



COUNCIL MEETING

7.30 pm Wednesday, 24 March 2021
(Virtual meeting)

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

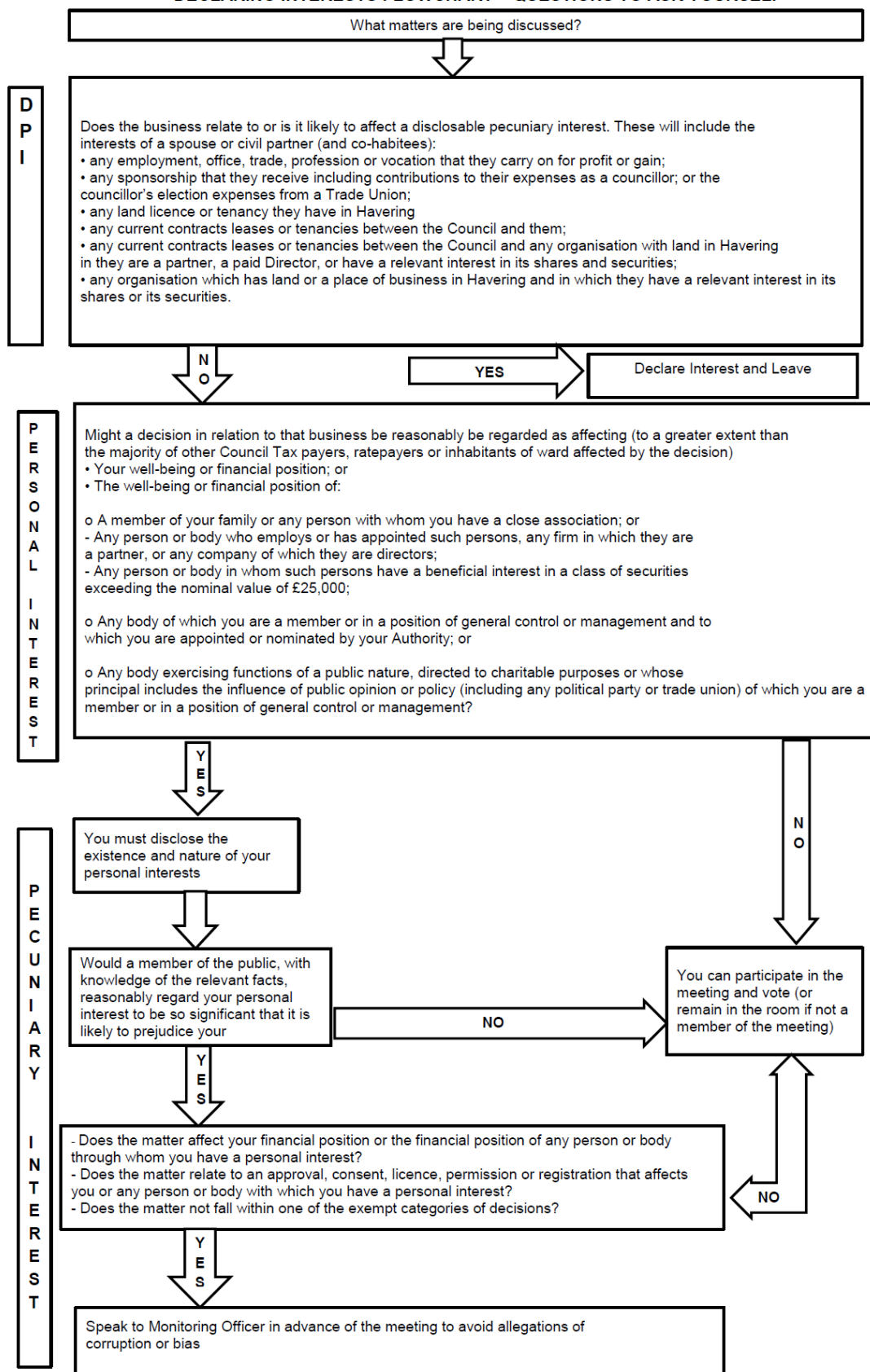
Abdus Chouhury
Monitoring Officer

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



Please note that this meeting will be webcast.

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



AGENDA

1 PRAYERS

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

Attached.

3 APOLOGIES FOR ABSENCE

To receive apologies for absence (if any).

4 MINUTES (Pages 5 - 32)

To sign as a true record the minutes of the Meeting of the Council held on 3 March 2021 (attached).

5 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.

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

To receive announcements (if any).

7 PETITIONS

No Members have given notice of intention to present a petition pursuant to Council Procedure Rule 14.

8 STAFF EMPLOYMENT PROCEDURE RULES (Pages 33 - 54)

NOTE: The deadline for amendments to all reports published with the Council agenda is midnight, Monday 22 March 2021.

To consider a report of the Governance Committee on the Staff Employment Procedure Rules (attached).

9 PAY POLICY STATEMENT 2021/22 (Pages 55 - 98)

To consider a report of the Chief Executive on Pay Policy Statement 2021/22 (attached).

10 DATES OF COUNCIL MEETINGS 2021/22 (Pages 99 - 100)

To consider a report of the Chief Executive on Dates of Council Meetings 2021/22 (attached).

11 OVERVIEW AND SCRUTINY RULES - EXCEPTION TO THE CALL-IN (REQUISITION) PROCEDURE (Pages 101 - 104)

To consider a report of the Chief Executive on Overview and Scrutiny Rules – Exception to the Call-in (Requisition) Procedure (attached).

12 MEMBERS' QUESTIONS (Pages 105 - 108)

Attached.

13 MOTIONS FOR DEBATE (Pages 109 - 112)

Attached.



LONDON BOROUGH OF HAVERING

PROTOCOL ON THE OPERATION OF MEETINGS OF FULL COUNCIL 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 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 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
- Petitions – Members will be able to give a short statement (via Zoom) explaining the subject of their petition.
- Members' Questions – Answers to questions to be circulated prior to the meeting. Supplementary question to be asked and answers given via Zoom.
- Motions for Debate.
- Recommendations and reports

- 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 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.

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. Members will be informed at the beginning of the meeting to indicate via the chat function if they have missed part of the debate, and for the clerk to recap briefly over what was said.

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 'raise 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

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



**MINUTES OF A MEETING OF THE COUNCIL OF THE
LONDON BOROUGH OF HAVERING**
Virtual meeting
3 March 2021 (7.30 - 11.00 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, Tony Durdin, Brian Eagling, Gillian Ford, Jason Frost, Martin Goode, Linda Hawthorn, Judith Holt, Tele Lawal, 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, Natasha Summers, 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

Reverend Kevin Browning of St John and St Matthew Church, South Hornchurch opened the meeting with prayers.

The meeting closed with the singing of the National Anthem.

**72 PROTOCOL ON THE OPERATION OF COUNCIL MEETINGS DURING
THE COVID-19 PANDEMIC (agenda item 2)**

The protocol on the operation of Council meetings was noted by Council, without division.

73 APOLOGIES FOR ABSENCE (agenda item 3)

There were no apologies for absence.

74 MINUTES (agenda item 4)

The minutes of the meeting held on 20 January 2021 were approved, without division.

RESOLVED:

That the minutes of the meeting of Council held on 20 January 2021 be agreed as a correct record.

75 DISCLOSURE OF INTERESTS (agenda item 5)

As show below, all Members disclosed an interest in agenda item 8 – Members' Allowances Scheme 2021/22 as they were in receipt of a Member's Allowance and in agenda item 9 – the Council's Budget 2021/22 as they were occupiers of land with a liability for Council Tax.

The legal granting of a dispensation allowing all Members to take part in the meeting and vote in such instances was **AGREED** without division.

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Barry Mugglestone, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Bob Perry, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Brian Eagling, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Carol Smith, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Carole Beth, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Christine Smith, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Christine Vickery, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Christopher Wilkins, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Ciaran White, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Damian White, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Darren Wise, Pecuniary, Member in receipt of Member's Allowance..

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Councillor David Durant, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Denis O'Flynn, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Dilip Patel, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Gerry O'Sullivan, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Gillian Ford, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Graham Williamson, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Jan Sargent, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Jason Frost, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Jeffrey Tucker, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor John Crowder, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor John Mylod, Pecuniary, Member in receipt of Member's Allowance..

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Councillor John Tyler, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Joshua Chapman, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Judith Holt, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Keith Darvill, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Linda Hawthorn, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Linda Van den Hende, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Maggie Themistocli, Personal, Member in receipt of Member's Allowance..

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Councillor Martin Goode, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Matt Sutton, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Melvin Wallace, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Michael Deon Burton, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Michael White, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Natasha Summers, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Nic Dodin, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Nisha Patel, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Osman Dervish, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Paul McGeary, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Paul Middleton, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Philippa Crowder, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Ray Best, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Ray Morgon, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Reg Whitney, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Robby Misir, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Robert Benham, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Roger Ramsey, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Ron Ower, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Sally Miller BCAC, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Stephanie Nunn, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Tele Lawal, Pecuniary, Member in receipt of Member's Allowance..

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Councillor Timothy Ryan, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Tony Durdin, Pecuniary, Member in receipt of Member's Allowance..

8. MEMBERS' ALLOWANCES SCHEME.

Councillor Viddy Persaud, Pecuniary, Member in receipt of Member's Allowance..

9. THE COUNCIL'S BUDGET 2021/22.

Councillor Barry Mugglestone, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Bob Perry, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Brian Eagling, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Carol Smith, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Carole Beth, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Christine Smith, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Christine Vickery, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Christopher Wilkins, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Ciaran White, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Damian White, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Darren Wise, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor David Durant, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Dilip Patel, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Gerry O'Sullivan, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Gillian Ford, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Graham Williamson, Personal, Member is occupier of land with a liability for Council Tax..

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Councillor Jan Sargent, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Jason Frost, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Jeffrey Tucker, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor John Mylod, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor John Tyler, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Joshua Chapman, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Judith Holt, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Keith Darvill, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Linda Hawthorn, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Linda Van den Hende, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Matt Sutton, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Melvin Wallace, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Michael Deon Burton, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Michael White, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Natasha Summers, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Nic Dodin, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Paul McGeary, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Paul Middleton, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Philippa Crowder, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Ray Best, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Ray Morgon, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Reg Whitney, Personal, Member is occupier of land with a liability for Council Tax..

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Councillor Roger Ramsey, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Ron Ower, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Sally Miller BCAC, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Stephanie Nunn, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Tele Lawal, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Timothy Ryan, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Tony Durdin, Pecuniary, Member is occupier of land with a liability for Council Tax..

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Councillor Viddy Persaud, Pecuniary, Member is occupier of land with a liability for Council Tax..

76 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 Joan Lewis who had passed away recently. Tributes were paid by a number of Members.

The Mayor advised Council of his recent virtual meeting with members of the Reservist Army.

The Mayor and the Leader of the Council also sent best wishes for a speedy recovery to Prince Philip, the Duke of Edinburgh.

The Chief Executive updated Council on the latest position with Covid-19 in Havering and work the Council was undertaking as part of the national roadmap for the gradual lifting of lockdown restrictions.

77 PROCEDURE (agenda item 7)

A procedural motion on behalf of the Conservative Group that agenda items 8 and 9 be dealt with via a single combined debate was **AGREED** without division.

A procedural motion on behalf of the Conservative Group that Council Procedure Rule 13.3 be suspended so that speeches in general debate, other than those by Group Leaders, last for a maximum of 10 minutes was **AGREED** without division.

78 MEMBERS' ALLOWANCES SCHEME (agenda item 8)

A report of the Chief Executive proposed the Member' Allowances Scheme 2021/22. There had not been any amendments received to the report.

Following debate, the report and its recommendations were **AGREED** by 32 votes to 7 with 15 abstentions (see division 1).

RESOLVED:

That the proposed Members' Allowances scheme, attached at Appendix 1 to these minutes, becomes effective from 1st April 2021 and the existing scheme be revoked with effect from the same date.

79 THE COUNCIL'S BUDGET 2021/22 (agenda item 9)

Council had before it a report of Cabinet incorporating the budget proposals for 2021/22. This referred to reports presented to Cabinet at its meeting on 17 February 2021 which were also included in the agenda papers for the Council meeting. There had not been any amendments received to the report.

Following debate, the report and its recommendations were **AGREED** by 30 votes to 7 with 17 abstentions.

RESOLVED:

1. That the following as submitted in the report to Cabinet of 17 February 2021 be approved:
 - The General Fund budget for 2021/22
 - The Delegated Schools' Budget for 2021/22, as set out in section 5.13 of the Cabinet report.
 - The Capital Programme for 2021/22 as set out in the Capital Strategy and Programme Report reported to Cabinet on 17 February 2021.
2. The Council approve the Council Tax Band D properties and the other Bands of properties, all as set out in Annex C of this report (attached as appendix 2 to these minutes).
3. The Council delegate authority to the Chief Financial Officer to adjust the Corporate Risk Budget to account for any further variations that may arise.
4. That, in accepting recommendation 1, Council is mindful of the advice of the Chief Finance Officer as set out in section 13 of the report to Cabinet.
5. That it be noted that under delegated powers the Chief Finance Officer has calculated the amount of 88,243 (called T in the Act and Regulations) as its Council Tax base for the year 2021/22 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) made under Section 31B of the Local Government Finance Act 1992 as amended.
6. That the amount of £134,980,023 be now calculated as the Council Tax requirement for the Council's own purposes for 2021/22, with £15,479,587 of that amount being ringfenced for Adult Social Care.

7. That the following amounts be now calculated by the Council for the year 2021/22 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

(a)	£550,857,918	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	(£415,877,895)	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£134,980,023	being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
(d)	£1,529.64	being the amount at (c) above divided by the taxbase, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

8. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in the table below as the amounts of Council Tax for 2021/22 for each of the categories of dwellings.

Valuation Bands London Borough of Havering			
	Havering	Adult Social Care	Total
	£ p	£ p	£ p
A	902.81	116.95	1,019.76
B	1,053.28	136.44	1,189.72
C	1,203.75	155.93	1,359.68
D	1,354.22	175.42	1,529.64
E	1,655.16	214.40	1,869.56
F	1,956.10	253.38	2,209.48
G	2,257.03	292.37	2,549.40
H	2,708.44	350.84	3,059.28

9. That it be noted for the year 2021/22 the major precepting authority (the GLA) has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below as proposed by the Mayor.

Valuation Bands Greater London Authority	
	£ p
A	242.44
B	282.85
C	323.25
D	363.66
E	444.47
F	525.29
G	606.10
H	727.32

10. That, having calculated the aggregate in each case of the amounts at 8 and 9 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2021/22 for each of the categories of dwellings shown below:

Valuation Bands	£ p
A	1,262.20
B	1,472.57
C	1,682.93
D	1,893.30
E	2,314.03
F	2,734.77
G	3,155.50
H	3,786.60

The effect of adopting this resolution would be to set the Council Tax for a Band D property at £1,893.30

11. That Council having considered the principles approved under the Local Government Finance Act 1992 by the Secretary of State for Communities and Local Government concludes that the Council's basic relevant amount of Council Tax for 2021/22 is not excessive.
12. That any Council Tax payer who is liable to pay an amount of Council Tax to the Authority in respect to the year ending on 31

March 2022, who is served with a demand notice under Regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 as amended and who makes payment to the Authority of the full balance of the estimated amount shown on that demand by 1 April 2021, may deduct a sum equivalent to 1.5% of and from the estimated amount and such reduced amount shall be accepted in full settlement of that estimated amount.

13. That Council approves that the Council Tax Support Scheme 2020/21 is adopted for 2021/22 as set out in Section 15 of the Cabinet report of 17 February 2021.
14. That Council approves the Housing Revenue Account (HRA) Major Works Capital Programme, detailed in Appendix 1a of the HRA Budget for 2021/2022 and HRA Major Works Capital Programme 2021/22 – 2025/26 report to Cabinet of 17 February 2021.
15. That Council approves the HRA Capital expenditure and financing for the 12 Sites Joint Venture, detailed in paragraphs 4.1 to 4.26 and Appendix 1b of the of the HRA Budget for 2021/2022 and HRA Major Works Capital Programme 2021/22 – 2025/26 report to Cabinet of 17 February 2021.
16. That Council approves the Treasury Management Strategy Statement, Prudential Indicators, and the Minimum Revenue Provision Statement for 2021/22 as shown in the separate report to Cabinet of 17 February 2021.
17. That Council approves the Capital Strategy and Programme for 2021/22 as shown in the separate report to Cabinet of 17 February 2021.

80 VOTING RECORD

The record of voting decisions is attached as appendix 3 to these minutes.

Mayor

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Members' Allowances Scheme

Agreed at the meeting of the Council on 3 March 2021:

The new Scheme is agreed with effect from 1st April 2021 and the revocation of the Members' Allowance Scheme (2020) is effective from 31st March 2021.

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

- 1 This scheme may be cited as the Havering London Borough Council Members' Allowance Scheme. The new scheme shall have effect from 1st April 2021.
- 2 In this scheme, "councillor" means a councillor of the London Borough of Havering and "year" means the period ending on 31st March 2022 and any period of 12 months ending on 31st March in any year after 2022.
- 3 **Basic allowance (Schedule 1)**
 Subject to paragraphs 7 and 11, for each year a basic allowance of £10,412 shall be paid to each councillor.
- 4 **Special responsibility allowance (Schedule 1)**
 - (a) For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the Council that are specified in schedule 1 to this scheme.
 - (b) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
 - (c) When a councillor would otherwise be entitled under the scheme to more than one special responsibility allowance, then the entitlement shall instead be only to one of them, being the one attracting the higher rate.
 - (d) Where a Member is also a member of another authority, that Member may not receive allowances from more than one authority in respect of the same duties.
- 5 **Child and dependent care allowance**

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

6 Renunciation & Inflationary rate increase

A Councillor may, by notice in writing given to the Chief Finance Officer, elect to forego any part of his/her entitlement to an allowance under this scheme.

7 Part-year entitlements

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

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

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

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

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

8 Travelling and Subsistence (Schedule 2)

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

9 Claims and payments

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

10 Pension Scheme

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

11 Financial Limits

The Chief Finance Officer will arrange for the budget for members allowances to be monitored to ensure that budgetary issues are reported to Members.

(a) Increases in Allowances

Basic Allowances as quoted will be updated for 2021/22 by any 2021/22 increases as agreed under the annual Local Government Pay Settlement of the Joint Negotiating Committee for Chief Officers of Local Authorities or its replacement under the local pay agreement. The amounts so calculated are to be rounded up to be divisible for payment purposes.

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

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

(b) Suspension of Basic and Special Responsibility Allowance

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

12 Mayor and Deputy

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

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

- Havering Civic receptions, award pins/coins and certificates at the civic award ceremony;
- Medals, certificates and frames in the event of there being any ceremony associated with Honorary Alderman/Freeman of the Borough awards;
- Gifts given on behalf of the Council in reciprocation or gifts initiated by the Council for promotional purposes;
- Postage costs and all costs associated with the Mayoral transport, robes etc.

13 Co-Optees and Independent Persons' Allowances

The standard rate of allowance for statutory co-optees is £119 per meeting attended.

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

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

14 Note

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

Schedule 1: Members' Allowances

Category of Allowance	Amount Per Member £
<u>Basic Allowance</u>	10,412
Special Responsibility Allowances:	
Leader of the Council	45,901
Deputy Leader of the Administration	32,048
Cabinet Members	29,356
Deputy Cabinet Member	14,677
Leader of Principal Opposition	14,706
Leader of Minority Opposition Groups	4,080
Mayor	12,240
Deputy Mayor	8,160
Overview and Scrutiny Board Chairman	14,706
Overview and Scrutiny Board Vice Chairman	7,803
Overview and Scrutiny Sub-Committee Chairmen	7,803
Licensing, Strategic Planning and Planning Committee Chairmen	14,706
Strategic Planning Committee Vice-Chairman	7,803
Planning Committee Vice Chairman	2,040
Licensing Committee Vice Chairmen	*119
Audit, Pensions, Highways and Governance Committees Chairmen	7,803
Adjudication & Review Committee Chairman	2,040
Joint Venture Working Party Chairman	7,803

*Per meeting chaired

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

Schedule 2: Travel and Subsistence

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

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

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

Travel and subsistence arrangements for key events will be set in line with the above. Taking account of the practicalities of arrangements however, these will be set out and documented by the Chief Finance Officer, prior to each event and be agreed with the Cabinet Member for Finance and Property.

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LONDON BOROUGH OF HAVERING
FINAL COUNCIL TAX STATEMENT – 2021/22 BUDGET

2020/21 £	HaVering's Expenditure	Final 2021/22 £	
160,207,788	Service Expenditure	170,203,101	
1,000,000	General Contingency	1,000,000	
161,207,788	HaVering's Own Expenditure	a 171,203,101	
	Levies		
16,363,000	East London Waste Authority	11,524,000	Final
191,242	Environment Agency (Thames)	195,131	Final
22,128	Environment Agency (Anglia)	22,609	Final
208,036	Lee Valley Regional Park Authority	212,413	Final
300,636	London Pensions Fund Authority (LPFA)	301,345	Final
17,085,042	Sub Total – Levies	b 12,255,498	
(14,368,210)	Unringfenced Grant	c (14,902,118)	Final
163,924,620	Sub Total – Total Expenditure	d=a+b-c 168,556,481	
	External Finance		
(9,944,857)	Business Rates Top-up	(9,944,857)	Final
(1,398,077)	Revenue Support Grant	(1,405,808)	Final
(23,808,558)	National Non Domestic Rate	(23,952,890)	Final
(35,151,492)	Sub Total – External Finance	e (35,303,555)	
0	Council Tax Deficit/(Surplus)	f 815,089	Final
1,331,141	Business Rates Deficit/(Surplus)	g 912,008	Final
130,104,269	HaVering's Precept on the Collection Fund	h=d+e+f+g 134,980,023	

2020/21		<u>The Collection Fund</u>		Final 2021/22	
£	£ p	Expenditure		£	£ p
118,415,266	1,332.26	Precepts			
11,689,003	131.51	London Borough of Havering		119,500,436	1,354.22
		Adult Social Care		15,479,587	175.42
130,104,269	1,463.77	Total London Borough of Havering	h	134,980,023	1,529.64
29,515,378	332.07	Greater London Authority		32,090,449	363.66
23,808,558	267.86	London Borough of Havering Retained Business Rates		23,952,890	271.44
29,363,889	330.37	Greater London Authority - Retained Business Rates		29,541,897	334.78
266,826	3.00	Cost of NNDR collection		262,023	2.97
213,058,920	2,397.07	Total Expenditure	i	220,827,282	2,502.49
		Total Income			
(53,439,273)	(601.23)	National Non-Domestic Rate			
		NNDR receivable	j	(53,756,810)	(609.19)
159,619,647	1,795.84	COUNCIL TAX per Band D property	k=i-j	167,070,472	1,893.30
88,883		Council Tax Base		88,243	
Council Tax percentage change 5.43%					

Council Taxes Per Property Band			Change	
Valuation as at 1/4/91	£ p		£ p	£ p
Under £40,000	1,197.23	Band A	1,262.20	64.97
£40,000 - £52,000	1,396.77	Band B	1,472.57	75.80
£52,001 - £68,000	1,596.30	Band C	1,682.93	86.63
£68,001 - £88,000	1,795.84	Band D	1,893.30	97.46
£88,001 - £120,000	2,194.91	Band E	2,314.03	119.12
£120,001 - £160,000	2,593.99	Band F	2,734.77	140.78
£160,001 - £320,000	2,993.07	Band G	3,155.50	162.43
Over £320,000	3,591.68	Band H	3,786.60	194.92

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DIVISION NUMBER:	1	2
The Mayor [Cllr. Cllr John Mylod]	✓	✓
The Deputy Mayor [Cllr Christine Vickery]	✓	✓
<u>CONSERVATIVE GROUP</u>		
Cllr Robert Benham	✓	✓
Cllr Ray Best	✓	✓
Cllr Joshua Chapman	✓	✓
Cllr John Crowder	✓	✓
Cllr Philippa Crowder	✓	✓
Cllr Michael Deon Burton	✓	✓
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	✓	✓
<u>RESIDENTS' GROUP</u>		
Cllr Nic Dodin	0	0
Cllr Paul Middleton	0	✗
Cllr Raymond Morgon	0	0
Cllr Barry Mugglestone	✗	0
Cllr Stephanie Nunn	✗	0
Cllr Gerry O'Sullivan	0	0
Cllr Reg Whitney	0	0
<u>UPMINSTER & CRANHAM RESIDENTS' GROUP</u>		
Cllr Gillian Ford	0	0
Cllr Linda Hawthorn	✗	0
Cllr Ron Ower	0	0
Cllr John Tyler	0	0
Cllr Linda Van den Hende	0	0
Cllr Christopher Wilkins	✗	0
<u>INDEPENDENT RESIDENTS' GROUP</u>		
Cllr David Durant	0	✗
Cllr Tony Durdin	0	0
Cllr Natasha Summers	0	0
Cllr Jeffrey Tucker	✓	0
Cllr Graham Williamson	0	0
<u>LABOUR GROUP</u>		
Cllr Carole Beth	✗	✗
Cllr Keith Darvill	✗	✗
Cllr Tele Lawal	0	✗
Cllr Paul McGeary	✗	✗
Cllr Denis O'Flynn	✓	✗
<u>NORTH HAVERING RESIDENTS' GROUP</u>		
Cllr Brian Eagling	✓	✓
Cllr Martin Goode	✓	✓
Cllr Jan Sargent	✓	✓
Cllr Darren Wise	✓	✓
<u>INDEPENDENT</u>		
Cllr Bob Perry	0	0
Cllr Melvin Wallace	✓	✓
TOTALS		
✓ = YES	32	30
✗ = NO	7	7
0 = ABSTAIN/NO VOTE	15	17
ID = INTEREST DISCLOSED/NO VOTE	0	0
A = ABSENT FROM MEETING	0	0
	54	54

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COUNCIL

Subject Heading:	Staff Employment Procedure Rules
SLT Lead:	Andrew Blake-Herbert Chief Executive
Report Author and Contact Details:	Ben Plant Director of HR and Organisational Development ben.plant@onesource.co.uk Looqman Desai Interim Principal and Corporate Governance Lawyer looqman.desai@onesource.co.uk
Policy Context:	Governance
Financial Summary:	None

The subject matter of this report deals with the following council objectives:

Communities making Havering	<input type="checkbox"/>
Places making Havering	<input type="checkbox"/>
Opportunities making Havering	<input type="checkbox"/>
Connections making Havering	<input type="checkbox"/>

SUMMARY

This report seeks approval of proposed changes to Part 5 of the Constitution, which contains the Staff Employment Procedure Rules (“the Rules”). The proposed changes have been approved for recommendation to Council by the Governance Committee, which considered the Rules at its meeting on 13 January 2021.

RECOMMENDATIONS

That Council:

1. agree the proposed Rules attached at **Appendix B**
2. authorise the Monitoring Officer to update the Constitution and make all necessary consequential changes

REPORT DETAIL

1 Background

- 1.1 All local authorities are required by law to incorporate into their constitutions, as standing orders, rules relating to the employment of officers. These rules include the appointment, the taking of disciplinary action against, and the dismissal of officers, and are currently found in the Local Authorities (Standing Orders) Regulations 1993 as amended and the Local Authorities (Standing Orders) (England) Regulations 2001 as amended.

2 Key Considerations and Proposals

- 2.1 The current Staff Employment Procedure Rules are attached at **Appendix A**. The proposed Rules are attached at **Appendix B**. The Rules have been rewritten to improve the wording and formatting of the text, to remove obsolete job titles, and to reflect decisions made by the Governance Committee at its meeting on 13 January 2021. If these new Rules are approved, they will have the following principal effects:
 - 2.1.1 Members will be responsible for appointing the Chief Executive, all Chief Officers, and those Deputy Chief Officers graded G11 and above. A list of all existing roles that fall within this definition is attached at **Appendix C**.
 - 2.1.2 The Chief Executive (or his/her nominee) will be responsible for interim, temporary or fixed-term appointments to Chief Officer and Deputy Chief Officer roles graded G11 and above, subject to the requirements and limits specified in paragraphs 2.17 – 2.20 of the Rules. In addition, the proposed Rules:
 - require the Chief Executive, upon making a temporary appointment, to notify the Appointments Sub-Committee in writing of the timescales for making a permanent appointment; and

- in cases where it is proposed to extend a temporary appointment beyond one year, require the Chief Executive to obtain approval of the extension from the Appointments Sub-Committee.
- 2.1.3 Members will be responsible for taking disciplinary action against and the dismissal of the Chief Executive and Chief Officers. There are specific statutory provisions that apply to the dismissal of the Chief Executive, Monitoring Officer and Chief Finance Officer, which are detailed in paragraphs 3.4 – 3.6 of the Rules. Taking disciplinary action against and the dismissal of Deputy Chief Officers will be a matter for the Chief Executive.
- 2.1.4 The Chief Executive may make minor changes to the Rules to ensure they remain accurate and up to date – for example, by updating job titles or grades to reflect changes to the Council's management structure as and when they occur.
- 2.2 Under the proposed Rules, member decision-making in relation to employment matters will continue to be the responsibility of the Appointments Sub-Committee, other than in the case of the Executive Director of oneSource and the oneSource Directors, where member decision-making will continue to be via the oneSource Joint Committee.

Detailed comparison of the current and proposed Rules

- 2.3 The following table compares the current Rules at **Appendix A** with the proposed Rules at **Appendix B**.

Current Rules	Comments (para. numbers are to the draft Rules – see Appendix 2)
Para. 1 (Seeking support for appointment)	Replaced by para. 2.3 & 2.4
Para. 2 (Declarations)	Replaced and amended by para. 2.1 and 2.2
Para. 3 (Recruitment)	Replaced by para. 2.5
Para. 4 (Appointment of Head of Paid Service)	Replaced by para. 2.6
Para. 5 (Appointment of Deputy Chief Executives, Chief Finance Officer, Monitoring Officer, Assistant/Deputy Directors and Heads of Service)	Replaced by para. 2.9, 2.11, 2.12, 2.15 and Appendix 1
Para. 6 (Appointment of Director of Public Health)	Replaced by para. 2.13
Para. 7 (Appointment of oneSource Directors)	Replaced by para. by 1.2.1

Current Rules	Comments (para. numbers are to the draft Rules – see Appendix 2)
Para. 8 (Assistants to political groups)	Replaced by para. 2.16
Para. 9 (Disciplinary action)	Replaced by para. 3.5
Para. 10 (Suspension)	Replaced and amended by para. 3.4. The decision to suspend rests with the Committee only
Para. 11 (Independent person)	Replaced by para. 3.5
Para. 12 (Dismissal)	Replaced by para. 3.3
Para. 13 (Role of the Cabinet)	Replaced by para. 4 – see definition of “Committee”
Para. 14 (Appointment process)	Replaced by para. 2.12 and Appendix 1
Para. 15 (Dismissal process)	Replaced by para. 3.7 and Appendix 1
Para. 16 (Dismissal of Head of Paid Service, Chief Finance Officer and Monitoring Officer)	Replaced by para. 3.5
Para. 17 (Independent Persons)	Replaced by para. 3.5 (as necessary)
Para. 18 (Appointment of Panel)	Replaced by para. 3.6
Para. 19 (Determination of Proposal to Dismiss)	Replaced by para. 3.5
Para. 20 (Remuneration of Independent Persons)	Deleted – this is stated in the 2001 Regulations (see para. 1.1.3)
Para. 21 (Capability process)	Deleted – unnecessary and/or covered by para. 1.2.2
Para. 22 (Grievance process)	
Para. 23 (Bullying and Harassment process)	

IMPLICATIONS & RISKS

Financial implications and risks:

N/A

Legal implications and risks:

These are incorporated into the body of the report.

Human Resources implications and risks:

These are incorporated into the body of the report.

Equalities implications and risks:

Under section 149 of the Equality Act 2010, the Council has a duty when exercising its functions to have “due regard” to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act and advance equality of opportunity and foster good relations between persons who have a protected characteristic and persons who do not. This is the public sector equality duty. The protected characteristics are age, disability, ethnicity, gender and gender reassignment, marriage and civil partnership status, pregnancy and maternity status, religion or belief and sexual orientation.

“Due regard” is the regard that is appropriate in the circumstances. The weight to be attached to each need is a matter for the Council. As long as the Council is properly aware of the effects and has taken them into account, the duty is discharged. There are no direct equality implications arising from the proposed changes to the Rules, but the Council’s policies, procedures and practices are designed to achieve equality of treatment and a level playing field.

Background Papers

None

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Appendix A – Current Rules

STAFF EMPLOYMENT PROCEDURE RULES

Recruitment and appointment

1. Seeking support for appointment

The Council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment with the Council. This statement shall be included in any recruitment information.

No councillor will seek support for any person for any appointment with the Council.

2. Declarations

The Council shall ask any candidate for appointment as a member of staff to state in writing whether they are related to an existing councillor or member of council staff; or the partner of such persons. No candidate who declares such a relationship will be appointed without the authority of Director of Human Resources and/ or a Deputy Chief Executive.

3. Recruitment

Where the Council proposes to appoint a Head of Paid Service, a Deputy Chief Executive, a one Source Director or a Head of Service and it is not proposed that the appointment be made exclusively from among the existing members of staff, the Council's usual recruitment procedures shall apply.

4. Appointment of Head of Paid Service

The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Appointments Committee. The Appointments Committee must include at least one Cabinet member.

5. Appointment of Deputy Chief Executives, Chief Finance Officer, Monitoring Officer, Assistant/ Deputy Directors and Heads of Service

The Appointments Committee will appoint Deputy Chief Executives, Chief Finance Officer, Monitoring Officer, Assistant/ Deputy Directors and Heads of Service. The committee must include at least one Cabinet member.

An offer of employment as a Deputy Chief Executive, Chief Finance Officer, Monitoring Officer, Assistant/ Deputy Directors or a Head of Service shall be made only where no well-founded objection from any member of the Cabinet has been received (as set out in rule 14 below).

6. Appointment of Director of Public Health

The Council must in accordance with Part 3 of the National Health Service Act 2006 as amended by Section 30 of the Health and Social Care Act 2012, jointly with the Secretary of State, appoint an individual to have responsibility for all local authorities public health functions, including any conferred by regulation. The individual is to be known as an officer of the local authority and is to be known as the Director of Public Health. The appointment of the Director of Public Health shall be made by the Advisory Appointments Committee.

7. Appointment of oneSource Directors

The Managing Director, Directors, Assistant/Deputy Directors and Heads of Service of oneSource shall be appointed pursuant to the provisions of the Inter-Authority Agreement between the London Boroughs of Havering and Newham dated 1 September 2014 and the variation thereto dated 18 June 2015

8. Assistants to political groups

Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group, and in accordance with statutory regulations.

9. Disciplinary action

No disciplinary action in respect of the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer, except action described in paragraph 10 below, may be taken other than in accordance with a recommendation in a report made by a Panel of Appointments Sub-Committee under regulation 6 of the Local Authorities (standing Orders) (England) (Amendment) Regulations 2015.

10. Suspension

The Head of Paid Service, Monitoring Officer and Chief Finance Officer may be suspended by the Council whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and should last no longer than two months. In exceptional circumstances, the decision to suspend may be made by a Deputy Chief Executive in conjunction with the Director of Human Resources and Organisational Change; this decision must be notified to all councillors as soon as possible.

11. Independent person

No other disciplinary action may be taken in respect of any of the officers referred to in 9 above except in accordance with a recommendation in a report made by a Panel of the Appointments Sub-Committee

Councillors will not be involved in the disciplinary action against any officer below Head of Service level except where:

- (a) such involvement is necessary for any investigation or inquiry into alleged misconduct
- (b) the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of disciplinary action.

12. Dismissal

Councillors will not be involved in the dismissal of any officer below Head of Service level except where:

- (a) such involvement is necessary for any investigation or inquiry into alleged misconduct
- (b) the Council's disciplinary, capability and related procedures as adopted from time to time may allow a right of appeal to members in respect of dismissals.

13. Role of the Cabinet

Where a committee or a sub-committee of the Council is discharging, on behalf of the authority, the function of the appointment or dismissal of the Head of Paid Service, a Deputy Chief Executive, Chief Finance Officer, Monitoring Officer or a Head of Service at least one member of the Cabinet must be a member of that committee or sub-committee.

14. Appointment process

In this paragraph, "appointor" means, in relation to the appointment of a person as a member of staff of the Council, the Council or, where a committee, sub-committee or member of staff is discharging the function of appointment on behalf of the Council, that committee, sub-committee or member of staff, as the case may be.

An offer of an appointment as Head of Paid Service, Deputy Chief Executive, Chief Finance Officer, Monitoring Officer, Assistant/Deputy Director or Head of Service must not be made by the appointor until the appropriate notification has been advised to Cabinet, in accordance with regulations and objections have been received and considered. Such appointments must be in accordance with the appropriate terms and conditions of employment

15. Dismissal process

In this paragraph, "dismissor" means, in relation to the dismissal of a member of staff of the Council, the Council or, where a committee, sub-committee or another member of staff is discharging the function of dismissal

on behalf of the Council, that committee, sub-committee or other member of staff, as the case may be.

Notice of the dismissal of a Deputy Chief Executive, or Head of Service must not be given by the dismissor until the appropriate notification has been advised to Cabinet, in accordance with regulations and objections have been received and considered.

16. Dismissal of Head of Paid Service, Chief Finance Officer and Monitoring Officer

The Head of Paid Service, the Chief Finance Officer and the Monitoring Officer may not be dismissed by the Council unless the procedure set out in the following paragraphs is complied with.

17. Independent Persons

The Council must invite relevant independent persons to be considered for appointment to a Panel, being a committee appointed by the Council under Section 102(a) of the Local Government Act 1972 for the purposes of advising the Council on matters relating to the dismissal of any of the officers referred to in Paragraph 16 above with a view to appointing at least two such persons to the Committee.

A 'relevant independent person' means any independent person appointed by the Council under Section 28(7) of the Localism Act 2011 or where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the Council considers appropriate.

The Council is not required to appoint more than two relevant independent persons to its Panel but may do so if it wishes.

The Council must appoint to its Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraphs above with the following priority order:

- (a) A relevant independent person who has been appointed by the Authority and who is a local government elector;
- (b) Any other relevant independent person who has been appointed by the Authority
- (c) A relevant independent person who has been appointed by another Authority or Authorities.

18 Appointment of Panel

The Council must appoint any Panel at least 20 working days before a meeting of the Council to consider whether or not to approve a proposal to dismiss any of the officers referred to in Paragraph 16 above.

19 Determination of Proposal to Dismiss

Before the taking of a vote on whether or not to approve a dismissal, the Council must take into account in particular:

- (a) Any advice, views or recommendations of the Panel
- (b) The conclusions of any investigation into the proposed dismissal, and
- (c) Any representations from the officer the subject of the disciplinary action

20 Remuneration of Independent Persons

Any remuneration or fees paid by the Council to an independent person appointed to the Panel must not exceed the level of remuneration, allowances of fees payable to that independent person in respect of that person's role as independent person under the Localism Act 2011

21. Capability process

The process to be followed must be in accordance with the appropriate terms and conditions of employment for that member of staff and the appropriate Council employment policy/procedure

22 Grievance process

The process to be followed for a grievance must be in accordance with the appropriate terms and conditions of employment for that member of staff appropriate Council employment policy/procedure

23 Bullying and Harassment process

The process to be followed for a complaint must be in accordance with the appropriate terms and conditions of employment for that member of staff appropriate Council employment policy/procedure

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Appendix B – Draft Proposed Rules

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 C – Roles Appointed to by Members

Directorate	Deputy Chief Officers	Grade
Adult Services	Adult Safeguarding Service Manager	G11
	Head of Business Management	G12
	Head of Integrated Service	G12
Chief Operating Officer	Assistant Director of Customer, Communications & Culture	G14
	Assistant Director of Policy, Performance and Community	G14
	Assistant Director of Transformation	G14
	Head of Joint Commissioning Unit	G12
	Head of Programme Office	G12
Children's Services	Assistant Director of Children's Services	G15
	Assistant Director of Education Services	G15
	Principal Social Worker and Head of Social Care Practice	G13
	Head of Clinical Practice	G12
Housing Services	Assistant Director of Housing Demand	G13
	Assistant Director of Housing Services	G13
	Assistant Director of Property Services	G13
	Assistant Director of Supported Housing	G13
	Head of Housing Strategy and Development	G12
Neighbourhoods	Assistant Director of Civil Protection	G14
	Assistant Director of Highways and Environment	G14
	Assistant Director of Planning	G14
	Head of Registration and Bereavement Service	G13
oneSource*	Director of Asset Management	G15
	Director of Exchequer and Transactional Services	G15
	Director of Finance	G15
	Director of HR and Organisational Development	G15
	Director of Legal and Governance Services	G15
	Director of Procurement	G14
	Director of Technology and Innovation	G15
	Assistant Director, Performance, Policy and Programmes	G13
Public Health	Public Health Consultant x 4	G12
Regeneration Programmes	Head of Development	G13
	Head of Inclusive Growth	G13
	Head of Programmes and Support	G11

* Member decision-making for oneSource roles takes place via the oneSource Joint Committee.

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REPORT OF THE CHIEF EXECUTIVE

Full Council: 24th March 2021

PAY POLICY STATEMENT 2021/22

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

The Council's pay policy statement must set out:

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

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

- G18 (Chief Executive)
- G16/G17 (Director/Chief Operating Officer)
- G15/G14/G13 (Director/Assistant Director/Deputy Director)

The Council's draft Pay Policy Statement 2021/22 is appended.

The Chief Executive RECOMMENDS to Council that the Pay Policy Statement, 2021/22 be approved.

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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.

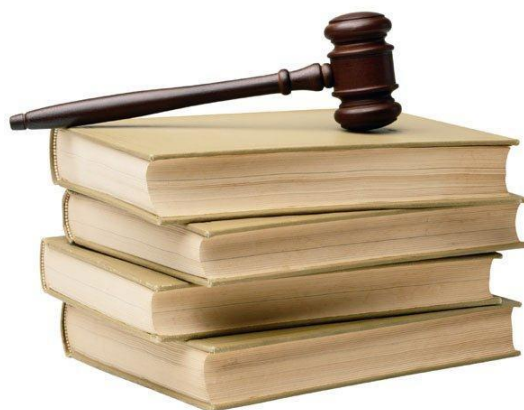
European Parliamentary and Parliamentary Elections and National Referenda

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 2nd or subsequent flexible retirement.

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

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

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

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

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

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

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

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

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

6) Applying the rule of 85 (Transitional 2014)

'Switch on' the 85 year rule protection, allowing a member to receive fully or partly unreduced benefits subject to the Scheme employer paying a strain cost to the Pension Fund (Schedule 2 paragraph 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 each April.</p> <p>Contributions are payable on all pay received such as non-contractual overtime or additional hours. Reductions in pay due to sickness, child related leave etc. are ignored. The salary used to determine your band will be assessed by taking into account basic salary each April plus any additional hours or overtime that were paid for in the previous financial year.</p> <p>A review of the initial policy 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	<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>

30(8)	<p>To waive in whole or in part an actuarial reduction due for a member:</p> <ul style="list-style-type: none"> • Who is allowed to take flexible retirement and is not protected by the 85 year rule • 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* 	<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"> 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.

		<ul style="list-style-type: none"> 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. <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> <p>Leave employment to care for dependent</p> <p>Dependents need for constant supervision</p> <p>No recourse to alternative care</p> <p>Suffering severe hardship</p> <p>Opportunity for employment severely limited</p> <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 1st April 2010)

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

Increase of Statutory Redundancy Payments

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

Compensation for Redundancy: General

Employees whose employment is terminated by reason of redundancy will be paid according to the statutory redundancy table based on actual pay. Those who receive immediate pension benefits will have their redundancy payment capped at a maximum of £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)

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

Spine	01.09.2020 Annual Salary £
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					
		01.09.19		01.09.2020	MONTH		HOUR	HOUR inc LW 2019	HOUR inc LW 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**

Salary from	01.09.19		01.09.2020	MONTH		HOUR		HOUR inc LW 2019	HOUR inc LW 2020
Spine Point									
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**

	01.09.19		01.09.2020	MONTH		HOUR		HOUR inc LW 2018	HOUR inc LW 2019
Spine Point									
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

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 1/9/10							deleted from sept 10	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)																				

TEACHERS SALARY SCALES 1.9.2020

LBH. SP.PT.	SPINAL POINT	ANNUAL	MONTHLY			HOURLY	DAILY
LOWER PAY SPINE		Neg Body T		Emp Type 003 Teachers		SpTable TCHL	
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
UPPER PAY SPINE		Neg Body T		Emp Type 003 Teachers		SpTable TCHU	
page 73							Grade TCHU
	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
UNQUALIFIED TEACHERS							
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

						Grades
1	£45,542	3795.17			35.9306	
2	£46,601	3883.42			36.7661	HEAD
3	£47,676	3973.00			37.6142	DEPU
4	£48,785	4065.42			38.4892	SRMA
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**

Recruitment & Retention						
R.R1	£1,002	83.50			0.7905	5.1385
R.R2	£1,971	164.25			1.5550	10.1077
R.R3	£2,985	248.75			2.3550	15.3077
R.R4	£4,158	346.50			3.2805	21.3231
R.R5	£5,415	451.25			4.2722	27.7692

No Chang
No Chang
No Chang
No Chang
No Chang

min
max

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

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

Leading Practitioners					
min	£45,766	3813.83		36.1073	234.6974
max	£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



COUNCIL, 24 MARCH 2021

REPORT OF THE CHIEF EXECUTIVE

SUBJECT: DATES OF COUNCIL MEETINGS, 2021/22

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

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

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

2021

- 19 May (Annual Meeting)
- 7 July
- 8 September
- 17 November

2022

- 19 January
- 23 February (Council Tax Setting)
- 23 March
- 25 May (Annual Meeting)
- 13 July (provisional)
- 7 September (provisional)
- 23 November (provisional)

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

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

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

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

RECOMMENDATIONS

1. That the Council fixes the date of its meetings for the Municipal Year 2021/22 and, on a provisional basis, the balance of 2022.
2. Changes to the date of meetings of Council be determined by the Mayor, following consultation with Group Leaders;

Staff Contact:
Designation;
Email:

Anthony Clements
Principal Democratic Services Officer
Anthony.clements@onesource.co.uk

Andrew Blake Herbert
Chief Executive

Background paper List

There are no background papers.



COUNCIL, 24 March 2021

REPORT OF THE CHIEF EXECUTIVE

SUBJECT: OVERVIEW AND SCRUTINY RULES – EXCEPTION TO THE CALL-IN (REQUISITION) PROCEDURE

SUMMARY

Under paragraph 18e of the Overview and Scrutiny Procedure Rules, the Leader of the Council is required to submit reports to Council on decisions taken by himself, Cabinet or individual Cabinet members, or key decisions made by a member of staff in the circumstances set out in Rule 18 (exemption to the call-in (requisition) procedure) within the previous 3 months.

This report lists matters exempt from call-in between 2 December 2020 and 2 March 2021.

RECOMMENDATIONS

That the report be noted.

REPORT DETAIL

1. Rule 18 of the Overview and Scrutiny Committee Procedure Rules provides that:

- (b) The call-in procedure shall not apply where a decision being taken by Cabinet or an individual Cabinet member, or a key decision made by a member of staff is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public interests.**

The record of the decision and notice by which it is made shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in.

(c) The decision making person or body can only take an urgent decision under (a) above and avoid the call-in procedures after obtaining agreement from the Chairman of the Board that the decision be treated as urgent.

2. A list of the Executive Decisions where exemption from call-in was granted between 02 December 2020 and 02 March 2021 appears below.

Decision	Decision Maker	Date	Reason for exemption
Contain Outbreak Management Plan	The Leader	02.12.20	Whilst some provision to respond to the ongoing challenge posed by the COVID-19 outbreak have been put in place (for instance COVID Marshals), the remainder measures require an urgent decision to be implemented. Therefore, a decision on this report under the "Special Urgency" provision is required to allow the Council to plan and undertake effective strategies for working and service delivery during the current Covid-19 outbreak.
Covid-19 Library service: temporary closures to support mass testing programme	The Leader	18.12.20	Urgent in view of the need to support the roll out of mass testing
Grant Acceptance-Property Inspection Work and Related Activities to Maximise Business Rates and Council Tax Revenues in the London Borough of	Chief Operating Officer	22.12.20	The Council needs to confirm its acceptance of the grant offer to the GLA. Early acceptance will enable the GLA to make payment to the Council in January 2021.

Haivering for 2020-21 to 2022- 2023			
Contract for the Supply of Temporary Workers	The Leader	22.12.20	The Council's existing contractual arrangements come to an end in December. A short extension is required until Cabinet can determine the substantive contract award in January. Any delay to the implementation of the decision to award a one month contract caused by the call in process would seriously prejudice the Council's and the public interests.
Contain Outbreak Management Fund – Phase 2	The Leader	22.12.20	A decision on this report under the "Special Urgency" provision is required to allow the Council to plan and undertake effective strategies for working and service delivery during the current Covid-19 outbreak.
Covid-19 Library service closure	Cabinet Member for Public Safety & Protection	06.01.21	This urgent decision is taken to contribute to the delivery of the Council's Gold strategy for the management of the coronavirus pandemic
Contain Outbreak Management Fund - Phase 3	The Leader	18.02.21	A decision on this report under the "Special Urgency" provision is required to allow the Council to plan and undertake effective strategies for working and service delivery during the current Covid-19 outbreak.

Financial Implications and Risks:

While there were financial implications around the decision described in this report, there are none directly associated with this report.

Legal Implications and Risks:

There are no immediate legal implications directly associated with this report.

Human Resource Implications and Risks:

There are none directly associated with this report.

Equalities and Social Inclusion Implications and Risks:

There are none directly associated with this report.

Staff Contact:

Designation

Email:

Andrew Beesley

Head of Democratic Services

andrew.beesley@onesource.co.uk

Background paper List

None



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?

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

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?

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?

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?

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?

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?

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?

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?

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?

Performance Measurement

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

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

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?

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.

"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?

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?

COUNCIL, 24 MARCH 2021

MOTIONS

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.

B. RAINHAM CREEK, BRIDGE ROAD, RAINHAM

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 recommendation to a future Cabinet meeting.

C. NHS TEST, TRACK AND TRACE

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.

Council, 24 March 2021

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.

D. GOVERNMENT PLANNING PROPOSALS

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.

Council, 24 March 2021

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.

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