **PRINCIPLES FOR ALLOCATION OF SEATS ON COMMITTEES**

The principles of seat allocation follow the requirements of the political balance principles, using a formula that takes account of the respective sizes of the Groups and the number of seats on Committees available for distribution among the Groups.

### **Basic allocation of seats**

The seat entitlements of the Groups are agreed by a formula using the percentage of the membership of the Council represented by each Group (or Member(s) not in a Group), operating through a sequence of stages as follows:

**First**, the percentage of each Group's membership of the Council (and of any Members not within a Group) is calculated to two decimal places.

**Next**, that percentage is applied to the number of seats available on each Committee to agree each Group's potential entitlement to seats on that Committee. Where the resulting figure is not a whole number, generally it is rounded to the nearest whole number following the mathematical convention that numbers below .5 are rounded down, and those .5 or more are rounded up.

In some cases, a Group may be entitled to a seat even though, rounded down, its potential entitlement appears nil, as there is a specific number of seats available on each Committee and no other Group may have more seats on any Committee than its entitlement.

Once the size of the Groups are known, a table will be drawn up which will show the basic allocation on the basis of these principles to Committee sizes ranging from 3 Members to 15. This table will follow in the revised report.

**Finally**, fine adjustment is required to ensure that, so far as reasonably practicable, the seats allocated reflect the overall proportion of Council membership held by each Group and the numerical strength of its entitlement to seats on particular Committees. For that purpose, at this stage the seat allocation of particular Committees will be adjusted from the ideally-balanced number reached in earlier stages of the process.

### **Specific allocations**

For the allocation of seats on specific Committees, several permutations are possible. Although the Council's Constitution does specify particular numbers of seats to each Committee, it is expressed as being "or such other number as the Council may agree", so there is discretion as to Committee sizes.

Once the number of seats available on each Committee has been agreed, the allocation of seats to the individual Groups would then need to be adjusted between the Groups to achieve, so far as possible and practicable, an allocation that gives



**Annual Council, 27 April 2021**

each Group its proportionate share of seats overall while ensuring that each Committee is proportionately balanced. In practice, it will be impossible to achieve both aims without enlarging Committee memberships to an unworkable size, so a degree of compromise is required.

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Annual Council, 27April 2021, Nominations of Committee Chairmen and Vice-Chairmen

**Motion on behalf of the Conservative Group**

<b>Committee</b>	<b>Chairman Councillor</b>	<b>Vice-Chairman Councillor</b>
Adjudication and Review (2 Vice-Chairmen)	Matt Sutton	1. Tim Ryan 2. Ray Best
Audit		Viddy Persaud
Governance	Ciaran White	Damian White
Highways Advisory		Christine Vickery
Licensing (3 Vice-Chairmen)	Philippa Crowder	1. Christine Smith 2. Christine Vickery 3. Sally Miller
Pensions	John Crowder	
Planning	Robby Misir	Carol Smith
Strategic Planning	Dilip Patel	Tim Ryan
Joint Venture Working Party	Michael Deon Burton	Christine Vickery
Overview and Scrutiny Board		Michael White
Children and Learning Overview and Scrutiny Sub-Committee	Judith Holt	Robby Misir
Crime & Disorder Sub-Committee	Sally Miller	Matt Sutton
Environment Overview and Scrutiny Sub-Committee	Maggie Themistocli	Michael Deon Burton
Health Overview and Scrutiny Sub-Committee	Nisha Patel	Ciaran White
Individuals Overview and Scrutiny Sub-Committee	Christine Smith	Michael White

Towns and Communities Overview and Scrutiny Sub-Committee	Ray Best	Robby Misir
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**Sub-Committee of the Governance Committee:**

Appointments	Damian White	Robert Benham
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**Motion on behalf of the North Havering Residents' Association Group**

<b>Committee</b>	<b>Chairman Councillor</b>	<b>Vice-Chairman Councillor</b>
Adjudication and Review (2 Vice-Chairmen)		1. 2.
Audit	Martin Goode	
Governance		
Highways Advisory	Brian Eagling	
Licensing (3 Vice-Chairmen)		1. 2. 3.
Pensions		Martin Goode
Planning		
Strategic Planning		
Joint Venture Working Party		
Overview and Scrutiny Board	Darren Wise	
Children and Learning Overview and Scrutiny Sub-Committee		
Crime & Disorder Sub-Committee		
Environment Overview and Scrutiny Sub-Committee		

Health Overview and Scrutiny Sub-Committee		
Individuals Overview and Scrutiny Sub-Committee		
Towns and Communities Overview and Scrutiny Sub-Committee		

**Sub-Committee of the Governance Committee:**

Appointments		
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**Motion on behalf of the Labour Group**

<b>Committee</b>	<b>Chairman Councillor</b>	<b>Vice-Chairman Councillor</b>
Adjudication and Review (2 Vice-Chairmen)		1. 2.
Audit		
Governance		
Highways Advisory		
Licensing (3 Vice-Chairmen)		1. 2. 3.
Pensions		
Planning		
Strategic Planning		
Joint Venture Working Party	Paul McGeary	
Overview and Scrutiny Board	Keith Darvill	
Children and Learning Overview and Scrutiny Sub-Committee		

Crime & Disorder Sub-Committee		
Environment Overview and Scrutiny Sub-Committee		
Health Overview and Scrutiny Sub-Committee		
Individuals Overview and Scrutiny Sub-Committee		
Towns and Communities Overview and Scrutiny Sub-Committee		

**Sub-Committee of the Governance Committee:**

Appointments		
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# ANNUAL COUNCIL

## 27 April 2021

<p><b>EXPLANATORY NOTE</b></p>
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### APPOINTMENT OF THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

For ease of reference, the tables that follow indicate the nominations that are unopposed, and those upon which votes will be required.

**Table 1: Unopposed nominations**

<b>Committee</b>	<b>Chairman Councillor</b>	<b>Vice-Chairman Councillor</b>
Adjudication and Review (2 Vice-Chairmen)	Matt Sutton	1. Tim Ryan 2. Ray Best
Audit	Martin Goode	Viddy Persaud
Governance	Ciaran White	Damian White
Highways Advisory	Brian Eagling	Christine Vickery
Licensing (3 Vice-Chairmen)	Philippa Crowder	1. Christine Smith 2. Christine Vickery 3. Sally Miller
Pensions	John Crowder	Martin Goode
Planning	Robby Misir	Carol Smith
Strategic Planning	Dilip Patel	Tim Ryan
Joint Venture Working Party	<i>Position contested – see table 2.</i>	Christine Vickery

**Annual Council, 27 April 2021**

Overview and Scrutiny Board	<i>Position contested – see table 2.</i>	Michael White
Children and Learning Overview and Scrutiny Sub-Committee	Judith Holt	Robby Misir
Crime & Disorder Sub-Committee	Sally Miller	Matt Sutton
Environment Overview and Scrutiny Sub-Committee	Maggie Themistocli	Michael Deon Burton
Health Overview and Scrutiny Sub-Committee	Nisha Patel	Ciaran White
Individuals Overview and Scrutiny Sub-Committee	Christine Smith	Michael White
Towns and Communities Overview and Scrutiny Sub-Committee	Ray Best	Robby Misir

**Sub-Committee of the Governance Committee:**

Appointments	Damian White	Robert Benham
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**Table 3: Opposed nominations where there are two nominees:**

**A. Chairman of Joint Venture Working Party**

<b>Conservative Group nominee Councillor</b>	<b>Labour Group nominee Councillor</b>
Michael Deon Burton	Paul McGeary

**B. Chairman of Overview and Scrutiny Board**

<b>North Havering Residents' Association Group nominee Councillor</b>	<b>Labour Group nominee Councillor</b>
Darren Wise	Keith Darvill





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## Annual Council, 27 April 2021 - Nomination of Member Champions

### **Motion on behalf of the Conservative Group**

That the following be appointed Champions as indicated:

For the Armed Forces –

For Equality and Diversity – Robby Misir

For the Historic Environment – Judith Holt

For the Over 50's – Christine Smith

For the Voluntary Sector Compact – Christine Vickery

For Young People – Ciaran White

### **Motion on behalf of the Labour Group**

That the following be appointed Champions as indicated:

For the Armed Forces – Denis O'Flynn

For Equality and Diversity –

For the Historic Environment –

For the Over 50's –

For the Voluntary Sector Compact –

For Young People –

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# ANNUAL COUNCIL

## 27 April 2021

<b>EXPLANATORY NOTE</b>
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### APPOINTMENT OF THE MEMBER CHAMPIONS

For ease of reference, the table that follows indicates the unopposed nominations for all Member Champion positions.

Table 1: Unopposed nominations

<b>Member Champion</b>	<b>Nominee - Councillor</b>
For the Armed Forces	Denis O'Flynn
For Equality & Diversity	Robby Misir
For the Historic Environment	Judith Holt
For the Over 50's	Christine Smith
For the Voluntary Sector Compact	Christine Vickery
For Young People	Ciaran White

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