



Havering

L O N D O N B O R O U G H

OVERVIEW & SCRUTINY BOARD AGENDA

7.30 pm

**Wednesday
2 December 2020**

**Havering Town Hall,
Main Road, Romford**

Members 16: Quorum 6

COUNCILLORS:

**Conservative Group
(8)**

Ray Best
Philippa Crowder
Judith Holt
Sally Miller
Nisha Patel
Christine Smith
Maggie Themistocli
Michael White (Vice-Chair)

**Residents' Group
(2)**

Ray Morgon
Barry Mugglestone

**Upminster & Cranham
Residents' Group (2)**

Linda Hawthorn
Christopher Wilkins

**Independent Residents'
Group
(2)**

Natasha Summers
Graham Williamson

**Labour Group
(1)**

Keith Darvill

**North Havering
Residents Group (1)**

Darren Wise (Chairman)

For information about the meeting please contact:

**Anthony Clements 01708 433065
anthony.clements@onesource.co.uk**

OVERVIEW AND SCRUTINY BOARD

Under the Localism Act 2011 (s. 9F) each local authority is required by law to establish an overview and scrutiny function to support and scrutinise the Council's executive arrangements.

The Overview and Scrutiny Board acts as a vehicle by which the effectiveness of scrutiny is monitored and where work undertaken by themed sub-committees can be coordinated to avoid duplication and to ensure that areas of priority are being reviewed. The Board also scrutinises general management matters relating to the Council and further details are given in the terms of reference below. The Overview and Scrutiny Board has oversight of performance information submitted to the Council's executive and also leads on scrutiny of the Council budget and associated information. All requisitions or 'call-ins' of executive decisions are dealt with by the Board.

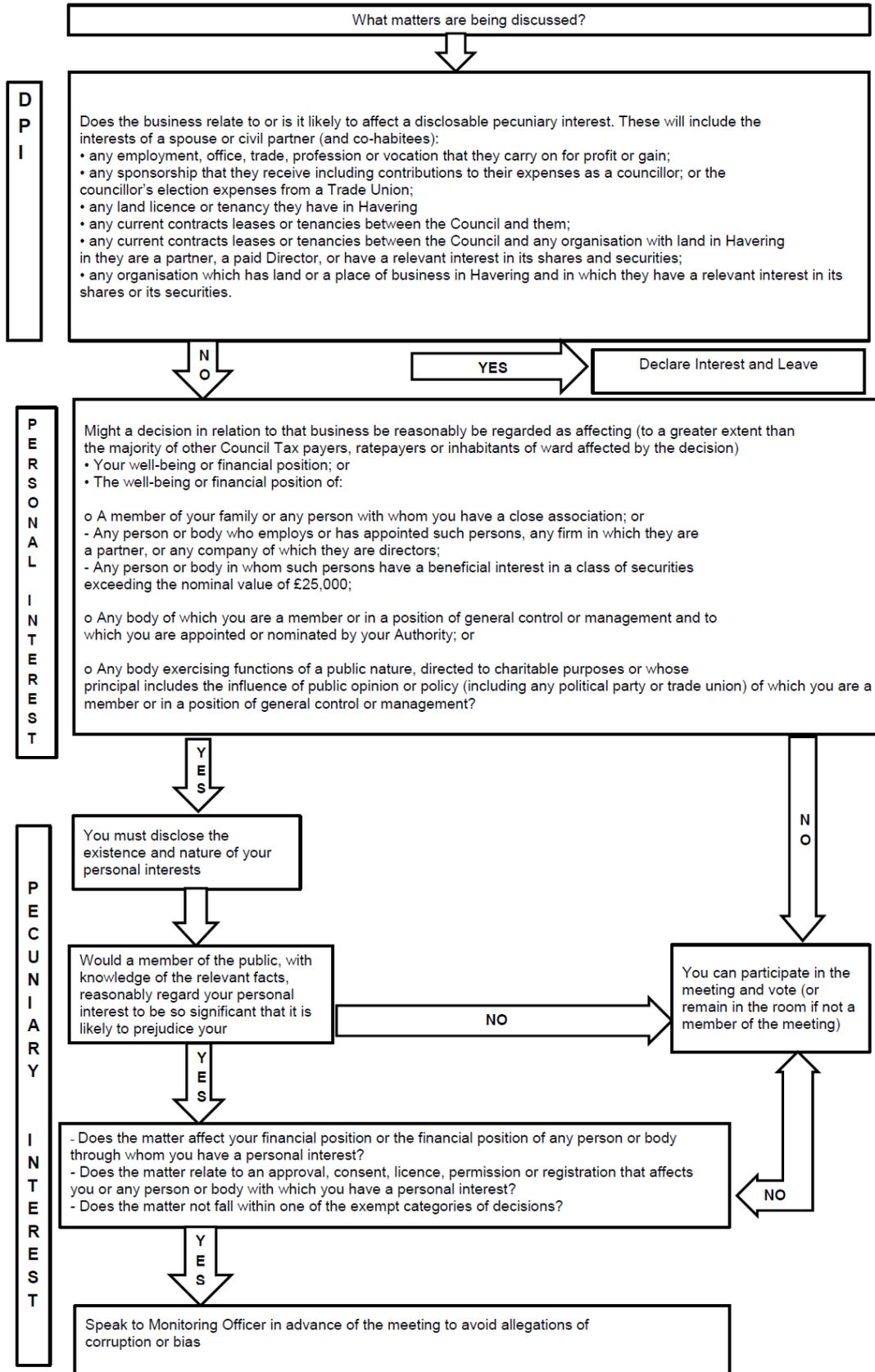
The Board is politically balanced and includes among its membership the Chairmen of the six themed Overview and Scrutiny Sub-Committees.

Terms of Reference:

The areas scrutinised by the Board are:

- Strategy and commissioning
- Partnerships with Business
- Customer access
- E-government and ICT
- Finance (although each committee is responsible for budget processes that affect its area of oversight)
- Human resources
- Asset Management
- Property resources
- Facilities Management
- Communications
- Democratic Services
- Social inclusion
- Councillor Call for Action

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



AGENDA ITEMS

1 CHAIRMAN'S ANNOUNCEMENTS

2 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

(if any) - receive.

3 DISCLOSURE OF INTERESTS

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

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

4 MINUTES (Pages 1 - 8)

To approve as a correct record the minutes of the meeting of the Board held on 13 October 2020 (attached) and to authorise the Chairman to sign them.

5 PROTOCOL ON THE OPERATION OF OVERVIEW AND SCRUTINY BOARD MEETINGS DURING THE PANDEMIC (Pages 9 - 12)

Attached for noting.

6 TOPIC GROUP UPDATES (Pages 13 - 16)

Report attached.

7 REVIEW OF THE FORWARD PLAN OF FORTHCOMING KEY DECISIONS (Pages 17 - 30)

Report attached.

8 WORK PROGRAMME (Pages 31 - 36)

Report attached.

9 NEXT MEETING

The next meeting of the Overview and Scrutiny Board is scheduled for Wednesday 3 February 2021 at 7.30 pm.

Andrew Beesley
Head of Democratic Services

Public Document Pack Agenda Item 4

**MINUTES OF A MEETING OF THE
OVERVIEW & SCRUTINY BOARD
Havering Town Hall, Main Road, Romford
13 October 2020 (7.30 - 10.17 pm)**

Present:

COUNCILLORS

Conservative Group	Ray Best, John Crowder, Judith Holt, Sally Miller, Nisha Patel, Christine Smith, Maggie Themistocli and Michael White (Chair)
Residents' Group	Ray Morgon and Barry Mugglestone
Upminster & Cranham Residents' Group'	Linda Hawthorn and Christopher Wilkins
Independent Residents' Group	David Durant and Graham Williamson
Labour Group	Keith Darvill
North Havering Residents' Group	Martin Goode

Councillors Osman Dervish, Roger Ramsey, Damian White and Natasha Summers were also present.

Officers present:

Mark Butler, Director of Asset Management
Simeon Nnyombi, Strategic Asset Manager
Sue Harper, Assistant Director of Environment
James Rose, Parks Development Manager
Jane West, Chief Operating Officer
Julie Oldale, Head of Finance for Business Partnering
Sandy Hamberger, Assistant Director of Policy, Performance and Community
Andrew Beesley, Head of Democratic Services
Anthony Clements, Principal Democratic Services Officer

18 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

Apologies were received from Councillor Philippa Crowder (Councillor John Crowder substituting) Councillor Natasha Summers (Councillor David Durant substituting) and Councillor Darren Wise (Councillor Martin Goode substituting).

19 **DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

20 **MINUTES**

It was clarified that, at the meeting of the Board held on 15 September, Councillor Darvill had given apologies and been substituted by Councillor McGeary.

The minutes of the meetings of the Board held on 21 July, 19 August and 15 September were otherwise agreed as a correct record.

21 **PROTOCOL ON THE OPERATION OF OVERVIEW AND SCRUTINY BOARD MEETINGS DURING THE COVID-19 PANDEMIC RESTRICTIONS REPORT**

The protocol on the operation of Overview and Scrutiny Board meetings during the Covid-19 pandemic restrictions was noted by the Board.

22 **PROTOCOL FOR PRE-DECISION SCRUTINY - UPDATE**

An amended version of the protocol for pre-decision scrutiny was submitted to the Board. This had been requested at an earlier meeting of the Board. A member of the Board queried whether any amended protocol for pre-decision scrutiny needed to be agreed by Governance Committee. Officers agreed to discuss this with the Monitoring Officer.

The amended protocol for pre-decision scrutiny, with appendix, was noted by the Board.

23 **CALL-IN OF EXECUTIVE DECISION - DISPOSAL OF LAND AT HALL LANE PITCH & PUTT COURSE, UPMINSTER FOLLOWING ITS APPROPRIATION FOR PLANNING PURPOSES**

An Executive Decision had been requisitioned by Councillors Durant, Ford, Hawthorn, Morgon, Wilkins and Williamson.

Officers and the Cabinet Member advised that careful thought had been given to the decision which was not intended to replace the original Cabinet decision that was taken in 2019. The grounds of the requisition were then responded to.

When the planning decision for the site had been put before officers, the area had been assessed as open space under the Local Development Plan. The Golf Facilities Needs Assessment had however stated that the site was surplus to requirements. Whilst the site could only be accessed by the public upon payment of a fee during opening hours, the Cabinet Member felt therefore that this was in reality not open space.

The Council would have control of the development and it was therefore anticipated that the area would remain as open space. The Cabinet Member added that the most likely scenario was that the Council's Parks Department would maintain the site.

The needs assessment had considered golf provision across the whole of the borough and found that the Hall Lane facility was not viable. Usage of the pitch and putt course remained very poor and the lack of car parking on the site was also a problem. The facility was also loss making for the Council, requiring a subsidy of around £5k per annum. Some Members felt that the site would have been better used if there had been better control of contractor staff attending and ensuring that the site was open. The close proximity of Upminster Playing Fields meant there was no viable alternative leisure use for the site.

There had been no evidence found that the site had been left for the public in perpetuity nor that there were any special constraints on its disposal. Any residents wishing to make a claim for access to the site should direct these to the Director of Legal Services. The Council did not however recognise any private rights of access. Estimates had been obtained for remedial works on the site which were in the region of £35k.

Some Members felt that the published opening times for the Pitch and Putt course had not been delivered. Officers clarified that the site had been considered on its own merits but alternative brownfield sites had been included as part of the Council's Local Plan. The development proposals had been tested for school capacity as part of the planning process and the Cabinet Member added that the Strategic School Plan would take into account all developments such as the one on this site.

Tree Protection Orders would be used where appropriate and other trees on the site would be protected in accordance with Council planning procedures. Any issues around the protection of tree roots were also considered during the planning process.

It was confirmed that the development was in line with the Council's energy strategy. The position on whether the site would still be included in the Hall Lane Policy Area if the land was disposed of would need to be checked with planning officers.

The requisition was NOT UPHOLD by 8 votes to 7 with 1 abstention. The voting was as follows:

Not in favour of upholding the requisition – Councillors Best, J Crowder, Goode, Holt, N Patel, Christine Smith, Themistocli and M White.

In favour of upholding the requisition – Councillors Darvill, Durant, Hawthorn, Morgon, Muggleston, Wilkins and Williamson.

Abstention – Councillor Miller.

24 **PRE-DECISION SCRUTINY OF A CABINET REPORT - UPDATING
PARKS AND OPEN SPACES BYELAWS**

Under the pre-decision scrutiny protocol, officers introduced a report due to go be considered by Cabinet on 14 October to allow more effective enforcement action in parks and open spaces by updating byelaws. It was proposed to modernise the byelaws and allow the addressing of issues such as overnight parking and the overage use of children's play areas. Public events and cycling policy would also be covered in the byelaws. New byelaws would require the permission of the Secretary of State and so a possible further decision would be needed from full Council in the future.

Enforcement of byelaws would be undertaken by the Council's in-house enforcement team. The Metropolitan Police, including the section 92 officers controlled by the Council, could also be used to enforce byelaws. The precise hours of enforcement operations were not certain although there were both daytime and night teams. Enforcement action could be varied depending on the issue and escalated as necessary.

Members felt it was important that byelaws addressed cycling in parks and that a balanced approach should be taken to this as there were different views on the issue. Other issues Members thought could be covered by byelaws included the use of pedalos and e-scooters in parks. Officers felt the scattering of ashes in parks should not be encouraged but this would also depend on the results of the consultation.

It was suggested that the Cabinet report should go to all Councillors for them to respond to and that a date to conduct a review of the new byelaws should be agreed. Issues such as drones and fishing licences were covered by separate legislation and hence could not be included in byelaws. This also applied for the control of dogs in parks. Officers would consider the best date for a review of the byelaws. Another issue raised by Members was the impact of the new byelaws on housing land.

Members also felt that park signage could be improved with a list of byelaws clearly displayed in parks although officers felt that byelaws were currently displayed in all Havering parks. Only enforcement of dog fouling came under Council control with the control of dogs being subject to a separate legal process. The use of horse and traps would also be covered in the byelaws and there would be no effect on land classified as fields in trust. It was accepted that there were very few official bridleways in Havering, even though horse riding did take place in a number of parks. Officers were not aware of any park areas not owned by the Council as Tyler's Common had been transferred to Council control.

The Board agreed unanimously that the following comments should be passed to the Cabinet Member as part of the pre-decision scrutiny process:

- The importance of the enforcement of byelaws, especially during night time hours.
- That all responses to the consultation on the byelaws should be carefully considered.
- That the Cabinet report and the consultation materials should be sent to all Councillors.
- That the impact of any new byelaws on housing land be clarified.
- That careful consideration be given to the policy around cycling in parks.
- The use of horse and traps in parks to be enforced under the byelaws.

25 **UPDATE - BUDGET MONITORING**

The Board noted that this report had been submitted to it for scrutiny but would not in fact be presented to Cabinet.

Officers advised that the overall financial position of the Council had not changed markedly since the last report to the Board. There would be year end expenditure of £11.8m on Covid-19 issues that was outside of the original budget. There was also an income loss of £12m and £6.8m of savings that could not be achieved due to the redeployment of staff etc.

Government funding of £16m had been received and a further tranche of funding had recently been announced although it was uncertain at this stage what Havering's allocation would be. The overall position was that the Council was approximately £14m overspent. General reserves totalled £13.6m so there would be a need to take some funding from allocated reserves. The Chief Operating Officer felt therefore that this was a very challenging and unprecedented position.

Expenditure had been mainly on areas such as PPE, the temporary mortuary and food distribution with the highest additional amount being spent on adult social care. Income losses were due to the non-charging of parking fees and the lack of use of services such as school transport and sports centres.

Officers emphasised that they had no option but to follow the rules and guidelines laid down by central government. The Leader of the Council was working with London Councils on Covid issues but it was often not possible to impact government policy.

There was a backlog of healthcare placements that it was hoped to clear by December 2020. The cost of placements until that date would be reimbursed by the Department of Health. Some test and trace work was already being done by the Council which would now be responsible for contacting hard to reach cases. Funding for outbreak management had

been received from central government. There would be a contact centre located in Havering but it was uncertain how large this would need to be. The level of grant funding available for this work was also currently uncertain.

It was clarified that debts for service charge income would not be written off unless there was no alternative. It was hoped more debts could be collected once the courts had reopened.

A total of around £800k would need to be taken from the earmarked reserves and it was accepted that it would be difficult to attain the general reserve target of £20m. This would be addressed in the next budget process. All accruals and liabilities had been adjusted for via the budget monitoring process. It was uncertain at this stage what level of future loss of income could be reimbursed from central government. The financial settlement to local government for next year would not be announced until shortly before Christmas.

The Board noted the report.

26 **TOPIC GROUP UPDATE**

The Board agreed the scope and membership of the two Covid-19 topic groups as follows:

1. Covid-19 Topic Group 1 comprised Councillor Michael White (Chairman) Philippa Crowder, Sally Miller, Nisha Patel and Darren Wise and submitted the following scope for approval by the Board:

Focus-Review the impact of COVID on residential care homes in Havering

Scope.

Work with the private care sector and public authorities to explore the following:

- discussions with care providers and health services to understand the impact of COVID in care homes;
- Assess measures undertaken to protect the safety and well-being of individuals including residents and staff; including the provision of PPE and the COVID-testing regime

2. Covid-19 Pandemic Topic Group 2 comprised Councillors Keith Darvill (Chairman) Linda Hawthorn, Ray Morgon and Christine Smith and submitted the following scope for approval by the Board:

Focus-Review the Council's response to COVID, focussing on its pandemic-flu plan and Command structure

- Review the Council's flu-pandemic plan and develop an understanding of the Council's Command structure;
- Understand the relationship between the Command structure and the Borough Resilience Forum; and
- Communication roles between Command, the Resilience Forum and elected Members

The Board also noted that the debt recovery topic group would be meeting in November 2020 in order to better understand how the Council's debt recovery processes would operate going forward. A proposed scope would be brought to the Board following this meeting and its drafting by the Topic Group.

27 CORPORATE FORWARD PLAN

The Board did not select any further items for pre-decision scrutiny at this point but noted that suggestions could be passed to the clerk at any time.

28 WORK PROGRAMME

It was suggested that it would be advantageous for the Board to have earlier access to Cabinet reports relating to items selected for pre-decision scrutiny. Officers advised that this may not always be possible as the Board needed to have the final version of the Cabinet report in order to conduct its scrutiny.

29 NEXT MEETING

It was agreed that the next meeting of the Board would take place on 10 November in order to allow the pre-decision scrutiny of any items selected that were due to be considered by Cabinet on 11 November.

Chairman

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LONDON BOROUGH OF HAVERING

PROTOCOL ON THE OPERATION OF OVERVIEW AND SCRUTINY BOARD MEETINGS DURING THE COVID-19 PANDEMIC RESTRICTIONS

1. Introduction

In accordance with the Local Authority and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings (England and Wales) Regulations 2020, all Overview and Scrutiny Board Committee hearings held during the Covid-19 restrictions will take place using 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. Prior to the Hearing

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 as well as guidance on the use of the technology involved.

3. Format

For the duration of the Covid-19 restrictions period, all Board meetings will be delivered through conference call, using Zoom software. This can be accessed using a PC, laptop or mobile/landline telephone etc. and the instructions sent with meeting appointments will cover how to do this.

4. Structure of the Meeting

Although held in a virtual format, Overview and Scrutiny Board Meetings will follow the standard procedure with the following principal stages. Board Members may ask questions of any party at any time. Questions are however, usually taken after each person has spoken.

- The Chairman's announcements, apologies and disclosures of Member interests will be dealt with.
- Consideration of reports as shown in the agenda papers. Officers will introduce the report, questions will be asked by Board Members and the report debated. The Board will make any decision that it wishes with regards to the report and/or make any recommendations for further action.
- The clerk will confirm the details of any decision made by the Board or the nature of any comments to go back to the relevant decision maker.

5. Technology Issues

An agenda setting out the items for the meeting will be issued in advance, to all parties in accordance with statutory timetables. This will include details of reports to be considered and any other relevant documents. The agenda will also be published on the Council's website – www.havering.gov.uk in the normal way.

All parties should be aware that the sheer volume of virtual meetings now taking place across the country has placed considerable strain upon broadband network infrastructure. As a result, Zoom meetings may experience intermittent faults whereby participants lose contact for short periods of time before reconnecting to the call. 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 call.

Members and the public will be encouraged to use any Zoom video conferencing facilities provided by the Council to attend a meeting remotely. If this is not possible, attendance may be through an audio link or by other electronic means.

Remote access for members of the public and Members who are not attending to participate in the meeting, together with access for the Press, will be provided via a webcast of the meeting at www.havering.gov.uk.

If the Chairman 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 Chair shall temporarily adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chairman. If he or she does not fix a date, the remaining business will be considered at the next scheduled ordinary meeting of the Board.

6. Management of Remote Meetings for Members

The Chairman will normally confirm at the outset and at any reconvening of an Overview and Scrutiny Board meeting that they can see and hear all participating members. Any Member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can see and hear the proceedings and the other participants.

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

If a connection to a Member is lost during a meeting of the Board, the Chair will stop the meeting to enable the connection to be restored. If the connection cannot be restored within a reasonable time, the meeting will proceed, but the Member who was disconnected will not be able to vote on the matter under discussion, as they would not have heard all the facts.

7. Remote Attendance of the Public

Any member of the public participating in a meeting remotely in exercise of their right to speak (subject to the Chairman) at an Overview and Scrutiny Board must meet the same criteria as members of the Board (outlined above) in terms of being able to access and, where permitted, speak at the meeting. The use of video conferencing technology for the meeting will facilitate this and guidance on how to access the meeting remotely will be supplied by the clerk.

8. Etiquette at the meeting

The following rules must be adhered to and etiquette observed:

- The meeting will be presided over by the Chairman who will invite participants to speak individually at appropriate points;
- If invited to contribute, Members or other participants should make their statement, then wait until invited to speak again if required;
- 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.
- The person speaking should not be spoken over or interrupted. If there are intermittent technological faults during the meeting then the speaker will repeat from the point where the disruption started. Whilst intermittent disruption is frustrating, it is important that all participants remain professional and courteous.

9. 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 the public and Member interaction, engagement and connections on the instruction of the Chairman.

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.

The Chairman will follow the Overview and Scrutiny Procedure 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 Chairman, at the beginning of the meeting, will make reference to the protocol for Member and public participation and the rules of debate. The Chairman's ruling during the debate will be final.

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

- Board Members are asked to join the meeting no later than fifteen minutes before the start to allow themselves and Democratic Services Officers the opportunity to test the

equipment.

- Any camera (video-feed) should show a non-descript background or, where possible, a virtual background and Members should be careful to not allow exempt or confidential papers to be seen in the video-feed.
- Rather than raising one's hand or rising to be recognised or to speak, Members should avail themselves of the remote process for requesting to be heard and use the 'raise hand' function in the participant's field.
- All participants should only speak when invited to by the Chair.
- Only one person may speak at any one time.
- When referring to a specific report, agenda page, or slide, participants should mention the report title, page number, or slide so that all members have a clear understanding of what is being discussed at all times
- Should any voting be required, the clerk will ask Members individually to indicate their vote – either FOR, AGAINST or ABSTAIN, on the recommendations as shown in the report, once the debate has concluded.
- The Democratic Services Officer will clearly announce the result of the vote and the Chairman will then move on to the next agenda item.

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 confirm the departure and will also invite the relevant Member by link, email or telephone to re-join the meeting at the appropriate time, using the original meeting invitation,

10. After the Hearing - Public Access to Meeting Documentation following the meeting

Members of the public may access minutes, decision and other relevant documents through the Council's website. www.havering.gov.uk

For any further information on the meeting, please contact richard.cursons@onesource.co.uk, tel: 01708 432430.

Overview & Scrutiny Board

2 December 2020

REPORT

Subject Heading:

Topic Groups Update

SLT Lead:

Andrew Beesley, Head of Democratic Services and Statutory Scrutiny Officer

Report Author and contact details:

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

Policy context:

To update the Board on progress with its Topic Groups.

Financial summary:

None

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

Communities making Havering	[X]
Places making Havering	[X]
Opportunities making Havering	[X]
Connections making Havering	[X]

SUMMARY

At a previous meeting, the Overview & Scrutiny Board agreed to establish a number of Topic Groups. In accordance with Overview & Scrutiny Procedure Rules, the terms of reference for Topic Groups have to be confirmed by the Board. This report presents the Board with the proposed scope for the Debt Recovery Topic Group and updates the Board on progress with the other Topic Groups.

RECOMMENDATION

1. That the Board notes the current position with the two established Covid-related Topic Groups.
2. That the Board agrees the proposed scope of the Debt Recovery Topic Group.

REPORT DETAIL

1. Covid-19 Topic Group 1 comprises Councillors Michael White (Chairman) Philippa Crowder, Sally Miller, Nisha Patel, Christine Smith and Darren Wise.

Focus - Review the impact of COVID on residential care homes and the third sector in Havering

The Topic Group has held useful discussions with the Head of the Council's Joint Commissioning Unit. This encompassed areas such as new ways of working by care homes, resilience testing of providers in this sector and the risk assessment of care services provided by the voluntary sector during the pandemic.

Plans are currently being finalised for the Group to meet with representatives of local care homes in order to hold discussions on how these facilities are being supported during the pandemic.

2. Covid-19 Topic Group 2 comprises Councillors Keith Darvill (Chairman) Linda Hawthorn, Ray Morgon and Christine Smith.

Focus - Review the Council's response to COVID, focussing on its pandemic-flu plan and Command structure

The Topic Group has divided the review into 3 areas of activity:

1. Reviewing the Council's flu-pandemic plan and developing an understanding of the Council's Command Structure;
2. Understanding and exploring the relationship between the Command Structure and the Borough Resilience Forum; and

Overview and Scrutiny Board, 2 December 2020

3. Communication strategy for the Pandemic response and understanding the roles undertaken through the Command Structure, including the Resilience Forum and elected Members.

The Topic Group has met on a number of occasions with Council Officers, including the Chief Executive, Director for Public Health, Assistant Director for Customer and Communications and senior officers from the Council's Emergency Planning section.

It plans to meet with external representatives from the Borough's Resilience Forum in advance of the next Board meeting.

The Topic Group intend on presenting its findings back to the Board at its next meeting in February.

3. COVID Topic Group 3 - Debt Recovery - comprises Councillors Graham Williamson (Chairman), Ray Morgon, Barry Mugglestone and Dilip Patel.

The Topic Group has now held its first meeting and had initial discussions with Council finance officers. The proposed overall scope of the review is as follows:

To understand the impact of the Covid-19 pandemic on arrangements for and levels of:

- **Council Tax collection**
- **Business Rates collection**
- **Overall Council Debt**

To understand current officer strategy to increase collection rates and reduce outstanding debts and to investigate any changes to this as a result of the pandemic.

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Overview & Scrutiny Board 2 December 2020

Subject Heading:	Review of the Forward Plan of Forthcoming Key Decisions
SLT Lead:	Andrew Beesley, Head of Democratic Services and Statutory Scrutiny Officer
Report Author and contact details:	Andrew Beesley Head of Democratic Services Andrew.beesley@onesource.co.uk 01708 432437
Policy context:	Overview & Scrutiny Executive Forward Plan
Financial summary:	There are no financial implications.

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

Communities making Havering	[X]
Places making Havering	[x]
Opportunities making Havering	[x]
Connections making Havering	[x]

SUMMARY

The report and attached appendix provides the list of forthcoming key executive decisions listed on the Forward Plan.

RECOMMENDATION

1. To note the report and attached appendix
2. To determine if any of the items listed should be considered for pre-decision scrutiny.

REPORT DETAIL

The Council is required by law to give at least 28 calendar days' notice of all forthcoming Key Decisions and these are published on the Forward Plan (attached at Appendix A).

It is for Overview & Scrutiny Board to determine if it wishes any of the items to be considered for pre-decision scrutiny.

IMPLICATIONS AND RISKS

Legal Implications and Risks – None

Finance Implications and Risks – None

HR Implications and Risks – None

Equalities Implications and Risks - None

BACKGROUND PAPERS

None

LONDON BOROUGH OF HAVERING - PUBLICITY IN CONNECTION WITH KEY DECISIONS INTENDED TO BE TAKEN

Where the Leader of the Council, the Cabinet, an individual Cabinet Member or an Officer intend to make a key decision, the Council is required to give a minimum of 28 clear days public notice.

The Council's Constitution, in accordance with the relevant legislation, defines a key decision an Executive decision which is likely

(i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates. For this purpose, "significant" is defined as expenditure or savings

(a) In excess of £500,000

(b) In excess of 10% of the gross controllable composite budget at Head of Service/ Assistant Chief Executive level (subject to a minimum value of £250,000)

whether relating to revenue expenditure/savings or capital expenditure

(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council.

Private meetings

A decision-making body may only hold a meeting in private if a minimum of 28 clear days public notice has been given.

As it is probable that some of the business at any of the meetings listed above that have yet to be held will include some business that will need to be transacted in private, notice is hereby given that it may be necessary to exclude the press and public from part of each meeting listed, due to the likelihood that, if members of the press or public were present during an item of business, confidential or exempt information would be disclosed to them.

A statement of reasons for the meeting to be held in private will given in each case with reference to the definitions of confidential and exempt information

below will be published at least 5 clear days before a private meeting and available for inspection on the Council's website.

'Private meeting' means a meeting or part of a meeting of a decision making body which is open to the public except to the extent that the public are excluded due to the confidential or exempt business to be transacted.

'Confidential information' means information provided to the Council by a Government Department on terms (however expressed) which forbid the disclosure of the information to the public or information the disclosure of which to the public is prohibited by or under any enactment of a court.

'Exempt information' comprises the descriptions of information specified in Paragraphs 1-7 of Part 1 of Schedule 12A to the Local Government Act 1972 as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**LONDON BOROUGH OF HAVERING
PUBLICITY IN CONNECTION WITH KEY DECISIONS INTENDED TO BE TAKEN**

	What is being decided?	Who is taking the decision?	When will the decision be made? *
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Information falling within the above categories is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

If you wish to make any representations as to why the proposed private meeting should be held in public please write to contact the Proper Officer who is Andrew Beesley, Head of Democratic Services, Town Hall, Main Road, Romford. RM1 3BD, or email andrew.beesley@onesource.co.uk

Page 20

Page 20	Public Protection Outbreak Control Service Plan 2020/21 and Public Protection Outbreak Control Enforcement Policy 2020/21 Cabinet will be asked to: <ul style="list-style-type: none"> • Agree and adopt the Public Protection Outbreak Control Service Plan 2020- 21 • Agree and adopt the Public Protection Outbreak control Enforcement Policy 2020-21 	Cabinet	25 th November
	East Havering Opportunity Cabinet will be asked to give approval to proceed	Cabinet	25 th November
	Inclusive Growth Strategy Cabinet is asked to endorse the Inclusive Growth Strategy to guide the delivery of future plans for economic development and regeneration through the delivery of homes, jobs and investment in Havering for the benefit of our entire community.	Cabinet	25 th November

**LONDON BOROUGH OF HAVERING
PUBLICITY IN CONNECTION WITH KEY DECISIONS INTENDED TO BE TAKEN**

	What is being decided?	Who is taking the decision?	When will the decision be made? *
	It is further asked to accept the Inclusive Growth Implementation Plan comprising indicative projects and workstreams acknowledging that further approvals might be required to be sought		
Page 21	Update on the 21/22 Council Budget and Medium Term Financial Strategy	Cabinet	25 th November
	Housing Estate Improvements 5 Year Contract Cabinet will be asked to award the contract.	Cabinet	25 th November
	Adult Drugs & Alcohol Service Cabinet will be asked to award the contract for the Drug and Alcohol Services following a full procurement exercise.	Cabinet	25 th November
	Dynamic Purchasing System – Semi-Independent Accommodation (children’s) To seek approval to commence an open tender for semi-independent and supported housing providers to join the Council’s bespoke Dynamic Purchasing System; ATLAS. In addition to this, approval is being sought to allocate a budget of £9,000,000 funding over a period of six years from the Looked After Children, Leaving Care and Asylum Seekers services for placements made under the following six	Cabinet Member for Education, Children & Families	Not before 26 th November

**LONDON BOROUGH OF HAVERING
PUBLICITY IN CONNECTION WITH KEY DECISIONS INTENDED TO BE TAKEN**

	What is being decided?	Who is taking the decision?	When will the decision be made? *
Page 22	<p>categories:</p> <ol style="list-style-type: none"> 1. 16-18+ Semi- Independent Accommodation - Minimal Support 2. 16-18+ Semi- Independent Accommodation - Therapeutic/additional support 3. 18+ Shared House - Welfare Check 4. 18+ Standalone Accommodation - Floating Support 5. 18+ Standalone Accommodation - Therapeutic/additional support 6. 18+ HMO - Welfare Check 		
	<p>Approval to award of a term maintenance contract for Fire Alarm and Emergency Lighting Installations. Executive Decision to approve the award of a term maintenance contract for Fire Alarm and Emergency Lighting Installations, to Corporate buildings and schools. The potential cost is £1,800,000 over the full 5 year term or £360,000 pa.</p>	Managing Director, One Source	Not before 26 th November
	<p>Approval to enter into Call-Off Contract from the Procurement Across London (PAL) Framework Agreement for the Supply of Fresh Fruit and Vegetables.</p>	Cabinet Member for Education, Children & Families	Not before 26 th November

**LONDON BOROUGH OF HAVERING
PUBLICITY IN CONNECTION WITH KEY DECISIONS INTENDED TO BE TAKEN**

	What is being decided?	Who is taking the decision?	When will the decision be made? *
	Approval to enter into a Call off contract for the supply to Havering Schools for the supply of fresh and frozen meat and poultry for the school catering services.		
Page 23	Review of free bulky waste collections for customers considered clinically extremely vulnerable Decision to end free bulky waste collections for NHS shielding customers.	Cabinet Member for Environment	26 th November
23	Executive Decision for approval to award of a term maintenance contract for Mechanical Installations Maintenance Works That the Managing Director of OneSource approves the award of a term maintenance contract for the statutory inspection, monitoring and Mechanical maintenance and remedial works at an estimated annual cost of £ 360,000, for a period of three years with the option to extend contract by a further 2 year period in 1 yearly increments (3 + 1 + 1) making a total estimated value of £1,800,000 for the contract.	Managing Director, One Source	Not before 26 th November
	Approval to award of a term maintenance contract for Electrical Installations works and Electrical Testing and Maintenance Works. That the Managing Director of OneSource approves the award	Managing Director oneSource	Not before 26 th November

**LONDON BOROUGH OF HAVERING
PUBLICITY IN CONNECTION WITH KEY DECISIONS INTENDED TO BE TAKEN**

	What is being decided?	Who is taking the decision?	When will the decision be made? *
Page 24	of a term maintenance contract for Electrical Installations works and Electrical Testing and Maintenance Works at an estimated annual cost of £ 360,000, for a period of three years with the option to extend contract by a further 2 year period in 1 yearly increments (3 + 1 + 1),making a total estimated value of £1,800,000 for the contract.		
	Approval to award of a term maintenance contract for Mechanical Installations Maintenance Works. The Managing Director of OneSource will be asked to award the contract.	Managing Director, One Source	Not before 26 th November
	Capital Letters Cabinet will be asked to approve the membership and budget of Capital Letters, a Company jointly owned by the London Councils.	Cabinet	9 th December
	Bridge Close Regeneration - Funding Arrangements Following the update report to cabinet on 16th September, this decision seeks agreement to the recommended delivery option and associated financial arrangements for the Bridge Close Regeneration scheme.	Cabinet	9 th December

**LONDON BOROUGH OF HAVERING
PUBLICITY IN CONNECTION WITH KEY DECISIONS INTENDED TO BE TAKEN**

	What is being decided?	Who is taking the decision?	When will the decision be made? *
	Temporary Agency Worker Contract Award Report Award of the new agency worker contract.	Cabinet	9 th December
Page 25	Housing Revenue Account Business Plan 2020-50 Cabinet will be asked to approve the HRA Business Plan 2020-50.	Cabinet	9 th December
	Introduction of All day Visitor Permit/Voucher Cabinet will be asked to introduce and all day Permit/Visitor Voucher.	Cabinet	9 th December
	Havering & Wates Joint Venture Business Plan Update - 2021/22 To agree the proposed update for the Havering & Wates JV business plan and associated decisions.	Cabinet	13 th January
	Annual Infrastructure Funding Statement 2019-2020 That Cabinet/Members: 1. Agree to publish the Annual Infrastructure Funding Statement for the financial year 2019/20 by 31st December 2020. 2. Delegate responsibility to the Director of Neighbourhoods to agree and publish future years' Annual Infrastructure Funding Statements through the governance procedures of the	Cabinet	9 th December

**LONDON BOROUGH OF HAVERING
PUBLICITY IN CONNECTION WITH KEY DECISIONS INTENDED TO BE TAKEN**

	What is being decided?	Who is taking the decision?	When will the decision be made? *
	Infrastructure Planning and Delivery Board.		
	Consultation on the revised Housing Allocation Scheme	Cabinet	9 th December
Page 26	Extension of Void and Repairs contracts To extend the existing Voids and repairs contractor to October 2021.	Director of Housing	Not before 13 th January
	Asset Rationalisation Cabinet will be asked to: <ul style="list-style-type: none"> • Approve the proposed asset rationalisation proposals and release of buildings • Approve the immediate programme of building works necessary to reconfigure and remodel accommodation within the Town Hall campus to support the building consolidation proposals. • Consider the need for further investment on the Town Hall Campus based on the options outlined within this report. • Recommend the allocation of additional capital funding 	Cabinet	13 th January

**LONDON BOROUGH OF HAVERING
PUBLICITY IN CONNECTION WITH KEY DECISIONS INTENDED TO BE TAKEN**

	What is being decided?	Who is taking the decision?	When will the decision be made? *
Page 27	<p>To agree the delivery method for the Regeneration of the Hilldene, Farnham, Chippenham and Hostel site Cabinet will be asked to agree the delivery method for the Regeneration of the Hilldene, Farnham, Chippenham and hostel site. This will include: *Appropriation of the land as necessary for regeneration of the sites *Approval of required HRA and general fund funding and to utilise external grant funding to deliver the scheme (subject to 2021/22 budget setting process) *Approval to commence community engagement activities with the local community</p>	Cabinet	13 th January
	<p>Virtual Permits Highways, Traffic and Parking Control Services are proposing to move to a virtual permit system to improve the customer journey and make savings on administration costs. Cabinet will be asked to agree the proposals for this.</p>	Cabinet	13 th January
	<p>Asset Management Strategy and Plan 2019-2022 Cabinet will be asked to approve the Council's Asset Management Strategy and Plan 2018-2022.</p>	Cabinet	13 th January

**LONDON BOROUGH OF HAVERING
PUBLICITY IN CONNECTION WITH KEY DECISIONS INTENDED TO BE TAKEN**

	What is being decided?	Who is taking the decision?	When will the decision be made? *
	Decision to begin a consultation in respect of Havering's Street Trading Policy Decision to Consult on Havering's Street Trading Policy.	Cabinet	13 th January
Page 28	Parking CPZ Consultation Outcome Report The reports seeks the Cabinet's decision on the outcome of the CPZ consultation.	Cabinet	13 th January
	Rainham & Beam Park Regeneration - Business Plan 2021/22 Cabinet will be asked to agree the revised Rainham & Beam Park Regeneration business plan, and associated decisions.	Cabinet	13 th January
	Digital Portfolio Business Case Acceptance of major themes within Digital Portfolio, with commitment to Phase 1 funding over multiple years	Cabinet	13 th January
	Out of Hours Service- Contract Award A decision on whether to award a contract	Cabinet Member for Housing	Not before 21 st January
	2021/22 TREASURY MANAGEMENT STRATEGY STATEMENT (TMSS) Cabinet will be asked to :	Cabinet	10 th February

**LONDON BOROUGH OF HAVERING
PUBLICITY IN CONNECTION WITH KEY DECISIONS INTENDED TO BE TAKEN**

	What is being decided?	Who is taking the decision?	When will the decision be made? *
Page 29	<ol style="list-style-type: none"> 1. Approve the Treasury Management Strategy statement (TMSS) 2021-22 2. Approve the Treasury Management and Prudential Indicator 3. Approve the Annual Minimum Revenue Provision(MRP) statement for 2021-22 4. Recommend the Annual TMSS and MRP statement 2021-22 to Council for approval 5. Delegate future changes required to this Strategy to the Chief Operating Officer in the consultation with the Cabinet Member for Finance and Property. 		
	<p>Parks Strategy 2020 to 2030 Cabinet will be asked to agree the Parks Strategy.</p>	Cabinet	17 th March
	<p>Bridge Close Regeneration - making of the Compulsory Purchase Order Cabinet will be asked to approve the making of the Bridge Close Regeneration Compulsory Purchase Order (CPO).</p>	Cabinet	17 th March

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Overview & Scrutiny Board

2 December 2020

Subject Heading:

Review of Board Work Programme

SLT Lead:

Abdus Choudhury – Deputy Director of
Legal & Governance

Report Author and contact details:

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

Policy context:

To ensure the Board has a robust and
relevant work programme

Financial summary:

None of this covering report

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

Communities making Havering	[X]
Places making Havering	[X]
Opportunities making Havering	[X]
Connections making Havering	[X]

SUMMARY

This report presents the Board with a summary of its current work programme and asks for any comments or amendments.

RECOMMENDATION

That the Board considers the attached work programme and makes any additions or amendments that it wishes.

REPORT DETAIL

The attached document lists the current position with the Board's work programme, including topic groups. The Board is asked, as part of a standing agenda item, to consider this and agree any amendments or changes that it wishes to make.

Appendix:

Current Overview and Scrutiny Board work programme.

Appendix A: Overview and Scrutiny Board Work Programme 2020-21

ITEM	SCHEDULE OF MEETINGS DATES					
	13 October 2020	24 November (Extraordinary meeting)	2 December 2020	3 February 2021 (Council Tax)	10 March 2021	
Principal committee items						
Call in: Hall Lane Pitch and Putt Course land disposal	X					
Pre-decision scrutiny – Parks Byelaws	X					
Pre-decision scrutiny – Investment Growth Strategy		X				
Medium Term Financial Strategy/Budget		X				
Review of Corporate Forward Plan	X		X	X	X	
Review of Board work programme	X		X	X	X	
Asset Management and Property Resources Update					X	
Scrutiny of Budget/Council Tax Proposals				X		
	TOPIC GROUPS					
Covid-19 – Command Response (Cllrs Darvill, Morgon, Hawthorn and C Smith)			Progress update to be given at meeting of Overview & Scrutiny Board, 2 December 2020.			

Care Homes and Third Sector (Cllrs M White, Miller, Wise, N Patel, P Crowder and C Smith)			Progress update to be given at meeting of Overview & Scrutiny Board, 2 December 2020.
Debt Recovery (Cllrs Williamson, Morgon, D Patel and Mugglestone)			Scope to be agreed at meeting of Overview & Scrutiny Board, 2 December 2020.