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Havering
LONDON BOROUGH

COUNCIL MEETING

7.30 pm Wednesday, 1 September 2021
At Council Chamber, Havering Town Hall

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



Alison McKane
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.

Webcast

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

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

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

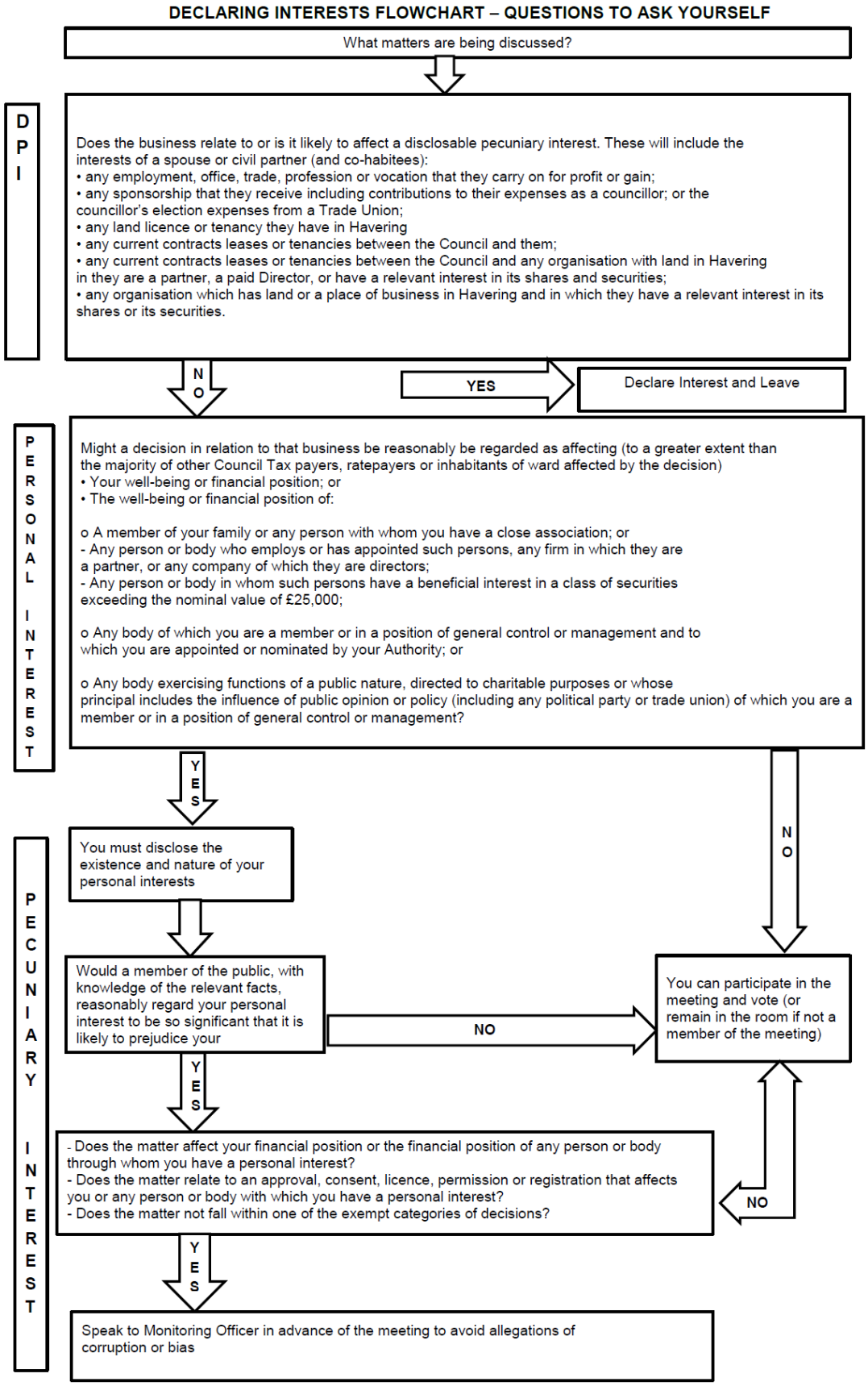
Reporting means:-

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

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

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

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


DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF
What matters are being discussed?
DPI
Does the business relate to or is it likely to affect a disclosable pecuniary interest. These will include the interests of a spouse or civil partner (and co-habitees):
• any employment, office, trade, profession or vocation that they carry on for profit or gain;
• any sponsorship that they receive including contributions to their expenses as a councillor; or the councillor's election expenses from a Trade Union;
• any land licence or tenancy they have in Havering
• any current contracts leases or tenancies between the Council and them;
• any current contracts leases or tenancies between the Council and any organisation with land in Havering in they are a partner, a paid Director, or have a relevant interest in its shares and securities;
• any organisation which has land or a place of business in Havering and in which they have a relevant interest in its shares or its securities.
NO
YES
Declare Interest and Leave
PERSONAL INTEREST
Might a decision in relation to that business be reasonably be regarded as affecting (to a greater extent than the majority of other Council Tax payers, ratepayers or inhabitants of ward affected by the decision)
• Your well-being or financial position; or
• The well-being or financial position of:
o A member of your family or any person with whom you have a close association; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
o Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your Authority; or
o Any body exercising functions of a public nature, directed to charitable purposes or whose principal includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management?
YES
NO
PECUNIARY INTEREST
You must disclose the existence and nature of your personal interests
Would a member of the public, with knowledge of the relevant facts, reasonably regard your personal interest to be so significant that it is likely to prejudice your
NO
You can participate in the meeting and vote (or remain in the room if not a member of the meeting)
YES
- Does the matter affect your financial position or the financial position of any person or body through whom you have a personal interest?
- Does the matter relate to an approval, consent, licence, permission or registration that affects you or any person or body with which you have a personal interest?
- Does the matter not fall within one of the exempt categories of decisions?
NO
YES
Speak to Monitoring Officer in advance of the meeting to avoid allegations of corruption or bias

AGENDA

1 PRAYERS

2 APOLOGIES FOR ABSENCE

To receive apologies for absence (if any).

3 MINUTES (Pages 1 - 16)

To sign as a true record the minutes of the Meeting of the Council held on 27 April 2021 (attached).

4 DISCLOSURE OF INTERESTS

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

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

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

To receive announcements (if any).

6 PETITIONS

Notice of intention to present a petition has been received from Councillors Judith Holt and Keith Darvill.

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

7 ADOPTION OF THE STATEMENT OF LICENSING POLICY 2021-2026 (Pages 17 - 158)

Note: The deadline for receipt of amendments to reports published with the final agenda is midnight, Friday 27 August.

To consider a report of Cabinet on Adoption of the Statement of Licensing Policy 2021 – 2026 (attached).

8 CONSIDERATION OF A REPORT OF A TOPIC GROUP - COVID-19 PANDEMIC COMMAND RESPONSE (Pages 159 - 174)

To consider a report of Cabinet on the Covid-19 Pandemic Command Response Topic Group (attached).

9 POLLING DISTRICT AND POLLING PLACES REVIEW (Pages 175 - 316)

To consider a report of the Governance Committee on the Polling District and Polling Places Review (attached, subject to approval by Governance Committee).

10 ANNUAL REPORTS OF COMMITTEES AND MEMBER CHAMPIONS (Pages 317 - 452)

Attached.

11 MEMBERS' QUESTIONS (Pages 453 - 456)

Attached.

12 MOTIONS FOR DEBATE (Pages 457 - 462)

Attached.

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MINUTES OF A MEETING OF THE COUNCIL OF THE LONDON BOROUGH OF HAVERING
Virtual Meeting
27 April 2021 (7.30 - 8.57 pm)

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

Councillors Councillors Robert Benham, Ray Best, Carole Beth, Michael Deon Burton, Joshua Chapman, John Crowder, Philippa Crowder, Keith Darvill, Osman Dervish, Nic Dodin, David Durant, Brian Eagling, Gillian Ford, Jason Frost, Martin Goode, Linda Hawthorn, Judith Holt, Tele Lawal, 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

Father Dominic Howarth, Parish Priest, St Edward's Catholic Church, Romford opened the meeting with prayers.

The meeting closed with the singing of the National Anthem.

97 **APOLOGIES FOR ABSENCE (agenda item 2)**

There were no apologies for absence. Councillor Tony Durdin was absent from the meeting.

98 **DISCLOSURE OF INTERESTS (agenda item 3)**

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Brian Eagling, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.

Councillor Carol Smith, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Christine Smith, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Christine Vickery, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Ciaran White, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Darren Wise, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Dilip Patel, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor John Crowder, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor John Mylod, Personal, Nominated for a position attracting a Special Responsibilty Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Judith Holt, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Maggie Themistocli, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.

Councillor Martin Goode, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Matt Sutton, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Michael Deon Burton, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Michael White, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Nisha Patel, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Philippa Crowder, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Ray Best, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Robby Misir, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Sally Miller BCAc, Personal, Nominated for a position attracting a Special Responsibility Allowance.

10. APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
Councillor Timothy Ryan, Personal, Nominated for a position attracting a Special Responsibility Allowance.

99 **PROTOCOL ON THE OPERATION OF THE ANNUAL COUNCIL MEETING DURING THE COVID-19 RESTRICTIONS (agenda item 4)**

The protocol on the operation of the Annual Council meeting during the Covid-19 restrictions was noted by Council.

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

A minute's silence was held in in memory of His Royal Highness Prince Philip, the Duke of Edinburgh. Tributes were read out from the local Members of Parliament and also paid from all sides of the Chamber.

The outgoing Mayor wished good luck to Hornchurch Football Club who would shortly be playing in the final of the FA Trophy at Wembley Stadium.

101 **MAYORALTY 2021/22 (agenda item 6)**

Motion on behalf of the Conservative Group

That Councillor John Mylod be elected to the office of Mayor for the municipal year 2021 - 2022.

The motion on behalf of the Conservative Group was AGREED by 36 votes to 0 with 17 abstentions (see division 1).

RESOLVED:

That Councillor John Mylod be elected to the office of Mayor for the municipal year 2021 - 2022.

The Mayor indicated that the Mayoress for the year would be **former Councillor Pat Mylod.**

102 **DEPUTY MAYOR**

In accordance with the Local Government Act 1972, the Mayor signified his appointment of Councillor Christine Vickery as Deputy Mayor for the coming year and to carry out the duties of the Mayor in case of the Mayor's illness or absence.

Councillor Vickery made the Declaration of Acceptance of Office accordingly. The Mayor indicated that the Deputy Mayor's consort for the year would be **Mr Thomas Vickery.**

103 **MINUTES (agenda item 7)**

The minutes of the Council meeting held on 24 March 2021 were before the Council for approval. Follow up information requested in relation to two Council questions raised would be supplied to Members outside of the meeting.

The minutes were agreed as a correct record and it was **RESOLVED**:

That the minutes of the meeting of the Council held on 24 March 2021 be agreed as a correct record.

104 **ANNOUNCEMENTS BY THE INCOMING MAYOR (agenda item 8)**

The incoming Mayor thanked Council for giving him the opportunity to serve again as Mayor for the municipal year and undertook to serve the people of Havering to the best of his ability.

The Mayor announced that Father Dominic Howarth, Parish Priest, St Edwards's Catholic Church, Romford would serve as his Official Chaplain for the forthcoming municipal year.

105 **APPOINTING THE COMMITTEES OF THE COUNCIL AND THE SCHEME OF DELEGATION (agenda item 9)**

A report of the Chief Executive asked Council to agree the Council's Committee Structure as well as agree the section of the Scheme of Delegation which was within the remit of full Council.

A procedural motion to suspend Council Procedure Rule 10.13 (a) was **NOT AGREED** by 36 votes to 9 with 8 abstentions (see division 2)

The report was **AGREED** by 32 votes to 2 with 19 abstentions (see division 3) and it was **RESOLVED**:

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

(2) That, subject to the Council's consideration of any motion or amendment to this report relating to changes in the Committee structure, the Committees listed in Appendix 1be appointed for the 2021/22 Municipal Year and that:

(a) As required by statute, two voting co-optees representing the Church of England and the Roman Catholic Church and three parent governor co-optees selected in accordance with the appropriate Regulations, be

appointed to the Children & Learning Services Overview and Scrutiny Sub-Committee.

(b) The other non-elected member "appointments" and invitations to attend shown in the Appendix (and particularly its annexes) be confirmed.

(3) Those Committees be appointed with:

(a) the membership sizes and

(b) the political balance

indicated in Appendix 2 of the report.

(4) That the delegation of non-executive functions (as defined by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (amended) to officers be agreed as set out in the Council's Constitution.

(5) To agree that all officers with delegated powers have power to further delegate those powers to other officers under s.101 of the Local Government Act 1972 or as provided for by any other legislation and may agree a scheme of delegation to officers for their service areas.

106 **APPOINTING THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES (agenda item 10)**

A procedural motion that uncontested nominations at agenda items 10 and 11 be dealt with via single block votes was **AGREED** by 32 votes to 4 with 17 abstentions (see division 4).

Motion on behalf of the Conservative Group

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)	Matt Sutton	1. Tim Ryan 2. Ray Best
Audit		Viddy Persaud
Governance	Ciaran White	Damian White
Highways Advisory		Christine Vickery

Licensing (3 Vice-Chairmen)	Philippa Crowder	1. Christine Smith 2. Christine Vickery 3. Sally Miller
Pensions	John Crowder	
Planning	Robby Misir	Carol Smith
Strategic Planning	Dilip Patel	Tim Ryan
Joint Venture Working Party	Michael Deon Burton	Christine Vickery
Overview and Scrutiny Board		Michael White
Children and Learning Overview and Scrutiny Sub-Committee	Judith Holt	Robby Misir
Crime & Disorder Sub-Committee	Sally Miller	Matt Sutton
Environment Overview and Scrutiny Sub-Committee	Maggie Themistocli	Michael Deon Burton
Health Overview and Scrutiny Sub-Committee	Nisha Patel	Ciaran White
Individuals Overview and Scrutiny Sub-Committee	Christine Smith	Michael White
Towns and Communities Overview and Scrutiny Sub-Committee	Ray Best	Robby Misir

Sub-Committee of the Governance Committee:

Appointments	Damian White	Robert Benham

Motion on behalf of the North Havering Residents' Association Group

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-		1. 2.

Chairmen)		
Audit	Martin Goode	
Governance		
Highways Advisory	Brian Eagling	
Licensing (3 Vice-Chairmen)		1. 2. 3.
Pensions		Martin Goode
Planning		
Strategic Planning		
Joint Venture Working Party		
Overview and Scrutiny Board	Darren Wise	
Children and Learning Overview and Scrutiny Sub-Committee		
Crime & Disorder Sub-Committee		
Environment Overview and Scrutiny Sub-Committee		
Health Overview and Scrutiny Sub-Committee		
Individuals Overview and Scrutiny Sub-Committee		
Towns and Communities Overview and Scrutiny Sub-Committee		

Sub-Committee of the Governance Committee:

Appointments		

Motion on behalf of the Labour Group

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)		1. 2.
Audit		
Governance		
Highways Advisory		
Licensing (3 Vice-Chairmen)		1. 2. 3.
Pensions		
Planning		
Strategic Planning		
Joint Venture Working Party	Paul McGeary	
Overview and Scrutiny Board	Keith Darvill	
Children and Learning Overview and Scrutiny Sub-Committee		
Crime & Disorder Sub-Committee		
Environment Overview and Scrutiny Sub-Committee		
Health Overview and Scrutiny Sub-Committee		
Individuals Overview and Scrutiny Sub-Committee		

Towns and Communities Overview and Scrutiny Sub-Committee		

Sub-Committee of the Governance Committee:

Appointments		

The following appointments were **AGREED** by 31 votes to 2 with 20 abstentions (see division 5).

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)	Matt Sutton	1. Tim Ryan 2. Ray Best
Audit	Martin Goode	Viddy Persaud
Governance	Ciaran White	Damian White
Highways Advisory	Brian Eagling	Christine Vickery
Licensing (3 Vice-Chairmen)	Philippa Crowder	1. Christine Smith 2. Christine Vickery 3. Sally Miller
Pensions	John Crowder	Martin Goode
Planning	Robby Misir	Carol Smith
Strategic Planning	Dilip Patel	Tim Ryan
Joint Venture Working Party	*Position contested.*	Christine Vickery
Overview and Scrutiny Board	*Position contested.*	Michael White
Children and Learning Overview and Scrutiny Sub-Committee	Judith Holt	Robby Misir

Crime & Disorder Sub-Committee	Sally Miller	Matt Sutton
Environment Overview and Scrutiny Sub-Committee	Maggie Themistocli	Michael Deon Burton
Health Overview and Scrutiny Sub-Committee	Nisha Patel	Ciaran White
Individuals Overview and Scrutiny Sub-Committee	Christine Smith	Michael White
Towns and Communities Overview and Scrutiny Sub-Committee	Ray Best	Robby Misir

Sub-Committee of the Governance Committee:

Appointments	Damian White	Robert Benham

The following appointments were also agreed:

Chairman of Joint Venture Working Party

Conservative Group nominee Councillor	Labour Group nominee Councillor
Michael Deon Burton	Paul McGeary

Councillor Michael Deon Burton was **ELECTED** as Chairman of the Joint Venture Working Party by 27 votes to 8 with 18 abstentions (see division 6).

Chairman of Overview and Scrutiny Board

North Havering Residents' Association Group nominee Councillor	Labour Group nominee Councillor
Darren Wise	Keith Darvill

Councillor Darren Wise was **ELECTED** as Chairman of the Overview and Scrutiny Board by 29 votes to 8 with 16 abstentions (see division 7).

For ease of reference, the full list of Members appointed was as follows:

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

Sub-Committee of the Governance Committee:

Appointments	Damian White	Robert Benham

107 **APPOINTMENT OF THE MEMBER CHAMPIONS (agenda item 11)**

Motion on behalf of the Conservative Group

That the following be appointed Champions as indicated:

For the Armed Forces –

For Equality and Diversity – Robby Misir

For the Historic Environment – Judith Holt

For the Over 50's – Christine Smith

For the Voluntary Sector Compact – Christine Vickery

For Young People – Ciaran White

Motion on behalf of the Labour Group

That the following be appointed Champions as indicated:

For the Armed Forces – Denis O'Flynn

For Equality and Diversity –

For the Historic Environment –

For the Over 50's –

For the Voluntary Sector Compact –

For Young People –

The following appointments were AGREED by 32 votes to 1 with 20 abstentions (see division 8).

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

108 STATEMENT BY THE LEADER OF THE COUNCIL (agenda item 12)

The Leader of the Council stated that he was proud of the Council's response to the pandemic. This had included initiatives such as the Winter Support Grant, Havering Helps Scheme and the Living in Havering e-mail bulletin.

Vaccine support had been led by the Council's Directors of Public Health and Adult Services and Council staff had given a great deal of Covid-secure advice to businesses. Fifty Covid marshalls had also been recruited.

Councillor Dilip Patel would be appointed as Assistant Cabinet Member for business recovery and the Council's leisure centres were also reopening, with a new leisure centre scheduled to open in Rainham in 2022.

Free parking would continue to be available for 'NHS heroes' and moves to electrify the Council's vehicle fleet would include the provision of electric vehicle charging points across the borough.

A memorial garden would be established to remember the 922 Havering residents who had lost their lives to Covid-19.

109 VOTING RECORD

The record of voting decisions is attached as appendix 1 to these minutes.

Mayor

VOTING RECORD

Appendix 2

DIVISION NUMBER:	***1***	***2***	***3***	***4***	***5***	***6***	***7***	***8***
The Mayor [Cllr. Cllr John Mylod]	O	O	O	O	O	O	O	O
The Deputy Mayor [Cllr Christine Vickery]	✔	✘	✔	✔	✔	✔	✔	✔
CONSERVATIVE GROUP								
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	✔	✘	✔	✔	✔	O	✔	✔
Cllr Christine Smith	✔	✘	✔	✔	✔	✔	✔	✔
Cllr Matt Sutton	✔	O	✔	✔	✔	✔	✔	✔
Cllr Maggie Themistocli	✔	✘	✔	✔	✔	✔	✔	✔
Cllr Ciaran White	✔	✘	✔	✔	✔	✔	✔	✔
Cllr Damian White	✔	✘	✔	✔	✔	✔	✔	✔
Cllr Michael White	✔	✘	✔	✔	✔	✔	✔	✔
RESIDENTS' GROUP								
Cllr Nic Dodin	O	O	O	O	O	✘	✘	O
Cllr Paul Middleton	O	✔	O	O	O	O	O	O
Cllr Raymond Morgon	O	✘	O	O	O	O	O	O
Cllr Barry Mugglestone	O	✔	O	O	O	O	O	O
Cllr Stephanie Nunn	O	✔	O	O	O	O	O	O
Cllr Gerry O'Sullivan	O	O	O	O	O	O	✘	O
Cllr Reg Whitney	O	✔	O	O	O	O	O	O
UPMINSTER & CRANHAM RESIDENTS' GROUP								
Cllr Gillian Ford	✔	✘	O	✔	O	O	O	O
Cllr Linda Hawthorn	✔	✘	✔	O	O	O	O	O
Cllr Ron Ower	✔	O	O	O	O	O	O	O
Cllr John Tyler	✔	✘	O	O	O	O	O	O
Cllr Linda Van den Hende	✔	O	O	O	O	O	O	O
Cllr Christopher Wilkins	O	✘	O	✘	O	O	O	O
INDEPENDENT RESIDENTS' GROUP								
Cllr David Durant	✔	✔	✘	O	✘	O	O	✘
Cllr Tony Durdin	**A**	**A**	**A**	**A**	**A**	**A**	**A**	**A**
Cllr Natasha Summers	O	✔	O	O	O	✘	O	O
Cllr Jeffrey Tucker	✔	✔	O	O	O	O	O	O
Cllr Graham Williamson	O	✔	O	O	O	O	O	O
LABOUR GROUP								
Cllr Carole Beth	O	O	O	✘	✘	✘	✘	O
Cllr Keith Darvill	O	✘	O	✘	O	✘	✘	✔
Cllr Tele Lawal	O	✘	✔	✔	✔	✘	✘	O
Cllr Paul McGeary	O	✘	✘	✘	O	✘	✘	✔
Cllr Denis O'Flynn	O	✘	✔	✔	✔	✘	✘	✔
NORTH HAVERING RESIDENTS' GROUP								
Cllr Brian Eagling	✔	✘	✔	✔	✔	✔	✔	✔
Cllr Martin Goode	✔	✘	✔	✔	✔	✔	✔	✔
Cllr Jan Sargent	✔	O	✔	✔	✔	✘	✔	✔
Cllr Darren Wise	✔	✘	✔	✔	✔	✔	✔	✔
INDEPENDENT								
Cllr Bob Perry	O	✔	O	O	O	O	✘	O
Cllr Melvin Wallace	✔	✘	✔	✔	✔	✔	✔	✔
TOTALS								
✔ = YES	36	9	32	32	31	27	29	32
✘ = NO	0	36	2	4	2	8	8	1
O = ABSTAIN/NO VOTE	17	8	19	17	20	18	16	20
ID =INTEREST DISCLOSED/NO VOTE	0	0	0	0	0	0	0	0
A = ABSENT FROM MEETING	1	1	1	1	1	1	1	1
	54	**54**	**54**	**54**	**54**	**54**	**54**	**54**

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Havering
LONDON BOROUGH

REPORT OF THE CHIEF EXECUTIVE

Full Council: 1 September 2021

ADOPTION OF STATEMENT OF LICENSING POLICY 2021-2026

At its meeting on 17 March 2021, Cabinet considered a report (attached) proposing the adoption of a new Statement of Licensing Policy 2021-2026 as required under Section 5 of the Licensing Act 2003. This followed a 12 week consultation on the policy that ran between August and November 2020.

The Statement of Licensing Policy 2021-2026 was adopted by Cabinet and accordingly, it is **RECOMMENDED**:

That Council adopt the Statement of Licensing Policy 2021-2026.

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Havering
LONDON BOROUGH

CABINET

Subject Heading:	Adoption of Statement of Licensing Policy 2021-2026
Cabinet Member:	Councillor Viddy Persaud Lead Member for Public Protection and Safety
SLT Lead:	Barry Francis Director of Neighbourhoods
Report Author and contact details:	Louise Watkinson Group Manager Public Protection 01708 432771 Keith Bush Public Protection Manager Licensing & Trading Standards 01708 433425
Policy context:	The Licensing Act 2003 requires the Licensing Authority to consult on and publish a Statement of Licensing Policy. This policy must be reviewed and update at least every 5 years.
Financial summary:	The cost for preparing, consulting and adopting the policy are built into the fees set by central government under the Licensing Act 2003.
Is this a Key Decision?	Yes, Significant impact on two or more Wards.
When should this matter be reviewed?	The Policy needs to be reviewed at least every 5 years. A policy review is needed by 2026.
Reviewing OSC:	Towns and Communities

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	[]

SUMMARY

1.1 Section 5 of the Licensing Act 2003 (hereafter termed 'the 2003 Act') requires all Licensing Authorities to prepare and publish a Statement of Licensing Policy that they propose to apply in exercising their functions under the Act during the five year period to which the policy applies.

1.2 A draft policy was subject to a twelve week consultation, opening on 17th August and closing on 9th November 2020.

1.3 This report provides the proposed Statement of Licensing Policy 2021-2026 which has incorporated the comments following the public consultation.

RECOMMENDATIONS

2.1 Cabinet is recommended to:

Adopt the Statement of Licensing Policy 2021-2026.

REPORT DETAIL

3.1 Section 5 of the 2003 Act requires all Licensing Authorities to prepare and publish a Statement of Licensing Policy that they propose to apply in exercising their functions under the Act during the five year period to which the policy applies.

3.2 The current policy expired in January 2021 and therefore a new policy needs to be adopted.

3.3 The Statement of Licensing Policy is the primary document for setting out the Council's local approach to regulation of the 2003 Act and ensuring that the licensing objectives are met. The licensing objectives are:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

3.4 Nothing in the Statement of Licensing Policy will override the right of any person to make an application under the 2003 Act and have that application considered on its individual merits. Equally, nothing in the Statement of Licensing Policy will undermine the right of any person to make representations to an application, or seek a review of a licence where there is a legal power to do so.

3.5 This report provides a copy of the revised Havering Statement of Licensing Policy for the period 2021- 2026, for adoption. A copy is included as Appendix 1.

3.6 The main changes proposed are:

- Havering's vision has been added to the updated policy.
- An equalities and diversity section has been added
- A section on the use of remote hearings has been added
- The cumulative impact zone for Romford has been reviewed but remains unchanged
- The cumulative impact zone for Hornchurch has been reviewed and amended.
- The cumulative impact zone for Gooshays ward has been reviewed and amended.
- A section on mental health and wellbeing has been added
- A section on counter terrorism has been added
- A section on COVID 19 has been added
- Some additional model conditions have been added

3.7 The main changes in the document are highlighted in yellow.

3.8 Before the Statement of Licensing Policy can be adopted Section 5(3) of the 2003 Act requires the licensing authority to undertake a statutory consultation. This requires the authority to consult with:

- The chief officer of police for the licensing authority's area
- The fire and rescue authority for that area
- The Local Health Board for an area
- Each local authority in England whose public health functions within the meaning of the National Health Service Act 2006 are exercisable in respect of an area any part of which is in the licensing authority's area.
- Such persons as the licensing authority considers to be representatives of holders of premises licences issued by that authority
- Such persons as the licensing authority considers to be representatives of holders of club premises certificates issued by that authority
- Such persons as the licensing authority considers to be representatives of holders of personal licence holders
- Such other persons as the licensing authority considers to be representative of businesses and residents in its area.

3.9 The authority undertook a consultation which was open for twelve weeks, opening on 17th August and closing on 9th November 2020.

3.10 The Council's proposed updates to the Statement of Licensing Policy were shared on the consultation pages of the Council's website. Responses to the proposals were invited via an online survey and through individual written reply by letter or email.

3.11 The consultation received 30 responses. The licensing team considered all responses carefully and each was responded to as set out in section 4 of the report. Where indicated the policy was updated further to take account of the comments made. A copy of the consultation report is included in Appendix 2.

REASONS AND OPTIONS

4 Reasons for the decision:

4.1 It is a legal requirement under Section 5 of the 2003 Act for all Licensing Authorities to prepare and publish a Statement of Licensing Policy that they propose to apply in exercising their functions under the Act during the five year period to which the policy applies. The current policy expired in January 2021 and we are legally required to adopt a new policy.

5 Other options considered

5.1 No other option was considered as the authority is required by law to have a Statement of Licensing Policy under the 2003 Act.

IMPLICATIONS AND RISKS

6 LEGAL IMPLICATIONS AND RISKS

6.1. Under Section 5 (1) of the Licensing Act 2003 ('the Act') the Council as the Licensing Authority is required to determine and publish its statement of policy in respect of exercising its functions under the Licensing Act 2003 at least once every five years. In this time period the policy must be kept under review. When preparing the policy the Council is required to have regard to the four statutory licensing objectives under Section of the Licensing Act 2003 which are: the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm. The Licensing Authority also must consider the statutory guidance under Section 182 of the Licensing Act 2003.

6.2. Under Section 5A of the Act the Council is also required by review its Cumulative Impact Zone (CIZ) Assessment every 3 years. The effect of adopting a special policy of this kind would be to create a rebuttable presumption that applications for new premises licences or club premises certificates or variations that are likely to add to the existing cumulative impact would normally be refused, following relevant representations, unless the applicant can demonstrate in their operating schedule that there will be no negative cumulative impact on one or more of the licensing objectives.

Paragraph 14.34 of the statutory guidance details the steps to be followed in considering whether to publish a CIZ policy. These are:

- Identify concern about crime and disorder; public safety; public nuisance or protection of children from harm in a particular location.
- Consider whether there is good evidence that crime and disorder or nuisance are occurring, or whether there are activities which pose a threat to public safety or the protection of children from harm.
- If there is evidence that such problems are occurring, identify whether these problems are being caused by the customers of licensed premises, or that cumulative impact is imminent.
- Identify the boundaries of the area where problems are occurring (this can involve mapping where the problems occur and identifying specific streets or localities where such problems arise).
- Consult those specified in section 5(3) of the 2003 Act. As with consultations in respect of the licensing policy statement as a whole, it is for each licensing authority to determine the extent of the consultation it should undertake in respect of a Cumulative impact assessment (CIA) (subject to the statutory requirements).
- For the purposes of the consultation provide the persons specified in section 5(3) with the following information: the reasons why it is considering publishing a CIA
- a general indication of the part or parts of its area which it is considering describing in the assessment;
- whether it considers that the assessment will relate to all premises licence and club premises certificate applications and variation applications, or only to those of a particular kind described.

6.3 Cumulative impact zones are proposed in the policy where the Licensing Authority is of the view that the number, type and density of premises selling alcohol for consumption on and off the premises and the provision of late night refreshment is having a cumulative impact on the licensing objectives. Due to the nature of the evidence for crime and disorder, this is largely held by the police and is referred to in the draft policy.

6.4. The Statement of Licensing Policy must set out the how authority will give effect to the 4 licensing objectives of the 2003 Act and must have regard to the Statutory Guidance published under section 182 of the Act.

6.5 Consultations should be carried out in a proportionate, fair, and inclusive manner following the principles in *Gunning*. The principles are that consultation must take place when the proposal is still at a formative stage, sufficient reasons must be put forward for the proposal to allow for intelligent consideration and response, adequate time must be given for consideration and response to allow consultees to comment meaningfully and the responses must conscientiously be taken into account by the decision maker. The details of the statutory consultation is set out in the body of this report. All responses have been carefully considered and where appropriate changes have been made to the Licensing Policy.

6.6. An equalities impact assessment was carried out and the draft policy will not adversely affect existing premises licence holders, responsible authorities, the community and those who wish to apply for premises licences in the future.

6.7 The Statement of Licensing Policy must be approved by Full Council and published before the authority carries out any functions or determines any applications etc. under the terms of the Act.

7 FINANCIAL IMPLICATIONS AND RISKS

7.1 The fees and charges for licence applications are set by statute and are based on a cost recovery basis. The cost for preparing, consulting and adopting the policy are built into these fees set.

8 HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

8.1 There are no direct Human Resources implications arising from this report.

9 EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

9.1 The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

(i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
(ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
(iii) Foster good relations between those who have protected characteristics and those who do not.

Note: ‘Protected characteristics’ are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

9.2 The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

9.3 An Equality and Health Impact Assessment (EqHIA) has been undertaken and is included in Appendix 3. It is anticipated that the policy, if adopted, will have a positive effect on the borough by placing a greater emphasis on equality and diversity and the inclusion of a health and wellbeing section to ensure the protection of vulnerable residents from harm.

10 HEALTH AND WELLBEING IMPLICATIONS AND RISKS

10.1 The legislative framework for the Licensing Act 2003 recognises the sale of alcohol by retail, late night refreshment and regulated entertainment such as music and dance as a legitimate leisure activity that many people enjoy. It can be social, fun and as such might have positive impacts on wellbeing. In addition, it generates income, employment and tax revenue, creating employment, which is an important determinant of health and wellbeing.

10.2 However, set against this, it can generate significant dis-benefits such as working days lost through alcohol misuse, or the cost of treatment for ill-health. Less easily measured are potentially very significant impacts such as the negative effects of some alcohol addiction on family relationships, and the psychological and social development of children.

10.3 The proposed statement of licensing policy is intended to address this negative issue by promoting responsible retailing.

10.4 It expects the applicant to have considered:

- The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate.
- Any risk posed to the local area by the applicants' proposed licensable activities;
- Steps to protect vulnerable residents
- Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.
- Any other relevant policies that the local authority has adopted.

10.5 The policy also requires applicants to take appropriate measures to protect children from harm including considering the location of the premises in relation to premises frequented by children.

11 Appendices

1. Statement of Licensing policy 2021-26
2. Consultation Results Report
3. Equality and Health Impact Assessment

BACKGROUND PAPERS

None

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Statement of Licensing Policy 2021-2026

Document Control

Document details

Title	**Statement of Licensing Policy 2021-2026**
Version number	*V7.0*
Status	draft
Author	Keith Bush
Lead officer	Andrew Blake Herbert
Approved by	Full Council
Review date	*2026*

Supersedes	*Statement of Licensing Policy*
Target audience	*Applicants, Residents, Licensing Committee, Councillors.*
Related to	

Version history

Version	Status	Date	Dissemination/Change
V1.0	*Initial draft*	*9th August 2019*	
V2.0	*Updated*	*3rd October 2019*	*Cumulative Impact zones reviewed and reworded. Change of wording following discussions with other service areas.*
V3.0	*Updated*	*21st April 2020*	*Mental health & wellbeing added*
V4.0	*Updated*	*19th May 2020*	*Comments from legal services incorporated*
V5.0	*Updated*	*21st July 2020*	*COVID 19 section added*
V6.0	*Updated*	*27th November 2020*	*Policy updated following consultation*
V7.0	*Updated*	*18th January 2021*	*Comments from legal services incorporated*

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V8.0	*Updated*	*16th February 2021*	*Further Comments from legal services incorporated*

Approval history

Version	Status	Date	Approved by

Equality Impact Assessment record

Date	Completed by	Review date
15/10/2019	**Keith Bush**	**2026**

DRAFT

The Statement of Licensing Policy of London Borough of Havering the Licensing Authority for the London Borough of Havering prepared under section 5 of the Licensing Act 2003 with due regard and weight to Guidance issued by the Secretary of State for the Home Office under section 182 of the Licensing Act 2003.

The policy is determined for a five year period commencing 2nd September 2021

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1. Executive Summary

1.1 The Licensing Act 2003 came into effect in 2005.

1.2 Section 5 of the Licensing Act 2003 hereafter referred to as 'the Act' requires each Licensing Authority to prepare a Statement of Licensing Policy that it will apply in exercising its functions pursuant to the Act. The Statement of Licensing Policy is valid for a term of 5 years when it must be revised again. The Licensing Authority may also review and revise the Statement of Licensing Policy within the statutory 5-year period. All revisions and reviews are subject to the statutory requirement for consultation. The document is made up of the Statement of Licensing Policy and supporting appendices. The appendices provide useful information for applicants and may be updated during the life of the Policy without consultation for example to include legislative changes.

1.3 The Licensing Act 2003 sets out 4 licensing objectives which are:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

1.4 The Authority is required to make decisions based on these objectives and to promote them through its actions. Licensed premises are required to conduct their activities with reference to the promotion of these objectives.

1.5 Each of the licensing objectives is of equal importance in terms of licensing actions and decision-making. This means that each has equal weight under the legislation.

1.6 The Act identifies five other key aims that are important for all those involved in licensing to support and promote through good practice. These are:

- Protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licenced premises;
- Giving the police and licensing authorities the powers they need to manage and police the night time economy effectively and take action against those premises that are causing problems;
- Recognising the important role which pubs and other licensed premises play in our local communities, and minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
- Providing a regulatory framework for late night refreshment, and regulated entertainment which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their area; and

- Encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may impact upon them.

1.7 The Policy covers the licensable activities as specified by the Licensing Act 2003 which are:

- Sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the Club
- Regulated entertainment
- Late night refreshment

1.8 This policy only relates to licensable activities under the Licensing Act 2003. It does not cover other areas of licensing such as gambling and special treatments.

1.9 The Act provides for four different types of authorisation or permission, as follows:

- Premises licences
- Club premises certificates
- Personal licences
- Temporary event notices (TENs)

1.10 A glossary of terms is included at Appendix 1.

1.11 The Policy must have due regard to the guidance issued by the Secretary of State under section 182 of the Licensing Act 2003 and other local strategies.

1.12 Applicants for premises licences should be aware of the expectations of the licensing authority and the responsible authorities as to the steps to be taken for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives.

1.13 Nothing in this policy is intended to undermine the rights of any person to apply under the 2003 Act for any of the variety of permissions and have that application considered on its individual merits.

1.14 Equally, nothing in this policy is intended to override the right of any person to make representations on any application or seek a review of a licence or certificate where they are permitted to do so under the Act.

1.15 Local people, businesses and Members of the Council are able to comment through public consultation on this Policy.

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2. Introduction

2.1 The purpose of this Licensing Policy is to inform both applicants and residents about the way in which the Licensing Authority will implement the Licensing Act 2003 in Havering. The Policy along with national guidance and primary legislation forms the basis on which decisions are made.

2.2 In preparing this Policy the Council has consulted with and considered the views of a wide range of people and organisations including:

- Representatives of local business
- Local residents and their representatives
- Councillors
- Local Members of Parliament
- Members of the Business Improvement District
- Representatives of existing licence holders
- The responsible authorities namely:
    - Metropolitan Police Service
    - London Fire and Emergency Planning Authority
    - London Borough of Havering-Director of Public Health
    - London Borough of Havering-Environmental Health Service
    - London Borough of Havering-Planning Service
    - London Borough of Havering-Trading Standards Service
    - London Borough of Havering-Havering Children Social Care (CSC)
    - The Local Enforcement Agency with responsibility for enforcing the Health and Safety at Work etc. Act 1974 (this will be either the Health and Safety Executive or the Health and Safety team, Environmental Health London Borough of Havering, dependent upon the nature of the premises)
    - Home Office (Immigration enforcement)
- Other Council Departments
- Charitable organisations that deal with the social impact of alcohol misuse

2.3 The contact details for the Responsible Authorities and other useful contact details are given in Appendix 2.

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3. About the London Borough of Havering

3.1 Havering is one of the largest boroughs in Greater London, with a population of around 256,000 (Based on ONS UK statistics 2017) and an area approaching 40 square miles, half of which is in the Green Belt.

3.2 Havering is located on the periphery of North East London. The area has good road and rail links. To the north and east the borough is bordered by the Essex countryside, to the south by a three mile River Thames frontage, and to the west by the neighbouring boroughs of Redbridge and Barking & Dagenham.

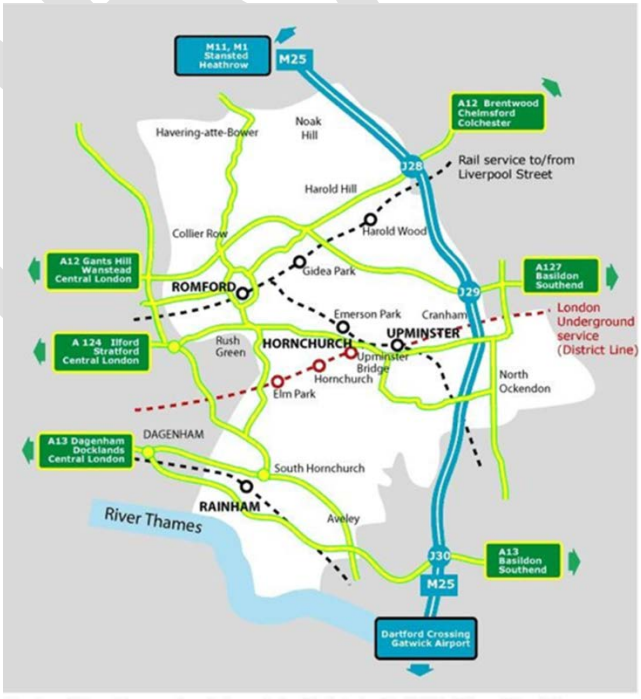
3.3 Havering has a lively cultural scene, centred on the Queen's Theatre and the Fairkytes Arts Centre. There is also a museum and Brookside Theatre in Romford town centre. The borough is also a great place to shop. In addition to Romford there are smaller local shopping centres across the borough.

3.4 The main centres of night time economy are:

- Romford town centre
- Hornchurch town centre
- Upminster town centre

3.5 A map of the London Borough of Havering is shown in Figure 1 below:

Figure 1: London Borough of Havering Transport Links & Shopping Hubs



Based upon Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office (c) Crown copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. London Borough of Havering 100024327

3.6 Havering continues to have an aging profile which is older than London as a whole.

3.7 Havering together with Bromley are London's least diverse Boroughs. However, of all London Boroughs, Havering has had the highest percentage increase between the 2001 Census and the 2011 Census as the percentage of ethnic minority population has more than doubled, with the following ethnic groups seeing the highest increase:

- Black or Black British: African
- White Other, and
- Asian/ Asian British: Indian.[1]

3.8 Havering Council views the changing demographics of the borough as a positive and will be proactive in helping all community groups to feel a sense of belonging.

Other Policies and Objectives

3.9 Other statutory obligations which fall outside the requirements of the Licensing Act 2003 may apply to the provision of any regulated activities at a premises and the responsibility for compliance lies with the licence holder

3.10 In October 2018 the Council adopted the following Community Cohesion and Equality Objective:

'To nurture and promote a cohesive, healthy and optimistic Borough underpinned by mainstreamed inclusive British values, where everyone experiences dignity and equal life chances, and where neighbours, colleagues and different community groups interact, respect and value each other, regardless of: age, class, colour, disability, education, ethnicity/race, gender, gender reassignment, health status, marital status, nationality, political perspective, religion, sexuality, or socio-economic status.'

Equality Act 2010

3.11 The Licensing Authority expects all operators to run their venues in an inclusive manner. It is recommended that licensees make themselves familiar with the requirements of the Equality Act 2010 for the access and provision of services for persons within the protected groups identified by the legislation.

3.12 The Equality Act 2010 provides a legal framework to protect the rights of individuals and advance equality of opportunity for all.

[1] Demographic and Diversity Profile of Havering's Population January 2015

3.13 As a public authority the Council must adhere to the Equality Act 2010. The Act also applies to any business that provides goods, facilities or services to members of the public including licensed premises such as pubs, bars, nightclubs and restaurants.

3.14 Under the Equality Act It is against the law to discriminate against someone because of:

- Age
- Pregnancy and Maternity
- Race
- Disability
- Gender
- Gender Identity
- Sexual Orientation
- Religion
- Marriage & Civil Partnerships

These are known as “Protected Characteristics”

3.15 Discrimination can come in one of the following forms:

- direct discrimination - treating someone with a protected characteristic less favourably than others
- indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage
- harassment - unwanted behaviour linked to a protected characteristic that violates someone’s dignity or creates an offensive environment for them
- victimisation - treating someone unfairly because they’ve complained about discrimination or harassment

3.16 Under section 20 of the Equality Act 2010 operators of licensed business such as pubs, bars, nightclubs and restaurants are also required to make reasonable adjustments to ensure that their premises are accessible to disabled people. A failure to do so will also amount to discrimination. It should be noted that not all disabilities are visible and not immediately obvious such as learning difficulties, mental health, speech, visual or hearing impairments.

3.17 It is important to note that the duty to make reasonable adjustments cannot wait until either a complaint is received or when someone with a disability wants to visit a particular venue.

3.18 Havering's Vision

Havering's Vision is to ensure it continues to become a better borough that Cleaner, Safer, Prouder together' by;

- Helping people get on in life by creating jobs and skills opportunities and building genuinely affordable homes. Encouraging new and expanding existing businesses within the borough which will create opportunities for residents. Investing in our town centres and creating improvements,
- Helping young and old fulfil their potential through high-achieving schools and by supporting people to live safe, healthy and independent lives, giving children the best possible start in life and helping them to achieve at school. Promoting healthy and active lifestyles for people with support and initiative's from the Council,
- Offering support and assistance to those that are vulnerable. And also ensuring that our residents receive the best possible services at the lowest possible cost,
- Making sure that our neighbourhoods are a great place to live by investing in them and keeping them clean, green and safe with access to quality parks and leisure facilities. Investing in cleaner streets and parks along with community safety. Providing quality leisure facilities that are accessible to all. Ensuring that genuinely affordable homes are available and,
- Making it easier for people to get around by investing in and improving our roads and transport links, Investing in and rolling out broadband and Wi-Fi to all town centres across the borough, promoting digital awareness and digital skills development within the community.

3.19 The Mayors Vision for London as a 24-hour City

3.20 Since the publication of the last Statement of Licensing Policy the Mayor of London has outlined his vision for London as a 24-hour city and has also appointed a Night Czar and a Night Time Commission to encourage the development of London as a vibrant, diverse, cultural city with a night time economy that is of global significance.

3.21 Currently Havering as an outer London Borough does not have a 24-hour economy and whilst the Mayor's vision will be considered and reflected in the licensing system in Havering, the authority recognises that these ambitions need to be balanced against the needs and wishes of the residents and other businesses and that the Authority's overriding duty is to promote the licensing objectives.

4. Expectations of applicants

4.1 The licensing objectives are at the heart of the licensing regime. Applicants must demonstrate in their operating schedules as part of an application how they will address each objective. The Licensing Authority will make decisions about applications, variations and reviews based on the promotion of the same objectives. Those making representations to the licensing sub-committee must base them on the licensing objectives.

4.2 It is for these reasons that Havering expects detailed and meaningful operating schedules that will enable all parties to understand what is being sought by an application, and if granted how the premises will operate. In completing the operating schedule, applicants are expected to have regard to this Statement of Licensing Policy which sets out the expectations of the Authority as to the steps that are appropriate for the promotion of the licensing objectives.

4.3 The completion of a full and detailed operating schedule will give those reading the application greater confidence that the applicant seeks to make a positive contribution and is demonstrating a commitment to both those living in the vicinity and the licensing objectives. Applicants are expected to:

- Demonstrate knowledge of the local area when describing the steps they propose to take to promote the licensing objectives;
- Undertake enquiries about the area in which the premises are situated to inform the content of the application;
- Obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand;
    - The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate.
    - Any risk posed to the local area by the applicants' proposed licensable activities;
    - Steps to protect vulnerable residents
    - Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.
    - Any other relevant policies that the local authority has adopted.

4.4 Applicants are also expected to include positive proposals in their application as to how they will manage any potential risks.

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4.5 Where specific policies apply in the area (for example, a Cumulative Impact Policy), applicants are also expected to:

- Demonstrate an understanding of how the Policy impacts on their application,
- Identify any measures they will take to mitigate the impact, and
- Confirm why they consider their application should be an exception to the Policy.

4.6 It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises close to residential properties should consider how this will impact upon their smoking, noise management and dispersal policies, to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives and where there are no known concerns, acknowledge this in their application.

4.7 Lists of questions which should be considered in operating schedules are included in Appendix 3. A pool of model conditions which can also be of assistance is included at Appendix 4. Whilst applicants are strongly encouraged to consider these they should not be regarded as standard conditions and should be tailored according to the individual application and location and be used to inform the operating schedule. The mandatory conditions which are applicable to all licences depending on what is being licenced are attached as Appendix 5. By the use of a carefully considered operating schedule applicants can demonstrate that they have given thought to their application and the impact on the local environment.

4.8 An operating schedule forms the basis for conditions that will be placed on the licence. It should contain details relating to the promotion of the licensing objectives that are capable of being translated into enforceable conditions as, if there are no representations against the grant of the licence these will form the basis of the conditions. Conditions should not be added that duplicate other regulatory regimes as far as possible.

4.9 The failure by an applicant to clearly and fully demonstrate in the operating schedule that they have properly considered the promotion of the four licensing objectives is a legitimate concern should the application come before the licensing sub-committee.

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5. Determination of Applications

5.1 This Licensing Authority when determining applications, authorisations and notices that have attracted relevant representations and review applications, will normally work within the framework of this Policy and also take into account the Guidance issued by the Department of Culture, Media and Sport under section 182 of the Act. However, this Licensing Authority reserves the right to depart from this Policy and the Guidance whenever it considers it correct and appropriate to do so.

5.2 If, during the period of this Policy new Guidance is issued by the Government such Guidance will be taken into account by the Licensing Authority even if it is not referred to in this Policy.

5.3 When an application has not attracted relevant representations, the Licensing Authority is compelled under the provisions of the Act to automatically grant the application without regard to this Policy. The only exceptions to this are applications for:

- The review of a Premises Licence or Club Premises Certificate;
- A minor variation of a Premises Licence or Club Premises Certificate; and an
- An application for the mandatory alcohol condition requiring a Designated Premises Supervisor in respect of a premises licence to be dispensed with for a community premises

5.4 In considering applications for new licences, club premises certificates, variations to existing licences and licence reviews the Licensing Authority will take the matters listed below into account:

- whether the premises is located in an area of cumulative impact;
- the type of premises and their cumulative impact on the area and the mix of premises in the area;
- the location of the premises and the character of the area;
- the views of the responsible authorities;
- the views of other persons;
- past compliance history of current management;
- the proposed hours of operation;
- the type and number of customers likely to attend the premises;
- whether the applicant is able to demonstrate commitment to a high standard of management, for example through active participation in Safe and Sound meetings.

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5.5 All opposed applications (with the exception of certain minor variations) will be determined by the Licensing Authority's Licensing Committee or one of its Licensing Sub-Committees.

Remote Hearings

5.6 The coronavirus pandemic has necessitated the use of remote licensing hearings. However, the Licensing Act 2003 (Hearings) Regulations 2005 apply equally to hearings held "in person" and remote hearings. Therefore under Regulation 14(1) a remote hearing shall still take place in public and the local authority shall determine the procedure to be followed at the hearing under Regulation 21. A participant may also still be excluded on the grounds of public interest (Regulation 14(2)) and if they are disruptive (Regulation 25)

5.7 In addition *The Local Authorities and Police and Crime Panels (Coronavirus) Flexibility of Local Authority and Police and Crime Panel meetings (England and Wales) Regulations 2020* ("Flexibility Regulations") make it clear that hearings before a licensing sub-committee can be both public and remote.

5.8 Regulation 5(1) of the Flexibility Regulations states that a meeting (which under Regulation 3 includes a meeting of a local authority sub-committee) is not limited to a meeting of persons all of whom, or any of whom, are present in the same place. Any reference to a "place" where a meeting is held, or to be held, includes more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

5.9 The council will conduct its remote licensing hearings in accordance with its "Protocol on the Operation of Licensing Sub-Committee Hearings during the COVID-19 Pandemic Restrictions". The protocol will be subject to regular review and will be amended if and when the legislation changes.

6. Cumulative Impact

6.1 The Licensing Authority will not adopt a 'cumulative impact' policy in relation to a particular area without having considered individuals and organisations listed in Section 5(3) of the Licensing Act 2003, i.e. those who have been consulted about this policy.

6.2 Having published a cumulative impact assessment the Licensing Authority must, within three years, consider whether it remains of the opinion set out in the assessment under section 5A of the Licensing Act 2003.

6.3 For areas where a cumulative impact policy is adopted, it creates a rebuttable presumption that applications for new premises licences, club premises certificates, or variation applications that will add to the existing cumulative impact, will normally be refused, unless the applicant can demonstrate why the operation of the premises involved will not add to the cumulative impact and not impact adversely on the promotion of the licensing objectives. The exception to this policy may be for applications for restaurants where alcohol is sold ancillary to a table meal.

6.4 It must be stressed that the rebuttable presumption created by the cumulative impact policy does not relieve responsible authorities or other persons of the need to make relevant representations. If there are no representations, the Licensing Authority must grant the application consistent with the operating schedule submitted.

6.5 This cumulative impact policy is not absolute. The circumstances of each application within the cumulative impact area will be considered upon its own merits and the Licensing Authority shall permit licences and certificates that are unlikely to add to the cumulative impact and not impact adversely on the licensing objectives.

6.6 Upon receiving representations in relation to a new or variation application the Licensing Authority will consider whether it would be justified departing from the cumulative impact policy in the light of the individual circumstances of the case. The impact of an application is expected to be different for premises with different formats and characteristics. If the Licensing Authority decides that an application should be refused, it will still need to show that the grant of the application would undermine one or more of the licensing objectives and that conditions or restrictions would be an ineffective solution.

6.7 Examples of applications that the Licensing Authority may consider as exceptional may include, though not are limited to:

- Small premises with a capacity of 50 persons or less only intending to operate during hours specified in section 12.
- Premises which are not alcohol led and operate only within the hours specified in section 12 such as coffee shops.

6.8 Examples of factors the Licensing Authority will **not** consider as exceptional include:

- Premises will be well managed and run
- Premises will be constructed to a high standard
- Applicant operates similar premises elsewhere without complaint
- Similar premises operate in the area.

7. Cumulative Impact Assessment

7.1 The Havering Community Safety Partnership produced a report titled 'London Borough of Havering Non Domestic Abuse Violence with Injury Problem Profile, May 2018'. The report was a twelve-month analysis and overview of Violence with Injury (Excluding Domestic Abuse) Offences, particularly outlining problematic hotspots and issues. The problem profile used the VLO (Victim, Location, and Offender) method of analysis.

7.2 This report has been used as the basis for the cumulative impact assessment. The report itself is not produced as an appendix to this policy as it is protectively marked confidential. However, its findings are summarised in sections 8, 9 and 10.

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8. Special Cumulative Impact Policy for Romford Town Centre

8.1 The majority of late night licensed premises are concentrated within Romford Town Centre. A cumulative impact policy was adopted for this area under the previous Statement of Licensing Policy adopted on 7th January 2016.

8.2 The Havering Community Safety Partnership produced a report titled London Borough of Havering Non Domestic Abuse Violence with Injury Problem Profile, May 2018. It recognised that Romford is changing and that the night time economy is diversifying and growing. However, Romford Town ward was identified as the ward with the highest volume of violence with intent (VWI) offences in Havering. The timings and locations of the reported incidents indicated that many of these problems were linked to licensed premises.

8.3 Common assault committed in Romford Town centre accounted for 20% of all incidents in the borough. 15% of those common assault offences occurred between peak hours of 2100hrs and 0400hrs on Friday, Saturday and Sunday.

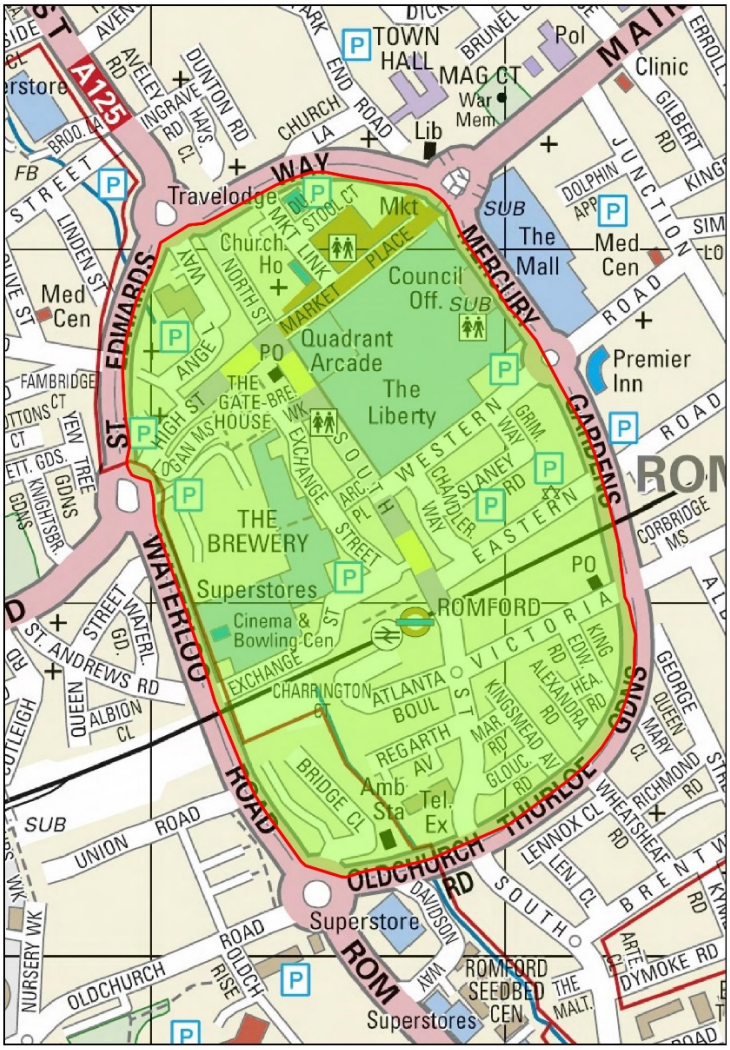
8.4 In January 2017, Romford Town/Havering was chosen as one of 33 areas to work with the Home Office as part of a 'Local Alcohol Action Area' to target alcohol related harms. A Public Spaces Protection Order (PSPO) is also in force within Romford Town Centre which seeks to restrict alcohol related nuisance.

8.5 On the basis of the above evidence the Licensing Authority is of the view that the number, type and density of premises selling alcohol for consumption on and off the premises and the provision of late night refreshment within the ring road is having a cumulative impact and undermining the licensing objectives. It is likely that granting further licences would be inconsistent with the authority's duty to promote the licensing objectives and a cumulative impact policy has been adopted in this area.

8.6 The area covered by the policy is shown in figure 2 overleaf.

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Figure 2-Romford Town Cumulative Impact Zone



9. Special Cumulative Impact Policy for Hornchurch Town Centre

9.1 Hornchurch Town Centre houses the second biggest day and night time economy in Havering. A cumulative impact policy was adopted for this area under the previous Statement of Licensing Policy adopted on 7th January 2016 which covered all of the St Andrews Ward.

9.2 In the Havering Community Safety Partnership report, London Borough of Havering Non Domestic Abuse Violence with Injury Problem Profile, May 2018, temporal analysis showed that 46% of VWI offences in Hornchurch occurred between 2100hrs and 0200hrs. 57% of offences occur on Friday, Saturday and Sunday.

9.3 It identified the main hotspot as the High Street which locates a number of bars and pubs. A large proportion of the offences were reported in, and in close proximity to, licensed pubs and clubs.

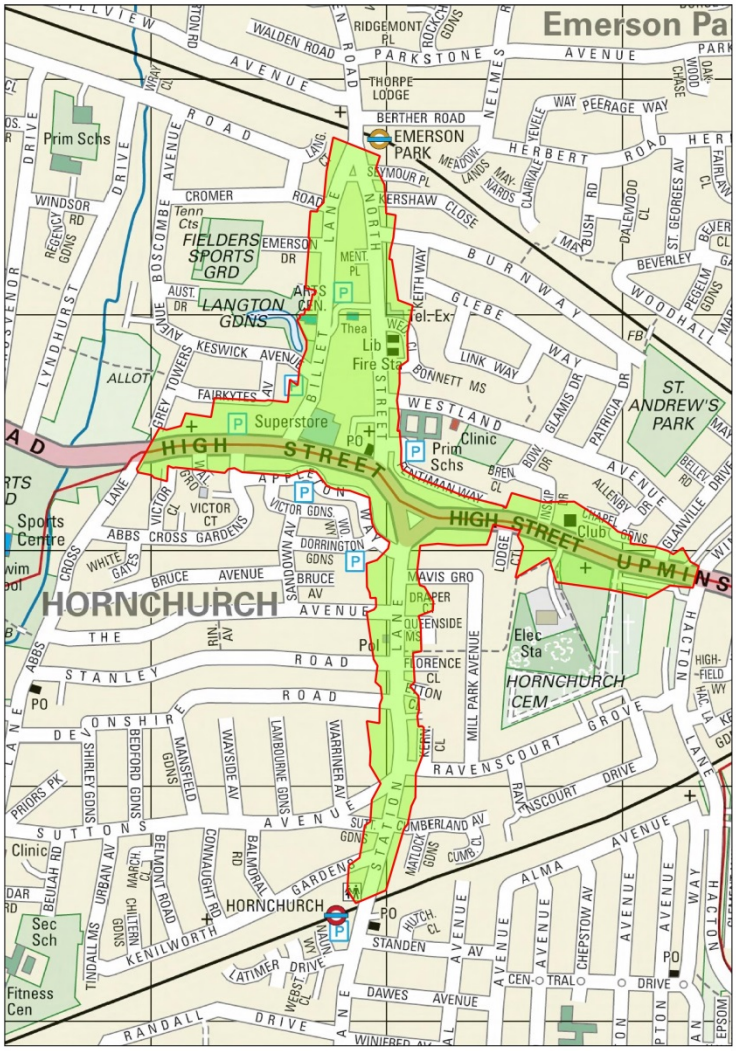
9.4 On the basis of the above evidence the Licensing Authority is of the view that the number, type and density of premises selling alcohol for consumption on and off the premises and the provision of late night refreshment around the High Street is having a cumulative impact and undermining the licensing objectives. It is likely that granting further licences would be inconsistent with the authority's duty to promote the licensing objectives and a cumulative impact policy has been adopted in this area.

9.5 The size of the cumulative impact zone has been reduced from the previous Licensing Policy and rather than cover all of the St Andrews ward is now focussed on Hornchurch Town Centre. It covers the High Street, Station Lane, Billet Lane, North Street and part of Upminster Road.

9.6 The area covered by the policy is shown in figure 3 overleaf.

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Figure 3- Hornchurch Cumulative Impact Zone



10. Special Cumulative Impact Policy for Gooshays

10.1 Unlike Hornchurch and Romford, Gooshays is not a major night time economy. A cumulative impact policy was adopted for this area under the previous Statement of Licensing Policy adopted on 7th January 2016

10.2 In the Havering Community Safety Partnership report, London Borough of Havering Non Domestic Abuse Violence with Injury Problem Profile, May 2018 Gooshays was identified as the ward with second highest amounts of VWI reports to the police in 2017.

10.3 As this area does not house a night time economy environment it is important to understand why this area ranks high in the number of incidents. It also shows as a hotspot in London Ambulance assault data. A hypothesis is that this area is one of Havering's areas which has the lowest deprivation index and thus this has an impact of the level of violent crime experienced in this area.

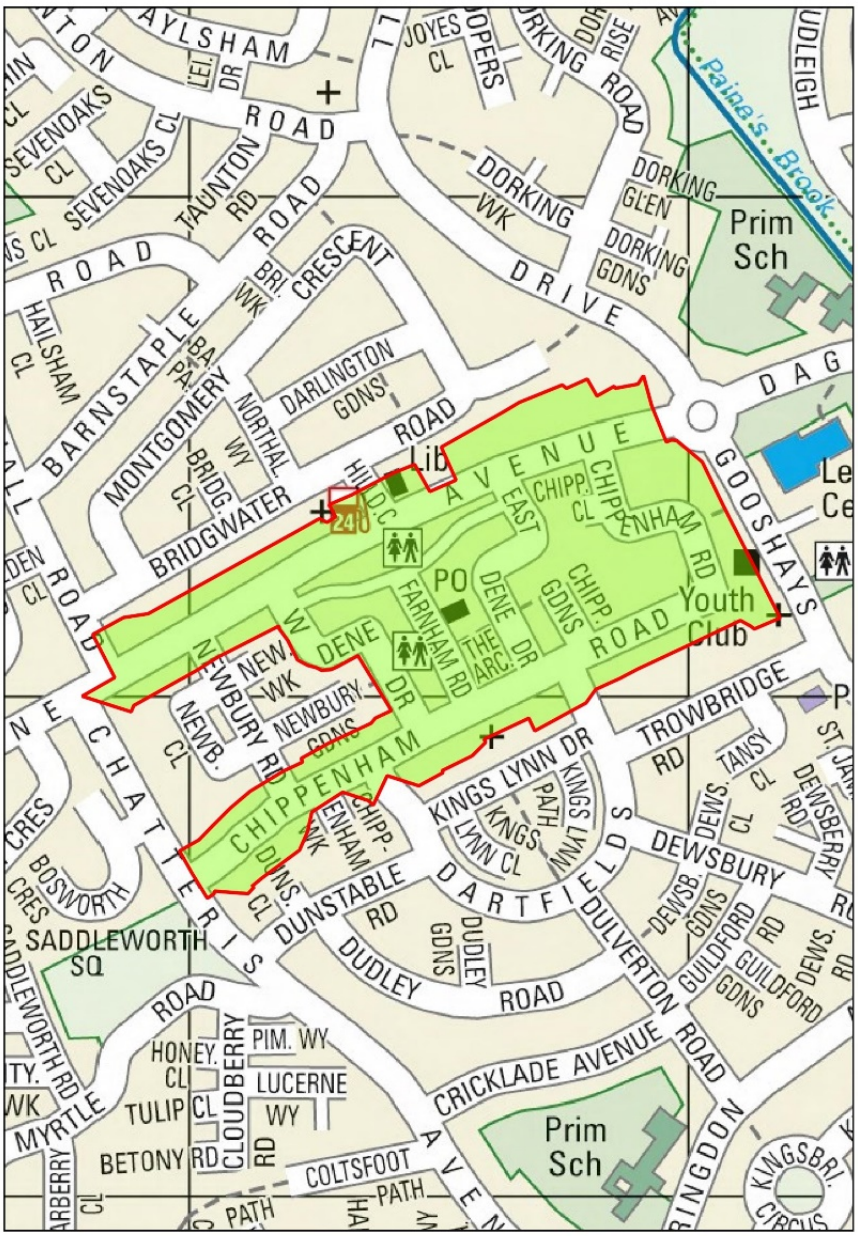
10.4 One hotspot was identified within the Gooshays ward where incidents appeared linked to licensed premises. This was the Farnham Road/ Hilldene Avenue where a number of assaults were reported within licensed retail establishments.

10.5 On the basis of the above evidence the Licensing Authority is of the view that the number, type and density of premises selling alcohol for consumption off the premises around the Farnham Road/Hilldene Avenue area is having a cumulative impact and undermining the licensing objectives and a cumulative impact policy has been adopted in this area. It is likely that granting further licences would be inconsistent with the authority's duty to promote the licensing objectives and a cumulative impact policy has been adopted in this area.

10.6 None of the premise identified in the report relate to on sales or late night refreshment and therefore the cumulative impact policy for the Gooshays area is restricted to off sale premises only.

10.7 The area covered by the policy is shown in figure 4 overleaf.

Figure 4 Gooshays Cumulative Impact Zone



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11. Development Management

11.1 The Licensing Authority considers it desirable for applicants for a premises licence or a club premises certificate to have in place the relevant planning consent or lawful planning status for the intended use and hours of operation at the point when a premises licence application or a club premises certificate application is made. Each application, however, will be considered on its merits on a case by case basis.

11.2 Where an application made under the Licensing Act 2003 is granted at a variance to the premises' planning consent the Licensing Authority will expect the premises licence holder or club premises certificate holder to apply to align the planning hours with the licensing hours to avoid the potential for offences being committed under planning legislation.

11.3 Licensing and planning controls are two different regimes which operate independently and licensing committees are not bound by decisions made by a planning committee and vice versa.

11.4 However the relationship between the two, especially as seen by the community, can cause confusion and lack of confidence in the fairness of process and outcome. That is particularly so where there results a mis-match between controls with which the operator is obliged to comply within the respective regimes. For example, if there is a variance between the hours given under the licence and those permitted by the planning permission the earlier hours will apply.

11.5 This Policy is simply to promote clarity of process and so complies with the Guidance. Generally, any premises for which a licence is required must also have an appropriate authorised use under planning law

11.6 The planning permission for a premise determines its use and often its hours of operation. If this is not in place at the time the licence application is heard, there may be a conflict between the two and the applicant will be required to comply with any planning permission granted.

11.7 Applicants for Premises Licences should include information in respect of planning permission for the subject premises. Where there is no planning permission for the proposed use in place, applicants should include information regarding any planning applications being submitted, or any outstanding appeal or appeals against the refusal of planning consent.

11.8 Applicants are also advised to seek planning advice before submitting applications for a Premises Licence where there is no planning permission in place for the proposed use. Planning advice may also be appropriate before an application to vary an existing Premises Licence is made. Where no planning consent is in place, applicants should, in appropriate circumstances, consider seeking a Provisional Statement under section 29 of the Licensing Act 2003.

11.9 Applicants should note that the grant of a Premises Licence is not also the grant of Planning Permission. Where premises are being used without the benefit of Planning Permission, the Local Planning Authority will take enforcement action by the service of an Enforcement Notice, Breach of Condition Notice, seeking an Injunction, or the service of a Stop Notice and will consider all other measures available to the Authority to abate the unlawful use without planning consent, including Closure Orders under the Anti-Social Behaviour Act 2014.

11.10 Applicants are advised that the Local Planning Authority is a Responsible Authority under the 2003 Act and is able to make representations against all applications on planning grounds and thereby make representations in respect of any of the 4 overriding objectives of the Licensing Act 2003.

11.11 In framing this policy the Council acknowledges that it must ensure the lawful operation and independence of the Licensing and Planning control regimes.

12. Licensing Hours

12.1 When dealing with new and variation applications the Licensing Authority may give more favourable consideration to applications with the following closing times:

Public Houses and Bars	23:00 hours Sunday to Thursday
	Midnight Friday and Saturday
Nightclubs	01:00 hours Sunday to Thursday
	02:00 hours Friday and Saturday
Restaurants and Cafes	23:00 hours Sunday to Thursday
	Midnight- Friday and Saturday
Off licences	23:00 Monday to Sundays
Hot food and drink supplied by takeaways, fast food premises	
	Midnight- Sunday to Thursdays
	01:00 Friday and Saturday
Hotel residents only	24 hours sale of alcohol for on sales only

12.2 Consideration will also be given to the type of area that the premises is located in with regulated activities normally being permitted until 23.30 in residential areas and 00.30 in mixed use areas.

12.3 The above hours are a guide and each application will be considered on it's own merits.

12.4 The above hours are intended to guide applicants on the Licensing Authority's expectations when preparing their operating schedules.

12.5 For applications within the above hours there is no presumption that the application will automatically be granted in all cases where a relevant representation has been made. If no representations are received, the application will be granted by the licensing authority under delegated powers.

12.6 Applicants who wish to provide licensable activities outside the hours specified above should ensure where relevant the operating schedule specifies detailed measures to militate against crime, disorder and public nuisance etc. taking into account:

- The location of the premises and the character of the area in which they are situated
- The proposed hours during which licensable activities will take place
- The adequacy of the applicant's proposals to prevent crime and disorder and prevent public nuisance
- Whether customers have access to public transport when arriving at or leaving the premises
- The proximity of the premises to other licensed premises in the vicinity and the hours of operation of those other premises policies and proposals for the orderly dispersal of customers.

13. Standards of Management

The Operating schedule

13.1 When assessing the applicant's or licence holder's ability to demonstrate a commitment to high standards of management the Licensing Authority will take into account whether they

- Can demonstrate comprehensive knowledge of best practice
- Has sought advice from the responsible authorities
- Has implemented any advice that has been given by the responsible authorities
- Is able to understand verbal and written advice and legal requirements
- Can demonstrate knowledge of the licensing objectives, relevant parts of the Licensing Policy and their responsibilities under the Licensing Act 2003
- Is able to run their business lawfully and in accordance with good business practices
- Is able to demonstrate a track record of compliance with legal requirements.

13.2 Where there is a history of non-compliance associated with the premises applicants will need to establish evidence of improvement in management standards and procedures.

13.3 The Licensing Authority seeks to promote mixed use premises with alcohol sales being offered to customers alongside food. Applications for premises providing a seated environment for customers are encouraged. Applications for premises whose predominant offer is vertical drinking are not encouraged and the operating schedule for such applications will be expected to demonstrate robust arrangements for promoting the licensing objectives.

14. Alcohol induced crime and disorder and antisocial behaviour

14.1 The Licensing Authority expects licence holders to operate to the highest standards of management, and to cooperate with responsible authorities to prevent:

- The sale of alcohol to underage children;
- Drunkenness on premises;
- Irresponsible drinks promotions.

14.2 Where the Licensing Authority receives representations from responsible authorities that the management of a premise is supporting such activities, or that there is strong evidence linking patrons with alcohol related crime, disorder or antisocial behaviour the Licensing Authority will consider reviewing the licence.

14.3 Licensing enforcement is a multi-agency activity and it is important that work is coordinated between agencies to deliver solutions. The need for intervention will be risk based and take full account of data, intelligence and information available to both the Council and partners.

14.4 Where appropriate the Licensing Authority will consider imposing controls on products sold where representations indicate localised problems. This provision could include removing the sale of super strength beer, lager and cider in premises as part of a package of measures to deal with the problems associated with street drinking.

15. Use of toughened glass and polycarbonates

15.1 The Licensing Authority seeks to encourage the use of toughened glassware and polycarbonate on a risk based approach in licensed premises.

15.2 The Licensing Authority will consider imposing a condition prohibiting the sale of alcohol in annealed glass containers (glasses and bottles) and require the use of polycarbonate or other safer alternatives where:

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- Local needs dictate
- A relevant representation is received
- The premises is operating beyond midnight
- The licence permits drinking outside.

15.3 Evidence indicates that the majority of incidents with lacerations from annealed glass occurring inside licensed premises are accidents. However some are malicious and cause horrific injuries and lifetime scarring.

15.4 Outside premises, glass containers, as well as being potential weapons, add to street debris, pose risks to street cleaners and pedestrians and generally undermine the objective to minimise public nuisance.

15.5 The Licensing Authority believes that the use of safer alternatives to annealed glass will help promote public safety and the prevention of crime and disorder in licenced venues.

15.6 The Licensing Authority will take into account the nature of the venue when considering imposing conditions restricting the use of glass, including the uses of bottled drinks. Considerations will include:

- The type of venue
- The customer base
- The hours of operation
- The standard of management demonstrated by the current licensee
- The history of alcohol related crime and disorder associated with the premises
- The extent to which drinking is permitted outside
- The licensee's risk assessment
- The views of the local police

16. Drugs Policy

16.1 The Licensing Authority will normally expect the submission of a Drugs Policy as part of the operating schedule for applications for new premises licences and for variations to existing premises.

16.2 The Licensing Authority requires licensees of all venues to take reasonable steps to:

- Prevent entry of drugs into licenced premises
- Prevent drugs changing hands within the premises
- Understand the signs of drug misuse in people so that practical steps can be taken to deal with any instances that occur
- Have appropriately trained staff to deal with drug related incidents.

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17. Noise

17.1 The Licensing Authority is committed to protecting the amenity of residents and businesses in the vicinity of licenced premises, particularly when late hours have been sought. Where relevant representations are received, the Licensing Authority will request appropriate restrictions or controls on the licence to support the prevention of undue noise disturbance from licensed premises.

17.2 The Licensing Authority will seek to balance the protection of residents from undue disturbance against noise and the activity that is the natural by-product of people going about their business, entertainment or leisure.

17.3 The Licensing Authority expects that premises intended for the provision of noise-generating licensable activities are acoustically controlled and engineered to a degree where the noise from the premises when compared to the ambient noise level will not cause undue disturbance. The Licensing Authority recognises specific difficulties associated with premises structurally linked to would be licensed premises and the limit of sound insulation performance that can be achieved. In some circumstances licensed premises adjoining residential properties may not be appropriate.

18. Smoking, Drinking and eating outside

18.1 The Licensing Authority recognises that where gardens and tables and chairs are provided for smoking, eating and drinking outside, users can cause nuisance.

18.2 Where smoking, eating and drinking take place outside, the Licensing Authority expects applicants to provide comprehensive details in their operating schedule on:

- The location of outside areas to be available for use
- How the outside areas will be managed to prevent noise, smell and pavement obstructions

18.3 The provision of tables and chairs outside the premises, either on the highway or private land, and the provision of beer gardens, can enhance the attractiveness of the venue. It can have the benefit of encouraging a continental style café culture and family friendly venues. However, late at night, tables and chairs and beer gardens can cause significant public nuisance to residents whose homes overlook these areas.

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18.4 The London Borough of Havering has yet to adopt a Street Trading Policy but is considering one in the future. Applicants must ensure that outdoor areas comply with any Street Trading Policy in force and that structures on the highway have the necessary planning permissions.

18.5 Where the Licensing Authority receives representations or a review application regarding the use of an outside area it may seek restrictions or conditions that are appropriate for preventing a public nuisance.

19. Dispersal policies

19.1 The Licensing Authority will normally require all licensed premises to be cleared of patrons within a reasonable period, usually 30 minutes, after the end of the time permitted for licensable activities. A dispersal policy is recommended for an application for a new late night premises licences or variation application but each application will be considered on its own merits.

19.2 The general principle will be that the carrying on of licensable activities at premises should cease some time before the end of the operational hours to allow for the premises to be cleared of patrons in a gradual and orderly manner. The Licensing Authority recognises that the time required for clearing premises of patrons will differ from business to business depending on the type of licensable activities provided and the nature of the clientele. It is for applicants themselves to judge what time scale is reasonable however, the Licensing Authority recommend that between 30 minutes and one hour would be sufficient for the majority of businesses. Operating schedules should detail the applicant's proposals for clearing the premises which could include arrangements such as:

- The provision of food
- Issuing customers leaving the premises with lollipops and boiled sweets
- The management of the lighting as well as the nature and tone of the music
- The balance between the continued sale of alcoholic drinks and the availability of non-alcoholic beverages
- Arrangements for accessing transport for customers
- Signage advising patrons to leave premises quietly

19.3 It is recognised that licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises and, therefore beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned.

20. Deliveries

20.1 Licence holders and applicants are encouraged to consider whether early morning deliveries and collections at their premises could potentially result in public nuisance and to introduce measures to minimise the impact where appropriate. The Licensing Authority recognises that refuse collection times can sometimes be outside the control of the premises licence holder.

20.2 When representations have been received from residents in the vicinity of licensed premises stating that they are being disturbed by early morning collections and deliveries, the applicant or premises licence holder is encouraged whenever possible to renegotiate different times with the relevant contractor and to liaise with local residents where appropriate to seek agreement on acceptable hours.

21. Children and Licensed premises

21.1 The Licensing Authority will require measures to protect children from harm to be reflected in the operating schedule, having regard to their type of premises or licensable activities.

21.2 Applicants for premises licences and club premises certificates authorising the admission of children without accompanying responsible adults will be required to submit a safeguarding children protection policy detailing the steps to be taken to ensure that children in their charge will be protected from harm when on licensed premises or engaged in activities relating to the licence.

21.3 The Licensing Authority is keen to promote family friendly licensed premises and to encourage premises where families are welcomed and where suitable entertainment is provided. The Licensing Authority supports the provision of entertainment specifically for children, and wishes to encourage both occasional events for children and licensees making their premises available for hire to organisations for this purpose.

21.4 When considering applications from premises intending to offer regulated entertainment, where it will be lawful and not contrary to this Policy for children to be admitted without an accompanying responsible adult, the licensee will be required to provide adequate numbers of adult staff to ensure the safety and wellbeing of the admitted children during an emergency. Details of the licences arrangements must be included in the operating schedule.

21.5 Where appropriate, operating schedules must detail steps taken to limit unobserved contact between employees and children and to limit or prevent access to inappropriate websites where internet access is offered.

21.6 The Licensing Authority recognises that children are one of the most vulnerable groups in our society and that some activities associated with licensed premises are not appropriate for children. The Licensing Authority will be looking for management arrangements to be in place to address this. Following relevant representations, it will consider the imposition of additional controls by way of licence conditions where activities take place on the premises may present a risk of physical, moral or psychological harm to children. It will also look for strict controls in place to prevent the sale of alcohol to underage children.

21.7 The following circumstances are considered to present a risk to children, and therefore may be subject to additional controls following relevant representations:

- Where the current management, personnel working at the premises or licences have been associated with convictions for serving alcohol to underage children or have a reputation for allowing underage drinking;
- Where there are concerns about drug taking or drug dealing on the premises;
- Where there is a strong element of gambling on the premises;
- premises where events in which entertainment of an adult or sexual nature is provided;
- Premises where the supply of alcohol for consumption on the premises is the exclusive or primary purpose.

21.8 Requirements may include:

- Limitations on the hours when children, or children under certain age limits will be allowed access;
- Limitations on the parts of premises that children will be allowed access;
- Limitations or exclusion when certain activities are taking place
- Full exclusion of people under 18 from the premises where any licensable activities are taking place
- The need for accompanying adults at all or various times
- The requirement for proof of age cards or other age identification to prevent the purchase of alcohol by minors;
- A safeguarding children policy;
- All staff to hold an up to date disclosure and barring record checks (DBS).

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22. Children and Alcohol

22.1 The Licensing Authority is committed to tackling the illegal sale of alcohol to children, including proxy sales when adults buy alcohol for children.

22.2 The Licensing Authority expects licence holders to implement measures such as Challenge 25, the use of till prompts, refusal registers and regular staff training to reduce the likelihood of underage sales from their premises. It will take appropriate action, including review of licenses, where sales persist.

22.3 Premises within 400 metres of schools or colleges should consider licence conditions to control the products being offered for sale and the items on display in windows that may be viewed by passers-by.

23. Mental Health and Wellbeing

23.1 Havering's licensing authority seeks to operate wherever possible in accordance with the s.182 Guidance to the Licensing Act 2003 and other relevant guidance on related issues. Further to public health, the Licensing Authority aligns itself with Havering Health and Wellbeing Board Strategy. This is a multiagency partnership established under the Health and Social Care Act 2012, with representation from LBH, CCG, Healthwatch Havering, Barking, Havering and Redbridge University Hospitals NHS Trust (BHRUT) and the North East London NHS Foundation Trust (NELFT). The role of the Director of Public Health is as statutory chief officer of the local authority and principal adviser on all health matters to elected members and officers and includes helping to promote the health and wellbeing of the borough's population. Such a role also includes activities conducted in commercial premises and particularly licensed premises.

23.2 The Licensing Authority recognises its duty to promote the four licensing objectives. This duty also extends to the licence holders who operate in the borough. We all need to ensure the successful promotion of the licensing objectives.

23.3 Licensed premises often have regular and repeat customers who, over time, may demonstrate behaviour that might suggest they have care and support needs. Havering's Licensing Authority does not expect all staff members on licensed premises to have expert knowledge with regard to assessing the mental health of its customers. The Licensing Authority does expect, however, that an application for a premises licence should acknowledge this duty and provide positive proposals further to assessing the general wellbeing of its customers.

23.4 An adult with care and support needs is someone who is in need of community care services due to disability, age or illness. They may be unable to take care of or protect themselves against significant harm or exploitation. Havering's Licensing Authority therefore expects that licence holders and staff who work in licensed

premises should ask themselves the following questions when coming into contact with children, young people or adults with apparent care and support needs:

- Does your customer have any physical signs of abuse or neglect?
- Does the appearance of the customer lead you to suspect they may be homeless?
- Are they a regular customer? Do you see changes in their behaviour or mood?
- Has the customer told you they are having difficulties with someone else?
- Has the customer told you they have concerns about someone else?
- Has the customer told you they have harmed someone else?
- Do you know something that causes concern about someone else's welfare?
- Have you seen worrying behaviour towards someone else?

23.5 If the answers to any of the questions above gives any staff member cause for concern it may be necessary to take action to protect the adult or child concerned.

23.6 The first priority will be for the welfare of the adult or child, to ensure their safety. This may include reporting concerns to the police if immediate action is required or to Havering's Adult Social Services, Safeguarding Adults Team on 01708 433550 or the Child Protection Team on 01708 433222. Out of hours referrals can be made on 01708 433999. In an emergency contact the police (999) or non-emergency 101.

24. Adult Entertainment

24.1 The Licensing Authority expects all applicants and licensees intending to provide adult entertainment to include the relevant details in their operating schedule, including controls they intend to put in place.

24.2 When considering applications which include adult entertainment, the Licensing Authority will take into account the nature of the area, the marketing, advertising arrangements and external views of the premises together with other factors proposed by the proprietor to militate against concerns.

24.3 Premises providing adult entertainment on a regular basis will be subject to the licensing regime for Sexual Entertainment Venues. Applicants should refer to the current national guidance and the London Borough of Havering Sex Establishment Licensing Policy for more information. Premises licensed under the Licensing Act 2003 that are exempt from this regime will be subject to the following paragraphs of this Policy.

24.4 The location of the premises will be an important factor as it can impact on all four of the licensing objectives. The Licensing Authority will consider whether applications for new and variation premises licences that are located in close proximity to sensitive premises should be granted, such as:

- Residential accommodation,
- Schools,
- Children's and vulnerable persons' centres,
- Religious centres and public places of worship,
- Youth and community centres,

24.5 Each application will be decided on its own merits and will depend upon the type of adult entertainment that is proposed and the applicant's ability to demonstrate the high standards of management.

24.6 The Licensing Authority considers adult entertainment to include activities such as topless servers, striptease and table dancing or any activity performed partially clothed or naked.

24.7 If relevant representations are received, the Licensing Authority will not normally grant a licence unless:

- The premises operating schedule specifies adequate arrangements for prohibiting children under the age of 18 from entering the premises;
- The premises operating schedule specifies adequate arrangements for preventing crime and disorder and preventing public nuisance;
- The adult entertainment cannot be seen from the street
- The adult entertainment is in a designated area of the premises with segregation from the audience
- The adult entertainment is in a position where the performers will have direct access to dressing room without passing through or come into close proximity to the audience
- There is no external advertising of adult entertainment either at the premises or in its immediate vicinity.

25. Illicit Goods

25.1 The Licensing Authority will consider licence review applications where there is evidence that illicit alcohol has been offered for sale on the premises. Where other illicit goods, such as tobacco, have been found this may be considered by the Licensing Authority as evidence of poor management.

25.2 The Licensing Authority's approach is that the supply of illicit goods will be taken seriously as these matters undermine the licensing objectives. Licensees supplying illicit goods can expect the Licensing Authority to impose additional controls and run the risk of losing their licence.

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26. Counter Terrorism

26.1 The Licensing Authority expects applicants to have protective security plans that demonstrate how they will manage the threat from a terrorist attack. This is particularly important for venues that operate as part of the night-time economy.

26.2 As part of these plans the Licensing Authority expects applicants to have training in place for its staff in relation to counter terrorism.

26.3 Up to date guidance on increasing the protection of crowded places from terrorist attack can be found on the gov.uk website.

27. Temporary events

27.1 Where events qualify for a temporary events notice (TENS), applicants are encouraged to submit notifications at least four weeks prior to, but not more than 12 weeks before the date of the proposed event.

27.2 When considering objections to temporary event notices from the Police or Environmental Health, the Licensing Authority will take the following factors into account:

- Circumstances of the objection
- The applicant's willingness to comply with the conditions attached to the premises licence
- History of complaints
- The track record of the applicant
- Any other proposed control measures.

27.3 The Licensing Act 2003 provides for certain occasions when events organised for less the 500 people and each lasting for no more than 168 hours can take place, following the notification of such events to the Licensing Authority, Environmental Health and the Police. Only Environmental Health and the Police can object to the temporary event notice if they are of the opinion that the event is likely to undermine the licensing objectives.

27.4 Although the statutory legal minimum time required for notification of a temporary event to the Licensing Authority and the Police is 10 working days, or 5 days for a late temporary event notice, it is essential that adequate notice is given to allow for proper consideration of the proposed event in order to ensure that all the legal requirements for the authorisation have been met. Statutory guidance allows the Licensing Authority to publicise its preferred timescale for notification and this is indicated above. The increased timescale will allow more time to resolve issues rather than see organisations faced with the cost of cancelling late because there is insufficient time to address representations.

27.5 “Ten working days” notice means ten working days exclusive of the day on which the event is to start and exclusive of the day on which notice is given. Five working days in respect of late TENS means five working days exclusive of the day on which the event starts and exclusive of the day on which the notice is given.

28. Provisional statements

28.1 In considering an application for a provisional statement the LA will, as far as is reasonably practicable, apply the same standards as required for the grant of a premises licence.

28.2 Provisional statements provide limited assurance to prospective proprietors of licensed premises that an application for a premises licence in respect of specific premises or licensed activities will be likely to succeed, The Licensing Authority recognises that these may be necessary for the promotion of investment and employment opportunities in the borough. Applications for provisional statements must include the particulars of the premises (including plans), describe the works to be done and the licensable activities planned**.**

28.3 The granting of a provisional statement has the effect of precluding representations from being made to the subsequent premises licence application save in very exceptional circumstances. Applicants are encouraged to seek to convert their provisional statements to premises licences at the earliest opportunity. The longer the delay before a premises licence is applied for the greater the potential for representations made in respect of an application for a premises licence not to be excluded.

29. Enforcement

29.1 The Authority will adopt a risk-based inspection programme as recommended by the Guidance issued under 182 of the Licensing Act 2003 for Licensing Authorities. This will be based on:

- The licensing objectives
- Relevant codes of practice
- Guidance issued by the Home Office
- The principles set out in this statement of licensing policy
- The enforcement policy, intelligence and complaints.

29.2 High risk rated premises may be those where there are factors such as reports of underage sales or previous breaches of premises licence conditions and codes of practice. Low risk rated premises will generally be those which have demonstrated compliance with premises licence conditions and codes of practice.

29.3 The Licensing Authority will consider the full range of powers available to it when a review of a premise licence becomes necessary, including:

- Restricting hours of operation
- Removing licensable activities from the premises licence
- Imposing additional conditions
- Requiring the removal of a designated premises supervisor
- Suspending a licence
- Revoking a licence

29.4 The Licensing Authority believes that the promotion of the licensing objectives is best achieved by mutual cooperation between all stakeholders. Reviews will therefore be mainly reserved for circumstances where early warnings of concerns and the need for improvement have gone unheeded by the management of the licensed premises.

29.5 Reviews of licences may be triggered at any stage by responsible authorities or interested parties because of a matter arising at the licensed premises and relating to one or more of the four licensing objectives. Reviews may also become necessary following the service of a closure order by the police or any formal enforcement action by officers of the local authority.

29.6 Where a licence is revoked, any new application for the premises will be considered against the Policy and will be considered on its own merits.

30. COVID 19

30.1 The United Kingdom is currently experiencing a public health emergency as a result of the COVID 19 pandemic. As such it is critical that businesses take a range of measures to keep everyone safe.

30.2 To help you decide which actions you must take you must carry out an appropriate COVID 19 risk assessment just as you would for other health and safety hazards.

30.3 Up to date guidance can be found on the gov.uk website which details what steps are needed to ensure your premises are COVID secure. Failure to complete a risk assessment which takes account of COVID 19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID 19, could constitute a breach of health and safety law.

31. Scheme of delegation

MATTER TO BE DEALT WITH	FULL-COMMITTEE	SUB-COMMITTEE	OFFICERS
Application for personal licence	N/A	If a representation made	If no representation made
Application for personal licence, with unspent convictions	N/A	If police objection made	All other cases
Application for premises licence/club premises certificate	N/A	If a representation made	If no representation made
Application for provisional statement	N/A	If a representation made	If no representation made
Application to vary premises licence/club registration certificate	N/A	If a representation made	If no representation made
Application to vary designated premises supervisor	N/A	If a police representation	All other cases
Determination of request to be removed as designated premises supervisor	N/A	If a police representation	All other cases
Application for transfer of premises licence	N/A	If a police representation	All other cases
Application for Interim Authorities	N/A	If a police representation	All other cases
Application to review premises licence/club premises registration	N/A	All cases	N/A
Decision on whether a representation is irrelevant, frivolous, vexatious, etc	N/A	N/A	All cases
Determination of a police or environmental health representation to a temporary event notice	N/A	All cases	N/A
Determination as to what constitutes an application for a Minor variation to vary premises license/club premises certificates and determination of such applications	N/A	N/A	All cases

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Appendix 1

Glossary of Terms

These definitions are provided to aid understanding of the draft Policy. They do not replace the meaning given to the terms in the Act or the statutory guidance. Reference should therefore be made to these publications to clarify any of these terms for legal purposes.

- **Adult entertainment**. It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature. Applicants and responsible authorities need to apply common sense to this matter. However, such entertainment or services, for example, would generally include topless staff, striptease, lap dancing, table dancing or pole dancing, performances involving significant violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language.

- **Alcohol** includes spirits, wine, beer, cider, or any other fermented, distilled, or spirituous liquor of or exceeding 0.5% alcoholic strength at the time of sale

- **Children.** There are several definitions of children under the Licensing Act 2003. A child is defined for the purposes of section 145 of the Act as an individual aged under 16. For the purposes of the Act, children are considered to be unaccompanied if they are not in the company of an individual aged 18 or over. The Act makes it an offence to allow unaccompanied children on premises used exclusively or primarily for the supply of alcohol for consumption on the premises. It is also an offence to allow unaccompanied children under 16 at other premises supplying alcohol for consumption on premises with a premises licence, club premises certificate or temporary event notice between 00:00 and 05:00. Section 146 of the Licensing Act 2003 on sale of alcohol to children makes it clear that the sale of alcohol to any individual under 18 is an offence. In section 20, for the purposes of the exhibition of film, children mean persons under 18.

- **Club Premises or Qualifying Clubs** can supply alcohol to members or guests and can provide regulated entertainment. These clubs must comply with general and specific conditions in relation to size, membership and the nature of their operations.

- **Combined use premises.** Premises that operate as multi-use premises where there is more than one use and the uses are not dependent on, or part of, the other uses, i.e. ancillary to them. Examples include: café/bar/nightclub; restaurant/nightclub; public house/restaurant; bar/performance venue, etc. These types of premises sometimes operate in different ways throughout the day and night and may vary their operation over the days of the week.

- **Designated Premises Supervisor** is a personal licence holder who is for the time being specified in the premises licence as the Premises Supervisor. This may be the premises licence holder or another person.

- **Karaoke.** Singing by members of the public to musical backing or accompaniment. This usually involves pre-recorded music and members of the public singing in series.

- **Late night refreshment** premises a person providing late night refreshment at any time between the hours of 23:00 and 05:00. This consists of the supply of hot food or hot drink to members of the public, or a section of the public, on or from any premises, whether for consumption on or off the premises. (Schedule 2, Licensing Act 2003).

  - Licensable activities those activities under the Licensing Act 2003 which require a licence from the Licensing Authority (Council) include the following:
  - The sale by retail of alcohol
  - The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club
  - The provision of regulated entertainment
  - The provision of late night refreshment.

- **Licensing Committee** is a committee of 10 to 15 councillors, appointed by the Council.

- **Licensing Sub-Committee** is a committee of three councillors appointed from the licensing committee to whom the functions of the licensing committee can be delegated under the Act.

- **Personal Licence** permits individuals to supply, or to authorise the supply of alcohol. The licensing of individuals separately from the licensing of premises permits the movement of personal licence holders from one premise to another, allowing greater flexibility. It ends the outdated regime where publicans are tied by licence to the premises they manage.

- **Qualifying club** these clubs are organisations where members have joined together for particular social, sporting or political purposes and have then combined to buy alcohol in bulk as members of the organisation for supply to the club. There are technically no sales of alcohol by retail at such premises except to guests when guests make a purchase. Such clubs have traditionally not been “licensed”; they have registered with the magistrates’ courts having established that they qualify to be treated exceptionally. The 2003 Act preserves this special treatment and requires the club to “qualify” to be outside the normal premises licence arrangements. The new authority for the supply of alcohol and provision of other licensable activities on qualifying club premises is a club premises certificate and this is issued by the Licensing Authority. A qualifying club will normally be permitted under the terms of a

club premises certificate to sell and supply alcohol to its members and their guests only. In order to be a qualifying club, instant membership is not permitted and members must normally wait at least two days between their application and their admission to the club. Any qualifying club may choose to obtain a premises licence if it decides that it wishes to offer its facilities commercially for use by the general public, including the sale of alcohol to them. Such qualifying clubs should not be confused with proprietary clubs, which are clubs run commercially by individuals, partnerships or businesses for the purposes of profit and which require a premises licence and are not eligible to be qualifying clubs.

- **Rebuttable presumption** is an assumption made by a court. It is taken to be true unless someone comes forward to contest it and prove otherwise. For example, a defendant is presumed innocent until proved guilty.

- **Regulated entertainment** Includes both entertainment and the provision of entertainment facilities. Subject to qualifying conditions, definitions and exemptions as set out in Schedule 1 of the Licensing Act 2003, where the following regulated entertainment takes place in the presence of an audience and is provided for the purpose of entertaining that audience. This includes:

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- A boxing or wrestling entertainment (indoors and outdoors)
- A performance of live music
- Any playing of recorded music
- A performance of dance
- Entertainment of a similar description to that falling within the performance of live music, the playing of recorded music and the performance of dance.

- **Representations** are complaints or comments on applications by responsible authorities (e.g. police) or interested parties (e.g. residents). They must be made in writing and will only be relevant if they relate to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. Representations by interested parties will not be relevant if they are considered by the licensing authority to be frivolous (i.e. not serious) or vexatious (i.e. arising out of unrelated disputes).

- **Security Industry Authority (SIA**) the Security Industry Authority was set up by the Private Security Industry Act 2001.The key role for the SIA involves the managing and issuing of licences for people working in particular areas of the private

security business. Another crucial area for the future is developing an approved contractor scheme. More details are available at www.the-sia.org.uk

- **Temporary Events** – relatively small-scale events held in or on any premises involving no more than 499 people at any one time. Each event, which must be covered by a Temporary Event Notice, can last up to 168 hours, and no more than twelve events can be held at any particular premises in a year (15 with effect from 1/1/16).

- **Variation** – changes in the operation of a premises, club or event, including variation of operating hours and modification of the premises or the specification of another person as the Designated Premises Supervisor.

- **Vicinity** – usually taken to mean the area immediately around the licensed premises but where there is reasonable evidence to suggest that problems are directly linked to licensed activity or customers of a particular premises, can be extended.

- **Vertical drinking** premises are premises with high capacities which are used primarily or exclusively for the sale and consumption of alcohol and have little or no seating for patrons.

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Appendix 2 Responsible Authorities and Useful Contact Details

Responsible Authorities:

Metropolitan Police, Licensing Office, Romford Police Station, 19 Main Road, Romford RM1 3BJ

Fire Safety Regulation, North East Area 2, London Fire Brigade, 169 Union Street, London, SE1 0LL

Licensing, Public Protection, London Borough of Havering, c/o Town Hall, Main Road, Romford, RM1 3BD

Telephone: 01708 432777

E-mail: licensing@havering.gov.uk

Website: www.havering.gov.uk

Health and Safety Section, Public Protection Service, London Borough of Havering, c/o Town Hall, Main Road, Romford, RM1 3BD

Telephone: 01708 432777

E-mail: environmental.health@havering.gov.uk

Website: www.havering.gov.uk

Public Health Section, Public Protection Service, London Borough of Havering, c/o Town Hall, Main Road, Romford, RM1 3BD

Telephone: 01708 432777

E-mail: environmental.health@havering.gov.uk

Website: www.havering.gov.uk

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Environmental Protection, Public Protection Service, London Borough of Havering, c/o Town Hall, Main Road, Romford, RM1 3BD

Telephone: 01708 432777

E-mail: environmental.health@havering.gov.uk

Website: www.havering.gov.uk

Trading Standards Service, London Borough of Havering, c/o Town Hall, Main Road, Romford, RM1 3BD

Telephone: 01708 432777

E-mail: trading.standards@havering.gov.uk

Planning Control and Enforcement Service, London Borough of Havering, c/o Town Hall, Main Road, Romford, RM1 3BD

Telephone: 01708 434800

E-mail: planning@havering.gov.uk

Children and Families' Service, Safeguarding and Service Standards, c/o Town Hall, Main Road, Romford, RM1 3BD

Practice Improvement Lead, Havering Clinical Commissioning Group, c/o Town Hall, Main Road, Romford, RM1 3BD

Other Useful Contact Details:

Health and Safety Executive, FOD London Division, Rose Court, 2 Southwark Bridge

London, SE1 9HS

Telephone: 020 7556 2100

Website: www.hse.gov.uk

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Streetscene, London Borough of Havering, c/o Town Hall, Main Road, Romford, RM1 3BD

Telephone: 01708 432563

E-mail: StreetSceneEnforcement@havering.gov.uk

Community Safety Section, London Borough of Havering, Town Hall, Main Road, Romford, RM1 3BD

Telephone Number: 01708 432028

E-mail: communitysafety@havering.gov.uk

Havering Magistrates' Court, The Court House, Main Road, Romford, RM1 3BH

Telephone: 0300 303 0645

Security Industries Authority, Security Industry Authority, PO Box 74957, London E14 1UG

Website: www.sia.homeoffice.gov.uk

London Borough of Havering public register of licensed premises.

https://www.havering.gov.uk/Pages/ServiceChild/PublicRegister-LGSL-797.aspx

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Appendix 3 Questions for applicants to consider when making an application.

The following questions should be considered, although they will vary according to the use of each premise, the following list is not exhaustive and is intended to act as a prompt for matters to consider. Licensees/applicants should use their own experience and knowledge of their customers and location to add or amend to these and form them into an operating schedule. The content of an operating schedule subsequently becomes the basis of conditions on the licence and should be in a form that can be expressed as an enforceable condition. Failure to do this may lead to a representation from the Licensing Authority, a responsible authority or other person.

Crime and Disorder

- Is there CCTV, if so what are the areas covered, does it have the ability to see clear full face recording of patrons entering, does it record the patron search area at the entrance, what is the period for retention of recordings and the provision of instant access to the Police and Authority officers, the ability to produce copies or download images?

- Are SIA door staff employed, numbers of door supervisors, door supervisors wearing high visibility clothing, use of search arches/wands, location of such searches, all such staff to have their details recorded and checks made with SIA website to ensure that licences are current, staff to sign in when commencing work and out when they leave. Is any induction/training given to new door staff?

- Are female door supervisors deployed?

- Do door staff receive any venue specific training to enable them to deal effectively with the clientele of the venue?

- Is there use of ID scanning and recording systems, if so what are the hours during which such systems will be in place, that all patrons will be required to use the system?

- Will there be a “No ID No entry” Policy?

- Are any measures proposed to prevent possession, supply or consumption of illegal drugs and possession of weapons? For example, designing out areas or surfaces where there is a likelihood of drug use;

- Is there a clear written Policy regarding persons caught using/supplying drugs? Is there provision of safe storage for any seized drugs?

- Has the use of plastic or toughened glass for the serving of alcohol been considered, will glass bottles be handed across the bar?

- Any restrictions on patrons taking drinks outside the premises?

- Any restrictions on numbers of patrons using outside smoking area?
- Are patrons searched on re-entering from smoking areas if there is potential for patrons to have contact with non-patrons?
- Location of lighting inside/outside the premises?
- Is there a proof of age scheme to be introduced, if so what and is there any dress code used at the premises?
- How is the number of patrons in the premises managed, including reference to any capacity restriction?
- How is capacity counted if appropriate?
- What is the frequency of staff training, what training is given, availability of completed training records and details of the content of training?
- What measures are used to manage queuing?
- Any dispersal Policy?
- Is there a drinking up time before the terminal time of the licence?

For premises selling alcohol for consumption off the premises the following should be considered;

- Should beers, ales, lagers and ciders and anything similar that are sold/supplied in a can only be sold in multiple packs in order to discourage street drinkers?
- Will there be a restriction on the sales /supplies of beers, ales, lagers or ciders or anything similar of 6.5 ABV or above, excluding the sale of specialist branded alcoholic beverages?
- Will there be a restriction on the sale/supply of miniature bottles of spirits of 50ml or less at any time?
- Will ales, lagers and cider be supplied only in bottles of 2 litres and above in capacity?

Public Safety

- What staff training will there be? Will it include an awareness of selling alcohol to those already drunk?
- The potential impact of drunkenness on levels of violence?
- For premises operating to later hours what is the availability of taxis and public transport?

- Is a scheme such as “cabwise” promoted?
- Is a telephone available inside the premises for patrons to call taxis?
- Are staff given training to recognise and deal with vulnerable persons and is there a written Policy?
- Any measures to combat drink spiking?
- Is there a dispersal Policy to reduce queuing for taxis and transport?

Public Nuisance

- Is an acoustic report needed if application involves live or recorded music and later hours?
- Would double door entry to the premises reduce noise levels during entry and exit to the premises?
- Are the sound proofing measures to prevent sound and vibration adequate for the activity proposed?
- Can details of the location and types of any schemes designed to attenuate noise from the premises be provided?
- Can details of any measures to minimise the noise caused by patrons outside the premises be provided?
- The location and availability of any taxi ranks, bus stops, train or tube stations in relation to the premises which are operational at or just after the terminal hour of the licence?
- Provide details of the location and management of any outdoor areas within the property boundary for use by patrons drinking, eating, smoking, queuing or congregating outside, and the hours of use of such areas. The hours of use should also be included:
- Include details of dispersal policies and consider the role of door supervision and winding down periods;
- Will you reduce music sound levels and temp towards the end of the evening?
- Will lighting be increase towards the end of the evening?
- Will there be an area for patrons to use whilst waiting for taxis?
- Any wind down/chill out areas?
- Any use of outside areas such as tables and chairs on the highway or smoking areas?

- If the operation of the venue will attract additional litter such as food cartons or publicity flyers what measures will be put in place to deal with this?
- Will there be litter patrols for takeaways?

Protection of Children

Venues that are family friendly are particularly welcome; applicants are encouraged to make this clear in their application and to make this explicit in the operating schedule.

- Adoption of a proof of age schemes, details of which should be provided;
- Details of which proofs of age will be accepted;
- Any regular training of all staff, details of which should be recorded;
- Will new staff be trained on induction?
- Will a refusals register be used to record instances when sales have been refused?
- The frequency with which the refusals register will be checked to see if it is consistently used;
- Any restrictions on the hour's children may be present?
- Any requirements for accompanying adults to be present?
- Compliance with the BBFC film classification system

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Appendix 4 Mandatory Conditions Correct as of August 2019

All Premises Licence authorising supply of alcohol

The licence is granted subject to the Mandatory conditions for sale of alcohol as set out in the Licensing Act 2003 as amended by the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and Order 2014.

1. No supply of alcohol may be made under the Premises Licence –

(a) At a time when there is no Designated Premises Supervisor in respect of the Premises Licence; or

(b) At a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.

2. Every supply of alcohol under the Premises Licence must be made, or authorised by a person who holds a Personal Licence.

3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises.

a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to

condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification Policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification Policy.

(3) The Policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the Policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:-

(a) a holographic mark or

(b) an ultraviolet feature.

6. The responsible person shall ensure that –

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures –

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml; and

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

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Minimum Drinks Pricing

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1 –

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(b) "permitted price" is the price found by applying the formula –

P = D + (DxV)

Where –

(i)P is the permitted price

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence –

(i) The holder of the premises licence

(ii) The designated premises supervisor (if any) in respect of such a licence, or

(iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the

permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

If the Premises Licence allows Exhibition of Films

1.Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

2.Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.

3.Where

(a) The film classification body is not specified in the licence, or

(b) The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,

admission of children must be restricted in accordance with any recommendation made by that licensing authority.

4.In this section “children” means any person aged under 18; and

“film classification body” means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984(c39) (authority to determine suitability of video works for classification).

If the Premises Licence has conditions in respect of Door Supervision

except theatres, cinemas, bingo halls and casinos

1.Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must:

(a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or

(b) be entitled to carry out that activity by virtue of section 4 of the Act.

2.But nothing in subsection (1) requires such a condition to be imposed:

(a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c12) (premises with premises licences authorising plays or films); or

(b) in respect of premises in relation to:

(i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

(ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act.

3.For the purposes of this section:

(a) “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies, and, which is licensable conduct for the purposes of that Act, (see section 3(2) of that Act) and

(b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

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Appendix 5

London Borough of Havering

Pool of Model conditions

Conditions attached to a licence or certificate are steps or actions the holder of the premises licence or club premises certificate will be required to take, or refrain from taking, at all times when licensable activities are taking place at the premises in question.

Conditions are required to be clear, appropriate and enforceable and must be expressed in terms that are unambiguous. Further, such conditions should be open transparent and reasonable

Conditions must not be applied universally and treated as standard conditions. Licensing conditions are to be tailored to the size style characteristics and activities taking place at the premises concerned.

License conditions are not required where other regulatory regimes provide sufficient protection to the public e.g. Fire safety legislation.

The pool of model conditions is neither exclusive nor exhaustive. The model conditions relate to the four licensing objectives and can be used where appropriate to the particular circumstances of individual premises.

The pool of model conditions does not restrict any applicant, responsible authority, or other persons from proposing any alternative conditions nor would it restrict a licensing sub-committee from imposing any reasonable condition on a licence it considered appropriate for the promotion of the licensing objectives.

Further information relating to conditions can be found in the guidance issued under section 182 of the Licensing Act 2003 which can be found at

https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003

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Prevention of Crime and Disorder.

CCTV

CD01 The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the Police or the Licensing Authority recordings of the previous two days immediately when requested.

(n.b. The above condition is an example of the wording that could be used for premises where the customers might commit serious crime. The CCTV requirements would be expected to be 'scaled down' accordingly for smaller premises or those premises which are unlikely to prove as troublesome.)

Promoted events

CD02 There shall be no promoted events on the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23.00 and 07.00 by a disc jockey or disc jockeys one or some of whom are not employees of the premises licence holder and the event is promoted to the general public.

Incident Management

CD03 An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the London Borough of Havering. The log will record the following:

- All crimes reported to the venue
- All ejections of customers
- Any incidents of disorder (disturbance caused by either one person or a group of people). (There is no requirement to record the above incidents where they do not relate to a licensable activity).
- Seizures of drugs or offensive weapons
- Any faults in the CCTV system or searching equipment or scanning equipment

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- Any refusal of the sale of alcohol during the hours the premises is licensed to sell it.

CD04 There must be at the premises a lockable 'Drugs Box' to which no member of staff except the DPS and/or XX shall have access. All controlled drugs (or items suspected to be or to contain controlled drugs) found at the premise must be placed in this box as soon as practicable. Whenever this box is emptied, all of its contents must be given to the Metropolitan Police Service for appropriate disposal.

Door supervisors

CD05 On any occasion that regulated entertainment is provided, not less than **SIA registered door supervisors shall be engaged to control entry.

CD06 At least ** female door supervisor(s) shall be engaged at the premises at such times as door supervisors are required to be provided.

CD07 When the premises is carrying on licensable activities after **.** hours, at least ** registered door supervisor(s) is (are) to be on duty at each door used for entry or exit.

CD08 A written search Policy that aims to prevent customers or staff bringing illegal drugs, weapons or other illegal items onto the premises at any time shall be in place and operate at the premises.

Late night provisions

CD09 There shall be no admission or readmission of customers to the premises after **.** hours save for customers using the agreed smoking area at the premises.

CD10 On occasions where licensable activities are carried on past **.** hours admission of customers will be restricted to (enter restriction e.g. a particular entrance, a particular area of licence premises etc.).

Public Safety

PS01 All glasses in use at the premises shall be either toughened glass or polycarbonate material.

PS02 No drinks of any sort are to be supplied to customers in glass bottles.

The Prevention of Public Nuisance

Noise (regulated entertainment)

PN01 All doors and windows shall remain closed at all times after **.** hours during the provision of regulated entertainment except for entry or exit, or in the event of an emergency.

PN02 Loudspeakers shall not be located in the entrance lobby (specify another location if appropriate) or outside the premises.

PN03 A noise limiter shall be installed and set up in conjunction with the Council's noise nuisance team.

Noise (persons)

PN04 A written dispersal Policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to the neighbours.

PN05 Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

PN06 Customers permitted to temporarily leave and then re-enter premises eg, to smoke, shall not be permitted to take drinks or glass containers with them.

PN07 There shall be no sale of alcohol in unsealed containers for consumption off the premises.

PN08 The Licence holder shall make available a contact telephone number to nearby residents and the London Borough of Havering Licensing team to be used in the event of complaints arising.

The Protection of Children from Harm

PC01 A log shall be kept at the premises and record all refused sales of alcohol for reasons that the person(s) is(are) .or appears to be , under ** years of age. The log shall record the date and time of the refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer of the London Borough of Havering.

PC02 A 'Challenge **' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of ** shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of identity card.

PC03 Children under the age of ** years shall not be allowed on the premises after **.** hours unless accompanied by an adult.

PC04 Children under the age of ** years shall not be allowed on the premises.

PC05 No single cans or bottles of beer or cider shall be sold at the premises.

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Staff Competence and Training:

PC06 The Licensee to keep a written record of all staff authorised to sell alcohol, the record to contain the
full name, home address, date of birth and national insurance number of each person so authorised. The staff record to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.

PC07 The Licensee to ensure that each member of staff authorised to sell alcohol has received adequate training on the law with regard to age restricted products and that this has been properly documented and training records kept. The training record to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.

PC08 The Licensee to ensure that each member of staff authorised to sell alcohol is fully aware of his /her responsibilities in relation to verifying a customer's age and is able to effectively question purchasers and check evidence of proof of age.

PC09 The Licensee to ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge under - 18s attempting to purchase alcohol.

General

GC01 Any designated queuing area shall be enclosed within appropriate barriers to ensure that the highway is kept clear.

GC02 There shall be no admission after **.** other than to

- Residents of the hotel and their bona fide guests
- Persons who have pre-booked to attend a function at the premises

GC03 No entertainment, performance, service, or exhibition involving nudity or sexual stimulation shall be permitted.

Controls for Sales of Alcohol

GC04 Alcohol shall only be sold to a person sitting down eating a meal and for consumption with that meal.

GC05 Alcohol shall be sold to customers by waiter/waitress service only.

GC06 There shall be no sales of alcohol for consumption off the premises.

GC07 Sales of alcohol for consumption off the premises shall only be supplied with a meal.

GC08 Beers, lagers, stout and ciders sold at the premises should not exceed (insert e.g. 5.0 or 5.5 or 6%) alcohol volume.

GC09 Sprits should not be sold in bottles of less than 35cl/70cl.

GC10 Beers, lagers, stout, ciders and alcholpops shall be sold in packs of no less than four

CDGPG1 All occasions when persons have been refused service shall be recorded in writing and kept at the premises for six months.

CDGPG2 Prominent, clear notices shall be displayed at the premises about the supply of alcohol to minors and the relevant offences involved

Restrictions on drinking areas

It may be necessary to restrict the areas where alcoholic drinks may be consumed in premises after they have been purchased from a bar. An example would be at a sports ground where the police consider it necessary to prevent the consumption of alcohol on the terracing of sports grounds during particular sports events. Such conditions may not only specify these areas, but also indicate the circumstances and times of such a restriction. Such a measure may also be relevant to promote public safety.

CDGPG3 No outside area shall be used for consumption of alcohol or provision of Regulated Entertainment unless the area is clearly marked or defined

Crime prevention notices

Notwithstanding reluctance from the trade it may be necessary at some premises to support local crime prevention initiatives by displaying notices that warn customers of the prevalence of crime which may target them. For example, warning about pickpockets or bag snatchers or warnings about leaving bags unattended because of concerns about terrorism.

CDGPG4 Crime prevention notices and advice shall be displayed (if advised by Havering Police) in order to support local crime prevention initiatives.

Other signage

To deter those who might seek admission in breach of conditions subject to which a licence or certificate is granted, it may be considered appropriate to require signage to be displayed setting out such conditions.

CDGPG5 Prominent, clear notices shall be displayed at every public entrance stating the actual operating hours of the premises.

CDGPG6 Prominent, clear notices shall be displayed at every public entrance stating any restrictions relating to the admission of children to the premises or other admission restrictions.

Door supervisors

Conditions relating to the provision of Door Supervisors and security teams may be valuable in:

- preventing the admission and ensuring the departure from the premises of the drunk and disorderly, without causing further disorder;
- keeping out excluded individuals (subject to court bans or imposed by the licence holder);
- searching and excluding those suspected of carrying illegal drugs, or carrying offensive weapons; and
- maintaining orderly queuing outside venues prone to such queuing.

Conditions may also be needed to deal with the number of such Door Supervisors, the displaying of name badges, the carrying of proof of registration, where and at what times they should be stationed on the premises, and whether at least one female Door Supervisor should be available (for example, if female customers are to be the subject of body searches). Door Supervisors also have a role to play in ensuring public safety.

Unless the Operating Schedule comprehensively provides a valid reason why door supervision would not be required, Door Supervisors shall be expected at premises where:

- the licensed activities includes the sale of alcohol by retail, and
- the premises trade after midnight on any day of the week or has an approved capacity of over 200 persons.

Premises should detail the times and days of the week when Door Supervisors shall be employed.

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CDGPG7 Premises which have a Policy that includes the searching of persons shall have Door Supervisors of both sexes on duty at all times.

CDGPG8 All Door Supervisors working outside the premises or whilst engaged in the dispersal of patrons at the close of business shall wear ‘High Visibility Clothing’.

Safe and Sound Partnership

The Safe and Sound Partnership, which exists between the London Borough of Havering, Havering Police, Havering Fire and Rescue Service, and licensed premise operators is already a significant factor in reducing crime and disorder in the Borough It is recommended that in those areas of the Borough covered by the Partnership, existing and proposed licensed operators should participate in this scheme.

CDGPG9 The Licence Holder shall sign up to the Safe and Sound approved charter.

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Consultation Summary Report
Statement of Licensing Policy 2021-2026

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1. Introduction

Under the Licensing Act 2003, councils must produce a Statement of Licensing Policy at least every five years. Licensing in this case means alcohol, most forms of public entertainment, club premises and late-night refreshment (food served anytime after 11pm and before 5am). It also includes Temporary Events Notices (TENs) which can be applied for by licensed venues, other businesses and members of the public.

There are approximately 600 licensed premises across the borough of Havering. The Council ran this consultation because the Licensing Policy affects everyone who operates a licensed premise, residents, other businesses and public authorities such as the Police. Because of this the Council wanted to ensure that a wide range of people could comment on the Policy, so changes could be made to the final document that make it more robust, responsive to local views and clearer to understand.

There were several updates to the previous version of the policy which the consultation specifically asked for feedback on. These were:

The addition of:

- Havering's vision
- An equalities and diversity section
- A section on mental health
- A section on counter terrorism
- Some additional model conditions on staff training and product size/alcohol content
- A section on the use of remote hearings
- A section on COVID-19 risk assessments

Reviews of the cumulative impact zones

- Romford has been reviewed and the proposal was for it to remain unchanged
- Hornchurch has been reviewed and the proposal was to reduce its size
- Gooshays ward has been reviewed and the proposal was to apply the policy to off sales premises only

The London Borough of Havering must publish an updated Statement of Licensing Policy by January 2021. This consultation was on the draft version of the Council's updated Policy and the research that informed it. The consultation ran for 12 weeks, opening on 17th August and closing on 9th November 2020.

The consultation took place during extremely challenging times for Havering and indeed the whole of the UK. License holders, particularly pubs, bars, restaurants, clubs and events have been particularly affected. The social distancing measures brought in to combat the COVID-19 pandemic have meant that businesses have had to work hard to reconfigure the way they operate and indeed close their doors

completely to comply with regulations that changed to respond to the increased reproduction rate of the virus as the colder weather of autumn 2020 arrived.

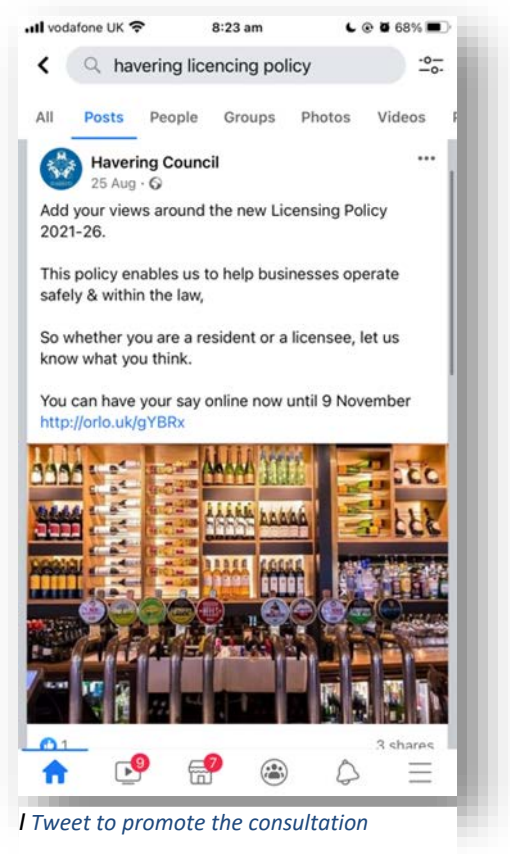
The consultation received at total of 30 responses from 19 residents, 4 representatives of a licensed premise/trade group (one responded twice), 3 business owners, 2 other/not declared and 1 council officer. 29 responses were received via the online survey and 1 via email. This report summarises their responses and will inform the Council's Statement of Licensing Policy for 2021-2026.

2. Consultation Activity

The consultation was open for twelve weeks, opening on 17th August and closing on 9th November 2020. This time period was chosen in recognition of the challenges facing licensed businesses and the entire borough during the COVID-19 pandemic.

The Council's proposed updates to the Statement of Licensing Policy were shared on the consultation pages of the Council's website. Responses to the proposals were invited via an online survey and through individual written reply by letter or email.

The consultation was publicised in the following ways:



I Tweet to promote the consultation

- A press release was issued to launch the consultation
- The link to the consultation has been on the Local Authority website throughout the consultation period.
- An email or letter was sent to all of the consultees listed in Appendix A of the Draft Statement of Licensing Policy.
- An email or letter was sent to all license holders
- An email or letter was sent to all residents who had previously contacted the council in relation to licensed premises
- In 4 editions of the *Living in Havering* email bulletin.
- At the online meetings of Pubwatch and Safe & Sound in September and October 2020
- Social Media Posts- Across Twitter and Facebook, shared a total of 18 times.
- Posters up in all Libraries across the borough and on community noticeboards in Tescos in: Rainham, Hornchurch, Harold Hill and Wilko in Romford

- All officers within Public Protection added the consultation link to their email footers during the consultation period.

3. Summary of consultation responses

This section of the report summarises the 29 responses received by the online survey and the one response received by email.

3.1 Are the proposed updates consistent with the objectives of the Licensing Policy?

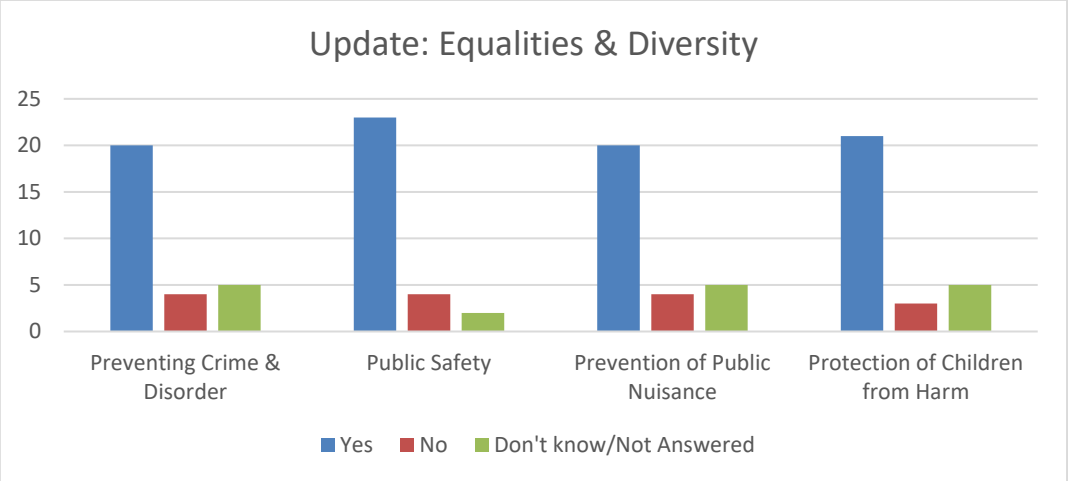
The consultation began by asking if the proposed updates to the Statement of Licensing Policy are consistent with its objectives of:

- Preventing Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

Equalities & Diversity

The updated Licensing Policy proposes (in section 3.11) to include provisions that help ensure license holders "run their venues in an inclusive manner. It is recommended that licensees make themselves familiar with the requirements of the Equality Act 2010 for the access and provision of services for persons within the protected groups identified by the legislation." Most respondents, as seen in the chart below, believed that this update was in line with Licensing Policy's objectives.

"Ensuring that venues are inclusive and deal appropriately with breaches of equality and diversity law should ensure that there is less tolerance of negative behaviour, provide safe and welcoming environments for all, and reduce the number of situations where things escalate to levels of nuisance or crime." Respondent



Of the thirty responses to the consultation, there were seven comments on the addition of the Equalities & Diversity provision. One business owner called for training of license holders to help fulfil the aims of the Equalities & Diversity provisions. While a resident thought there were too many policies being put in place and that the root cause of problems, in their view, was the 24-7 availability of alcohol.

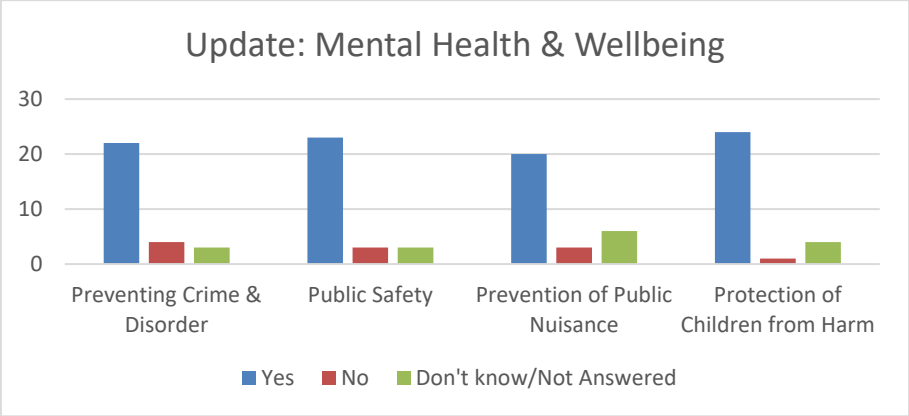
One resident said that when referring to disability in the Licensing Policy, the fact that disabilities can be visible or not visible should be included in the wording. Another said they thought not enough was being done to include people with disabilities in social situations.

Mental Health & Wellbeing

As outlined in section 23.3 of the proposed updated Licensing Policy: "Licensed premises often have regular and repeat customers who, over time, may demonstrate behaviour that might suggest they have care and support needs. Havering's Licensing Authority does not expect all staff members on licensed premises to have expert knowledge with regard to assessing the mental health of its customers. The Licensing Authority does expect, however, that an application for a premises licence should acknowledge this duty and provide positive proposals further to assessing the general wellbeing of its customers."

Again, most respondents, as the chart below shows, agreed that including Mental Health & Wellbeing provisions in the updated Licensing Policy is in line with its objectives. Four respondents commented on this update. One respondent emphasised their support by saying that some vulnerable people use pubs as a place to find support, particularly if they lack family or friends. A business owner called for training to help license holders:

"I do feel that there should be assistance from Havering Council in signposting free training, or providing 'train the trainer' support to current and new licensees to ensure the quality of training - and for a better connection to venues from social services - so that customers who have problems that licensees aren't able to support due to not having enhanced training can be supported by those who are qualified."
Business owner



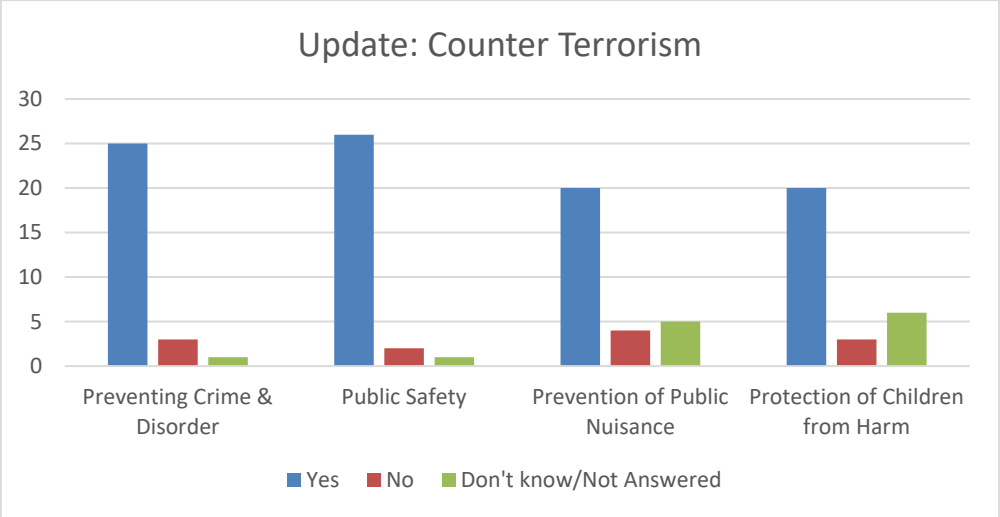
One respondent said that they thought there were too many premises willing to sell alcohol to underage young people and that the Council was too liberal with its granting of licenses.

Counter Terrorism

The proposed updated Licensing Policy includes a new section on counter terrorism. Section 26 states: “The Licensing Authority expects applicants to have protective security plans that demonstrate how they will manage the threat from a terrorist attack. This is particularly important for venues that operate as part of the night-time economy. As part of these plans the Licensing Authority expects applicants to have training in place for its staff in relation to counter terrorism.”

The chart below shows that most of the thirty responses thought that this addition is in line with the Licensing Policy’s objectives. Of the five comments, one said they thought the addition timely given the court case on the Manchester Arena bombing underway at the time. Another said they supported it because:

“Given the number of people who regularly go out in Havering, this is another worthy change to the policy. Whilst the main duty to deal with terrorism lies with the government and police services, all venues should be aware of the very real threat and have plans in place to respond with surprise attacks.” Respondent



A business owner suggested that the Safe & Sound Group (a partnership between Havering Council, the Met Police and Street Pastors) should be extended to other areas of the borough. They also suggested that because they believed that restaurants were a less likely terrorist target than other locations, not as much training was needed for that type of licensed premise.

Model conditions: Staff Competence and Training and Controls for Sales of Alcohol

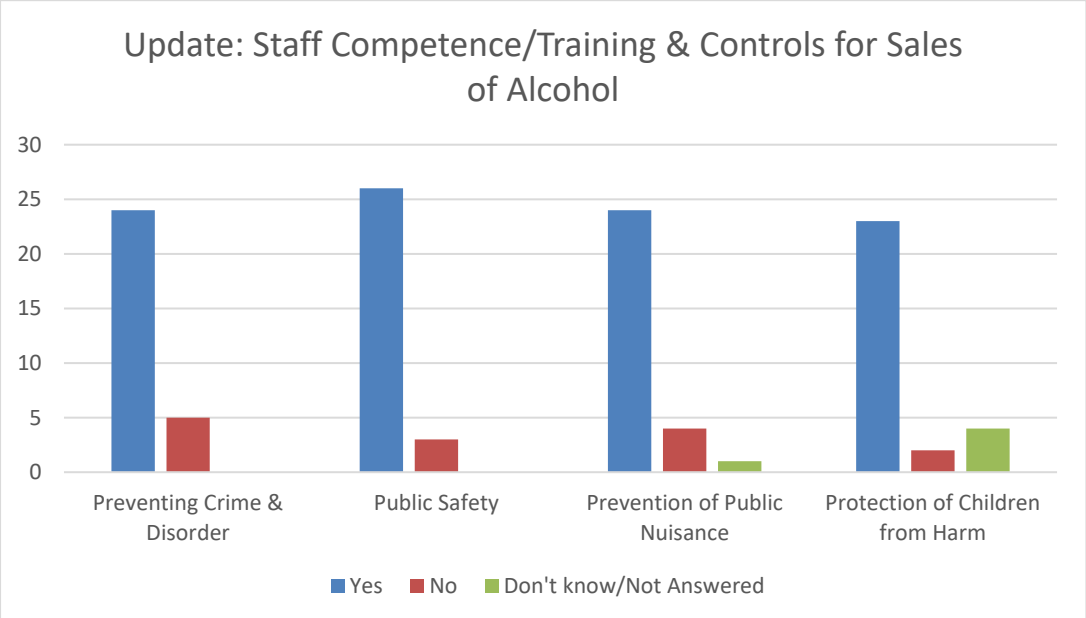
Conditions attached to a licence or certificate are steps or actions the holder of the premises licence or club premises certificate will be required to take, or refrain from taking, at all times when licensable activities are taking place at the premises in question. The proposed update to this Licensing Policy includes provisions for staff training and controls for the sale of alcohol.

Among the conditions for staff competence and training is this (section PC07): "the Licensee to ensure that each member of staff authorised to sell alcohol has received adequate training on the law with regard to age restricted products and that this has been properly documented and training records kept. The training record to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police."

The Council proposes to add the following controls for the sale of alcohol:

- GC08 Beers, lagers, stout and ciders sold at the premises should not exceed (insert e.g. 5.0 or 5.5 or 6%) alcohol volume.
- GC09 Sprits should not be sold in bottles of less than 35cl/70cl.
- GC10 Beers, lagers, stout, ciders and alcohol pops shall be sold in packs of no less than four

Most respondents agreed that these additions uphold the Licensing Policy's objectives:



Four respondents commented on this update. One resident said that false ID was too readily available in the borough, whilst another said that that licensees should

take responsibility for the welfare of their customers and not serve them when the customers are showing signs of intoxication.

On the subject of controls for sales of alcohol one respondent commented in support of the quantities update:

"It makes sense to highlight the smaller quantity amounts and make them available in all premises." Business Owner

3.2 Remote License Hearings

The COVID-19 pandemic has made the use of remote license hearing necessary. Section 5.6 of the Licensing Policy makes clear that these hearings "shall still take place in public."

Of the five respondents who commented on this addition, most thought it was a sensible provision given the circumstances. One resident asked that hearings still be heard face to face where possible, while a representative of a license holder said that they be heard "live" so that all interested parties could contribute. Another resident questioned what evidence would be required by these remote hearings.

3.3 COVID-19 Risk Assessment

Section 30 is a proposed addition to the Licensing Policy that requires license holders to carry out a COVID-19 risk assessment, following guidance on the gov.uk website.

Of the five respondents who commented on this addition, most supported its inclusion, saying it was a sensible measure given the current circumstances. One resident questioned how nightclubs could comply with this provision. Another said that they believed that Hornchurch pubs were not following social distancing rules and observed that:

"the queuing public are not socially distanced and are not wearing face coverings. This needs to be addressed." Resident

3.4: Cumulative Impact Policies: Romford Town Centre, Hornchurch Town and Gooshays

A Cumulative Impact Area is a designated zone (CIZ) where evidence has indicated that the number, type or density of licensed premises is impacting adversely on the licensing objectives: preventing crime and disorder, public safety, prevention of public nuisance and the protection of children from harm. The consultation asked for views on three Cumulative impact zones: Romford Town Centre, Hornchurch Town and Gooshays.

Romford Town Cumulative Impact Zone: unchanged

Of the thirty consultation responses, ten respondents commented on the proposal not to change the Romford Town CIZ.

Of the eight residents who responded, most argued for stricter controls, such as shorter licensed hours such as a 1.30am or 2.00am closing time. One wanted to the council to activity reduce the number of licensed premises by only renewing the licenses of those premises who demonstrated that they have been actively managing the behaviour of their customers. One resident also argued for the CIZ to be applied across the entire borough, because they said:

"Many of these late night premises are a curse on our society. Many are unruly, they are not needed. Any financial benefit they may give to Havering is negated by the cost of policing the Borough."
Resident



II Romford Town Cumulative Impact Zone

In contrast, one resident said they did not believe that refusing licenses was the right approach to managing the area.

License holders were largely supportive of the CIZ in their comments, but one wanted to see some provisions made that would help small businesses during the harsh trading conditions caused by COVID-19.

"I support the RTC CIZ in principal but consider that bona fide restaurants within policy hours should remain exempt but also that small capacity bars, tap rooms etc should also be exempt in framework hours. The policy should apply in full to off licences outside of framework hours. LNR's should be considered pragmatically."
Representative of Licensed Premise

Hornchurch Town Cumulative Impact Zone: proposal to reduce its size

The proposed size of the Hornchurch Town cumulative impact zone is to be reduced from the previous Licensing Policy and rather than cover all of the St Andrews ward it would be focussed on Hornchurch Town Centre. The reduced zone would cover the High Street, Station Lane, Billet Lane, North Street and part of Upminster Road.

Nine respondents commented on the proposal to reduce the size of the Hornchurch Town CIZ.

Three of the eight residents who commented objected to the proposed reduction in size of the CIZ. Their reasons included:

- A zone designed to protect residents should not be reduced
- The levels anti-social behaviour in the surrounding streets



III Hornchurch Town Cumulative Impact Zone

"As a resident of Hornchurch, Billet Lane we are consistently subjected on Thursday, Friday, Saturday and Sunday nights. Patrons intoxicated walking home shouting and fighting in the street disturbing sleep, leaving litter glasses/food waste in our front gardens, urination alongside of Emerson drive near electric box, cars speeding and playing loud music as exiting Hornchurch."
Resident

Those residents called for more protection for residents rather than any reduction, with some asking the Council to reduce the number of licensed premises in the area or to spread the CIZ across other parts of Havering.

Other residents and license holders who commented welcomed the protection that the CIZ gave and one supported the rationale for its reduction. One resident repeated their belief that refusing licenses was not the best approach.

Gooshays Ward Cumulative Impact Zone: proposal to apply the policy to off sales premises only

As this area of Havering does not house a night-time economy environment it is important to understand why this area ranks high in the number of incidents. It also shows as a hotspot in London Ambulance assault data. A hypothesis is that this area is one of Havering's areas which has the lowest deprivation index and thus this has an impact of the level of violent crime experienced in this area

One hot spot was identified within the Gooshays ward where incidents appeared linked to licensed premises. This was the Farnham Road/ Hilldene Avenue where a number of assaults were reported within licensed retail establishments. None of the premises identified in the report relate to on sales or late night refreshment and therefore the proposed cumulative impact policy for the Gooshays area is restricted to off sale premises only.

Four respondents commented on the proposal for Gooshays CIZ. Most welcomed its targeted approach, with one respondent calling for more support for the emergency services.



IV Gooshays Ward Cumulative Impact Zone

3.5 Is the Statement of Licensing Policy generally clear?

Twenty five of the thirty consulation respondents thought that the Licensing Policy for 2021-2026 was generally clear.

Of the five respondents who gave comments, two said they thought the policy was either vague or too full of jargon. Two respondents gave specific points of clarification. These are detailed in Section 4 below. Another respondent said that policies are all well and good, but that the Council's focus should be on their enforcement.

"It is time it was enforced, no point or good making policies that are not carried out e.g. many establishments serving to under-age. Large groups of adults in town centres spilling out onto pavements after drinking sessions." Resident

3.6 Striking the right balance between allowing licensed premises to operate/invest and ensuring the community is protected

Just over half of all respondents agreed that the Licensing Policy struck the right balance between allowing licensed premises to operate/invest and ensuring the community is protected whilst just over a third disagreed.

The comments on this question included:

Noise:

- Concerns that the Council does not do enough to protect residents from noise associated with licensed premises
- The protections against noise as a public nuisance are weaker than other London Councils, such as the City of London

Management of Anti-Social Behaviour:

- Some premises not adhering to entry exit rules, not having door staff on duty, allowing glasses and bottles to be consumed on the street.
- Under age groups rejected from premises allowed to congregate on the street.
- Regular drug dealing observed on street around railway station.
- Not able to get CCTV as many Cameras not working and out of service contract for repair.
- Good points McDonalds closes 11pm helps to prevent congregating groups after venue closure.
- Other cities venues contribute to cost of policing etc for each hour open later than

One respondent felt that the Licensing Policy did not offer the necessary protection for residents and the number of licensed premises should be reduced. Whilst another respondent called for support for licensed premises to allow them and the economy to thrive during the challenges caused by COVID-19.

3.7 Final comments

Eight respondents took the opportunity to share final comments on the proposed Statement of Licensing Policy.

Five of the respondents were residents and all expressed the concern that the policy does not go far enough to tackle problems such as noise and anti-social behaviour.

One respondent linked the spread of COVID-19 with people socialising and drinking alcohol.

“I do not think it goes far enough to protect mental health, equality, protection of children, or diversity, alcohol has certainly added to the spreading of COVID-19 19 people meeting up drinking and then creating social problems because they are under the influence of alcohol.” Resident

License holders/representatives and others who commented felt the Licensing Policy was fair and clear, with one restating their request that the new provisions be supported by training for staff.

“Overall, the policy is clear, makes sense and will improve things across the borough, but it must be implemented hand in hand with health and social care policies to ensure that the route causes of problem drinking and associated violent behaviours are addressed.” Respondent

4. Council's response to key issues raised by respondents

Individual/ Organisation	Consultation Representation	Response
Principles on Equalities & Diversity		
Resident	Not enough is done to include the disabled socially.	The Policy has been updated and a section on equality and diversity has been expanded. There is an expectation that venues will operate inclusively and make reasonable adjustments as required by the Equality Act 2010.
Representative of licensed premise	The Equalities Act must be taken into account in all aspects of public life to ensure an inclusive society.	The Policy has been updated and a section on equality and diversity has been expanded. There is an expectation that venues will operate inclusively and make reasonable adjustments as required by the Equality Act 2010.
Licensee	There has never been any judging on how people are at this off licence	Comment has been noted but this comment does not impact the contents of the policy.
Business Owner	With training in equality and diversity, license holders will be more aware of how to manage ant-social disputes that could be race or culture or disability related - ultimately allowing the licensee to be able to make a much fairer judgement on resolve - protecting dignity of its customers and safety to those who may be under attack verbally or physically due to no fault of their own.	The authority can consider more training and signposting. This is not however a matter for the licensing policy to address.
Resident	Feel that too many policies are being made. All the above are common sense the main problem now days is alcohol etc can be purchased all day and all night seven days a week and many premises do not check age.	It is a legal requirement under the Licensing Act 2003 that each Local Authority adopts a policy statement. The policy does promote recommended hours depending on each

		category of licensed premises. There are also pool of model conditions which include age verification and the promotion of a challenge 25 scheme. There are also sections within the policy which address children and licensed premises, specifically in relation to the sale of alcohol.
Resident	I feel the reference to disability should have added....seen or unseen... or visible or not visible.....or something like that	Thank you for comment. We have updated paragraph 3.16 with the following wording: *3.16 Under section 20 of the Equality Act 2010 operators of licensed business such as pubs, bars, nightclubs and restaurants are also required to make* reasonable adjustments *to ensure that their premises are accessible to disabled people. A failure to do so will also amount to discrimination. It should be noted that not all disabilities are visible and not immediately obvious such as learning difficulties, mental health, speech, visual or hearing impairments.*
NA	Ensuring that venues are inclusive and deal appropriately with breaches of equality and diversity law should ensure that there is less tolerance of negative behaviour, provide safe and welcoming environments for all, and reduce the number of situations where things escalate to levels of nuisance or crime.	The Policy has been updated and a section on equality and diversity has been expanded. There is an expectation that venues will operate inclusively and make reasonable adjustments as required by the Equality Act 2010.

Principles on Mental Health & Wellbeing		
Licensee	There has never been anyone that came to this store for this	Comment has been noted but this comment does not impact the contents of the policy.
Business Owner	Ensuring a pleasurable experience in a venue doesn't turn into an unhealthy addiction is very important - and ensuring that vulnerable people do not succumb to addiction. However again I do feel that there should be assistance from Havering Council in signposting free training, or providing 'train the trainer' support to current and new licensees to ensure the quality of training - and for a better connection to venues from social services - so that customers who have problems that licensees aren't able to support due to not having enhanced training can be supported by those who are qualified.	The revised policy does contain a section on mental health and wellbeing. Whilst the comment has been noted, it is the responsibility of the operator to ensure that members of staff are adequately trained for their role. The provision of training can be considered but is not a matter for inclusion in the policy.
Resident	In most cases any well run business would promote these actions amongst their staff. However there are still many places that are willing to serve to under age etc just to take the money, that is because too many places have now been given alcohol licenses. The blame there lies with those that freely give out these licenses.	If there are specific concerns that relate to individual premises, these can be reported to the Local Authority for investigation. The policy framework and licence regime including a statutory consultation period where interested parties can raise any relevant concerns.
NA	I think this is a really worthy addition to the policy; whilst many may be more concerned about getting people to spend money, they should recognise that they are in a key position to support people with additional care needs. Many vulnerable people may lack adequate support networks and pubs make up for that. However, this comes with its own issues as people may become dependent on alcohol, could be neglecting other aspects of their life, or may get involved with other people who could exploit them.	Comment has been noted, this comment does not require an amendment to the draft policy.

	Staff in this area should be able to spot when people are at risk and should feel empowered to raise their concerns. This policy change explicitly encourages this and provides them the means to do so.	
Counter Terrorism		
Representative of licensed premise	Particularly relevant during the Manchester Arena Inquiry.	Comment has been noted, this comment does not require an amendment to the draft policy.
Licensee	There has not been a terrorist attack in this off licence	Comment has been noted, this comment does not require an amendment to the draft policy.
NA	Given the number of people who regularly go out in Havering, this is another worthy change to the policy. Whilst the main duty to deal with terrorism lies with the government and police services, all venues should be aware of the very real threat and have plans in place to respond with surprise attacks.	Comment has been noted, this comment does not require an amendment to the draft policy.
Resident	Children should not be in these places and parental control should be encouraged by advertising etc.	Each application is considered on its own merits. The policy has provisions in place that deal with children on licensed premises and the control measures that should be in place. A blanket ban on children would be considered unlawful.
Business Owner	Venues such as pubs and clubs often run parallel with condensed areas of members of the public which is a prime target for terrorism response. Perhaps the Safe & Sound group in Romford town centre can be duplicated in other areas of the borough to support this? We have had very good	The authority can consider additional safe & sound groups throughout the borough, however, it is not a matter for the licensing policy to address.

	experiences working along the Safe & Sound group for a number of years. Perhaps with regard to restaurants a lesser amount of training is needed as they are slightly less risk?	
Model conditions around Staff Competence and Training and Controls for Sales of Alcohol		
Resident	False ID is too available to under 18/21.	The policy identified forms of ID which are accepting in the pool of model conditions. The matter of false identification would be a matter for the police.
Licensee	When serving alcohol this business will always ask for ID	This comment has been noted, this comment does not require an amendment to the draft policy.
Business Owner	It makes sense to highlight the smaller quantity amounts and make them available in all premises.	Comment has been noted, this comment does not require an amendment to the draft policy.
Remote licensing hearings, necessitated by the corona virus pandemic		
Resident	Should still be held face to face where practicable.	The procedure is designed to enable hearings to continue during the current pandemic. It is not intended to replace face to face hearings.
Resident	Coronavirus is not going away but I do have reservations about any evidence that maybe required etc?	Protocols have been agreed to ensure hearings are fair. All information is collated into a report prior to the hearing taking place.
Representative of licensed premise	A good decision to include this. Virtual Hearings are safer for all parties. I see they may continue well into the future as the virus is not going away any time soon. Just a thought maybe “live hearings” should be considered where there are a	Live hearings may not be practical where large groups are involved due to the need to maintain adequate social distancing.

	large number of parties e.g. residents or for complicated or disputed Reviews.	
NA	Provision is sensible and should ensure hearings can continue without unnecessary disruption.	Comment has been noted, this comment does not require an amendment to the draft policy.
Representative of licensed premise	There is no real sensible alternative to remote hearings while the pandemic proceeds.	Comment has been noted, this comment does not require an amendment to the draft policy.
Covid-19 and risk assessments		
Resident	Hornchurch pubs do not follow social distancing rules. There is a significant risk of infection from these premises. Queuing public are not socially distanced and are not wearing face coverings. This needs to be addressed.	This is not a matter that can be addressed by this policy. Specific concerns should be reported to the Local Authority via the Council website.
Resident	Adequate safety is prime concern but not sure how this could be applied in a nightclub!?	This is not a matter that can be addressed by this policy. Under current Government restrictions, Nightclubs are not permitted to open. All premises that do open are legally required to have A Covid secure risk assessment in place.
Representative of licensed premise	Clear and relevant advice.	Comment has been noted, this comment does not require an amendment to the draft policy.
Resident	All premises serving the public must take full responsibility for public health and safety	Comment has been noted, this comment does not require an amendment to the draft policy.
NA	Sensible amendment based on current circumstances. It may be prudent to make this vaguer to cover any future pandemic, but by being explicit there is no room for ignoring it.	The comment has been noted but this section was added specifically to address COVID 19.

Cumulative impact policy for Romford Town Centre: Retain		
Resident	Would prefer they cease trading before 4am	The policy hours do not support applications past 2am, however each application is judged on its own merits.
Resident	Need to reduce the number of licences premises not just restrict the number of new licences. This is an awful place to go and the crime figures show why. As far as I'm concerned Romford is a 'no go area' at night. I do not even like going there during the day due to the behaviour of people. I have told my children to avoid the area, as I'm concerned for their welfare.	The purpose of the policy is not to reduce the number of licensed premises. It is designed to encourage quality applications that will not add to the cumulative impact of licensed premises.
Resident	We need to support our emergency services especially given how stretched they are in these times.	Comment has been noted, this comment does not require an amendment to the draft policy.
Representative of licensed premise	Romford TC CIZ is still justified.	Comment has been noted, this comment does not require an amendment to the draft policy.
Resident	Area licences premises (late opened pubs/nightclubs) promote excessive drinking (happy hours etc) that causes anti-social behaviour and regularly disturbs residents living in the flats above- being a South St resident myself, I've witnessed drunken people peeing by the banks, throwing orange road cones after 3am, having a fight or shouting at hours when most are trying to sleep, teenagers gathering at the benches by Primark at 5am and smoking illegal substances... There should be an obligation put on these premises owners to invest in extra staff to deal with their troubled customers, for the safety of those who live within and not to make police the only responsible for dealing with asb. Shorter licence hours (2am max) would be a good start.	Having considered the crime statistics in the area, the Licensing Authority is of the view that the number, type and density of premises selling alcohol for consumption on and off the premises and the provision of late night refreshment within the ring road is having a cumulative impact and undermining the licensing objectives. A cumulative impact policy has been adopted in this area. Specific incidents would need to be reported to the relevant Authorities. The policy hours do not support applications past

		2am, however each application is judged on its own merits.
Resident	To limit the amount, level and seriousness of crime in Romford town which has the highest crime level of any ward in the borough all licenced establishments selling alcohol should be restricted to 2am with no exception. All hot food takeaway outlets should have their opening hours restricted to 1.30am. This will encourage people to leave clubs earlier to get food and go home and will reduced crime as alcohol consumption will be time limited and there will be no places for drunk groups who have the potential to cause issues to congregate whilst intoxicated late at night. I have seen this implemented by other councils in country and it has led to a huge decrease in crime, and violence - essentially cleaning up the area and creating a better environment for all residents. The was also limited impact on business as most sales would happen earlier in the night. There were also reduced running costs for club operators as they needed staff for less hours. Another policy that has worked is that all hot food takeaway is prohibited after midnight and any food has to be consumed on the premises. This also helps with littering that blights Romford.	Having considered the crime statistics in the area, the Licensing Authority is of the view that the number, type and density of premises selling alcohol for consumption on and off the premises and the provision of late night refreshment within the ring road is having a cumulative impact and undermining the licensing objectives. A cumulative impact policy has been adopted in this area. It would be unlawful to have a blanket policy as each application is judged on its own merits. However, Havering's recommended policy hours do not support applications past 2am.
Representative of licensed premise	I support the RTC CIZ in principal but consider that bona fide restaurants within policy hours should remain exempt but also that small capacity bars, tap rooms etc should also be exempt in framework hours. The policy should apply in full to off licences outside of framework hours. LNR's should be considered pragmatically. Currently the pragmatism	This cumulative impact policy is not absolute. The circumstances of each application within the cumulative impact area will be considered upon its own merits. The proposed cumulative impact policy does create an exception for

	promoted by the LGA & HMG should be applied to help & support the trade during the pandemic.	applications for restaurants where alcohol is sold ancillary to a table meal and the terminal licensing hour is in line with the Policy. The Policy goes on to give some examples of exemptions that may be considered as exceptional which include small premises with a capacity of 50 persons or less that are in line with policy hours. We believe the policy hours provide a balance between business need and residents expectation. The Authority would follow any relevant guidance issued in relation to the pandemic.
Resident	I as a resident of Havering hold havering council responsible for the problems caused in Romford town centre by allowing the amount of licensed premises and shops selling alcohol late into the night from early morning. Sadly we no longer frequent the town centre to go to the cinema or for a nice meal due to the behaviour of so many inebriated people	The Licensing Authority is of the view that the number, type and density of premises selling alcohol for consumption on and off the premises and the provision of late night refreshment within the ring road is having a cumulative impact and undermining the licensing objectives. A cumulative impact policy has been adopted in this area.
Resident	However, these rules should apply to all late night licenced premises across the Borough. There has been trouble in Hornchurch. for example. Many of these late-night premises are a curse on our society. Many are unruly, they are not needed. Any financial benefit they may give to Havering is negated by	Comment has been noted, this comment does not require an amendment to the draft policy.

	the cost of policing the Borough. A view that if some Havering premises were to close, the customers will simply go elsewhere. Fine.	
Resident	I disagree with the approach; I think refusing licences is not the best approach	The policy does not present a blanket refusal for all applications within cumulative impact zone. It creates a rebuttable presumption that applications for new premises licenses will normally be refused unless the applicant can demonstrate why the operation of the premises will not add to the cumulative impact and will not impact adversely on the licensing objectives.
NA	In my opinion, this does not go far enough. Whilst it is great that the local authority does not intend to grant any more licences, it should actively be looking to reduce the number of licences already held, ensuring that existing venues are only given renewals if they are effectively managing their customers.	The purpose of the policy is not to reduce the number of licensed premises. It is designed to encourage quality applications that will not add to the cumulative impact of licensed premises. There are mechanisms in place which can be used to address venues that are not effectively managing their customers.
Cumulative impact policy for Hornchurch Town Centre: Reduce		
Resident	Zone that protect residents should not be made smaller	Cumulative impact assessments must be evidenced based. The assessment for the Hornchurch CIZ is based on evidence provided by the local Community Safety Partnership. The evidence only identifies issues within the central town centre

		area which is why the area has been selected.
Resident	I do not want the impact zone reduced. The licensed pubs and clubs in this area have a terrible impact on our neighbourhood. People urinating everywhere, vomit on the pavements, take away food wrapping and alcohol cans and bottles left all over the streets, loud music playing, So loud, it can be heard from my property in Mill Park Avenue. Anti-social behaviour in the surrounding streets- shouting, urinating in alleyways, broken glass bottles, take away food wrapping left in the street all due to the drinking of alcohol. The crime figures speak for themselves. Hornchurch has become a hub of violence. How do you think I feel when my 12-year-old son has to walk back from his friend's house along the high street in the evening with all of this behaviour going on? I'm seriously concerned for his physical and mental well-being because of the people's behaviour in the area. Licensing for pubs and clubs needs to be stricter and no more licences granted for drinking establishments. Hornchurch pubs are not keeping to the social distancing rules - always see queues of people very close together with no face coverings waiting to enter one particular pub in the high street.	Cumulative impact assessments must be evidenced based. The assessment for the Hornchurch CIZ is based on evidence provided by the local Community Safety Partnership. The evidence only identifies issues within the central town centre area which is why the area has been selected. Having considered the crime statistics in the area, the Licensing Authority is of the view that the number, type and density of premises selling alcohol for consumption on and off the premises is having a cumulative impact and undermining the licensing objectives. A cumulative impact policy is proposed to be adopted in this area. Specific incidents would need to be reported to the relevant Authorities.
Resident	As a resident of Hornchurch, Billet Lane we are consistently subjected on Thursday, Friday, Saturday and Sunday nights, patrons intoxicated walking home shouting and fighting in the street disturbing sleep, leaving litter glasses/food waste in our front gardens, urination alongside of Emerson drive near electric box, cars speeding and playing loud music as exiting Hornchurch as a result numerous crashes and incidents have occurred further up near Emerson station and pets lives lost. I would like to see more measures put in place to protect the residents within these areas.	The crime statistics have identified the Hornchurch area as an area of concern. As such, a cumulative impact policy has been adopted which goes as far as Emerson Park station and incorporates all of Billet Lane. The policy is designed to manage the licensed trade within the area. The measures within the policy are appropriate for this purpose.

Resident	Same as for Romford (We need to support our emergency services especially given how stretched they are in these times.)	Comment has been noted but this comment does not impact the contents of the policy.
Resident	I agree these town centres should be a place where we all feel happy and safe , they should not just be the evenings for social behaviour that is intimidating to the public	Comment has been noted but this comment does not impact the contents of the policy.
Resident	I see Hornchurch has been added. Very good. Just extend the policy to all of the Borough.	Cumulative impact assessments must be evidenced based and the evidence does not support a cumulative impact zone for the whole of the borough. The assessment has identified three areas within Havering that we propose adopt a CIZ. These areas cover Romford, Hornchurch and Harold Hill.
Resident	Again I disagree with restricting licences and feel that its not the best approach	The policy does not present a blanket refusal for all applications within cumulative impact zone. It creates a rebuttable presumption that applications for new premises licenses will normally be refused unless the applicant can demonstrate why the operation of the premises will not add to the cumulative impact and will not impact adversely on the licensing objectives.
Resident	Reduce number of bars/nightclubs and closing times	The purpose of the policy is not to reduce the number of licensed premises. It is designed to encourage quality applications that will not add to the cumulative impact of licensed premises.

NA	The reduction in size of the area seems reasonable as it focuses on the main problem zones.	Comment has been noted but this comment does not impact the contents of the policy.
Representative of licensed premise	We are glad to see the CIZ just covers Hornchurch TC. Always thought including one area of Elm Park & also Upminster Bridge was unjustified. As with my comments above re Hornchurch TC. I support the limitation of the CIZ to Hornchurch Town Centre only. Upminster Bridge and part of Elm Park should never have been included.	Comment has been noted but this comment does not impact the contents of the policy.
Cumulative impact policy for Gooshays. Proposal to apply the policy to off sales premises only		
Resident	Same as for Romford/Hornchurch (We need to support our emergency services especially given how stretched they are in these times.)	Comment has been noted but this comment does not impact the contents of the policy.
Representative of licensed premise	Support this policy especially having worked in Harold Hill.	Comment has been noted but this comment does not impact the contents of the policy.
Resident	Good. Another area designated for concern.	Comment has been noted but this comment does not impact the contents of the policy.
NA	It is good that this approach is being adopted in this area and that it is recognised that this could be a result of the increased rates of resident deprivation in the location. This is hopefully being used in support of other policies around health and social care to ensure that residents are being given appropriate help to break free of negative behaviours where these are identified.	Comment has been noted but this comment does not impact the contents of the policy.
Is the Havering 2021-2026 Statement of Licensing Policy generally clear?		
Resident	The document talks in vague terms but does not offer specific details that some may find helpful on a given topic.	We believe the policy is a detailed document that sets out the Authorities approach to licensed premises and meets the requirements of the Licensing Act 2003.

Council	Further to our recent discussions on Planning representations I note that para 11.1 in the new policy appears to duplicate the current policy's wording: 11.1 The Licensing Authority considers that, in the interests of clarity and transparency, applicants should normally have in place the relevant planning consent for the intended use and hours of operation, or otherwise have lawful planning status, before making an application for a premises licence. However, every application will be considered on its merits on a case by case basis. I would suggest that para 11.1 is modified along the following lines: 11.1 The Licensing Authority considers it desirable for applicants for a premises licence or a club premises certificate to have in place the relevant planning consent or lawful planning status for the intended use and hours of operation at the point when a premises licence application or a club premises certificate application is made. Each application, however, will be considered on its merits on a case by case basis. Where an application made under the Licensing Act 2003 is granted at a variance to the premises' planning consent the Licensing Authority will expect the premises licence holder or club premises certificate holder to apply to align the planning hours with the licensing hours to avoid the potential for offences being committed under planning legislation.	The comments have been agreed and adopted into the new policy. Paragraph 11.1 now states: *11.1 The Licensing Authority considers it desirable for applicants for a premises licence or a club premises certificate to have in place the relevant planning consent or lawful planning status for the intended use and hours of operation at the point when a premises licence application or a club premises certificate application is made. Each application, however, will be considered on its merits on a case by case basis.* *11.2 Where an application made under the Licensing Act 2003 is granted at a variance to the premises' planning consent the Licensing Authority will expect the premises licence holder or club premises certificate holder to apply to align the planning hours with the licensing hours to avoid the potential for offences being committed under planning legislation.*
Resident	The wording within section 3.17 is confused and does not make sense? It currently states: "It is important to note that the duty to make reasonable adjustments cannot wait until either a complaint is received or	The comments have been agreed and paragraph 3.17 now reads: *3.17 It is important to note that the duty to*

	when someone with a disability wants to visit a particular your venue." It appears some words have been missed, i.e. "event at" to read correctly as "someone with a disability wants to visit a particular event at your venue" or perhaps it needs to be reworded as "someone with a disability wants to visit your particular venue"? Essentially it is unclear??	*make reasonable adjustments cannot wait until either a complaint is received or when someone with a disability wants to visit a particular venue.*
Resident	It is time it was enforced , no point or good making policies that are not carried out .e.g. many establishments serving to under-age . Large groups of adults in town centres spilling out onto pavements after drinking sessions.	Comment has been noted but this comment does not impact the contents of the policy. Specific concerns should be raised with the relevant authorities.
Resident	It should be more user friendly for the public to understand. Less jargon please	We believe that the policy is written in plain English but some jargon will be unavoidable due to the technical nature of the content.
Do you think the draft Havering 2021-2026 Statement of Licensing Policy strikes the right balance between allowing licensed premises to operate / invest and ensuring that the community and the four licensing objectives are protected?		
Resident	Particularly in relation to noise, Havering policy does not protect residents. The process to report & sanction a business that consistently disturbs residents is long winded, burdensome & ineffective. Licenses for bars opening times, the volume of music & the amount of people allowed to congregate in outdoor areas (effectively the street) are grossly generous & in my case have proven a consistent nuisance, disturbance (including the ability to sleep) & burden on my mental health.	We have looked at and updated the section in the policy which relates to noise in light of comments raised in the consultation. Each application must go through a statutory 28 day consultation period, during which, Responsible Authorities and interested parties can make valid representations. Specific issues should be raised through the relevant Authorities to investigate.

Street Pastor	Premises are currently not adhering to entry exit rules often have no door staff on duty allow glasses and bottles to be consumed on the street. (e.g. [redacted] Many are better than this. Underage groups rejected from premises allowed to congregate on the street. Regular drug dealing observed on street around railway station. Not able to get CCTV on this as many Cameras not working and out of service contract for repair and Mercury control understaffed late nites. Police excellent but only respond 21/08/20 first nite regular presence noted. Good points [redacted] closes 11pm helps to prevent congregating groups after venue closure. Note in other cities venues contribute to cost of policing etc for each hour open later than midnight as it is unfair for other businesses to near impact of this extra and often unequally heavy cost.	Your specific concerns have been passed to an officer to look at. You also raise general concerns regarding Policing the Night Time Economy and the challenges this poses. Your concerns will be passed to the relevant department but do not require an amendment to the proposed policy. The Authority is not proposing the introduction of a late night levy at this time.
Resident	Hornchurch area is out of control.	The crime statistics have identified the Hornchurch area as an area of concern. As such, a cumulative impact policy has been adopted in this area.
Business Owner	In the majority of cases, to keep people healthy, alcohol should be enjoyed with food or in smaller amounts. This statement supports this notion.	Comment has been noted. This comment does not impact the contents of the policy.
Resident	One of the point states: 1.6 The Act identifies five other key aims that are important for all those involved in licensing to support and promote through good practice. These are: Protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licenced premises. It's purely a >paper statement< sadly. I, as my neighbours have logged with the council numerous complaints against	We have looked at and updated the section in the policy which relates to noise in light of comments raised in the consultation. Each application must go through a statutory 28 day consultation period, during which, Responsible Authorities and interested parties can make valid representations.

	such nuisances, however none of it has been take seriously enough to having to deal with.	Specific issues should be raised through the relevant Authorities to investigate.
Resident	Still too many premises being allowed to sell alcohol, the council are responsible for giving out these licenses.	Each application must go through a statutory 28 day consultation period, during which, Responsible Authorities and interested parties can make valid representations.
Resident	All the Borough of Havering should be included to cover any future openings.	Cumulative impact assessments must be evidenced based and the evidence does not support a cumulative impact zone for the whole of the borough. The assessment has identified three areas within Havering that we propose adopt a CIZ. These areas cover Romford, Hornchurch and Harold Hill.
Resident	We need a thriving economy now more than ever	Comment has been noted. The policy does aim to balance the needs of business whilst also considering the needs of residents.
Resident	I think the Havering draft Statement is weaker than some others I have read regarding Public Nuisance -Noise. For example, City of London seemed to have been clearer in what is acceptable: In particular, the City Corporation will expect the applicant to be proposing practical steps to prevent disturbance to local residents. The City Corporation will expect the applicant to supply an acoustic report in applicable circumstances confirming that there will be no noise breakout	The comment has been agreed in part. The policy does reference noise in the body of the policy, appendix 3 and the pool of model conditions. Amendments have been made to appendix 3 and an additional condition has been added to the pool of model conditions. The following wording has been added to

	from the premises that is likely to cause public nuisance to persons living or working in the area around the licensed premises. Any doubts as to whether such a report is required can be discussed in the pre-application meeting. Any sound leakage must be addressed in practical ways such as: i) keeping doors and windows closed and providing adequate mechanical ventilation ii) reducing sound levels and installing an approved sound limiting device to prevent sound exceeding the appropriate level, both the device and the level to be approved by a suitably qualified acoustic consultant iii) providing double door entry to premises with a ventilated lobby, to reduce noise levels generally and during entry and exit of persons to the premises iv) installing soundproofing measures to contain sound and vibration Their final statement is the same as Havering's 17.3 Westminster has a model condition regarding noise which I think would also benefit Havering residents if it formed part of Havering's Statement, perhaps included as part of Section 18.: Loudspeakers shall not be located in the entrance lobby or outside the premises building.	Appendix 3 in relation to public nuisance: *Would double door entry to the premises reduce noise levels during entry and exit to the premises?* *Are the sound proofing measures to prevent sound and vibration adequate for the activity proposed?* An extra condition has also been added as follows: ***PN03*** *A noise limiter shall be installed and set up in conjunction with the Council's noise nuisance team.*
Final Comments		
Resident	As noted above, how noisy businesses are & the generous terms allowed for bars & pubs needs urgent review. A lot more consideration needs to be given to local residents.	Each application must go through a statutory 28 day consultation period, during which, Responsible Authorities and interested parties

		can make valid representations.
Resident	Need to be much stricter with licensing. Licenses need to be revoked where premises are linked to violence or crime. COVID-19 - 19 premises security needs to be monitored properly and policed.	Each application must go through a statutory 28 day consultation period, during which, Responsible Authorities and interested parties can make valid representations. There is a mechanism to review a premises licence where there are serious concerns relating to the licensing objectives. The policy does require businesses to have a COVID 19 risk assessment in place at this time.
Resident	I particularly welcome earlier closing in Romford for nightclubs & pubs. Longer hours mean more drinking and more incidents. Revellers should also be encouraged to leave the areas promptly so I agree closure of food suppliers should be at least an hour before the venues close.	Thank you for your comments. This does not require an amendment to the policy.
Representative of licensed premise	No general comment. Thank you for consulting us. Your Licensing Officers are a credit to the Council.	Comment has been noted but this comment does not impact the contents of the policy.
Business Owner	The draft statement seems fair as a policy, I would just suggest that more training for licensees should be available - especially in the case of mental health, equality & diversity & counter terrorism as the new obligations suggest is needed. To ensure that licensees are on board with the statement, there should be an easy and direct method of support from Havering council in instances of situations that venues cannot control (e.g. policing / social services).	The authority can consider more training and signposting. This is not however a matter for the licensing policy to address. The licensing policy is published on the Council website. Contained within the policy are contact details for all Responsible Authorities which include the Police and Social Services.

Resident	I do not think it goes far enough to protect mental health , equality , protection of children , or diversity , alcohol has certainly added to the spreading of COVID-19 19 people meeting up drinking and then creating social problems because they are under the influence of alcohol.	We have identified areas of concern within the Borough where the number, type and density of premises selling alcohol and the provision of late night refreshment is having a cumulative impact and undermining the licensing objectives. Where these have been identified, a cumulative impact policy has been adopted. We have reviewed the policy and believe that it does address mental health, equality, protection of children and diversity. These areas have been significantly increased since the previous policy.
Resident	Many of these licensed premises offer nothing but trouble for the police, health service, and the Borough's street cleaning services. They provide local employment, local business rates, and there is a spill out effect to food establishments and taxi services which I expect also employ local people, however what is the true cost to the police and health service. Not all the customers cause trouble, of course not, but enough of them do to make the whole Borough alarmed every weekend. How many Havering Councillors are patrons of these clubs. None, one.....? The fact that they need bouncers on the doors tells you enough. They are a curse.	The policy is there to encourage responsible venues and promote the licensing objectives. We have identified areas of concern within the Borough where the number, type and density of premises selling alcohol and the provision of late night refreshment is having a cumulative impact and undermining the licensing objectives. Where these have been identified, a cumulative impact policy has been adopted.
NA	Overall, the policy is clear, makes sense and will improve things across the borough, but it must be implemented hand in hand with health and social care policies to ensure that the root causes of	Comment has been noted but this comment does not impact the contents of the policy.

	problem drinking and associated violent behaviours are addressed.	

5 Conclusion

Most respondents felt the proposed policy is clear and effectively promotes the four licensing objectives.

The proposed Cumulative Impact Zones (CIZs) were generally well received. There were some comments requesting stricter controls for the Romford CIZ. A few respondents commented that licences should not be granted past 2am. The proposed policy states some applications may be looked at favourably if they do not open beyond 0200 hours, however each individual application will be considered on its own merits as many factors will be considered such as the location of the premises, the operating schedule etc. if representations are made.

A few respondents also expressed concern about the reduction of the Hornchurch cumulative impact zone. Cumulative impact assessments must be evidenced based and the evidence does not support a cumulative impact zone for the whole of St Andrew's Ward. The main Town Centre of Hornchurch will remain covered.

Having considered all of the comments received it was felt that the proposed policy and CIZ's strike the right balance between supporting businesses whilst addressing residents' concerns.

Some amendments were made to the draft policy as detailed in section 4 above following comments received in relation to planning, equalities and noise.

APPENDICES:

A: List of Consultees

- Street Pastors
- Rayleigh Rochford and District Association for Voluntary Service
- Havering Chamber of Commerce
- The Federation of Small Businesses (FSB)
- Community Safety Team
- British Beer and Pub Association
- Havering Chamber of commerce
- Havering Safe and Sound Partnership
- Licencing Police
- Westminster Drug Project
- Children's Services
- Public Health
- Economic Development/Regeneration
- London Fire Brigade
- Environmental Health
- Planning
- Havering Lesbian Gay, Bisexual and Transgender Forum
- Salvation Army
- Youth Council
- London Riverside Business Improvement District (Rainham)
- Romford Town Centre Business Improvement District
- Romford Police Station- Chief of Police
- CalBrief
- Black, Asian, and Minority Ethnic (BAME) Forum
- WizeUp Havering

Equality & Health Impact Assessment (EqHIA)

Document control

Title of activity:	Adoption of Statement of Licensing Policy 2021-2026
Lead officer:	Keith Bush, Public Protection Manager (Licensing and Trading Standards) Environment Directorate 01708 433425 Keith.bush@havering.gov.uk
Approved by:	Barry Francis, Director of Environment
Date completed:	19/11/20
Scheduled date for review:	The Statement of Licensing Policy needs to be reviewed at least every five years. It is therefore to be reviewed by at least 2026.

Please note that the Corporate Policy & Diversity and Public Health teams require at least **5 working days** to provide advice on EqHIAs.

Did you seek advice from the Corporate Policy & Diversity team?	Yes
Did you seek advice from the Public Health team?	Yes
Does the EqHIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?	No

Please note that EqHIAs are **public** documents and must be made available on the Council's EqHIA webpage.

Please submit the completed form via e-mail to

EqHIA@havering.gov.uk thank you.

1. Equality & Health Impact Assessment Checklist

Please complete the following checklist to determine whether or not you will need to complete an EqHIA and ensure you keep this section for your audit trail. If you have any questions, please contact EqHIA@havering.gov.uk for advice from either the Corporate Diversity or Public Health teams. Please refer to the Guidance in Appendix 1 on how to complete this form.

About your activity

<table>
<tr><td>1</td><td>Title of activity</td><td colspan="3">Adoption of Statement of Licensing Policy 2021-2026</td></tr>
<tr><td>2</td><td>Type of activity</td><td colspan="3">Adoption of policy</td></tr>
<tr><td>3</td><td>Scope of activity</td><td colspan="3">To adopt a revised Statement of Licensing Policy.</td></tr>
<tr><td>4a</td><td>Are you changing, introducing a new, or removing a service, policy, strategy or function?</td><td>Yes</td><td rowspan="3">If the answer to <u>any</u> of these questions is ‘YES’, please continue to question 5.</td><td rowspan="3">If the answer to <u>all</u> of the questions (4a, 4b & 4c) is ‘NO’, please go to question 6.</td></tr>
<tr><td>4b</td><td>Does this activity have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?</td><td>Yes</td></tr>
<tr><td>4c</td><td>Does the activity have the potential to impact (either positively or negatively) upon any factors which determine people’s health and wellbeing?</td><td>Yes</td></tr>
<tr><td>5</td><td>If you answered YES:</td><td colspan="3">Please complete the EqHIA in Section 2 of this document. Please see Appendix 1 for Guidance.</td></tr>
<tr><td>6</td><td>If you answered NO:</td><td colspan="3">N/A</td></tr>
</table>

Completed by:	Keith Bush, Public Protection Manager (Licensing and Trading Standards) Environment Directorate 01708 433425 Keith.bush@havering.gov.uk
Date:	19/11/20

2. The EqHIA – How will the strategy, policy, plan, procedure and/or service impact on people?

Background/context:

Section 5 of the Licensing Act 2003 (hereafter termed 'the 2003 Act') requires all Licensing Authorities to prepare and publish a Statement of Licensing Policy that they propose to apply in exercising their functions under the Act during the five year period to which the policy applies.

The current policy expires in January 2021 and therefore a new policy will need to be adopted.

The Statement of Licensing Policy is the primary document for setting out the Council's local approach to regulation of the Licensing Act 2003 and ensuring that the licensing objectives are met. The licensing objectives are:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

Before the Statement of Licensing Policy can be adopted Section 5(3) of the 2003 Act requires the licensing authority to undertake a statutory consultation. This requires the authority to consult with:

- The chief officer of police for the licensing authority's area
- The fire and rescue authority for that area
- The Local Health Board for an area
- Each local authority in England whose public health functions within the meaning of the National Health Service Act 2006 are exercisable in respect of an area any part of which is in the licensing authority's area.
- Such persons as the licensing authority considers to be representatives of holders of premises licences issued by that authority
- Such persons as the licensing authority considers to be representatives of holders of club premises certificates issued by that authority
- Such other persons as the licensing authority considers to be representative of businesses and residents in its area.

The Authority undertook a consultation which was open for twelve weeks, opening on 17th August and closing on 9th November 2020.

The consultation received 30 responses. The licensing team considered all responses carefully and each was responded to. Where appropriate the policy was updated further to take account of the comments made.

Once approved by Cabinet the Statement of Licensing Policy will then go to Full Council for final approval.

Who will be affected by the activity?

Those that use, work in and live near to premises licensed under the Licensing Act 2003. Premises that require a licence are those offering:

- Sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the Club
- Regulated entertainment
- Late night refreshment

The main stakeholders affected are:

- Members of the public including residents and visitors
- Applicants
- Licence holders
- Borough Council Services
- Trade Bodies/organisations
- Retailers/Businesses
- Police
- Fire Service
- Health Service
- Councillors
- Organisations that deal with alcohol misuse

It is recognised that if licensed premises are well run that they can build community cohesion and cultural development.

There are also negative impacts can also occur if good management practices are not followed. Potential negative impacts may arise in the form of noise, nuisance, disturbance and crime and disorder problems. With alcohol sales there are also risks of individual addiction.

The revised policy contains expanded sections on equality and diversity to encourage inclusion and has a new section on mental health and wellbeing to encourage operators to consider the wellbeing of those in their venues specifically in relation to mental health issues including homelessness and safeguarding.

**Expand box as required*

<table>
<tr><th colspan="3">Protected Characteristic - Age:</th></tr>
<tr><td colspan="2">Please tick (✓) the relevant box:</td><td rowspan="4">Overall impact:

The proposed policy and the Licensing Act 2003 itself identify the protection of children from harm as a key licensing objective.

The policy requires operators to have adequate systems and procedures in place to protect children from any negative effects of licensed premises. Sections 21 and 22 of the policy set out steps that the Licensing Authority expect applicants to take to protect children from harm and the policy encourages family friendly premises. These systems include challenge 25, the use of till prompts, refusal registers and regular staff training to reduce the likelihood of underage sales from their premises.

There is also an expectation in the policy that applicant will consider location as it may impact on the licensing objectives. This is particularly highlighted in relation to the provision of adult entertainment and the proximity of schools. However each application will be decided on its own merits and depend on the type of adult entertainment and the applicant’s ability to demonstrate high standards of management.

The policy also requires that premises selling alcohol within 400 metres of schools or colleges should consider license conditions to control the products being offered for sale in on display in windows that may be viewed by passers-by.

The policy makes a commitment to tackle the illegal sale of alcohol to children. It also states that enforcement and inspections will be targeted at premises that have are considered high risk and that premises that have made sales to children will be considered in this category.
The policy also expects applicants to show that they understand:

o The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate.
o Any risk posed to the local area by the applicants’ proposed licensable activities;
o Steps to protect vulnerable residents
o Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.
o Any other relevant policies that the local authority has adopted.</td></tr>
<tr><td>Positive</td><td>√</td></tr>
<tr><td>Neutral</td><td></td></tr>
<tr><td>Negative</td><td></td></tr>
</table>

Evidence:

Population estimates for all persons by 5-year age group for 2018:

	Havering	Havering	London	London	England	England
	Count	%	Count	%	Count	%
0 - 4	17,370	6.7	615,881	6.9	3,346,727	6
5-10	16,510	6.4	599,855	6.7	3,523,866	6.3
11-14	15,098	5.9	524,126	5.9	3,274,119	5.9
15 - 19	13,909	5.4	464,768	5.2	3,096,575	5.5
20 - 24	14,549	5.6	563,241	6.3	3,512,654	6.3
25 - 29	17,862	6.9	784,361	8.8	3,815,924	6.8
30 - 34	18,268	7.1	849,074	9.5	3,787,597	6.8
35 - 39	17,882	6.9	783,331	8.8	3,717,483	6.6
40 - 44	15,667	6.1	646,347	7.3	3,390,584	6.1
45 - 49	16,492	6.4	596,141	6.7	3,799,242	6.8
50 - 54	17,739	6.9	564,205	6.3	3,915,451	7
55 - 59	16,362	6.4	479,470	5.4	3,573,329	6.4
60 - 64	13,666	5.3	378,068	4.2	3,044,374	5.4
65 - 69	11,968	4.6	309,586	3.5	2,822,593	5
70 - 74	11,796	4.6	265,847	3	2,724,800	4.9
75 - 79	8,302	3.2	189,753	2.1	1,863,126	3.3
80 - 84	6,938	2.7	147,303	1.7	1,403,756	2.5
85+	7,432	2.9	146,724	1.7	1,364,978	2.4

A Health Survey for England report in 2015, estimated that drinking over 14 units in a usual week was most common among men and women aged 55 to 64 (41% and 24% respectively).

The effects of alcohol on young people are not the same as they are on adults. While alcohol misuse can present health risks and cause careless behaviour in all age groups, it is even more dangerous for young people.

According to a national survey conducted in 2014, 65.3% of 15 year olds in Havering have had an alcohol drink which is higher than London (41.2%) and England (62.4%). 16.1% of 15 year olds in Havering said that they had been drunk in the previous four weeks, which is higher than London (8.9%) and England (14.6%)

Sources used:

- Havering Data Intelligence Hub
- nidirect government services
- Health Survey for England 2017
- Health Survey for England 2015
- Health and Social Care Information Centre (2015)
- Havering drug and alcohol harm reduction strategy 2016-19

<table>
<tr><th colspan="3">Protected Characteristic - Disability:</th></tr>
<tr><td colspan="2">Please tick (✓) the relevant box:</td><td rowspan="4">Overall impact:

No differential impact has been identified on the grounds of this protected characteristic. The Statement of Licensing Policy proposal applies equally to all traders operating in Havering irrespective of disability.

Whilst alcohol addiction is generally not regarded as a disability the proposed licensing policy is intended to encourage responsible operators that have considered the impacts of their activities within the community.

The policy expects applicants to show that they understand:

o The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate.
o Any risk posed to the local area by the applicants' proposed licensable activities;
o Steps to protect vulnerable residents
o Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.
o Any other relevant policies that the local authority has adopted.

Applications within the proposed cumulative impact zones will encourage restaurant style venues as opposed to vertical drinking establishments which should reduce the issues of problem drinkers.

The revised policy has a new section on mental health and wellbeing aimed to assist operators identify customers with care and support needs and make necessary referrals where concerns are identified.

Physical Disability: Neutral

Mental Disability and those with learning difficulties: Positive</td></tr>
<tr><td>Positive</td><td>✓</td></tr>
<tr><td>Neutral</td><td></td></tr>
<tr><td>Negative</td><td></td></tr>
</table>

Evidence:

The definition of 'disability' under the Equality Act 2010 shows a person has a disability if they have a physical or mental impairment; and the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

- According to the latest Annual Population Survey (2012-13), 21% (or 31,400) of working age (16-64) people living in Havering have disclosed that they have a disability or long-term illness / health condition.
- Annual Population Survey 2012-13 also shows that 58% (or 18,300) of people with a disclosed disability are economically active (16-64) and 49% (15,300 people) of those are in employment.
- 4% (or 9,855 people) of Havering's population claimed Disability Living Allowance in 2013 (DWP data, Q2 2013).
- 2% (or 2,825 people) of Havering's population claimed Incapacity Benefits in 2013 (DWP data, Q2 2013).
- 16% (or 6,960 people) of Havering's population of pensionable age claimed Attendance Allowance in 2013 (DWP data, Q02 2013).
- It is estimated that 52.5% (or 22,320) of older people (aged 65 and over) in Havering have a long term limiting illness where long term illness is considered to last 12 months or longer (2011 Census).
- Female disability free life expectancy in Havering (68.1 years) is higher than male disability free life expectancy (65.6 years). However, disability free life expectancy rates are slightly higher than London and national trends (ONS 2007-09, released 2012).
- More than 1,100 residents are registered as being blind or partially sighted in Havering.
- It is estimated that more than 14,000 adults (aged 18 - 64) in Havering have a moderate or severe disability, with the number of adults with learning disabilities increasing by roughly the same amount.
- The number of adults (aged 18 – 64) with moderate or severe disabilities will rise by around 7% in the next ten years, with more than 15,000 adults in Havering having a physical disability by 2021.
- The number of children in Havering with learning difficulties and disabilities (LDD) will increase, most significantly among primary school age children. Current projections suggest an overall increase of 7.5% across all categories of LDD by 2017.
- The most common categories of LDD are Moderate Learning Disability (30%), Behaviour, Emotional and Social Difficulties (19%) Speech, Language and Communication Needs (17%).

- According to the School Census in 2013 37,602 pupils in maintained primary secondary schools and special schools had Special Education Needs (SEN).

- There are approximately 20,000 adults in Havering who have a common mental health issue. It is estimated that there are more than 600 adults in Havering with a Borderline Personality Disorder (BDP), nearly 600 people with Psychotic Disorders and around 500 people with Antisocial Personality Disorder.*

- Predicted future population growth means that the number of adults (aged 18-64) experiencing each of these mental illnesses is expected to increase by 6%, by 2021, in Havering.*

- Adults in Havering that are receiving treatment for severe mental health problems are less likely to be in employment (less than 4%) or in stable accommodation (less than 50%)These percentages are below the average in England and London.6

- 10.4% of adults in Havering have identified themselves as carers, compared to 8.5% in London. At the same time, a very small proportion of carers in Havering receive support than is the average nationally. Support given to carers includes advice services or receiving a carer's break.

- According to 2011 Census, 11% (or 25,214 people) of Havering's residents provide unpaid care. 7% (or 16,094 people) of those people provide care of between 1-19 hours of unpaid care per week and further 3% (5,835 people) provide 50 hours and over of unpaid care per week. Both categories are higher than England and London averages.

Mental Health

Mental health problems are a growing public health concern. Measuring the prevalence of mental health problems is challenging for many reasons: underfunding, the hidden nature of mental health issues, and the variation in diagnostic practices across the country.

The Health & Social Care Information Centre (HSCIC) has conducted a major study in 2014, surveying over 5,000 adults in England, which found:

- 26% of adults reported having ever been diagnosed with at least one mental illness.
- Women were more likely than men to report ever having been diagnosed with a mental illness (33% compared with 19%).
- 19% of adults reported that they had ever been diagnosed with depression, including post-natal depression. This was the most frequently reported diagnosis.
- 8% of adults reported ever being diagnosed with panic attacks.
- 6% of adults reported ever being diagnosed with generalised anxiety disorder.
- Men and women living in lower income households were more likely to have ever been diagnosed with a mental illness than those living in higher income households: 27% of men and 42% of women in the lowest income quintile compared with 15% of men and 25% of women in the highest.

People with dementia can become more confused after a drink, and someone with dementia can drink more because they have forgotten how much they have had.

The Equality Act 2010 (Disability) Regulations 2010 specifically state that alcohol addiction is not to be treated as an impairment for the purposes of the Equality Act 2010.

Sources used:

- Demographic and Diversity Profile of Havering's Population January 2015
- * 2011/12 Joint Strategic Needs Assessment data
- Health & Social Care Information Centre
- Mental Health Foundation
- Health Survey for England 2014
- Havering drug and alcohol harm reduction strategy 2016-19

Protected Characteristic - Sex/gender:		
Please tick (✓) the relevant box:		**Overall impact:**
Positive		No differential impact has been identified on the grounds of this protected characteristic. The Statement of Licensing Policy applies equally to all traders operating in Havering irrespective of sex/gender. Whilst men may be at higher risk from problem drinking than women the proposed policy does not seek to encourage or discourage venues on the grounds of gender. The policy does however expect applicants to show that they understand: o The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate. o Any risk posed to the local area by the applicants' proposed licensable activities; o Steps to protect vulnerable residents o Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks. o Any other relevant policies that the local authority has adopted.
Neutral	✓	
Negative		

Evidence:
The percentage of males and females within the London Borough of Havering is as follows:

MALE		FEMALE		TOTAL
123,878	48.1%	133,932	51.9%	257,810

The percentage of girls and women in Havering is slightly above the average for London (50%) and England (51%). The larger percentage of females in Havering may in part be explained by the longer female life expectancy: 84.1 years for women compared to 79.1 years for men.

The following table below shows the percentage breakdown of current population by gender by five-year age bands:

Indicator	Havering	Indicator	Havering
Males age 0 - 4 % 2018	7.1	Females age 0 - 4 % 2018	6.4
Males age 5 - 9 % 2018	6.8	Females age 5 - 9 % 2018	6
Males age 10 - 14 % 2018	6.1	Females age 10 - 14 % 2018	5.6
Males age 15 - 19 % 2018	5.8	Females age 15 - 19 % 2018	5
Males age 20 - 24 % 2018	5.9	Females age 20 - 24 % 2018	5.4
Males age 25 - 29 % 2018	7	Females age 25 - 29 % 2018	6.9
Males age 30 - 34 % 2018	6.9	Females age 30 - 34 % 2018	7.3
Males age 35 - 39 % 2018	7	Females age 35 - 39 % 2018	6.9
Males age 40 - 44 % 2018	6.1	Females age 40 - 44 % 2018	6.1
Males age 45 - 49 % 2018	6.4	Females age 45 - 49 % 2018	6.4
Males age 50 - 54 % 2018	6.8	Females age 50 - 54 % 2018	6.9
Males age 55 - 59 % 2018	6.5	Females age 55 - 59 % 2018	6.2
Males age 60 - 64 % 2018	5.5	Females age 60 - 64 % 2018	5.1
Males age 65 - 69 % 2018	4.6	Females age 65 - 69 % 2018	4.7
Males age 70 - 74 % 2018	4.4	Females age 70 - 74 % 2018	4.8
Males age 75 - 79 % 2018	2.9	Females age 75 - 79 % 2018	3.5
Males age 80 - 84 % 2018	2.3	Females age 80 - 84 % 2018	3.1
Males age 85 and over % 2018	2	Females age 85 and over % 2018	3.7

According to a Health Survey for England report in 2017, the proportion of adults drinking at increased or higher risk of harm (more than 14 units per week) decreased between 2011 and 2017, from 34% to 28% of men, and from 18% to 14% of women.

According to the Royal College of Psychiatrists, older men are at greater risk of developing alcohol problems in later life compared to older women.

Sources used:

- Havering Data Intelligence Hub
- Demographic and Diversity Profile of Havering's Population January 2015
- Health Survey for England 2017
- Havering drug and alcohol harm reduction strategy 2016-19

<table>
<tr><td colspan="3">Protected Characteristic - Ethnicity/race: Consider the impact on different ethnic groups and nationalities</td></tr>
<tr><td colspan="2">Please tick (✓) the relevant box:</td><td rowspan="4">Overall impact:

The Statement of Licensing Policy applies equally to all traders operating in Havering irrespective of ethnicity.

The Joseph Rowntree report identifies how different cultures and ethnicities view drinking. The proposed licensing policy does not seek to encourage or discourage venues on the grounds of ethnicity. Therefore, no differential impact caused by the proposed policy has been identified on the grounds of this protected characteristic.

The policy does however expect applicants to show that they understand:

o The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate.
o Any risk posed to the local area by the applicants' proposed licensable activities;
o Steps to protect vulnerable residents
o Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.
o Any other relevant policies that the local authority has adopted.</td></tr>
<tr><td>Positive</td><td></td></tr>
<tr><td>Neutral</td><td>✓</td></tr>
<tr><td>Negative</td><td></td></tr>
<tr><td colspan="3">Evidence:

According to the Greater London Assembly 2012 Round Strategic Housing Land Availability Assessment (SHLAA) ethnic group projection, which is the most up-to-date data on ethnicity, ethnic groups represent 14.3% of the Borough population. It should be noted, however, that the GLA define ethnic groups (BAME) differently to the ONS (BME). The GLA's BAME category does not include the 'White Other' Group. Instead the 'White Other' group is included in the 'White' category.</td></tr>
</table>

The table on the following page shows the Ethnic breakdown of Havering based on the 2011 Census data:

Table 7: Ethnic breakdown of Havering's 2011 Census Population

	Comparable Census 2011 Ethnic Groups	Population count	% of total Havering population
White	White; English/Welsh/Scottish/Northern Irish/British	197,615	83.3%
	White; Irish	2,989	1.3%
	White; Gypsy or Irish Traveller	160	0.1%
	White; Other White	7,185	3.0%
Mixed	Mixed/Multiple Ethnic Groups; White and Black Caribbean	1,970	0.8%
	Mixed/Multiple Ethnic Groups; White and Black African	712	0.3%
	Mixed/Multiple Ethnic Groups; White and Asian	1,154	0.5%
	Mixed/Multiple Ethnic Groups; Other Mixed	1,097	0.5%
Asian	Asian/Asian British; Indian	5,017	2.1%
	Asian/Asian British; Pakistani	1,492	0.6%
	Asian/Asian British; Bangladeshi	975	0.4%
	Asian/Asian British; Chinese	1,459	0.6%
	Asian/Asian British; Other Asian	2,602	1.1%
Black	Black/African/Caribbean/Black British; African	7,581	3.2%
	Black/African/Caribbean/Black British; Caribbean	2,885	1.2%
	Black/African/Caribbean/Black British; Other Black	1,015	0.4%
Other	Other Ethnic Group; Arab	311	0.1%
	Other Ethnic Group; Any Other Ethnic Group	1,013	0.4%

(Data Source: Census 2001 and 2011)

The highest proportions of the ethnic minority groups live around Romford Town, Brooklands, South Hornchuch, Emerson Park, Heaton, Rainham and Wennington, and Elm Park wards.

A report in 2010 by the Joseph Rowntree Foundation explored abstinence and drinking patterns among minority ethnic groups in the UK over the previous fifteen years. Its findings are summarised below:

Summary of findings for different ethnic groups

Most minority ethnic groups have higher rates of abstinence, and lower levels of frequent and heavy drinking compared to the British population as a whole and to people from white backgrounds. Drinking patterns vary both between and within minority ethnic groups.

Mixed ethnicities
People from mixed ethnic backgrounds have high rates of current use and are less likely to abstain than people from non-white minority ethnic groups. People from mixed ethnicities also report relatively high rates of heavy and very heavy drinking compared to other non-white ethnicities. Differences between men and women for abstinence and frequent drinking are also less marked than for other minority ethnic groups.

White ethnicities
Irish people are less likely to abstain compared to other ethnic groups and the general population. Deaths related to alcohol are higher for Irish men and women compared to the general population in England and Wales and adults in higher income brackets are more

likely to exceed recommended limits. Abstinence decreased among Irish girls between 1999 and 2004. Deaths related to alcohol are higher for Scottish men and women in England and Wales compared to the general population.

South Asian ethnicities
Alcohol-related deaths are higher among Indian men compared to the general population, and Indian women showed an increase in drinking frequently and heavily between 1999 and 2004. Indian women in higher income brackets are more likely to exceed recommended guidelines for alcohol consumption.
Sikh men show high rates of heavy drinking, and are overrepresented for liver cirrhosis. However, second generation male Sikhs are less likely to drink and drink heavily than first generation male Sikhs. Conversely, reports of Sikh girls having ever drank, and drinking frequently increased in the 1990s.
Although abstinence levels dropped for Hindu boys in the 1990s, and second generation men drink slightly more regularly than first generation men, heavy drinking among this group has not shown an increase. Hindus are less likely to drink if they report that religion is important to them.
People from Bangladesh are less likely to consume alcohol than other ethnic groups, and drinking rates are low amongst this group. Drinking is polarised among people from Pakistan. Drinking remains low among Pakistani men and women, but Pakistani men who drink consume more alcohol in units compared to other minority ethnic groups. A similar pattern emerges for Muslims; Muslim men and women are both likely to abstain, but among drinkers rates tend to be high compared to other religious groups.

Chinese ethnicity
Despite low levels of drinking among Chinese men and women, frequent and heavy drinking rose significantly for Chinese men between 1999 and 2004.

Black ethnicities
Black Caribbean people have higher levels of drinking than people from South Asian and Chinese ethnicities, but lower rates compared to people from white backgrounds and the general population. They also have lower levels of alcohol-related mortality compared to people from white and South Asian backgrounds in the UK. Black African people have higher rates of drinking compared to most South Asian ethnicities, but lower rates of alcohol use than the general population and people from white backgrounds, and they also tend to report rates lower than Black Caribbean people.

Sources used:

- Demographic and Diversity Profile of Havering's Population January 2015
- Havering Data Intelligence Hub
- Ethnicity and alcohol: a review of the UK literature July 2010, Joseph Rowntree Foundation

Protected Characteristic - Religion/faith		
Please tick (✓) the relevant box:		**Overall impact:** As mentioned in the 2010 Joseph Rowntree report it is recognised that religion as well as ethnicity play a role in drinking culture. It is also recognised that some religions promote abstinence. However, government guidance makes it clear that the Council cannot take account of moral objections when considering applications. There is an expectation in the proposed policy that the applicant will consider location as it may impact on the licensing objectives. This is particularly highlighted in relation to the provision of adult entertainment and the proximity of places of worship. However each application will be decided on its own merits and depend on the type of adult entertainment and the applicant's ability to demonstrate high standards of management. Apart from the above mentioned paragraph the proposed licensing policy does not seek to encourage or discourage venues on the grounds of religion. The policy does expect applicants to show that they understand: o The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate. o Any risk posed to the local area by the applicants' proposed licensable activities; o Steps to protect vulnerable residents o Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks. o Any other relevant policies that the local authority has adopted. The Statement of Licensing Policy proposal applies equally to all traders operating in Havering irrespective of religion. The proposed licensing policy does not seek to encourage or discourage venues on the grounds of religion. Therefore, no differential impact caused by the proposed policy has been identified on the grounds of this protected characteristic.
Positive		
Neutral	✓	
Negative		
Evidence: Nearly 66% of Havering's population stated that they are Christian, followed by 23% who declared that they have no religion and just below 7% who preferred not to state their religion.		

Other religions in the borough are Muslim (2%), Hindu (1.2%), Sikh (0.8%), Jewish (0.5%) and Buddhist (0.3%)

The table overleaf shows the religious breakdown of Havering's population by count and percentage:

Religion breakdown of Havering's population by count and percentage

Faith	Number	%
Christian	155,597	65.6%
Muslim	4,829	2%
Hindu	2,963	1.2%
Sikh	1,928	0.8%
Jewish	1,159	0.5%
Buddhist	760	0.3%
Other Religion	648	0.3%
No Religion	53,549	22.6%
Religion not stated	15,799	6.7%
Totals	**237,232**	**100.0%**

As mentioned in the Joseph Rowntree report it is recognised that religion as well as ethnicity play a role in drinking culture. It is also recognised that some religions promote abstinence.

Sources used:

- 2011 Census
- Ethnicity and alcohol: a review of the UK literature July 2010, Joseph Rowntree Foundation

<table>
<tr><th colspan="3">Protected Characteristic - Sexual orientation</th></tr>
<tr><td colspan="2">Please tick (✓) the relevant box:</td><td rowspan="4">Overall impact:

No differential impact has been identified on the grounds of this protected characteristic. The Statement of Licensing Policy proposal applies equally to all traders operating in Havering irrespective of sexual orientation.

The policy does however expect applicants to show that they understand:

o The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate.
o Any risk posed to the local area by the applicants' proposed licensable activities;
o Steps to protect vulnerable residents
o Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.
o Any other relevant policies that the local authority has adopted.</td></tr>
<tr><td>Positive</td><td></td></tr>
<tr><td>Neutral</td><td>✓</td></tr>
<tr><td>Negative</td><td></td></tr>
<tr><td colspan="3">Evidence:

There is insufficient data available to measure accurately the potential effect of these proposals in relation to sexual orientation.

Havering has the lowest percentage for registered same-sex civil partnerships (0.2%) compared to London (0.5%) and England and Wales (0.3%).</td></tr>
<tr><td colspan="3">Sources used:

• Demographic and Diversity Profile of Havering's Population January 2015</td></tr>
</table>

Protected Characteristic - Gender reassignment: Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth

Please tick (✓) the relevant box:		**Overall impact:**
Positive		No differential impact has been identified on the grounds of this protected characteristic. The Statement of Licensing Policy proposal applies equally to all traders operating in Havering irrespective of gender reassignment. The policy does however expect applicants to show that they understand: o The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate. o Any risk posed to the local area by the applicants' proposed licensable activities; o Steps to protect vulnerable residents o Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks. o Any other relevant policies that the local authority has adopted.
Neutral	✓	
Negative		

Evidence:

There is insufficient data available to measure accurately the potential effect of these proposals in relation to gender reassignment.

It is not believed that the Statement on Licensing Policy will have an impact in relation to this protected characteristic.

Sources used:

- Demographic and Diversity Profile of Havering's Population January 2015

Protected Characteristic - Marriage/civil partnership: Consider people in a marriage or civil partnership

Please tick (✓) the relevant box:		**Overall impact:**
Positive		No differential impact has been identified on the grounds of this protected characteristic. The proposed Statement of Licensing Policy applies equally to all traders operating in Havering irrespective of marriage/civil partnership. The policy does however expect applicants to show that they understand: o The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate. o Any risk posed to the local area by the applicants' proposed licensable activities; o Steps to protect vulnerable residents o Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks. o Any other relevant policies that the local authority has adopted.
Neutral	✓	
Negative		

Evidence:

Marital and civil partnership status for Havering compared to London and the rest of England:

	Havering	Havering	London	London	England	England
	Count	%	Count	%	Count	%
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	15,492	8	484,106	7.4	3,857,137	9
In a registered same-sex civil partnership	196	0.1	27,425	0.4	100,288	0.2
Married	93,587	48.5	2,608,345	39.8	20,029,369	46.6
Separated (but still legally married or still legally in a same-sex civil partnership)	4,699	2.4	211,500	3.2	1,141,196	2.7
Single (never married or never registered a same-sex civil partnership)	63,549	33	2,888,944	44.1	14,889,928	34.6
Widowed or surviving partner from a same-sex civil partnership	15,321	7.9	328,853	5	2,971,702	6.9

Sources used:

- Havering Data Intelligence Hub

Protected Characteristic - Pregnancy, maternity and paternity		
Please tick (✓) the relevant box:		**Overall impact:**
Positive		No differential impact has been identified on the grounds of this protected characteristic. The proposed Statement of Licensing Policy applies equally to all traders operating in Havering irrespective of pregnancy, maternity and paternity. The policy does however expect applicants to show that they understand: o The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate. o Any risk posed to the local area by the applicants' proposed licensable activities; o Steps to protect vulnerable residents o Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks. o Any other relevant policies that the local authority has adopted.
Neutral	✓	
Negative		
Evidence: There is insufficient data available to measure accurately the potential effect of these proposals in relation to pregnancy, maternity and paternity. It is not believed that the Statement on Licensing Policy will have an impact in relation to this protected characteristic.		
Sources used: • Demographic and Diversity Profile of Havering's Population January 2015		

<table>
<tr><td colspan="3">Health & Wellbeing Impact: Consider both short and long-term impacts of the activity on a person's physical and mental health, particularly for disadvantaged, vulnerable or at-risk groups. Can health and wellbeing be positively promoted through this activity? Please use the Health and Wellbeing Impact Tool in Appendix 2 to help you answer this question.</td></tr>
<tr><td>Please tick (✓) all the relevant boxes that apply:</td><td></td><td rowspan="4">Overall impact:

The Statement of Licensing Policy is likely to have both positive and negative impacts.

The legislative framework for the Licensing Act 2003 recognises the sale of alcohol by retail, late night refreshment and regulated entertainment such as music and dance as a legitimate leisure activity that many people enjoy. It can be social, fun and as such might have positive impacts on wellbeing. In addition, it generates income, employment and tax revenue, creating employment, which is an important determinant of health and wellbeing.

However, set against this, it can generate significant dis-benefits such as working days lost through alcohol misuse, or the cost of treatment for ill-health. Less easily measured are potentially very significant impacts such as the negative effects of some alcohol addiction on family relationships, and the psychological and social development of children.

The proposed statement of licensing policy is intended to address this negative issue by promoting responsible retailing.

It expects the applicant to have considered:

o The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate.
o Any risk posed to the local area by the applicants' proposed licensable activities;
o Steps to protect vulnerable residents
o Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.
o Any other relevant policies that the local authority has adopted.

The policy also requires applicants to take appropriate measures to protect children from harm including considering the location of the premises in relation to premises frequented by children.

Cumulative impact zones, if adopted, will limit the number of new premises within certain geographical areas.</td></tr>
<tr><td>Positive</td><td>✓</td></tr>
<tr><td>Neutral</td><td>✓</td></tr>
<tr><td>Negative</td><td>✓</td></tr>
</table>

		The revised policy has a new section on mental health and wellbeing designed to improve the protection of adults with care and support needs. **Do you consider that a more in-depth HIA is required as a result of this brief assessment?** Please tick (✓) the relevant box **Yes** ☐ **No**✓

The legislative framework for the Licensing Act 2003 recognises the sale of alcohol by retail, late night refreshment and regulated entertainment such as amplified music and dance as a legitimate leisure activity that many people enjoy.

The Havering drug and alcohol harm reduction strategy 2016-19 states, *'Alcohol brings mixed fortunes to the local environment. On the one hand, the jobs and revenue generated by on and off-trade sales of alcohol can stimulate a local economy, such as in Hornchurch and Romford, whereby well-run community pubs and other businesses, provide employment and social venues for the community. Alcohol consumption is generally socially acceptable, and is enjoyed by many, including during times of celebration. On the other hand, excessive consumption of alcohol has a strongly negative influence on individual health, impacts on community wellbeing including as a result of antisocial behaviour, and on families and children. Alcohol (along with drugs), is often implicated as one of the three major issues in the Troubled Families agenda, along with domestic abuse and mental ill-health, which together, are commonly described as the "toxic trio". Furthermore, alcohol plays a part in more than half of domestic violence incidents and relationship breakdowns'.*

The proposed statement of licensing policy is intended to address this negative issue by promoting responsible retailing.

It expects the applicant to have considered:

- The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate.
- Any risk posed to the local area by the applicants' proposed licensable activities;
- Steps to protect vulnerable residents
- Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.
- Any other relevant policies that the local authority has adopted.

Cumulative impact zones are proposed in the policy where the Licensing Authority is of the view that the number, type and density of premises selling alcohol for consumption on and off the premises and the provision of late night refreshment is having a cumulative impact on the licensing objectives. It is considered likely that granting further licences in these areas would be inconsistent with the authority's duty to promote the licensing objectives. In these areas there is a rebuttable presumption that applications for new

premises licences, club premises certificates, or variation applications that will add to the existing cumulative impact, will normally be refused, unless the applicant can demonstrate why the operation of the premises involved will not add to the cumulative impact and not impact adversely on the promotion of the licensing objectives.

It should also be noted that public health are responsible authorities under the Licensing Act 2003.

As a responsible authority, Public Health may, where they have appropriate evidence:

- make relevant representations on the likely effects of the grant or variation of a premises licence or club premises certificate on one or more of the licensing objectives
- make relevant representations on the review of a premises licence or club premises certificate where problems associated with one or more of the licensing objectives occur after the grant or variation of the licence or club premises certificate
- issue an application for the review of a premises licence or club premises certificate where problems associated with one or more of the licensing objectives occur after the grant or variation of the licence or club premises certificate.
- contribute to the development and review of the statement of licensing policy and have a key role in identifying and interpreting health data and evidence**.**

Sources used:

- Havering drug and alcohol harm reduction strategy 2016-19
- Public health and the Licensing Act 2003 – guidance note on effective participation by public health teams

<table>
<tr><th colspan="3">Socio – Economic impact:</th></tr>
<tr><td colspan="2">Please tick (✓) the relevant box:</td><td rowspan="4">Overall impact:

The legislative framework of the Licensing Act 2003 recognises the sale of alcohol by retail, late night refreshment and regulated entertainment such as music and dance as a legitimate leisure activity.

Alcohol brings mixed fortunes to the local environment. On the one hand, the jobs and revenue generated by on and off-trade sales of alcohol can stimulate a local economy, whereby well-run community pubs and other businesses, provide employment and social venues for the community. Alcohol consumption is generally socially acceptable, and is enjoyed by many, including during times of celebration.

On the other hand, excessive consumption of alcohol has a strongly negative influence on individual health, impacts on community wellbeing including as a result of antisocial behaviour, and on families and children. Alcohol (along with drugs), is often implicated as one of the three major issues in the Troubled Families agenda, along with domestic abuse and mental ill-health, which together, are commonly described as the “toxic trio”. Furthermore, alcohol plays a part in more than half of domestic violence incidents and relationship breakdowns.

The proposed statement of licensing policy is intended to address this negative issue by promoting responsible retailing.

It expects the applicant to have considered:

o The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children congregate.
o Any risk posed to the local area by the applicants’ proposed licensable activities;
o Steps to protect vulnerable residents
o Any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.
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The policy also requires applicants to take appropriate measures to protect children from harm including considering the location of the premises in relation to premises frequented by children.</td></tr>
<tr><td>Positive</td><td></td></tr>
<tr><td>Neutral</td><td>✓</td></tr>
<tr><td>Negative</td><td></td></tr>
</table>

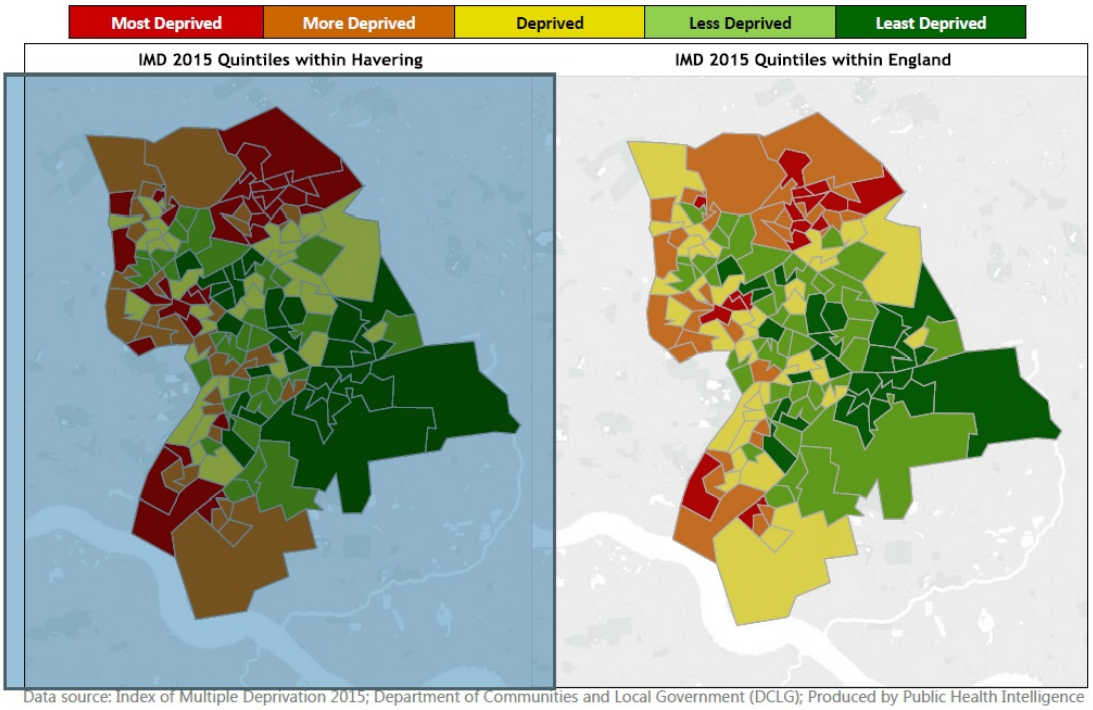
		Cumulative impact zones, if adopted, will limit the number of new premises within certain geographical areas reducing the negative impact on the licensing objectives.

Evidence:

People who live in the most deprived areas have the poorest health and well-being outcomes. On average people living in deprived areas, lower socio-economic groups and marginalised groups have poorer health and poorer access to health care than people resident in affluent areas and people from higher socio-economic groups.

Havering is a relatively affluent borough. Based on IMD (Index of Multiple Deprivation) 20155, Havering is ranked 166th overall out of 326 local authorities in England for deprivation (1st being most deprived, 326th being least deprived). Although this suggests a relative slight increase in deprivation compared to the IMD 20106 ranking (177th out of 326 local authorities), Havering remains within the third deprivation quintile7 when compared to all local authorities.

There are pockets of deprivation to the north (Gooshays and Heaton wards) and south (South Hornchurch ward) of the borough. The chart below displays two maps of Havering: on the left, deprivation quintile score of Havering Lower Super Output Areas (LSOAs) relative to Havering and on the right, deprivation quintile score of Havering LSOAs relative to England. Both are displayed in order to respectively identify areas more deprived compared to other local and national LSOAs.



Data source: Index of Multiple Deprivation 2015; Department of Communities and Local Government (DCLG); Produced by Public Health Intelligence

The average gross income per household in Havering (£44,430, as measured in 2012/13) is low in comparison to the London average (£51,770) and slightly higher than the England average (£39,557).

1/3 of fast food outlets across are found in the most deprived areas.

A Health Survey England 2015 found that men and women in higher income households were more likely to drink over 14 units in a usual week (37% and 22% respectively) than were men and women in lower income households (29% and 9% respectively).
However the economic consequences of alcohol consumption can be severe, particularly for the poor. Apart from money spent on drinks, heavy drinkers may suffer other economic problems such as lower wages and lost employment opportunities.

Sources used:

- This is Havering 2018 version 4.1 (August 2018) *produced by public health intelligence*
- Public health matters, www.gov.uk
- Health Survey for England 2015

3. Review

In this section you should identify how frequently the EqHIA will be reviewed; the date for next review; and who will be reviewing it.

Review: **Scheduled date of review:** **Lead Officer conducting the review:**

Please submit the completed form via e-mail to EqHIA@havering.gov.uk

Thank you.

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Havering
LONDON BOROUGH

FULL COUNCIL, 1 SEPTEMBER 2021

REPORT OF OVERVIEW AND SCRUTINY BOARD TOPIC GROUP

Pandemic Command Response

The attached report contains the findings and recommendations of the Overview and Scrutiny Board – Pandemic Command Response Topic Group. The report was adopted by the Board 10 March 2021 and considered by Cabinet on 7 July 2021. Cabinet was supportive of the review and its recommendations but referred the matter on to Council for final endorsement of the review's recommendations.

Accordingly, Council is RECOMMENDED:

To endorse the adoption by Cabinet of the recommendations of the Overview and Scrutiny Board – Pandemic Command Response Topic Group.

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REPORT OF OVERVIEW & SCRUTINY BOARD
COVID-19 PANDEMIC COMMAND RESPONSE TOPIC GROUP

BACKGROUND

At its meeting on 13 October 2020, Overview & Scrutiny Board commissioned a number of Topic Groups to review the impact of the COVID pandemic and the Council's response to it.

The terms of review for this Topic Group was the Council's response to the COVID pandemic; specifically, the emergency planning arrangements and communication strategy.

The Group established a timetable to review relevant documents and to meet virtually with members of staff and public section partner agencies.

The membership of the Topic Group consisted of Councillors Keith Darvill (Chairman), Ray Morgon, Christine Smith and Linda Hawthorn.

The Group met on four occasions and has now concluded its review; identifying recommendations and findings which are detailed in this report.

THE SCOPE OF THE REVIEW

Overview & Scrutiny Board recognised that the scope of the pandemic was such that commissioning a single Topic Group to assess its impact and the preparedness of the Council in responding to it was unrealistic. It therefore established three separate Topic Groups charged with exploring specific areas of interest.

The focus for this Topic Group concerned the Council's emergency planning arrangements and the operation of its Command Structure. It therefore concentrated on the following key areas:

1. Review the Council's influenza-pandemic plan and develop an understanding of the Council's Command structure. Challenge and review planning assumptions contained within the plan (was the response proportionate to the risk);

2. Understand and explore the relationship between the Command structure and the Borough Resilience Forum;
   a. With reference to the Community Resilience Development Framework, was there sufficient support for individuals identified at being of greatest risk? How are we doing it and what worked well/not so well (lessons learnt)
   b. Promotion of the pandemic plans/Command responses into Member organisations from the business and voluntary sector. How was it communicated and were there any areas for improvement?

c. Was the Resilience Plan tested pre-Covid? If so, what were the improvements gleaned from it?

3. Communication roles between Command, the Resilience Forum and elected Members. How the council communicated government guidance on responding to the pandemic and impacts on service provision.

METHODOLOGY

The Group agreed that the list of people to be interviewed would comprise the following members of staff -

Andrew Blake-Herbert	Chief Executive and Strategic Gold Command
Dr Mark Ansell	Director for Public Health and Tactical Silver Command
Robert South	Director for Children's Services
Trevor Cook	Assistant Director for Education, Learning & Achievement
Gareth Nicholson	Assistant Director for Customer and Communications
Trevor Meers	Corporate & Community Resilience Manager
Lilly Pannifer	Emergency Planning Officer

The Topic Group also met with a pool of representatives from the Borough Resilience Forum. The Topic Group recognised the pressures faced by wider cohort of representatives and delayed matters until the pressure of the third lockdown was beginning to ease. This delayed the reporting of the Topic Group's findings however Members considered it necessary to delay until this aspect of the review had been completed.

A Member survey would be conducted to establish the extent of understanding and awareness of the authority's emergency planning powers.

From the outset, Topic Group Members appreciated the scale of the pandemic and the impact its longevity was having on the operation of Council services. Members quickly established that conducting a review mid-pandemic would have its limitations, not only the availability of key contributors but also the fluid nature of the evolving emergency response to it. Members therefore focussed on specific areas were tangible differences could be made which would not impede the ability of those charged with emergency planning powers to undertake their statutory duties.

TIMETABLE FOR REVIEW

Members were hoping to complete the review within as short a timescale as possible. It was recognised however that it would be a challenge given the ongoing nature of the pandemic and the impact of changing restrictions on the availability of key contributors.

Members were however grateful for the commitment of staff to the review, many of whom were integral to the pandemic effort and prioritised the review above other competing matters.

THE REVIEW

The notes of the meetings and discussion are listed as background papers. Set out under the heading **RECOMMENDATIONS / CONCLUSIONS** are the key issues that emerged from the scrutiny.

MEETINGS

The Topic Group met virtually on four occasions.

The first session that took place reviewed the Council's emergency plan arrangements for responding to a pandemic. The associated emergency plans are restricted documents and not available for public consumption. Accordingly, the notes of that meeting are restricted also.

At the second meeting, the Topic Group received a detailed presentation from the Assistant Director for Customer and Communications, setting out the Council's strategy for communicating its response to the pandemic.

At the third meeting, the Topic Group met virtually with senior officers involved in the Council's Command structure. The session focused on the implementation of the emergency plans and the operational impact the pandemic on the Council's operations and its response to it.

At its final meeting, the Topic Group met with representatives from the Borough's Resilience Forum to better understand how public sector bodies had co-operated to respond to the pressures exerted by the pandemic.

The Topic Group also observed a virtual meeting of the Council's Tactical Silver Group, the notes from which are exempt from public disclosure. Attendance at the virtual meeting was to assist Topic Group members in their understanding of how the Council was responding to the pandemic. It was not a meeting commissioned by the Topic Group and Members took no active part in the meeting.

REVIEW OF PAPERS / DOCUMENT SUBMISSIONS

The Topic Group has carefully reviewed the documents and presentations provided to it as part of the scrutiny, many of which are exempt from public disclosure. The notes from meetings undertaken as part of the review have also been adapted such as not to reveal exempt information.

FINDINGS

1. Influenza-type Pandemic emergency planning and the operation of the Command Structure

- The rapid transition into an emergency planning situation and the mobilisation of the associated pandemic plans and Command Structure demonstrated to the Topic Group that emergency planning was firmly embedded practice in the Council. This was demonstrated by examples such as the rapid rollout of the smart working from home initiative, the scaling up of Operational Bronze Command Response Groups, and the shielding call response effort.

- Testing of emergency plans is undertaken as a routine practice. The current emergency plans were tested in April 2019. This reinforces the above statement that emergency planning arrangements are well established amongst the officer cohort.

- The redeployment of staff to support frontline services was critical in supporting the pandemic relief effort, particularly in areas such as shielding calls, test and trace, and the Operations Hub.

- Staff working from home and the rapid rollout of laptops as part of the smart working programme had contributed in part to a reduction in staff absenteeism rates.

- Feedback from a councillor survey established that understanding amongst the cohort around emergency planning and the Council's civil contingencies responsibilities was limited.

- The scale and longevity of the pandemic has exceeded all previous pandemic planning scenarios. For example, lockdown restrictions had not previously featured in any pandemic planning. Emergency plans have therefore been modified throughout key stages of the pandemic, however the core of the Command Structure and the governance framework which supports it has remained intact and effective.

- Government changes in local and national restrictions have often come at such short notice that the ability for council services to respond, adapt and implement has been a considerable challenge. The most notable example has been in schools where the landscape through the course of the pandemic has changed considerably. The Topic Group had confidence in the communication channels that existed to ensure that messages were clearly communicated between the council, schools and parents, the relationship between the latter two being particularly important. Topic Group Members were however concerned at the volume of short notice changes introduced by the Government and the disruptive impact this had on parents, pupils and school staff.

- The Topic Group recognised the effort and commitment of the Chief Executive and his senior management colleagues in ensuring openness and transparency in COVID-related during decision-making

through the pandemic. This was reflected in the results of the Member survey. The Topic Group is however concerned by the timeliness of decision-making and that many of the executive decisions produced were retrospective and therefore added little in the way of added value for Members.

- The results from the Member survey indicated a mix response when the question was posed as to whether civil contingencies responsibilities were understood amongst the cohort.

- Concern about long term impact for staff mental wellbeing with the extended period of remote working and the long working hours experienced by some. Recognised the pastoral support available to staff, coupled with frequent internal communications on how best to cope through the pandemic.

- Concern that there was insufficient reporting of how the pandemic had impacted on business as usual activities and how that was being monitored.

- The long term impact of the pandemic on the Council's finances and how it would meet the costs in future years.

- Reflection on how the emergency plans stood up to the pandemic and what has worked well and what needs to change for future such emergencies is essential and should incorporate input from Members.

2. Understand and explore the relationship between the Command structure and the Borough Resilience Forum

- The importance of collaborative working across public sector agencies in order to break down a silo mentality for the benefit of the public.

- The critical role the Council's Emergency Planning team play in supporting other public sector organisations.

- That the bodies which comprise the Forum often cover a much wider geographical area. The extent of the pandemic has put those resources under considerable strain.

- External communication messages by public sector organisations needs to be monitored by the Forum. There were concerns about consistency of messaging and ensuring that there were targeted comms which focussed on matters of local relevance.

- The frequency in changes to legislation afforded limited opportunity for organisations to make operational changes resulting in confusion around matters such as enforcement and best practice.

3. Communication roles between Command, the public and elected Members. How the council communicated government guidance on responding to the pandemic and impacts on service provision.

- The Topic Group were impressed with the effectiveness of the "DoingMyBit" campaign, noting that it received national recognition through a Bronze Award in the Public Service Communications Excellence Awards 2020

- The creation of a Bronze Command Sub-Group dedicated solely to communications was important is co-ordinating and delivering key messages and service updates.

- The importance and effectiveness of social media as a proactive communication tool for the dissemination of Government guidance and legislation. The Council's website was important for providing accurate and uptodate information on changes to Council services.

- The Topic Group noted with interest the introduction of targeted advertising campaign through mobile Ad-vans and billboards, however they were unsure as to the effectiveness of such methods. There was a wider concern about how communication campaigns were evaluated for the effectiveness and how it could inform future campaign strategies.

- More traditional communicated methods such as a borough-wide letter drop remained in order to ensure coverage for more hard to reach sections of the community who did not have access to technology.

- There was a correlation between targeted campaigns such as mass testing with subsequent uptake in the number of tests being administered.

- Noted with interest the diverse age range of visitor numbers through the Council's various social media channels, with Facebook being particularly popular.

- Almost a quarter of all households in the borough are signed up to receive the Living bulletin email.

- The importance of updated internal communications for staff. Particularly support and wellbeing given remote working and isolation experienced by some.

- As community leaders there is little opportunity for Members to report issues of local importance to the Council other than through the same channels as residents, or indeed for Members to undertake that role on behalf of the Council.

RECOMMENDATIONS / CONCLUSIONS

1. **On behalf of the members of the Topic Group and the Overview & Scrutiny Board, to thank all Council staff, public and voluntary sector bodies and for their dedication and commitment in responding to the pandemic.**

2. **The Topic Group was assured that emergency planning and awareness and understanding of the Council's emergency plans, including the Influenza Pandemic and Excess Deaths Plans, were firmly established practices amongst those who had responsibility for such matters.**

   That the Council had tested its emergency plans less than 12 months prior to the pandemic stood it in good stead for the impending pandemic. The preparedness was exemplified by the continuation of key council services such as waste collection, registration services, and children and adult social care services. That also extended to the support offered to public sector partners through the Resilience Forum and the excellent work undertaken by the Emergency Planning Team.

   Furthermore, the mobilisation of the smart working programme enabling staff to work remotely and the redeployment of staff unable to work from home to support critical initiatives such as shielding calls for the vulnerable and the operation of the distribution hub exemplified the Council's preparedness for the pandemic.

   There was however concern regarding the impact of the pandemic on business as usual activities and how such matters were being formally reported and monitored by Members.

   The establishment of a dedicated Bronze Communications Group was effective in co-ordinating messaging to the public and other key stakeholders such as businesses and voluntary groups. There was clear and consistent messaging for the most part in respect of impact on local services, public health messages around testing and vaccination and support that was available through initiatives such as business grants and rate relief. Where there was inconsistent messaging (eg. parking charges), it caused confusion to the public and Councillors alike.

   The Topic Group is concerned about the impact to the Council's finances and will monitor closely the strategy to offset the significant loss of income incurred over the past 12 months.

3. **Where The Topic Group considered improvements could be made to emergency planning and the response to the pandemic was in**

respect of the role of Elected Members. The intention here is to recognise that civil contingencies responsibilities rest largely with professional officers who are trained and experienced in responding to emergencies. Members do however play a key role as community leaders. It is the view of the Topic Group that their resource and expertise has not been utilised to its fullest extent. The following recommendations are therefore proposed:

a. **That Members receive annual mandatory training on the Council's Civil Contingencies responsibilities and emergency plans, including as part of the Member induction process.**

b. **That guidance be issued to Members on their roles and responsibilities during a local or national emergency.**

c. **That the governance arrangements around decision-making using civil contingencies powers and the issuing of special urgency decisions be explained with a report presented to a future meeting of the Council's Governance Committee.**

d. **Support the continuation of All Member Briefings in the event of a local or national emergency.**

e. **That consideration be given to establishing a dedicated communication channel for Members to inform the Council of live issues experienced in local communities during an emergency.**

f. **That Overview & Scrutiny and the wider Council membership be involved in any lessons learnt initiatives as part of the pandemic plan review, including a review of the Council's emergency plans.**

ACKNOWLEDGEMENTS

The Topic Group Members wish to place on record their thanks for the very positive approach displayed by members of staff during the course of this review.

Background Papers

Topic Group meetings notes:

19 October 2020

5 November 2020

12 November 2020

24 February 2021

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Covid-19 Pandemic Response Topic Group – Member survey

BACKGROUND

As part of its review into the Council's response to the Covid pandemic, the Topic Group conducted a survey of Council Members to establish their understanding and awareness of the authority's emergency planning powers.

The survey consists of the following three questions:

1. You have a knowledge of the Council's responsibilities under the Civil Contingencies Act 2004?

2. You have been kept informed of the Council's response to the pandemic?

3. You found the regular All Member Briefings on COVID led by the Chief Executive to be useful and informative?

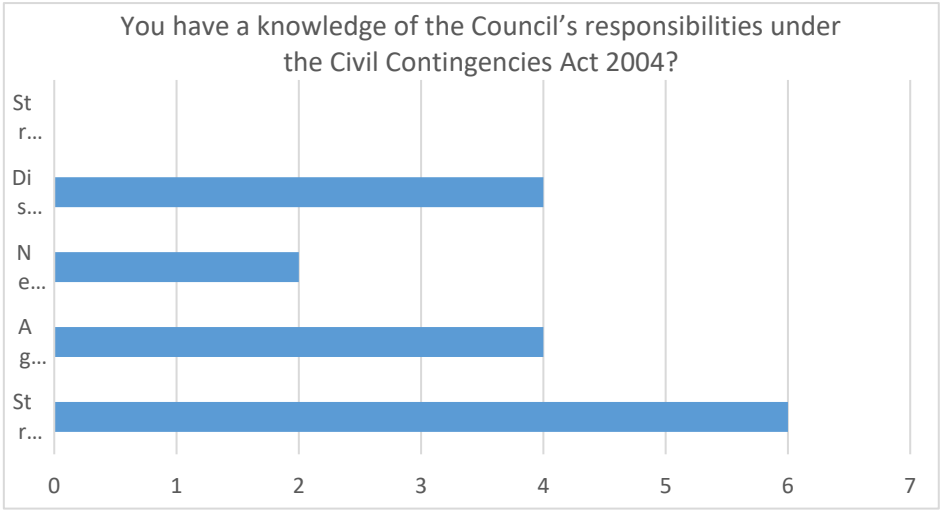
Members were also afforded the opportunity to provide comments in respect of the questions posed.

DETAIL

A total of to 16 responses were received (response rate of 29.6%)

Question 1. - You have a knowledge of the Council's responsibilities under the Civil Contingencies Act 2004?

In respect of Question 1, 6 of the 16 respondents selected 'Strongly Agree.' The next popular response was shared equally between 'Agree' and 'Disagree' (4 each). Of the 16 responses received, none were marked as 'Strongly Disagree.'.

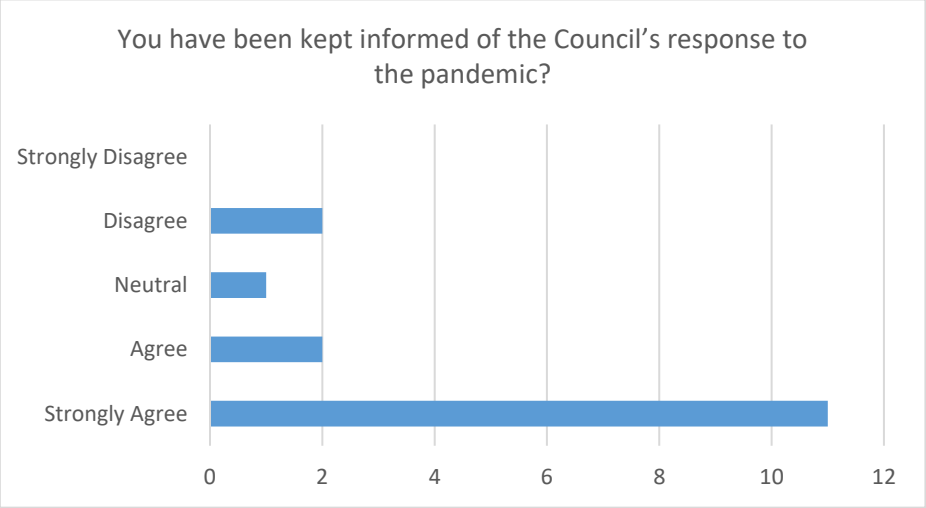


Q2 - You have been kept informed of the Council's response to the pandemic?

In respect of Question 2, the overwhelming majority of Councillors agreed or strongly agreed that they had been kept informed of the Council's response to the pandemic. Only 2 of the 16 responses received disagreed with that statement.

Member's comments revealed that the Leader's external bulletins, which are sent to the residents on a weekly basis, were an important form of communication for keeping both residents and Councillors informed. However, some Councillors have requested that the bulletin focuses on more localised statistics as opposed to National data as this already readily available across in the public domain.

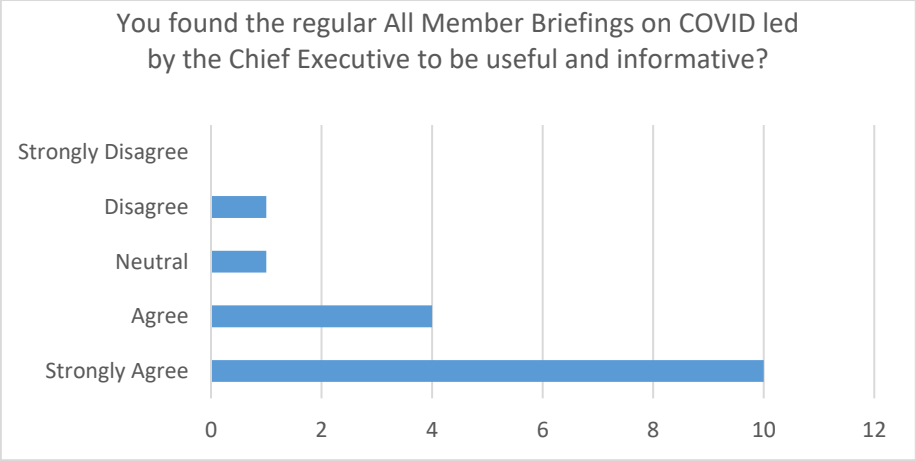
Two Councillors commented on the role of Councillors in the Council's pandemic response, with one requesting that Ward Councillors play a greater role during the pandemic response as Leaders. The other Councillor felt that opposition Councillors have been deliberately excluded from the process by the Chief Executive and the Leader.



Q3. You found the regular All Member Briefings on COVID led by the Chief Executive to be useful and informative?

Similarly to the results of the previous question, the overwhelming majority Councillors considered that the Chief Executive's All Member Briefings have been useful and informative, with all but two Members voting for either *strongly agree* or *agree*.

However, again it was noted that information delivered during these briefings should be more localised. Furthermore, some Councillors commented that the briefings have lost speed since the autumn with there being only two in the past two months.



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Havering
LONDON BOROUGH

REPORT OF THE CHIEF EXECUTIVE

Full Council: 1 September 2021

POLLING DISTRICT AND POLLING PLACES REVIEW

At its meeting on 25 August 2021, Governance Committee was due to consider a report (attached) on the Polling District and Polling Places Review. This gave proposals arising from a review of Polling Districts, Polling Places and Polling Stations carried out following a review of Ward boundaries in Havering undertaken by the Local Government Boundary Commission.

Subject to the report being approved by Governance Committee, it is **RECOMMENDED**:

That Council adopt the changes to Polling Districts and Polling Places as shown in appendices 5 and 6 of the report to Governance Committee of 25 August 2021.

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Havering
LONDON BOROUGH

GOVERNANCE COMMITTEE

Subject Heading:	Polling District and Polling Places Review
SLT Lead:	Andrew Blake-Herbert
Report Author and contact details:	***Zena Smith*** ***Election Services Manager,*** ***01708 431 585*** ***zena.smith@havering.gov.uk***
Policy context:	**There are no direct resource implications.**
Financial summary:	**There are no direct resource implications.**

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

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

SUMMARY

The Local Government Boundary Commission has reviewed all of the Ward boundaries in Havering, which has subsequently seen the number of wards being increased from 18 to 20.

The London Borough of Havering is undertaking a review of all Polling districts, Polling places and Polling stations In accordance with the requirements of section

18C of the Representation of the People Act 1983 (as amended by section 17 of the Electoral Registration and Administration Act 2013).

Under the provisions within the Electoral Registration and Administration Act 2013, the previous statutory review was undertaken in 2019.

A further interim review of all Polling Stations was taken in January 2021, as a consequence of the Covid Pandemic. These arrangements were implemented for the GLA election in May and resulted in the number of schools being used as Polling Stations significantly reduced. A full assessment of venues based on risk assessments, suitability, ownership and availability was undertaken Borough wide as part of this process.

The review of Polling Districts and location of Polling Places/Stations will need to be taken and implemented in time for the Local Elections to be held on Thursday 5 May 2022.to mirror the changes to the ward boundaries.

The Parliamentary Boundary Review Consultation is currently taking place these proposals are based on Havering's existing Wards and referred to in maps HC1.1 DR, HC2.1 DR and HAB6.1 HU. A request has been submitted to make minor amendments to the proposals with the effect of aligning the proposed parliamentary boundaries with the local ward boundaries.

The Proposals

At the end of this report you will find the following appendices:

The timetable is shown as Appendix 1.
A map for each ward showing proposed polling districts, along with individual Polling Districts within the Ward – Appendix 2.
A Spreadsheet showing Proposed Polling Stations for each new ward/polling district detailing previous ward/polling district where applicable – Appendix 3.
Comments and suggestions received during the Consultation Period - Appendix 4
Proposed Change to original recommendation for Hacton Ward - Appendix 5
A spreadsheet showing Recommended Polling Places and Districts - Appendix 6.

To note that all proposed Polling Stations have been used at previous Elections, with the exception of 2 venues Scotts School in Hacton Ward and Central Harvest Church in Marshalls and Rise Park Ward.

The Review Rationale

The parameters for the process of drawing the districts are:

There should be no more than 2500 electors (excluding absent voters) allocated to a particular polling station as per the Electoral Commission Guidance.

Consideration has been given to projected elector ratios that were used as part of the Ward Boundary Review in relation to the size of venues.

To ensure all electors have reasonable facilities for voting, and as far as possible polling places are accessible to all electors.

Where current polling districts can continue as the major part of the new districts, and there are sensible reasons for continuing with existing arrangements, then this principle has been followed.

Suitable existing polling stations be used where possible.

To take into account natural boundaries for example railway lines, major roads and rivers.

Polling places fall within the Polling District wherever possible

The use of schools be avoided where suitable alternative premises are available.

REPORT DETAIL

The consultation period started on 19th July 2021, concluding on Friday 13th August 2021 and was advertised via the Havering Council website, Havering Living, all libraries and direct communication with existing Polling Stations, Interested parties and Community groups. Comments were invited on the proposals, recommending to offer alternative suggestions for consideration where the proposal is not supported.

The outcome of the consultation is reported to Governance Committee and will be put before Council for approval in time to enable the Electoral Registration Officer to make any alterations necessary to the polling districts when it is next revised on 1 December 2021.

Background Information

Following each election officers will undertake a review and specifically look at any issues that have arisen in relation to the polling places.
The aims of the review is to ensure that as far as possible polling places are accessible to all, and to review polling staff and elector feedback.

An on-going accessibility audit and checklist is completed for each venue at every election by the Presiding Officer and the Polling Station Inspectors, and any relevant information has been considered whilst undertaking this review.

As schools are generally at the heart of the community and are more likely to be Disability Discrimination Act compliant than private buildings, the continuation of their

use for polling would seem to be unavoidable. Also the Representation of the People Act 1983 gives the Returning Officer the right to use such buildings free of charge only reimbursing heating, lighting and cleaning costs. However the timing of elections often clashes with examinations and schools are finding it more and more difficult to accommodate polling. As part of this review every effort has been made to avoid the use of a school where a suitable alternative has been identified. Where this has not been possible to achieve this also allows the opportunity to ask all Head-teachers of proposed polling places to consider if there is a separate part of their school that could be used for polling which would be more convenient for them, and where appropriate allowing for the school to remain open.

In addition consideration has been given to consultation responses received, as detailed in Appendix 4.and responses given.

In summary, following the conclusion of the consultation period no changes are being propose in relation to 86 polling places as proposed in Appendix 6, with one change of venue from the Havering Dog Training Centre to Harold Court School referred to in Appendix 4.

A change is being proposed in relation to two Polling Districts and one Polling Place as detailed in Appendix 5 in Hacton Ward.

RECOMMENDATIONS

That Governance Committee endorse the changes to polling places and polling districts set out in Appendix 5 and 6 and recommend their changes for approval by Full Council.

To note that the Parliamentary Boundary Review consultation is currently taking place based on Havering's existing wards.

IMPLICATIONS AND RISKS

Financial implications and risks: Any increase in the amount of polling stations would incur additional costs in terms of building hire, equipment and polling station staff. The cost incurred from using Council maintained buildings is limited to covering heating, lighting and cleaning costs. These costs are met by the Council only when used for Council elections or by- elections.

Legal implications and risks:

The Representation of the People Act 1983 section 18D requires that local authorities designate the polling places within the Parliamentary Constituencies.

Under the Representation of the People Act 1983, Returning Officers have the right to use certain public buildings (including schools that receive public funds) for use as polling stations at elections.

Human Resources implications and risks: None.

Equalities implications and risks:
The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have 'due regard' to:

(i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
(ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
(iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex/gender, and sexual orientation.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

In all situations, urgent or not, the Council will seek to ensure equality, inclusion, and dignity for all.

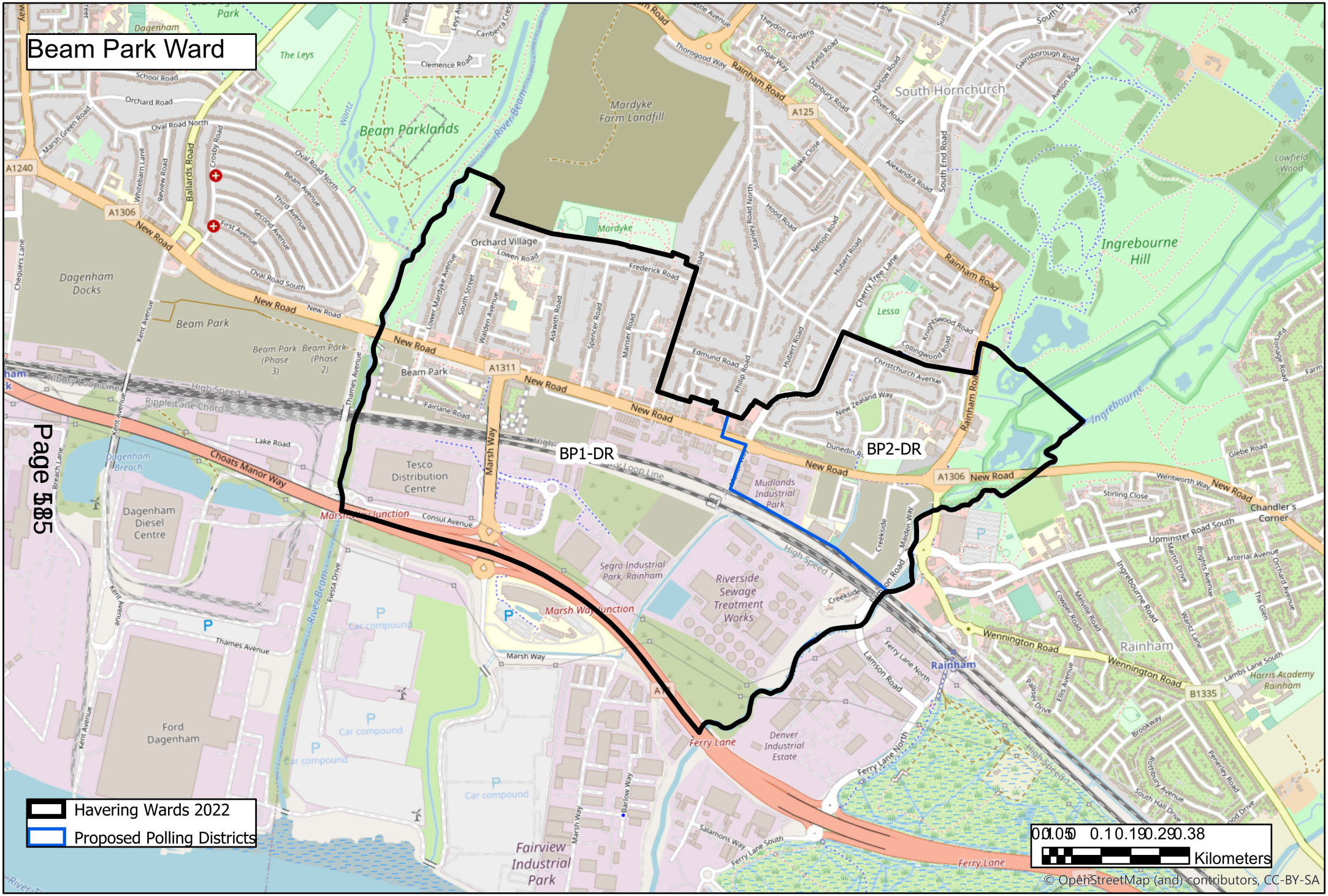
It has been reviewed to ensure that all eligible electors can access a polling station, and Staff receive equalities training as part of the mandatory Polling Staff training for each election.

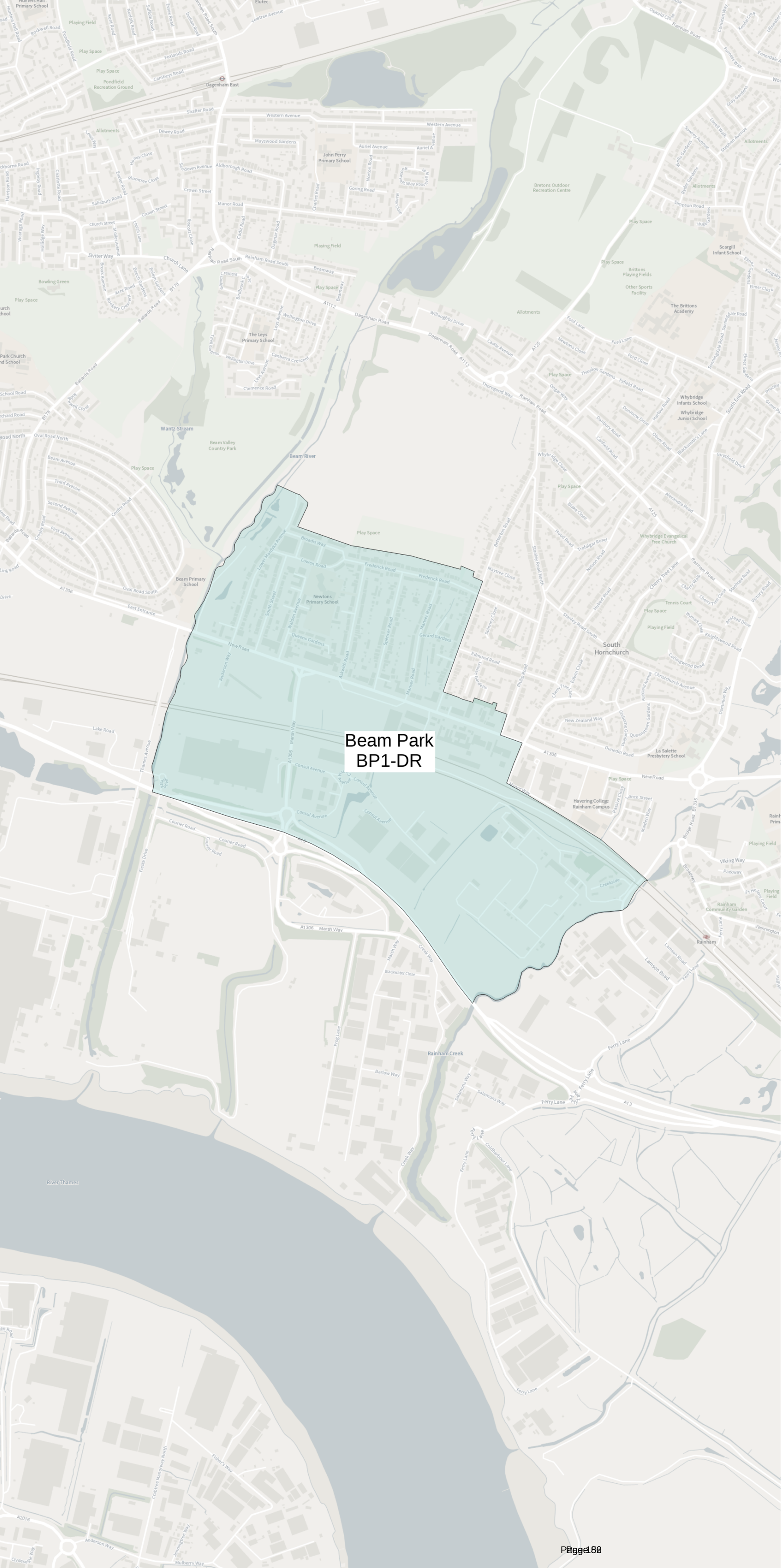
All existing Polling Stations had an accessibility checklist and risk assessment, which was completed at the Greater London Authority elections held in May 2021. Any new or proposed polling station will undergo a new accessibility checklist and risk assessment to ensure they are accessible for all residents.

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19th July 2021	Public Notice of commencement of the Polling District and Polling Places review
19 July to 13 August 2021	Proposals deposited at all public libraries in the Borough, and the Election Services Office, also on the Havering website. The following parties have been advised of the Review taking place and the Consultation Period: • All Ward Councillors • Greater London Assembly Member for Havering & Redbridge • Members of Parliament for the Dagenham & Rainham; Hornchurch & Upminster; and Romford Constituencies • (Acting) Returning Officer of Dagenham & Rainham Constituency • Persons who are considered to have particular interest in the premises or facilities used for voting • Relevant Community Groups within the Borough
16 August 2021	(Acting) Returning Officer to consider any representations and if necessary revise proposals
25 August 2021	Recommendations reported to Governance Committee to consider revised final recommendations
1 September 2021	Final recommendations to be put before full Council.
17 November 2021	Revised report to Council (if required)
1 December 2021	Publication of Register including amended polling districts

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Beam Park Ward
BP1-DR
BP2-DR
Havering Wards 2022
Proposed Polling Districts
0 0.05 0.1 0.19 0.29 0.38
Kilometers
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Havering
LONDON BOROUGH

Beam Park

Polling stations:

- Mardyke Community Centre

Havering
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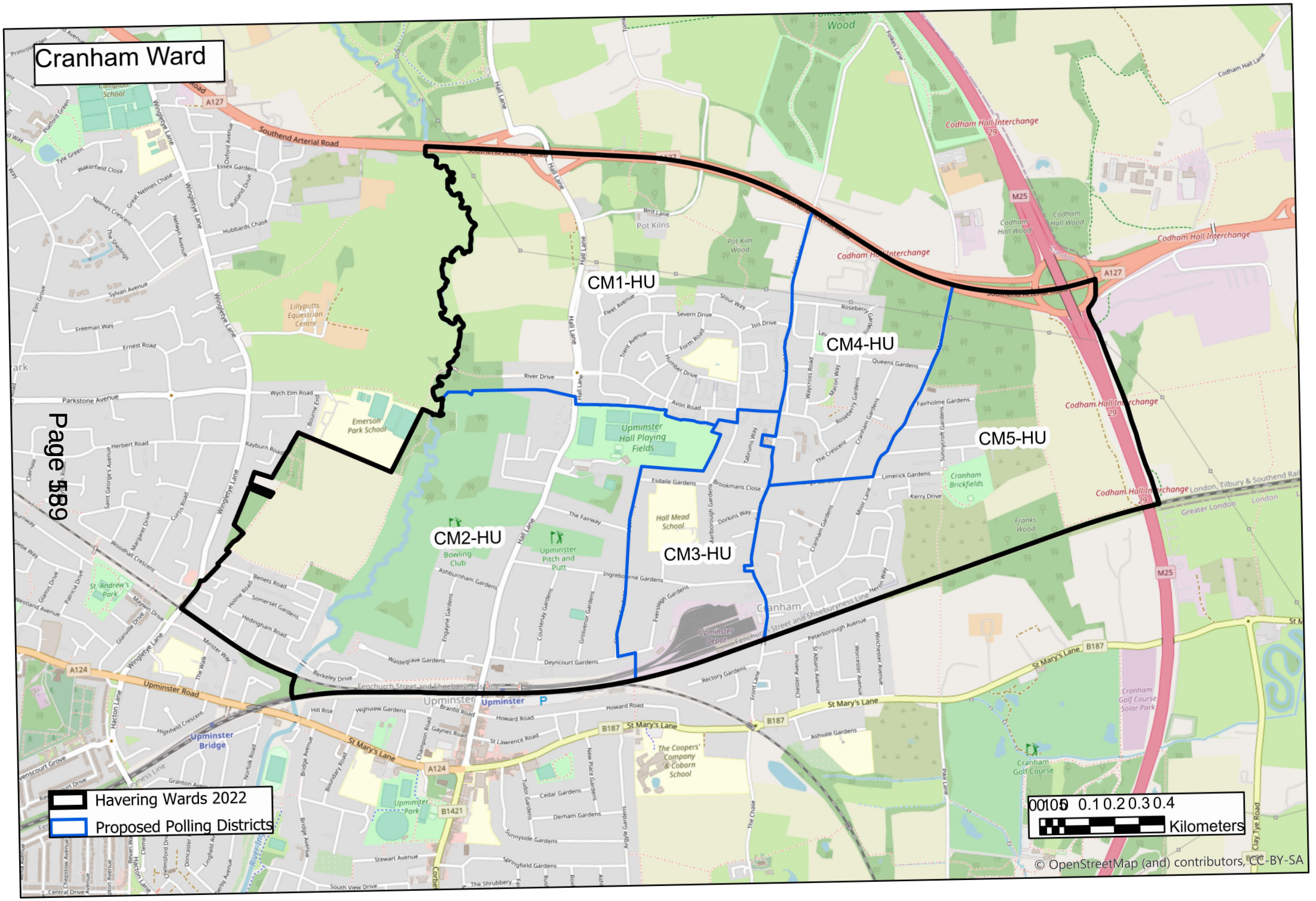
Beam Park



Polling stations:

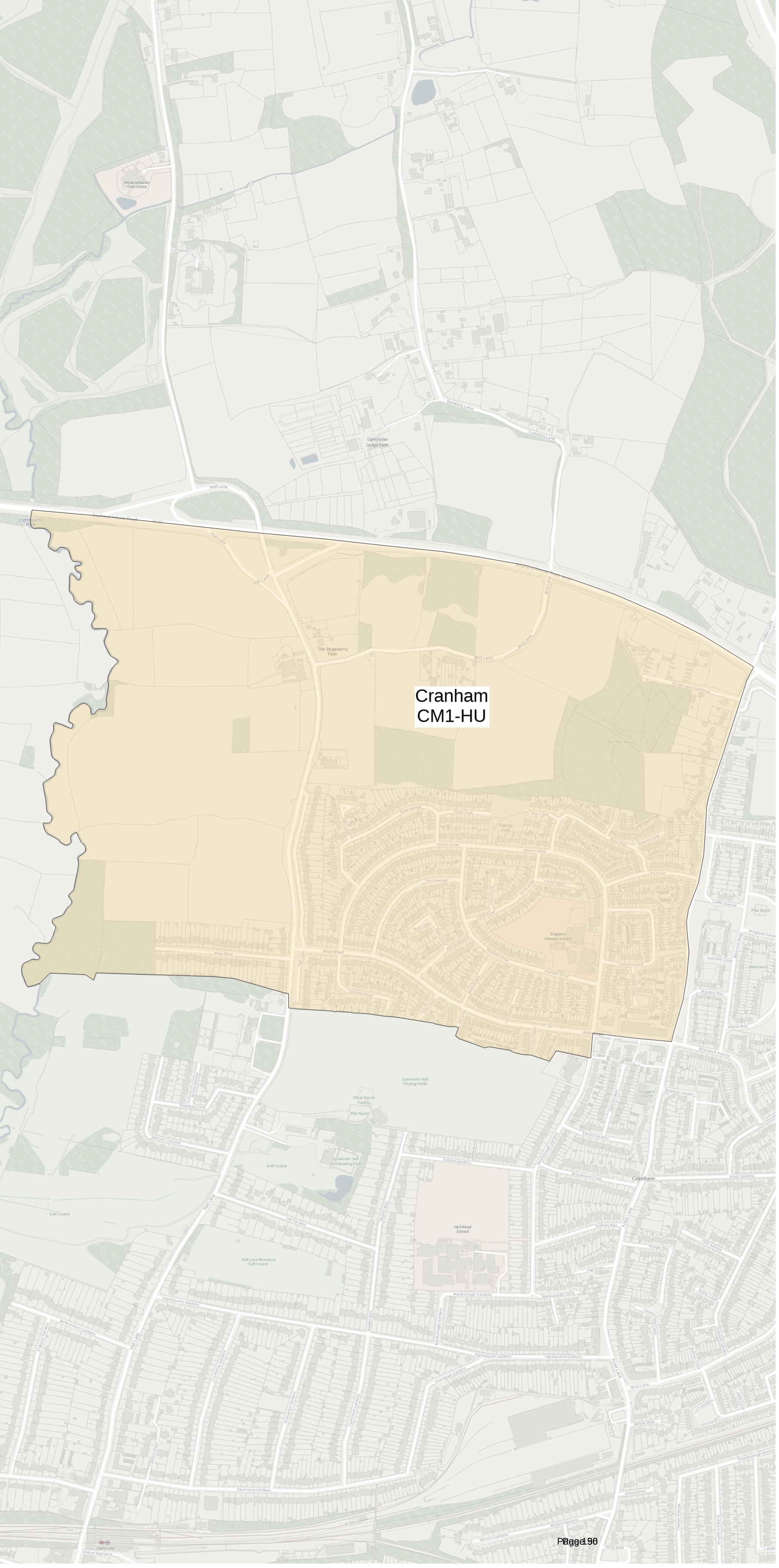
- La Salette Church Hall

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Cranham Ward
CM1-HU
CM2-HU
CM3-HU
CM4-HU
CM5-HU
Havering Wards 2022
Proposed Polling Districts
0 0.1 0.2 0.3 0.4
Kilometers
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Havering
LONDON BOROUGH

Cranham

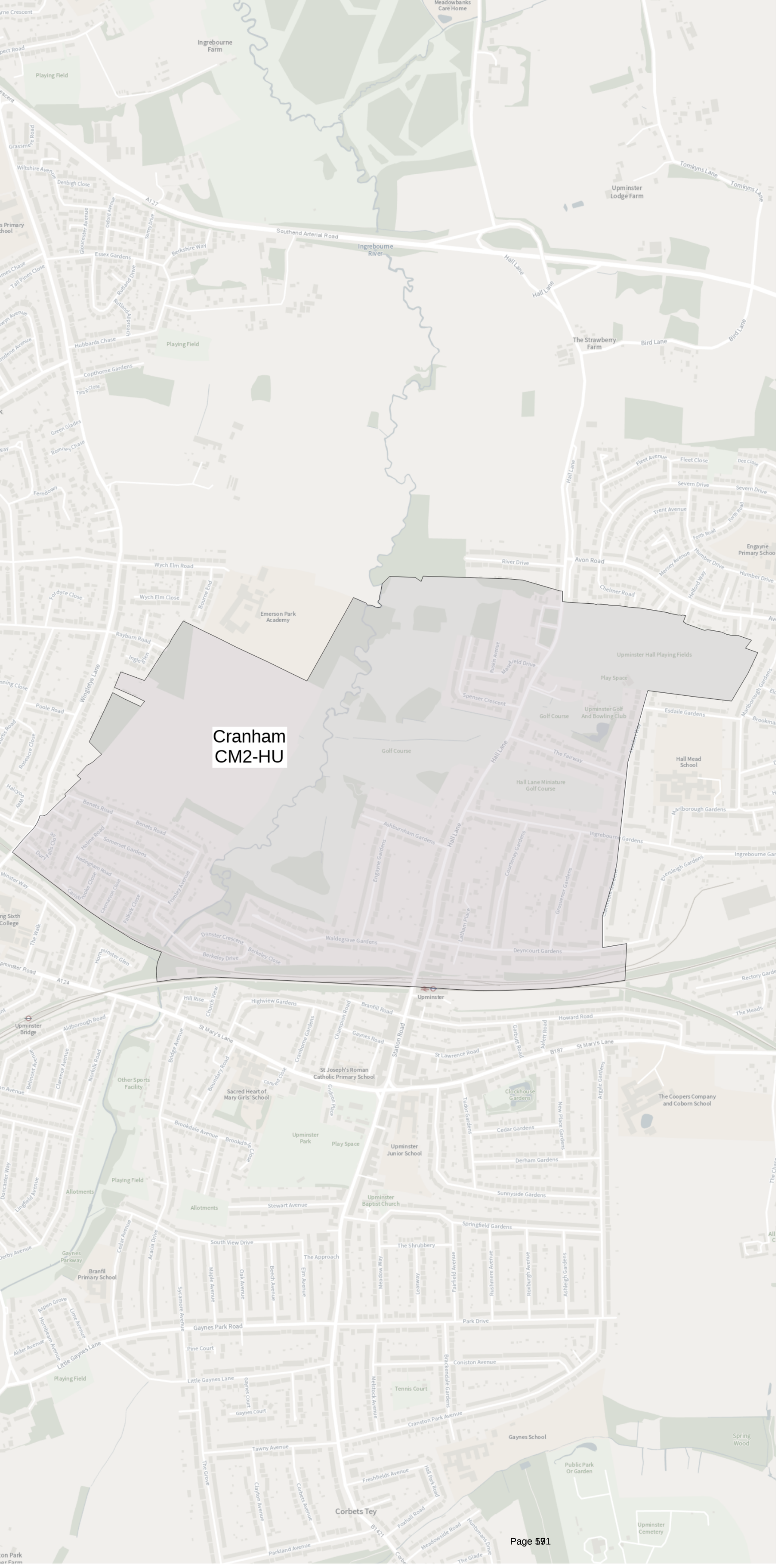


Polling stations:

- Cranham Baptist Church

Havering
LONDON BOROUGH

Cranham



Polling stations:

- Upminster Methodist Church

Havering
LONDON BOROUGH

Cranham



Polling stations:

- Cranham Community Association

Havering
LONDON BOROUGH

Cranham

Polling stations:

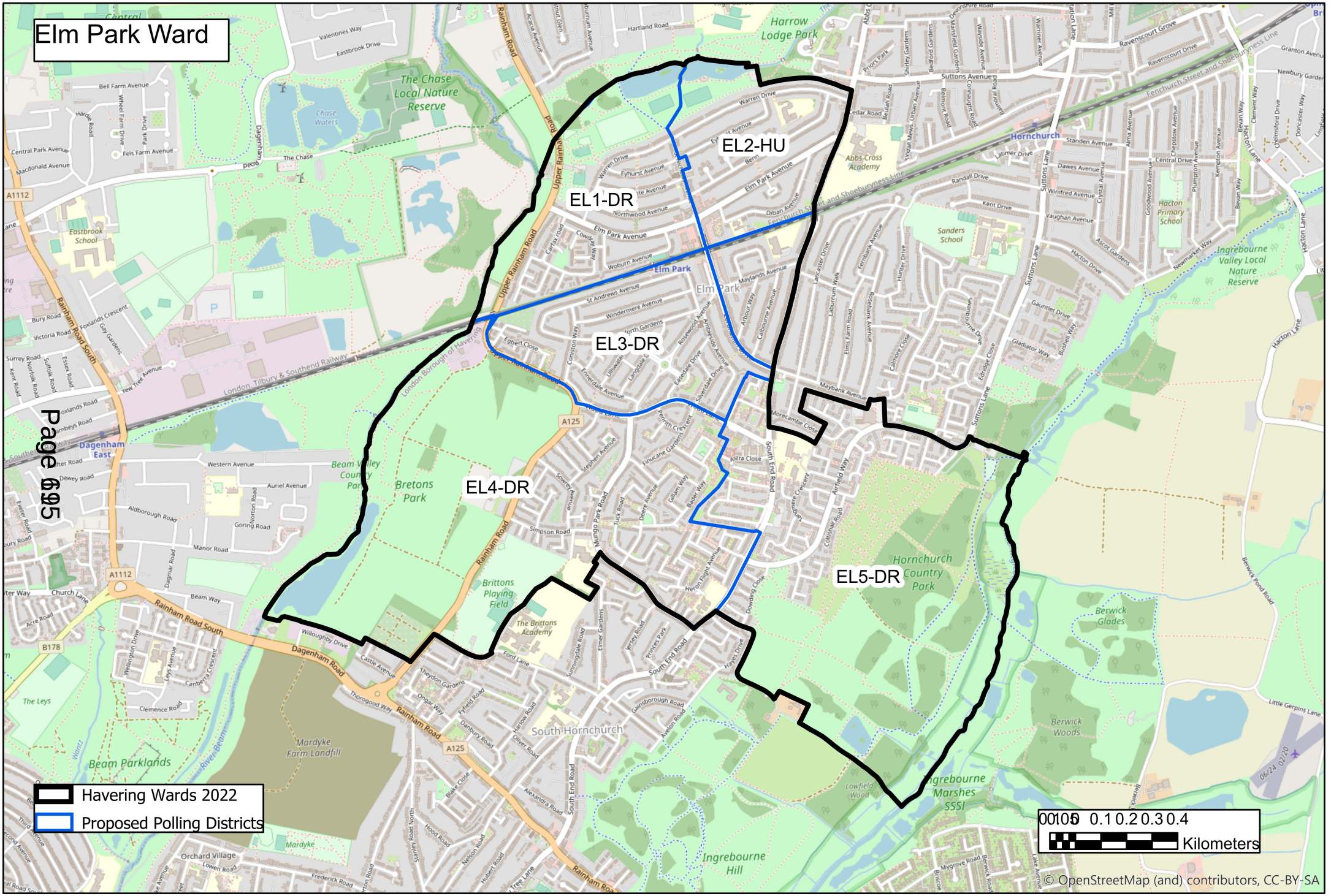
- St Luke`s Church Hall

Havering
LONDON BOROUGH

Cranham

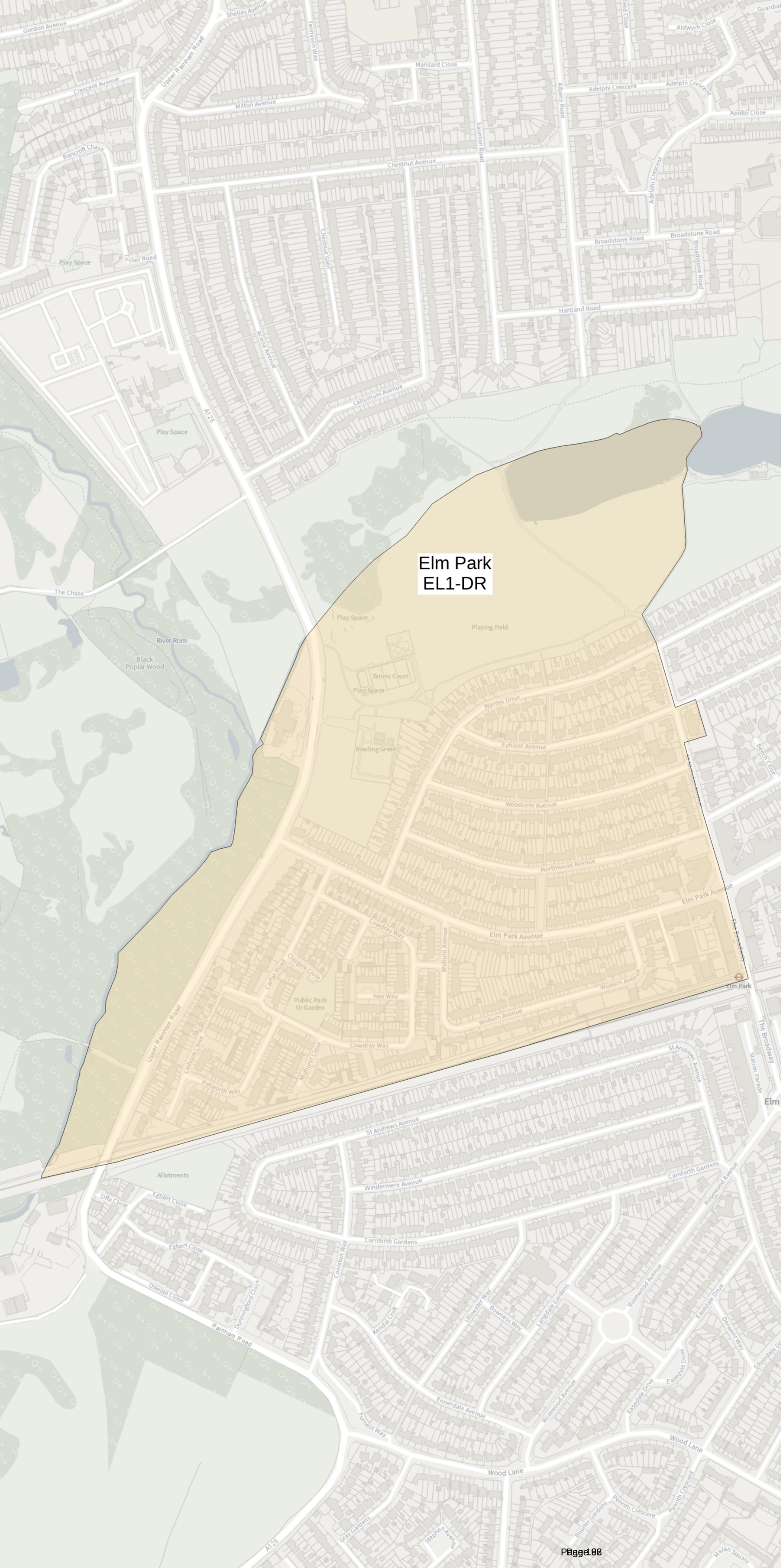
Polling stations:

- Cranham Social Hall


Elm Park Ward
EL1-DR
EL2-HU
EL3-DR
EL4-DR
EL5-DR
Havering Wards 2022
Proposed Polling Districts
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Kilometers
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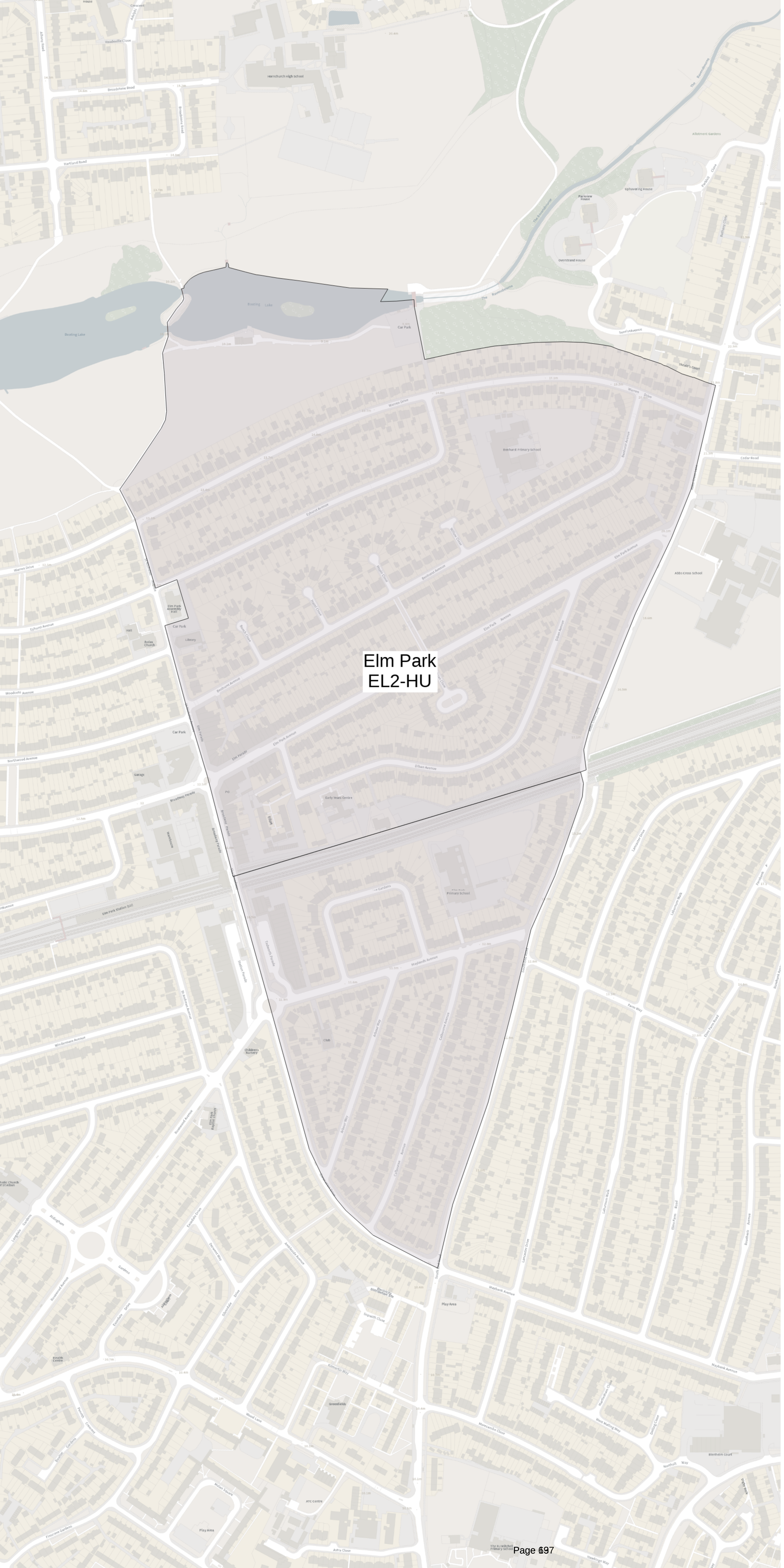
Havering
LONDON BOROUGH

Elm Park



Polling stations:

- Elm Park Assembly Hall



Havering
LONDON BOROUGH

Elm Park

Polling stations:

- Elm Park Library

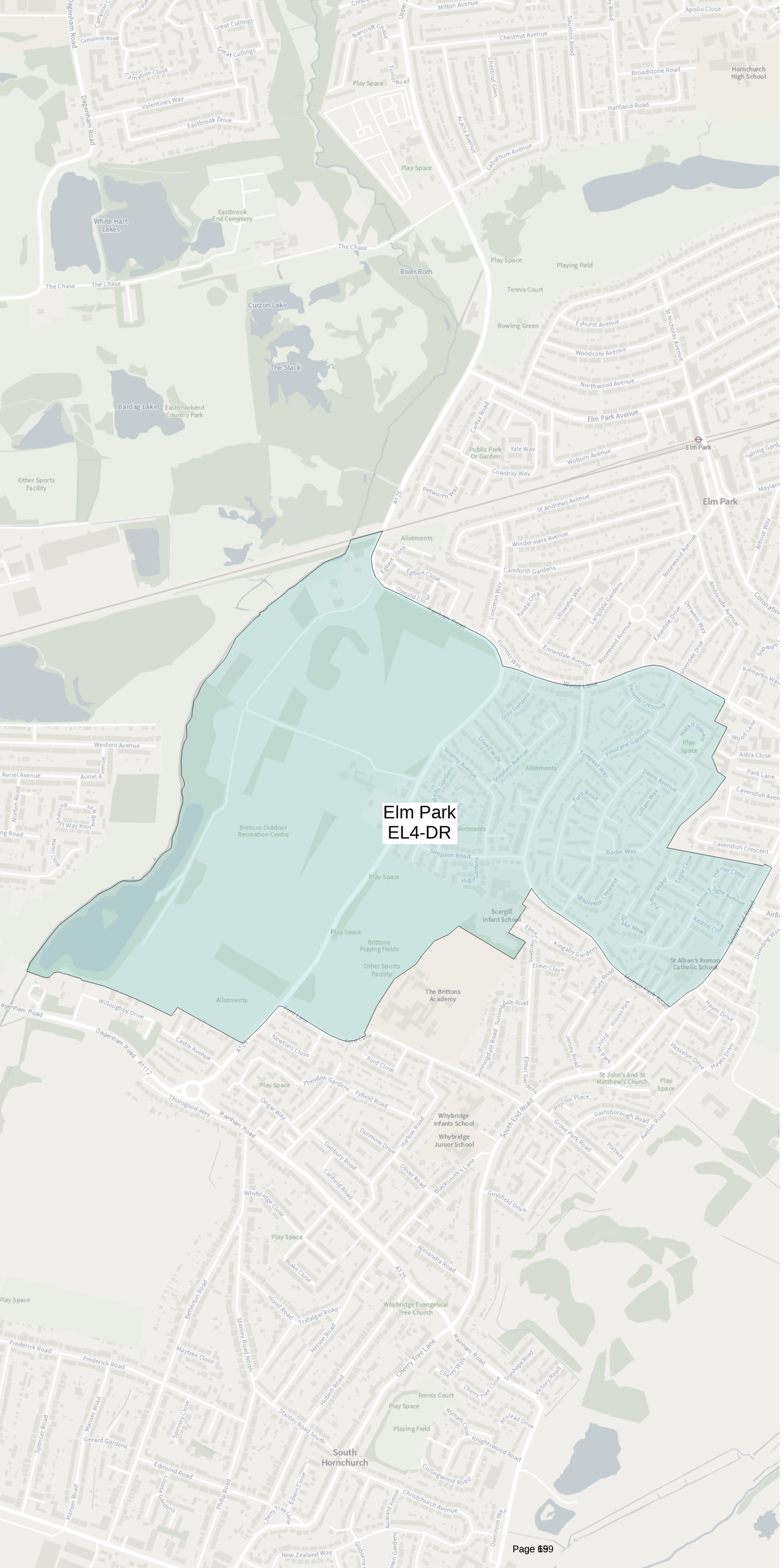
Havering
LONDON BOROUGH

Elm Park

Polling stations:

- Elm Park Baptist Church





Havering
LONDON BOROUGH

Elm Park

Polling stations:

- Bretons Community Hall

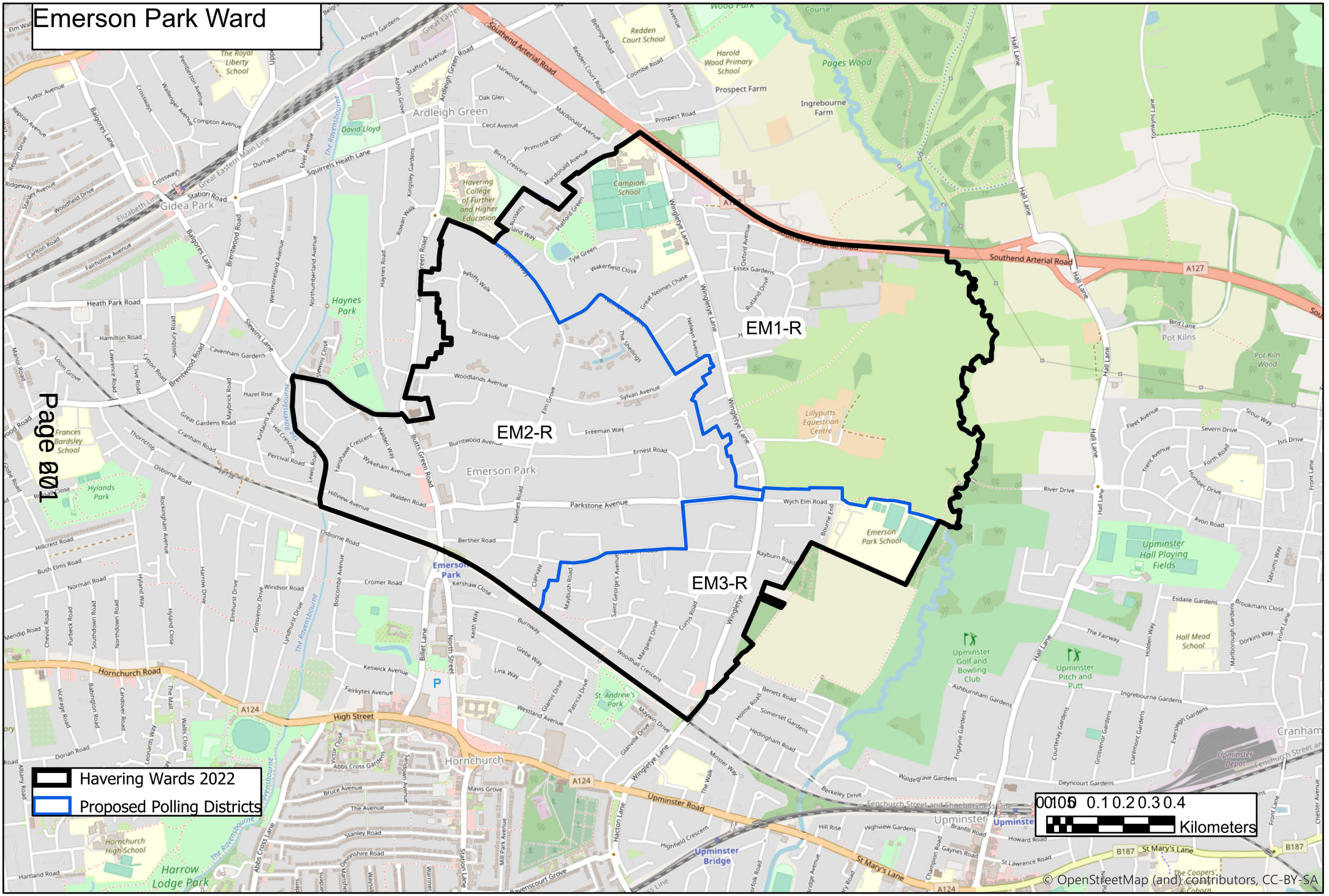
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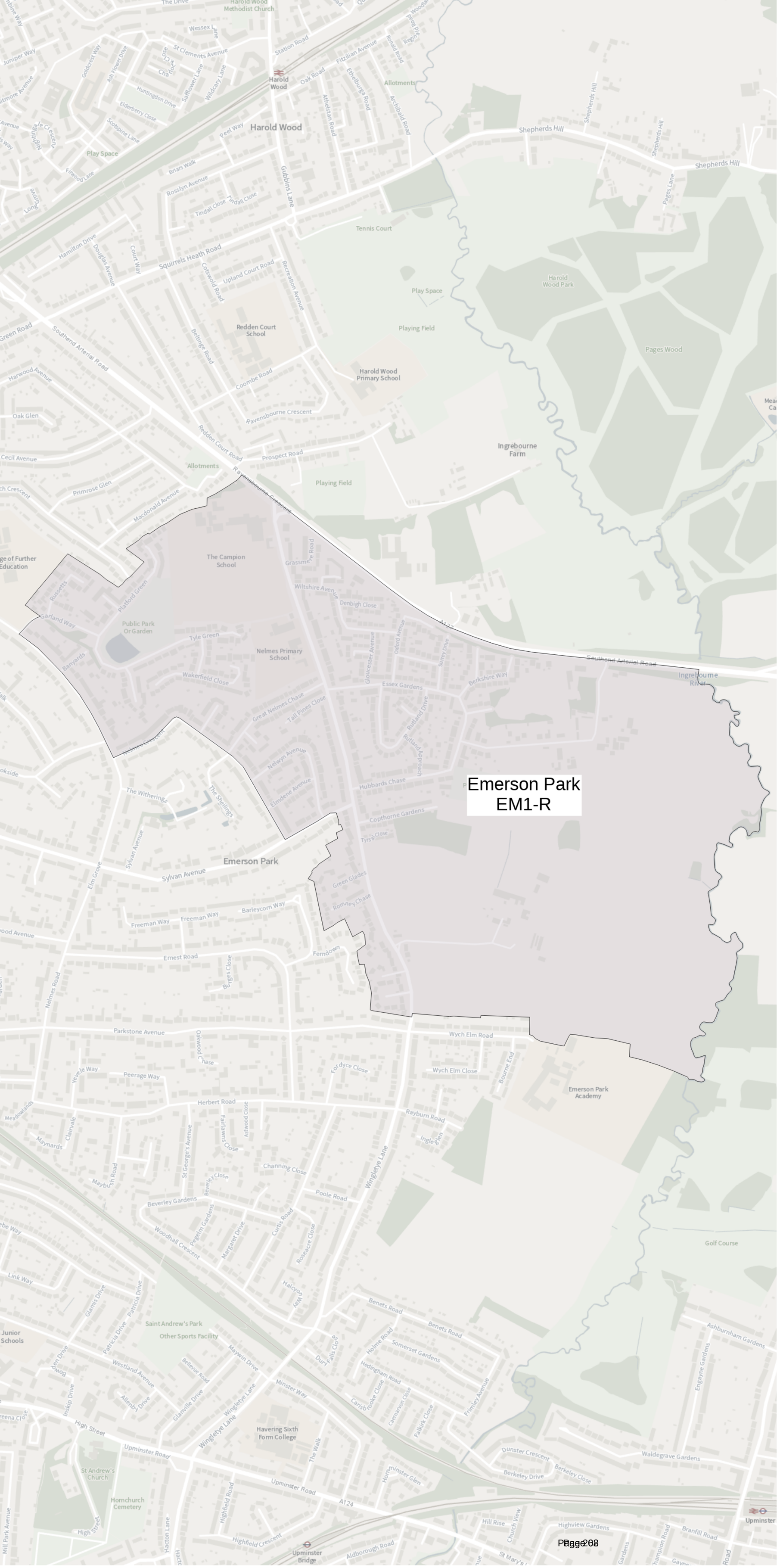
Elm Park



Polling stations:

- HASWA Greenfields


Emerson Park Ward
EM1-R
EM2-R
EM3-R
Havering Wards 2022
Proposed Polling Districts
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Kilometers
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Havering
LONDON BOROUGH

Emerson Park

Polling stations:

- Nelmes Primary School

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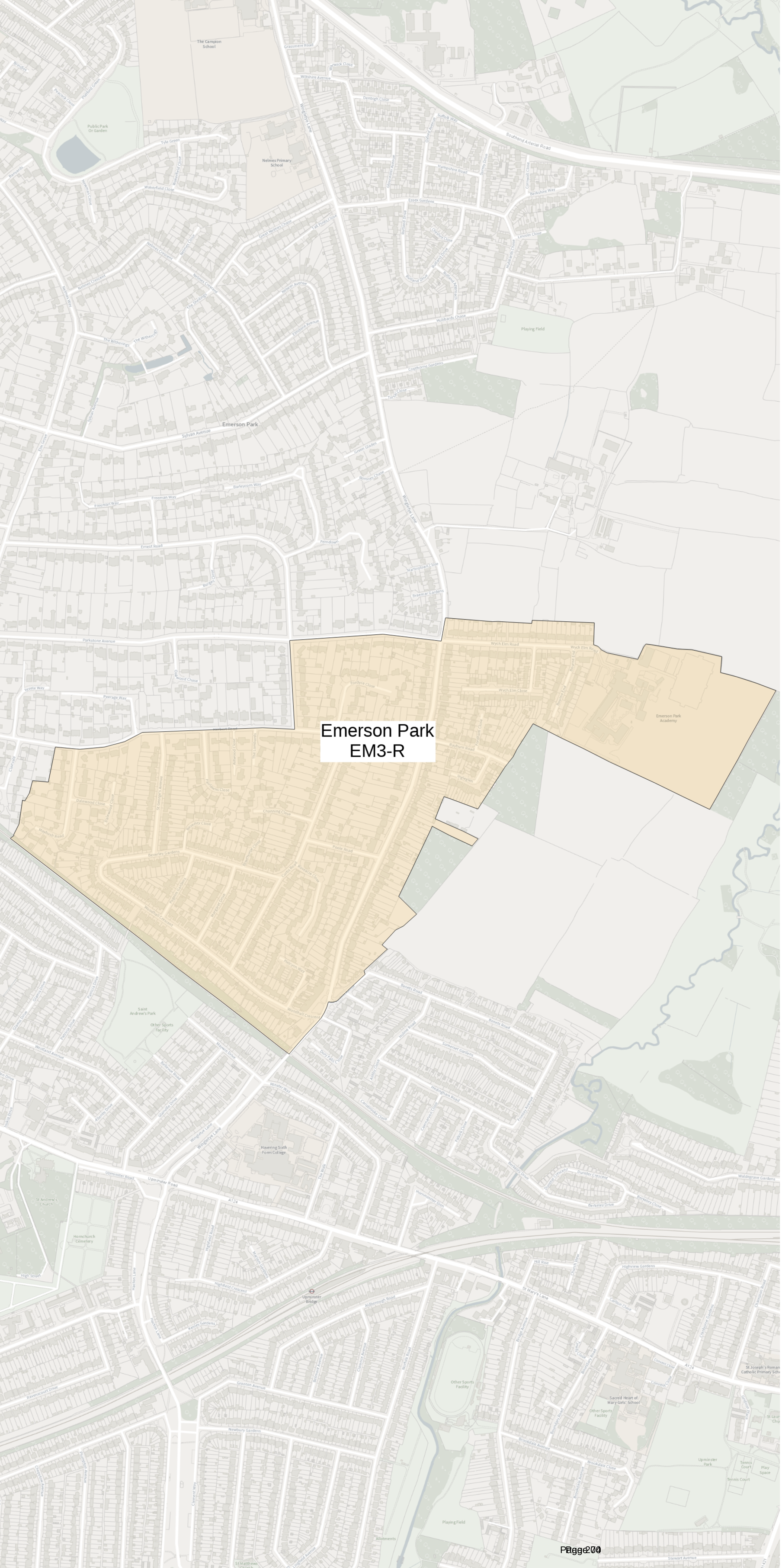
Emerson Park

Polling stations:

- Nelmes United Reformed Church Hall

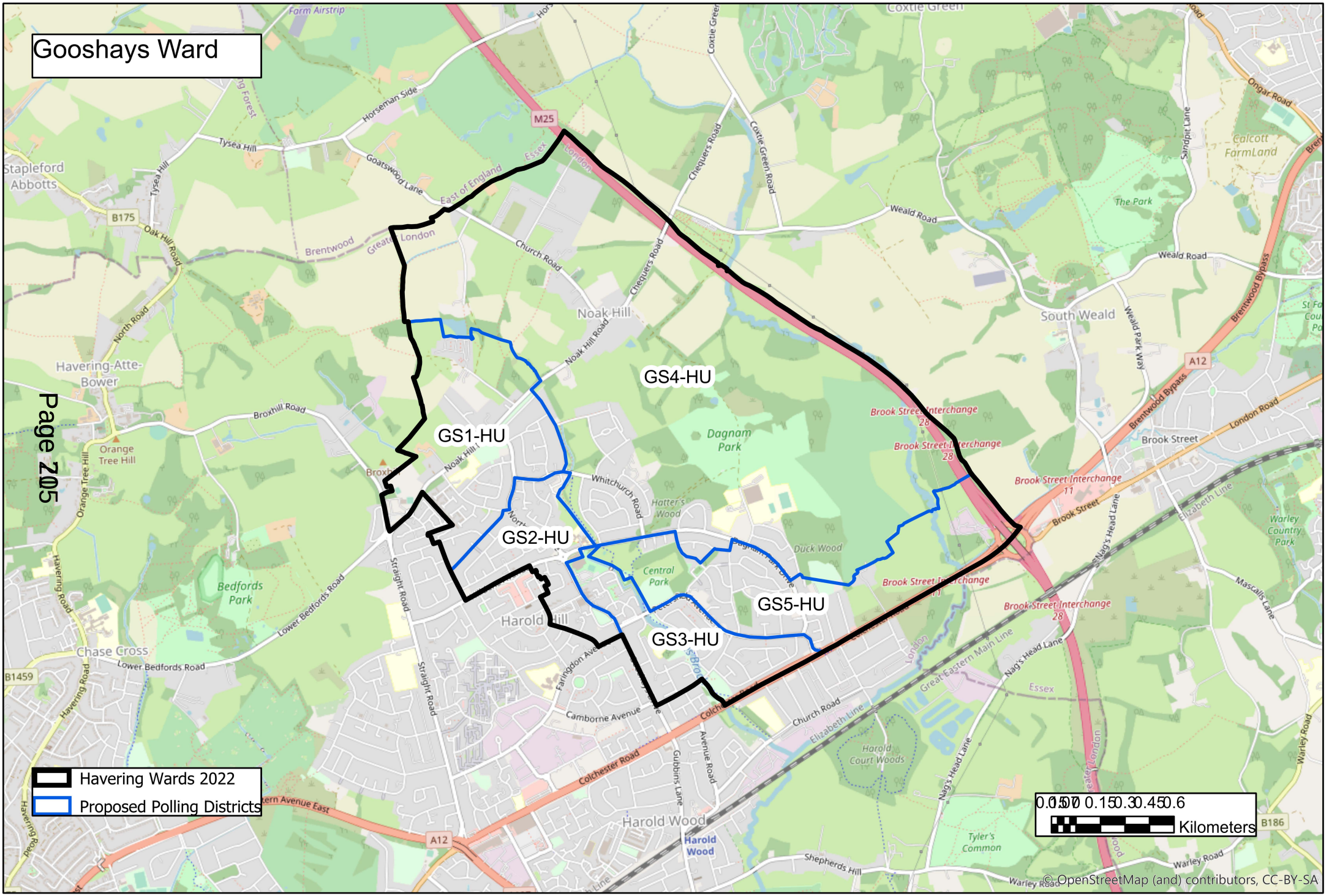
Havering
LONDON BOROUGH

Emerson Park



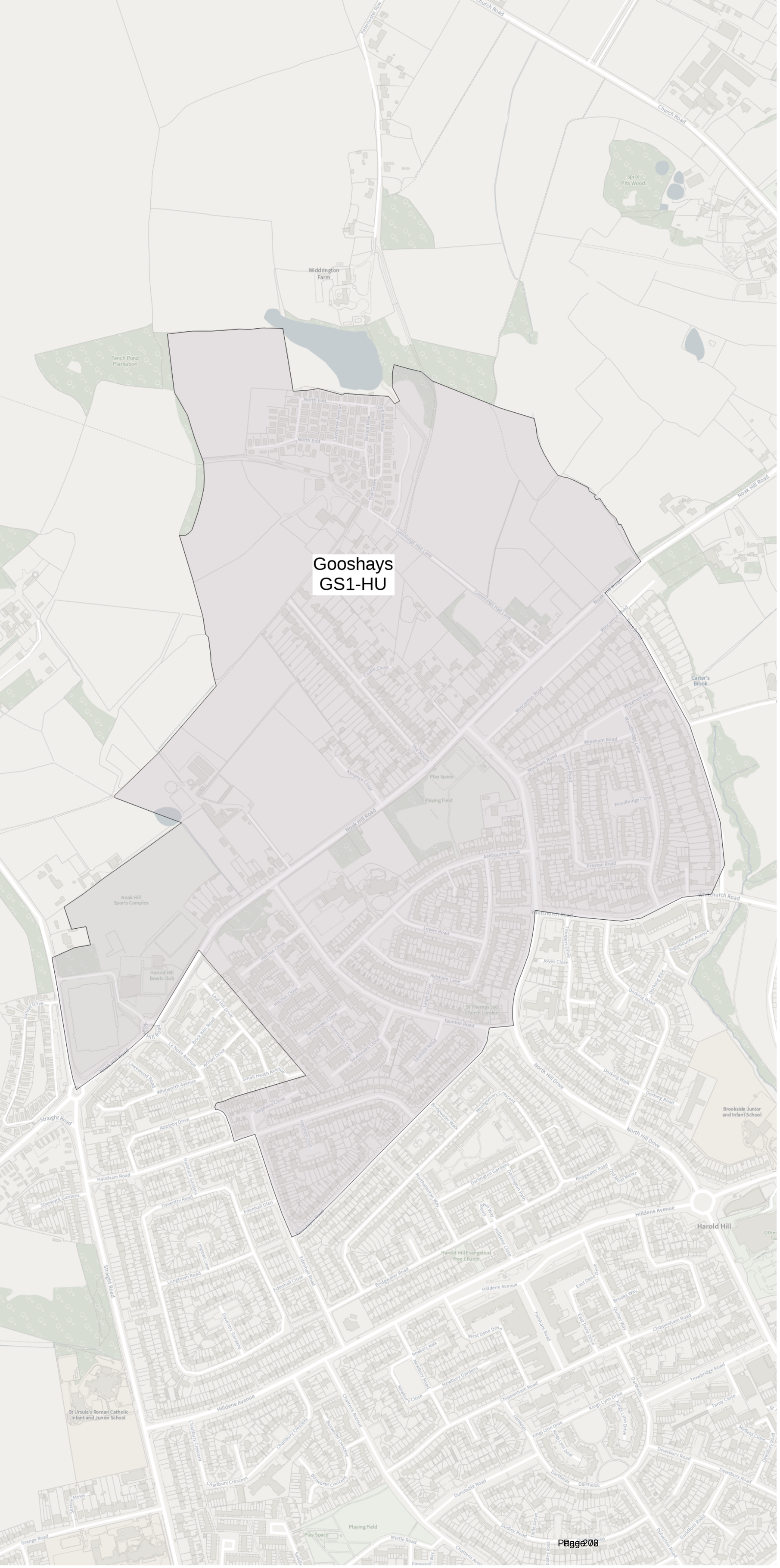
Polling stations:

- Whittaker Hall


Gooshays Ward
GS1-HU
GS2-HU
GS3-HU
GS4-HU
GS5-HU
Havering Wards 2022
Proposed Polling Districts
Kilometers
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Havering
LONDON BOROUGH

Gooshays

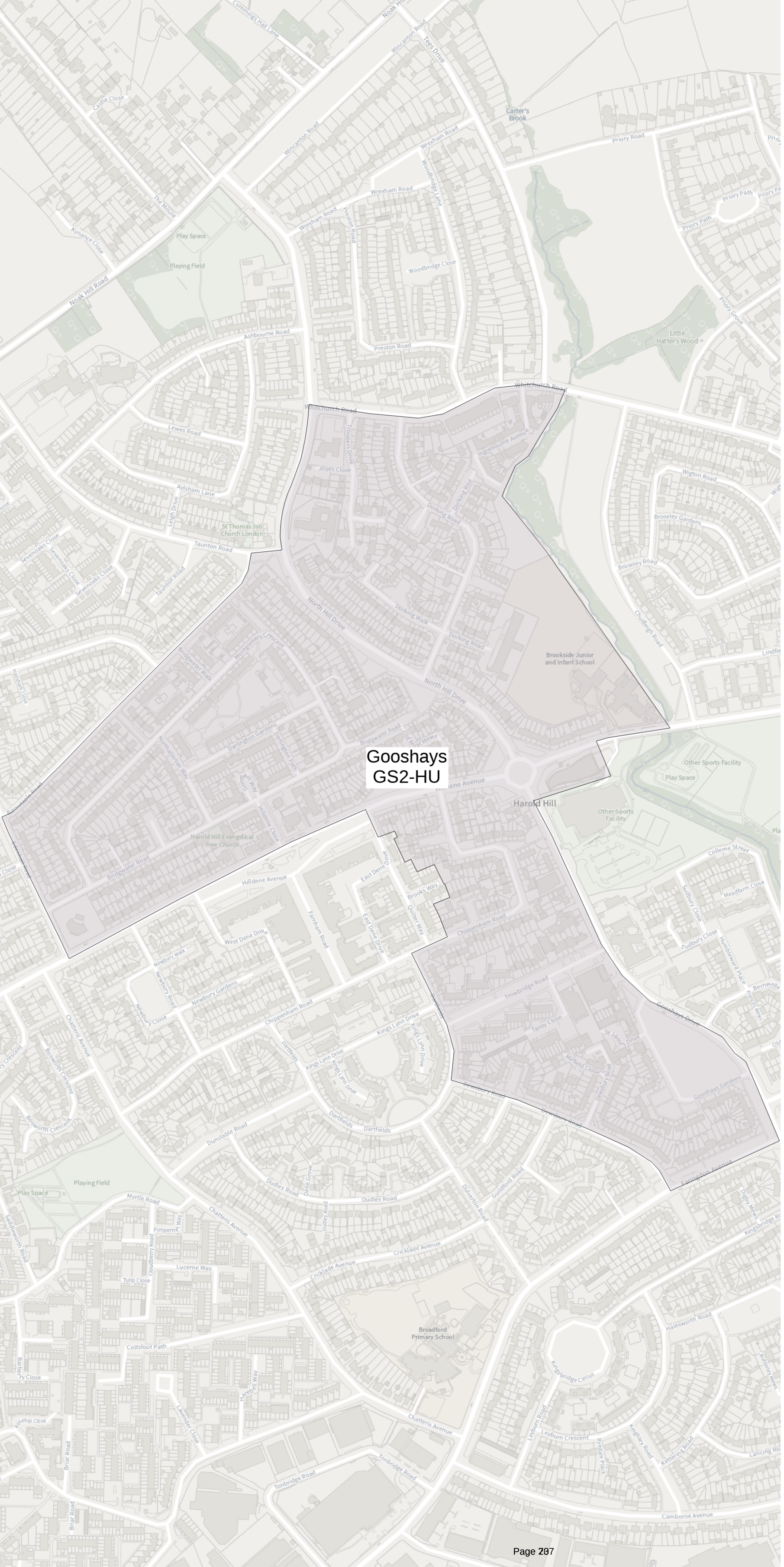


Polling stations:

- Ingrebourne Children's Centre

Havering
LONDON BOROUGH

Gooshays



Polling stations:

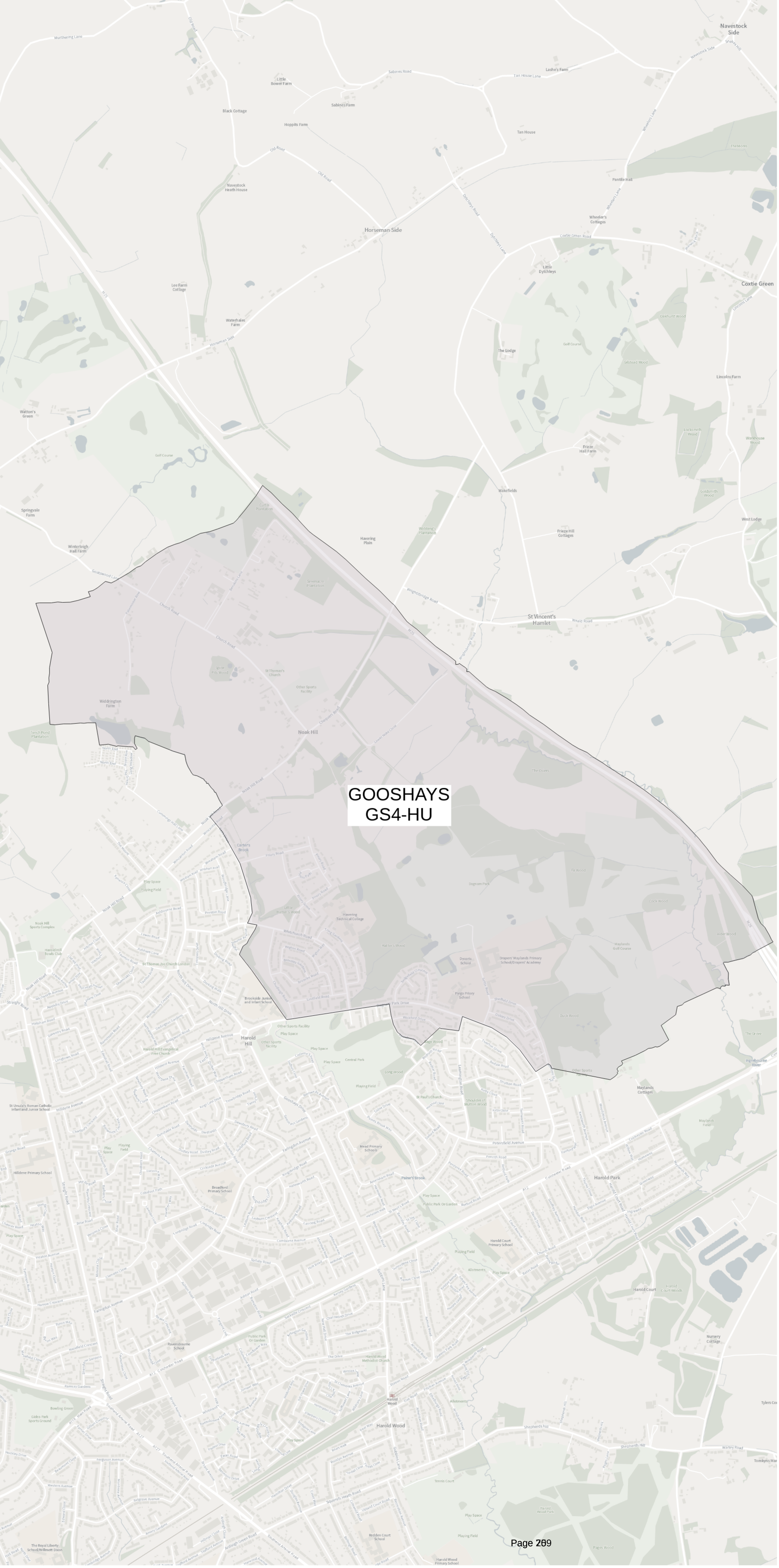
- Myplace

Havering
LONDON BOROUGH

Gooshays

Polling stations:

- Mead Primary School

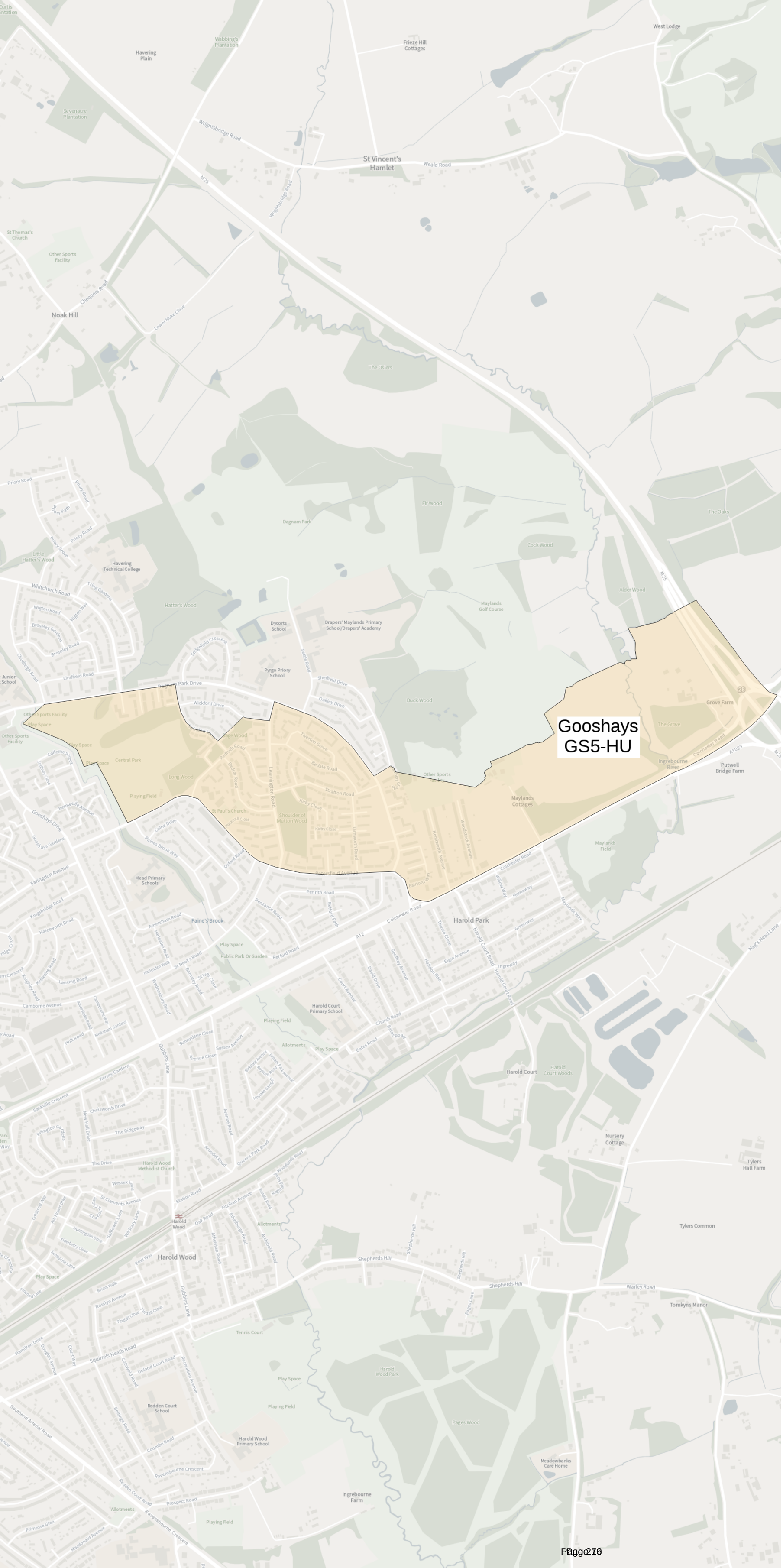


Havering
LONDON BOROUGH

Gooshays

Polling stations:

- Drapers' Pyrgo Priory School

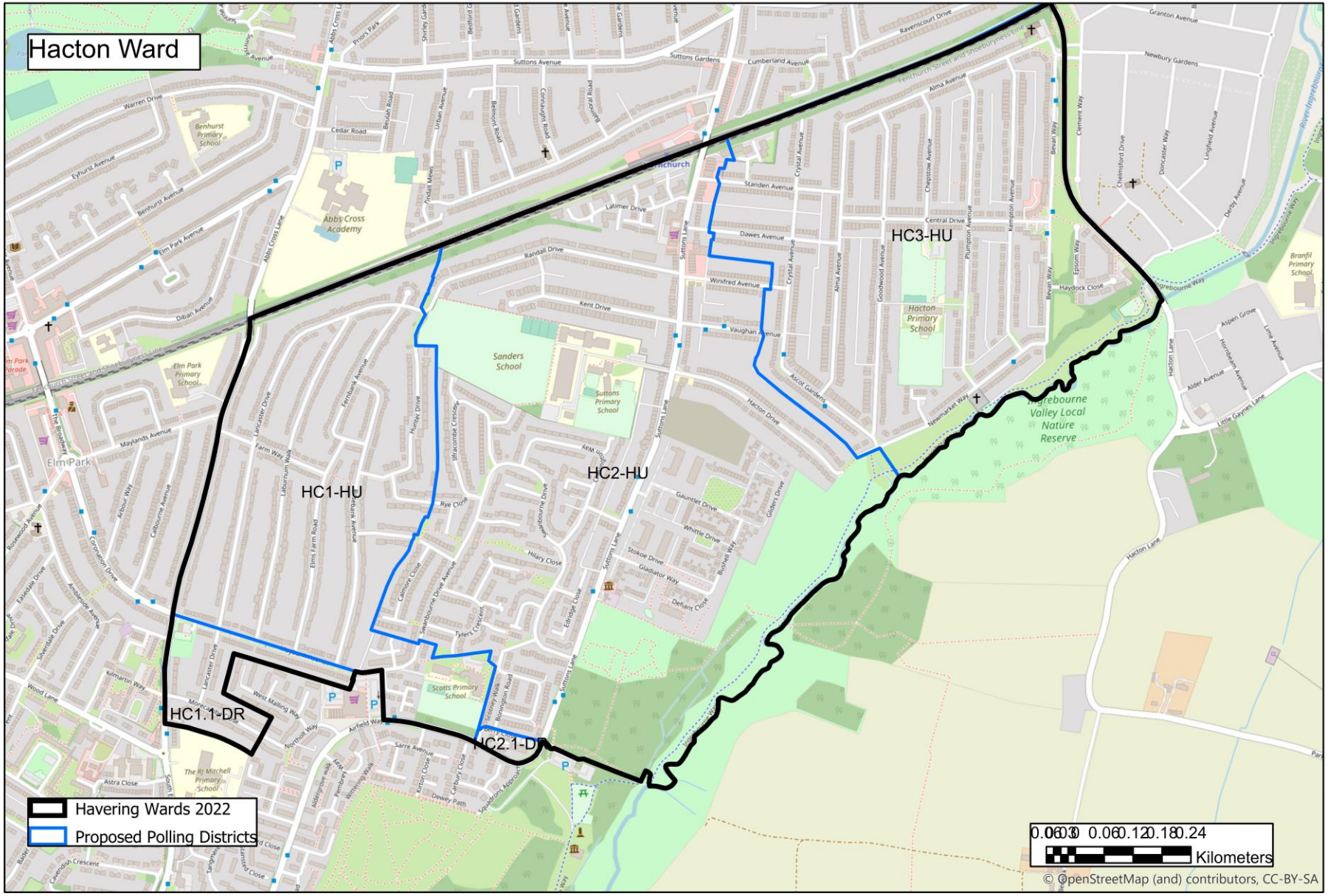


Havering
LONDON BOROUGH

Gooshays

Polling stations:

- Church of The Most Holy Redeemer


Hacton Ward
HC1-HU
HC2-HU
HC3-HU
HC1.1-DR
HC2.1-DR
Havering Wards 2022
Proposed Polling Districts
0.06 0.03 0 0.06 0.12 0.18 0.24
Kilometers
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Havering
LONDON BOROUGH

Hacton



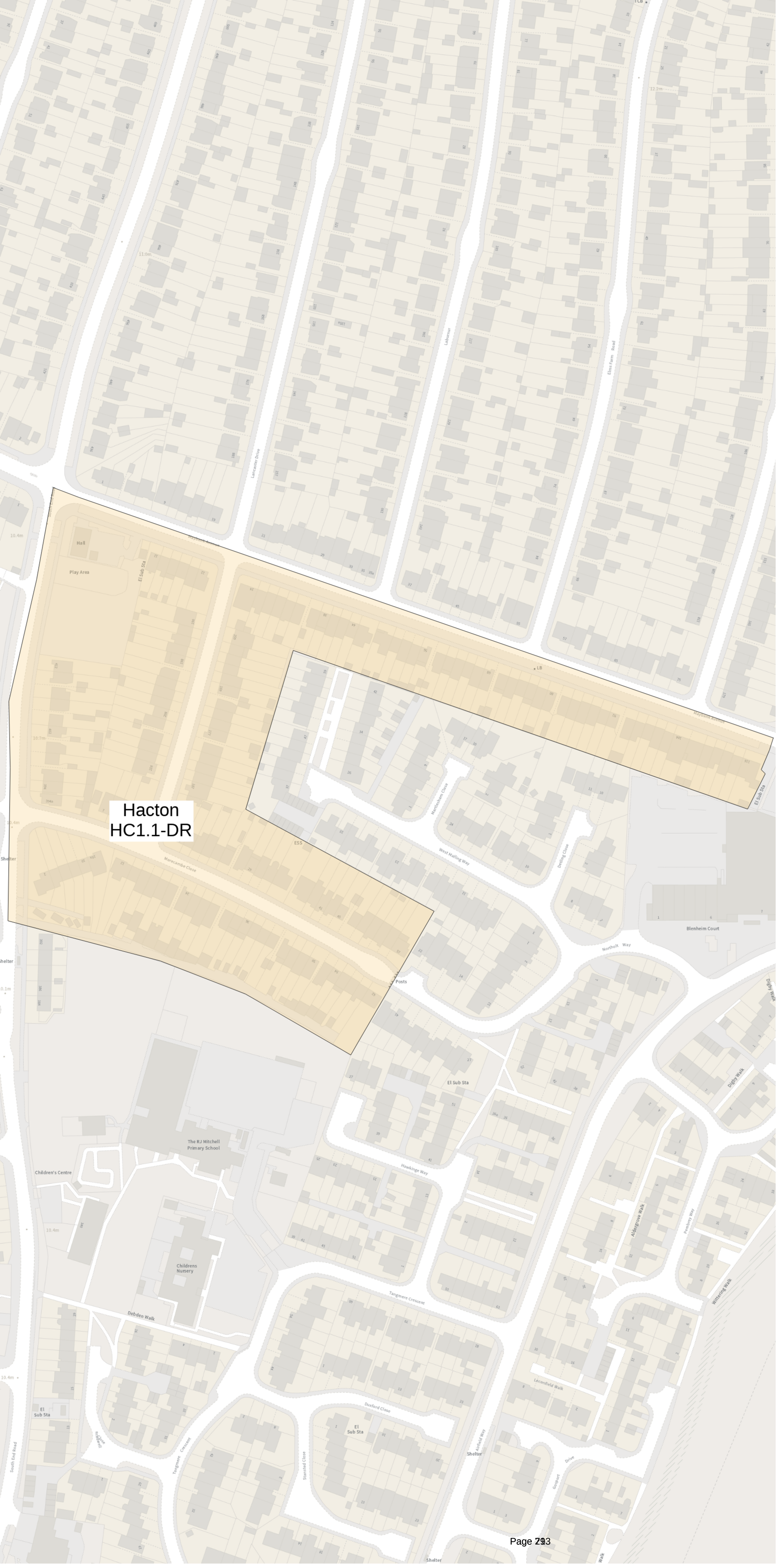
Polling stations:

- Potential Polling Station:

To Be Confirmed

Havering
LONDON BOROUGH

Hacton



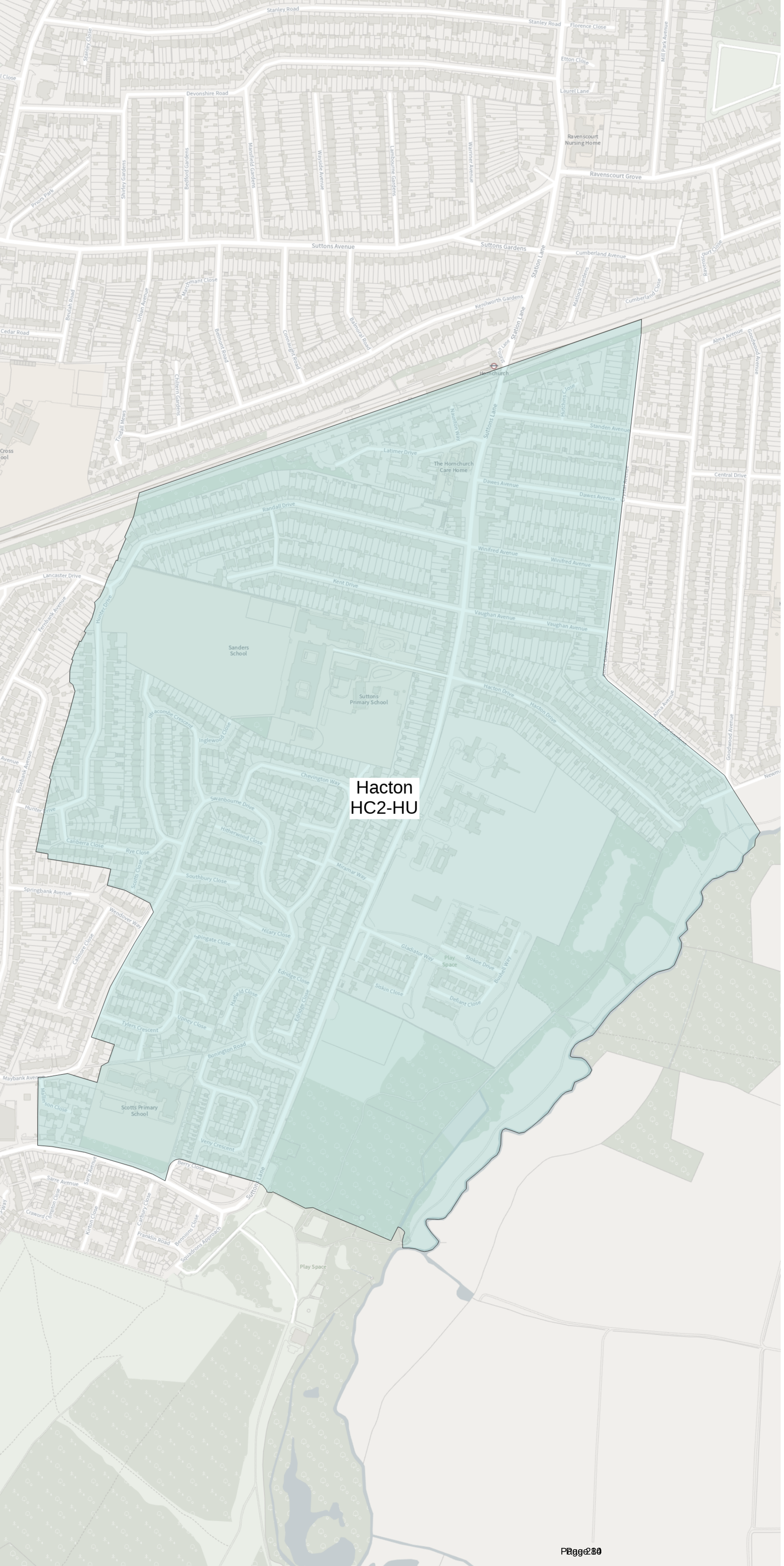
Polling stations:

- Potential Polling Station:

To Be Confirmed

Havering
LONDON BOROUGH

Hacton



Polling stations:

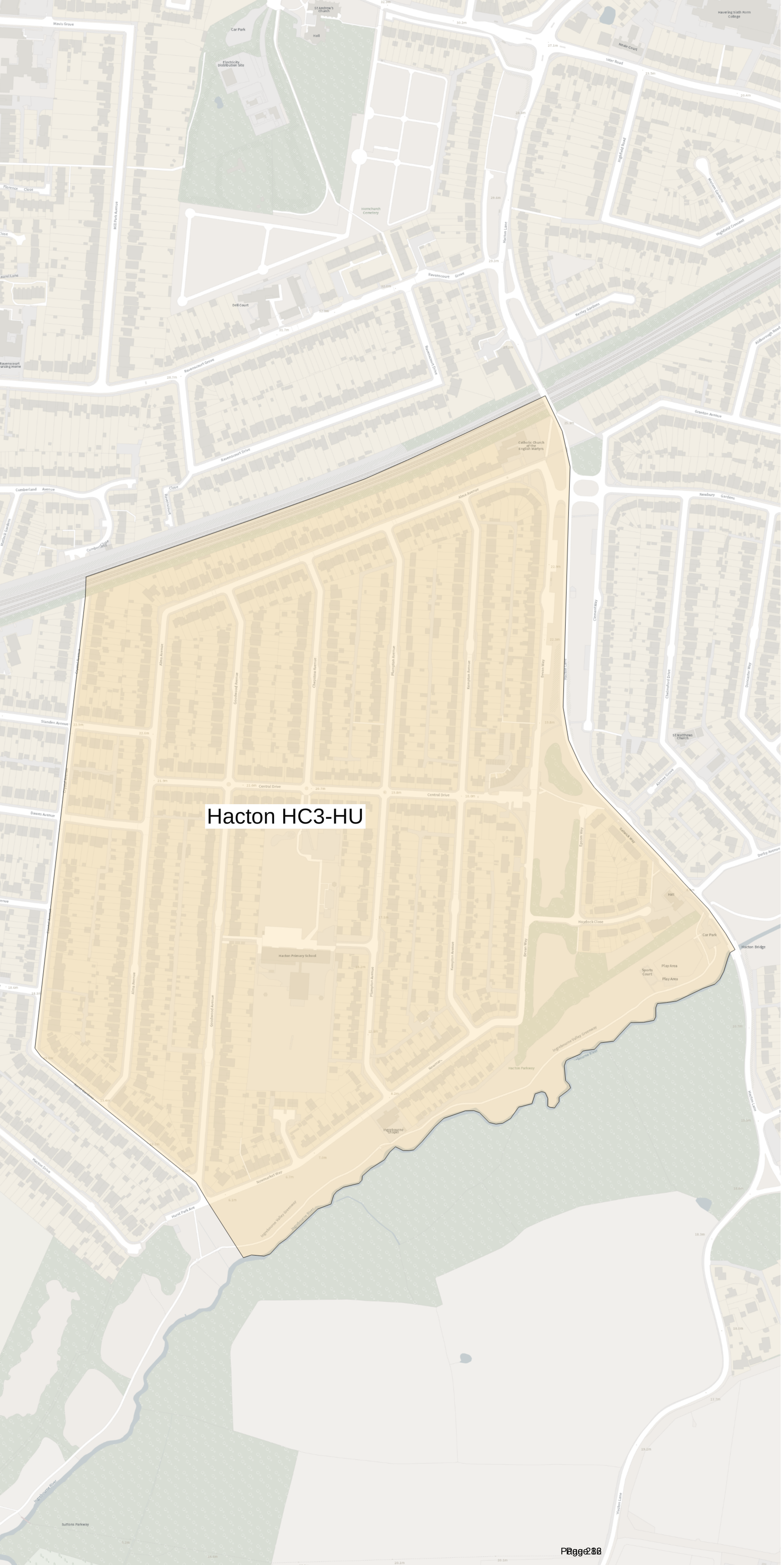
- Suttons Primary School

Havering
LONDON BOROUGH

Hacton



Polling stations:
-Potential Polling Station: To Be Confirmed

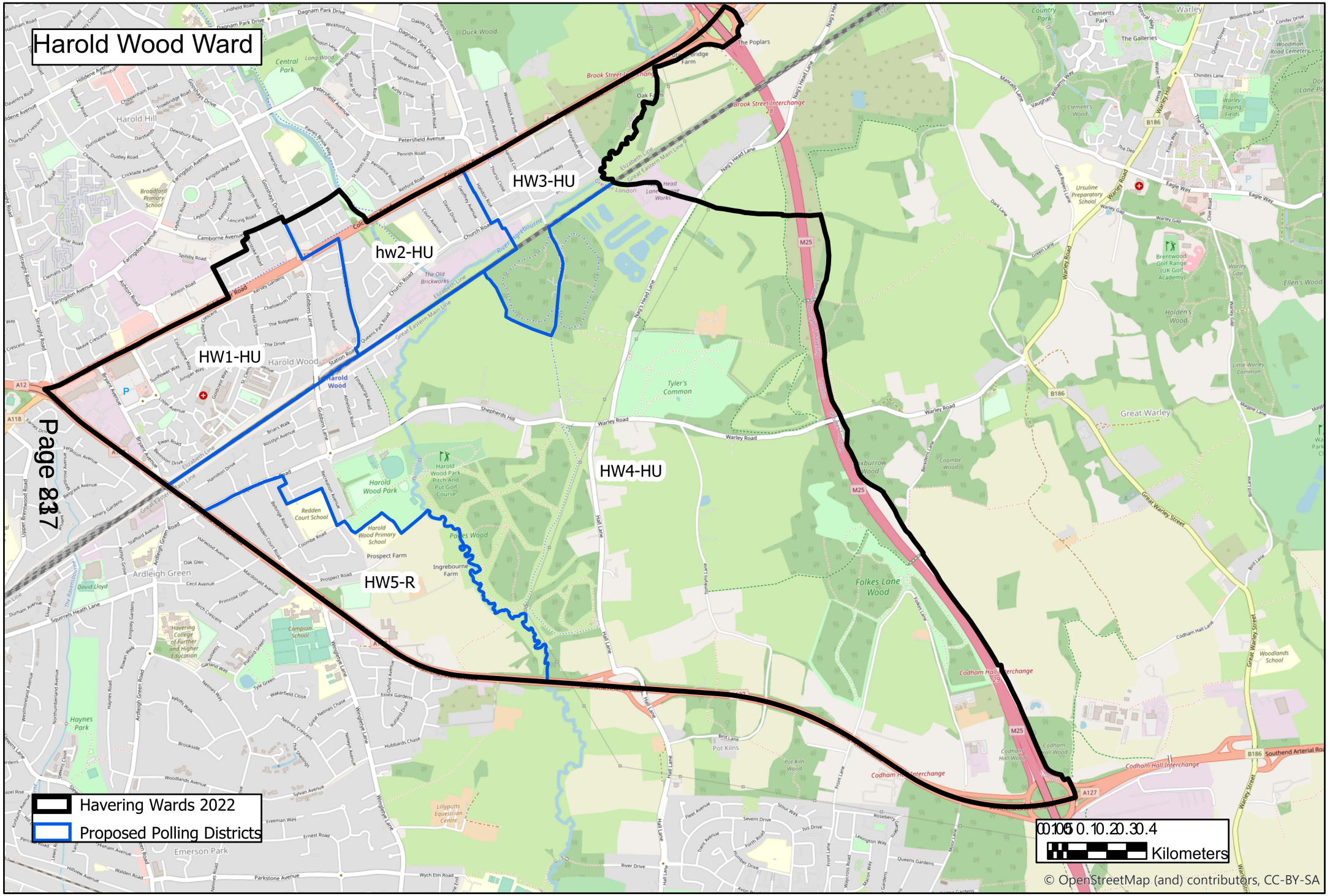


Havering
LONDON BOROUGH

Hacton

Polling stations:

- Havering Christian Fellowship


Harold Wood Ward
HW1-HU
hw2-HU
HW3-HU
HW4-HU
HW5-R
Havering Wards 2022
Proposed Polling Districts
0 0.1 0.2 0.3 0.4
Kilometers
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Havering
LONDON BOROUGH

Harold Wood

Polling stations:

- Harold Wood Methodist Church

Havering
LONDON BOROUGH

Harold Wood

Polling stations:

- Havering Dog Training Centre



Havering
LONDON BOROUGH

Harold Wood



Polling stations:

- Harold Park Baptist Church

Havering
LONDON BOROUGH

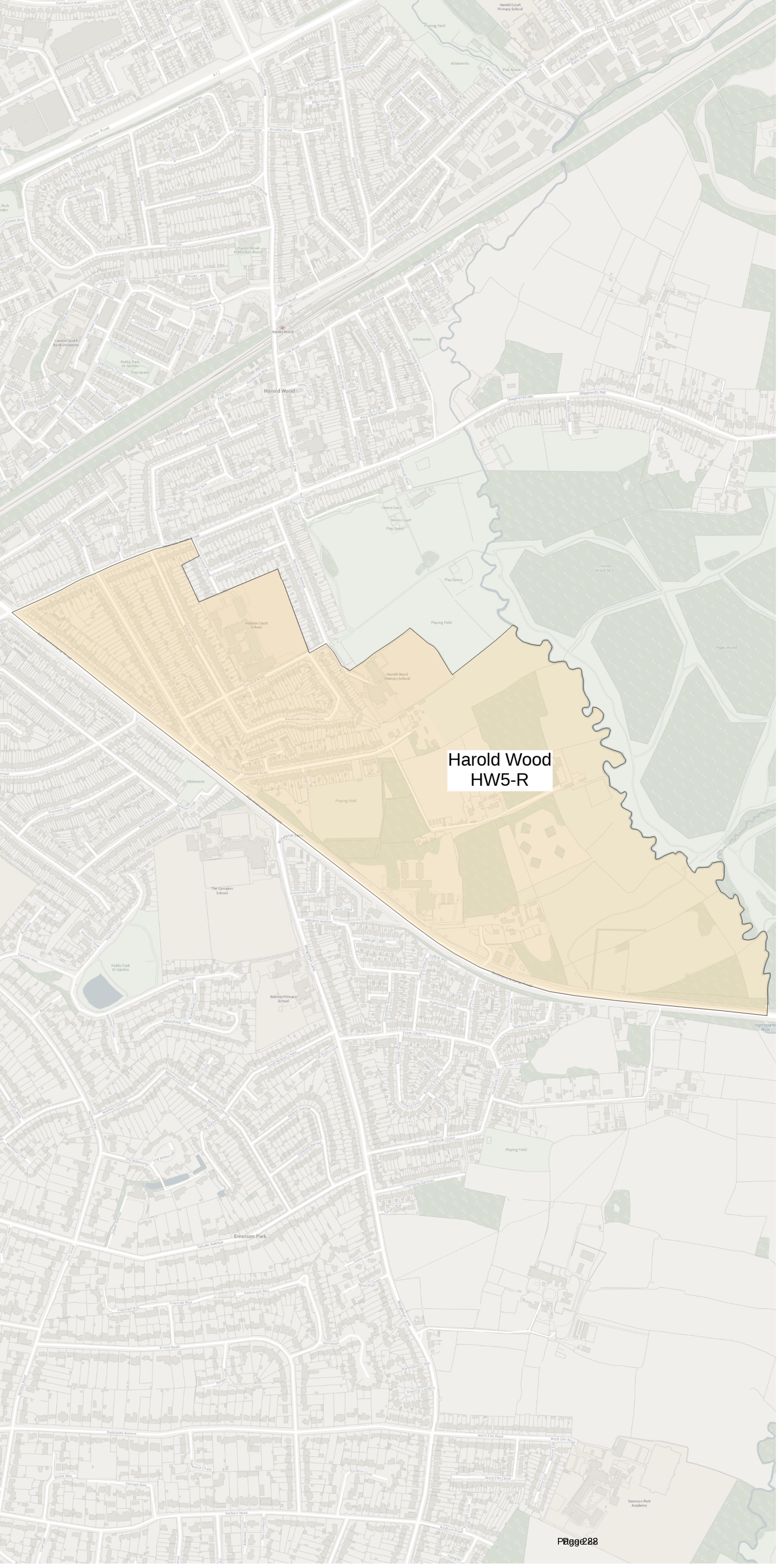
Harold Wood

Polling stations:

- St Peter's Church

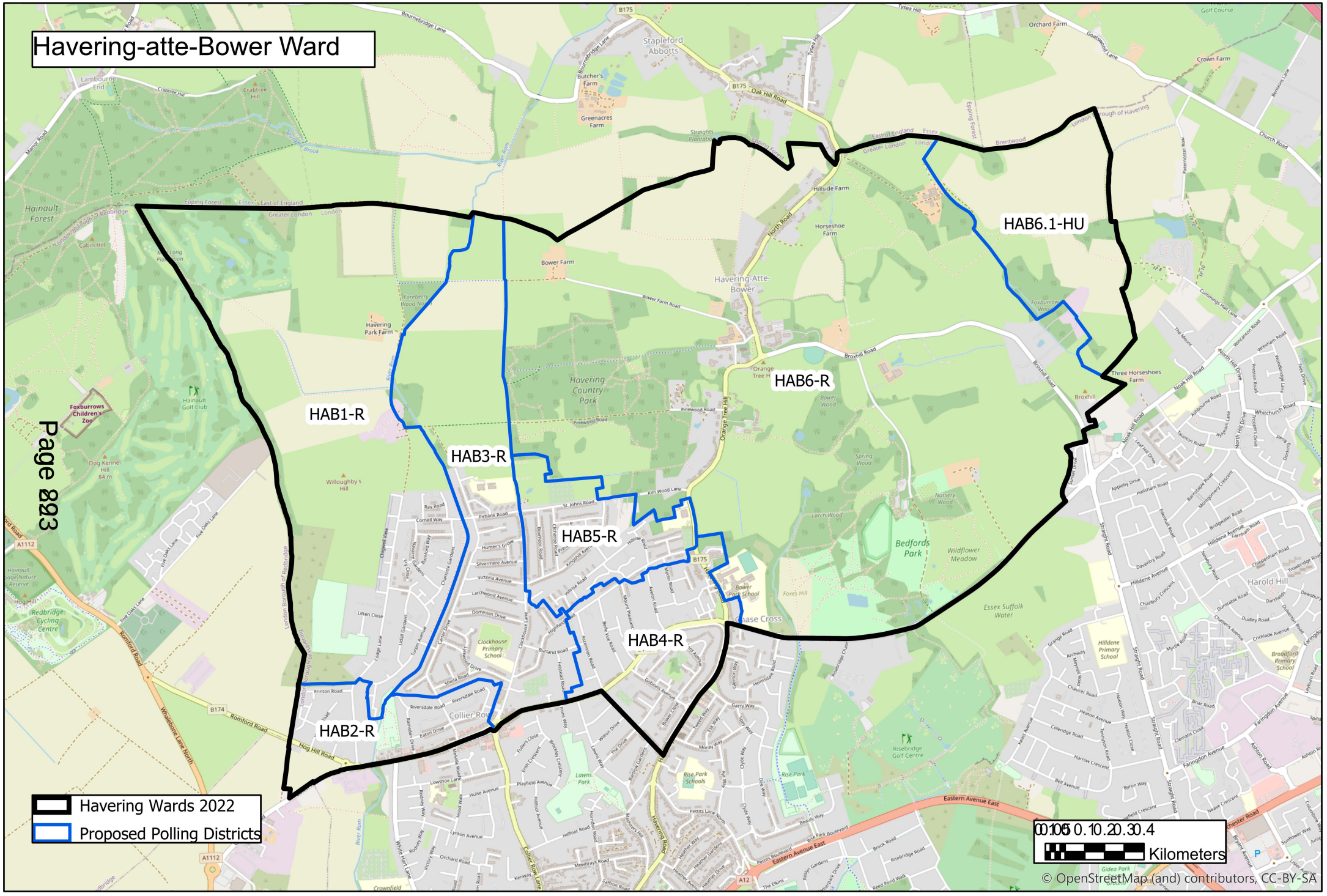
Havering
LONDON BOROUGH

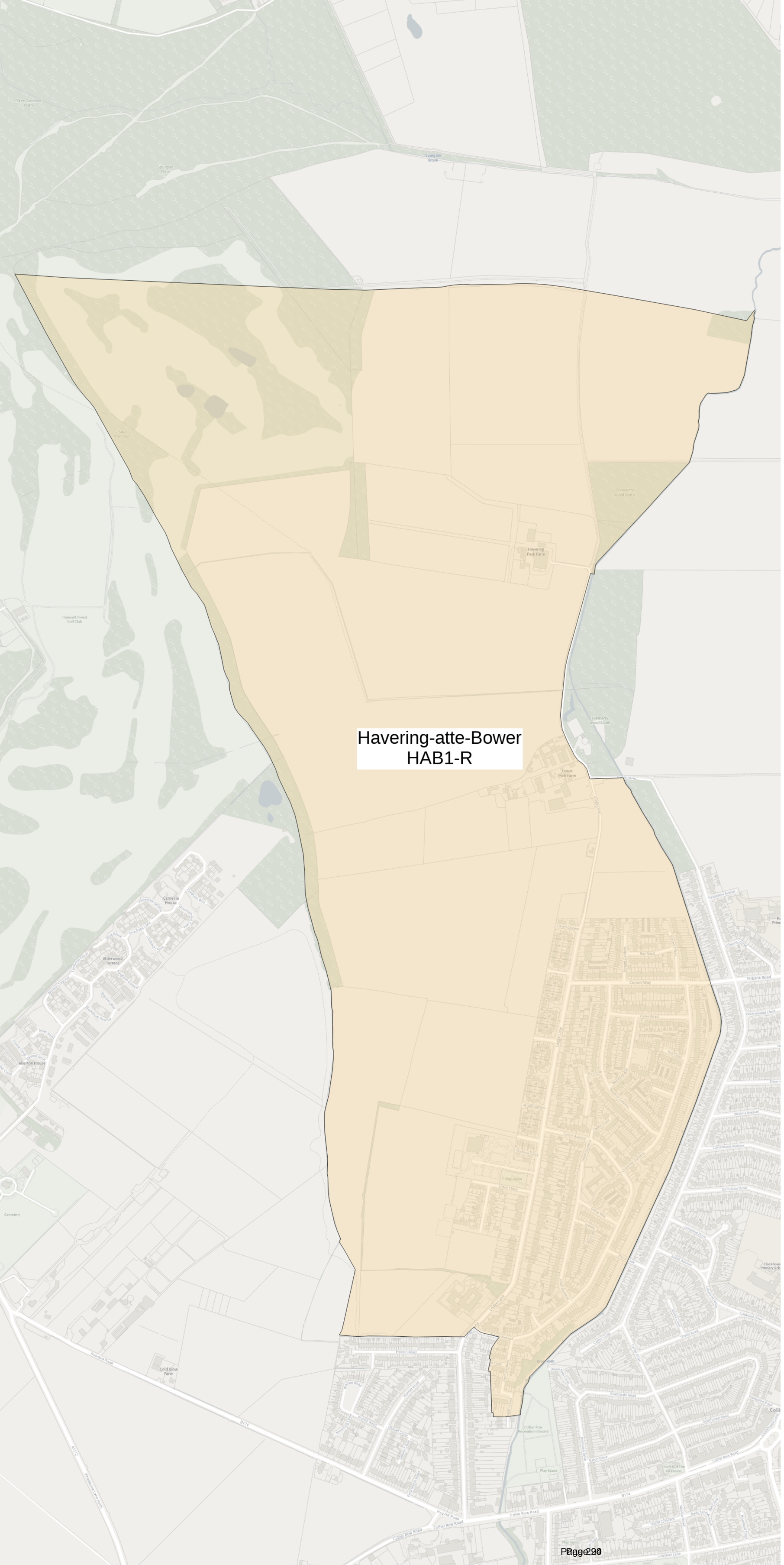
Harold Wood



Polling stations:

- Harold Wood Primary School


Havering-atte-Bower Ward
HAB1-R
HAB2-R
HAB3-R
HAB4-R
HAB5-R
HAB6-R
HAB6.1-HU
Havering Wards 2022
Proposed Polling Districts
0 0.05 0.1 0.2 0.3 0.4
Kilometers
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Havering
LONDON BOROUGH

Havering-atte-Bower

Polling stations:

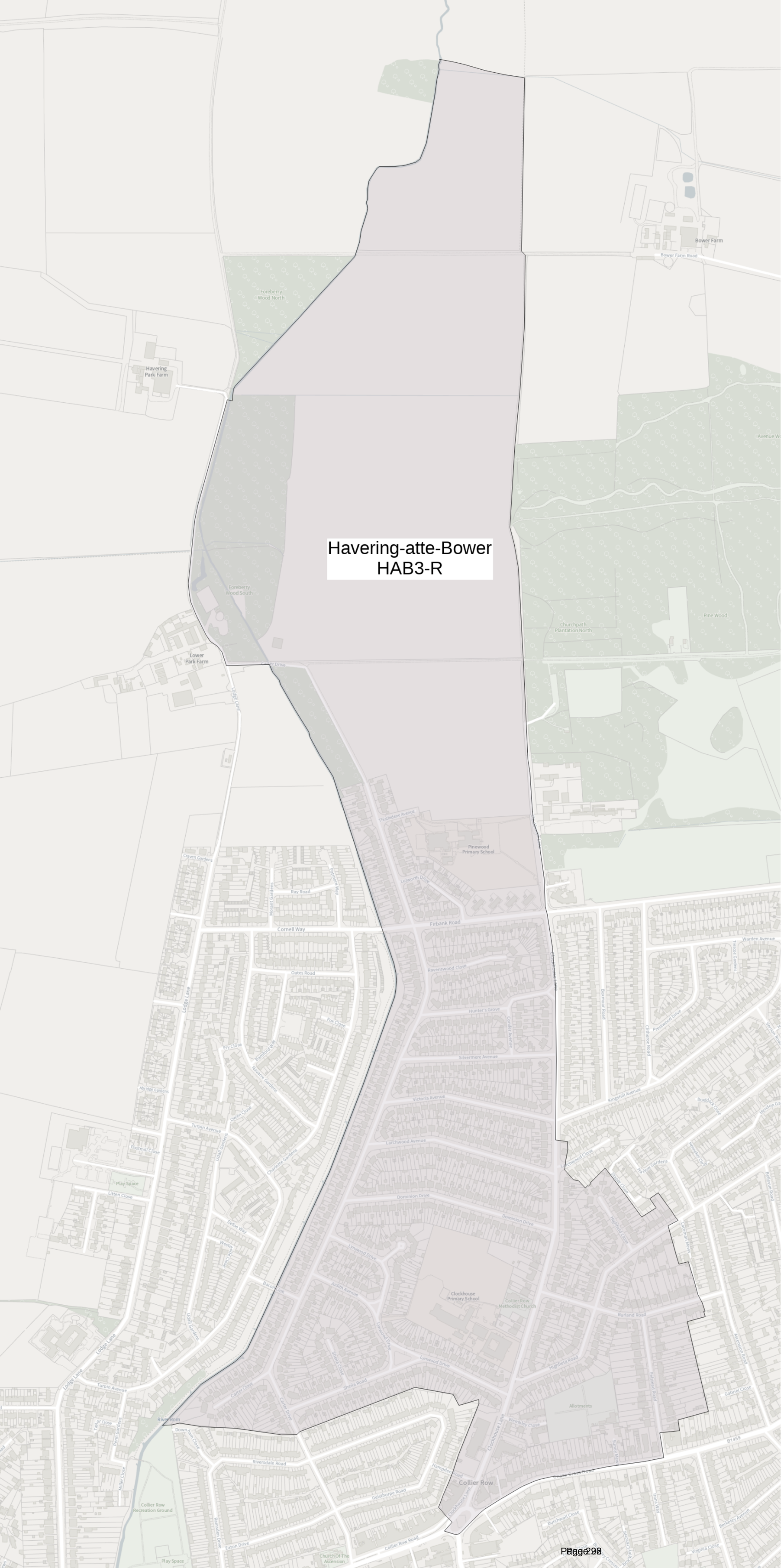
- Forest Row Centre

Havering
LONDON BOROUGH

Havering-atte-Bower

Polling stations:

- Ascension Church Hall



Havering-atte-Bower

Polling stations:

- North Romford Community Centre

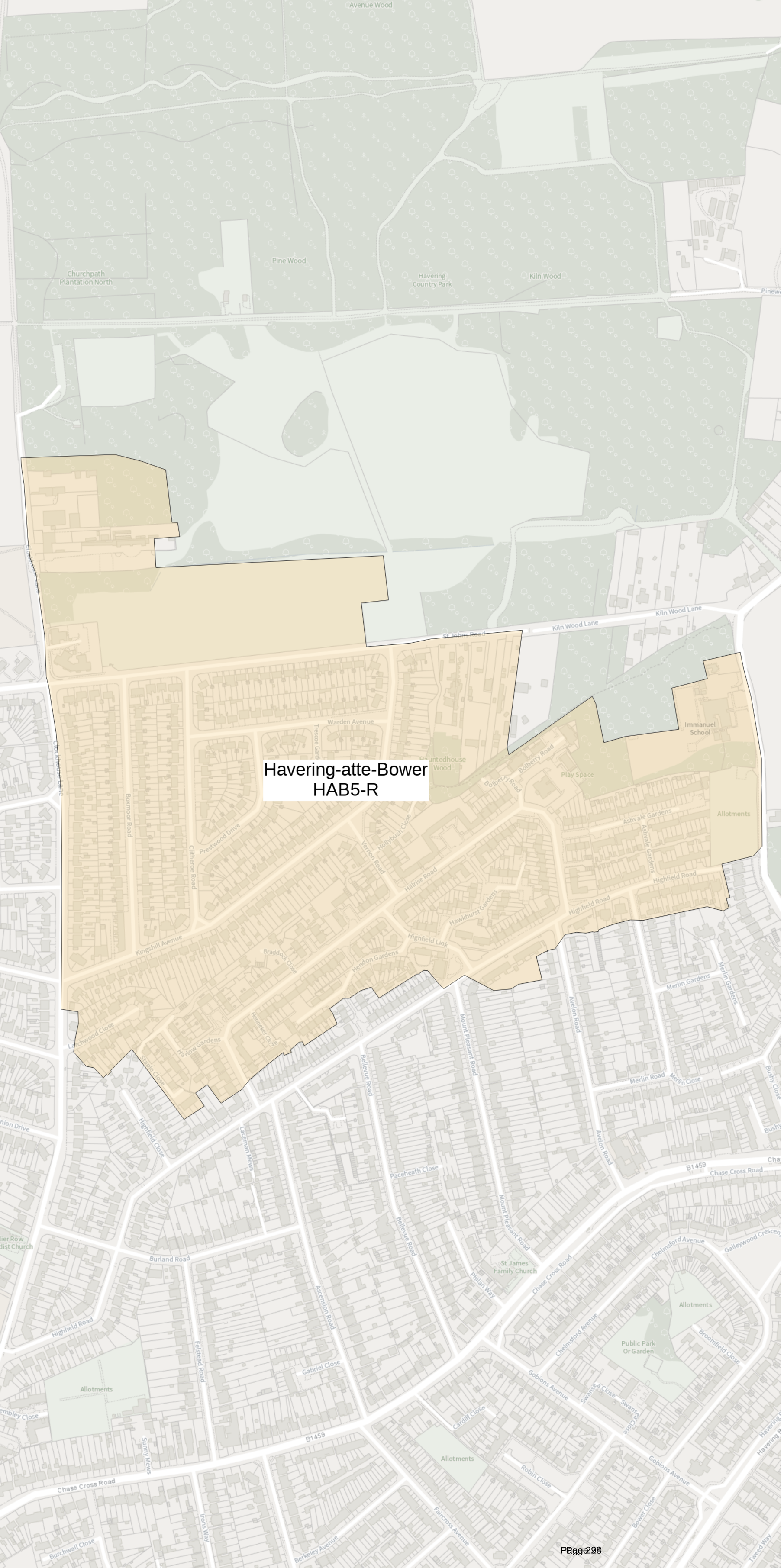


Havering
LONDON BOROUGH

Havering-atte-Bower

Polling stations:

- St James` Church Hall



Havering
LONDON BOROUGH

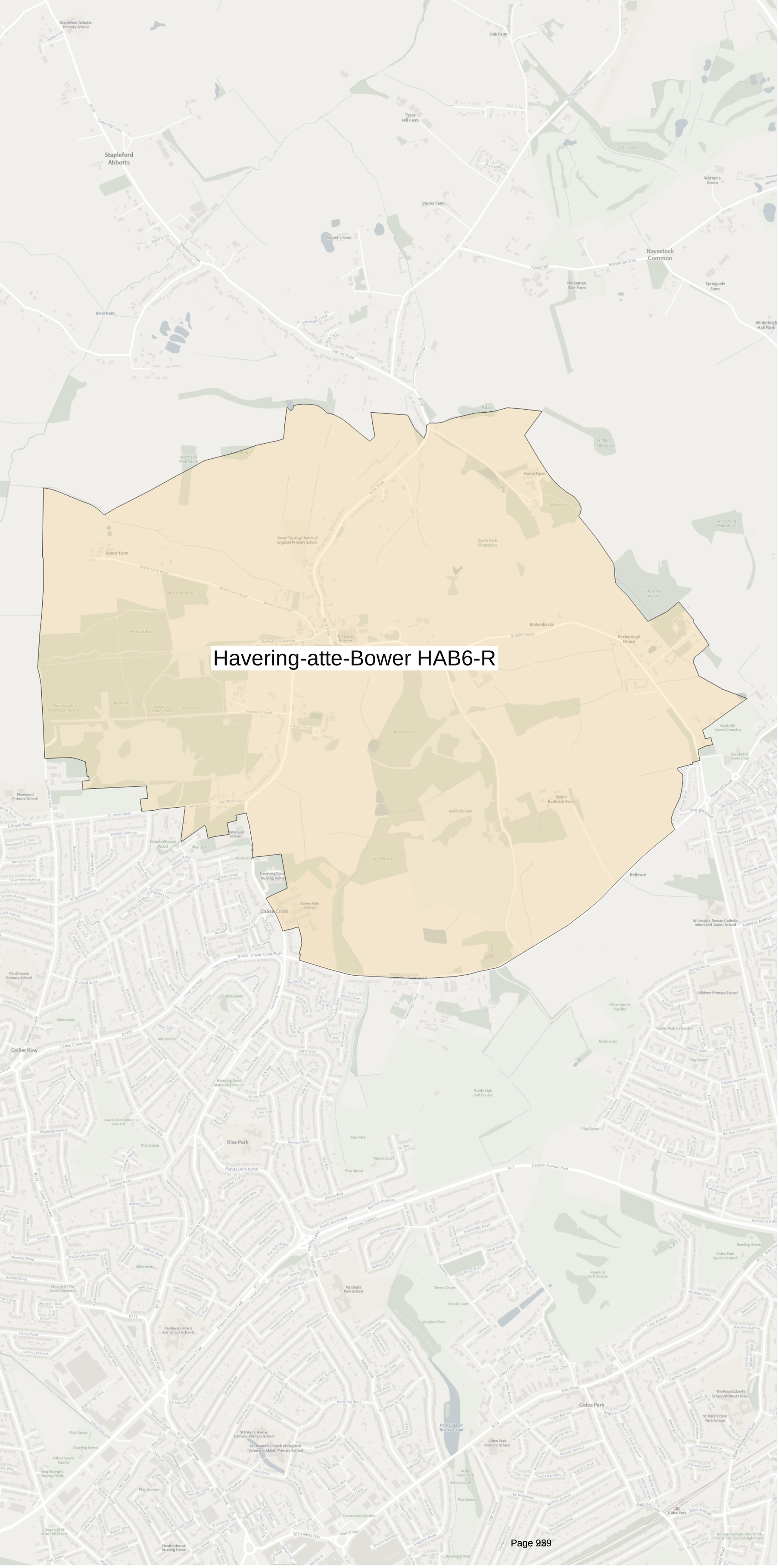
Havering-atte-Bower

Polling stations:

- Sapphire Jubilee Community Centre

Havering
LONDON BOROUGH

Havering-atte-Bower

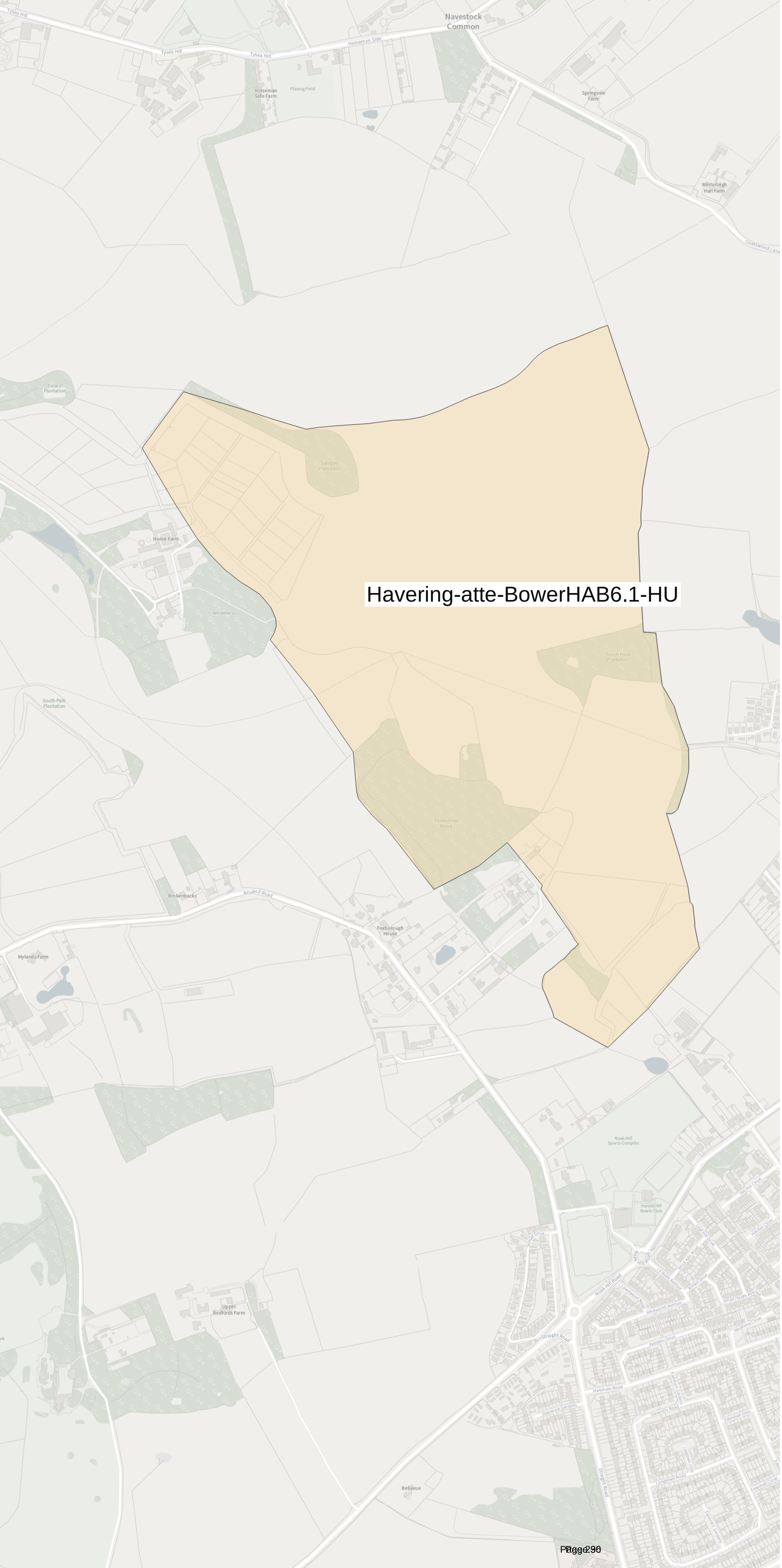


Polling stations:

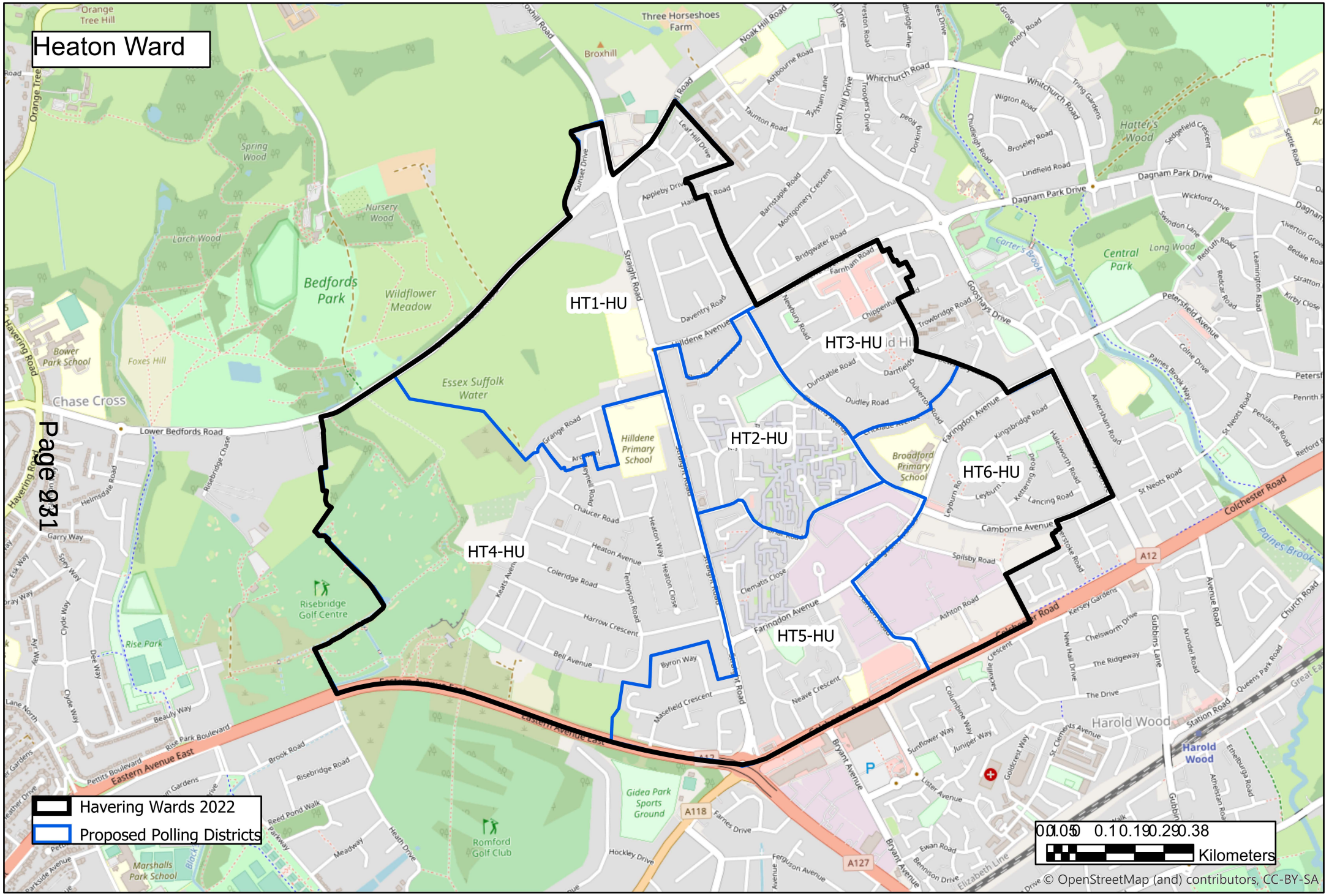
- The Pepperell Education Centre

Havering
LONDON BOROUGH

Havering-atte-Bower

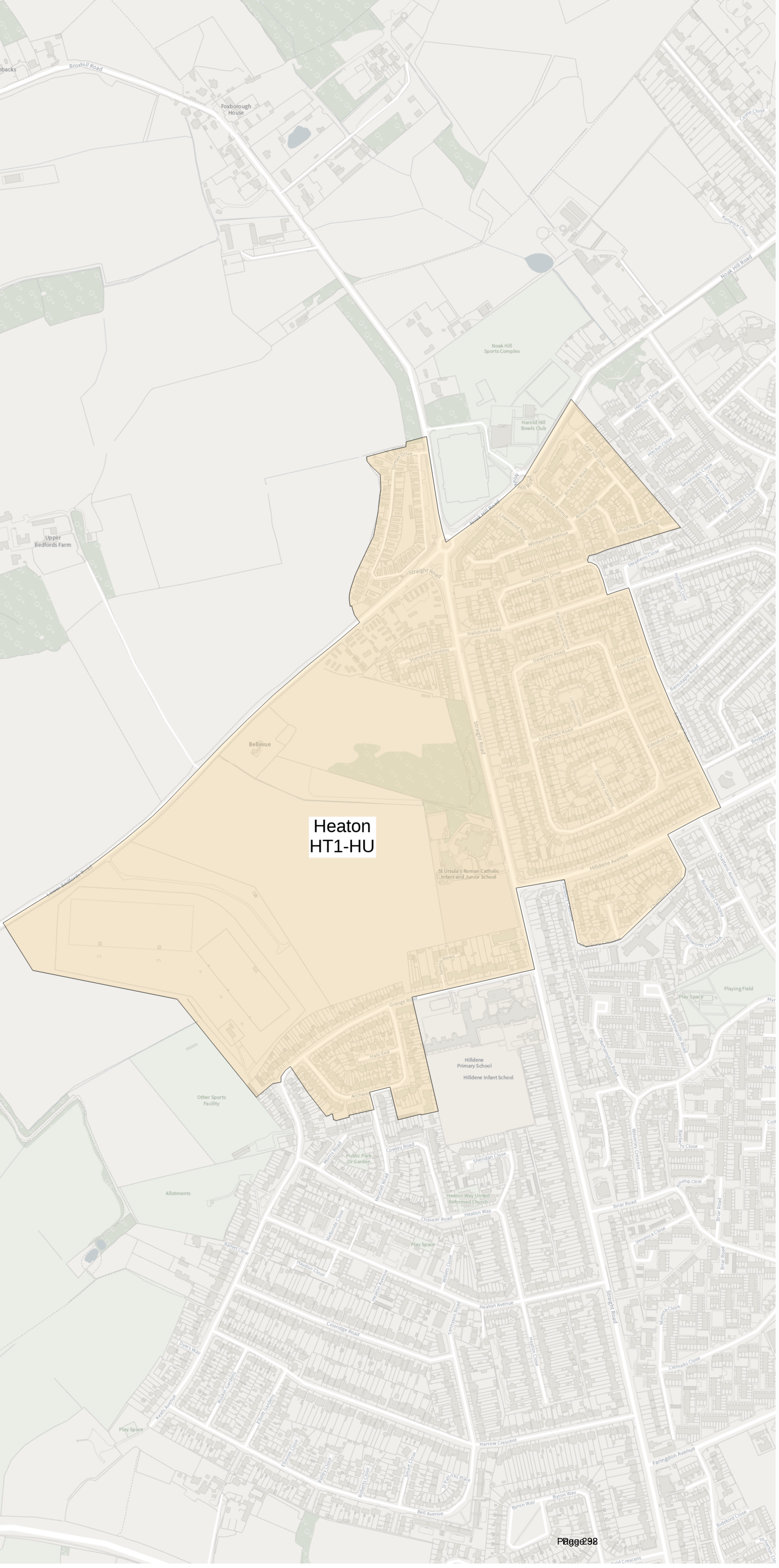


Polling stations:
- Potential Polling Station to be confirmed


Heaton Ward
HT1-HU
HT2-HU
HT3-HU
HT4-HU
HT5-HU
HT6-HU
Havering Wards 2022
Proposed Polling Districts
0 0.05 0.1 0.19 0.29 0.38
Kilometers
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Havering
LONDON BOROUGH

Heaton



Polling stations:

- St Ursula's Infant School

Havering
LONDON BOROUGH

Heaton

Polling stations:

- Betty Strathern Centre



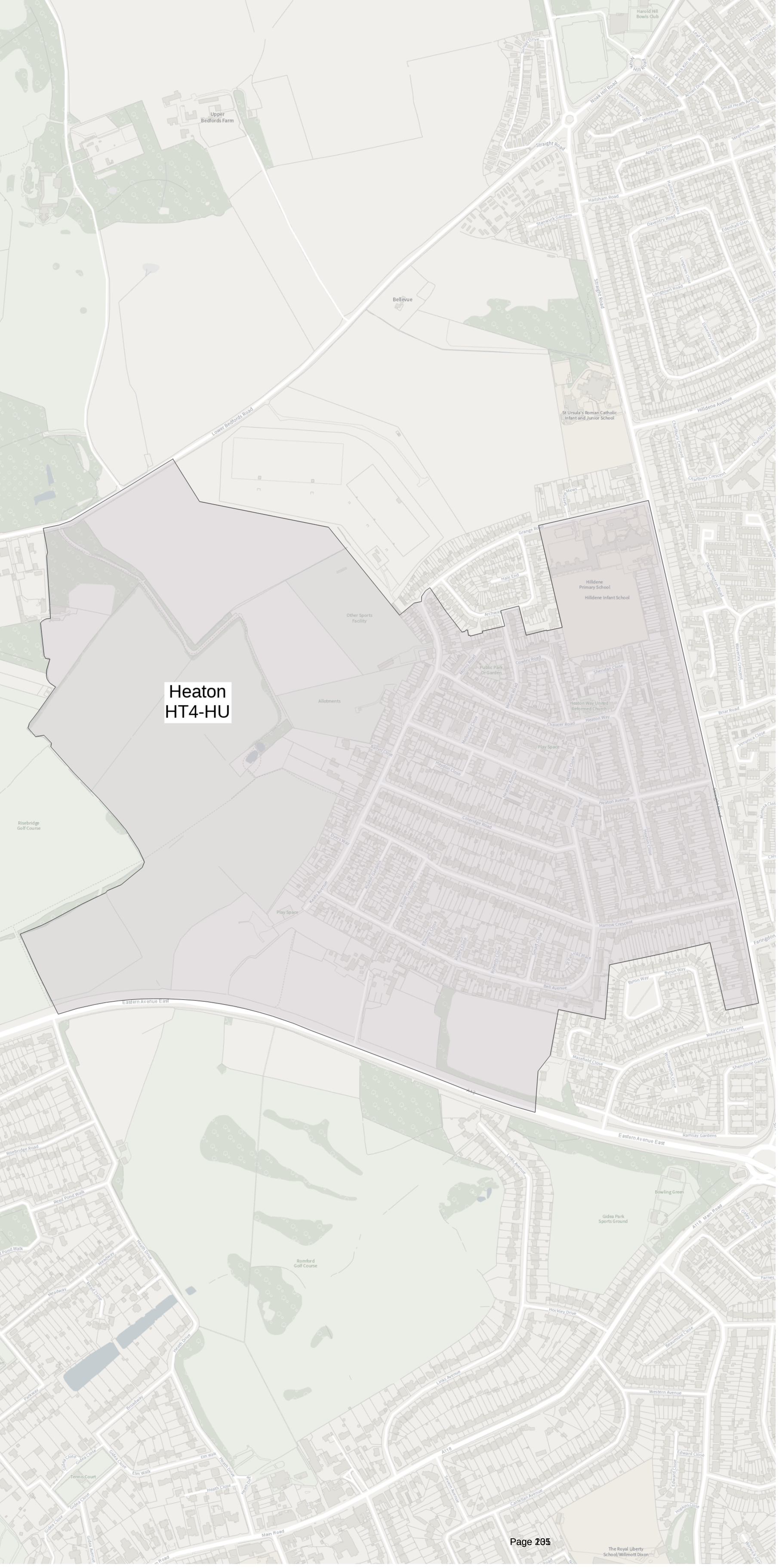
Havering
LONDON BOROUGH

Heaton



Polling stations:

- Harold Hill Library



Havering
LONDON BOROUGH

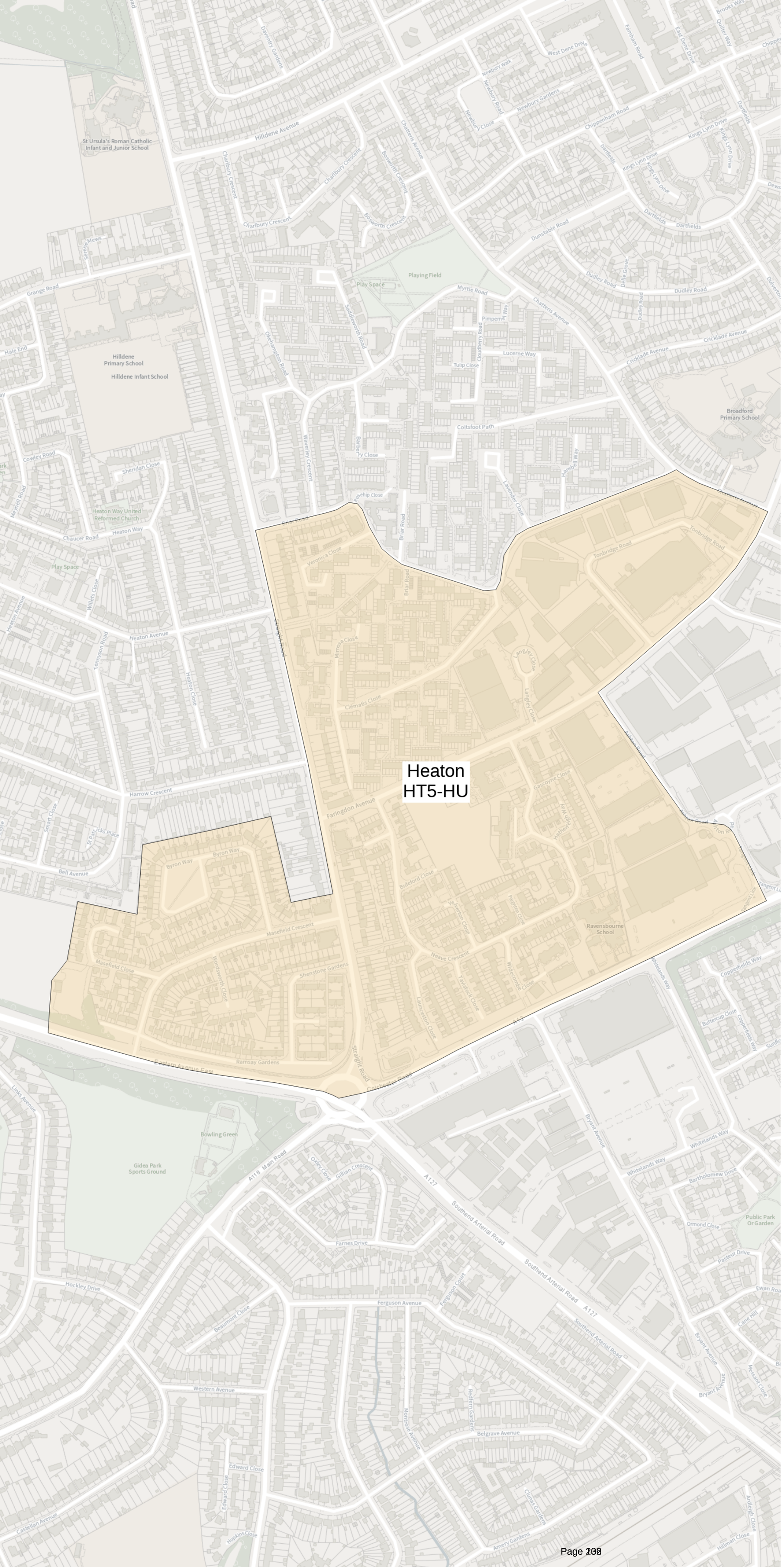
Heaton

Polling stations:

- Heaton Way United Reformed Church

Havering
LONDON BOROUGH

Heaton

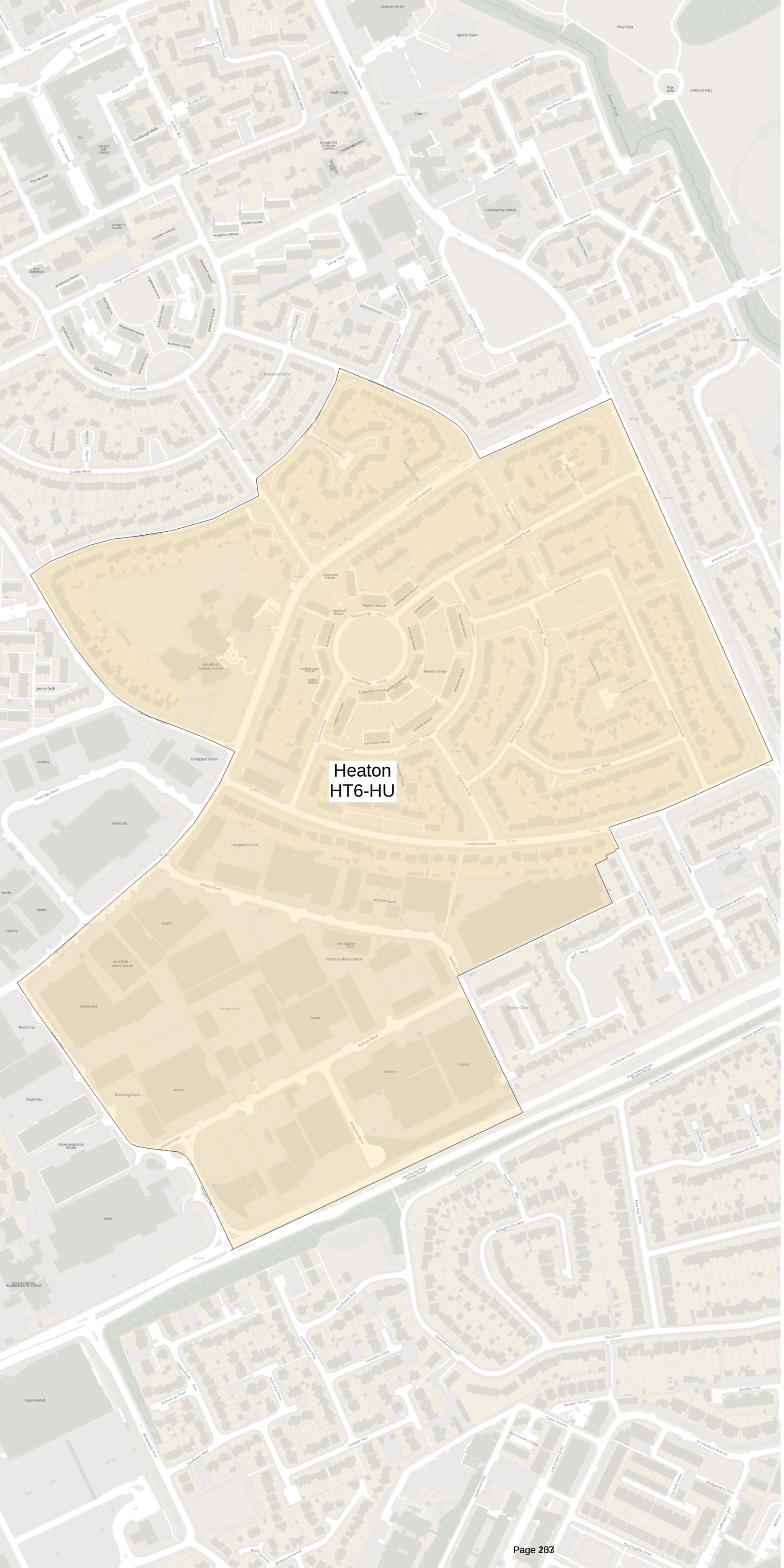


Polling stations:

- New Testament Church of God

Havering
LONDON BOROUGH

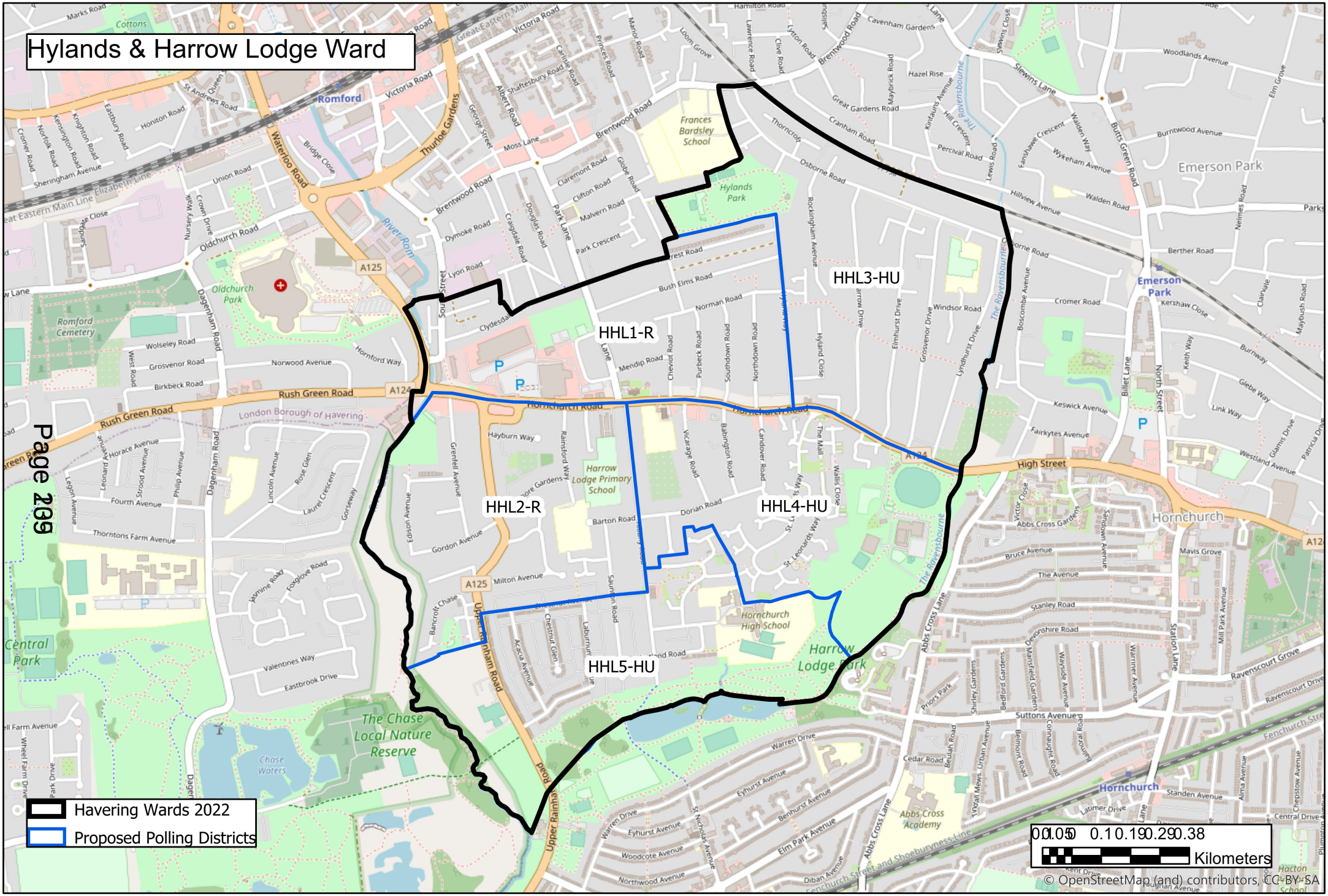
Heaton



Polling stations:

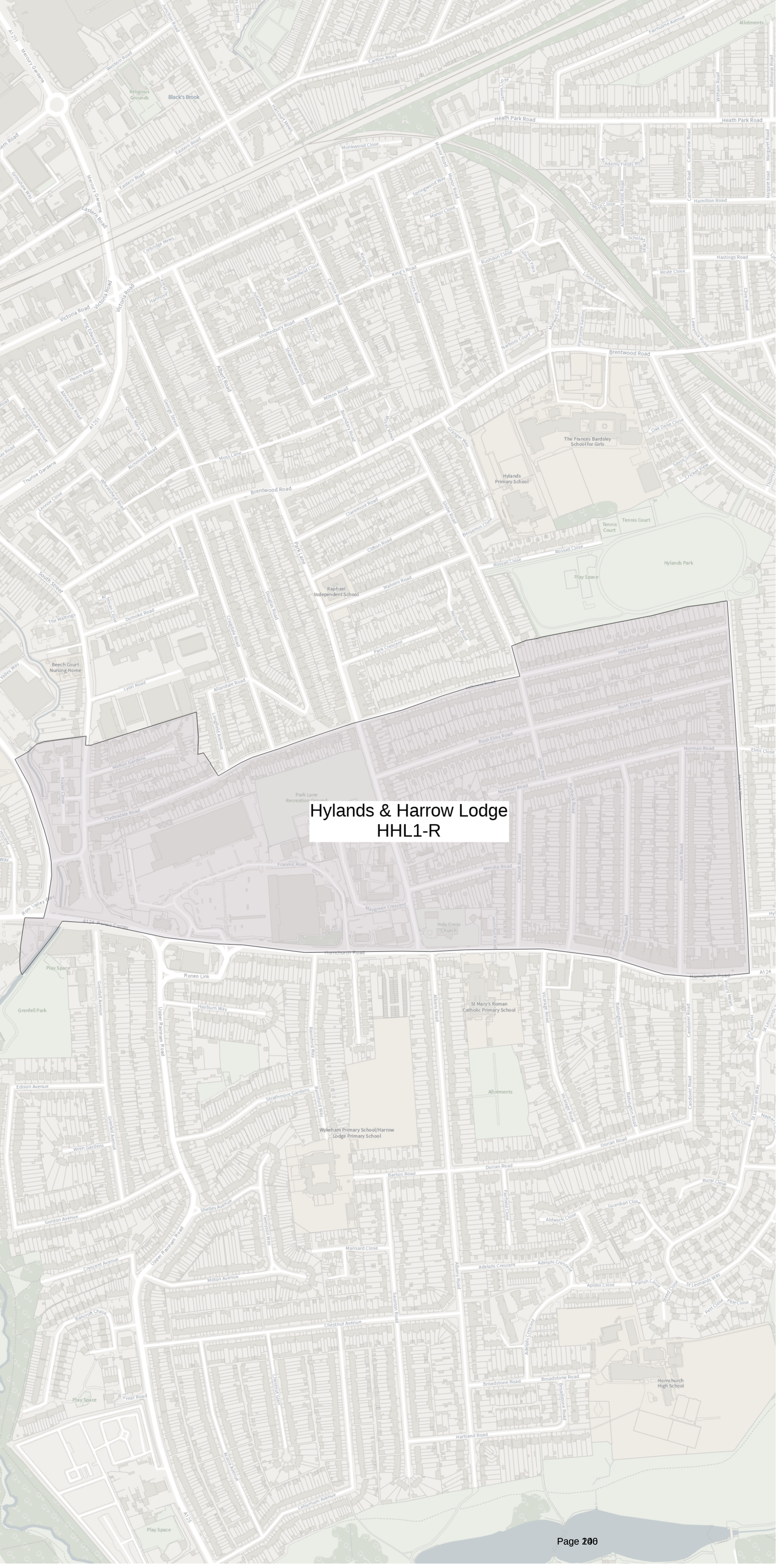
- Broadford Primary School

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Hylands & Harrow Lodge Ward
HHL1-R
HHL2-R
HHL3-HU
HHL4-HU
HHL5-HU
Havering Wards 2022
Proposed Polling Districts
0 0.05 0.1 0.19 0.29 0.38
Kilometers
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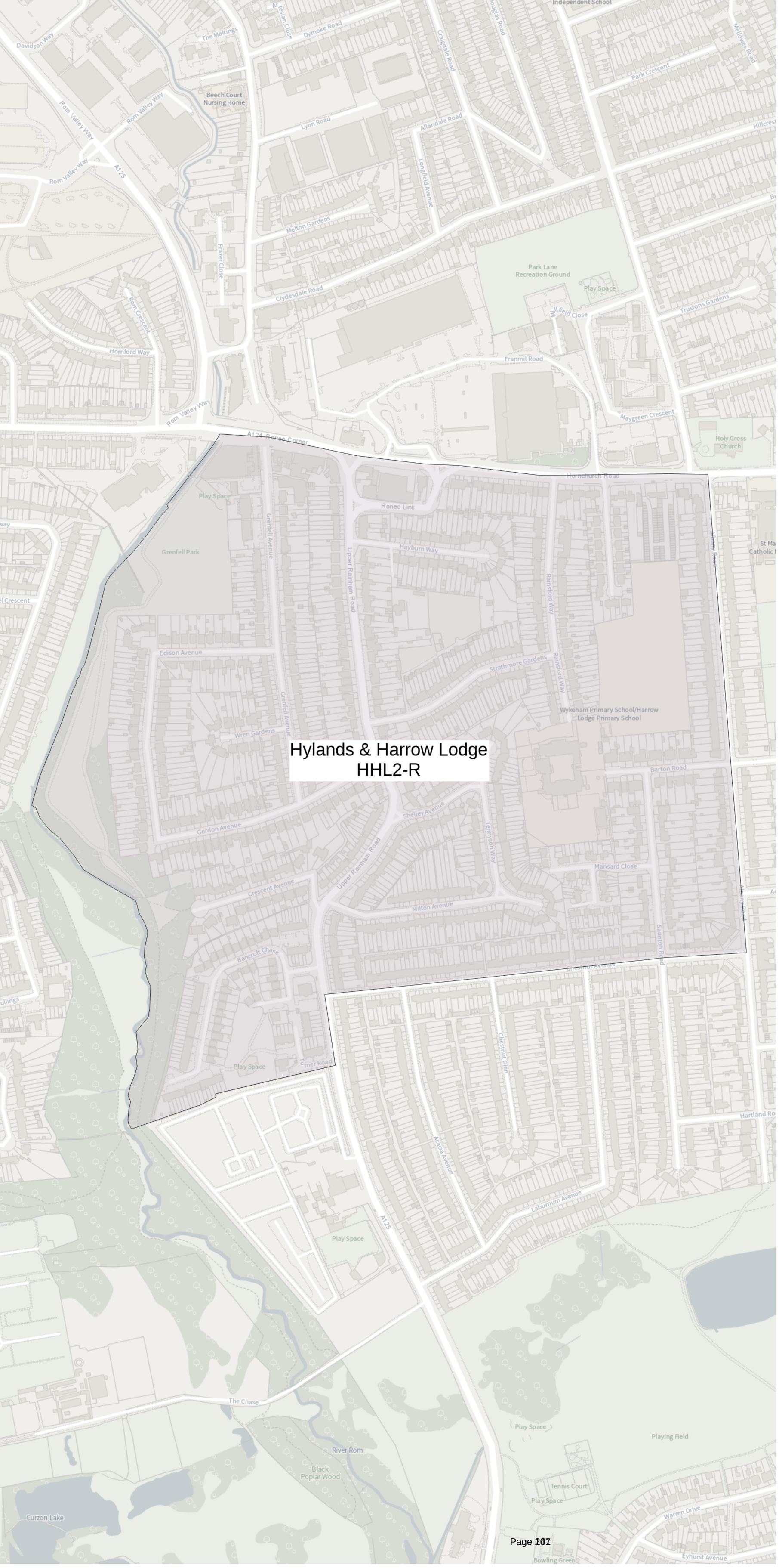
Havering
LONDON BOROUGH

Hylands & Harrow Lodge



Polling stations:

- Holy Cross Church Hall

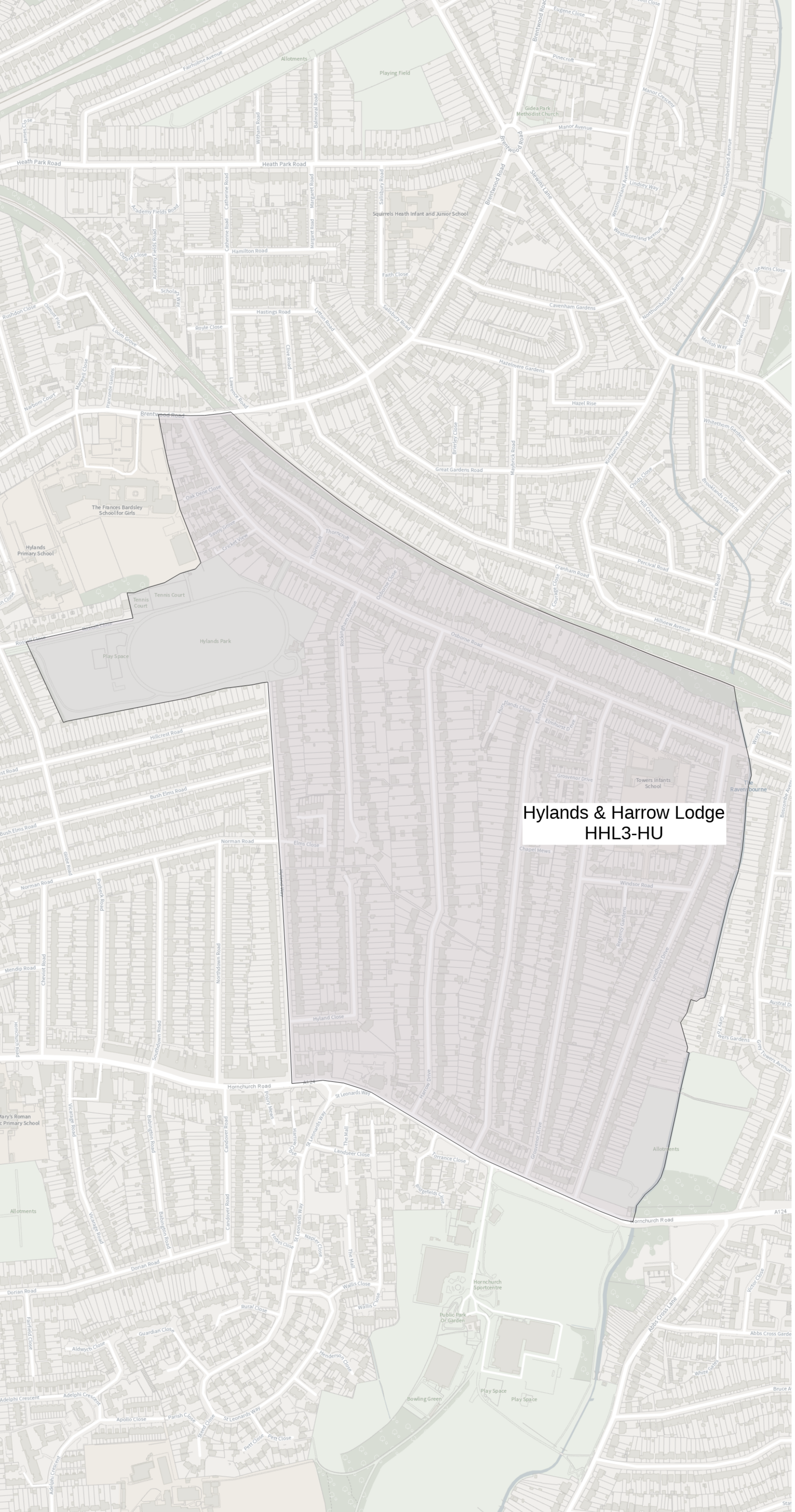


Havering
LONDON BOROUGH

Hylands & Harrow Lodge

Polling stations:

- Harrow Lodge Primary School



Havering
LONDON BOROUGH

Hylands & Harrow Lodge

Polling stations:

- Towers Infant School

Havering
LONDON BOROUGH

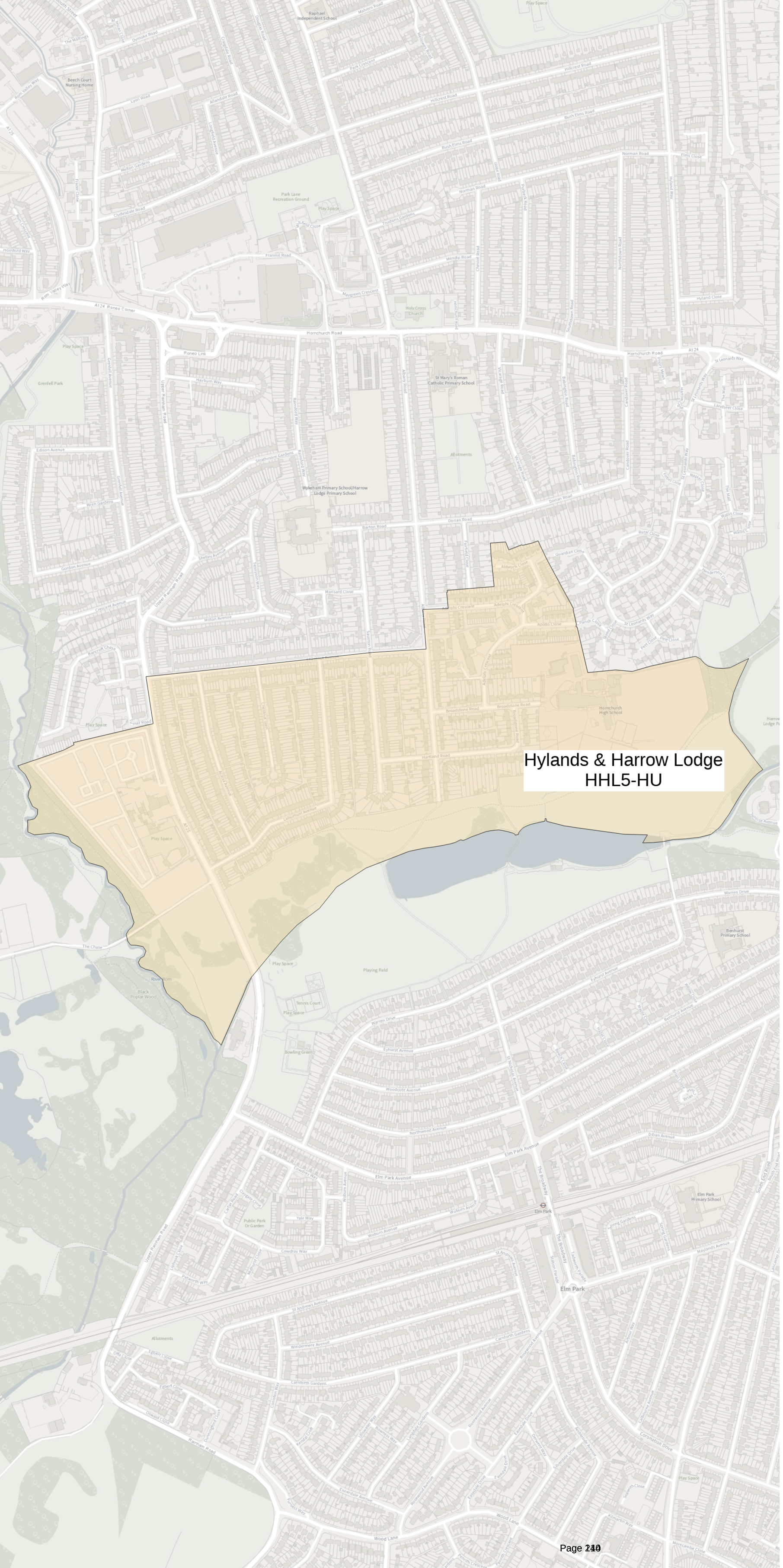
Hylands & Harrow Lodge

Polling stations:

- St Mary`s Catholic Primary School

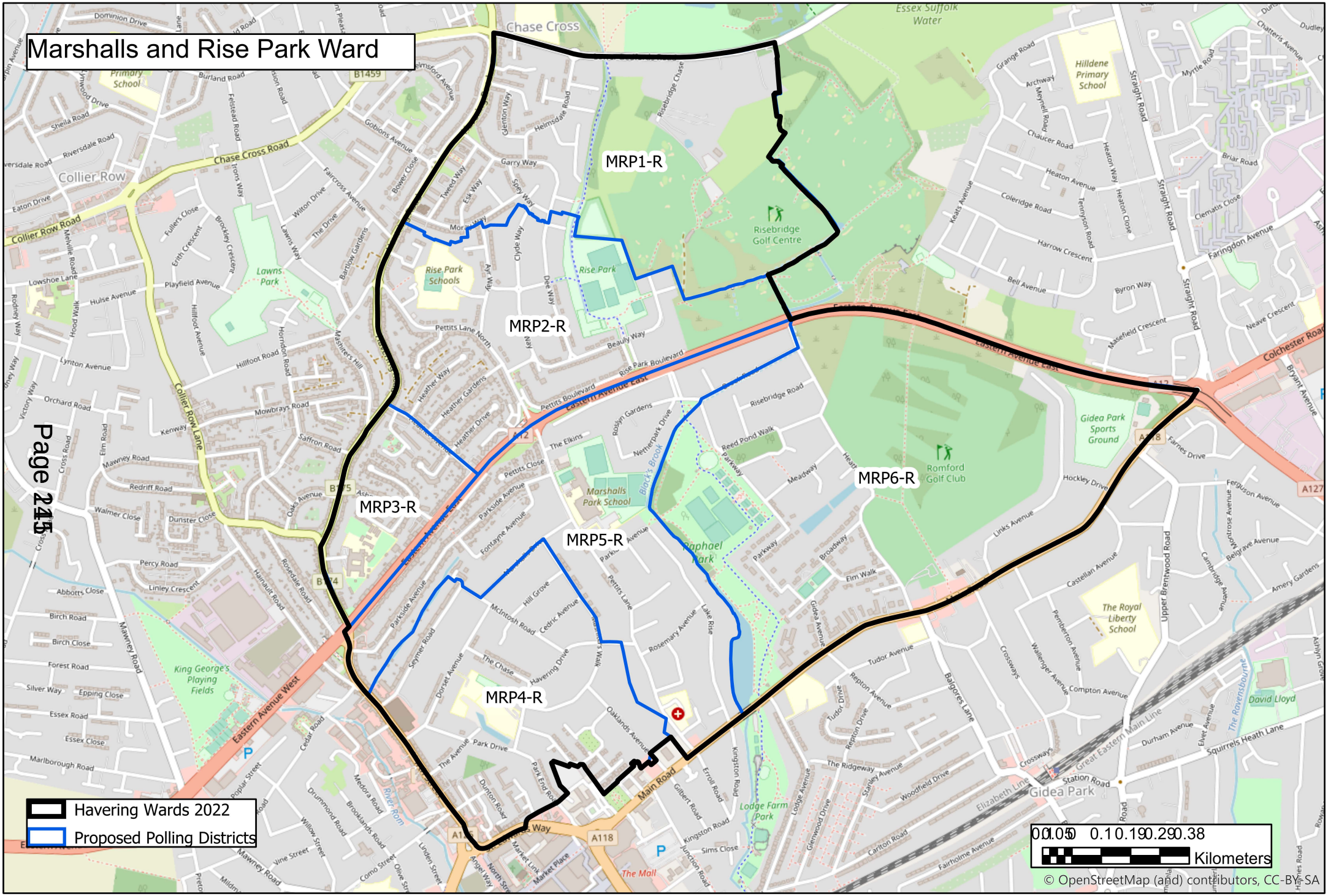
Havering
LONDON BOROUGH

Hylands & Harrow Lodge



Polling stations:

- Hornchurch High

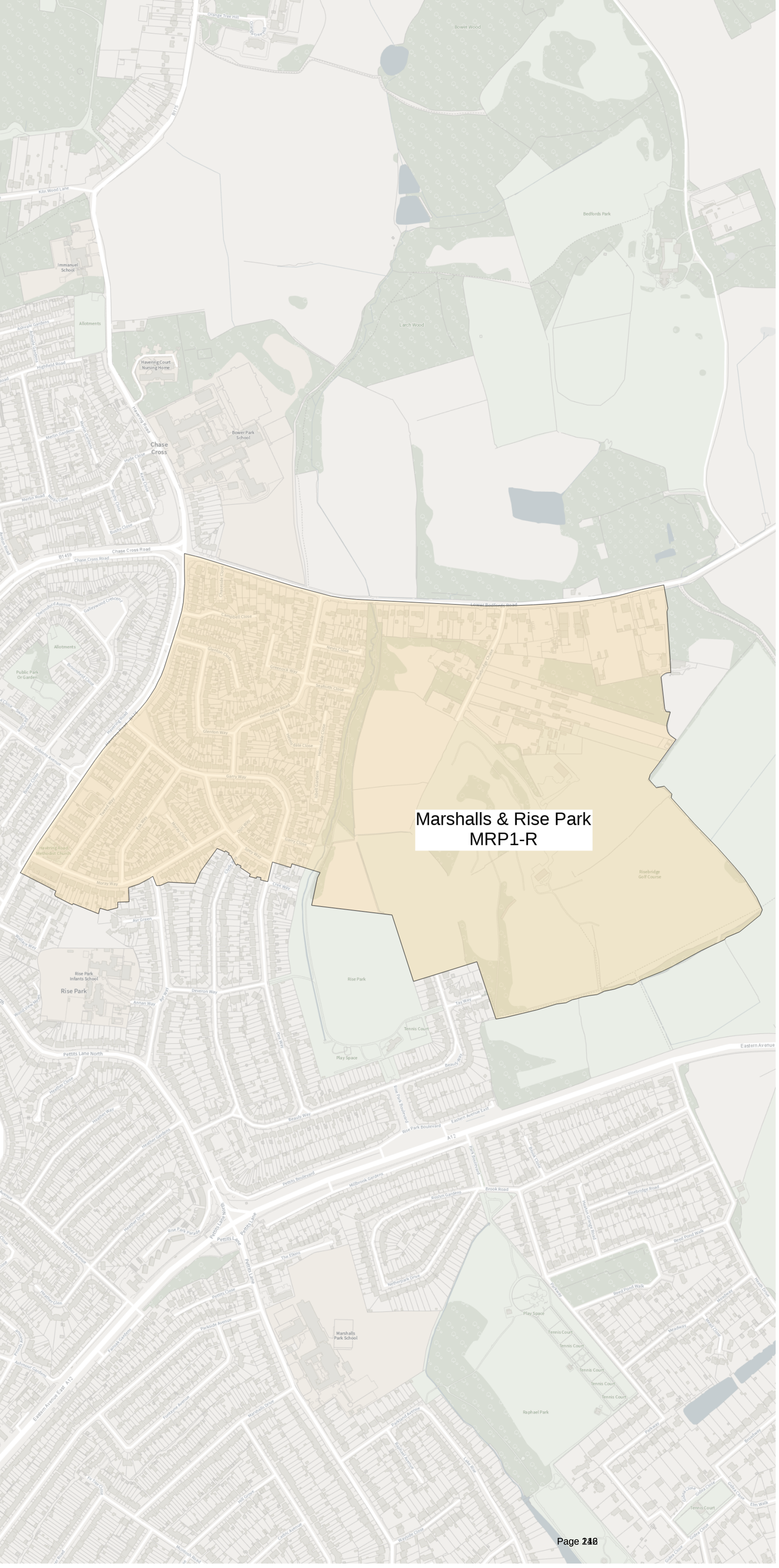

Marshalls and Rise Park Ward
MRP1-R
MRP2-R
MRP3-R
MRP4-R
MRP5-R
MRP6-R
Havering Wards 2022
Proposed Polling Districts
0 0.05 0.1 0.19 0.29 0.38
Kilometers
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Havering
LONDON BOROUGH

Marshalls & Rise Park

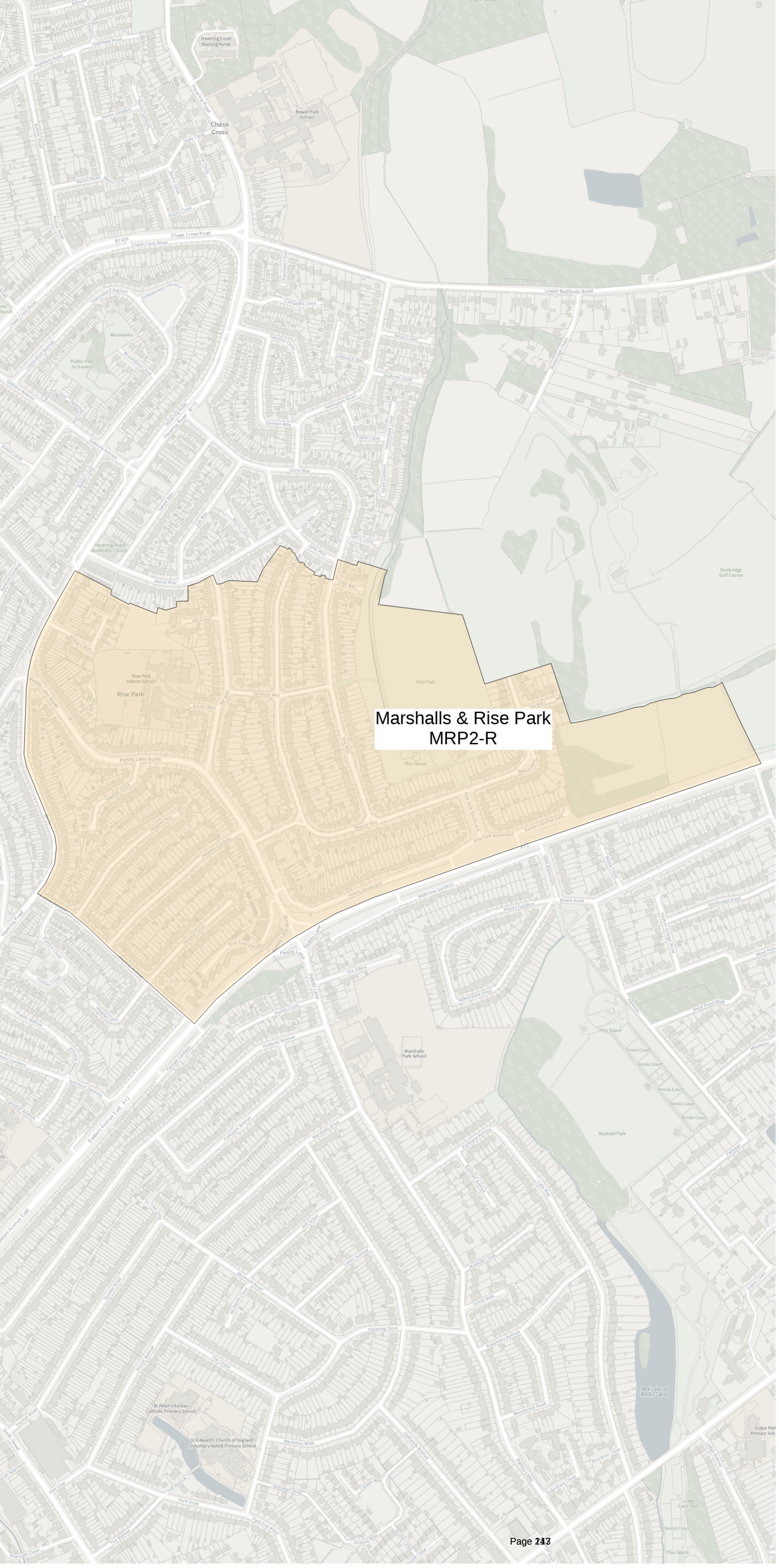
Polling stations:

- Tweed Way Social Hall



Havering
LONDON BOROUGH

Marshalls & Rise Park



Polling stations:

- Rise Park Academy Trust Junior School

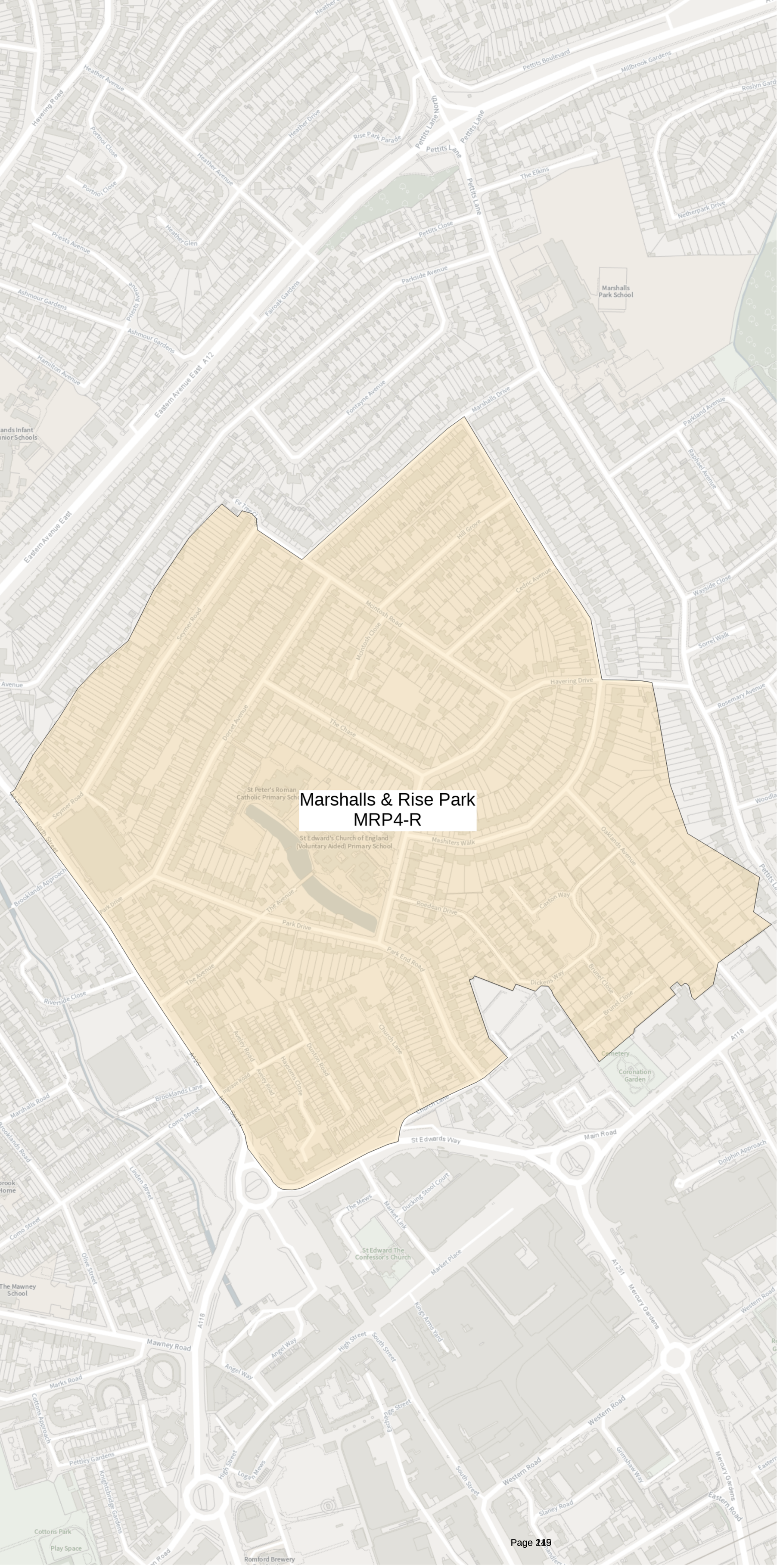


Havering
LONDON BOROUGH

Marshalls & Rise Park

Polling stations:

- Parklands Junior School



Havering
LONDON BOROUGH

Marshalls & Rise Park

Polling stations:

- Potential Polling Station: Central Harvest Church

- Potential Polling Station: Romford District Scout Hall



Havering
LONDON BOROUGH

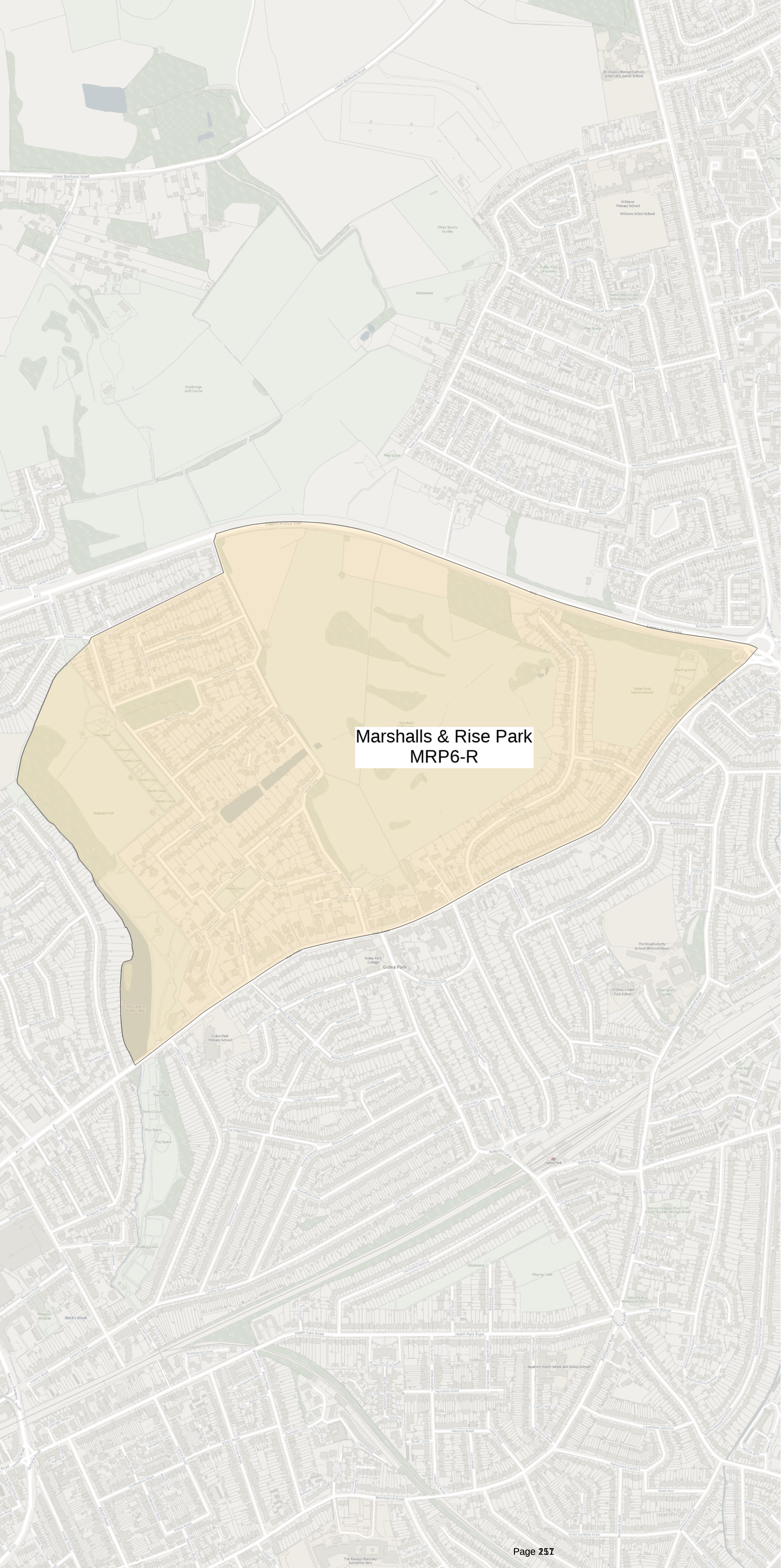
Marshalls & Rise Park

Polling stations:

- Marshalls Park Academy

Havering
LONDON BOROUGH

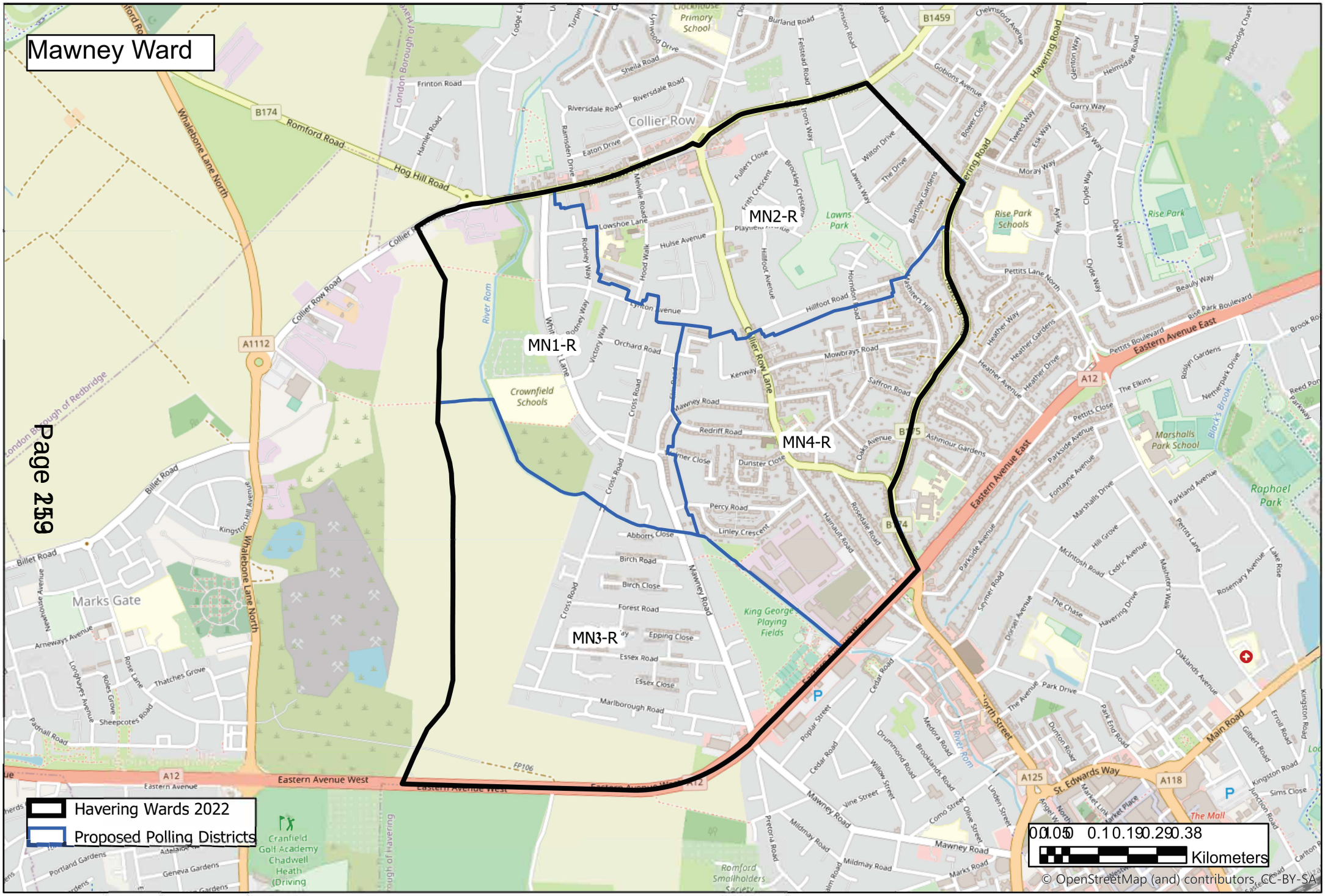
Marshalls & Rise Park



Polling stations:

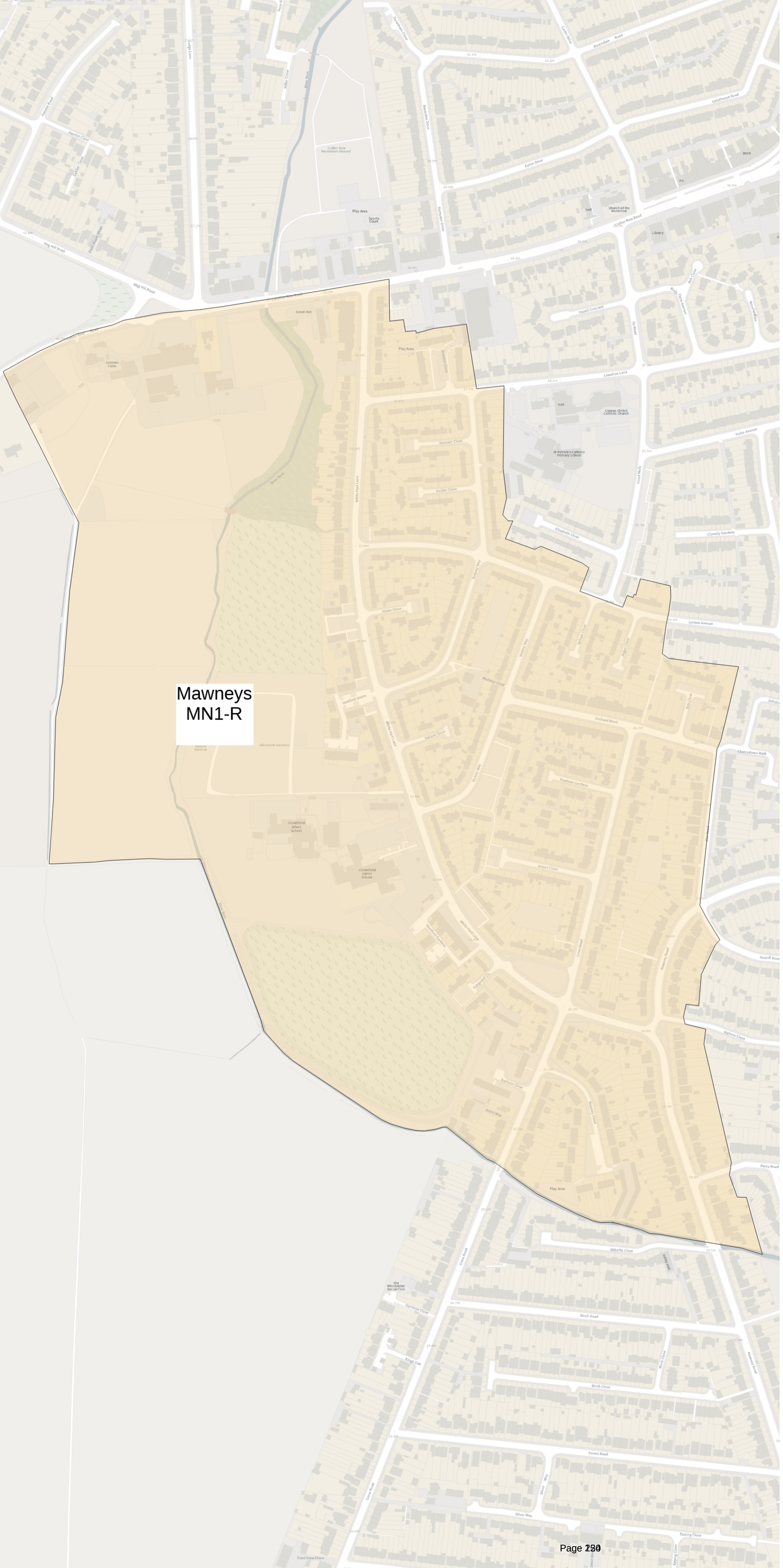
- St Michael's church Hall

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Mawney Ward
MN1-R
MN2-R
MN3-R
MN4-R
Havering Wards 2022
Proposed Polling Districts
0 0.05 0.1 0.19 0.29 0.38
Kilometers
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Havering
LONDON BOROUGH

Mawneys



Polling stations:

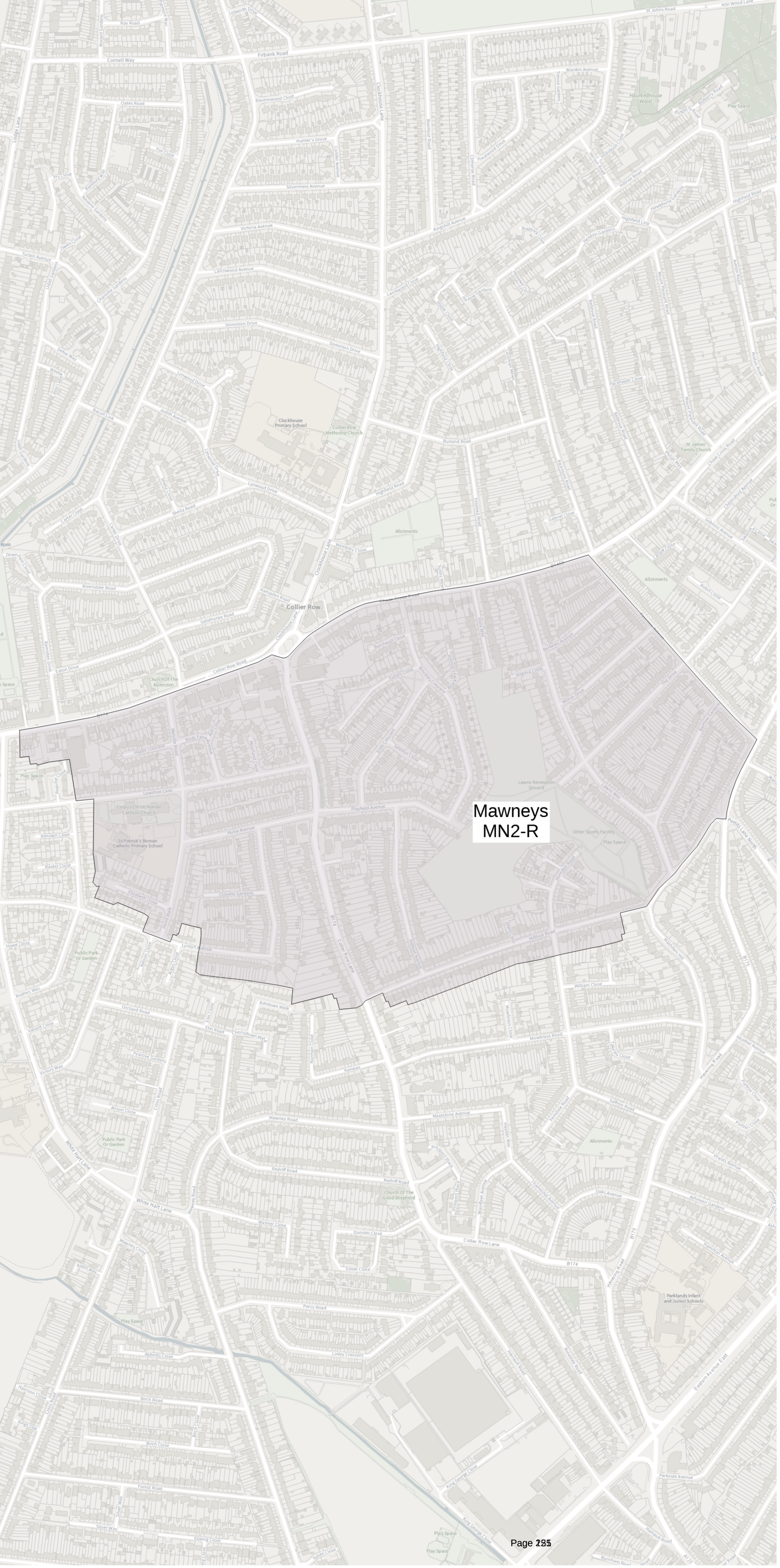
- Nursery Unit Crownfield Infant School

Havering
LONDON BOROUGH

Mawneys

Polling stations:

- Collier Row Parish Hall & Catholic Club



Havering
LONDON BOROUGH

Mawneys

Polling stations:

- Scout Hall

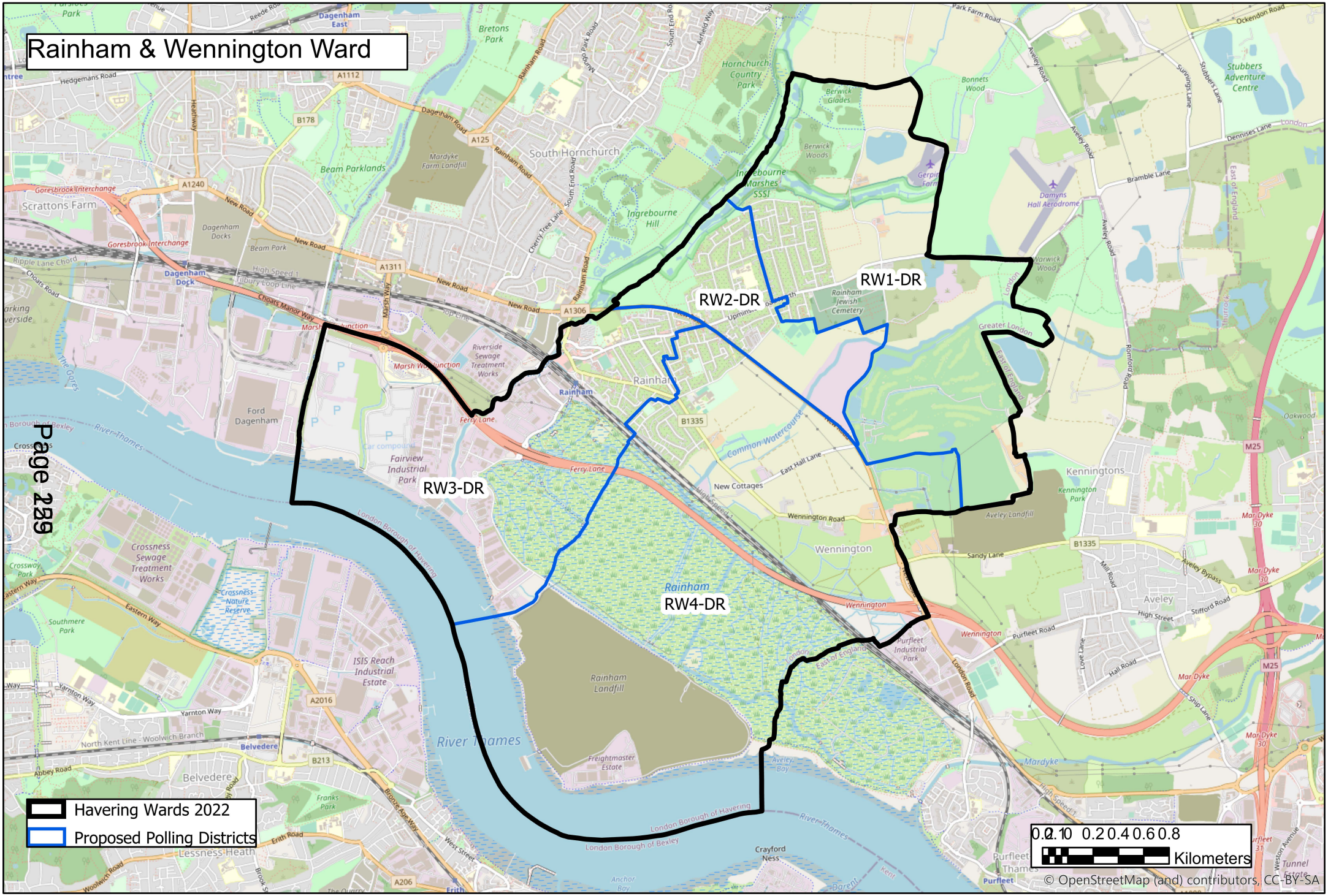
Havering
LONDON BOROUGH

Mawneys

Polling stations:

- The Church of the Good Shepherd

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Rainham & Wennington Ward
RW1-DR
RW2-DR
RW3-DR
RW4-DR
Havering Wards 2022
Proposed Polling Districts
0 0.1 0.2 0.4 0.6 0.8
Kilometers
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Havering
LONDON BOROUGH

Rainham & Wennington



Polling Station:
Combined with
RW2 - DR

Havering
LONDON BOROUGH

Rainham & Wennington

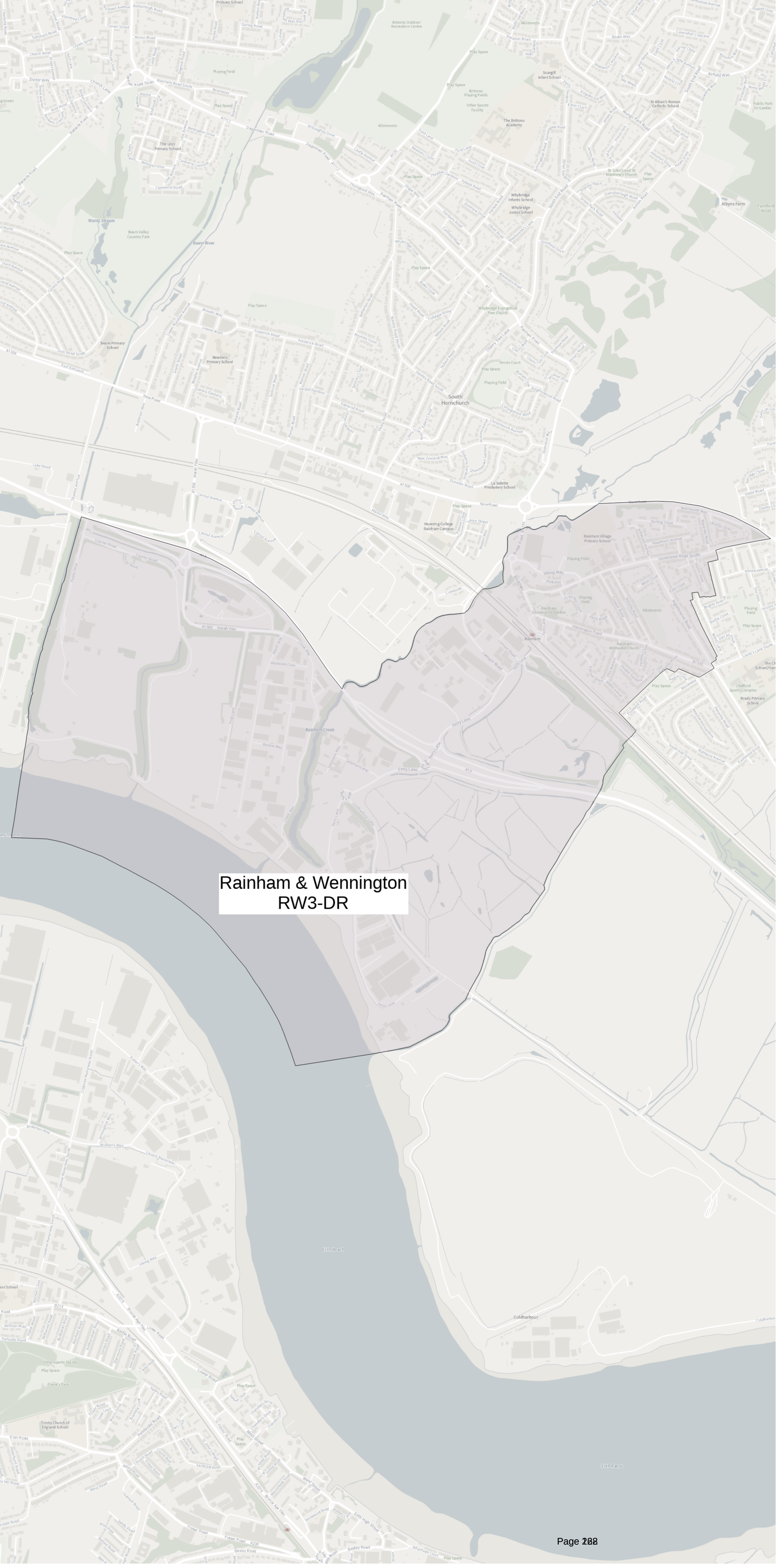
Polling stations:

- Parsonage Farm Primary School



Havering
LONDON BOROUGH

Rainham & Wennington



Polling stations:
- Rainham Library

Havering
LONDON BOROUGH

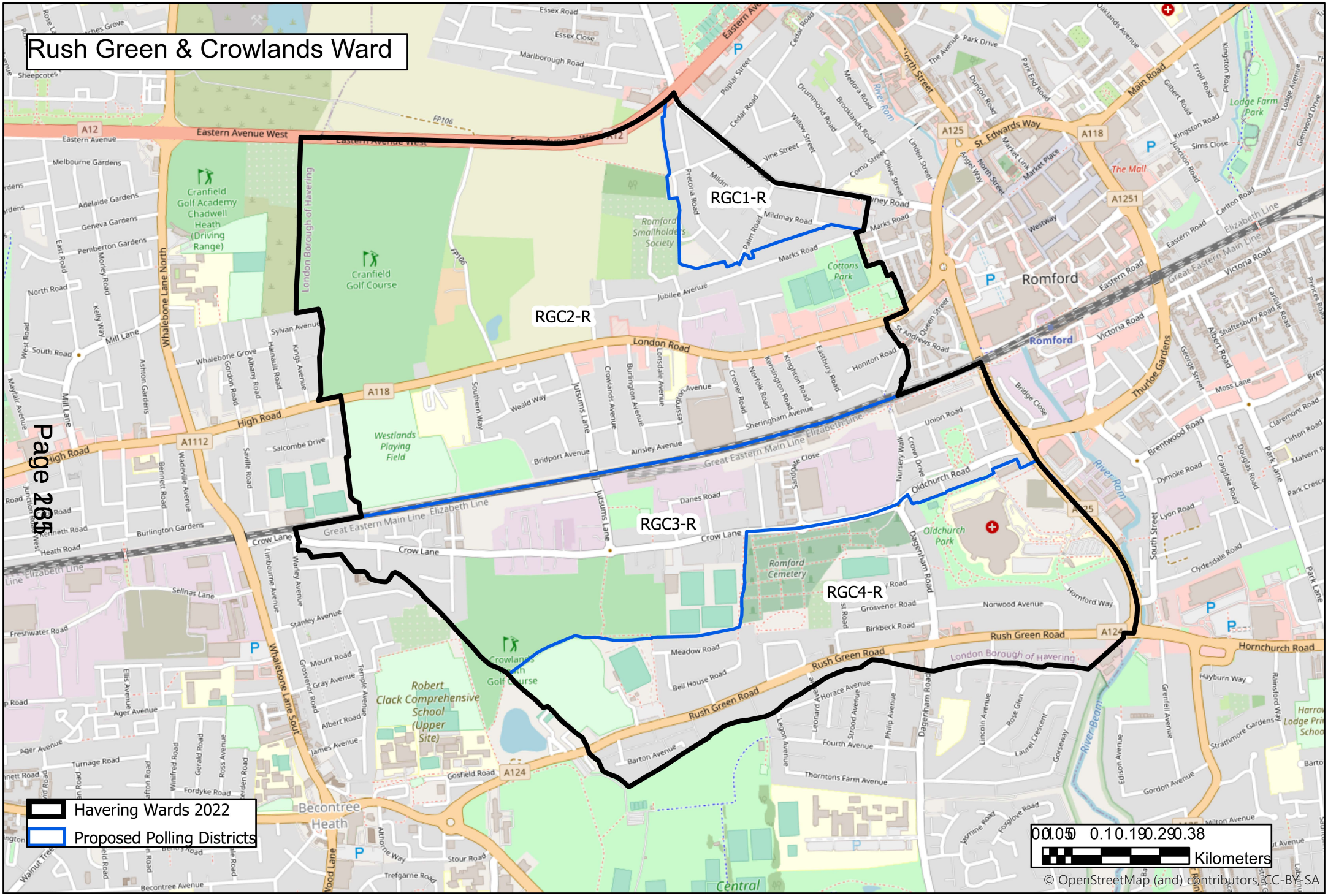
Rainham & Wennington



Polling stations:

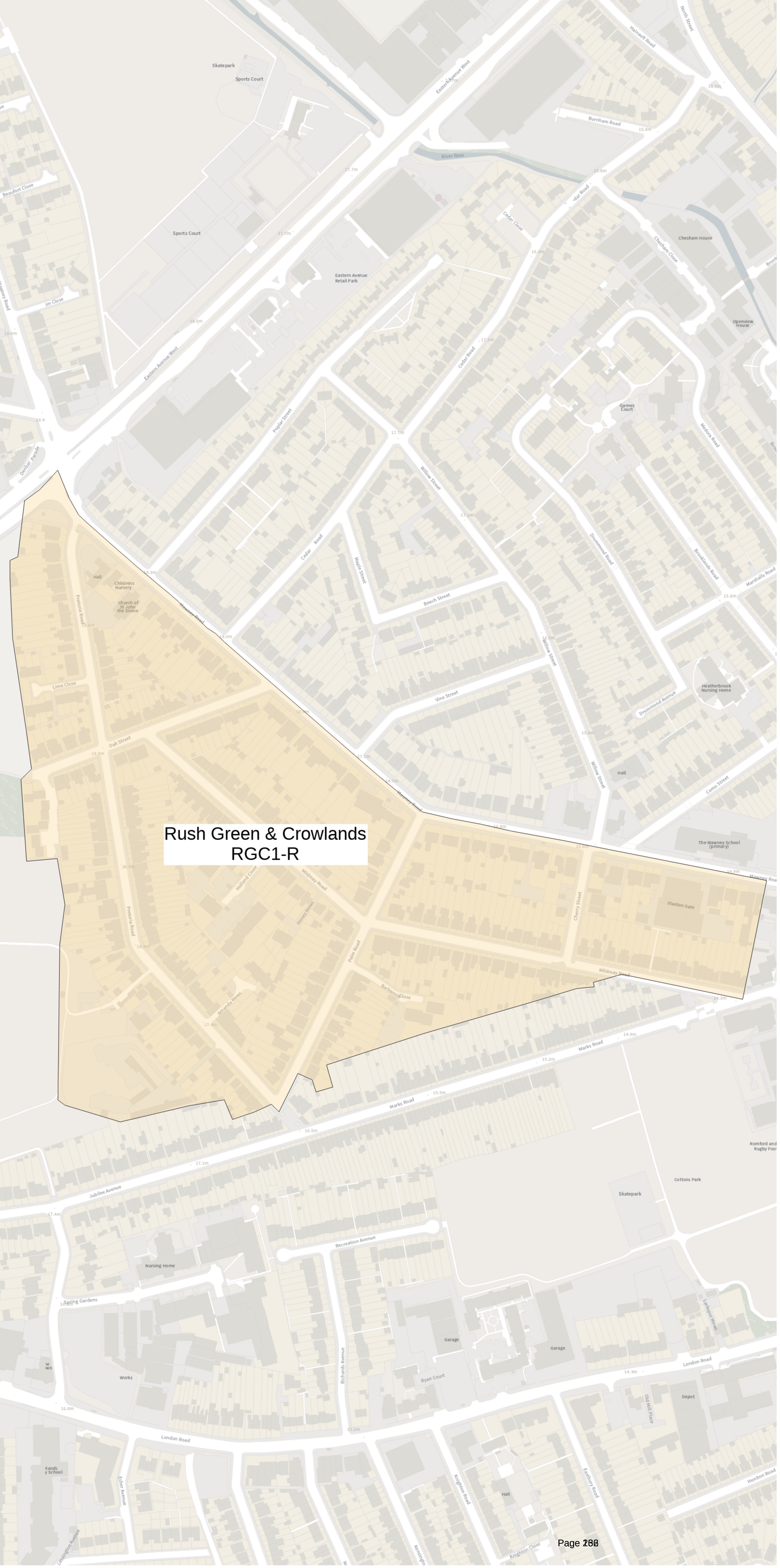
- Brady Primary School

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Rush Green & Crowlands Ward
RGC1-R
RGC2-R
RGC3-R
RGC4-R
Havering Wards 2022
Proposed Polling Districts
0 0.05 0.1 0.19 0.29 0.38
Kilometers
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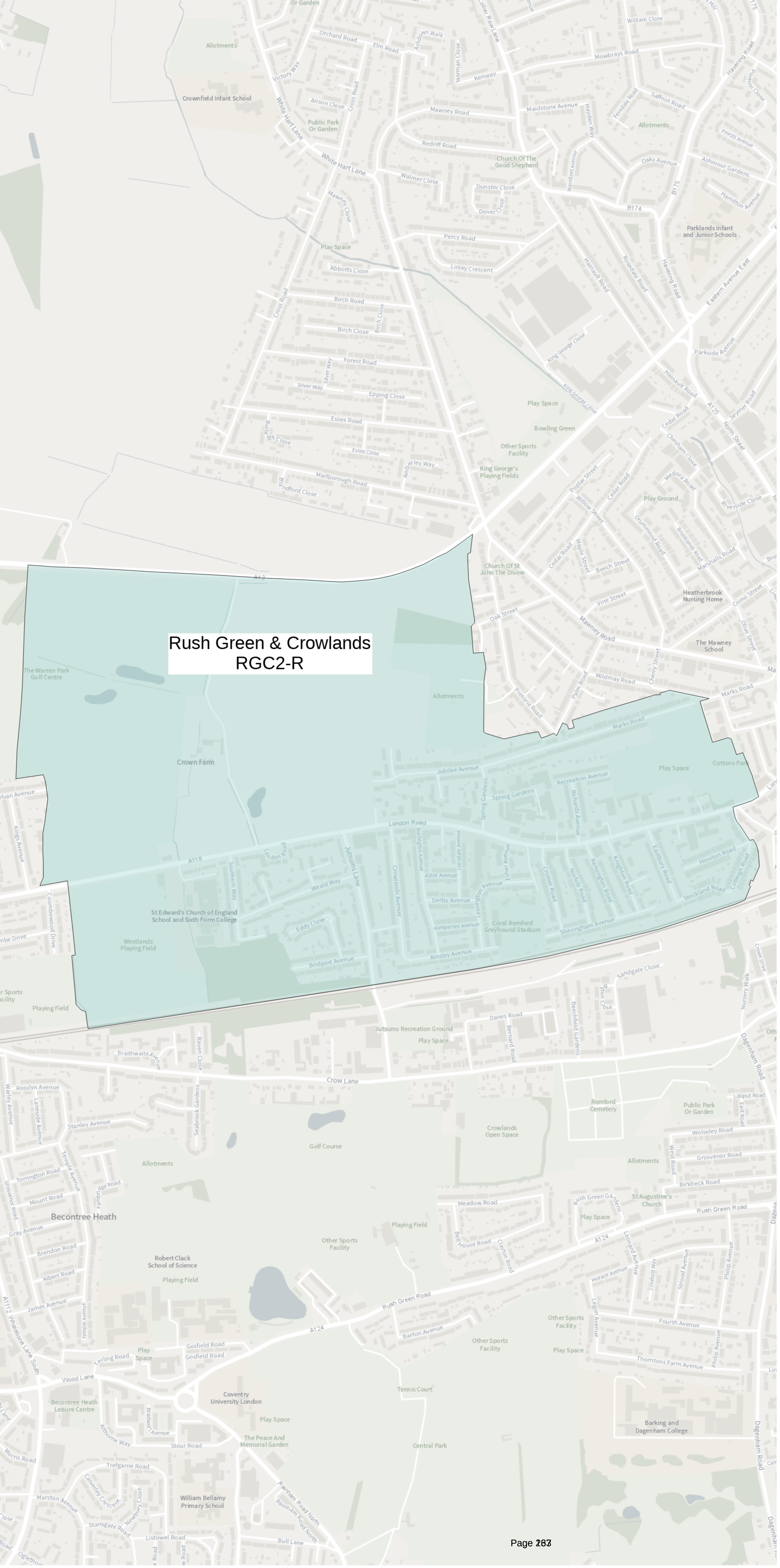
Havering
LONDON BOROUGH

Rush Green & Crowlands



Polling stations:

- St John`s Church Car Park



Havering
LONDON BOROUGH

Rush Green & Crowlands

Polling stations:

- Crowlands Primary School

Havering
LONDON BOROUGH

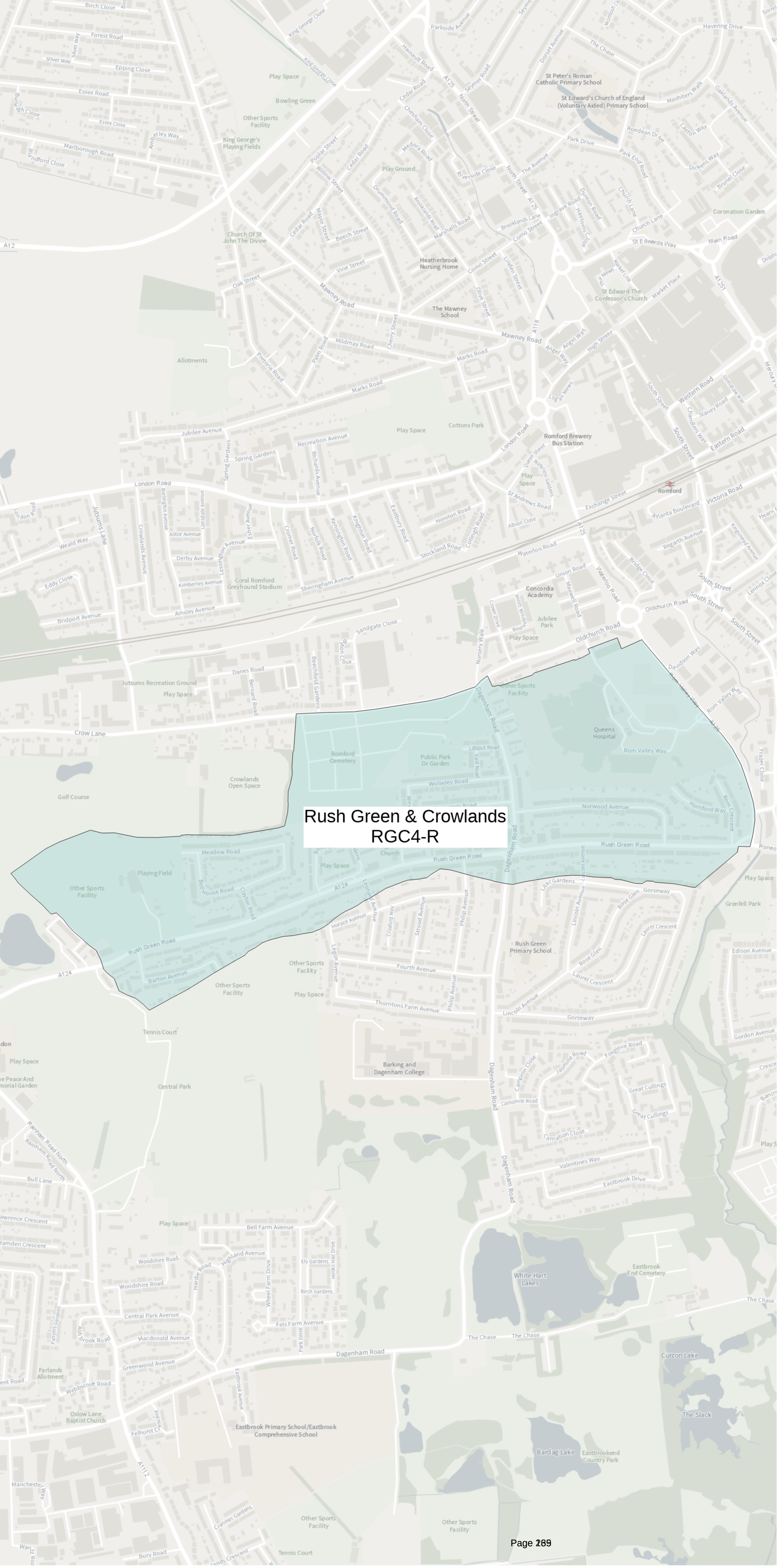
Rush Green & Crowlands

Polling stations:

- Romford & Gidea Park Rugby Club

Havering
LONDON BOROUGH

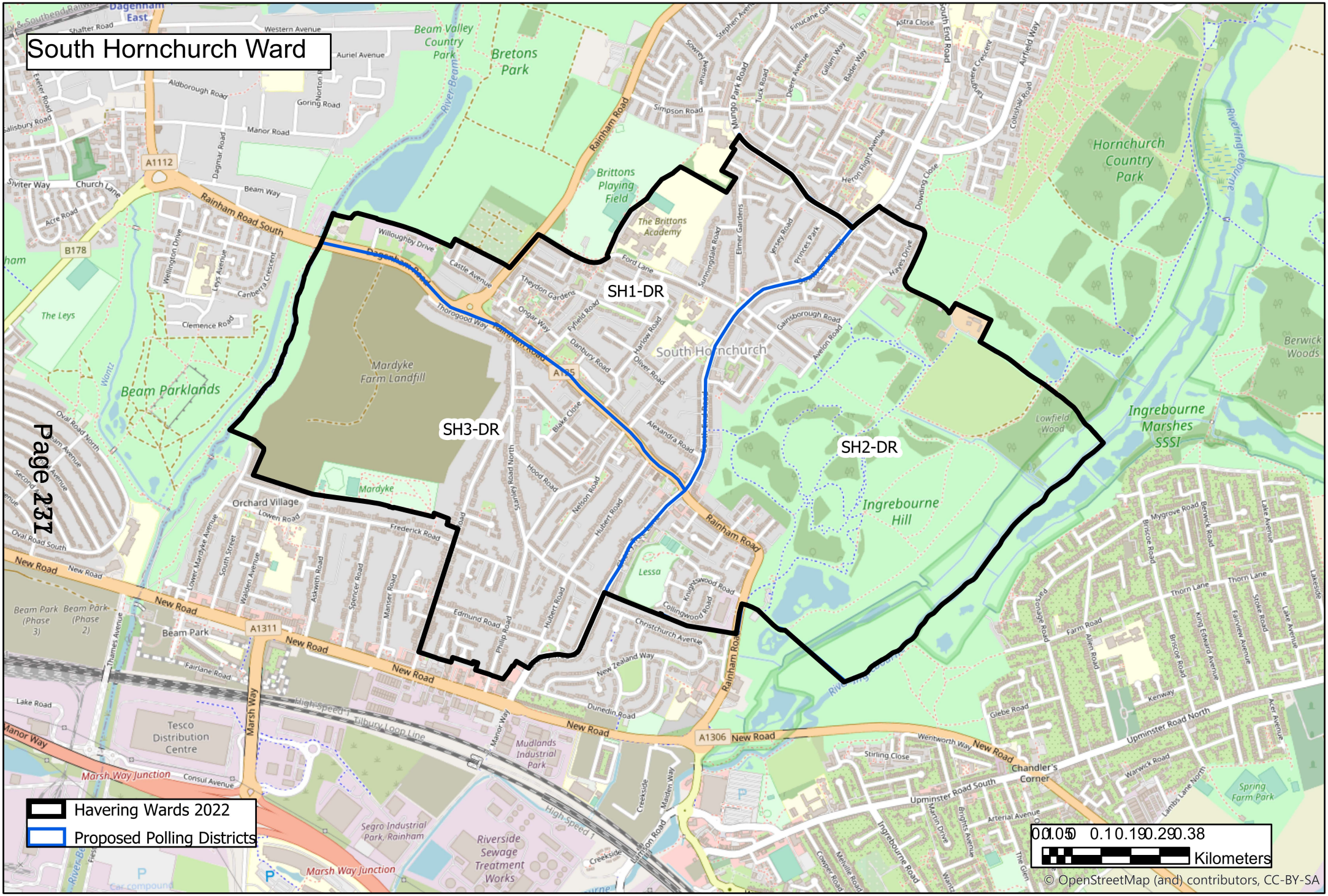
Rush Green & Crowlands



Polling stations:

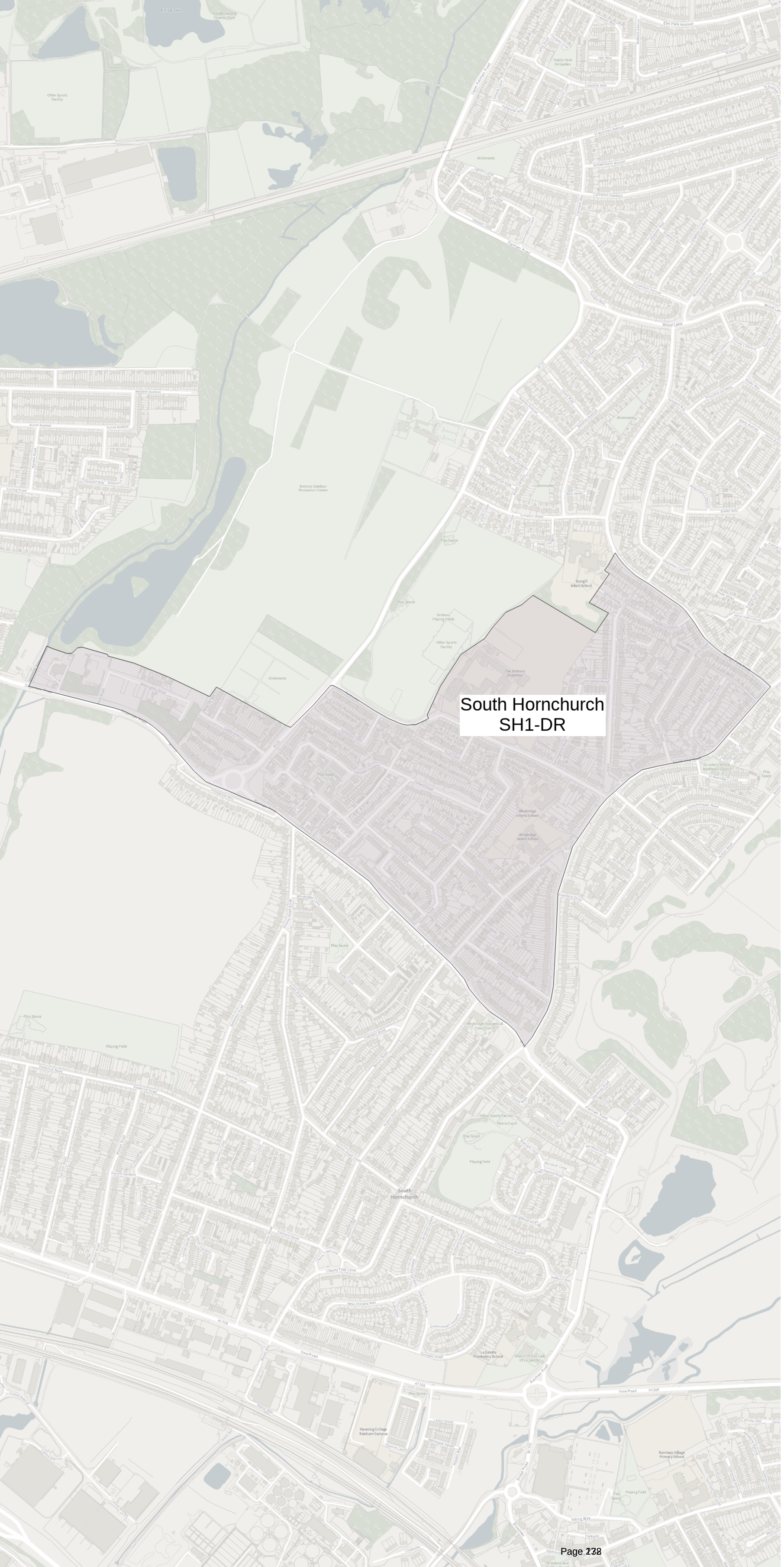
- Rush Green Community Centre

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South Hornchurch Ward
SH1-DR
SH2-DR
SH3-DR
Havering Wards 2022
Proposed Polling Districts
0 0.05 0.1 0.19 0.29 0.38
Kilometers
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Havering
LONDON BOROUGH

South Hornchurch



Polling stations:

- Whybridge Junior School

Havering
LONDON BOROUGH

South Hornchurch

Polling stations:

- St John`s Church

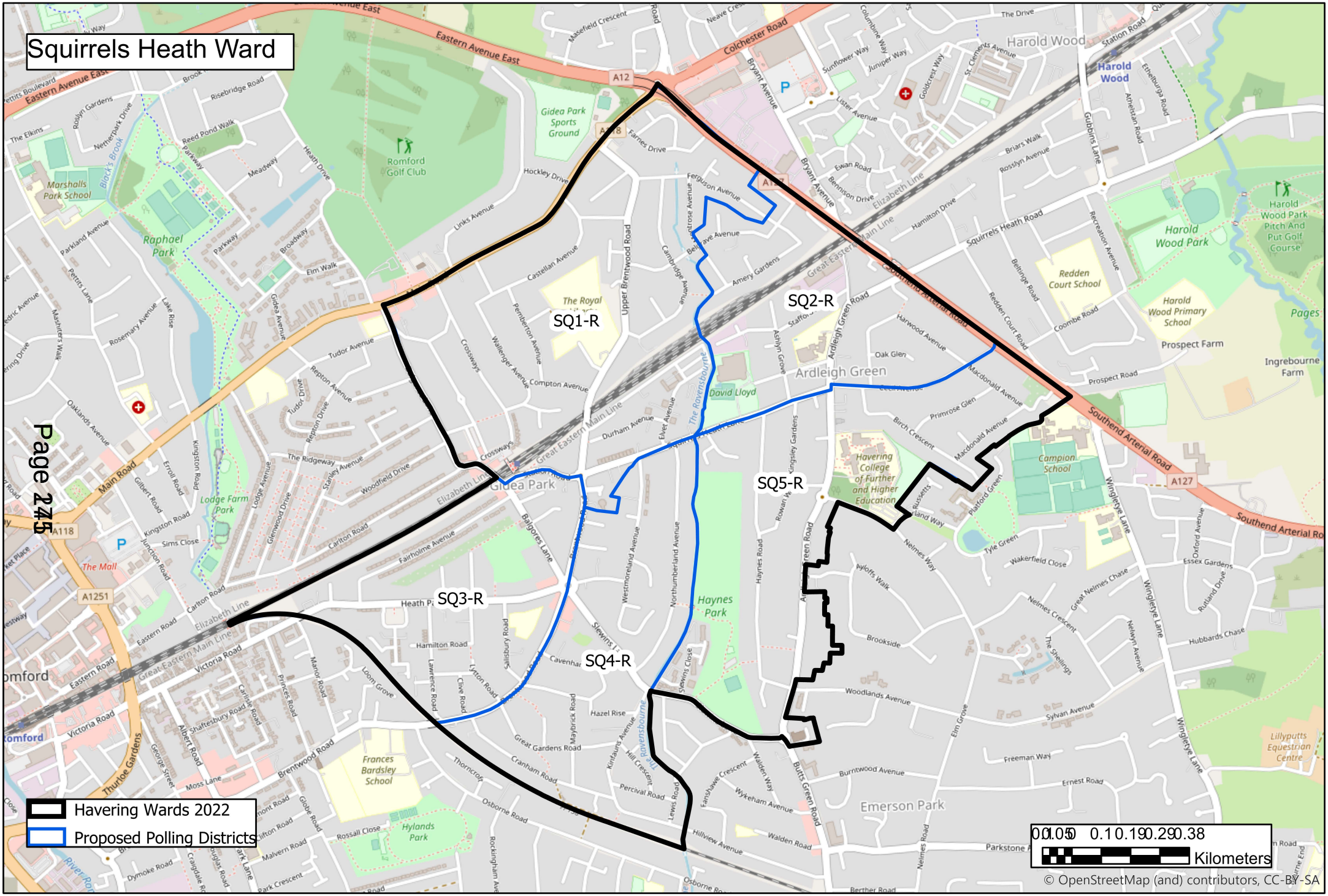


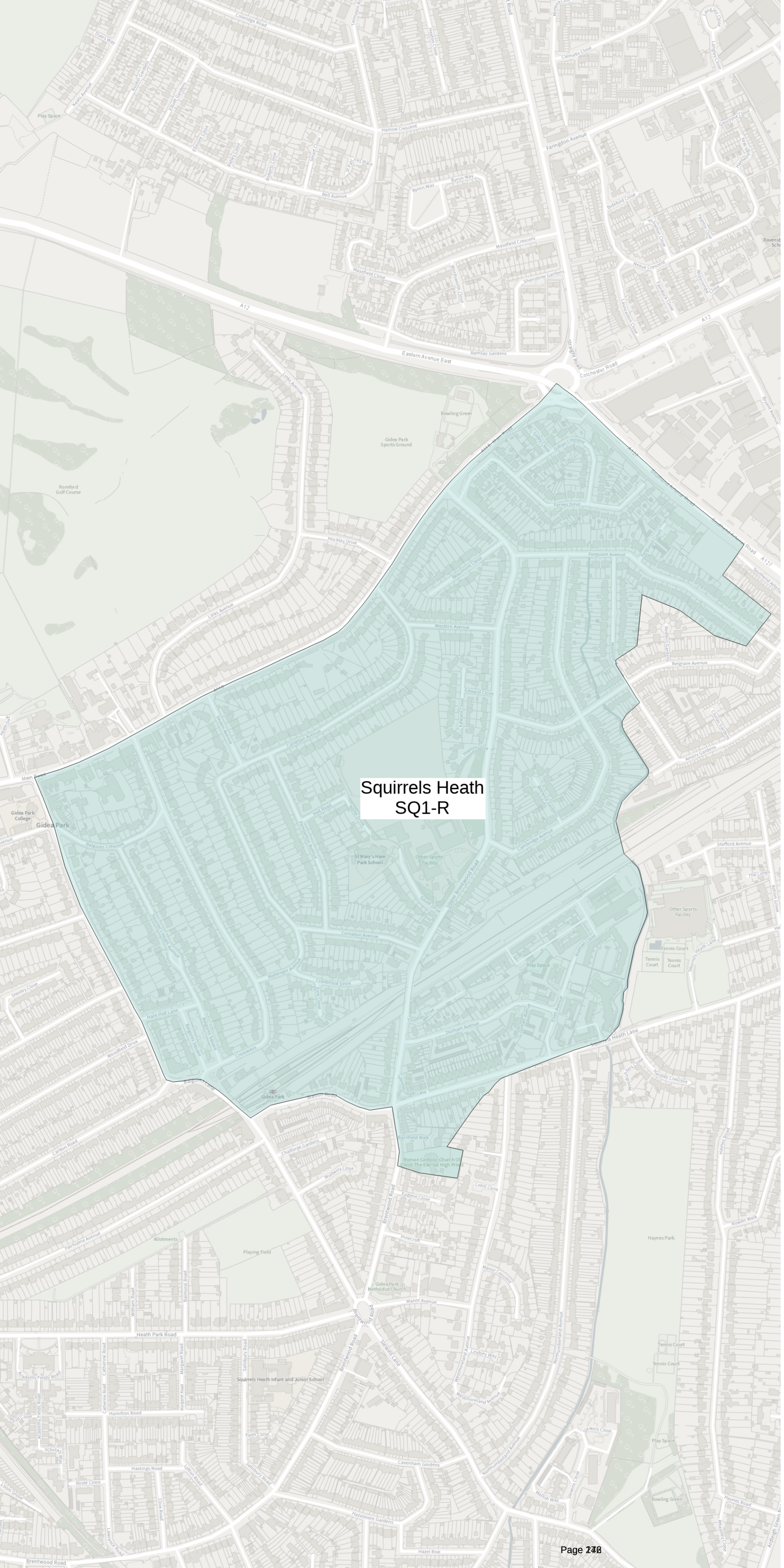
Havering
LONDON BOROUGH

South Hornchurch

Polling stations:

- South Hornchurch Social Hall


Squirrels Heath Ward
SQ1-R
SQ2-R
SQ3-R
SQ4-R
SQ5-R
Havering Wards 2022
Proposed Polling Districts
0 0.05 0.1 0.19 0.29 0.38
Kilometers
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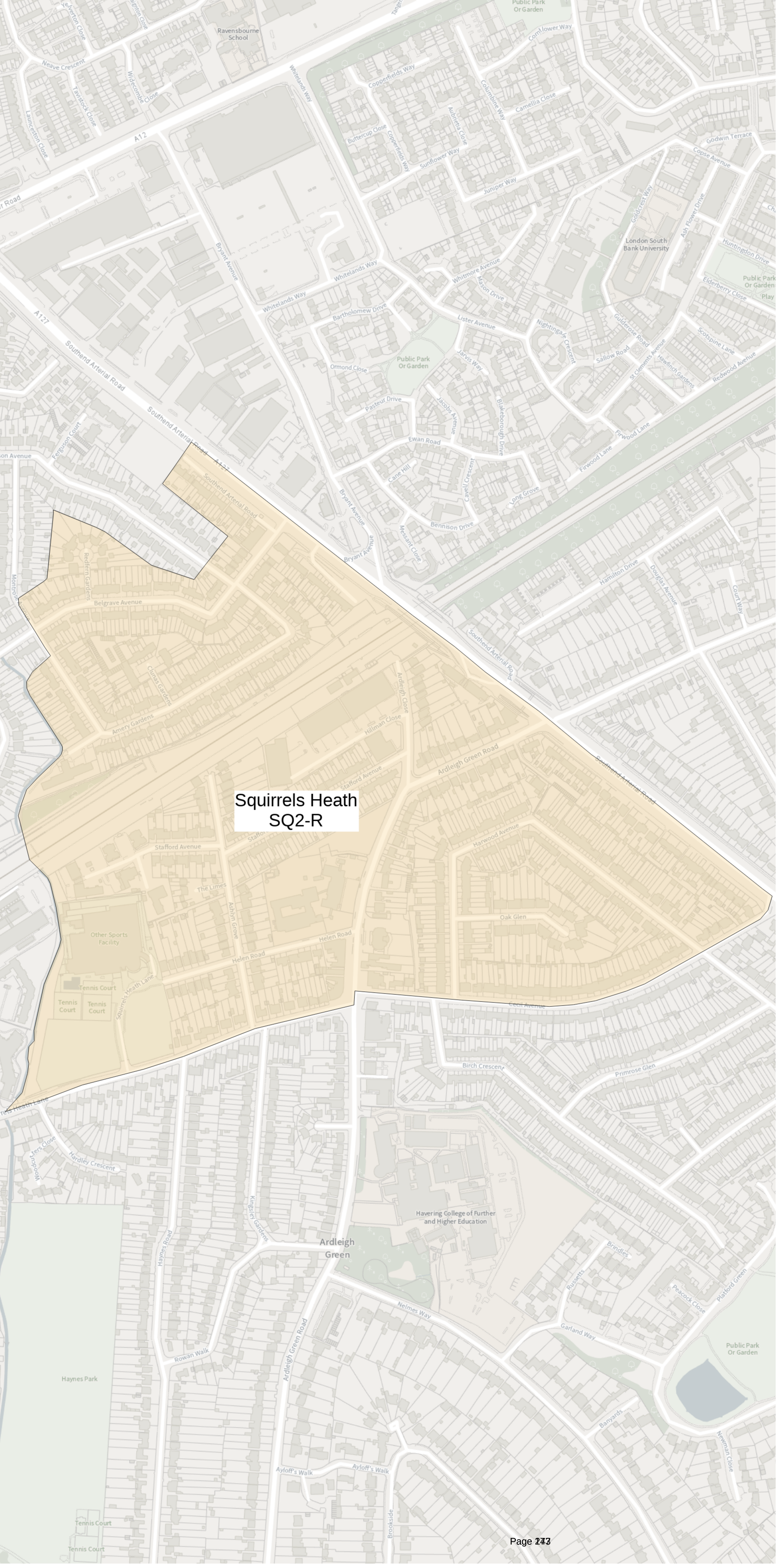


Havering
LONDON BOROUGH

Squirrels Heath

Polling stations:

- Christ The Eternal High Priest Church Hall



Havering
LONDON BOROUGH

Squirrels Heath

Polling stations:

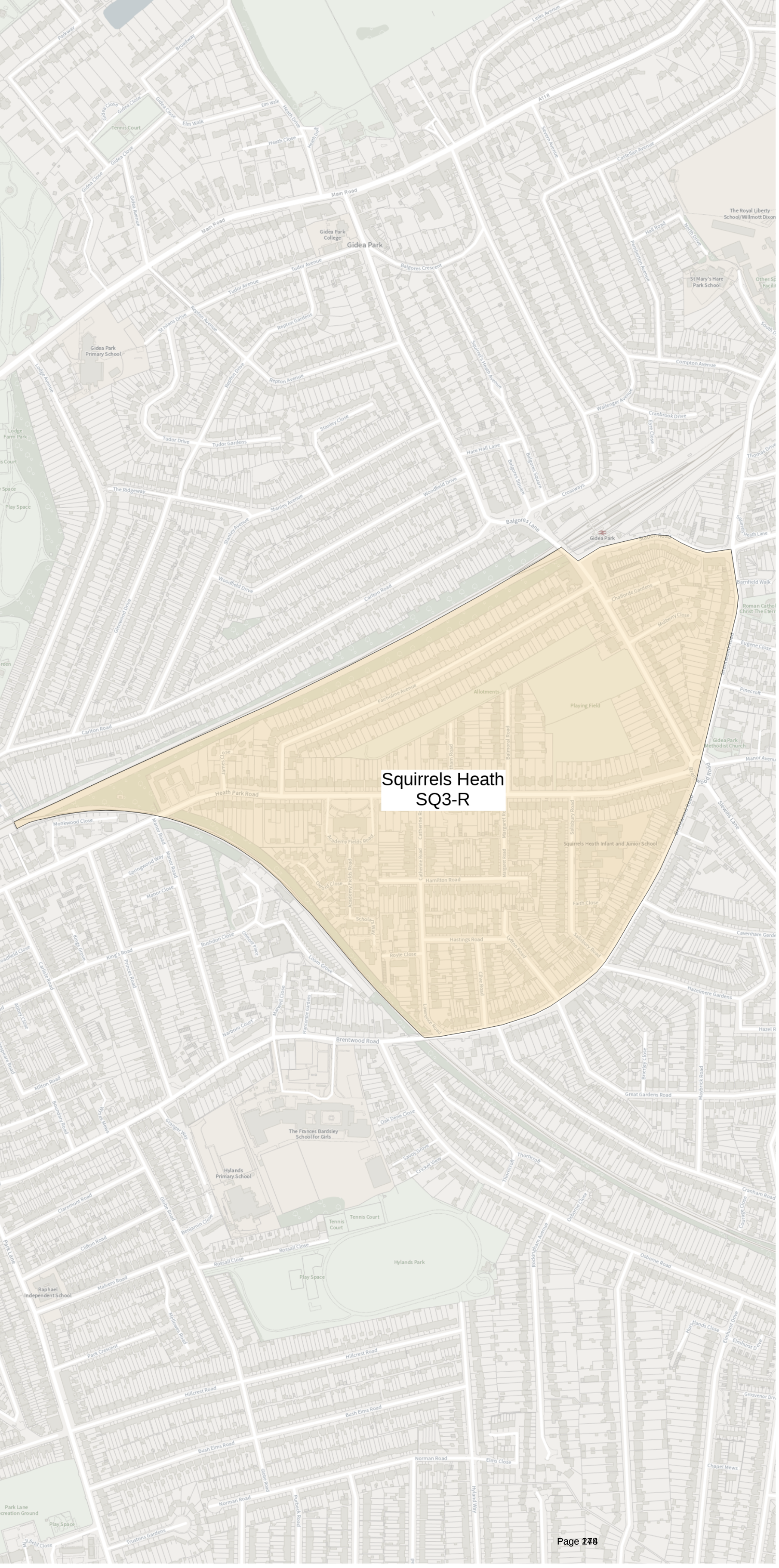
- Ardleigh Green Infant School

Havering
LONDON BOROUGH

Squirrels Heath

Polling stations:

- Gidea Park Library



Havering
LONDON BOROUGH

Squirrels Heath

Polling stations:

- Gidea Park Methodist Church

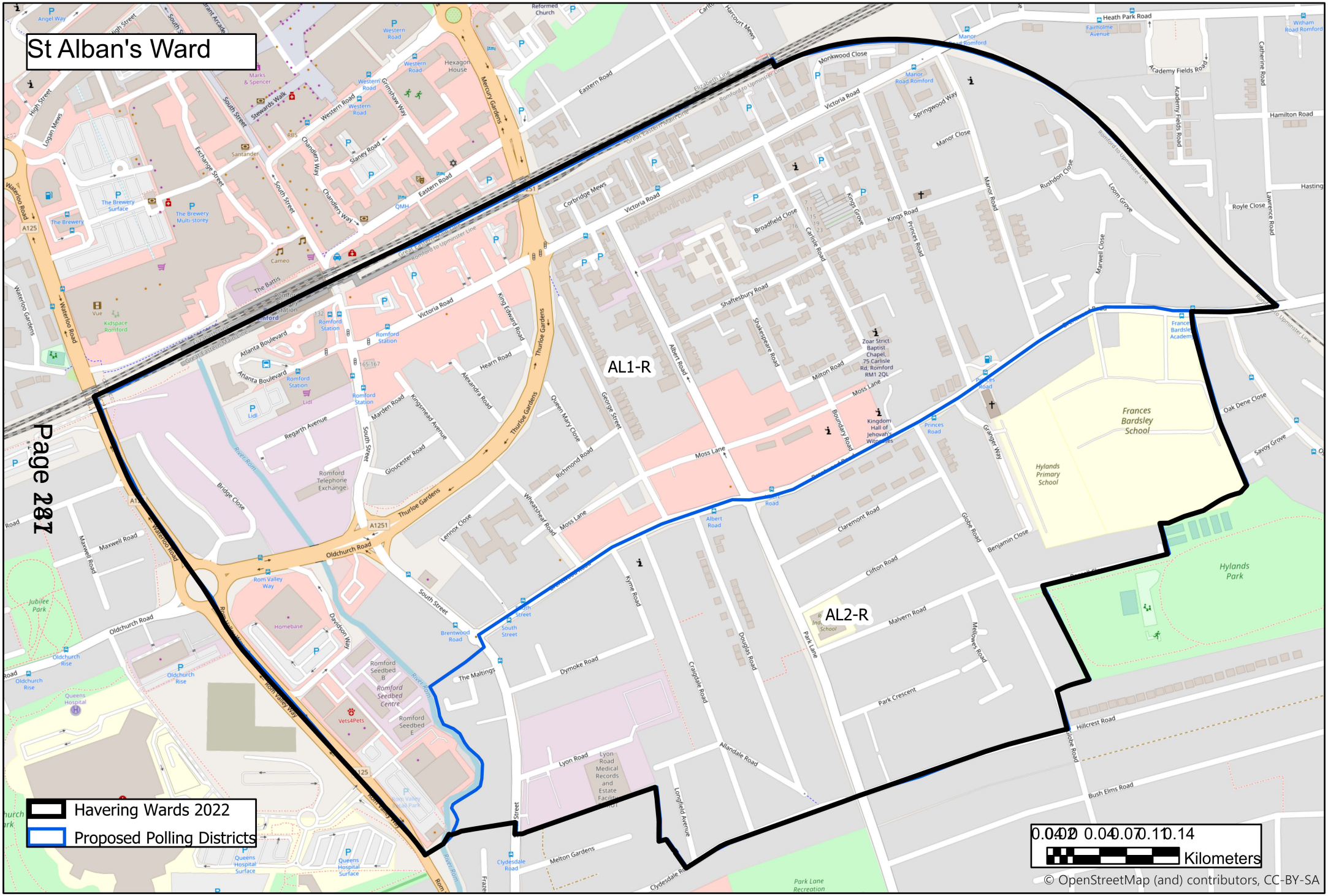
Havering
LONDON BOROUGH

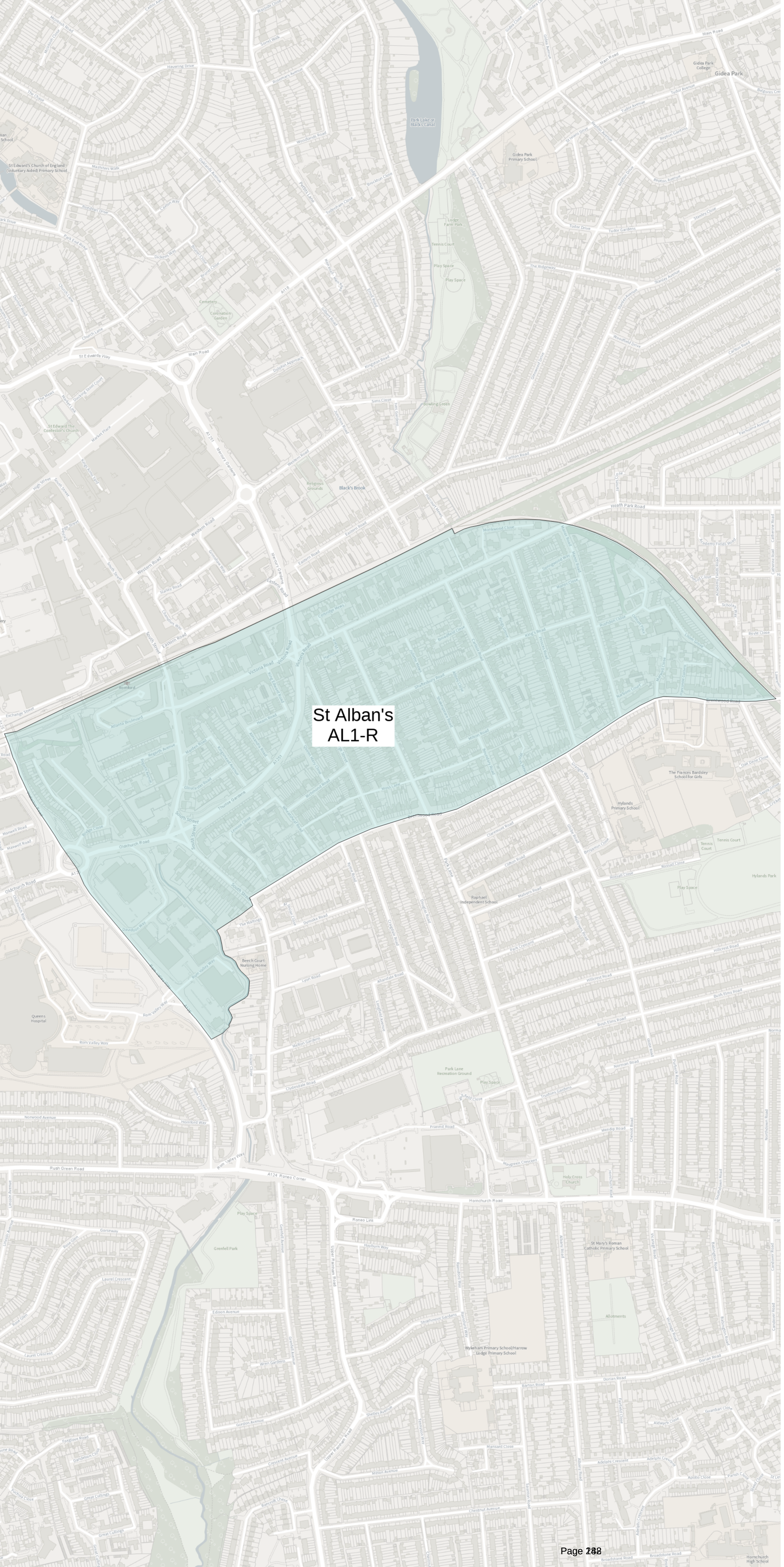
Squirrels Heath



Polling stations:

- All Saints Church Hall


St Alban's Ward
AL1-R
AL2-R
Havering Wards 2022
Proposed Polling Districts
0.02 0.04 0.07 0.11 0.14
Kilometers
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Havering
LONDON BOROUGH

St Alban's

Polling stations:

- St Alban's Church Hall

Havering
LONDON BOROUGH

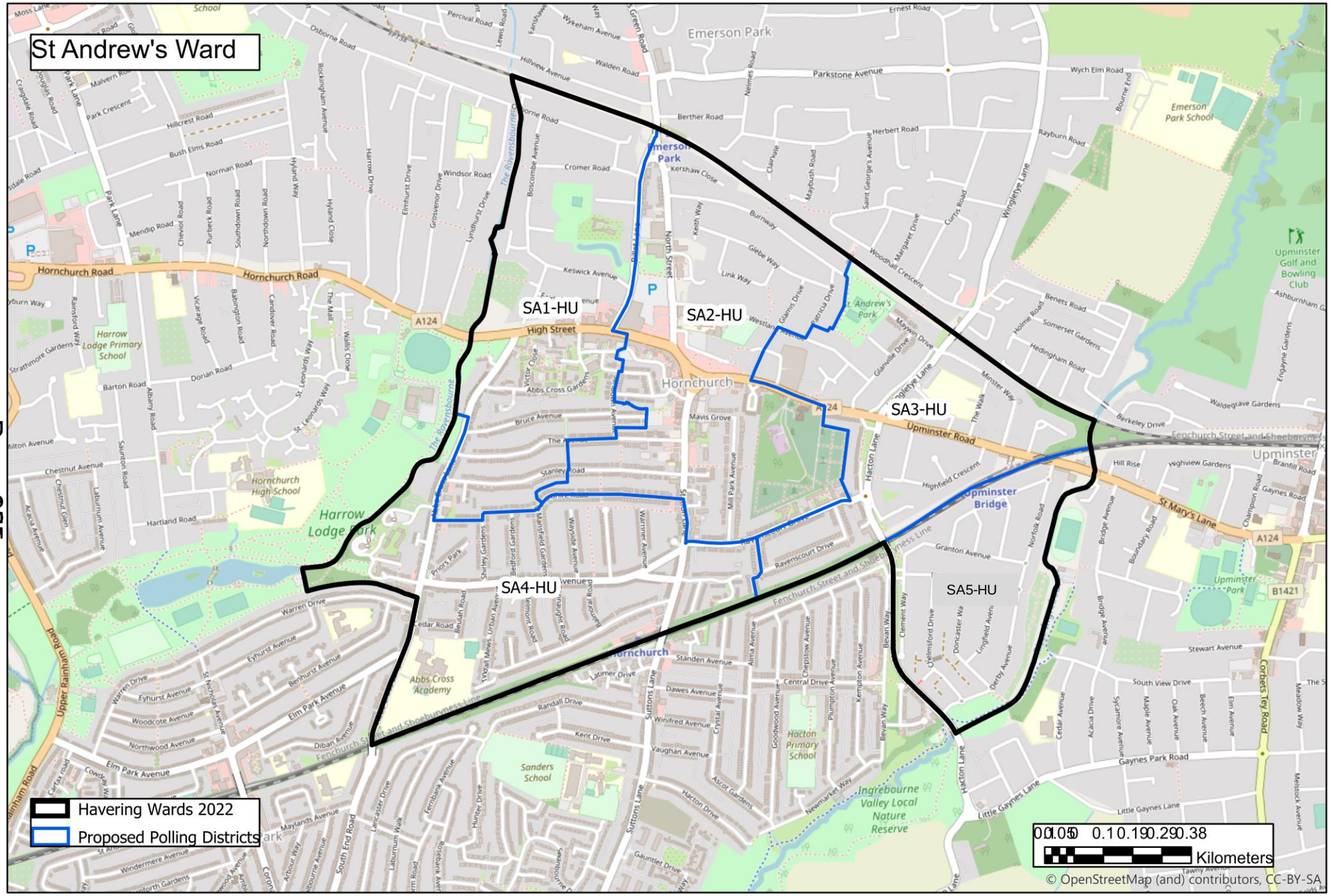
St Alban's

Polling stations:

- Romford Evangelical Free Church



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St Andrew's Ward
SA1-HU
SA2-HU
SA3-HU
SA4-HU
SA5-HU
Havering Wards 2022
Proposed Polling Districts
0 0.05 0.1 0.19 0.29 0.38
Kilometers
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Havering
LONDON BOROUGH

St Andrew's



Polling stations:

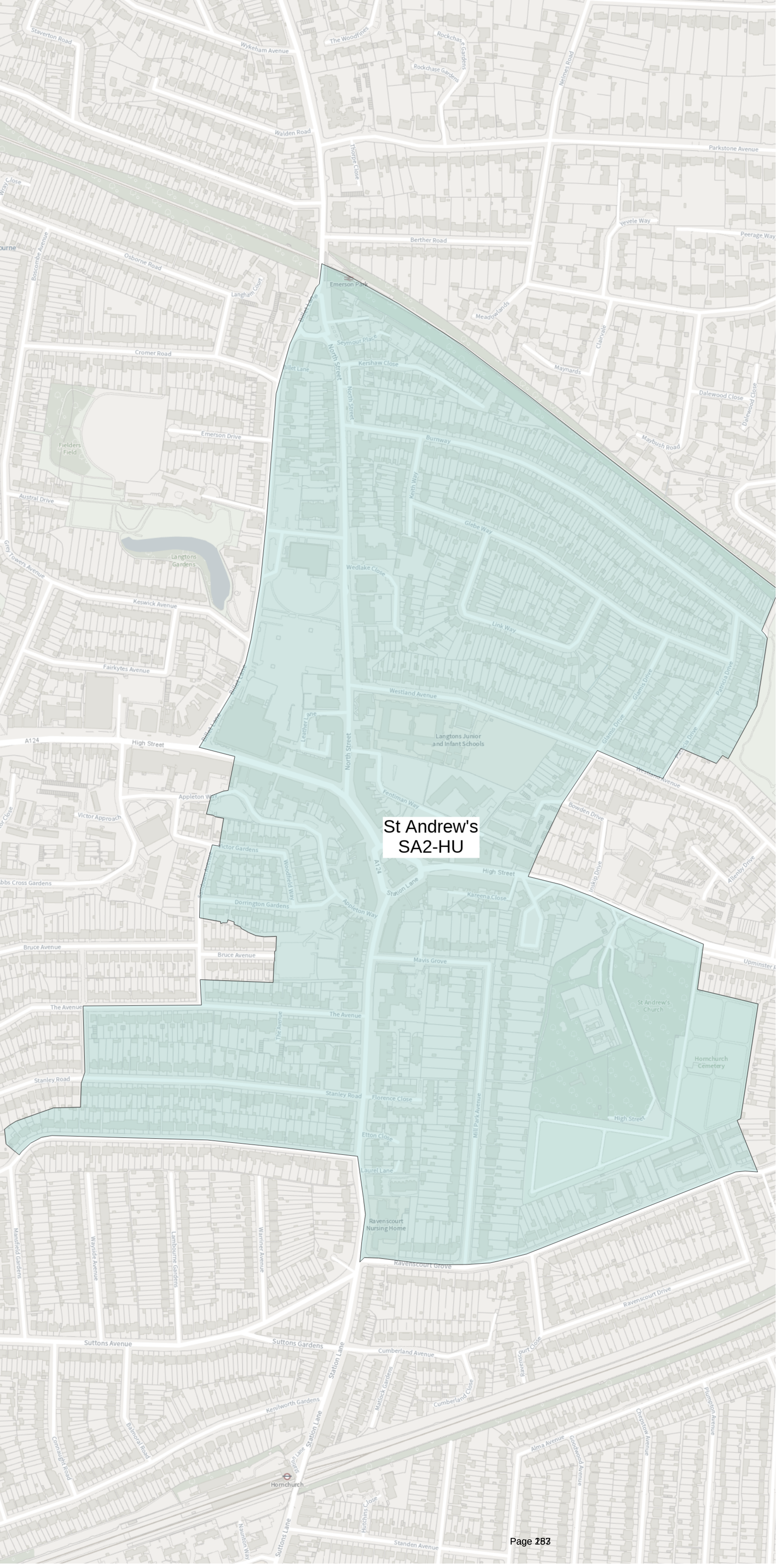
- Fairkytes Arts Centre

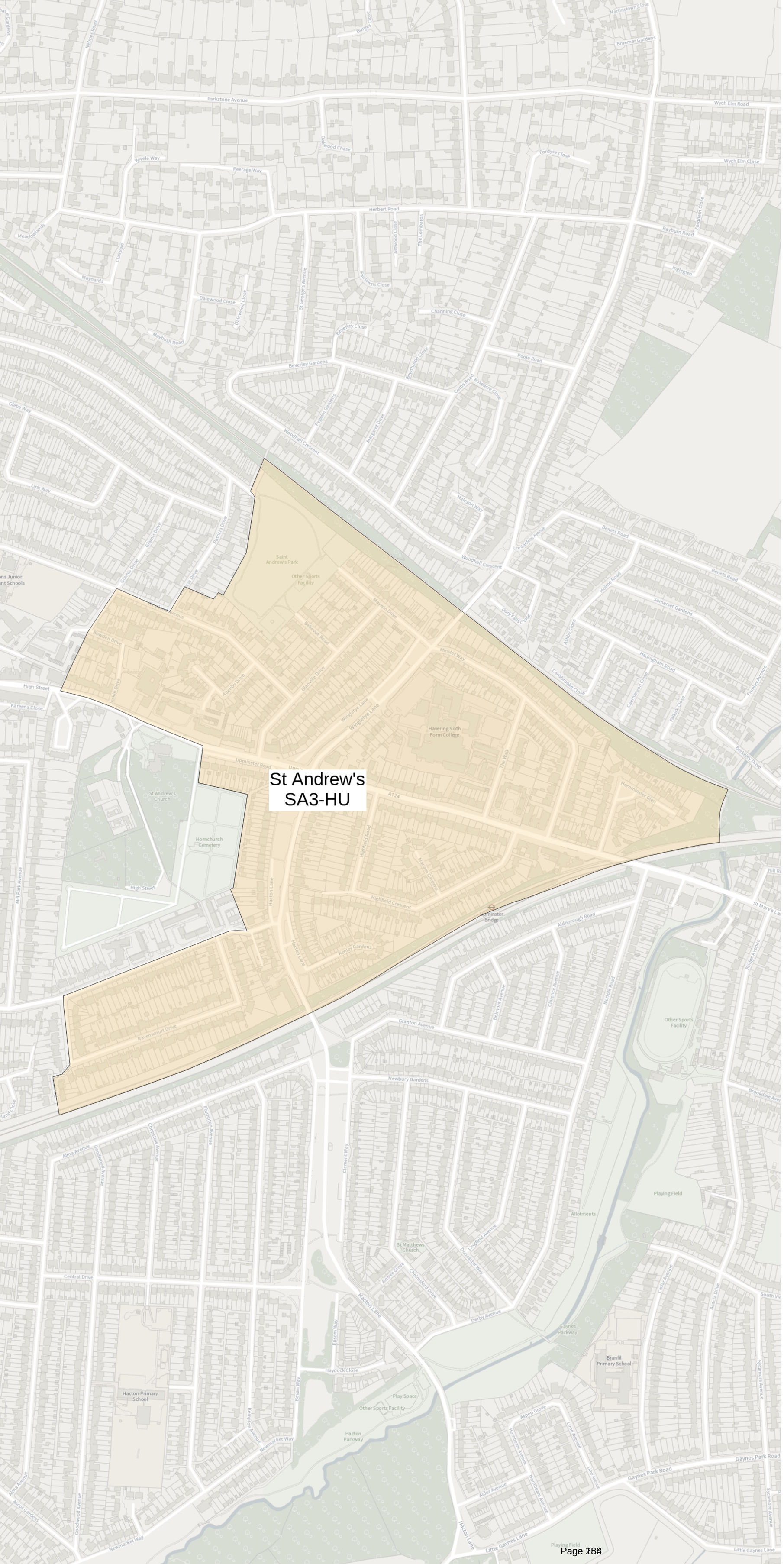
Havering
LONDON BOROUGH

St Andrew's

Polling stations:

- Queens Theatre



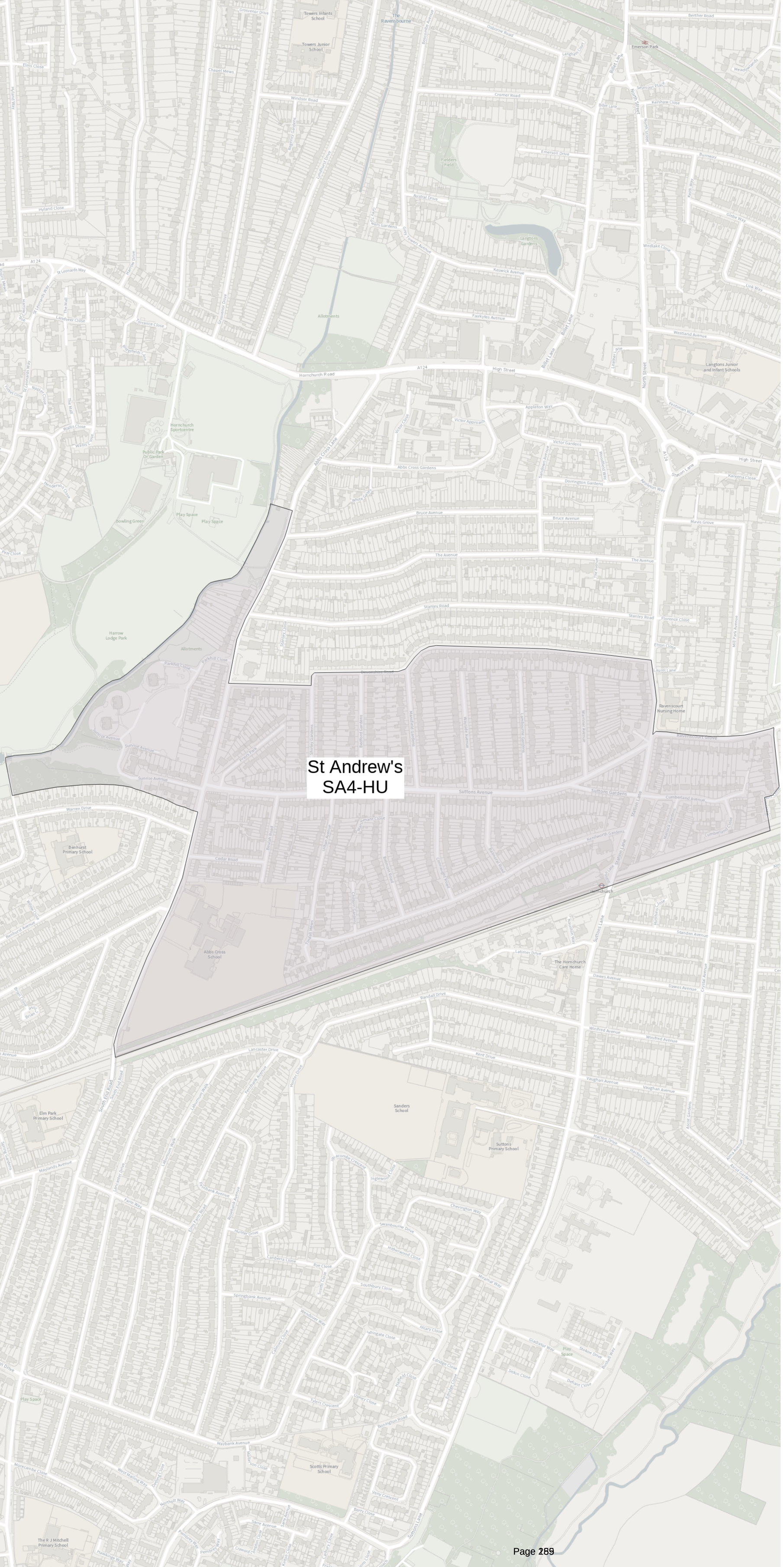


Havering
LONDON BOROUGH

St Andrew's

Polling stations:

- HOPWA House



Havering
LONDON BOROUGH

St Andrew's

Polling stations:

- St George`s Church Hall

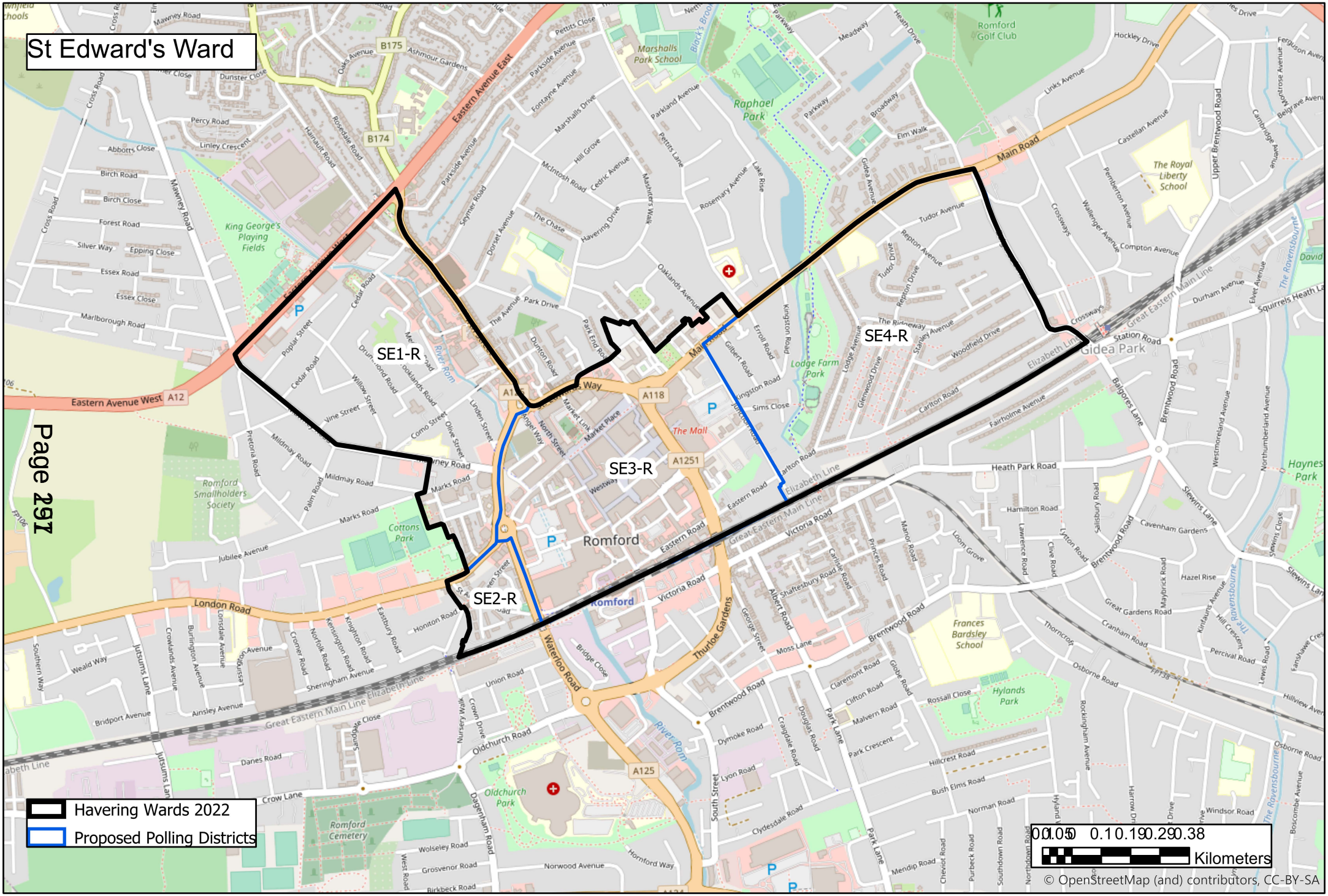
Havering
LONDON BOROUGH

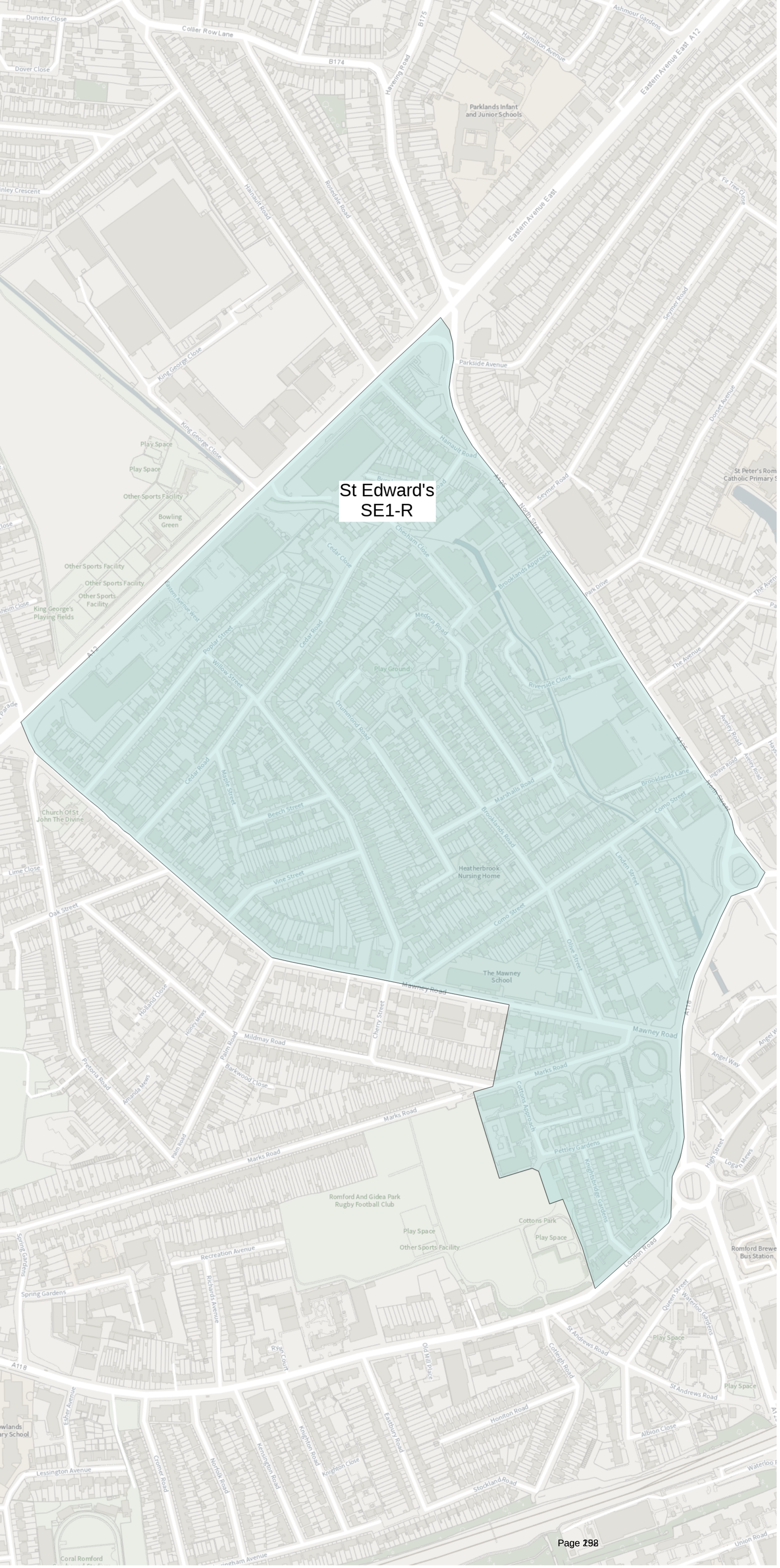
St Andrew's

Polling stations:

- St Matthew's Church Hall




St Edward's Ward
SE1-R
SE2-R
SE3-R
SE4-R
Havering Wards 2022
Proposed Polling Districts
0 0.05 0.1 0.19 0.29 0.38
Kilometers
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Havering
LONDON BOROUGH

St Edward's

Polling stations:

- Yew Tree Lodge



St Edward's
SE2-R

Havering
LONDON BOROUGH

St Edward's

Polling stations:

- St Andrews Parish Church

Havering
LONDON BOROUGH

St Edward's



Polling stations:

- Romford Baptist Church

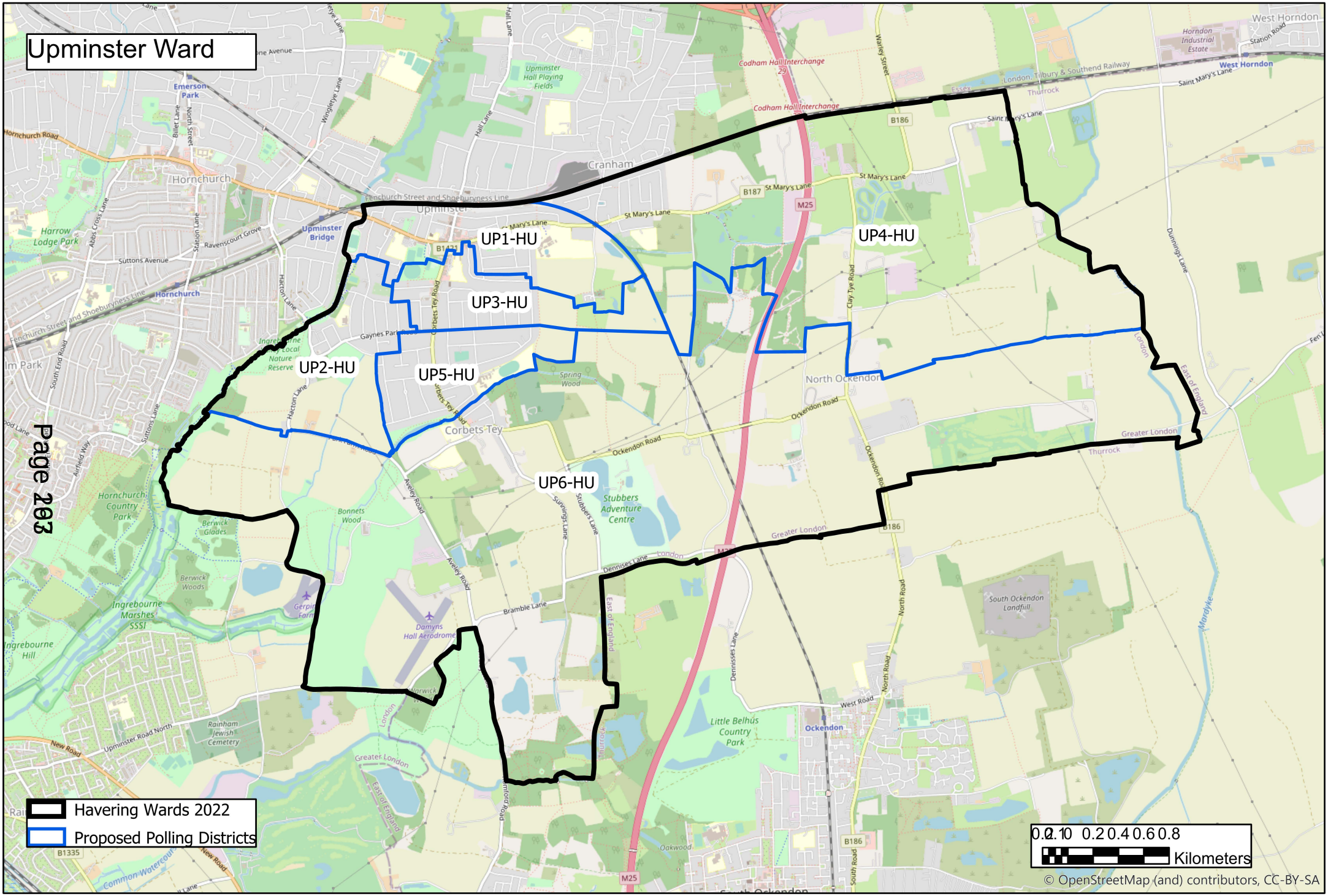
Havering
LONDON BOROUGH

St Edward's

Polling stations:

- Gidea Park Primary School

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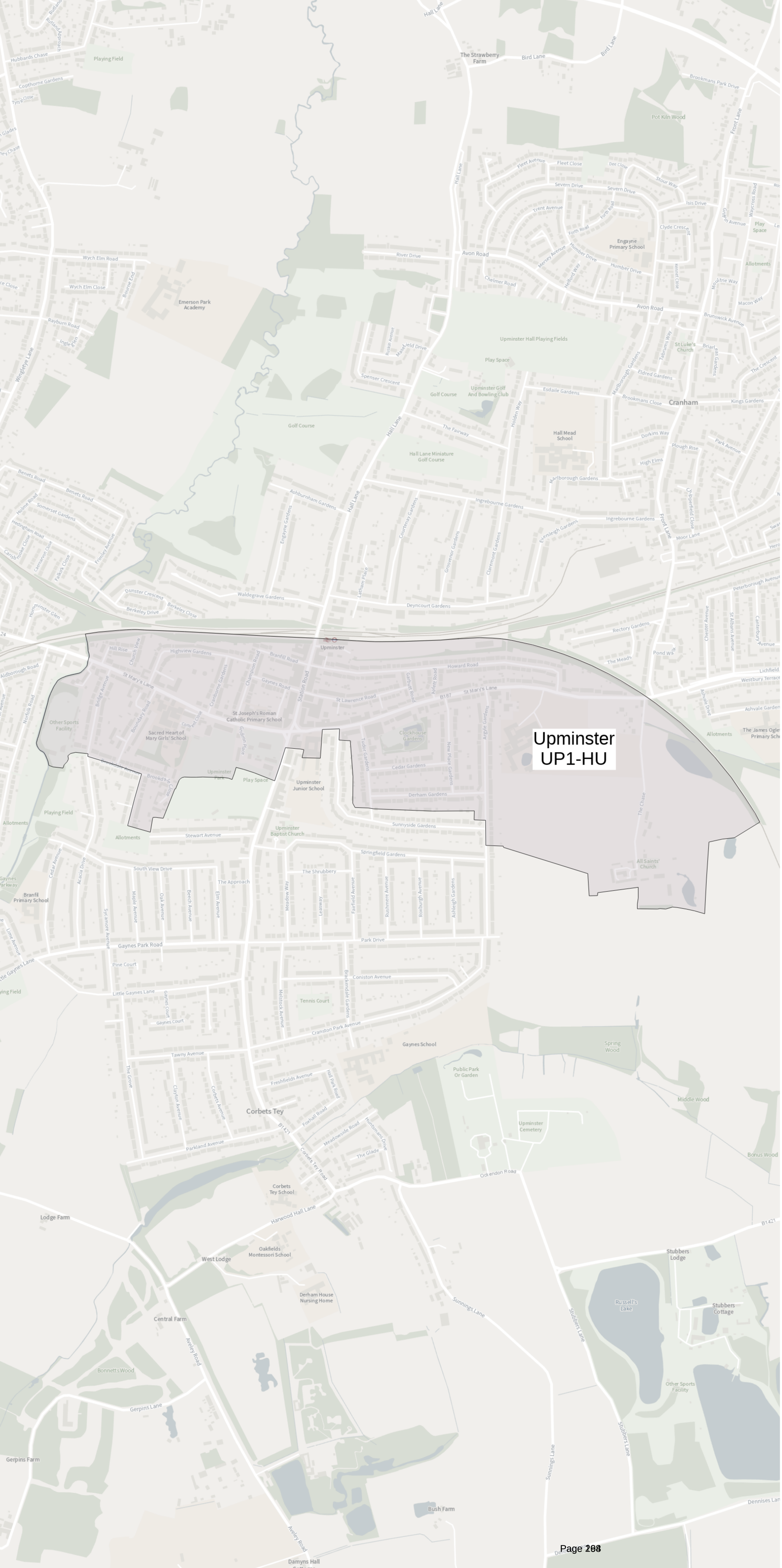

Upminster Ward
UP1-HU
UP2-HU
UP3-HU
UP4-HU
UP5-HU
UP6-HU
Havering Wards 2022
Proposed Polling Districts
0 0.1 0.2 0.4 0.6 0.8
Kilometers
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Havering
LONDON BOROUGH

Upminster

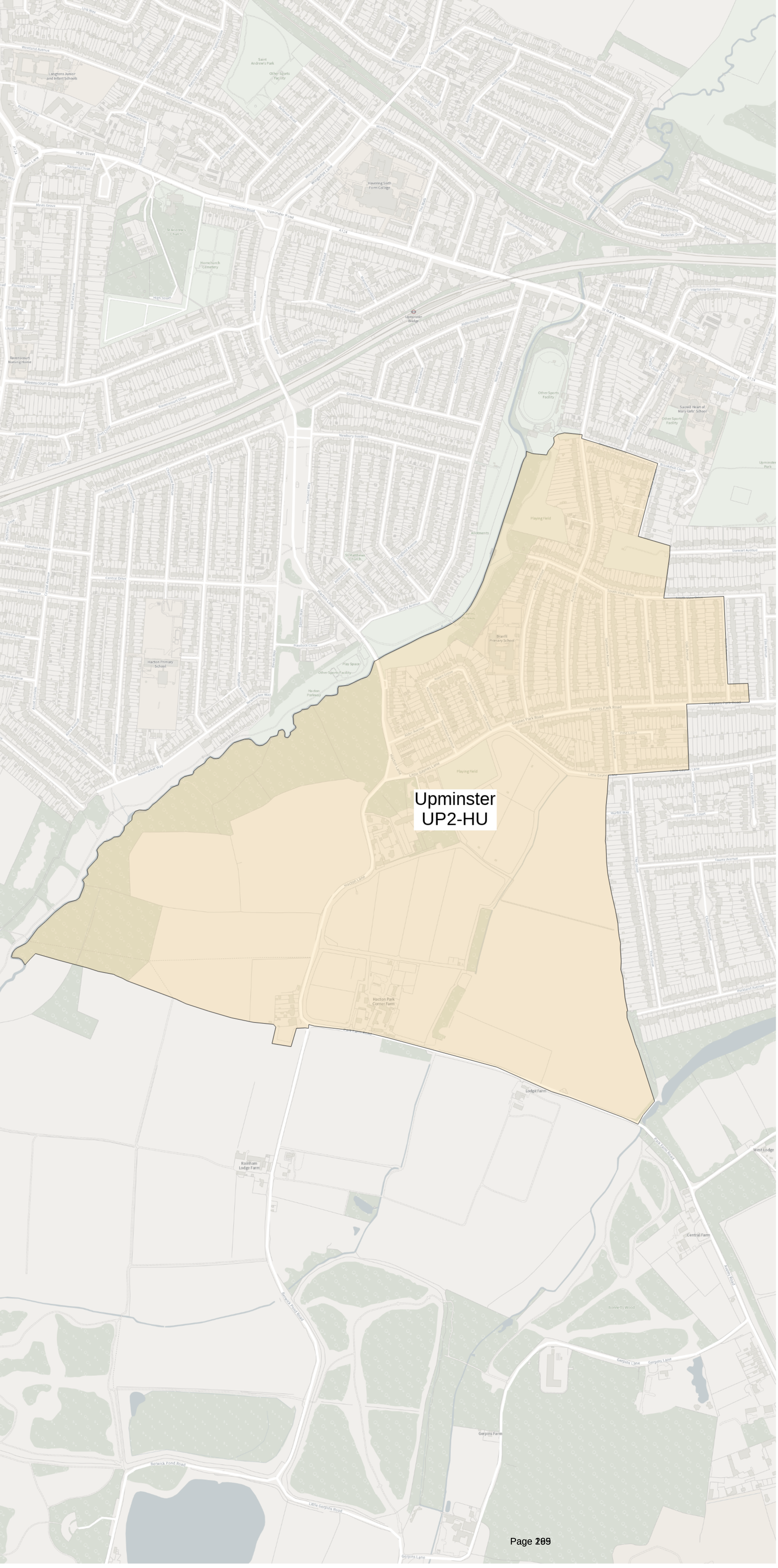
Polling stations:

- Upminster Library



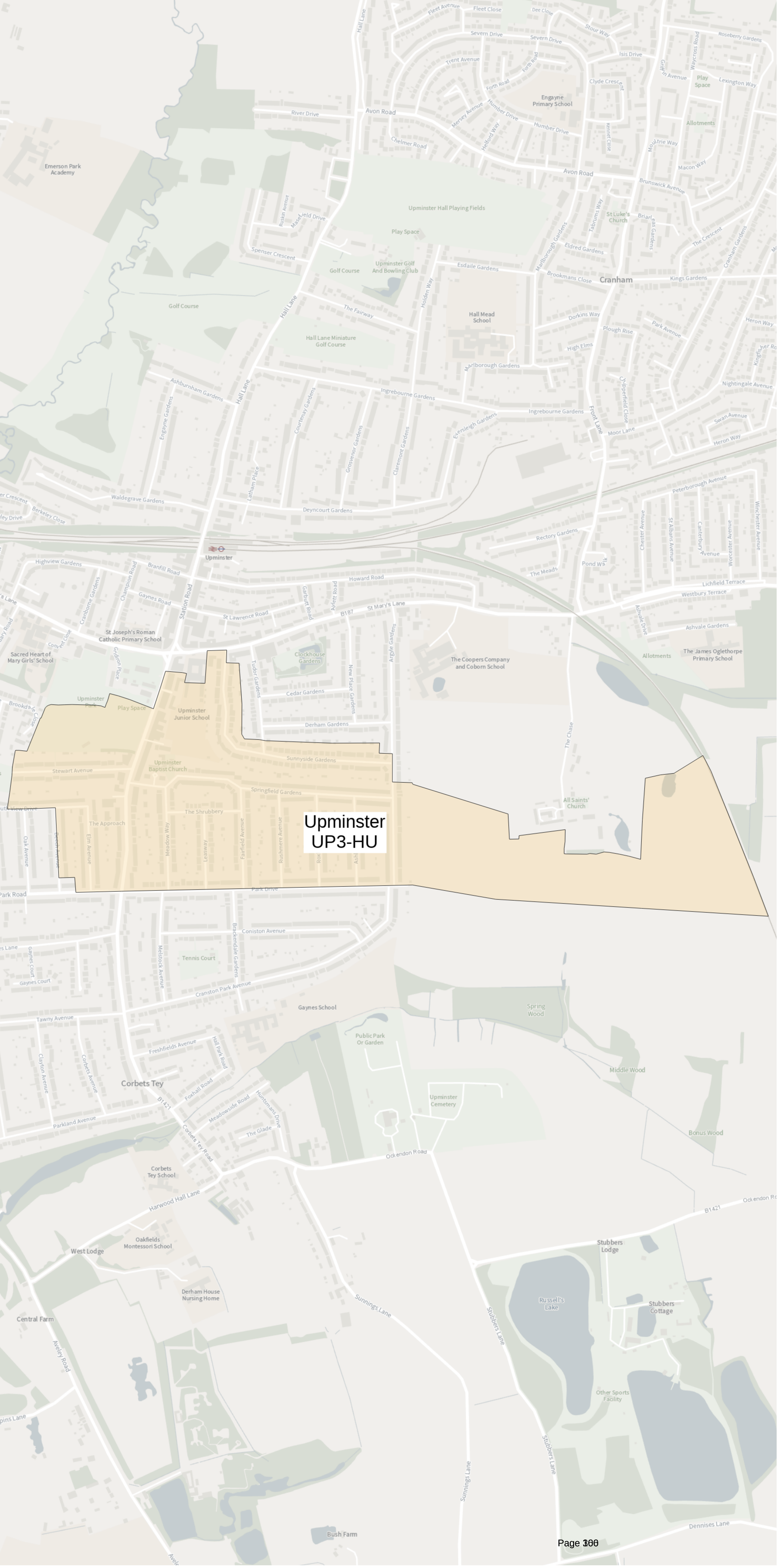
Havering
LONDON BOROUGH

Upminster



Polling stations:

- Gwillcoo Hall



Havering
LONDON BOROUGH

Upminster

Polling stations:

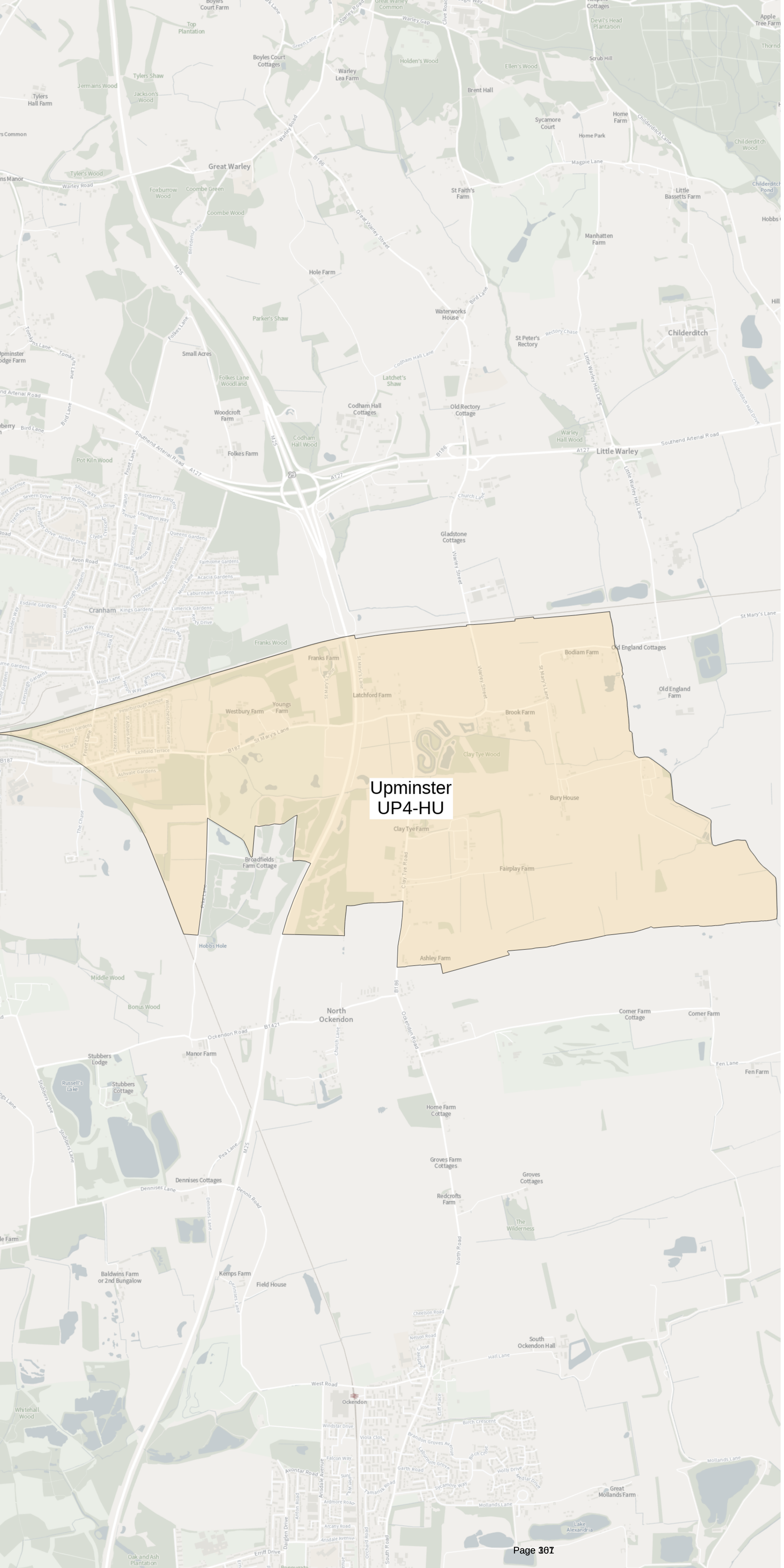
- Upminster Baptist church

Havering
LONDON BOROUGH

Upminster

Polling stations:

- James Oglethorpe Primary School



Havering
LONDON BOROUGH

Upminster

Polling stations:

- Gaynes School



Havering
LONDON BOROUGH

Upminster

Polling stations:

- Corbets Tey School

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Currnet Polling Arrangements and Proposed arrangments

Current Polling Place / Previous Polling Place	Current Polling District	Current Parliamentary Constituency	2022 Ward	Proposed 2022 Polling District	Proposed Parliamentary Constituency 2023 - Currently under Consultation	Notes
Mardyke Community Centre, South Street, Rainham, RM13 8PJ	SX4	Dagenham & Rainham	Beam Park	BP1-DR	Dagenham & Rainham	
La Salette Church Hall, 1 Rainham Road, Rainham, RM13 8SP / La Salette Catholic Primary School	SX2	Dagenham & Rainham	Beam Park	BP2-DR	Dagenham & Rainham	
Cranham Baptist Church, Severn Drive, Upminster, RM14 1SW	CM3	Hornchurch & Upminster	Cranham	CM1-HU	Hornchurch & Upminster	
Upminster Methodist Church Hall, Hall Lane, Upminster, RM14 1AE	CM5	Hornchurch & Upminster	Cranham	CM2-HU	Hornchurch & Upminster	
Cranham Community Association, 115a Marlborough Gardens, Upminster, RM14 1SR	CM4	Hornchurch & Upminster	Cranham	CM3-HU	Hornchurch & Upminster	
St Luke`s Church Hall, 201 Front Lane, Upminster, RM14 1LD	CM1	Hornchurch & Upminster	Cranham	CM4-HU	Hornchurch & Upminster	
Cranham Social Hall, Front Lane, RM14 1XN	CM2	Hornchurch & Upminster	Cranham	CM5-HU	Hornchurch & Upminster	
Elm Park Primary School, South End Road, Hornchurch, RM12 5UA	HN5	Hornchurch & Upminster	Elm Park	-	Hornchurch & Upminster	**Merged with EL2-HU**
Elm Park Assembly Hall, Eyhurst Avenue, RM12 4RA	EL4	Dagenham & Rainham	Elm Park	EL1-DR	Dagenham & Rainham	
Elm Park Library, St Nicholas Avenue, Elm Park, RM12 4PT / Benhurst Primary School	ST5	Hornchurch & Upminster	Elm Park	EL2-HU	Hornchurch & Upminster	
Elm Park Baptist Church, Rosewood Avenue, Hornchurch, RM12 5LD	EL3	Dagenham & Rainham	Elm Park	EL3-DR	Dagenham & Rainham	
Bretons Community Hall, 411 Rainham Road, Rainham, RM13 7LP / Scargill Infants School	EL1	Dagenham & Rainham	Elm Park	EL4-DR	Dagenham & Rainham	
HASWA Greenfields, Kilmartin Way, Hornchurch, RM12 5NB / The R J Mitchell Primary School	EL2	Dagenham & Rainham	Elm Park	EL5-DR	Dagenham & Rainham	
Nelmes Primary School, Wingletye Lane, Hornchurch, RM11 3BX	EM3	Hornchurch & Upminster	Emerson Park	EM1-R	Romford	
Nelmes United Reformed, Church Hall, Burntwood Avenue, RM11 3JA	EM4	Hornchurch & Upminster	Emerson Park	EM2-R	Romford	
Whittaker Hall, 1A Woodhall Crescent, Hornchurch, RM11 3NN	EM5	Hornchurch & Upminster	Emerson Park	EM3-R	Romford	
Ingrebourne Children's Centre, Ashbourne Road, Romford, RM3 7YT	HT1	Hornchurch & Upminster	Gooshays	GS1-HU	Hornchurch & Upminster	
Myplace, 343 Dagnam Park Drive, Harold Hill, RM3 9EN	GS4	Hornchurch & Upminster	Gooshays	GS2-HU	Hornchurch & Upminster	
Mead Primary School, Amersham Road, Romford, RM3 9JD	HW1	Hornchurch & Upminster	Gooshays	GS3-HU	Hornchurch & Upminster	
Drapers' Pyrgo Priory School, Settle Road, Romford, RM3 9RT	GS6	Hornchurch & Upminster	Gooshays	GS4-HU	Hornchurch & Upminster	
Church of the Most Holy Redeemer, 49 Petersfield Avenue, RM3 9PB	GS5	Hornchurch & Upminster	Gooshays	GS5-HU	Hornchurch & Upminster	
See Notes		Dagenham & Rainham	Hacton	HC1.1-DR	Dagenham & Rainham	**Part of HC1 is in Dagenham & Rainham Parliamentary Constituency**
Potential Polling Staoin to be Confirmed		Hornchurch & Upminster	Hacton	HC1-HU	Hornchurch & Upminster	**If a suitable Polling Place cannot be identified, electors may be sent to the next closest Polling Place in their Ward**
See Notes		Dagenham & Rainham	Hacton	HC2.1-DR	Dagenham & Rainham	**Part of HC2 is in Dagenham & Rainham Parliamentary Constituency**
Suttons Primary School, Suttons Lane, Hornchurch, RM12 6RP	HN4	Hornchurch & Upminster	Hacton	HC2-HU	Hornchurch & Upminster	
Havering Christian Fellowship, 2A Newmarket Way, Hornchurch, RM12 6DS / Hacton Primary School	HN3	Hornchurch & Upminster	Hacton	HC3-HU	Hornchurch & Upminster	
Harold Wood Methodist Church, The Drive, Harold Wood, RM3 0DU	HW4	Hornchurch & Upminster	Harold Wood	HW1-HU	Hornchurch & Upminster	
Havering Dog Training Centre, In Painsbrook Rec. Ground, Church Road, RM3 0JX / Harold Court Primary School	HW5	Hornchurch & Upminster	Harold Wood	HW2-HU	Hornchurch & Upminster	
Harold Park Baptist Church, Ingreway, Harold Park, RM3 0BN	HW2	Hornchurch & Upminster	Harold Wood	HW3-HU	Hornchurch & Upminster	
St Peter's Church, Gubbins Lane, RM3 0QA	HW3	Hornchurch & Upminster	Harold Wood	HW4-HU	Hornchurch & Upminster	
Harold Wood Primary School, Recreation Avenue, Romford, RM3 0TH	EM1	Hornchurch & Upminster	Harold Wood	HW5-R	Romford	
Forest Row Centre, Lodge Lane, Romford, RM5 2LD	HP1	Romford	Havering-atte-Bower	HAB1-R	Romford	
Ascension Church Hall, 68 Collier Row Road, Romford, RM5 2BA	MN1	Romford	Havering-atte-Bower	HAB2-R	Romford	
North Romford Community Centre, Clockhouse Lane, Romford, RM5 3QJ	HP2 & HP5	Romford	Havering-atte-Bower	HAB3-R	Romford	
St James` Church Hall, Chase Cross Road, Romford, RM5 3PL	HP4	Romford	Havering-atte-Bower	HAB4-R	Romford	
Sapphire Jubilee Community Centre, Bolberry Road, RM5 3FG	HP3	Romford	Havering-atte-Bower	HAB5-R	Romford	
See Notes		Romford	Havering-atte-Bower	HAB6.1-HU	Hornchurch & Upminster	**Part of HAB6 is in Hornchurch & Upminster Parliamentary Constituency**
The Pepperell Education Centre, Saint Francis Hospice, Broxhill Road, RM4 1PL	HP6	Romford	Havering-atte-Bower	HAB6-R	Romford	
St Ursula`s Infant School, Straight Road, Romford, RM3 7JS	HT2	Hornchurch & Upminster	Heaton	HT1-HU	Hornchurch & Upminster	
Betty Strathern Centre, 41 Myrtle Road, Romford, RM3 8XS	HT4	Hornchurch & Upminster	Heaton	HT2-HU	Hornchurch & Upminster	
Harold Hill Library, 19A Farnham Road, Romford, RM3 8ED	GS1 & GS2	Hornchurch & Upminster	Heaton	HT3-HU	Hornchurch & Upminster	
Heaton Way United Reformed Church Hall, Heaton Way, Romford RM3 7EU / Hilldene School Nursery, Grange Road, Harold Hill, RM3 7DU	HT3	Hornchurch & Upminster	Heaton	HT4-HU	Hornchurch & Upminster	
New Testament Church of God, 24 Briar Road, Romford, RM3 8AH	HT5	Hornchurch & Upminster	Heaton	HT5-HU	Hornchurch & Upminster	
Broadford Primary School, Faringdon Avenue, Romford, RM3 8JS	GS3	Hornchurch & Upminster	Heaton	HT6-HU	Hornchurch & Upminster	
Holy Cross Church Hall, 260 Hornchurch Road, Hornchurch, RM11 1PX	HY1	Romford	Hylands & Harrow Lodge	HHL1-R	Romford	
Harrow Lodge Primary School, Rainsford Way, Hornchurch, RM12 4BP	HY5	Romford	Hylands & Harrow Lodge	HHL2-R	Romford	
Towers Infant School, Osborne Road, Hornchurch, RM11 1HP	HY2	Romford	Hylands & Harrow Lodge	HHL3-HU	Hornchurch & Upminster	
St Mary`s Catholic Primary School, Hornchurch Road, RM12 4TL	HY3	Romford	Hylands & Harrow Lodge	HHL4-HU	Hornchurch & Upminster	
Hornchurch High, Broadstone Road, Hornchurch, RM12 4AJ	HY4	Romford	Hylands & Harrow Lodge	HHL5-HU	Hornchurch & Upminster	
Havering Road Methodist Church, Moray Way, Romford, RM1 4YD	MN3	Romford	Marshalls & Rise Park	-	Romford	**No longer in Mawneys now part of Marshalls & Rise Park - MRP1-R**
Tweed Way Social Hall, Tweed Way, Romford, RM1 4AZ	PT1	Romford	Marshalls & Rise Park	MRP1-R	Romford	
Rise Park Academy Trust Junior School, Annan Way, Romford, RM1 4UD	PT2	Romford	Marshalls & Rise Park	MRP2-R	Romford	
Parklands Junior School, Havering Road, Romford, RM1 4QX	PT3	Romford	Marshalls & Rise Park	MRP3-R	Romford	
Central Harvest Church, Romford RM1 4DD / Romford District Sout Hall, Romford RM1 4LH		Romford	Marshalls & Rise Park	MRP4-R	Romford	**If a suitable Polling Place cannot be identified, electors may be sent to the next closest Polling Place in their Ward**
Marshalls Park Academy, Pettits Lane, Romford, RM1 4EH	PT4	Romford	Marshalls & Rise Park	MRP5-R	Romford	
St Michael`s Church Hall, Main Road, Romford, RM2 5EL	PT5	Romford	Marshalls & Rise Park	MRP6-R	Romford	
Nursery Unit Crownfield Infant School, White Hart Lane, Collier Row, RM7 8JB	MN6	Romford	Mawneys	MN1-R	Romford	
Collier Row Parish Hall & Catholic Club, Lowshoe Lane, Collier Row, RM5 2AP / St Patricks Catholic Primary School	MN2	Romford	Mawneys	MN2-R	Romford	
Scout Hall, Abbotts Close, Romford, RM7 8QU	MN5	Romford	Mawneys	MN3-R	Romford	
The Church of the Good Shepherd Church Hall, 3 Redriff Road, Romford, RM7 8HD	MN4	Romford	Mawneys	MN4-R	Romford	
Parsonage Farm Primary School, Allen Road, Rainham, RM13 9JS	RW1 & RW5	Dagenham & Rainham	Rainham & Wennington	RW1-DR & RW2-DR	Dagenham & Rainham	
Rainham Library, 6 Celtic Farm Road, Rainham, RM13 9GP / Rainham Village Primary School	RW4	Dagenham & Rainham	Rainham & Wennington	RW3-DR	Dagenham & Rainham	
Brady Primary School, Wennington Road, Rainham, RM13 9XA	RW2 & RW3	Dagenham & Rainham	Rainham & Wennington	RW4-DR	Dagenham & Rainham	
St John`s Church Car Park, Pretoria Road, Romford, RM7 7BH	BL1	Romford	Rush Green & Crowlands	RGC1-R	Romford	
Crowlands Primary School, London Road, Romford, RM7 9EJ	BL3	Romford	Rush Green & Crowlands	RGC2-R	Romford	
Romford & Gidea Park Rugby Football Club, Crow Lane, RM7 0EP	BL5	Romford	Rush Green & Crowlands	RGC3-R	Romford	
Rush Green Community Centre, Rush Green Gardens, Romford, RM7 0LB	BL4	Romford	Rush Green & Crowlands	RGC4-R	Romford	
Whybridge Junior School, Blacksmiths Lane, Rainham, RM13 7AH	SX3	Dagenham & Rainham	South Hornchurch	SH1-DR	Dagenham & Rainham	
St John`s Church, South End Road, Rainham, RM13 7XT	SX1	Dagenham & Rainham	South Hornchurch	SH2-DR	Dagenham & Rainham	
South Hornchurch Social Hall, Nelson Road, Rainham, RM13 8AP	SX5	Dagenham & Rainham	South Hornchurch	SH3-DR	Dagenham & Rainham	
Emerson Park Community Hall, Slewins Lane, Romford, RM11 2BU	SQ5	Romford	Squirrels Heath	-	Romford	**Merged with SQ5-R**
The Royal Liberty School, Upper Brentwood Road, Romford RM2 6HJ	SQ1	Romford	Squirrels Heath	-	Romford	**Merged with SQ1-R**
Christ The Eternal High Priest Church Hall, Catholic Church Hall, 410 Brentwood Road, RM2 6DH	SQ2	Romford	Squirrels Heath	SQ1-R	Romford	

Current Polling Place / Previous Polling Place	Current Polling District	Current Parliamentary Constituency	2022 Ward	Proposed 2022 Polling District	Proposed Parliamentary Constituency 2023 - Currently under Consultation	Notes
Ardleigh Green Infant School, Ardleigh Green Road, Hornchurch, RM11 2SP	SQ6	Romford	Squirrels Heath	SQ2-R	Romford	
Gidea Park Library, Balgores Lane, Romford, RM2 6BS / Squirrels Heath Junior School	SQ3	Romford	Squirrels Heath	SQ3-R	Romford	
Gidea Park Methodist Church, 398 Brentwood Road, Romford, RM2 6DH	EM2	Hornchurch & Upminster	Squirrels Heath	SQ4-R	Romford	
All Saints Church Hall, Ardleigh Green Road, Hornchurch, RM11 2LU	SQ4	Romford	Squirrels Heath	SQ5-R	Romford	
St Alban's Church Hall, Princes Road, Romford, RM1 2SR	RT2	Romford	St Alban's	AL1-R	Romford	
Romford Evangelical Free Church, 180 Brentwood Road, Romford, RM1 2RT / Hylands Primary School	RT5	Romford	St Alban's	AL2-R	Romford	
The Herons, Abbs Cross Gardens, Hornchurch, RM12 4XA	ST4	Hornchurch & Upminster	St Andrew's	-	Hornchurch & Upminster	**Merged with SA1-HU**
Fairkytes Arts Centre, 51 Billet Lane, Hornchurch, RM11 1AX	ST1	Hornchurch & Upminster	St Andrew's	SA1-HU	Hornchurch & Upminster	
Queens Theatre, Billet Lane, RM11 1QT / Langtons Junior Academy	ST2	Hornchurch & Upminster	St Andrew's	SA2-HU	Hornchurch & Upminster	
HOPWA House Inskip Dr, Hornchurch RM11 3UR / Europa Centre, The Walk, Hornchurch, RM11 3TL	ST3	Hornchurch & Upminster	St Andrew's	SA3-HU	Hornchurch & Upminster	
St George`s Church Hall, Kenilworth Gardens, Hornchurch, RM12 4SG	HN1	Hornchurch & Upminster	St Andrew's	SA4-HU	Hornchurch & Upminster	
St Matthew`s Church Hall, 55 Chelmsford Drive, Upminster, RM14 2PH	HN2	Hornchurch & Upminster	St Andrew's	SA5-HU	Hornchurch & Upminster	
Yew Tree Lodge, Yew Tree Gardens, Romford, RM7 9AA / The Mawney Foundation School	BL2	Romford	St Edward's	SE1-R	Romford	
St Andrews Parish Church, St Andrews Road, Romford, RM7 9AT	RT3	Romford	St Edward's	SE2-R	Romford	
Romford Baptist Church, Main Road, Romford, RM1 3BL	RT1	Romford	St Edward's	SE3-R	Romford	
Gidea Park Primary School, Lodge Avenue, RM2 5AJ	RT4	Romford	St Edward's	SE4-R	Romford	
Upminster Library, 26 Corbets Tey Road, Upminster, RM14 2BB / Upminster Junior School	UP3	Hornchurch & Upminster	Upminster	UP1-HU	Hornchurch & Upminster	
Gwillcoo Hall, 25/27 Brookdale Avenue, Upminster, RM14 2LT / Branfil Primary School	UP6	Hornchurch & Upminster	Upminster	UP2-HU	Hornchurch & Upminster	
Upminster Baptist Church, Springfield Gardens, Upminster, RM14 3EH	UP5	Hornchurch & Upminster	Upminster	UP3-HU	Hornchurch & Upminster	
James Oglethorpe Primary School, Ashvale Gardens, RM14 3NB	UP1	Hornchurch & Upminster	Upminster	UP4-HU	Hornchurch & Upminster	
Gaynes School, Brackendale Gardens, Upminster, RM14 3UX	UP4	Hornchurch & Upminster	Upminster	UP5-HU	Hornchurch & Upminster	
Corbets Tey School, Harwood Hall Lane, Upminster, RM14 2YQ	UP2	Hornchurch & Upminster	Upminster	UP6-HU	Hornchurch & Upminster	

The following feedback / observations were received during the consultation stage of the review of Polling Districts and Polling Places:

Ward - Hacton
Received from : Councillor Ray Morgon
Comment Received : **HC1** I would recommend Scotts School via their Maybank Avenue entrance to be the Polling Station for this Polling District. In relation to the polling district itself, I would include Hunter Drive, Canberra Close, Mallinson Close and the whole of Maybank Avenue, including Genotin Mews/Maybank Lodge in this polling district, along with the area identified within HC1.1. Can you also confirm what property numbers in South End Road are included in this Polling District? **HC2** I am content with the proposed Polling Station. I had another look at the portacabin at the RAF Heritage Centre and I don't think that it would be suitable. In relation to the polling district itself, I would recommend that Calmore Close, Wendover Way and all of Swanbourne Drive are included in this polling district. I agree including HC2.1 in this Polling District. **HC3** I am content with the proposed Polling Station. In relation to the Polling district itself, I would recommend that the whole of Standen Avenue, including Hutchings Close and Dawes Avenue are included in this polling district. I assume that the whole of Ascot Gardens, Hurst Park Avenue and Crystal Avenue are in this Polling District.
Response: Advised that in relation to HC1 property numbers in South End Road are 436-608 Even numbers only. In relation to HC3 - The current PD line went down the middle of the road (ascot & Crystal) , but it has been moved behind the houses and now takes in Hurst Park Ave too.
Outcome: The recommendation has been re-visited and comments taken into account. Maps for HC1,2 and 3 have been re-drawn to reflect these changes

Ward - Harold Wood
Received from : Councillor Brian Eagling
Comment Received : In respect of the Polling Stations Review that is taking place, the ward councillors would like to raise their objections in respect of HW1 and HW2 proposed polling stations. 1) The proposed HW1 Polling Station requires residents living in the Melksham and Camborne areas to vote at the Methodist Church in The Drive We believe this is totally unacceptable and that the proposed station should be in Mead School in Amersham Road. 2) The proposed HW2 polling station which is the Dog Training Centre in Painesbrook Park in Church Road is not an appropriate site for a polling station and we would like this to be sited in Harold Court School in Church Road as it has been for a number of years. Also the electorate in Wednesbury Road/Green area should not be going to this polling station but instead should go to Mead School polling station in Amersham Road.
Response: Thank you for your e-mail. I have attached a spreadsheet that you may find useful and an overall map of Harold Wood Ward for information. Mead school is currently being proposed as a Polling Station for Gooshays Ward as this venue now sits within the Gooshays ward lines. Consideration has been given to the feedback received regarding the Havering Dog Training Centre and the recommendation has been revised to suggest Harold Court School is the Polling Place for HW2.
Outcome: Electoral Commission guidance is to locate a Polling Station within the Polling District where possible, and not to locate polling stations outside of the ward.

Ward - Harold Wood
Received from : Councillor Darren Wise
Comment Received : Thanks for this but could the Mead school be shared with Gooshays and Harold Wood wards as we are concerned whether voters from the Harold Hill section of our new boundary would want to walk and cross the A12 to vote at either The Harold Wood Methodist Church or the Havering Dog Training Centre as proposed. Does the polling station have to be in the actual ward? I thought previously both Harold Wood and I think it was Heaton had used the school in Faringdon Ave and that was shared so I am wondering why it cannot be shared for Mead School.

Response: Electoral Commission guidance is to locate a Polling Station within the Polling District where possible, and not to locate polling stations outside of the ward. To my knowledge a venue being shared across 2 wards has not taken place in Havering previously.
Outcome: No change to initial proposals.

Ward - Heaton
Received from : Councillor Darren Wise
Comment Received : With regards to the new ward boundaries such as in Heaton – See attached map. Where there is a black line in the middle of the road and in this example say Dewsbury Road off Faringdon Ave or Hilldene Ave, does this mean that the road is split into two wards Heaton and Gooshays as it is not evidently clear. How can we be certain of this.
Response: Councillor Wise has been provided with the detail in relation to the roads mentioned.
Outcome: No change to initial proposals.

Ward - South Hornchurch
Received from : Local Resident
Comment Received : As it stands at the moment there is no point in me voting for which I am not happy about I live in cherry tree lane rainham but for some reason I do not no I am grouped in with Dagenham Which will always be a labour seat I am a conservative. I hope this can be amended.
Response: Resident is referring to Parliamentary Constituency which is not forming part of this review**.**
Outcome: No change to initial proposals.

Ward - Upminster Ward
Received from : The Business Manager – Branfil Primary School
Comment Received : As business manager of Branfil Primary school I would make the following observations and would request that Branfil Primary School is NOT used as a polling station • Children have lost a huge amount of schooling this academic year and really do not need any further disruption. • We would have to use one of our INSET days if we are to be used for polling. INSET days are mostly used for staff training which is planned and booked well in advance. We also time these to create minimum disruption to the curriculum timetable (usually immediately after or before a holiday). Being closed on a Thursday is very disruptive for children. • In terms of infection control, with polling not finishing until late in the evening it is impossible for the areas used to be cleaned before breakfast club staff arrive early the following morning. This extends to not only the hall, but rest areas for electoral staff, toilets, entry and exit areas. This has always been an issue for us but is clearly more important in terms of COVID etc. • Financially, although we receive a payment from you, this is offset by additional site staff, energy and cleaning costs.
Response: Branfil School would only be approached if in the unlikely Gwillcoo Hall were to become unavailable**.**
Outcome: No change to initial proposals.

Ward - Upminster Ward
Received from : The Headteacher – Branfil Primary School
Comment Received : I would like to object to Branfil Primary School continuing to be used as a polling station. We are not able to identify a separate part of our school to use, whilst continuing to have pupils on site, so we are forced to close to pupils on polling days and have an Inset day instead. The dates are therefore imposed and do not come at the appropriate time within the term to have staff training – this means that the opportunity that the Inset day provides, to develop our teachers, cannot be maximised. We also see reduced pupil attendance on the Friday after polling day (usually a Thursday) since some parents use the opportunity to take a long weekend away.

Last year, due to COVID-19, another venue was found to be a polling station so the school did not need to be used. I would ask that you consider continuing with the new venue so the children's education is not further disrupted, particularly after the disruption to their education over the last sixteen months.
Response: Branfil School would only be approached if in the unlikely Gwillcoo Hall were to become unavailable**.**
Outcome: No change to initial proposals.

Ward - St Alban's Ward
Received from : Jane Keane
Comment Received : My name is Jane Keane. I am the Prospective Labour Party Local Council Candidate for the new St Alban's Ward. I have been walking the ward. I have considered how the proposals might affect the ward I hope to serve. I have the following response to make. St Alban's Ward is a new ward carved out of Romford Town. This Consultation proposes that the new ward of St Alban's will have only two polling stations. The polling stations are:- AL1 – R St Alban's Church Hall, Princes Road, Romford, RM1 2 RT AL2 – R Romford Evangelical Free Church, 180 Brentwood Road, Romford, RM1 2RT Both polling stations (AL1 – R and AL2 – R) are located closely together, north of the new ward of St Alban's. Both polling stations are in churches which would consider themselves to be central to religious and civic life in the ward. But geographically speaking, it could be argued they are not central with regards to the whole of the ward. Taking account the configuration of the ward I feel that the polling station arrangements are lopsided. Both polling stations are closely located to each other near the crest of the hill leading down towards Romford. Although the ward is compact, residents living in the south of the ward face are not well served by these arrangements. Residents near Albert Road, on the other side of South Street, or out towards Roneo Corner, and those living within the Ring Road are quite some way from the two polling stations. To get to the polling stations voters have to negotiate the ring road which is quite a deterrent for less adventurous drivers. Frail residents have to undertake an uphill walk. I think these journeys might deter less committed/less able/time constrained voters. A polling station which would serve the south of the ward will encourage greater voter turnout in local elections.

Additionally, I am also mindful that much development is proposed for south of St Alban's ward within the next five years. According to the Local Government Commission, this would increase the electorate from 5,636 (2019) to 8,062. Taking the increase of voters in the south of the ward into account, I strongly urge the Returning Officer and Electoral Services Manager to consider identifying a new polling station which would better serve voters in the south of the ward.

I wonder whether the Council has existing properties in this area which it can use? I hesitate to suggest that, for the time being, the HLDS Building, 91 Victoria Road might serve the community around this area as a polling station. I believe it is accessible. There is some on-street parking nearby. It is very visible and well served by local transport. This may serve for now but when the new developments are built a new accessible polling station must be identified.

I look forward to learning the outcome of the Consultation. If no action is taken for these elections, I am confident that the need will only become more pressing over time for the reasons touched upon above.

Kind regards

Mrs Jane Keane
Prospective Labour Candidate for the Ward of St Alban's
Local Government Elections 2022

Response: Good Morning Jane,

Thank you for your email and for the recommendation of an alternate venue. We will contact HLDS to ascertain the suitability, and the availability of potentially using the venue as a polling station at future elections. We will update on this at the committee meeting.

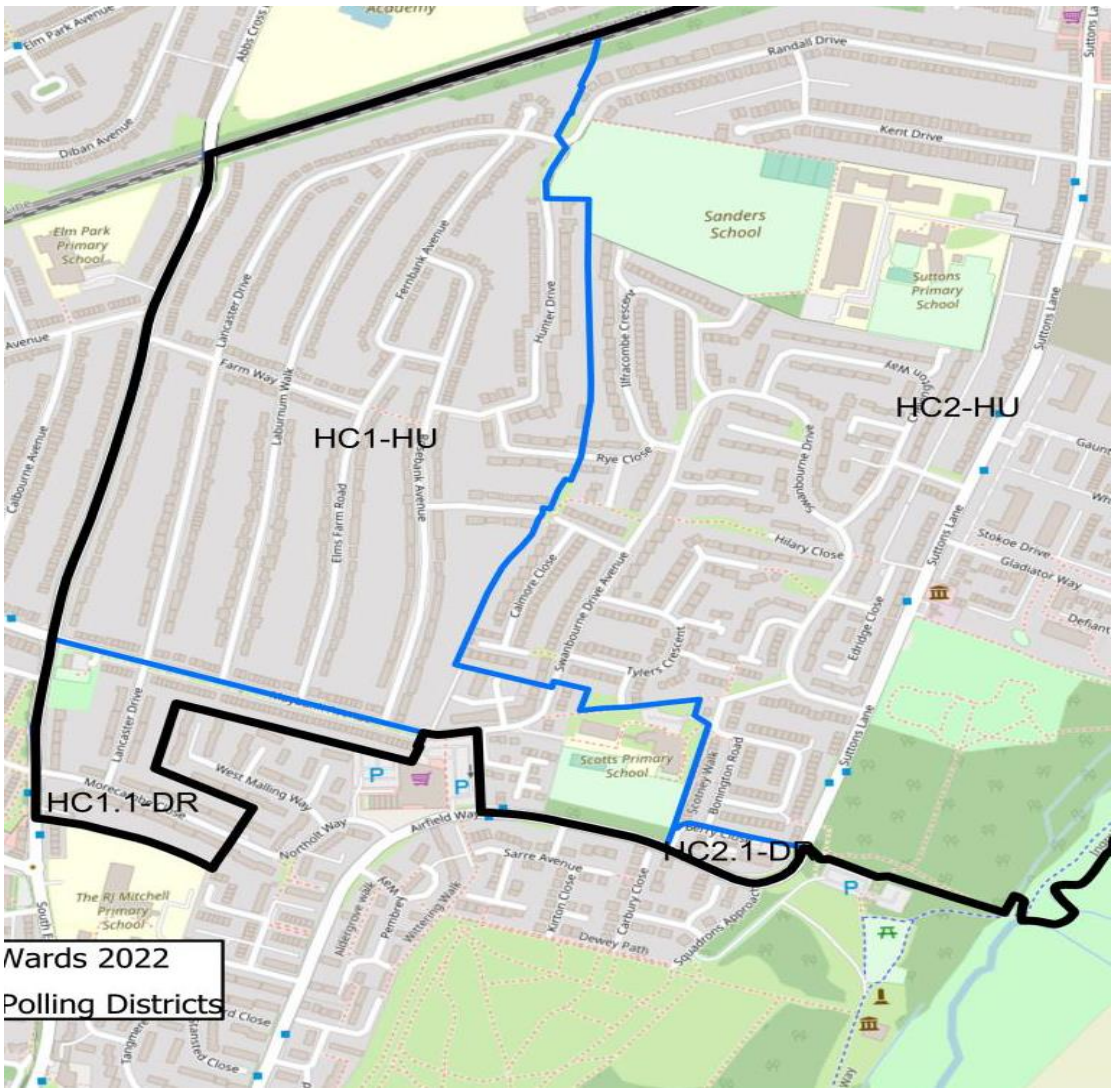
In relation to the concerns raised about the predicted electorate, we have looked at St Albans Church Hall and are confident that this venue can easily accommodate the predicted electorate, once the developments are complete.

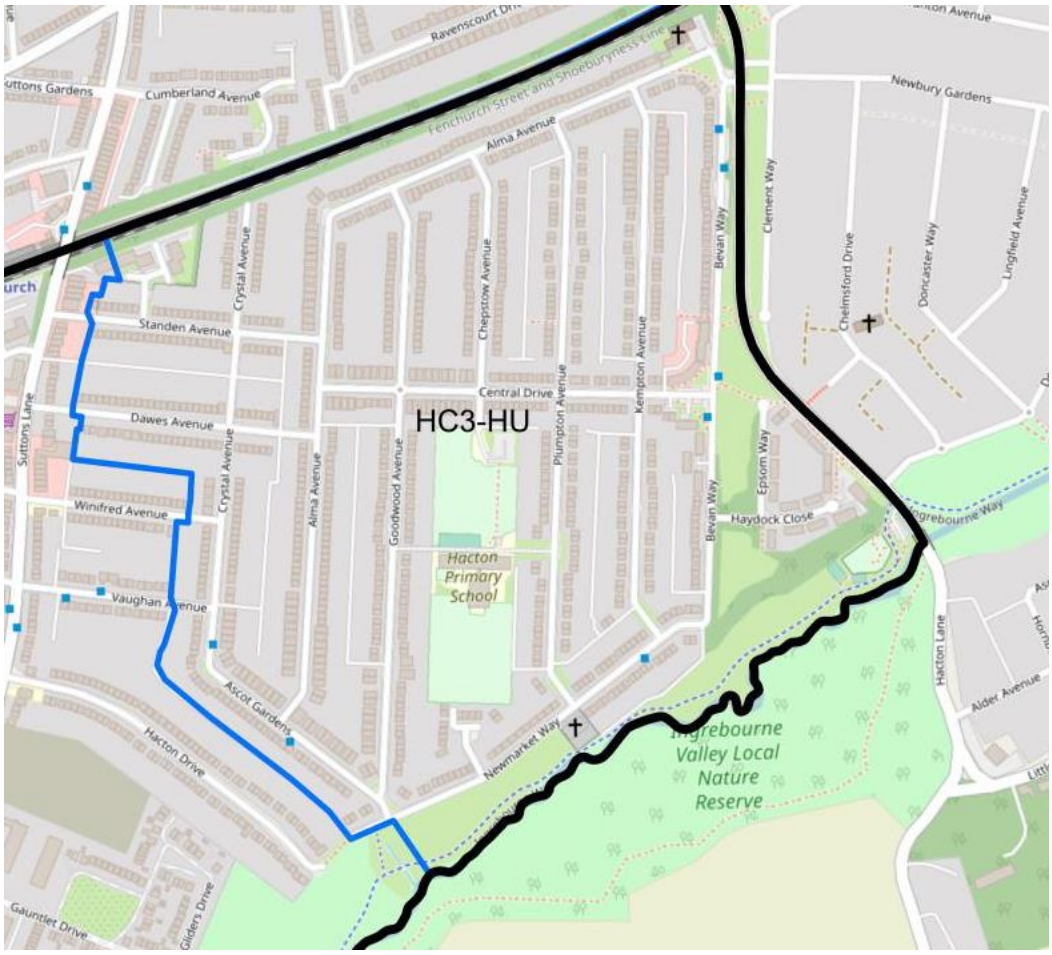
Outcome: Investigate the proposed polling station and update in due course.

Revised Recommendation for Hacton Ward – Polling District HC1 – HU and HC3 - HU

HC1 – HU -Consideration has been given to the feedback received regarding this polling district, and the recommendation has been revised. A venue for use as a Polling Station was not identified within the draft proposal. The polling district line has been redrawn to include Hunter Drive, Canberra Close, Mallinson Close and the whole of Maybank Avenue, including Genotin Mews/Maybank Lodge. Scotts School has been identified as a suitable venue using the entrance via Maybank Avenue. The ratio of electors per Polling District has not been impacted negatively by this change.

HC3 – HU. Consideration has been given to the feedback received regarding this polling district, and the recommendation has been amended to reflect this. The suggestion is that a more natural boundary for this area would be that the whole of Standen Avenue, including Hutchings Close and Dawes Avenue are included within HC3. The ratio of electors per Polling District has not been impacted negatively by this change.




HC3-HU
Ravenscourt Drive
Cumberland Avenue
Fenchurch Street and Shoeburyness Line
Alma Avenue
Newbury Gardens
Standen Avenue
Crystal Avenue
Chepstow Avenue
Bevan Way
Clement Way
Chelmsford Drive
Doncaster Way
Lingfield Avenue
Central Drive
Kempton Avenue
Plumpton Avenue
Dawes Avenue
Suttons Lane
Winifred Avenue
Goodwood Avenue
Epsom Way
Haydock Close
Ingrebourne Way
Hacton Primary School
Vaughan Avenue
Ascot Gardens
Hacton Drive
Newmarket Way
Ingrebourne Valley Local Nature Reserve
Hacton Lane
Alder Avenue
Gauntlet Drive
Gliders Drive

Reccomended Polling Stations and Districts

Proposed Polilng Places and Stations	2022 Ward	Estimated Electorate	Number of Stations	Proposed 2022 Polling District
Mardyke Community Centre, South Street, Rainham, RM13 8PJ	Beam Park	4977	2	BP1-DR
La Salette Church Hall, 1 Rainham Road, Rainham, RM13 8SP	Beam Park	2387	1	BP2-DR
Cranham Baptist Church, Severn Drive, Upminster, RM14 1SW	Cranham	2212	1	CM1-HU
Upminster Methodist Church Hall, Hall Lane, Upminster, RM14 1AE	Cranham	2598	1	CM2-HU
Cranham Community Association, 115a Marlborough Gardens, Upminster, RM14 1SR	Cranham	1176	1	CM3-HU
St Luke`s Church Hall, 201 Front Lane, Upminster, RM14 1LD	Cranham	1528	1	CM4-HU
Cranham Social Hall, Front Lane, RM14 1XN	Cranham	1904	1	CM5-HU
Elm Park Assembly Hall, Eyhurst Avenue, RM12 4RA	Elm Park	1758	1	EL1-DR
Elm Park Library, St Nicholas Avenue, Elm Park, RM12 4PT	Elm Park	2383	1	EL2-HU
Elm Park Baptist Church, Rosewood Avenue, Hornchurch, RM12 5LD	Elm Park	2303	1	EL3-DR
Bretons Community Hall, 411 Rainham Road, Rainham, RM13 7LP	Elm Park	2983	2	EL4-DR
HASWA Greenfields, Kilmartin Way, Hornchurch, RM12 5NB	Elm Park	2026	1	EL5-DR
Nelmes Primary School, Wingletye Lane, Hornchurch, RM11 3BX	Emerson Park	2352	1	EM1-R
Nelmes United Reformed, Church Hall, Burntwood Avenue, RM11 3JA	Emerson Park	3063	2	EM2-R
Whittaker Hall, 1A Woodhall Crescent, Hornchurch, RM11 3NN	Emerson Park	1546	1	EM3-R
Ingrebourne Children's Centre, Ashbourne Road, Romford, RM3 7YT	Gooshays	2382	1	GS1-HU
Myplace, 343 Dagnam Park Drive, Harold Hill, RM3 9EN	Gooshays	2494	1	GS2-HU
Mead Primary School, Amersham Road, Romford, RM3 9JD	Gooshays	2283	1	GS3-HU
Drapers' Pyrgo Priory School, Settle Road, Romford, RM3 9RT	Gooshays	2364	1	GS4-HU
Church of the Most Holy Redeemer, 49 Petersfield Avenue, RM3 9PB	Gooshays	1984	1	GS5-HU
Please refer to Appendix 6	Hacton	2018	1	HC1-HU
Suttons Primary School, Suttons Lane, Hornchurch, RM12 6RP	Hacton	2974	1	HC2-HU
Havering Christian Fellowship, 2A Newmarket Way, Hornchurch, RM12 6DS	Hacton	1987	1	HC3-HU
Harold Wood Methodist Church, The Drive, Harold Wood, RM3 0DU	Harold Wood	4007	2	HW1-HU
Havering Dog Training Centre, In Painsbrook Rec. Ground, Church Road, RM3 0JX - Revised Reccomendation Harold Court Primary School	Harold Wood	1450	1	HW2-HU
Harold Park Baptist Church, Ingreway, Harold Park, RM3 0BN	Harold Wood	998	1	HW3-HU
St Peter's Church, Gubbins Lane, RM3 0QA	Harold Wood	2323	1	HW4-HU
Harold Wood Primary School, Recreation Avenue, Romford, RM3 0TH	Harold Wood	873	1	HW5-R
Forest Row Centre, Lodge Lane, Romford, RM5 2LD	Havering-atte-Bower	2035	1	HAB1-R
Ascension Church Hall, 68 Collier Row Road, Romford, RM5 2BA	Havering-atte-Bower	1363	1	HAB2-R
North Romford Community Centre, Clockhouse Lane, Romford, RM5 3QJ	Havering-atte-Bower	2388	1	HAB3-R
St James` Church Hall, Chase Cross Road, Romford, RM5 3PL	Havering-atte-Bower	2541	1	HAB4-R
Sapphire Jubilee Community Centre, Bolberry Road, RM5 3FG	Havering-atte-Bower	1976	1	HAB5-R
The Pepperell Education Centre, Saint Francis Hospice, Broxhill Road, RM4 1PL	Havering-atte-Bower	524	1	HAB6-R
St Ursula`s Infant School, Straight Road, Romford, RM3 7JS	Heaton	2068	1	HT1-HU
Betty Strathern Centre, 41 Myrtle Road, Romford, RM3 8XS	Heaton	1921	1	HT2-HU
Harold Hill Library, 19A Farnham Road, Romford, RM3 8ED	Heaton	1274	1	HT3-HU
Heaton Way United Reformed Church Hall, Heaton Way, Romford RM3 7EU	Heaton	2480	1	HT4-HU
New Testament Church of God, 24 Briar Road, Romford, RM3 8AH	Heaton	2200	1	HT5-HU
Broadford Primary School, Faringdon Avenue, Romford, RM3 8JS	Heaton	1558	1	HT6-HU
Holy Cross Church Hall, 260 Hornchurch Road, Hornchurch, RM11 1PX	Hylands & Harrow Lodge	2522	1	HHL1-R
Harrow Lodge Primary School, Rainsford Way, Hornchurch, RM12 4BP	Hylands & Harrow Lodge	2366	1	HHL2-R
Towers Infant School, Osborne Road, Hornchurch, RM11 1HP	Hylands & Harrow Lodge	2489	1	HHL3-HU
St Mary`s Catholic Primary School, Hornchurch Road, RM12 4TL	Hylands & Harrow Lodge	1415	1	HHL4-HU
Hornchurch High, Broadstone Road, Hornchurch, RM12 4AJ	Hylands & Harrow Lodge	1520	1	HHL5-HU
Tweed Way Social Hall, Tweed Way, Romford, RM1 4AZ	Marshalls & Rise Park	1356	1	MRP1-R
Rise Park Academy Trust Junior School, Annan Way, Romford, RM1 4UD	Marshalls & Rise Park	1890	1	MRP2-R
Parklands Junior School, Havering Road, Romford, RM1 4QX	Marshalls & Rise Park	769	1	MRP3-R
Central Harvest Church, Romford RM1 4DD / Romford District Sout Hall, Romford RM1 4LH	Marshalls & Rise Park	2143	1	MRP4-R
Marshalls Park Academy, Pettits Lane, Romford, RM1 4EH	Marshalls & Rise Park	2353	1	MRP5-R
St Michael`s Church Hall, Main Road, Romford, RM2 5EL	Marshalls & Rise Park	1171	1	MRP6-R
Nursery Unit Crownfield Infant School, White Hart Lane, Collier Row, RM7 8JB	Mawneys	1641	1	MN1-R
Collier Row Parish Hall & Catholic Club, Lowshoe Lane, Collier Row, RM5 2AP	Mawneys	2748	1	MN2-R
Scout Hall, Abbotts Close, Romford, RM7 8QU	Mawneys	2327	1	MN3-R
The Church of the Good Shepherd Church Hall, 3 Redriff Road, Romford, RM7 8HD	Mawneys	3041	2	MN4-R
Parsonage Farm Primary School, Allen Road, Rainham, RM13 9JS	Rainham & Wennington	RW1 2134 / RW2 2077	2	RW1-DR & RW2-DR
Rainham Library, 6 Celtic Farm Road, Rainham, RM13 9GP	Rainham & Wennington	2740	1	RW3-DR
Brady Primary School, Wennington Road, Rainham, RM13 9XA	Rainham & Wennington	2433	1	RW4-DR

Proposed Polilng Places and Stations	2022 Ward	Estimated Electorate	Number of Stations	Proposed 2022 Polling District
St John`s Church Car Park, Pretoria Road, Romford, RM7 7BH	Rush Green & Crowlands	1005	1	RGC1-R
Crowlands Primary School, London Road, Romford, RM7 9EJ	Rush Green & Crowlands	4314	2	RGC2-R
Romford & Gidea Park Rugby Football Club, Crow Lane, RM7 0EP	Rush Green & Crowlands	2858	2	RGC3-R
Rush Green Community Centre, Rush Green Gardens, Romford, RM7 0LB	Rush Green & Crowlands	3110	2	RGC4-R
Whybridge Junior School, Blacksmiths Lane, Rainham, RM13 7AH	South Hornchurch	2732	1	SH1-DR
St John`s Church, South End Road, Rainham, RM13 7XT	South Hornchurch	1940	1	SH2-DR
South Hornchurch Social Hall, Nelson Road, Rainham, RM13 8AP	South Hornchurch	2445	1	SH3-DR
Christ The Eternal High Priest Church Hall, Catholic Church Hall, 410 Brentwood Road, RM2 6DH	Squirrels Heath	3619	2	SQ1-R
Ardleigh Green Infant School, Ardleigh Green Road, Hornchurch, RM11 2SP	Squirrels Heath	1691	1	SQ2-R
Gidea Park Library, Balgores Lane, Romford, RM2 6BS	Squirrels Heath	1793	1	SQ3-R
Gidea Park Methodist Church, 398 Brentwood Road, Romford, RM2 6DH	Squirrels Heath	2191	1	SQ4-R
All Saints Church Hall, Ardleigh Green Road, Hornchurch, RM11 2LU	Squirrels Heath	2002	1	SQ5-R
St Alban's Church Hall, Princes Road, Romford, RM1 2SR	St Alban's	4768	2	AL1-R
Romford Evangelical Free Church, 180 Brentwood Road, Romford, RM1 2RT	St Alban's	2680	1	AL2-R
Fairkytes Arts Centre, 51 Billet Lane, Hornchurch, RM11 1AX	St Andrew's	2415	1	SA1-HU
Queens Theatre, Billet Lane, RM11 1QT	St Andrew's	2793	2	SA2-HU
HOPWA House Inskip Dr, Hornchurch RM11 3UR	St Andrew's	1764	1	SA3-HU
St George`s Church Hall, Kenilworth Gardens, Hornchurch, RM12 4SG	St Andrew's	2514	1	SA4-HU
St Matthew`s Church Hall, 55 Chelmsford Drive, Upminster, RM14 2PH	St Andrew's	1446	1	SA5-HU
Yew Tree Lodge, Yew Tree Gardens, Romford, RM7 9AA	St Edward's	3587	2	SE1-R
St Andrews Parish Church, St Andrews Road, Romford, RM7 9AT	St Edward's	4618	1	SE2-R
Romford Baptist Church, Main Road, Romford, RM1 3BL	St Edward's	2149	1	SE3-R
Gidea Park Primary School, Lodge Avenue, RM2 5AJ	St Edward's	3814	2	SE4-R
Upminster Library, 26 Corbets Tey Road, Upminster, RM14 2BB	Upminster	2444	1	UP1-HU
Gwillcoo Hall, 25/27 Brookdale Avenue, Upminster, RM14 2LT	Upminster	1318	1	UP2-HU
Upminster Baptist Church, Springfield Gardens, Upminster, RM14 3EH	Upminster	1853	1	UP3-HU
James Oglethorpe Primary School, Ashvale Gardens, RM14 3NB	Upminster	1416	1	UP4-HU
Gaynes School, Brackendale Gardens, Upminster, RM14 3UX	Upminster	2211	1	UP5-HU
Corbets Tey School, Harwood Hall Lane, Upminster, RM14 2YQ	Upminster	808	1	UP6-HU

COUNCIL, 1 SEPTEMBER 2021

REPORTS OF COMMITTEES, SUB-COMMITTEES AND MEMBER CHAMPIONS

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HEALTH OVERVIEW AND SCRUTINY SUB-COMMITTEE

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MEMBER CHAMPION FOR EQUALITY AND DIVERSITY

MEMBER CHAMPION FOR THE HISTORIC ENVIRONMENT

MEMBER CHAMPION FOR THE OVER 50S

MEMBER CHAMPION FOR THE VOLUNTARY SECTOR COMPACT

MEMBER CHAMPION FOR YOUNG PEOPLE

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ANNUAL REPORT ON THE

WORK OF THE AUDIT COMMITTEE

2020/21 FINANCIAL YEAR

1. Introduction

This reports covers the period April 2020 to May 2021 and outlines:-

- Information relating to the Audit Committee;
- The coverage of work undertaken by the Audit Committee;
- Actions taking during the year, including training, to ensure the effectiveness of the Audit Committee; and
- Future planned work and challenges.

2. Background

2.1 The Audit Committee has been in place for a number of years. The Committee's terms of reference list the responsibilities and authorities delegated in the Council's Constitution, which comprise:

Internal control

- To consider and monitor the adequacy and effectiveness of the authority's risk management and internal control environment and to make recommendations to full Council where necessary.

External audit

- To monitor the adequacy and effectiveness of the External Audit Service and respond to its findings.

Internal audit

- To support the Officers with their delegated responsibility of ensuring arrangements for the provision of an adequate and effective internal audit.
- To monitor the adequacy and effectiveness of the internal audit service and to receive and monitor an annual internal audit plan from the audit manager.
- To approve the Annual Statement of Accounts, including the Annual Governance Statement, and to recommend as necessary to the Governance Committee regarding the committee's responsibilities to monitor corporate governance matters generally.
- To monitor proactive fraud and corruption arrangements.

The Audit Structure (as at April 2019):

Audit Committee: Councillor Martin Goode (Chairman)
Councillor Viddy Persaud (Vice Chairman)
Councillor Gillian Ford
Councillor Gerry O'Sullivan
Councillor Judith Holt
Councillor Roger Ramsey

Internal Auditors: oneSource
External Auditors: Ernst & Young

During the year under review, the Committee met on four occasions and dealt with the following issues:

3. Audit Committee coverage

3.1 The Audit Committee has received the reports as set out in Appendix A. The coverage can broadly be categorised as regular and specific. More information on both is set out below.

3.2 Regular work

The Committee has regularly reviewed:

- Progress against the audit plan and performance;
- Key findings/issues arising from each audit undertaken;
- Progress against implementation of the recommendations;
- Anti-fraud and corruption activity, including frauds investigated and outcomes;
- Treasury Management activity; and
- The Accounts closedown timetable and progress reports.

3.3 Specific Review / Reports

There were several during the year including a review and approval of:

- the Statement of Accounts;
- the Annual Governance Statement; and
- the Annual Audit Plan.

The Committee also received assurances via:

- Annual Report from Internal Audit that includes the Annual Assurance Statement; and
- The work of external Audit (EY).

Priorities and work plan for the forthcoming year

4.1 The Audit Committee is currently planned to meet on four occasions over the next municipal year. There are specific reports planned throughout the year, running through a mix of quarterly progress reports and annual reviews of specific strategies and policies within the remit of the Committee, together with progress reports from the Council's external auditor.

3.2 Officers will continue to ensure all members on the Committee, and their nominated substitutes, are adequately trained.

3.3 The Committee will continue to oversee the effectiveness of the audit team and wider fraud resources in accordance with Public Sector Audit Standards Audit and Accounts Regulations 2015.

3.4 The Committee will focus on the embedding of the Risk Management arrangements agreed in the Revised Management Policy and Strategy.

3.5 Fraud prevention and detection will continue to be high on the Audit Committees agenda going forward.

3.6 The Committee will continue to focus on ensuring Value for Money and challenging weak areas that have been highlighted by the work of Internal Audit.

APPENDIX A

AUDIT COMMITTEE AGENDA ITEMS – FROM JULY 2019 TO MAY 2020

July 2020

- Audic Committee Annual Report 19/20
- Annual Governance Statement 19/20
- Corporate Risk Register
- Head of Assurance Report
- Internal Audit Plan 20/21
- Draft Statement of Accounts 19/20
- EY Audit Plan 19/20
- Annual Treasury Management Report

October 2020

- Assurance Progress Report Q1 and Q2
- Mid-Year Treasury Management 20/21
- Whistleblowing Policy Report
- EU Transition Report

February 2021

- Accounting Policies 21/22
- Closedown Timetable 20/21
- LBH Council and Pension Fund Annual Statement 19/20
- AGS 19/20 Significant Issues
- Corporate Risk Register
- Draft Internal Audit Plan 21/22
- Internal Audit and Counter Fraud Report
- Treasury Management Strategy Statement 21/22 Report

April 2021

- Head of Assurance Report
- EY Audit Plan 20/21

Havering
LONDON BOROUGH

PENSIONS COMMITTEE 20 JULY 2021

Subject Heading:	**BUSINESS PLAN/ANNUAL REPORT ON THE WORK OF THE PENSIONS COMMITTEE 2020/21**
SLT Lead:	**Jane West**
Report Author and contact details:	**Debbie Ford** **Pension Fund Manager (Finance)** **01708432569** **Debbie.ford@onesource.co.uk**
Policy context:	**A Business plan demonstrates compliance against Myners' principles for effective decision making**.
Financial summary:	**Any associated costs met by the Pension Fund**

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 sets out the work undertaken by the Committee during 2020/21 and the plan of work for the forthcoming three years, attached as **Appendix A**. This will form the basis of the Pension Fund Business Plan.

This report explains why a Business Plan is needed and what it should contain.

RECOMMENDATIONS

That the Committee:

1) Agree the Business Plan/Report of the work of the Committee for the year 2020/21 (Appendix A refers).

2) Consider any additions to the work plan for the Committee for 2021/22 and beyond (Section 3 within this report refers)

REPORT DETAIL

1. Background

1.1 Included within Myners Principle 1: Effective Decision Making suggested best practice was to create a Business Plan and a Training Plan.

1.2 The new Local Government Pension Scheme (LGPS) (Management and Investment of Funds) Regulations 2016 has removed the requirement to publish compliance against the six Myners principles but the Committee agreed to still publish and explain compliance against these principles. This was published with the new Investment Strategy Statement in July 2020.

1.3 To meet best practice it is appropriate to continue to prepare a report on the activity of the Committee on an annual basis and this will be adopted as the Business Plan. The Business Plan will incorporate the Training Plan. This would demonstrate compliance against Myners Principles 1: Effective Decision making.

1.4 In line with the Councils constitution – Part 4 Rules of procedure Ordinary meetings of the Council will receive reports for the previous year from the Chair of the Pensions Committee, this meeting is scheduled for the 1 September 2021.

1.5 CIPFA guidance suggests that the Business Plan is submitted to the committee for consideration and should contain:

a) Major milestones & issues to be considered by the Committee
b) Financial estimates – investment and administration of the Fund
c) Appropriate provision for training
d) Key targets & methods of measurement
e) Review level of internal & external resources the committee needs to carry out its functions
f) Recommended actions to put right any deficiencies.

2. Training

2.1 It is important that all the Members of the Committee are adequately trained and briefed to make effective decisions and those members are aware of their statutory and fiduciary responsibilities and achieve the terms of reference of this Committee which are:

a) To consider and agree the Investment Strategy Statement for the Pension Fund and subsequently monitor and review performance
b) Authorise staff to invite tenders and to award contracts to actuaries, advisers and fund managers and in respect of other related investment matters
c) To appoint and review the performance of advisers and investment managers for pension fund investments
d) To take decisions on those matters not to be the responsibility of the Executive under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 relating to those matters concerning The Local Government pension Scheme.

2.2 The Pensions Regulator (TPR) Code of Practice which came into force on 1 April 2015 includes a requirement for members of the Pension Committee/Local Pensions Board (LPB) to demonstrate that they have an appropriate degree of knowledge and understanding to enable them to properly exercise their functions as a member of the Committee/LPB.

2.3 LGPS (Amendment) (Governance) Regulations 2015 states that Administering Authority must have regard to guidance issued by the Secretary of State. Guidance was issued by the then Shadow Scheme Advisory Board (SAB) in January 2015 and states that the Administering Authority should make appropriate training available to assist LPB members in undertaking their role.

2.4 A joint training strategy that incorporates Pension Committee member training with LPB members to keep officer time and training costs to a minimum, has been developed and agreed by the Pensions Committee on the 24 November 2015 and the Local Pension Board on the 6 January 2016. The Training Strategy can be found in **Appendix A - Annex C.** **The Training Strategy will be reviewed over the next year in preparation for the Good Governance Review and The Pensions Regulator New Code of Practice.**

2.5 The Training Strategy formally sets out the arrangements the London Borough of Havering Pension Fund will take in order to comply with the principles of the CIPFA's Knowledge and Skills Code of Practice.

2.6 Training and development will be held with regard to the work plan as shown in **Appendix A - Annex B**. The training undertaken can be seen within **Appendix A - Annex D**

2.7. Maintaining expertise, experience and knowledge is a key focus for the committee in order to meet the "qualitative test" under **Markets in Financial Instrument Directive (MiFID 11).** Firms will undertake an assessment of the **expertise, experience and knowledge** of the local authority and its pension fund committee in order to be reasonably assured that they are capable of making their own investment decisions and have an understanding of the risks involved before a firm will permit election to professional status. All requests for election have been granted for existing investment service providers.

3. Work Plan for 2021/22 and beyond

3.1 In addition to the annual cyclical work programme as shown in **Appendix A - Annex B** there are a number of key issues that are likely to be considered by the Pensions Committee in the coming year and beyond:

a) Training/Workshop on Climate Risk and sign off of Climate Plan.
b) Task Force on Climate Related Financial Disclosures (TCFD) reporting compliance
c) Environmental, Social, Governance (ESG) Investments continued development and monitoring.
d) Investment Strategy updates - Equity restructure – LGIM Future world /Low carbon mandate and review of emerging markets equity investing.
e) Planning for Hymans/SAB Good Governance guidance compliance
f) Planning for TPR New Code of practice compliance– there will be overlap with Good Governance/SAB requirements
g) New training policy to reflect Good Governance and TPR compliance
h) Development of Data Improvement Plan
i) Development of Pensions Administration Strategy
j) London CIV Pooling progression/Continued transfer of assets to the London CIV
k) Preparation for next Fund Valuation in 2022 (including McCloud project for admin, Data cleansing, Review of employer database, cash flow data)
l) Continued development and implementation of the Investment Strategy
m) SAB developments
n) Consideration of LGPS Regulation changes and consequential policy, as applicable
o) Topical issues discussed as appropriate
p) Continued training and development

3.2 The above list is not exhaustive and Members are asked to consider if there are any other areas of work that they require to be included.

IMPLICATIONS AND RISKS

Financial implications and risks:

Training costs are met from the Pension Fund directly or via the Advisor Fee.

There is a considerable risk of poor decision making if Members of the Committee are not adequately trained.

Legal implications and risks:

In line with the Councils constitution – Part 4 Rules of procedure Ordinary meetings of the Council will receive reports for the previous year from the Chair of the Pensions Committee:

The specialist training of those Members who oversee the administration of the Council Pension Scheme is highly desirable in order to help show the proper administration of the scheme. The Council's Constitution recommends that the Membership of the Pension Committee remains static for the life of the Council for the very reason that Members need to be fully trained in investment matters. The life of the Council is considered to be the four year term.

Otherwise there are no apparent legal implications in taking the recommended decisions.

Human Resources implications and risks:

None arising directly.

Equalities implications and risks:

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

i. the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
ii. the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
iii. foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment/identity.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants

An EqEIA is not considered necessary regarding this matter as the protected groups are not directly or indirectly affected

BACKGROUND PAPERS

None

Havering
LONDON BOROUGH

HAVERING PENSION FUND

BUSINESS PLAN/REPORT ON THE WORK OF THE PENSIONS COMMITTEE DURING 2020/21

INTRODUCTION

The Havering Pension Fund (the Fund) provides benefits to Council employees (except teachers). The performance of the Fund impacts on the cost of Council services through the cost of employer contributions. It is therefore beneficial to issue a Business Plan/Annual report to all Council Members on the Havering Pension Fund and the work of the Pensions Committee.

The Business Plan looks forward over the next three years and will be reviewed and updated annually.

This report also covers the period 1st April 2020 to 31 March 2021 and outlines:

- The work of the Pensions Committee
- Key issues arising during the course of the year

The value of assets held and the financial position of the Havering Pension Fund for 2020/21 is included in the formal Annual Report of the Fund itself and not included here. The Annual Report is prepared later in the year when the pension fund accounts have been finalised.

BACKGROUND TO THE PENSION FUND

The authority is an Administering Authority under the Local Government Pension Scheme Regulations and as such invests employee and employer contributions into a Fund in order to pay pension benefits to scheme members. The Fund is financed by contributions from employees, employers and from profit, interest and dividends from investments.

The Pension Fund has a total of 56 employers with active members, of which the London Borough of Havering is the largest. The other employers in the Fund are made of up of 41 Scheduled bodies (Academies and Further Education bodies) and 14 Admitted bodies (13 outsourced contracts and one resolution body). During 2020/21 there were 5 new employers joining the fund and 1 cessation.

The authority as delegated the responsibility for investment strategy and performance monitoring to the Pensions Committee.

Pension Fund – Funding

The Fund's Actuary (Hymans Robertson) carried out a triennial valuation during 2019/20 based on data as at 31 March 2019. The main purpose of the valuation is to calculate the funding position within the Fund and set employer contribution rates for the following three years with the results of the 2019 valuation effecting employer contribution rates from 1 April 2020.

The valuation is a planning exercise for the Fund, to assess the monies needed to meet the benefits owed to its members as they fall due. As part of the valuation process, the Fund reviews its funding and investment strategies to ensure that an appropriate contribution plan is in place. The Fund also monitors the funding position at the midway point between triennial valuations as at 30 September 2020. The purpose of the funding update is to assess whether the funding plan is on track and take actions if necessary

A comparison of funding levels can be seen below:

Comparison of funding levels:

Ongoing funding basis	30 Sep 2020	31 Mar 2019	31 Mar 2016	31 Mar 2013
	£m	£m	£m	£m
Assets	795	733	573	461
Liabilities	1,168	1,054	857	752
Surplus/(deficit)	**(373)**	**(321)**	**(284)**	**(291)**
Funding level	68.1%	70.0%	66.8%	61.2%

Since the 2019 valuation the funding level is relatively unchanged. However, this masks the volatility that occurred in the year as a result of COVID-19 and the subsequent rally in markets since.

Having reviewed the funding position as at September 2020, no actions are required to change the current funding plan. Employer contributions will not be reviewed until the next valuation, based on data as at 31 March 2022.

Pension Fund – Investment Strategy Development & Performance Monitoring

The Committee adopted an Investment Strategy Statement (ISS) in November 2017 and implementation of achieving the long term target asset allocation has been ongoing since then. An updated version of the ISS was presented to the Pensions Committee at its meeting on the 29 July 2020 (postponed from 17 March 2020) and the Committee agreed the proposed amendments.

The ISS was updated to reflect the decisions and progression of the implementation of the strategy made by the Committee since its launch in 2017. Following the 29 July 2020 meeting the Committee considered and agreed further developments in the investment strategy at its meetings on the 1 October 2020 and 16 March 2021.

The Pensions Committee has also completed its development of a formal Statement of Investment Beliefs. The Pensions Committee believe that having a clear set of investment beliefs can improve governance by providing a framework for all investment decisions. It will provide a rationale for the decision making process and drive the ISS going forward. These have now been incorporated into the ISS.

Following on from decisions made to the ISS the committee continue to make decisions in order to progress with its implementation.

<u>Significant implementation/progression of the investment strategy during 2020/21 were as follows:</u>

- £40.4m settlement to fund the transfer out of the colleges was paid to the London Pension Fund Authority (LPFA) in July and August 2020. This was funded from disinvestments from LCIV Diversified Growth, LCIV Absolute Return, Corporate Bonds, GMO and internal cash. The mandate with GMO is now closed.

- Royal London Multi Asset Credit (MAC) Fund commenced January 2020. The Committee agreed to increase the allocation to the MAC fund to bring this in line with the long term target of 7.5%. The investment of £21.5m was invested in December 2020, which was funded from profit within the LCIV Global Alpha Fund.

- Following strong performance over 2020, profit to be taken from the LCIV Global Alpha Fund and rebalanced, in line with Funds rebalancing policy. This profit to be utilised in the asset allocation restructure

- In order to maintain the asset allocation of 7.5% to infrastructure the Committee agreed to invest in the Stafford (SISF IV) Fund with a total commitment of c£27m. The first capital call for this mandate commenced March 21.

- Later agreed to increase the asset allocation to Infrastructure from 7.5% to 10%. The additional 2.5% increase will be allocated to the LCIV Renewables Fund. On-boarding process will be undertaken to meet the second close in July 2021.

- Agreed to move the Funds mandate with LCIV Global Alpha Fund to the Paris Aligned version. On-boarding process will commence during 2021.

- Equity restructuring started in 2020/21 with members giving consideration to replace the LGIM Fundamental mandate with a Multi Factor strategy in order to diversify exposure to factors, and the Multi Factor strategy embed a "carbon-tilt" in order to reduce exposure to climate risk. Consideration of equity restructuring will continue in 2021/22.

- The Fund has continued to fund capital calls for the Private Debt and Infrastructure mandates, as follows:

Investment Manager	Mandate	Amount £000's
Stafford II	Infrastructure	5,862
Stafford IV	Infrastructure	1,698
Churchill	Private Debt	7,177
Permira	Private Debt	11,575
Total		**26,312**

Asset Allocations

The asset allocations as at 31 March 2021 are shown below together with individual fund manager benchmarks:

Asset Class	Actual Allocation 31 March 2021	Investment Manager/ product	Segregated/ pooled	Active/ Passive	Benchmark and Target
Equities	21.8	LCIV Baillie Gifford (Global Alpha Fund)	Pooled	Active	MSCI All World Index plus 2.5%
Equities	8.2	Legal & General Investment Management (LGIM)	Pooled	Passive	FTSE All World Equity Index
Equities	7.4	LGIM	Pooled	Passive	FTSE RAFI 3000 Index
Equities	4.5	LGIM	Pooled	Passive	FTSE World Emerging Markets

Asset Class	Actual Allocation 31 March 2021	Investment Manager/ product	Segregated/ pooled	Active/ Passive	Benchmark and Target
Equities	**41.9**				
Multi Asset Strategy	10.1	LCIV Baillie Gifford (Diversified Growth Fund)	Pooled	Active	Bank Base Rate +3.5%
Multi Asset Strategy	12.7	LCIV Ruffer	Pooled	Active	Preserve and grow capital (LIBOR +4% p.a.)
Multi-asset	**22.8**				
Property	4.7	UBS	Pooled	Active	Match MSCI All Balanced Funds Weighted Average Index
Property	3.2	CBRE Global Property	Pooled	Active	CPI +5%% p.a. (net of fees)
Infrastructure	2.2	Stafford II	Pooled	Active	CPI +5%% p.a. (net of fees)
Infrastructure	0.2	Stafford IV	Pooled	Active	CPI +5%% p.a. (net of fees)
Infrastructure	2.7	JPMorgan	Pooled	Active	CPI +5%% p.a. (net of fees)
Real assets	**13.0**				
Index Linked Bonds	4.4	Royal London	Segregated	Active	40% FTSE Index Linked over 5 Year index.
Multi Asset Credit	7.1	Royal London	Pooled	Active	• 30% ICE BAML, BB-B Index • 30% Credit Suisse US Leveraged Loan Index GBP Hedged
Corporate Bonds	4.3	Royal London	Segregated	Active	IBOXX Sterling Non Gilt over 10 Year index
Other Bonds-Private Debt	2.2	Churchill	Pooled	Active	Outperform cash + 4% p.a
Other Bonds-Private Debt	2.0	Permira	Pooled	Active	Outperform cash + 4% p.a
Cash	2.0	n/a	n/a	n/a	n/a
Currency Hedging	0.3	Russell	Segregated	Passive	Hedge100% of EUR,USD and AUD currency (non-equity)
Bonds and Cash	**22.3**				
TOTAL	**100.0**				

As at March 2021 the total value of assets with the London CIV is £390m (£314m 2019/20) which represents 45% (44% 2019/20) of assets under management. The London CIV has a business arrangement with LGIM to deliver the passive global mandate; this can be classified as being held within the London CIV so the allocation increases to £566m (£438m 2019/20). Overall allocation is 66% (62% 2019/20), increase in the value of assets are attributable to a changes in market value.

The Fund will continue to have ongoing discussions with the London CIV to progress the transition of assets onto the London CIV platform in accordance with the Ministry of Housing, Communities and Local Government (MHCLG) timelines.

Fund Performance

The performance of the Fund is measured against a tactical and a strategic benchmark.

Strategic Benchmark - A strategic benchmark has been adopted for the overall Fund of Index Linked Gilts + 1.8% per annum. This is the expected return in excess of the fund's liabilities over the longer term. The strategic benchmark measures the extent to which the fund is meeting its longer term objective of reducing the funds deficit.

Tactical Benchmark - Each manager has been set a specific (tactical) benchmark as well as an outperformance target against which their performance will be measured. This benchmark is determined according to the type of investments being managed. This is not directly comparable to the strategic benchmark as the majority of the mandate benchmarks are different but contributes to the overall performance.

The Fund uses the performance measurement services from Northern Trust, to provide comparative statistics on the performance of the Fund for its quarterly monitoring.

The overall net performance of the Fund as at 31 March 2021 against both benchmarks is shown below:

	1 year to 31.03.20 %	1 year to 31.03.21 %	3 Years to 31.03.21 %	5 years to 31.03.21 %
Fund Return	-1.55	24.90	8.32	9.35
Tactical Benchmark	**0.34**	**16.04**	**6.93**	**7.15**
Performance	-1.21	8.86	1.40	2.20
Fund Return	-1.55	24.90	8.32	9.35
Strategic Benchmark	**3.89**	**4.19**	**5.14**	**7.66**
Performance	-5.44	20.71	3.18	1.68

Source: Northern Trust

The overriding investment objective for the Fund is to support an affordable and stable level of contributions for the longer term. The current funding approach implies a target investment return of Gilts + 1.8% p.a. over the longer term from the Fund's assets, or c. 3.3% per annum in absolute terms based on yields as at 31 March 2019 (the previous valuation date).

Strong returns have been observed over the 12 month, 3 year and 5 year periods to 31 March 2021 (at 24.9%, 8.3% p.a. and c. 9.4% p.a. respectively). Returns over all time periods shown are therefore substantially ahead of the long term (absolute) return deemed sufficient to support an affordable and stable level of contributions.

The value of the Fund's assets have increased by more than the value placed on the liabilities since March 2019, implying the funding deficit has decreased since the 2019 actuarial valuation. However, although assets have risen by more than liabilities since 2019, liabilities have continued to increase over this period, driven by a further fall in gilt yields which remain at historically low levels. Our long term outlook for index-linked gilts remains unchanged. We believe that valuations are inflated relative to history and expect that, over the long term, yields will rise from present levels leading to a fall in gilt (and consequently liability) values.

Asset outperformance over the year has been driven by the Fund's equity exposure, most notably the Baillie Gifford Global Alpha Fund which currently accounts for c.20% of Fund assets and posted 12 month returns to March 2021 of 56%. The rebound in equity markets from the COVID-19 lows of March 2020 has been a lot faster and stronger than many predicted and has resulted in traditional equity and bond markets ending March 2021 at exceptionally high levels. Within equity markets, a shift towards stocks which are perceived to be good 'value' in terms of their fundamental assessment was observed towards the end of 2020. Equity funds tilted towards these 'value' stocks outperformed those tilted towards stocks with large expected revenue growth, such as the Baillie Gifford Global Alpha Fund, in Q4 2020 and Q1 2021.

Implementation of the previously agreed changes in strategy have continued over the year and have seen allocations to multi-asset mandates reduced, albeit the underlying equity exposure has been retained. Allocations to global infrastructure, global property, multi-asset credit and private debt have all been introduced to the Fund's longer term strategy over recent years, offering the prospect of long-term income generation and boosting diversification within the strategy. Further structural changes to the equity portfolio were agreed during the year and are in the process of being implemented.

Finally, we note that the Fund has also begun taking steps to address climate risk within its strategy. The Committee recognises the long-term financial risks presented by climate change and has been considering how the strategy can be evolved to account for climate risks. Progressive changes are being made to the underlying equity allocations and it has also been agreed to introduce a commitment to renewable energy infrastructure. These steps in conjunction with the other changes gives us confidence that the level of returns required to support affordable and stable contributions can be (at least) supported by the current investment approach whilst addressing longer term systemic change.

The former (DCLG) Guidance on Preparing and Maintaining an Investment Strategy Statement (ISS) issued September 2016 relaxed the regulatory framework for scheme investments which also included the relaxation on reviewing investment manager performance.

In light of the above guidance, the Committee reviewed the reporting arrangements in June 2017 and agreed that only one fund manager will attend each Committee meeting, unless performance concerns override this. Managers in the London CIV are now monitored by them

and the London CIV produce quarterly monitoring reports which are distributed to the Committee.

Cyclical coverage of manager monitoring is set out in **Annex B,** covering 2021/22 and 2022/23.

FUND GOVERNANCE STRUCTURE

Investment strategy and performance monitoring of the Fund is a matter for the Committee which obtains and considers advice from the Authority and onesource officers, and as necessary from the Fund's appointed professional adviser, actuary and performance measurers who attend meetings as and when required.

The terms of reference for the Committee are:

- To consider and agree the investment strategy and statement of investment principles (SIP) (now called Investment Strategy Statement) for the Pension Fund and subsequently monitor and review performance

- Authorise staff to invite tenders and to award contracts to actuaries, advisers and fund managers and in respect of other related investment matters

- To appoint and review the performance of advisers and investment managers for pension fund investments

- To take decisions on those matters not to be the responsibility of the Cabinet under the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 relating to those matters concerning pensions made under Regulations set out in Sections 7, 12 or 24 of the Superannuation Act 1972

The membership of the Pensions Committee reflects the political balance of the Council and the structure of the Committee (those responsible for decision making during the year to 31 March 2021), are as follows:

Conservative Group:
Cllr John Crowder (Chair)
Cllr Osman Dervish
Cllr Jason Frost

Residents Group
Cllr Stephanie Nunn

North Havering Residents' Group
Cllr Martin Goode (Vice Chair March 2019)

Upminster & Cranham Residents' Group
Councillor Ron Ower

Labour Group
Cllr Keith Darvill

Other
Union Members (Non-voting) - John Giles (Unison) replaced by Derek Scott (Unison) from September) and 2019 Andy Hampshire (GMB)

Admitted/Scheduled Body Representative (voting) (currently vacant)

SCHEME MANAGEMENT AND ADVISERS

Day to day management of the Fund is delegated to the authority's statutory section 151 officer/Chief Operating Officer and delivered via oneSource (shared service arrangement between London Borough of Havering, Newham and Bexley (part year only)).

The Pensions and Treasury team within the oneSource Finance Service ensures that members of the committee receive advice on investment strategy and monitoring of the managers. The team also reviews management arrangements and other issues as appropriate, as well as accounting for the activities of the Fund.

From 1 November 2017, the London Borough of Havering delegated the pension administration service to Lancashire County Council (LCC) who has engaged the Local Pension Partnership Administration (LPPA) to undertake their pension's administration. The LPPA monitor and manage the pension's employers and employee contributions into the Fund. The team is a contact point for employees who wish to join the scheme, for advice on procedures and for queries and complaints.

Chief Executive	Andrew Blake-Herbert
Section 151 Officer	Jane West
Pensions Administration Management	Sarah Bryant Director of Exchequer & Transactional Services (oneSource)
Fund Administrator	Local Pension Partnership Administration (LPPA)
Pension Fund Manager (Finance)	Debbie Ford (oneSource)
Legal Advisers	London Borough of Havering Legal Services (oneSource) provide legal advice as necessary
Fund Actuary	Hymans Robertson LLP
Fund Investment Advisers	Hymans Robertson LLP
Investment Managers	Royal London Asset Management (Investment Bonds) UBS (Property) London CIV Baillie Gifford Diversified Growth Fund London CIV Baillie Gifford Global Alpha London CIV RF Absolute Return Legal & General Investment Management GMO Global Real Return (UCITS) (closed in July 2020) Stafford Capital – Real Assets Infrastructure JP Morgan – Real Assets Infrastructure CBRE – Real Assets Global Property Churchill Asset Management – Private Debt Permira Credit Solutions– Private Debt Russell Investment – Currency management
Asset Pool Company	London Collective Investment Vehicle (London CIV)

Fund Custodians	Northern Trust
Performance Measurement	Northern Trust Pensions & Investment Research Consultants Limited (PIRC)
Bankers	National Westminster Bank PLC
Auditors	Ernst and Young LLP
AVC Providers	Prudential Standard Life

PENSION COMMITTEE MEETINGS 2020/21

The Committee met a number of times during 2020/21 and **Annex A** sets out the coverage of matters considered, but the key issues that arose in the period are shown below:

On 11 March 2020 the World Health Organisation (WHO) declared a COVID-19 pandemic. This caused a world-wide public health emergency. During 2020/21 committee meetings were held remotely (virtually) in order to ensure adherence to the safe use of council buildings guidance.

Committee papers for the meeting scheduled for 17 March 2020 were distributed but the meeting was cancelled as the pandemic declaration and working restriction came into force. Reports that required the Committees agreement were rolled over into the next scheduled meeting in July 2020.

Summary of Major Milestones & key issues considered by the Committee

- Investment Strategy - Agreed the updated Investment Strategy Statement and noted and agreed further execution of the investment strategy implementation.
- Agreed the Administering and Employing authorities Discretions Policy.
- Agreed the Voluntary Scheme Pays Policy.
- Agreed the Business Plan and Annual report on the work of the Committee 2019/20
- Agreed the Pension Fund Annual Report for the year ending 31 March 2020
- Pension Administration Services - Noted the additional costs in 2020/21 and agreed the 2021/22 budget.
- Reviewed Fund Managers quarterly performance – received presentations from JP Morgan (Infrastructure), London CIV (for Multi Asset, UK Equities and Absolute Return sub funds and LCIV updates), and CBRE (Overseas Property).
- Reviewed performance of the Pension Fund's Custodians, Investment Advisor and Actuary.
- Noted Local Pension Board Annual report for the year ending March 2020
- Noted Pension Fund Accounts for the Year ending 31 March 2020
- Noted the summary of responsible investment activities of the Funds investment Managers.
- Local Government Pension scheme (LGPS) updates - The Committee receives updates on relevant issues and developments in the LGPS and London CIV.

PENSION COMMITTEE MEETINGS 2021/22 AND ONWARDS

In addition to the annual cyclical work programme as shown in **Annex B** there are a number of key issues that are likely to be considered by the Pensions Committee in the coming year and beyond:

- Training/Workshop on Climate Risk and sign off of Climate Plan.
- Task Force on Climate Related Financial Disclosures (TCFD) reporting compliance
- Environmental, Social, Governance (ESG) Investments continued development and monitoring.
- Investment Strategy updates - Equity restructure – LGIM Future world /Low carbon mandate and review of emerging markets equity investing.
- Planning for Hymans/SAB Good Governance guidance compliance
- Planning for TPR New Code of practice compliance– there will be overlap with Good Governance/SAB requirements
- New training policy to reflect Good Governance and TPR compliance
- Development of Data Improvement Plan
- Development of Pensions Administration Strategy
- Communications Strategy update for 2021 to 2024
- London CIV Pooling progression/Continued transfer of assets to the London CIV
- Preparation for next Fund Valuation in 2022 (including McCloud project for admin, Data cleansing, Review of employer database, cash flow data)
- Continued development and implementation of the Investment Strategy
- SAB developments
- Consideration of LGPS Regulation changes and consequential policy, as applicable
- Topical issues discussed as appropriate
- Continued training and development

INTERNAL & EXTERNAL RESOURCES

The Pensions Committee is supported by the Administrating Authority's Finance and Administration services (oneSource) and the associated costs are therefore reimbursed to the Administrating Authority by the Fund. The costs for these services form part of the Administrative and Investment Management expenses as reported in the Pension Fund Statement of Accounts.

Estimated costs for the forthcoming three years for Administration, Investment Management expenses and Governance & Oversight follow in this report.

Pensions Administration - From 1 November 2017 the Pensions Administration is provided through a delegated arrangement and is supplied by Local Pensions Partnership Administration (LPPA) which is a joint venture between Lancashire County Council and London Pensions Fund Authority.

Pensions Administration also includes a post for the Projects and Contracts Manager who monitors the pension's administration contract and ad hoc projects.

Accountancy and Investment support - The oneSource Finance service that supports the Pension Fund consists of an establishment of 2 full time equivalent posts.

FINANCIAL ESTIMATES

In June 2014 The Chartered Institute of Public Finance & Accountancy (CIPFA) produced guidance on how to account for Management costs and then updated it in 2015 in order that improvements in cost comparisons can be made across all funds. Management costs are now split between three cost categories as follows:

Administrative Expenses
Includes all staff costs associated with Pensions Administration, including Payroll.

	2019/20 Actual £000	2020/21 Estimate £000	2020/21 Actual £000	2021/22 Estimate £000	2022/23 Estimate £000	2023/24 Estimate £000
Administration & Processing*	276	500	580	660	660	660
Other Fees (Levies)	14	20	8	10	10	10
Other Costs (Interest)	25	30	13	25	25	25
TOTAL	**315**	**550**	**601**	**695**	**695**	**695**

Please note the following regarding the above figures:
*2019/20 actuals reflect a credit of £215k for an accrual that was not required, understating the total cost.
*2020/21 Increase in Administration Service costs of £94k as reported to Pensions Committee 16 March 2021.

Investment Management expenses
These costs will include any expenses incurred in relation to the management of Fund assets. Fees are calculated based on market values under management and therefore increase or reduce as the value of investments change.

In Line with the CIPFA LGPS Example Accounts 2020/21 guidance, there is a new requirement to provide more detail in respect of management fees. Options included the analysis of investment fees over asset class which the Fund adopted. The breakdown of management fees

over each asset class can be found in Note 11a in the Statement of Accounts and only the total is shown here. The change in analysis required prior year restatement and this impacted some analysis as shown in the table below:

	2019/20 Actual (restated) £000	2020/21 Estimate £000	2020/21 Actual £000	2021/22 Estimate £000	2022/23 Estimate £000	2023/24 Estimate £000
Fund Manager Fees	2,935	3,400	3,159	3,100	3,100	3,100
Performance Related Fees	108	-	102	105	105	105
Transaction costs	96	25	67	80	80	80
Custodian Fees	27	25	37	50	50	50
Performance Measurement services	17	15	33	35	35	35
Other Investment Fees	9	-	14	15	15	15
TOTAL	**3,192**	**3,465**	**3,412**	**3,385**	**3,385**	**3,385**

Please note the following regarding the above figures:

- 2019/20 restated to conform to new CIPFA guidance.
- Fund Manager Fees are charged according to the fund value; therefore an average figure from the last two years has been applied for 2021/22 onwards
- Custodial service contract increased to provide additional accounting service from 2021/22.

Governance and Oversight

This category captures all costs that fall outside the above two categories and include legal, advisory, actuarial and training costs. Staff costs associated with the financial reporting and support services to the Committee is included here.

	2019/20 Actual £000	2020/21 Estimate £000	2020/21 Actual £000	2021/22 Estimate £000	2022/23 Estimate £000	2023/24 Estimate £000
Financial Services	144	145	163	165	165	165
Actuarial Fees	101	25	13	25	100	25
Audit Fees	14	16	16	60	60	60
Member Training (inc. LPB)	-	10	-	10	10	10
Advisor Fees	79	65	69	75	75	75
London CIV	96	110	119	110	110	110
Local Pension Board	2	5	1	5	5	5
Pensions Committee	31	40	33	35	35	35
Other Fees	1	10	1	10	10	10
TOTAL	**468**	**426**	**415**	**495**	**570**	**495**

Please note the following regarding the above figures:

- Actuarial fees in 2019/20 reflect increased fees for work carried out in relation to the 2019 valuation and additional project work. Next valuation in 2022 so higher charges expected during 2022/23.
- Audit fees subject to approval by Public Sector Audit Appointments (PSAA).

OVERALL MANAGEMENT TOTAL	**3,975**	**4,441**	**4,428**	**4,575**	**4,650**	**4,575**

TRAINING AND DEVELOPMENT STRATEGY

The Local Pension Board (LPB) has been in place since 25 March 2015.

The Pensions Regulator Code of Practice which came into force on 1 April 2015 includes a requirement for members of the Pension Committee/LPB to demonstrate that they have an appropriate degree of knowledge and understanding to enable them to properly exercise their functions as a member of the Committee/LPB.

LGPS (Amendment) (Governance) Regulations 2015 states that Administering Authority must have regard to guidance issued by the Secretary of State. Guidance was issued by the then Shadow Scheme Advisory Board in January 2015 and states that the Administering Authority should make appropriate training available to assist LPB members in undertaking their role. It was always the plan to adopt a training strategy that will incorporate Pension Committee member training with LPB members to keep officer time and training costs to a minimum.

A joint training strategy has been developed and was agreed by the Pensions Committee on the 24 November 2015 and presented to the Local Pension Board at its meeting on the 6 January 2016. The Training Strategy can be found in **Annex C.** The Training Strategy will be reviewed over the next year in preparation for the Good Governance Review and The Pensions Regulator New Code of Practice.

The Pension Committee of the London Borough of Havering Pension Fund fully supports the intentions behind CIPFA's Knowledge and Skills Code of Practice and has agreed to formally adopt its principles. The Training Strategy formally sets out the arrangements the London Borough of Havering Pension Fund will take in order to comply with the principles of the CIPFA Code of Practice.

Pension Committee and Board members are expected to achieve a minimum level of training credits and the CIPFA's Knowledge and Skills self-assessment training questionnaire will be used to record credits attained and identify gaps in the knowledge and skills of the members.

As set out in the Councils constitution committee procedure rules, a member appointed to the Pensions Committee shall have received, or shall within six months of appointment receive, training appropriate to its membership. If a member does not undertake the required training within six months of appointment then that member shall not partake in the decision making of the Committee until their training has been completed. Long membership of the committee is encouraged in order to ensure that expertise is developed and maintained within. The Council recommend that the membership of the Pension Committee remain static for the life of the term in Council, unless exceptional circumstances require a change.

Maintaining expertise, experience and knowledge is a key focus for the committee in order to meet the "qualitative test" under **Markets in Financial Instrument Directive (MiFID 11).** Firms will undertake an assessment of the **expertise, experience and knowledge** of the local authority and its pension fund committee in order to be reasonably assured that they are capable of making their own investment decisions and have an understanding of the risks involved before a firm will permit election to professional status. All requests for election have been granted for existing investment service providers.

PROVISION OF TRAINING

A training budget has been agreed for the provision of training for £10,000 but this will be re-evaluated as appropriate. Training costs will be met from the Pension Fund.

The majority of training and development is cyclical in nature, spanning the four year membership of the committee. Associated training and development will be given when required which will be linked to the Pension Fund meeting cyclical coverage for 2020/21 and onwards as shown in **Annex B.**

In addition to the cyclical training and development that the Committee will have over the lifetime of their membership, training will be provided in the areas where it has been specifically requested or has been identified as required. Special pension committee meetings will be arranged from time to time to discuss matters that fall outside of the cyclical meetings.

The Fund encourages use of the three day training courses offered by the Local Government Employers which is specially targeted at elected members with Pension Fund responsibilities. All new members are encouraged and given the opportunity to attend.

Members receive briefings and advice from the Fund's Investment adviser at each Committee meeting.

Members and Officers also attend seminars arranged by Fund Managers or other third parties who specialise in public sector pensions.

The Fund is a member of the CIPFA Pensions network which gives access to an extensive programme of events, training/workshops, weekly newsletters and documentation, including briefing notes on the latest topical issues.

The Head of Pensions and Treasury, Pension Fund Manager and /or Accountant also attends quarterly forum meetings with peers from other London Boroughs; this gives access to extensive opportunities of knowledge sharing and benchmarking data.

Officers within onesource Pensions teams also benefit from sharing of best practice

The London CIV runs periodic seminars to aid Officer and Committee member development.

Training and development took place during 2020/21 to ensure that Members of the Committee were fully briefed in the decisions they were taking.

Training logs are maintained and attendance and coverage can be found in **Annex D**. Training has been recorded since the election in May 2018 to demonstrate continuous development and training during their full term of elected office on the Pensions Committee.

The Pensions Regulator has launched an e-learning programme and this has been made available for members to use.

Training will be targeted as appropriate.

PENSIONS COMMITTEE MEETINGS (VIRTUALY) DURING 2020/21		ANNEX A
MONTH	**TOPIC**	**ATTENDED BY**
29 July 2020	• Noted Pension Fund Performance Monitoring for the quarter ending 31 March 2020, (deferred presentation from Infrastructure Manager (JP Morgan to the next meeting) • Noted Pension Fund Accounts for the year ending 31 March 2020. • Agreed the Business Plan/Annual Report on the work of the Pensions Committee 2019/20 • Noted the summary of responsible investment activities of the Funds investment managers (rolled over from the 17 March 2020 cancelled meeting). • Noted the Actuarial update –COVID 19 and funding risks • Agreed the updated Investment Strategy Statement (rolled over from 17 March 20 cancelled meeting) • Agreed the admission of Caterlink Ltd into the pension fund as an Admitted Body	Cllr John Crowder (chair) Cllr Martin Goode (vice chair) Cllr Osman Dervish Cllr Jason Frost Cllr Stephanie Nunn Cllr Ron Ower Cllr Keith Darvill
01 October 2020	• Noted Pension Fund Performance Monitoring for the quarter ending 30 June 2020, received presentations from one of the Funds Infrastructure Manager (JP Morgan) • Agreed the Pension Fund Annual Report for the year ending 31 March 2020. • Noted and agreed further execution in the progression of investment strategy implementation. • Considered and agreed the response to the LGPS Scheme consultation – amendments to statutory underpin as a result of the McCloud legal challenge. • Agreed the admission of Harrison Catering into the pension fund as an Admitted Body	Cllr John Crowder (chair) Cllr Martin Goode (vice chair) Cllr Jason Frost Cllr Stephanie Nunn Cllr Ron Ower Cllr Keith Darvill
12 November 2020	• Noted the views of officers on the performance of the Fund's Custodian for the period to September 2020. • Noted the views of officers on the performance of the Fund's Actuary for the period to September 2020. • Noted the views of officers on the performance of the Fund's Investment	Cllr John Crowder (chair) Cllr Martin Goode (vice chair) Cllr Osman Dervish Cllr Jason Frost Cllr Stephanie Nunn

PENSIONS COMMITTEE MEETINGS (VIRTUALY) DURING 2020/21		ANNEX A
MONTH	**TOPIC**	**ATTENDED BY**
	Advisor for the period to September 2020. • Considered and agreed the Overpayment Write- off Policy. • Noted results of the Whistle Blowing Annual review	Cllr Ron Ower Cllr Keith Darvill
12 January 2021	• Noted the Pension Fund Performance Monitoring for the quarter ending 30 September 2020, received presentations from the Fund's Asset Pool (London CIV covering Multi Asset, UK Equities and Absolute Return sub funds and LCIV updates). • Noted the Local Pension Board Annual Report 2019/20. • Agreed the updated Funding Strategy Statement to address regulatory changes. • Noted the review of Fund Manager voting and engagement activity • Agreed the updated Risk Register	Cllr John Crowder (chair) Cllr Martin Goode (vice chair) Cllr Osman Dervish Cllr Jason Frost Cllr Stephanie Nunn Cllr Ron Ower Cllr Keith Darvill
16 March 2021	• Pension Fund Performance Monitoring for the quarter ending 31 December 2020, received presentation form the Funds Global Property Manager CBRE). • Noted and agreed further execution in the progression of investment strategy implementation. • Noted the mid valuation funding position of the Fund as at September 2020. • Agreed the admission of May Harris into the pension fund as an Admitted Body. • Agreed the admission of Olive Dining into the pension fund as an Admitted Body • Noted the additional costs for Pension Administration in 2020/21 and agreed the 2021/22 budget. • Considered and agreed the Administering and Employing authorities Discretions Policy. • Considered and agreed the Voluntary Scheme Pays Policy.	Cllr John Crowder (chair) Cllr Martin Goode (vice chair) Cllr Osman Dervish Cllr Jason Frost Cllr Stephanie Nunn Cllr Ron Ower Cllr Keith Darvill

- Please note that three members constitute a quorum.
- Target dates for issuing agendas were met.

KEY REPORTING DATES / WORK PLAN 2021/22

ANNEX B

	20 JULY 2021	14 SEPTEMBER 2021	7 NOVEMBER 2021	7 DECEMBER 2021	15 MARCH 2022
Formal Committees with Members	▪ Overall Monitoring Report on Pension Fund to end of March 21: Churchill (Private Debt) ▪ Business Plan/Report on the work of the Pensions Committee 2020/21 ▪ Pension Fund Accounts 2020/21 ▪ Investment Strategy Update	▪ Overall Monitoring Report on Pension Fund to end of June 21 (Passive Equities) ▪ Pension Fund Annual Report for 2020/21 • GAD Section 13 results • Good Governance review - outcomes and implementation planning.	▪ Annual review of Custodian ▪ Annual review of Adviser ▪ Annual review of Actuary ▪ Review of Governance Policy ▪ Whistleblowing Annual Assessment ▪ Risk Register Review ▪ Communications Strategy 2021 - 2024	▪ Overall Monitoring Report on Pension Fund to end of September 21 Permira (Private Debt) ▪ Annual review of Fund Managers Voting & Engagement	▪ Overall Monitoring Report on Pension Fund to end of December 21: Royal London (Bonds). • TPR New Code of Practice • Climate Risk Governance/ TCFD reporting
Training	Associated Training	Associated Training	Associated Training	Associated Training	Associated Training

KEY REPORTING DATES / WORK PLAN 2022/23

ANNEX B (continued)

	JULY 2022	SEPTEMBER 2022	NOVEMBER 2022	DECEMBER 2022	MARCH 2023
Formal Committees with Members	▪ Overall Monitoring Report on Pension Fund to end of March 22 Russell (Currency) ▪ Business Plan/Report on the work of the Pensions Committee 2021/22 ▪ Pension Fund Accounts 2021/22 ▪ Climate Plan and ISS Update	▪ Overall Monitoring Report on Pension Fund to end of June 22: UBS (Property) ▪ Pension Fund Annual Report for 2021/22 ▪ Review Emerging Markets Equity Investing	▪ Annual review of Custodian ▪ Annual review of Adviser ▪ Annual review of Actuary ▪ Review of Governance Policy ▪ Whistleblowing Annual Assessment ▪ Risk Register Review ▪ Communications Policy	▪ Overall Monitoring Report on Pension Fund to end of September 22 Stafford (Infrastructure)	▪ Overall Monitoring Report on Pension Fund to end of December 22: Churchill (Private Debt) ▪ 2022 Valuation Results
Training	Associated Training	Associated Training	Associated Training	Associated Training	Associated Training

Contents

LGPS Knowledge & Skills Training Strategy

1 Introduction
2 Meeting the business plan
3 Delivery of Training
4 On-going development
5 CIPFA Requirements
6 Guidance from the Scheme Advisory Board
7 Training records and certification
8 Risk
9 Budget

Introduction

This is the Training Strategy for the London Borough of Havering Pension Fund.

It sets out the strategy agreed by the Pension Committee and the Local Pension Board concerning the training and development of the members of the

- Pension Committee (the “Committee Members”);
- members of the local pension board (the “Board members”) and
- officers of the London Borough of Havering Pension Fund responsible for the management of the Fund (the “Officers”).

The Training Strategy is established to aid the Committee Members in performing and developing personally in their individual roles and to equip them with the necessary skills and knowledge to challenge and act effectively within the decision making responsibility put upon them. A code of practice and a framework of knowledge and skills has been developed by CIPFA which LGPS Funds are expected to sign up to.

The Public Service Pensions Act 2013 also requires London Borough of Havering Council to set up a Local Pension Board. The Act requires the Pensions Regulator to issue a code of practice relating to the requirements of the knowledge and understanding of Board members. Guidance on the knowledge and understanding of Local Pension Boards in the LGPS has also been issued by the Shadow Scheme Advisory Board in January 2015. Although this has not been designated as statutory guidance it should be held as good guidance and should be acknowledged.

The objective of the CIPFA knowledge and skills framework is to determine and set out the knowledge and skills sufficient to enable the effective analysis and challenge of decisions made by officers and advisers to the Pension Committee whilst the guidance for local pension boards issued by the Shadow Scheme Advisory Board is to assist the individual Board members in undertaking their role to assist the Scheme Manager (the London Borough of Havering Pension Fund) in the effective governance and administration of the local government pension scheme.

The training desired to achieve the additional knowledge and skills will be contained in the appropriate training plan(s)

Strategy Objectives

The Fund objectives relating to knowledge and skills are to:

- Ensure the pension fund is managed and its services delivered by people who have the appropriate knowledge and expertise;
- Ensure the pension fund is effectively governed and administered;
- Act with integrity and be accountable to our stakeholders for our decisions, ensuring they are robust and are well based and regulatory requirements or guidance of the Pensions Regulator, the Scheme Advisory Board and the Secretary of State for Communities and Local Government are met.

To achieve these objectives –

The Committee Members require an understanding of:

- Their responsibilities as an administering authority of a local government pension fund;
- The fundamental requirements relating to pension fund investments;

- The operation and administration of the pension fund;
- Controlling and monitoring the funding level; and
- Taking effective decisions on the management of the London Borough of Havering Pension Fund.

Board members are conversant with–

- The Regulations and any other regulations governing the LGPS
- Any document recording policy about the administration of the Fund
- and have knowledge and understanding of:
- The law relating to pensions; and
- Such other matters as may be prescribed

To assist in achieving these objectives, the Fund will aim for full compliance with the CIPFA Knowledge and Skills Framework and Code of Practice to meet the skill set within that Framework. Attention will also be given to the guidance issued by the Shadow Scheme Advisory Board, the Pensions Regulator and guidance issued by the Secretary of State. So far as is possible, targeted training will also be provided that is timely and directly relevant to the Committee's and Board's activities as set out in the Fund's 3-year business plan. For example, funding training will be given immediately preceding the Committee or Board meeting that discusses the Funding Strategy Statement.

Board members will receive induction training to cover the role of a local pension board and understand the duties and obligations of a LGPS administering authority, including funding and investment matters.

All those with decision making responsibility in relation to LGPS pension matters and Board members will:

- have their knowledge measured and assessed;
- receive appropriate training to fill any knowledge gaps identified; and
- seek to maintain their knowledge.

Application of the training strategy

This Training Strategy will apply to all Committee Members and representatives with a role on the Pension Committee and to all the Board members. Other officers involved in the management and administration of the Fund will have their own sectional and personal training plans and career development objectives.

Purpose of training

The purpose of training is to:

- Equip people with the necessary skills and knowledge to be competent in their role;
- Support effective and robust decision making;
- Provide individuals with integrity;
- Meet the required needs in relation to the Fund's objectives.

Summary

This training strategy:

- Assists in meeting the Fund's objectives;
- Meets the business plan;

- Will assist in achieving delivery of effective governance and management;
- Will equip those responsible with appropriate knowledge and skills;
- Promote ongoing development of the decision makers;
- Lead to demonstrating compliance with the CIPFA Knowledge and Skills Framework;
- Lead to demonstrating with statutory requirements and associated guidance

Meeting the business plan

Timely and relevant

There will be times in the year when different circumstances will require specific training. For example, funding training can be provided just prior to the Committee meeting that discusses the Funding Strategy Statement.

It is vital that training is relevant to any skills gap or business need and training should be delivered in a manner that fits with the business plan.

The training plan will therefore be regularly reviewed to ensure that training will be delivered where necessary to meet immediate needs to fill knowledge gaps.

Delivery of Training

Training resources

Consideration will be given to various training resources available in delivering training to the Committee Members, Board members or officers in order to achieve efficiencies. These may include but are not restricted to:

For Pension Committee and Local Pension Board Members	For Officers
• In-house* • Self-improvement and familiarisation with regulations and documents • The Pension Regulator's e-learning programme • Attending courses, seminars and external events • Internally developed training days and pre/post Committee/Board sessions* • Shared training with other Funds or Frameworks* • Regular updates from officers and/or advisers* • Circulated reading material	• Desktop / work based training • Attending courses, seminars and external events • Training for qualifications from recognised professional bodies (e.g. CIPFA, CIPP, PMI) • Internally developed sessions • Shared training with other Funds or Frameworks • Circulated reading material

*These may be shared training events for Pension Committee and Local Pension Board members

Training Plans

To be effective, training must be recognised as a continual process and will be centred on 3 key points

- The individual
- The general pensions environment
- Coping with change and hot topics

Training Plans will be developed at least on an annual basis, as per the Business Plan. These will be updated as required taking account of the identification of any knowledge gaps, changes in legislation, Fund events (e.g the triennial valuation) and receipt of updated guidance.

Induction Training will be provided for all new officers with pensions responsibilities, members of the Pension Committee and Local Pension Board. This will involve covering the requirements of the Training Strategy alongside guidance and information on the requirements of their roles.

External Events

As information on events becomes available, members will be advised by email.

After attendance at an external event, Committee Members and Board members will be expected to provide verbal feedback at the following Pension Committee/Board meeting covering the following points:

- Their view on the value of the event and the merit, if any, of attendance;
- A summary of the key learning points gained from attending the event; and
- Recommendations of any subject matters at the event in relation to which training would be beneficial to other Pension Board members.

Officers attending external events will be expected to report to their direct line manager with feedback covering the following points:

- Their view on value of the event and the merit, if any, of attendance;
- A summary of the key learning points gained from attending the event; and
- Recommendations of any subject matters at the event in relation to which training would be beneficial to other officers.

On-going development

Maintaining knowledge

In addition to undertaking on-going assessment in order to measure knowledge and skills against the CIPFA requirements and identify knowledge gaps, Officers, Committee Members and Board members are expected to maintain their knowledge of on-going developments and issues through attendance at external events and seminars.

Appropriate attendance at events for representatives of the Pension Committee and Board will be agreed by the appropriate chairman.

If an event occurs and appropriate, members will be advised by email.

The Committee/Board will approve an appropriate level of credits for attendance at an event in relation to the type of event, its content and relevance to knowledge maintenance.

In any event, attendance at events/seminars (which may include some internal training sessions) that are not direct training courses focussed on the CIPFA Knowledge Skills Framework or issued guidance but enhance and improve related on-going and emerging pension knowledge will count as one credit for each session of up to a half day.

Where the Committee/Board members have work related experience or previous knowledge through former membership of a Committee or Board will be able to count this as credits in their own assessment and score accordingly.

There is a practical recognition that it will take a newly appointed member a reasonable period to attain the required full level of knowledge and understanding and hence the training and continued development will span the duration of the role.

Owing to the changing world of pensions, it will also be necessary to have ad hoc training on emerging issues or on a specific subject on which a decision is to be made by the Pension Committee in the near future or is subject to review by the Local Pension Board. These will also count as credits in maintaining knowledge.

As a measure of training given or knowledge level officers, Committee Members and Board members are expected to have a minimum level of training credits. These are as follows -

Relevant Group	Knowledge Skills - level of attainment	The expected minimum level of credits over the 4 year term of office
Officers	Own sectional and personal development objectives	Own sectional and personal development objectives
Pension Committee and Local Pension Board Members	32 credits	8 credits

These will be measured and monitored annually by Pension Fund Accountant and reported in the Pension Fund Annual Report. Please see the appendix Knowledge and Skills – self assessment of training needs for basis of scoring.

CIPFA Requirements

CIPFA Knowledge & Skills Framework

In January 2010 CIPFA launched technical guidance for Elected Representatives on Pension Committees and non-executives in the public sector within a knowledge and skills framework. The Framework covers six areas of knowledge identified as the core requirements:

- Pensions legislative and governance context;
- Pension accounting and auditing standards;
- Financial services procurement and relationship development;
- Investment performance and risk management;
- Financial markets and products knowledge; and
- Actuarial methods, standards and practice.

The Knowledge and Skills Framework sets the skill set for those responsible for pension scheme financial management and decision making under each of the above areas in relation to understanding and awareness of regulations, workings and risk in managing LGPS Funds.

CIPFA's Code of Practice on Public Sector Pensions Finance, Knowledge and Skills (the "Code of Practice")

First published in October 2011 and redrafted in July 2013, CIPFA's Code of Practice embeds the requirements for the adequacy, acquisition, retention and maintenance of appropriate knowledge and skills required. It recommends (amongst other things) that LGPS administering authorities:

- formally adopt the CIPFA Knowledge and Skills Framework in its knowledge and skills statement;
- ensure the appropriate policies and procedures are put in place to meet the requirements of the Framework (or an alternative training programme);
- publicly report how these arrangements have been put into practice each year.

The Pension Committee of the London Borough of Havering Pension Fund fully supports the intentions behind CIPFA's Code of Practice and has agreed to formally adopt its principles. This Training Strategy formally sets out the arrangements the London Borough of Havering Pension Fund will take in order to comply with the principles of the CIPFA Knowledge and Skills Code of Practice.

Guidance from the Scheme Advisory Board

General Principles

The Shadow Scheme Advisory Board has taken note of the regulatory requirements and the principles of the Pension Regulator's code of practice and published in January 2015 guidance in a local government context for administering authorities to support them in establishing their local pension board and this includes a section to enable it to help Board members to meet their knowledge and understanding obligations.

Knowledge and understanding must be considered in the light of the role of a Local Pension Board and the London Borough of Havering will make appropriate training available to assist and support Board members in undertaking their role.

Pension Committee Members

Although the CIPFA knowledge and skills framework complements the code of practice that should be adopted by administering authorities there is no legal requirement for knowledge and understanding for members of a Pension Committee. However it will be seen as good practice and governance if members of a Pension Committee use the knowledge and skills requirements set at a similar benchmark as the Local Pension Board.

Degree of Knowledge and Understanding

The role of the Local Pension Board is to assist the administering authority. To fulfil this role, Board members should have sufficient knowledge and understanding to challenge failure to comply with regulations, any other legislation or professional advice relating to the governance and administration of the LGPS and/or statutory guidance or codes of practice.

Board members should understand the regulatory structure of the LGPS and the documentary recording of policies around the administration of the London Borough of Havering Fund in enough detail to know where they are relevant and where it will apply.

Acquiring, Reviewing and Updating Knowledge and Understanding

Board members should commit sufficient time in their learning and development and be aware their responsibilities immediately they take up their position. London Borough of Havering will therefore provide induction training for all new Board members which will also be available to new Committee Members.

Flexibility

It is recognised that a rigid training plan can frustrate knowledge attainment when it is required for a particular purpose or there is a change in pension's law or new responsibilities are required of Board members. Learning programmes will therefore be flexible to deliver the appropriate level of detail required.

Training records and certification

Progress and achievement

Personalised training plans will be used to document and address any knowledge gaps and update areas of learning where required and assist in the acquisition of new areas of knowledge in the event of change.

Progress and achievement will be certificated at least on an annual basis individually to all Committee Members, Board members and officers. These will detail:

- The current assessment of an individual's acquired knowledge;
- Their progress against achieving the credits from other internal/external training or events; and
- All training courses and events attended by them to date.

Risk

Risk Management

The compliance and delivery of this training strategy is at risk in the event of –

- Frequent changes in membership of the Pension Committee or Pension Board
- Poor individual commitment
- Resources not being available
- Poor standards of training
- Inappropriate training plans

These risks will be monitored by officers within the scope of this training strategy and be reported where appropriate.

Budget

Cost

A training budget will be agreed and costs will be met from the Pension Fund.

APPENDIX A

PENSIONS COMMITTEE MEMBER TRAINING (Election May 2018 – 31 March 2021)

ANNEX D

DATE	TOPIC COVERED	LOCATION	KSF	COST	ATTENDED BY
3 July 2018	Peter Worth – Understanding the role of the Pensions Committee	Town Hall	KSF 1	Paid for by OneSource – to be recharged to Havering	Cllr J Crowder (Chair) Cllr M Wallace (Vice-Chair) Cllr R Ramsey Cllr M Goode (also Chair Audit cttee) Cllr R Ower Cllr Mt Sutton (also Vice-Chair Audit cttee)
24 July 2018	Officer - New Councillor Induction • plus Hymans "A brief Guide to the LGPS'	Town Hall	ALL	Officer Time	Cllr R Morgon Cllr R Ower
24 July 2018	Officer - New Councillor Induction – distribution of slides only	Town Hall	ALL	Officer Time	Cllr M Sutton
24 July 2018	Officers - Pension Fund Accounts 17/18 Briefing covered: • Overview of the Pension Fund Accounts	Town Hall	KSF 2	Officer Time	Cllr J Crowder (chair) Cllr M Wallace (vice-chair) Cllr M Goode Cllr R Ower Cllr R Morgon Cllr J Sargent Cllr G O'Sullivan Cllr D Durant Cllr Viddy Persuad (part)

DATE	TOPIC COVERED	LOCATION	KSF	COST	ATTENDED BY
20 August 2018	Hymans – Direct Corporate Lending, covered: • What is Direct corporate Lending • Why we are investing in this asset class • How to get exposure • bFinance - covered the manager selection process	Town Hall – Prior to Special Pensions Committee meeting	KSF 3 KSF 5	Part of contract	Cllr J Crowder (chair) Cllr M Wallace (vice-chair) Andy Hampshire (GMB union- employee rep)
15 November 2018	SPS Conferences Local Authority - Pension Fund Investment Strategies: • Topical Issues • Income from Property & Infrastructure- planning for cash flow negativity • Management of Assets – improving cost transparency • • LGPS Perspectives -current issues	Le Meridien Hotel, Picadilly, W1	KSF 5	Free	Cllr S Nunn
11 December 2018	Officer - New Councillor Induction	Library	ALL	Officer Time	Cllr D Durant
11 December 2018	Hymans-ESG :Introductory Training: • Introduction • Regulation • Application and Action • • Next steps: establishing a set of beliefs:	Town Hall – Prior to Pensions Committee meeting	KSF 1 KSF 4 KSF 5	Part of contract	Cllr J Crowder (chair) Cllr M Wallace (vice-chair) Cllr R Ower Cllr S Nunn Cllr D Durant Cllr M Sutton (part)

APPENDIX A

DATE	TOPIC COVERED	LOCATION	KSF	COST	ATTENDED BY
9 July 2019	Officer – New Councillor Induction	Town Hall	ALL	Officer time	Cllr J Frost
11 July 2019	Officer – New Councillor Induction	Town All	ALL	Officer time	Cllr K Darvill
11 July 2019	Hymans - Managing Currency Risk	Town Hall	KSF 3 KSF 4 KSF 5	Hymans Fee	Cllr M Goode Cllr S Nunn Cllr R Ower Cllr J Frost Cllr J Crowder
18 July 2019	Officers - Pension Fund Accounts 18/19 Briefing covered: Overview of the Pension Fund Accounts	Town Hall	KSF 2	Officer Time	Cllr M Goode Cllr R Ower Cllr O Dervish Cllr V Persaud (Audit)
23 July 2019	Hymans - Managing Currency Risk – training slides distributed for non-attendees on 11 July 2019		KSF 4 KSF 5	Officer Time	Slides Distributed to Cllr K Darvill Cllr O Dervish Andy Hampshire (GMB rep)
23 July 2019	Officer – New Councillor Induction	Town Hall – EF14	All	Officer Time	Cllr O Dervish
16 September 2019	Officer –Induction training	LBH Offices	ALL	Officer time	Derek Scott (UNISON Rep)
17 September 2019	Hymans – Multi Asset Credit: • Debt markets overview • What is Multi Asset Credit (MAC) • Absolute Return Bonds (ARB)	Town Hall - As part of the Pensions committee meeting	KSF 3 KSF 4 KSF 5	Hymans Fees	Cllr J Crowder Cllr M Goode Cllr O Dervish Cllr J Frost Cllr R Ower Cllr K Darvill

DATE	TOPIC COVERED	LOCATION	KSF	COST	ATTENDED BY
	• Current Yields • Comparison of MAC vs ARB				
24 October 2019	Officer – New Councillor (sub) Induction	LBH Offices	ALL	Officer Time	Cllr L Van den Hende
12 November 2019	A Guide to the LGPS –sent via email	LBH Offices	ALL	Officer Time	Cllr J Crowder Cllr M Goode Cllr O Dervish Cllr J Frost Cllr R Ower Cllr S Nunn Cllr K Darvill 2 nominated substitutes: Cllr R Morgan Cllr L Van den Hende
13 November 2019	CIPFA – Annual Pensions Conference	The London Stock Exchange	ALL	Free Place	Cllr J Crowder
10 December 2019	Hymans Valuation 2019 training presentation	LBH Offices	KSF 6	Hymans Fee	Cllr J Crowder Cllr D O'Flynn (sub) Cllr S Nunn Cllr K Darvill
1 October 2020	Hymans - Introduction to Multi Factor Investment: • Importance of considering Multi Factor exposure • Benefits of Multi Factor diversification	As part of the Pensions committee meeting	KSF 4 KSF 5	Hymans Fee	Cllr J Crowder Cllr S Nunn Cllr M Goode Cllr K Darvill Cllr P Crowder (sub for Cllr Dervish) Cllr J Frost

DATE	TOPIC COVERED	LOCATION	KSF	COST	ATTENDED BY
26 November 2020	Hymans/LGIM – Multi Factor Investing • What is multi factor investing • Different factors explained • LGIM Future World offering – explanation of portfolio • Blended factors vs market cap • How the climate tilt is applied	As part of the Pensions committee meeting	KSF 4 KSF 5	Free	Cllr John Crowder Cllr Jason Frost Cllr R Ower Cllr M Goode
26 January 2021	LGA LGPS Update • COVID resilience • Good governance • Responsible investment reporting	Webinar	KSF1 KSF4 KSF5	Free	Cllr Keith Darvill Cllr Ron Ower Derek Scott (UNISON Rep)
26 January 2021	Hymans briefing report circulated to all members: • Tackling Climate Change and related financial risks • TCFD framework awareness	Sent via Email from The Pensions Manager 21.01.21	KSF1 KSF5	Hymans Fee	Cllr John Crowder Cllr Jason Frost Cllr Ron Ower Cllr M Goode Cllr S Nunn Cllr O Dervish Derek Scott Andrew Hampshire
04 February 2021	LAPF Strategic Investment Forum	Webinar	KSF1 KSF3 KSF4 KSF5	Free	Cllr S Nunn

Overview and Scrutiny Board
Annual Report 2020/2021

CHAIRMAN'S FOREWORD

I am delighted to give this short introduction to the summary of the Board's work during the 2020-2021 municipal year.

The Board has been pleased this year to formalise its role in pre-decision scrutiny and further details of this are given below. The selective use of the call-in powers have also lent an effective role and the Board's budget scrutiny and topic group work are also detailed below.

I would like to place on record my thanks to the other members of the Board and all the Council officers, who have supported the Board's work during such a challenging time. The annual reports of the respective Overview and Scrutiny Sub-Committees are attached to this report for information.

I commend this annual report and am pleased to submit it to the Overview and Scrutiny Board for approval to refer on to full Council.

REMIT AND MEMBERSHIP OF THE COMMITTEE

The Board has responsibility for hearing all requisitions ('call-ins') of Council decisions. The Board also leads on the pre-decision scrutiny of forthcoming Council plans and decisions.

The Overview and Scrutiny is also responsible for scrutiny of the following areas:

- Strategy and commissioning
- Partnerships with Business
- Customer access
- E-government and ICT
- Finance
- Human resources
- Asset Management
- Property resources
- Facilities Management
- Communications

- Democratic Services
- Social inclusion
- Councillor Call for Action

The Members on the Overview and Scrutiny Board during the year were:

Councillor Darren Wise (Chairman)

Councillor Michael White (Vice-Chairman)

Councillor Ray Best

Councillor Judith Holt

Councillor Sally Miller

Councillor Philippa Crowder

Councillor Nisha Patel

Councillor Christine Smith

Councillor Maggie Themistocli

Councillor Ray Morgon

Councillor Barry Mugglestone

Councillor Linda Hawthorn

Councillor Christopher Wilkins

Councillor Graham Williamson

Councillor Natasha Summers

Councillor Keith Darvill

OVERVIEW AND SCRUTINY BOARD – REVIEW OF ACTIVITY, 2020/21 MUNICIPAL YEAR

1. Pre-decision Scrutiny

   The Board agreed during the year a protocol for pre-decision scrutiny and has, during the course of the year, sought to use this important part of the Council's decision making process, in the most appropriate way. The issues selected for pre-decision scrutiny, together with the main comments agreed by the Board for consideration by Cabinet were as follows:

   Corporate Parenting Strategy – The Board emphasised the importance of training in the corporate parenting role being made available to all Members

and the need for a sufficiently robust and consistent set of performance indicators. There was also a wish to see as much involvement as possible in the strategy of Looked After Children themselves.

Prevention of Homelessness and Rough Sleeping Strategy – Areas commented on by the Board included the risk to the strategy if Central Government funding was not to be continued, the need for a clear policy for homeless people in Havering coming from other boroughs and that the Equalities Impact Assessment of the strategy be fully taken into account.

Parks and Open Spaces Byelaws – Members commented that byelaws should be fully enforced, particularly during night-time hours and that all responses to the consultation on the byelaws should be carefully considered. Members also felt that careful consideration should be given to the policy around cycling in parks.

Inclusive Growth Strategy and Implementation Plan – The Board's comments to Cabinet on this issue included the wish to prevent 'dirty' industries coming into Havering, the need for clear timescales and targets in the implementation plan and that the strategy emphasised the importance of continuing to invest in small, local shopping parades.

2. Call-in of Executive Decision

At its October meeting, the Board considered a call-in of an Executive Decision concerning the disposal of land at Hall Lane Pitch & Putt Course, Upminster. The Board discussed a number of issues including the viability of the Hall Lane facility, the cost of any remedial works and methods to protect trees on the site.

The Board voted to not uphold the requisition by 8 votes to 7 with 1 abstention.

3. Budget Issues

Throughout the year the Board has undertaken its role of overall scrutiny of the Council's budget. This has of course focussed on the impact of the Covid-19 pandemic on the Council's finances.

At its February meeting, the Board considered reports on the Council's budget proposals for the 2021/22 financial year. Comments on the budget that the Board agreed to pass to Cabinet for consideration included that the reports contained a lack of detail on what the impact of proposed savings would be on current service delivery, that consideration be given to the use of remote meeting technology to facilitate a higher level of consultation responses and

that the Board receive more details on the Better Living project and the Council's Transformation Programme.

4. Topic Groups

The Board established the following topic groups during the year under review:

Covid-19 pandemic command response – This review held informative discussions with senior Council officers, as well as representatives of the Police, on the impact of the pandemic on local command and response structures. The topic group's report was agreed at the meeting of the Board in March and will be considered by the Cabinet in due course.

Covid-19 – Impact of the Pandemic on Care Homes and the Third Sector – This topic group held positive discussions with representatives of both local care homes and Third Sector organisations providing care services on behalf of the Council. Having also received input from Healthwatch Havering, the group is now formulating its report which is expected to be presented to the Board early in the new municipal year.

Debt recovery – This review, which is in its early stages, will be seeking to understand current officer collection rates and reduce outstanding debts as well as investigating any changes to this as a result of the pandemic.

Corporate Complaints Process – Following a referral from the Adjudication and Review Committee, the Board has agreed to establish a topic scrutinising aspects of the Council's Corporate Complaints Process. The scope of the group is due to be considered by the Board early in the new municipal year.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Board can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Board's work over the past year.

BACKGROUND PAPERS

None.

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Children and Learning Overview and Scrutiny Sub-Committee Annual Report 2020/2021

CHAIRMAN'S FOREWORD

It has been said an infinite number of times, but last Municipal Year 2020-2021 was unprecedented, the COVID-19 pandemic challenging Government locally and nationally in ways previously unthinkable.

Restrictions caused formal scrutiny in terms of meetings of the Overview and Scrutiny Sub-Committee (OSSC) and the Corporate Parenting Panel (CPP) to cease for the six months March to September 2020. During this time, however, Councillor Holt had monthly telephone briefings with Mr. Robert South, Director of Children's Services, to ensure all possible work was being carried out to maintain support for Havering's children in schools and in care, albeit safely with regards to COVID-19. Certain aspects of safeguarding of children and young people need to happen face-to-face and cannot be substituted by Zoom meetings etc.

Since September, the OSSC and CPP have met again virtually. The need to adapt and be flexible with working methods as a consequence of the pandemic was recognised. Nonetheless, scrutiny was carried out on the Children's Services Budget, Complaints Report and Semi-Independent Living Provision, with a topic group formed to scrutinise the Impact of COVID-19 on Education in Havering.

Within the CPP, topic groups have recently been established to scrutinise the implementation of the new Corporate Parenting Strategy. These groups will focus on Education and Training, Health, Housing / Accommodation and Participation.

Most recently, as a result of work by the Overview and Scrutiny Board, scrutiny of all secondary schools outcomes has commenced by the OSSC. Although all secondary schools in Havering, plus a significant number of primary schools, are now academies, it remains the responsibility of the Borough to overview their performance, in a variety of ways, to ensure the raising of standards and the best outcomes for our children.

Finally, I should like to congratulate Mr. Robert South on being appointed permanently as Director of Children's Services and look forward to the sub-committee continuing to work with him next municipal year and in the future.

Councillor Judith Holt

Chairman, Children and Learning Overview and Scrutiny Sub-Committee / Corporate Parenting Panel

REMIT AND MEMBERSHIP OF THE COMMITTEE

This report is the annual report of the Sub-Committee, summarising the Sub-Committee's activities during its year of operation ended March 2021.

It is planned for this report to stand as a public record of achievement for the year and enable Members and others to have a record of the Committee's activities and performance.

TERMS OF REFERENCE

The areas scrutinised by the Sub-Committee are:

- School Improvement (BSF)
- Pupil and Student Services (including the Youth Service)
- Children's Social Services
- Safeguarding
- Adult Education
- 14-19 Diploma
- Scrutiny of relevant aspects of the LAA
- Councillor Calls for Action
- Social Inclusion

SUB-COMMITTEE MEMBERSHIP

Councillor Judith Holt (Chairman)
Councillor Gillian Ford (Vice-Chair)
Councillor Michael Deon Burton
Councillor Tony Durdin
Councillor Tele Lawal
Councillor Sally Miller
Councillor Carol Smith
Councillor Christine Vickery
Councillor Reg Whitney

Statutory Member representing the Churches:
Mrs Lynne Bennett (Church of England)
Mr Jack How (Roman Catholic Church

Statutory Members representing parent governors:
Mrs Julie Lamb (Special)
Mrs Kathy Freeman (Primary)

Non-voting members representing local teacher unions and professional associations:
Mr Ian Rusha (NEU)

REVIEW OF ACTIVITY

During the year under review, the Sub-Committee met on five occasions and dealt with the following issues:

ADOPT LONDON EAST – ANNUAL REPORT

At its meeting in September 2020, the Sub-Committee received the annual report for Adopt London East. The report outlined that all adoption agencies are required to provide an annual report to their governing bodies and to elected Members in all partnership Local Authorities.

The report provided a summary of the development and functions of the agency including performance information for 2019/20. Appended to the report was the Havering specific performance information.

PRESENTATION ON THE INITIAL RESPONSE OF CHILDREN'S SERVICES TO COVID-19

The Sub-Committee received a presentation on the initial response of the service to the Covid 19 pandemic.

Members agreed to establish a Topic Group to scrutinise the Impact of COVID-19 on Education in Havering.

Its terms of reference was to review how Education from 0-18yrs (25yrs for SEND) has been impacted by COVID-19. The Group will consider what actions have been taken by the Council and partners from the start of the Pandemic, the impact on the children and young people, and the actions that need to be taken going forward.

CHILDREN'S SOCIAL SERVICES BUDGET

The Sub-Committee received a report that detailed the monitoring position for the service for 2020/21. The report provided a full statement on the estimated costs and income lost relating to the COVID pandemic and also provided details of the pressures faced by the service and savings that are unlikely to be achieved in 2020/21 due to delays caused by the pandemic.

The report detailed that the financial implications on budgets for 2020/21 continue to be appraised fully during the year to assess the effects of Covid-19 and recovery plans, and any further peaks of the pandemic that may have an impact on demand for services in the autumn. The actual spend at period five was £0.236m, although the Directorate was projecting Covid-19 related expenditure of £0.836m for 20/21.

CHILDREN'S SERVICES ANNUAL COMPLAINTS REPORT 2019-20

The Sub-Committee received the Children's Services Annual Complaints report 2019-20. The annual report was a requirement for monitoring by Members as part of the Children Act 1989 Representations Procedure (England) Regulations 2006.

It was noted that Complaints in 2019-20 decreased by 25% in 2019-20 (80) compared to 2018-19 (106) with a small number of complaints made by Young People (8). The number of enquiries trebled relating to ongoing Court proceedings or Court decisions outside of Children's Services remit. There continues to be a steady number of complaints escalating to Stage 2 investigations in 2019-20 (6) and was at the same level as in 2018-19.

The Sub-Committee was informed that many complaints received continue to be regarding the unwelcomed intervention of Children's Services which reflected in Intervention & Support Services receiving the highest number of complaints in 2019-20 and 'attitude/behaviour of staff' being the highest reason. There have been a decrease of complaints received by Triage Multi Agency Safeguarding Hub (MASH) & Assessments by 59% in 2019-20(13) compared to 2018-19(32).

CHILDREN'S SERVICES COMPLAINTS COMMENTS & COMPLIMENTS POLICY

The Sub-Committee received the Children's Services Complaints, Comments and Compliments Policy. It was stated that local authorities have a statutory requirement for complaints which are set out in The Children Act 1989 section 26 and The Children Act 1989 Representations Procedure (Children) Regulations 2006.

The Sub-Committee noted that the policy sets out how the service would deal with statutory complaints and compliments.

The Policy outlined the statutory complaints process for Children Services for children or young person who are looked after by the local authority or child in need, fostering, adoption or Special Guardianship arrangements and care leavers to the local authority.

The report informed that the services was committed to using complaints as a learning tool to help improve practice and standards and compliments to inform good practice through quarterly Service Improvement Boards.

SECONDARY SCHOOLS OUTCOME – 2020

Following a motion at Council, it was agreed that the Sub-Committee receive an update report on the outcomes of the 2020 statutory assessments within the

secondary sector. The report included headline figures for attainment and progress at GCSE and attainment at A-Level.

It was explained that Havering schools and academies performed better in relation to national standards, outcomes across London, and in comparison to statistical neighbours.

The Sub-Committee noted that it remains the responsibility of the service to monitor performance in a variety of ways, to ensure the raising of standards and the best outcomes for Havering children.

SEMI INDEPENDENT PROVISION AND MONITORING ARRANGEMENTS

The Sub-Committee received a presentation that detailed the management and engagement of providers offering Semi-Independent Living Accommodation in Havering.

The report informed the Sub-Committee that the number of new children becoming 'Looked After' was on the decline but children were remaining Looked After for longer periods of time.

It was noted that the duty placed on the Local Authority means that they now have a responsibility for Young People who are care experienced up to the age of 25 years. It was explained that semi-independent provision is not regulated by Ofsted or the CQC, however, local authorities have a responsibility to ensure the appropriateness of the provision and home for the young people being placed. This type of provision is mainly used for young people aged 16 and above. Semi-independent units are staffed 24 hours a day, 7 days a week.

CORPORATE PERFORMANCE INDICATORS

Throughout the year the Sub-Committee continued to receive the quarterly performance reports that had previously been reported to Cabinet and Demand Pressure Dashboards which illustrated the growing demands on Council services and the context that the performance levels set out in the reports had been achieved within.

The update provided an overview of performance against the six performance indicators currently monitored by the Sub-Committee in 2020/21.

THE CORPORATE PARENTING PANEL

The Corporate Parenting Panel met periodically throughout the year, a new innovation was introduced with support from officers establishing Topic Groups to scrutinise the implementation of the new Corporate Parenting Strategy. These groups will focus on Education and Training, Health, Housing / Accommodation and Participation.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Sub-Committee can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Sub-Committee's work over the past year.

BACKGROUND PAPERS

Minutes of meetings of Children and Learning Communities Overview and Scrutiny Sub-Committee.

Crime & Disorder Overview and Scrutiny Sub-Committee
Annual Report 2020/2021

CHAIRMAN'S FOREWARD

When I was appointed as Chair of the Crime and Disorder Overview Scrutiny Committee, none of us could have had any idea as to how our lives were to change in such a short period of time. As soon it became apparent that I was going to be unable to chair any meetings I asked for my Special Responsibility Allowance to be stopped until such times as such meetings could be held virtually by Zoom. This covered the period of May 2020 until September 2020.

This has been a particularly difficult year for all of us and we have all had to get used to a new normal.

I would like to express my sincere thanks to all the Council Officers that have worked so hard in working through the various changes in legislation. To the Community Safety Teams for their exceptional work in responding to breaches of COVID and supporting local businesses through the various lockdown rules.

I would like to express my sincere and heartfelt thanks to all the local Police Officers who continued to keep our communities safe during the most difficult of years and in ever changing circumstances.
Over the years I have worked with the Met Police I have been lucky enough to get to know many of our local officers and throughout the pandemic I have been immensely impressed with their professionalism, dedication and enthusiasm.

I would like to congratulate the HJTF Police Officers on the exceptional work they have undertaken since they were formed early last year. There are 5 PCs within this team that are funded by Havering Council and they have worked closely with Council Officers in enforcing lock down restrictions and working with Trading Standards on Operation Scaffold. In addition and with overtime funded by the Met Police they have run several Operation Gambler cross border operations with Essex Police, traffic teams, dog units and special constables. So far they have arrested over 500 suspects. In one two night operation in March of this year they arrested 21 suspects and recovered 7 stolen vehicles in which drugs and weapons were found [1]. They have also taken a significant number of weapons off our streets and undertaken operations to fine and move on the Drifters that continue to meet in Ferry Lane.

[1] Statistics taken from @MPSHavering Twitter Account.







As we head out of lockdown I will continue to work with Council Officers and Police Officers to respond to any issues that impact the lives of our residents.

Councillor Sally Miller BCAc
Chair Crime and Disorder Committee

REMIT AND MEMBERSHIP OF THE COMMITTEE

The Crime & Disorder Overview & Scrutiny Sub Committee exercises the functions conferred by the Police & Justice Act. The Committee scrutinises the Council's joint working with the Police and other public agencies that deal with crime and disorder.
The Members on the Health Overview and Scrutiny Sub-Committee during the year were:
Councillor Sally Miller BCAc (Chairman)
Councillor Matt Sutton (Vice-Chairman)
Councillor Tele Lawal
Councillor John Tyler
Councillor Michael Deon-Burton
Councillor John Crowder
Councillor Jan Sargent

Review of Activity

This report is the annual report of the Sub-Committee, summarising the Sub-Committee's activities during its year of operation ended May 2021.

It is planned for this report to stand as a public record of achievement for the year and enable Members and others to have a record of the Sub-Committee's activities and performance.

During the year under review, the Sub-Committee formally met on 3 occasions and dealt with the following issues:

COUNCIL'S NEW ENFORCEMENT STRUCTURE

The Sub-Committee received a brief on the Council's new enforcement structure, which commenced on 1st June 2020. The new structure was put in place to unify the structure that was in place to tackle anti-social behaviour and all aspects of environmental nuisance.

REVIEW OF COUNCIL FUNDING POLICE OFFICERS

The Sub-Committee received an update on the activity of the Havering Joint Task Force, agreed under S.92 of the Police Act 1996, in their first 6 months of operation in Havering.

The report outlined that the Force consisted of 1 Sargent and 5 Constables and was launched in January 2020 with a view to address a range of issues across the Borough and had made a total of 104 arrests, of which one was the Boroughs most wanted Burglary suspects, and recovered 45 stolen vehicles.

EAST AREA VIOLENCE SUPPRESSION UNIT (VSU) UPDATE

The Sub-Committee were given an update on the East Area VSU which was formed in May 2020 and composed of 20 officers led by a single Detective Inspector. The Sub-Committee were advised that the VSU had made 478 arrests with 2245 stop & searches alongside 2 key operations. The Sub-Committee was also updated on the East Area BCU Drugs Focus Desk which ensured drugs supply offenses were dealt with robustly and was formed in June 2020.

DOMESTIC ABUSE IN HAVERING - UPDATE REPORT

The Sub-Committee was updated on the delivery of the Council's Violence Against Women and Girls Strategy 2019-22 which was approved by Cabinet in March 2019.

The Sub-committee was given an overview on the level of domestic abuse in Havering, was briefed on the Multi Agency Risk Assessment Conference (MARAC) which focused on sharing information to evaluate and act upon high risk cases and was given an outline on the work being done to support children who were victims of domestic abuse.

CORPORATE PERFORMANCE REPORTING

Throughout the year, the Sub-Committee had received reports on the outcome of performance against the indicators which fell within the Sub-Committees remit.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Sub-Committee can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Sub-Committee's work over the past year.

BACKGROUND PAPERS

None.

Environment Overview and Scrutiny Sub-Committee
Annual Report 2020/2021

CHAIRMAN'S FOREWORD

I am pleased to write this foreword to the summary of the Sub-Committee's work during the 2020-2021 municipal year.

The Sub-Committee's work has, of course, been dominated by the impact of the Covid-19 pandemic. We have nevertheless sought to maximise the impact of the Sub-Committee's work whilst also being mindful of the increased workload on Council officers as a result of the pandemic.

I would like to take this opportunity to express my thanks to the other members of the Sub-Committee and all officers who supported our work during such a challenging time. I hope the report acts as a good summary of our work this year.

I commend this annual report and am pleased to submit it to the Overview and Scrutiny Board.

Councillor Maggie Themistocli
Chairman, Environment Overview and Scrutiny Sub-Committee

REMIT AND MEMBERSHIP OF THE COMMITTEE
Terms of Reference

The areas scrutinised by the Committee are:

- Environment
- Transport
- Environmental Strategy
- Community Safety
- Streetcare
- Parking
- Social Inclusion
- Councillor Call for Action

SUB-COMMITTEE MEMBERSHIP

Councillor Maggie Themistocli (Chairman)
Councillor Michael Deon Burton (Vice-Chair)
Councillor Carole Beth
Councillor Nic Dodin
Councillor Dilip Patel
Councillor Darren Wise

COVID - 19 UPDATE FOR ENVIRONMENTAL SERVICES

The Sub-Committee received a presentation that detailed the impact of the Covid-19 pandemic and how this had required Environmental Services to change its level of service.

It was noted that Business Continuity plans had been enacted across services and that all office based staff were told to work from home. Some staff were moved to support other work areas within the Council and in some cases the Council made use of agency staff to cover those who were 'unable' to work.

It was noted that there had been a loss of income across the service, emanating largely from the Parking service. There had also been a loss of external funding, mainly from Transport for London (TfL).

With regards to Highways and Transport, TfL funding was now only available for schemes supporting safe cycling and walking. Consultation on small highways schemes had re-started.

It was stated that staffing levels are now back to normal, however, some services were still working with reduced staffing in vehicles and there was still reduced levels of cleansing in blocks.

The Sub-Committee placed on record their thanks to staff who had continued to provide a good service to residents of the borough during testing times.

EAST LONDON JOINT RECYCLING AND WASTE STRATEGY AIMS AND OBJECTIVES - FORMAL ADOPTION BY CONSTITUENT COUNCILS

Members received a report that provided an overview of the rationale for developing a new East London Joint Resources and Waste Strategy (ELJRWS) that will set out how waste and recycling services in Barking and Dagenham, Havering, Newham and Redbridge would be developed leading up to and beyond the end of the existing waste disposal contract in 2027.

The East London Waste Authority had formally approved a set of aims and objectives for the joint strategy, and these were now being brought to the Cabinets in the Constituent Councils for consideration and to confirm that all Partner Authorities were

in accord. The draft aims and objectives set out what it is the partners aimed to achieve together and provide a frame work within which the Partners can broadly seek to determine such factors as:

- What East London's waste was going to look like in the future;
- How much of it there will be;
- How much that can be reduced by;
- How much could be diverted for reuse;
- How much could be collected for recycling in a condition that meets market needs, and;
- What treatment solutions would be used to deal with what was left over.

COUNCILLOR CALL FOR ACTION - ENFORCEMENT OF WEIGHT LIMIT ZONE - RAINHAM VILLAGE

In accordance with Overview and Scrutiny Committee Procedure Rule 9, a Councillor Call for Action was received by the sub-committee.

The report before Members detailed a proposal following a request from Ward Councillors to consider an appropriate solution to the high volume of complaints being received regarding the speed and frequency of Heavy Goods Vehicles (HGV's) travelling through Rainham Village (Upminster Road South and Wennington Road.) It was understood the majority of these nuisance vehicles are traveling to and from the industrial estates on Ferry Lane and Lamson Road.

The Sub-Committee considered the report and agreed that the actions currently being taken by officers to address the issue were appropriate and made no further recommendations to the service.

BRIEFING ON GREEN SPACE VERGE CONVERSIONS

The Sub-Committee received a briefing concerning a number of complaints received by the service over the last few years from members of the public and requests to Councillors asking that green space be converted to parking bays. It was decided that areas from which requests were being received be considered for this work and funds be found for converting green space to hard standing parking areas.

The service contacted all Councillors and asked them to provide details of areas where they were getting pressure from residents requesting verge conversion work. This information had been collated along with direct requests from residents. An external consultancy was commissioned to carry out a review of over 70 locations and to provide a report on the findings with recommendations for each location. Out of the 70 locations, 48 were found not to need conversion to hard standing, some of these would, however, benefit from the addition of yellow lines to aid access etc. This had left 22 locations which were then scored. Locations were then scored based on various criteria as detailed in the draft report. The report detailed that eight locations were to be progressed.

CRM - GARDEN GREEN WASTE DISCOVERY- SHOW & TELL

The Sub-Committee received a presentation on garden green waste. It was noted that following support from an external company, the Green Waste service had received an excellent response from a recent user survey. As of 1st December 2020, work was being undertaken looking at how to optimise the service, addressing issues resulting from feedback of external and internal sources.

Overall aims of the service review included:

- Designing the service around a resident-centric approach
- Where possible automating manual tasks and functions
- Reducing carbon footprint by shifting paper processes to online or email

It was stated that, under the revised Green Waste Programme, digital information would be an opt-in service so paper based information would not be abolished completely, allowing residents without internet access to still use the service.

AIR QUALITY - ACTION PLAN

The Sub-Committee received a briefing on the air quality action plan that was approved by Cabinet in 2018. The purpose was to accomplish compliance with the national air quality goals. The plan outlined the actions Havering Council will take to improve air quality within the Borough between 2018 – 2023.

There were four main areas within the action plan:

- Air quality modelling and monitoring
- Public health awareness and encouraging smarter travel
- Building emissions and development
- Transport emissions

UPDATE ON THE ENVIRONMENTAL POLICIES AND CLIMATE CHANGE REVIEW

Members received a briefing on a number of Environmental and Climate change themed policies which needed to be updated and modernised to reflect the contemporary way Havering Council was operating.

It was stated that success was based on having outlined clear actions which can be measured by strong governance and effective consultation.

Member discussions had developed key emerging themes that there should be an emphasis on practical actions which benefit residents, businesses and the wider stakeholders in the Borough.

It was agreed that Members of the topic group on climate change would be sought both from the Sub-Committee and from any other non-executive Members who may be interested. The scope of the review would be agreed at the first meeting of the topic group and then brought to the Sub-Committee for approval.

PARKING FEES AND CHARGES 2021/22

Members received a presentation on the Parking Tariffs in 2020.

The Sub-Committee noted that during the financial year April 2020 to March 2021, the council had experienced changes to parking due to the Covid pandemic. It was stated that parking enforcement, fees and charges were suspended between April 2020 and September 2020.

The Sub-Committee was informed that in August 2020, fees and charges were reintroduced with pragmatic Covid 19 measures to support the local community and enforcement was reintroduced in September 2020.

It was explained that before the reintroduction of parking fees and enforcement the Council made the following changes due to the Covid pandemic:

- The Havering Hero Permit – this was for key workers such as carers and NHS staff and supports vulnerable residents to receive services at home
- One hour free parking on street
- A 20% discount in council car parks
- A better cashless parking service with Ringo

RECYCLING FUTURE WAYS

The Sub-Committee received a report that outlined the current and future potential waste and recycling provision in Havering.

The presentation covered the following areas:

- Havering's current position, including Covid-19 impacts on recycling and waste generation.
- The addition of more materials to the recycling stream and other methods of material capture for recycling.
- Upcoming legislation that may impact on waste collection in Havering.
- Future service planning.

The Sub-Committee was informed a further consultation was due in the spring with the following likely changes:

- Mandated separate weekly food waste collections by 2023
- Consistent set of materials for recycling
- Producer pay / compliance schemes / possible funding of collections
- Deposit return schemes introduced
- Introduction of a plastic tax
- Free garden waste collections being considered

CLIMATE CHANGE TOPIC GROUP – SCOPE

The Sub-Committee considered a report that detailed the scope of the Climate Change Topic Group.

The scope of the topic group was required under the Overview and Scrutiny Procedure Rules to be presented to the Sub-Committee for approval.

The Sub-Committee approved the following scope for the Topic Group:

- To recommend new Council policies on carbon emissions in light of tackling change.
- That in view of other Councils having declared a Climate Emergency, to consider what action, if any, Havering should take in light of this trend.
- To consider if the Cabinet should have a lead portfolio holder for climate change or if should it be added to an existing portfolio or be part of every Cabinet Member role.
- To recommend what Council policies may need to be reviewed and refreshed.
- To investigate whether the themes of the overall Sustainability and Efficiency Policy are sufficient or if in anything should be added and to consider if the proposed actions under each theme are robust and measureable.
- To consider how the Council can develop a narrative with the community on the actions being taken by Havering Council to tackle climate change.
- To review any other related issues that may emerge as a result of the topic group's scrutiny.

CORPORATE PERFORMANCE INDICATORS

Throughout the year the Sub-Committee continued to receive the quarterly performance reports that had previously been reported to Cabinet and Demand Pressure Dashboards which illustrated the growing demands on Council services and the context that the performance levels set out in the reports had been achieved within.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Sub-Committee can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Sub-Committee's work over the past year.

BACKGROUND PAPERS

Minutes of meetings of Environment Communities Overview and Scrutiny Sub-Committee

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Health Overview and Scrutiny Sub-Committee
Annual Report 2020/2021

CHAIRMAN'S FOREWORD

I am pleased to write this short introduction to the summary of the Sub-Committee's work during the 2020-2021 municipal year.

The Sub-Committee's work has of course been dominated by the impact of the Covid-19 pandemic. We have sought to understand the impact of Covid-19 on local health services whilst also being conscious of not adding unnecessarily to NHS colleagues' workload at such an unprecedented time. We will of course continue to scrutinise the performance of local health services as we move, we all hope, into the period of post-Covid recovery for the country as a whole.

The Sub-Committee has continued to enjoy a positive and productive relationship with Healthwatch Havering – an organisation representing the users of local health services. Healthwatch officers have brought a number of reports to the Sub-Committee and further details are given overleaf.

I would like to place on record my thanks to the other members of the Sub-Committee and all officers, both from the Council and the NHS, who have supported the Sub-Committee's work during such a challenging time.

I commend this annual report and am pleased to submit it to the Overview and Scrutiny Board.

REMIT AND MEMBERSHIP OF THE COMMITTEE

The Health Overview and Scrutiny Sub-Committee undertakes the Council's Health Scrutiny function as granted under the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013. This allows the scrutiny of health services provided to Havering residents by NHS bodies, in addition to those provided by the Council.

Scrutiny regularly takes place of services provided by a number of NHS bodies including, but not limited to, Barking, Havering and Redbridge University Hospitals NHS Trust (BHRUT) North East London Commissioning Group (CCG) and the North East London NHS Foundation Trust (NELFT).

The Members on the Health Overview and Scrutiny Sub-Committee during the year were:

Councillor Nisha Patel (Chairman)
Councillor Ciaran White (Vice-Chair)
Councillor Philippa Crowder
Councillor Nic Dodin
Councillor David Durant
Councillor Darren Wise

Review of Activity

During the year under review, the sub-committee dealt with the following issues:

1. **Performance Information**
   Throughout the period under review, the Sub-Committee has sought to keep up to date with performance information from local NHS bodies. Discussions with BHRUT have of course focussed on the impact of Covid-19 on services. This included the unavoidable suspension of many less urgent services during the peak of the pandemic. The Sub-Committee was pleased to note that many trauma and cancer services were provided by the independent sector on behalf of the NHS and that some hospital services have restarted recently as Covid pressures have eased somewhat.

   Information on NELFT performance that the Sub-Committee scrutinised covered areas such as the performance of Child and Adolescent Mental Health Services and antenatal checks completed by health visitors.

2. **Healthy Child Programme**
   The Council's Senior Public Health Specialist briefed the Sub-Committee on the Healthy Child Programme which had commissioned new contracts for the Council's health visiting and school nursing services. The new contracts had commenced in April 2020 and the Sub-Committee noted the impact of Covid-19 on these services which had nevertheless continued to be provided.

3. **Housing Strategy**
   The Sub-Committee was briefed on the Council's draft housing strategy and its links with public health. The strategy was due to be submitted for public consultation and emphasised the importance to health of the provision of balconies, green spaces etc in developments.

4. **Covid-19**
   Updates on the position with Covid-19 in Havering have continued to be received by the Sub-Committee as NHS colleagues have continued to deal with the second wave of Covid cases. Members have sought to understand the impact of the virus on hospital staff and the position with the vaccination programme locally. The Sub-Committee has supported the provision of consultations and appointments virtually, provided this does not lead to incidences of digital exclusion.

5. **Joint Health Overview and Scrutiny Committee (JHOSC)**
   Councillors Patel, Dodin and White have represented the Sub-Committee on the JHOSC which scrutinises NHS matters affecting the Outer North East London area. The work of the JHOSC was also impacted by the Covid-19 pandemic with responses to the pandemic scrutinised along with progress with the vaccination across the region.
   Other areas scrutinised by the JHOSC have included the move of location of the NELFT prosthetics centre from Harold Wood to a site in Billericay and plans for NHS investment in projects such as the former St George's Hospital site and the redevelopment of Whipps Cross Hospital. The move towards a single CCG for North East London as well as an Integrated Care System for the region have also been brought to the JHOSC for scrutiny during the year.

6. **Healthwatch Havering**
   The Sub-Committee has continued to enjoy a good relationship with Healthwatch Havering and the organisation has used its legal powers to bring a number of reports to the Sub-Committee during the year. These have included investigations on the role of care homes during the pandemic, the extent of NHS dental services in Havering and a review of GP practice websites.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Sub-Committee can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Sub-Committee's work over the past year.

BACKGROUND PAPERS

None.

Individuals Overview and Scrutiny Sub-Committee
Annual Report 2020/2021

CHAIRMAN'S FOREWORD

This previous year presented many challenges for Adult Social Care and for the care homes in our Borough with the ongoing COVID-19 restrictions and lockdown with many residents in care homes unable to see their families and, unfortunately, some residents losing their battles with COVID-19. My thoughts and prayers are with all those who lost loved ones during this difficult year.

I am extremely proud of all the work the care homes and care providers have done this year to ensure the safety of our vulnerable residents whilst upholding the high quality of care our residents deserve. The PPE rollout to care settings was quick, efficient and ensured our care workers and residents were protected at all times.

I would like to thank all the volunteers and voluntary sector organisations who made telephone calls to our isolated residents offering support and a friendly voice to talk to when they were needed the most. I would also like the thank all the volunteers at the vaccination centres who have been very friendly and well-organised, which has enabled the effective and brisk rollout of the vaccine which has been vital to the protection of not only the most vulnerable in our community, but the Borough as a whole.

I would finally like to thank and praise Barbara and her fantastic team for how they rose to the occasion and reacted swiftly and effectively to support the vulnerable residents in our Borough and how they, alongside Healthwatch Havering, kept the members of this Committee up to date with their detailed reports and briefings.

Kind regards,

Cllr Christine Smith, Chairman of the Individuals Overview & Scrutiny Sub-Committee

REMIT AND MEMBERSHIP OF THE COMMITTEE

The Individuals Overview and Scrutiny Sub Committee undertakes the Council's scrutiny function with regard to adult social care services, which looks after elderly and vulnerable residents and safeguards those at risk. In general, the Committee is able to look at any issue involving social care services for adults in the borough.

The Committee's focus is strategic and policy-orientated, which means that it isn't the place to consider individual complaints or concerns. However, the Committee does look at how the Council is caring for its frail and elderly population. It can question Cabinet members, officers and other organisations to ensure that the borough looks after the vulnerable.

In the year under review, the Sub-Committee's membership was as follows:

Councillor Christine Smith (Chairman)
Councillor Michael White (Vice-Chair)
Councillor Ciaran White
Councillor Nic Dodin
Councillor Linda Van den Hende
Councillor Denis O'Flynn
Councillor David Durant
Councillor Jan Sargent

Review of Activity

This report is the annual report of the Sub-Committee, summarising the Sub-Committee's activities during its year of operation ended May 2021.

It is planned for this report to stand as a public record of achievement for the year and enable Members and others to have a record of the Sub-Committee's activities and performance.

During the year under review, the Sub-Committee met formally on 4 occasions and dealt with the following issues:

ADULT SOCIAL CARE - COMPLAINTS REPORT

The Director of Adult Services presented the Adult Social Care Complaints Annual Report to the Committee. This detailed the complaints, enquiries and compliments received during the period April 2019 to March 2020.

There was a statutory requirement to publish the report annually.

COVID-19 UPDATES

The Sub-Committee received a presentation on how the COVID-19 pandemic affected care homes, care settings and vulnerable adults across the borough.

ADULT DAY CENTRES

The Sub-Committee received a presentation on Adult Day Centres and how they were affected by the COVID-19 pandemic and lockdowns. This updated the members on

how the centres' users were interacted with during the lockdowns and the ongoing efforts by staff to ensure users are safely returned to the centres.

HOPSITAL DISCHARGES

The Sub-Committee were given an overview of the discharge processes into key Adult Social Care services, the changes put in place to support flow during the COVID-19 pandemic, the challenges and the plans for future system development.

CORPORATE PERFORMANCE INDICATORS

Throughout the year the Sub-Committee continued to receive the Quarterly Performance Reports that had previously been reported to Cabinet and Demand Pressure Dashboards which illustrated the growing demands on Council services and the context that the performance levels set out in the reports had been achieved within.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Sub-Committee can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Sub-Committee's work over the past year.

BACKGROUND PAPERS

None.

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Towns and Communities Overview and Scrutiny Sub-Committee Annual Report 2020/2021

CHAIRMAN'S FOREWORD

Members,

This year has been difficult for all our residents including those in council-run properties, social care and all other public services.

I would firstly like to thank all of the staff at the Council who have worked tirelessly throughout the pandemic to maintain the high standards our residents are used to. They have done a superb job in ensuring that all residents in our Borough, including the most vulnerable have had access to homes throughout the COVID-19 pandemic.

During the past year, my fellow Councillors and I on the Towns and Communities Overview and Scrutiny Sub-Committee have spent considerable time scrutinising and investigating the repairs programme, specifically why problems arose and how the Council could reduce the frequency of call backs and return visits and I am pleased to say that this has been a huge success.

I would like to thank officers for their work in preparing reports for the Sub-Committee alongside their day-to-day jobs, allowing myself and my colleagues on the Committee to efficiently and effectively scrutinise the council's housing strategy and allocation scheme allowing those with the greatest needs access to the high standard housing this Council provides.

Yours sincerely,

Councillor Ray Best

Chairman of Towns & Communities Overview & Scrutiny Sub-Committee

REMIT AND MEMBERSHIP OF THE COMMITTEE

Towns and Communities deals with planning and building control, the town centre strategy, licensing, housing retained services, parks, housing allocation, leisure, arts and culture

REVIEW OF ACTIVITY

This report is the annual report of the Sub-Committee, summarising the Sub-Committee's activities during its year of operation ended May 2021.

It is planned for this report to stand as a public record of achievement for the year and enable Members and others to have a record of the Committee's activities and performance.

SUB-COMMITTEE MEMBERSHIP

Councillor Ray Best (Chairman)
Councillor Robby Misir (Vice-Chair)
Councillor Keith Darvill
Councillor Tony Durdin
Councillor Paul Middleton
Councillor Gerry O'Sullivan
Councillor Timothy Ryan
Councillor Carol Smith
Councillor Christopher Wilkins

During the year under review, the sub-committee met on 3 occasions and dealt with the following issues:

CORPORATE PERFORMANCE INDICATORS

Throughout the year the Sub-Committee continued to receive the Quarterly Performance Reports that had previously been reported to Cabinet and Demand Pressure Dashboards which illustrated the growing demands on Council services and the context that the performance levels set out in the reports had been achieved within.

UPDATE – HOUSING REPAIRS & GAS SAFETY

As part of its statutory duties as a landlord, the Council was required to undertake responsive repairs to its properties. This includes those associated with gas appliances and heating systems.

The Sub-Committee was informed of the provisions of responsive repairs and which gas safety checks has been undertaken to Council owned and managed housing stock, following on from the initial report from July 2019.

PRIVATE SECTOR HOUSING ENFORCEMENT SCHEME 2 TO EXPAND

The Sub-Committee was presented with results following a public consultation regarding the introduction and operation of a selective private landlord licensing scheme in Romford Town and Brooklands wards, with an additional house in multiple occupation (HMO) scheme in Cranham, Emerson Park, Hacton, Hylands, St Andrews and Upminster.

HOUSING STRATEGY

The Sub-Committee received a detailed report from the Director of Housing regarding the Council's housing strategy and its ongoing commitment to provide affordable housing and to support vulnerable members of society to have a home. The strategy set out aims over the coming 5 years, 2021 – 2026, which included a 12 estate regeneration project across the Borough.

HOUSING ALLOCATION

The Local Authority is required by the Housing Act 1996 Part VI to give reasonable preference in the way they allocate their available social housing.

The Sub-Committee was briefed on how the Council allocates social housing across the Borough with a draft policy presented. The draft policy set out updated priority bands to ensure housing was allocated fairly and to those with the greatest needs.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – narrative report only.

Legal implications and risks:

None – narrative report only.

Human Resources implications and risks:

None – narrative report only.

Equalities implications and risks:

While the work of the Sub-Committee can impact on all members of the community, there are no implications arising from this specific report which is a narrative of the Sub-Committee's work over the past year.

BACKGROUND PAPERS

None.

ANNUAL REPORT FOR THE MEMBER CHAMPION FOR ARMED FORCES 2020/21

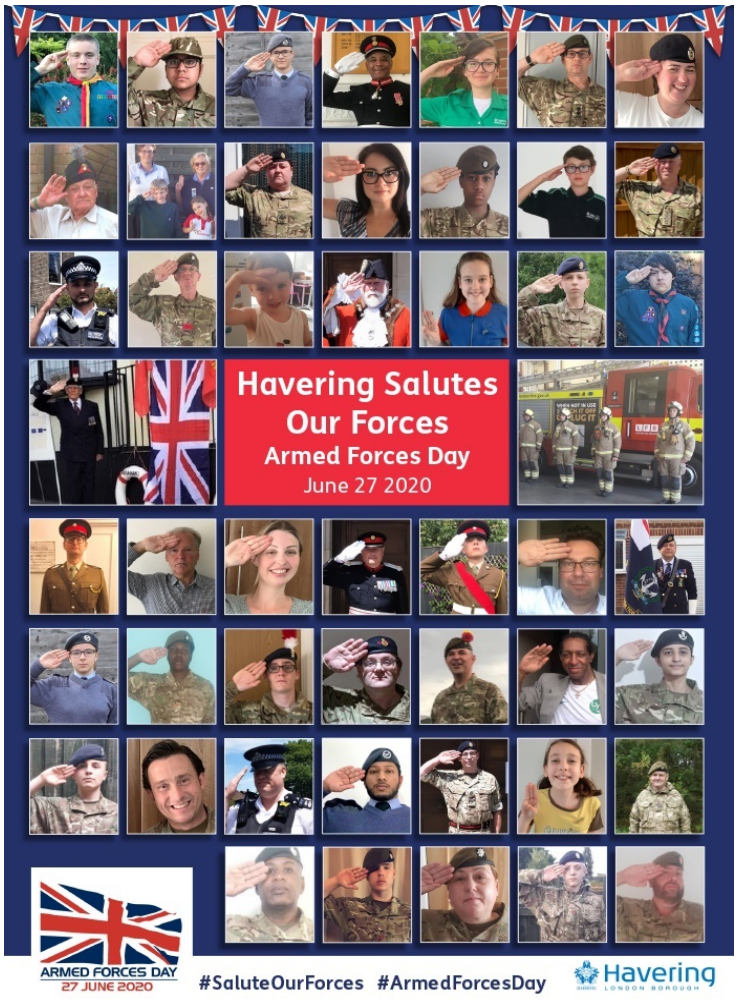
This year, in common with other Champions has been impossible to respond to meet the normal obligations that would do justice to the role of Champion for the Armed Forces, a role I felt highly honoured when I was elected by members this year.

I have had a small chance to chat with some ex-servicemen and a woman who served on an anti-aircraft battery where she met the man she would later marry. Love blooms in the most unlikely places.

I also had a meeting with a gentleman in a wheel chair. Thanks to Street Care I was able to offer some help and was doubly grateful when it turned out he was a former member of my old regiment having served some years before my time.

Armed Forces Day –Virtual Event

Owing to the Coronavirus pandemic restrictions, celebrations in the Borough were severely curtailed this year and the occasion was marked by a series of online events instead. These included a vocal tribute by the Lightnin' Drama Group and a picture collage composed of images submitted by members of the Council and public.



The Armed Forces flag was raised at the Town Hall to mark the occasion.



Armed Forces Covenant

During the period covered by the report (from April 2020 – March 2021), 2 ex-service personnel were housed under the Armed Forces Covenant. Currently there are 3 ex-service personnel on the housing register waiting for a property. They have all been awarded the Community Contribution (CC1) priority in line with the Housing Allocation policy. This is a high priority in recognition of the contribution that they have made to the community through their service

75th Anniversary of VJ Day

Victory over Japan Day (VJ Day) marked the day Japan surrendered on the 15 August 1945, which in effect ended the Second World War.

The Prince of Wales, accompanied by Her Royal Highness The Duchess of Cornwall, led the UK in a national moment of remembrance and thanksgiving for all those who served in the Far East.

Since traditional celebrations were not possible, Havering commemorated the day online with stories, photos, and messages of thanks to mark the significance of the day.

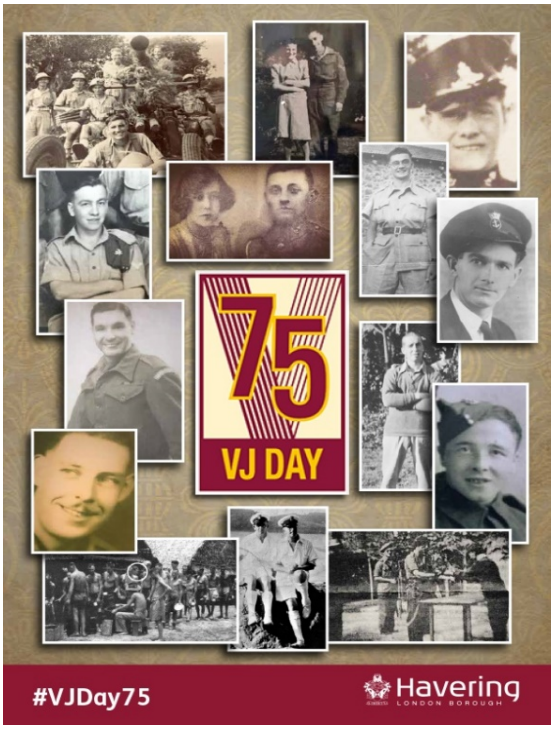

has been found | drowned while swimming in the pond. Inquest is to-day. | three. Gas lamps may present (Continued on Page 5) | the police had arrived, and they (Continued on Back Page)

ures taken on Saturday are typical of them all. On the left is the Shiela-close, Romford, and on right Heather-
of these and other V Teas on inside page.

Picture from the Romford Times, 29th August 1945, featuring A street party to mark VJ Day in Heather Close



Mr Harry Bass, Standard Bearer for the British Legion for over 30 years and VJ Day veteran.



Armistice Day Service



Sadly, the annual Romford Remembrance Sunday parade and service did not take place this year because of the pandemic, so residents were encouraged to mark the occasion in a different way and asked to "Remember at Home". A pre-recorded ceremony was available to view in partnership with the Royal British Legion.

The most touching time was our memorial service on Harold Hill and in spite of the restrictions we did have a sizeable turnout on the day and those attending paid full respect to the safety demands on the day.

Harold Hill residents would not be denied their right to pay respects to the memory of our service men and woman of our armed forces of two world wars to whom we owe so much and of whom we have been always been so proud.

Tribute was paid to the police and firemen who lost their lives in the course of doing a dangerous job to control fires that threatened our homes and police who tried to protect our homes from looters as we sheltered from the bombing,

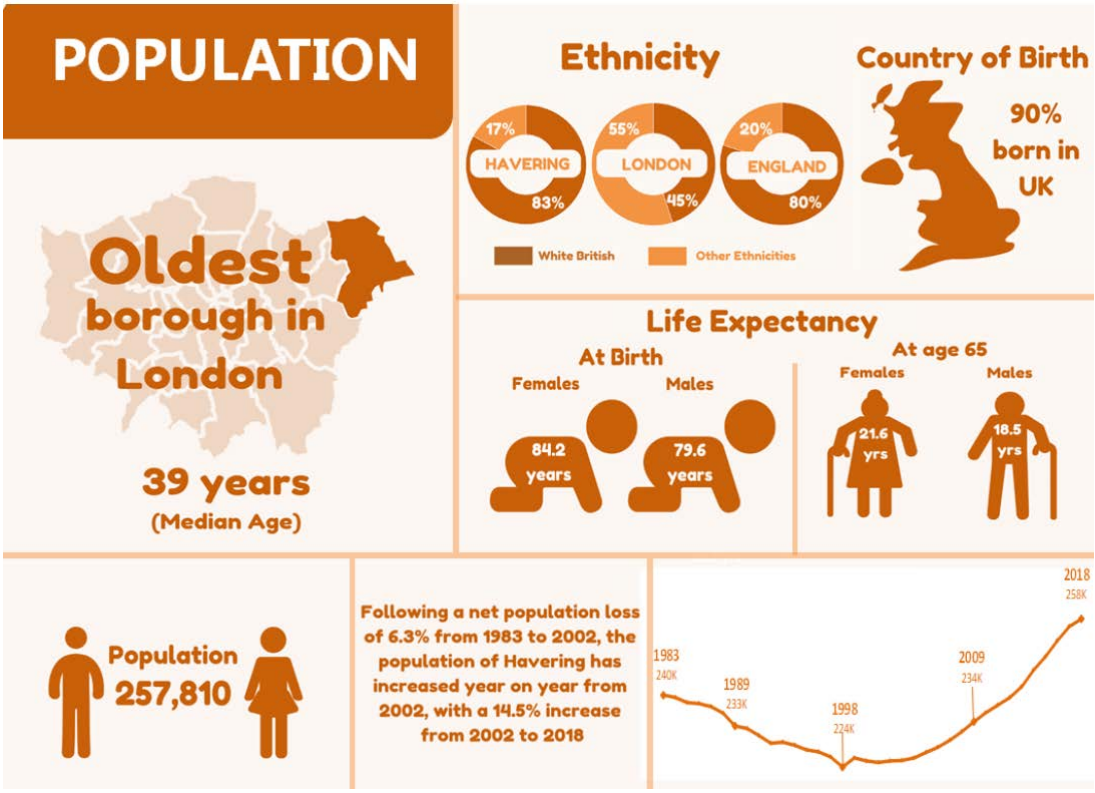
The service concluded with the singing of the Queen and a Church service at Saint George's. I hope this report does some justice to the occasion.

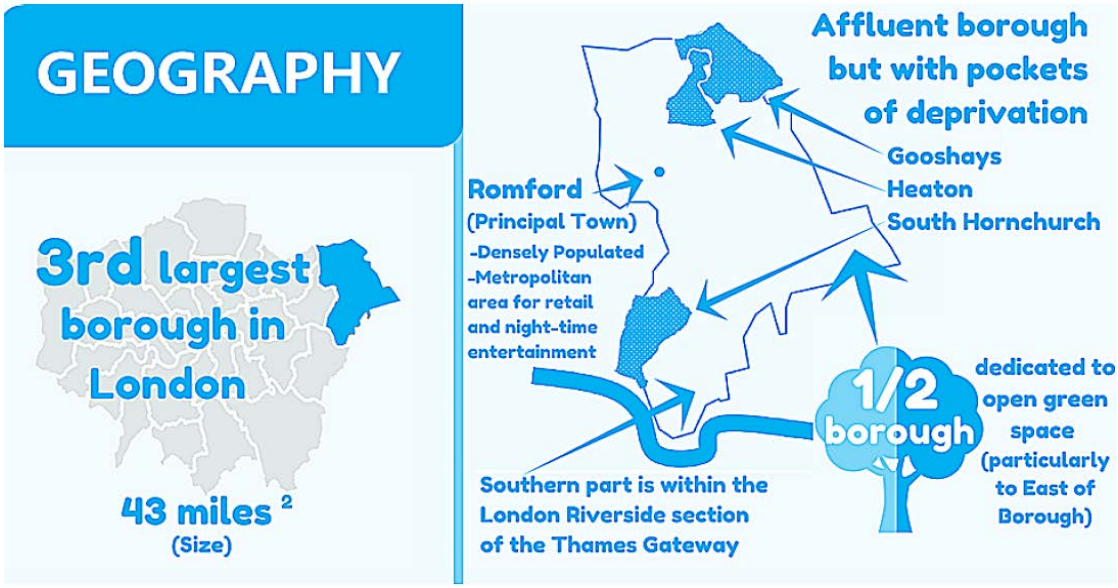
Councillor Denis O'Flynn

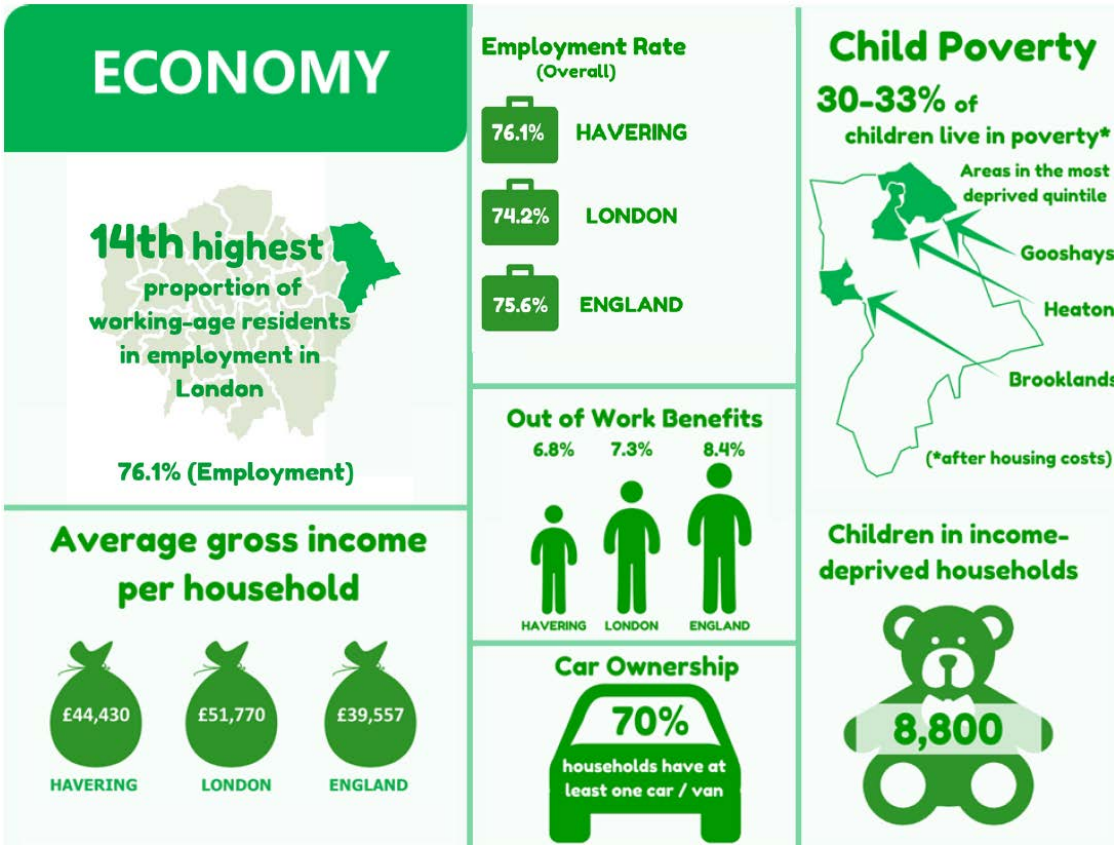
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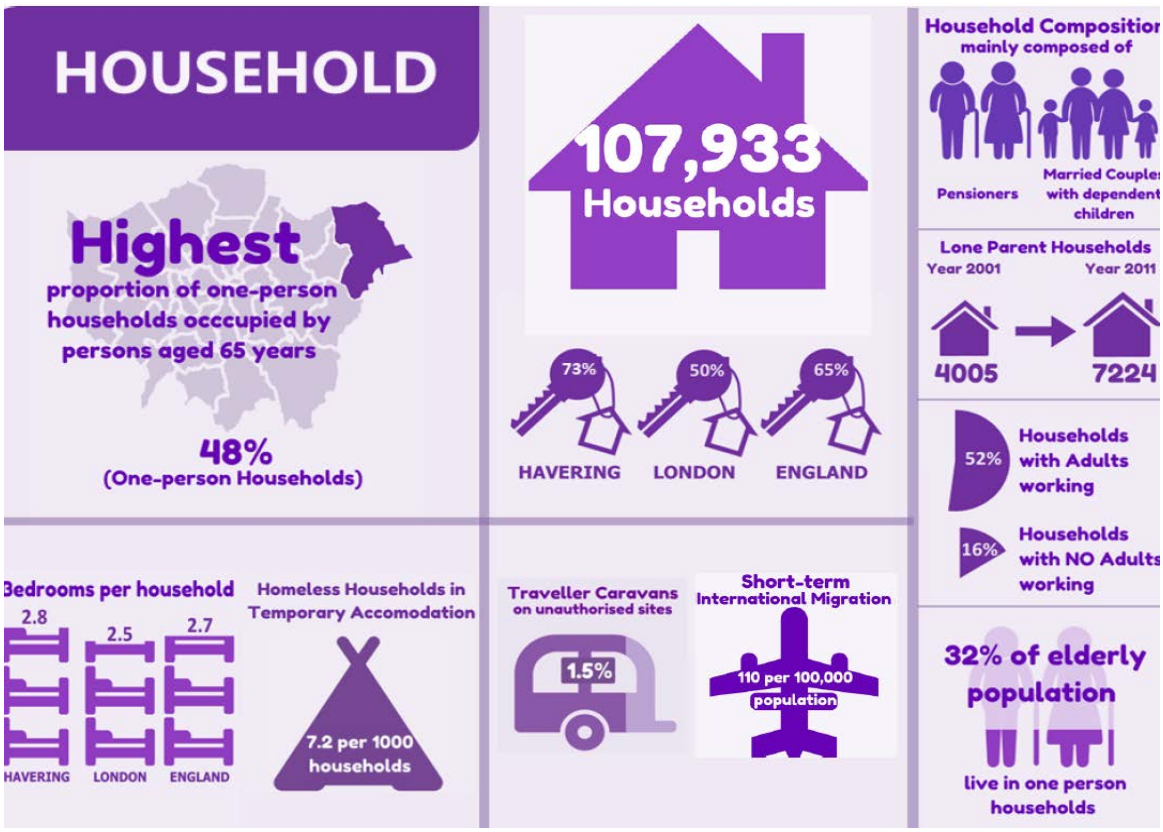
ANNUAL REPORT: MEMBER CHAMPION FOR EQUALITIES & DIVERSITY 2020/21

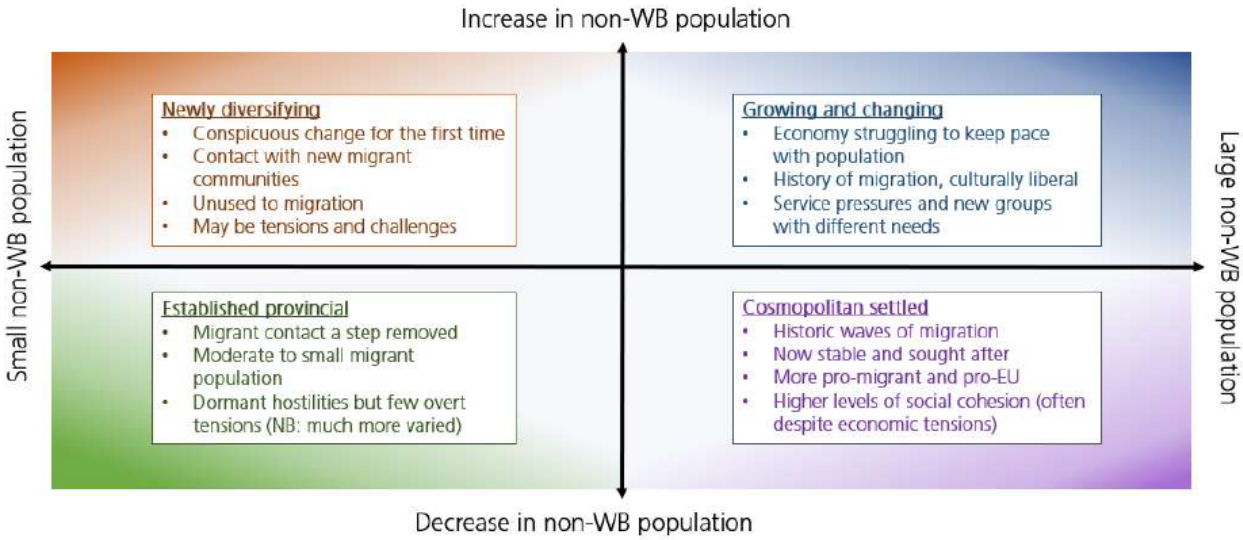
One *Havering: Key population and demographic facts*






ECONOMY
14th highest
proportion of working-age residents in employment in London
76.1% (Employment)
Average gross income per household
£44,430
£51,770
£39,557
HAVERING
LONDON
ENGLAND
Employment Rate
(Overall)
76.1% HAVERING
74.2% LONDON
75.6% ENGLAND
Out of Work Benefits
6.8% 7.3% 8.4%
HAVERING LONDON ENGLAND
Car Ownership
70%
households have at least one car / van
Child Poverty
30-33% of children live in poverty*
Areas in the most deprived quintile
Gooshays
Heaton
Brooklands
(*after housing costs)
Children in income-deprived households
8,800


HOUSEHOLD
Highest
proportion of one-person households occcupied by persons aged 65 years
48%
(One-person Households)
107,933
Households
73%
50%
65%
HAVERING
LONDON
ENGLAND
Household Composition
mainly composed of
Pensioners
Married Couple with dependent children
Lone Parent Households
Year 2001
Year 2011
4005
7224
52%
Households with Adults working
16%
Households with NO Adults working
Bedrooms per household
2.8
2.5
2.7
HAVERING
LONDON
ENGLAND
Homeless Households in Temporary Accomodation
7.2 per 1000 households
Traveller Caravans
on unauthorised sites
1.5%
Short-term International Migration
110 per 100,000 population
32% of elderly population
live in one person households



Vision: *Havering's Equality and Community Cohesion Objective*

One Havering

Community Cohesion and Equality Objective:

'To nurture and promote a cohesive, healthy and optimistic Borough underpinned by mainstreamed inclusive British values, where everyone experiences dignity and equal life chances, and where neighbours, colleagues and different community groups interact, respect and value each other.' *

* Regardless of age, class, colour, disability, education, ethnicity/race, gender, health status, marital status, nationality, political perspective, religion, sexuality, or socio-economic status.

Policy: *The Council's commitment to Equality and Diversity*

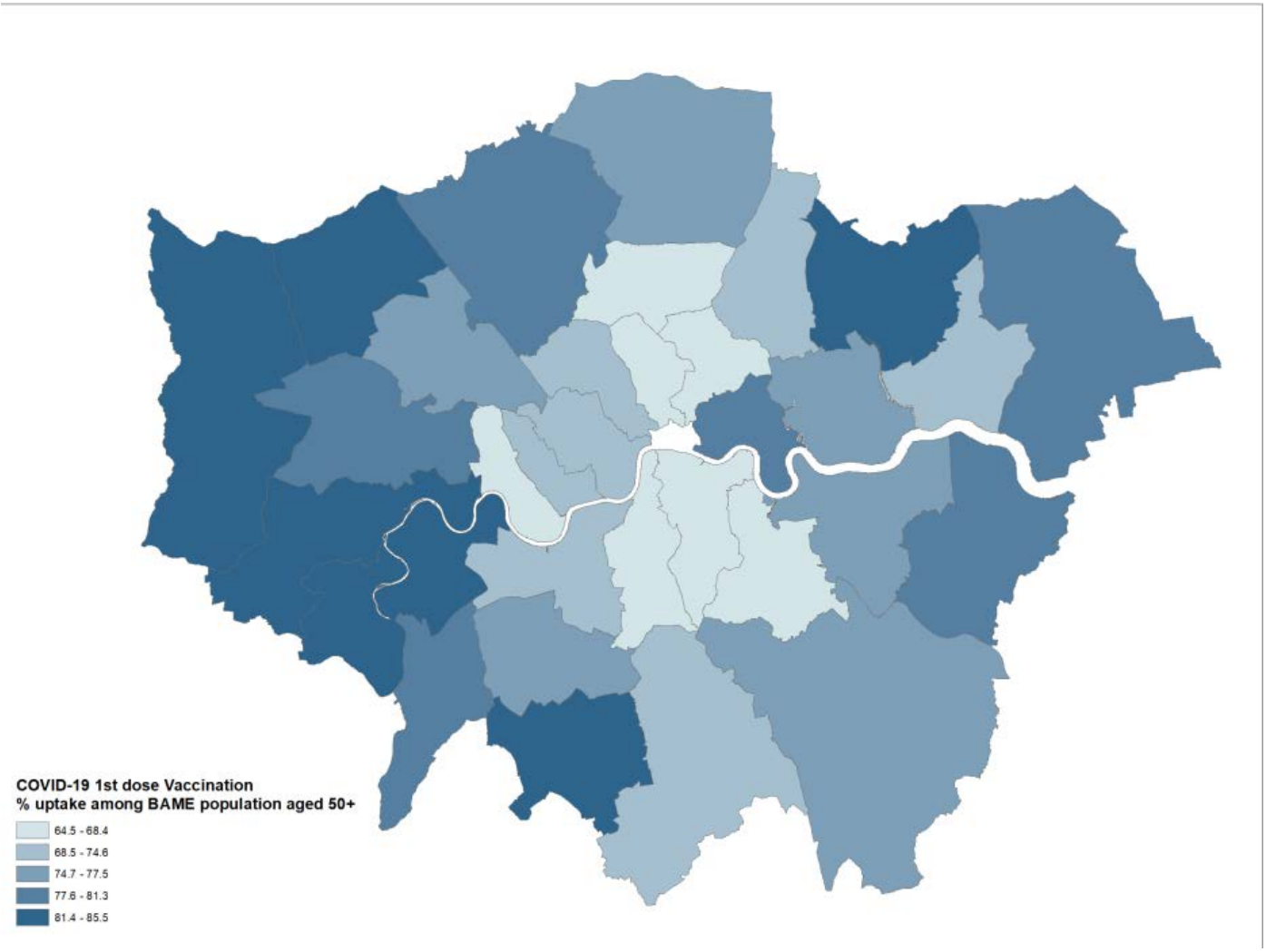
As the Member Equality and Diversity Champion, I want everyone to feel at home in Havering, regardless of race, background, religion, gender or sexuality. We must continue to work together to make sure we treat everyone with equality, fairness and kindness in everything we do.

I'm proud that Havering Council actively works against racism and discrimination and we do not tolerate it. We recognise that the borough is becoming more diverse and that we cannot be complacent, and have to do more to tackle long-standing societal inequalities, attitudes and challenges that arise and could challenge community tensions and the harmony enjoyed within the Borough.

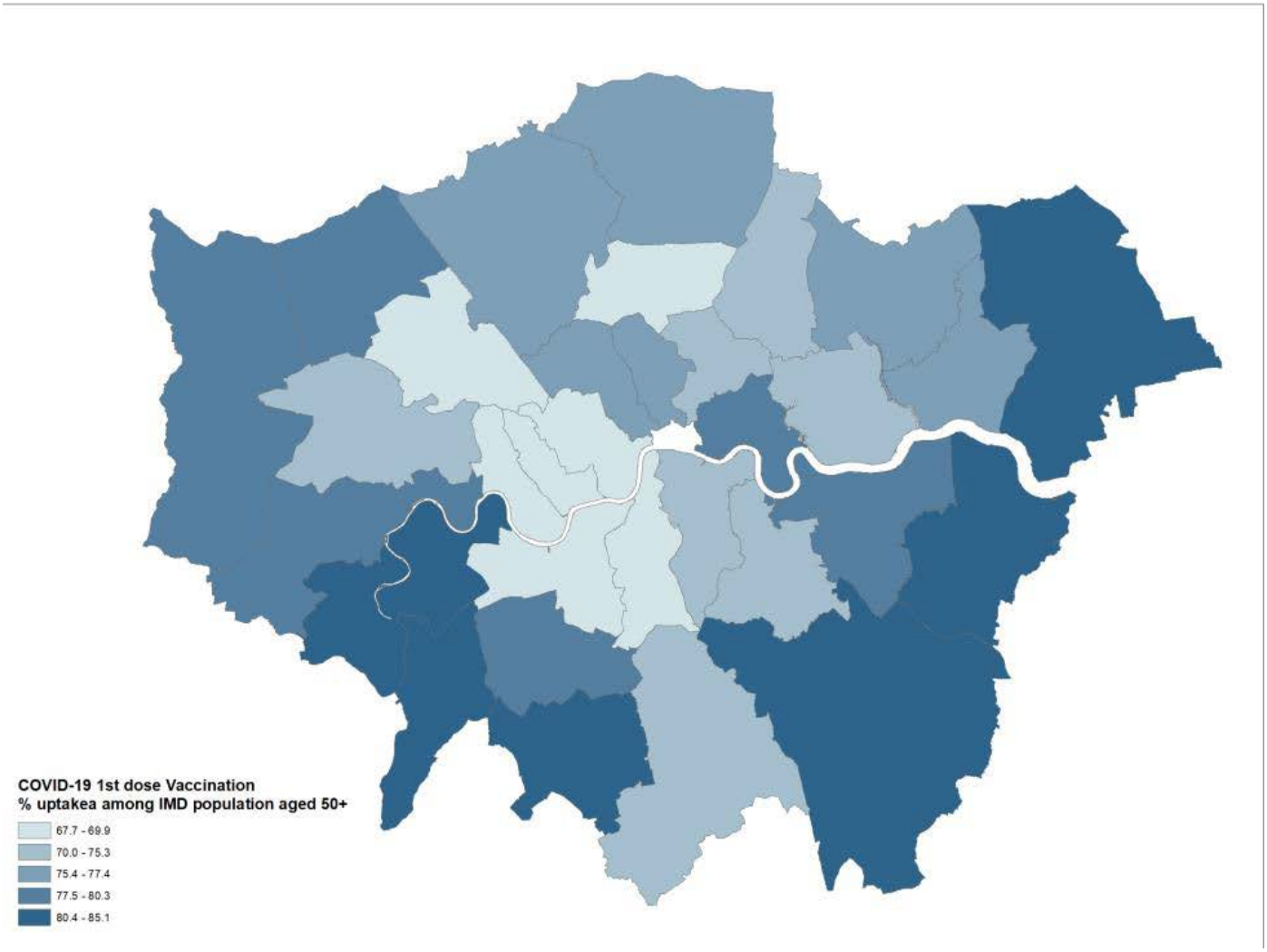
I will go through some of main areas of my work this year

Covid19
The Covid-19 Pandemic and subsequent Public Health England Report *"Disparities in the risk and outcomes of COVID-19",* highlighted how groups such as BAME, Older People and those with underlying health conditions were adversely impacted. This together with research from organisations such as the Runnymead Trust, reinforces how essential tackling inequality and access to services is to increasing life outcomes and achieving cohesion.

I would like to draw your attention to two recent maps that are an example that Havering is doing well regarding vaccine take up.



This map shows the take up of a covid19 vaccine across London for B.A.ME populations aged 50+. I am pleased to say Havering is doing quite well in this regard with a take of between 74.7% and 77.0%. There is still room for improvement however I know that the Vaccination Bronze Group that includes the CCG are introducing many innovative methods to increase take up rates.



This map shows the proportion of people from the **30% most deprived areas aged over 50** that have received their first COVID-19 vaccine. The darker had a higher uptake compared with the lighter areas which had the lowest one. This is important to Havering as we do include a social economic category in our EqHIAs that is an addition to the other protected characteristics.

Both maps were provided by the Regional Vaccination London Report and Public Health England

Post George Floyd – AGM June 2020

Following the tragic death of George Floyd, on May 15th 2020, the Leader of Havering council set out our commitment towards race equality in the AGM, in June 2020, saying :

- *"The questions that have been raised about racism across the country following the tragic events in America that led to the death of George Floyd requires clear and decisive action.* "*We must always fight for what is right and challenge ourselves to ensure that we do not allow complacency or injustice to enter our Council. Therefore, to guard against this, I am committing to an independent review of Havering Council and race relations in our borough more widely, and in particular, whether this Council has the policies and processes in place to erase bias and discrimination. The result of this report will be taken to our Cabinet".*

There are 2 core programmes of work arising from this, a full READI review of all policies and processes modelled on the LGA template, with an explicit strand on Race Equality, as well as an independent race relations review across the borough.

Our Approach



The diagram above shows the different elements of the EDI insight and delivery mechanisms.

Conclusion

Havering is among the top 10 most diverse councils in the country. Havering's multi-diversity is both an asset – in that it sometimes makes integration easier-and a challenge-in that it means it is more difficult to establish relations with the myriad small communities who are settling.

The Council needs to prepare for this and the Independent review of Race Relations within the Council and wider Borough will provide a unique opportunity to ensure its on track and can take action to ensure it meets that opportunity and the associated challenges.

The evolving demographics and cultural norms of Havering now include diverse families, individuals, community groups and lifestyles. With the level of planned regeneration across the borough, it is expected that this diversity will continue to increase. A stated before, the borough's increasing diversity will bring new opportunities and challenges, such as providing high quality services in a climate of greatly reduced budgets, to new service users.

This will help ensure Havering is well placed to tackle long-standing societal inequality is uses that have an impact on peoples outcomes and life opportunities.

I would urge the Councillors, staff, partners and residents to engage with the ‘One Havering’ vision and be champions of equality and diversity. Together if we are brave and prepared to have the difficult conversations and open ourselves up to independent review – we will reduce inequality.

Councillor Robby Misir
June 2021

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ANNUAL REPORT BY THE MEMBER CHAMPION FOR

THE HISTORIC ENVIRONMENT 2020/21

Councillor Judith Holt

Introduction

Reading through my report for last year, despite being written toward the end of the first lockdown, I notice how optimistic and cheerful I sound. Clearly, I could never have imagined what lay ahead in the winter months: a second lockdown and the resulting unhappiness, including for me the death of my mother; the end of an era.

However, work has continued, albeit more slowly. I think that Havering would benefit from re-employing a proper Heritage Officer, someone genuinely interested in the Borough's history; the last retired in 2018, and having one would help with the co-ordination in overseeing and promoting Havering's heritage. There are success stories – for example, Upminster Windmill, more on which later. Mr. Andrew Rosindell M.P. for Romford and local resident Mr. Adam Wilkinson have become involved as they are both keen in their desire to promote Havering's heritage.

There are three **Facebook** pages of local history which I follow and may be of interest:
Romford History
Upminster and Hornchurch History
Essex: Memories –Old Photos and Stories

Rainham

During the last eight months or so, I have rediscovered Rainham Creek. The history of this section of the River Thames is fascinating and is brought to life by the orange information boards featured at intervals along the river path.





In the photograph above, the river wall runs along Three Crowns, looking towards the site of the old Three Crowns Inn and the Rainham Ferry which ran across to Erith. The inn was eventually subsumed within the Murex Factory before being demolished in 1972. Murex Limited, which specialised in metallurgy, remained in Rainham for over seventy years and at their peak had around 600 employees. The warehouses on the right are on the former Murex site. An episode of "Softly Softly Task Force" starring Stratford Johns and Frank Windsor was filmed at the Murex Factory in the early 1970s.



The Tilda Rice Factory stands beside the jetties and the concrete barges. The sixteen concrete barges, built in the Second World War, were abandoned at Rainham in 1953 as flood defences. One can walk up to and over them, but beware the marshy silt and rising tide!







Hornchurch

I have started taking regular walks with a friend in **Langtons House and Gardens**. Meeting by the café by the old stables (now offices) then strolling along past the Orangery, Fielder's Field towards the fake bridge, beside the lake with all the ducks, geese and swans, past the bath house and back to the entrance.





The view of Langtons House from the other side of the lake is stunning. Langtons is an example of our local heritage at its best.



The old Romford Market Fountain is still in the grounds and I really hope it can be reassembled. We may have to resort to private funding if none is forthcoming form the Council. At least, it has come to no harm in the last year.



Unfortunately, COVID-19 caused again the cancellation of the annual Summer Concert by the Westminster Philharmonic Orchestra in June. Hopefully, next year…. The Queen's Theatre in Hornchurch and the Brookside Theatre in Romford have reopened.

Upminster

It was a great day on 30th November 2020 when the cap and sails were replaced on top of **Upminster Windmill !**



On 1st March 2021, the new sails turned for the first time! They are operating from time-to-time so keep a look-out when you go past. Grateful thanks to Willem Dijkstra, the Dutch millwright, for all his work in restoring Upminster Windmill to its full glory.



Good progress was made with the landscaping around the mill earlier this year. Once levelled, the area will be returned to grass whilst the steam mill foundation will be outlined with timber sleepers.



Some areas of the field will remain fenced off until the new grass has established and the remaining works on the mill have been completed. After this, the rest of the field behind the mill will be opened up again. A system has recently been implemented for digital monitoring of the cap positioning. A sensor in the cap measures its orientation which is relayed live to a website.

For further information, visit The Friends of Upminster Windmill website at www.upminsterwindmill.org or check their Facebook page, where you can watch clips of the sails turning.

I have continued my membership of The Friends of Upminster Windmill and of **The Old Chapel.** The Chapel Friends plan to restart their monthly "Teas and Talks" in September.



Gidea Park

The Romford Bowling Club in Lodge Farm Park in **Gidea Park** took the opportunity to undertake a complete refurbishment this year before its grand reopening in May. We look forward to returning to its newly-renovated club house when restrictions



relax. I have renewed my membership of the Gidea Park Civic Society for this year. For further information on this club and society, see the Club's Facebook page and

www.romfordbowlsclub.co.uk https://gpages.org/

Romford

It is pleasing to see, finally, the commencement of the refurbishment of **Coronation Gardens.** A new pathway has been laid leading up to the war memorial and around the gardens, with new benches.





The conifers at the rear remain, though have been pruned right back, and a path has also been laid by the gravestones, some of which have been moved – presumably temporarily – to make room for the path.

Coronation Gardens was built on land originally purchased as the site for the new Romford Parish Church. In 1849, the church was rebuilt on its original site in Market Place and only the parish burial ground with a chapel was constructed here. In 1953, the Council and Church authorities re-landscaped the area as public gardens to commemorate the Coronation of Queen Elizabeth II.



Although the coronavirus restrictions prevented the usual services of commemoration, I attended a Service of Remembrance on Remembrance Sunday with Andrew Rosindell M.P., veterans and residents. In January, Mr. Tariq Mahmood and Mrs. Sidra Naeem of the Havering Islamic Cultural Centre and myself laid flowers as individuals at the Holocaust Memorial in January. I am always happy to attend services and commemorations of historical events.



I have been concerned to see the untidy state and graffiti on the **old Havering Oak and Durham Arms**, these two former pubs in South Street and Brentwood Road. I contacted Planning Enforcement who requested the land owners keep the sites tidy. The trees and bushes hanging from the old Durham Arms pub garden over into Albert Road and blocking the pavement have now been cut back.





Planning permission for flats was granted in 2019 for the old Havering Oak.
The future of the old Durham Arms remains uncertain; an application for a supermarket has been appealed. As both buildings are on the "Local List", they would not be demolished. However, I would like to see them put back into use and hope something suitable can be found.

Two former schools, **The Bridge** in Albert Road, Romford, and **Raphael Independent** School in Park Lane, Hornchurch, are now lying empty. As of yet, no plans have been made for their future. I have requested that at least the plaque on the old Albert Road School (on the Local List) be retained.





I mentioned some Facebook pages early on in this report. They have some fascinating pictures of old Romford, Hornchurch, Upminster and other local places. It is sad to see how much of Romford Town Centre has simply disappeared in the last fifty years or so, to be replaced by roads or vastly inferior buildings.

However, I have been delighted to make the acquaintance of **Mr. Adam Wilkinson** of Lower Mawneys in Romford. He is very interested in heritage and has put together his own list of further buildings of historic importance in Romford which might merit inclusion on the "Local List".



We have been informed by Council officers that there is a very convoluted approach to putting new buildings on to this list, this can't be done until the local plan has been adopted, it requires setting criteria, carrying out identification, assessment, gaining approval etc. The aim would be for this to happen straight after the local elections in May 2022. Nonetheless, I plan to work with Mr. Wilkinson on the new list he has made and I am most grateful to him for his interest.









Examples of buildings or structures in Romford to join the Local List might be Goodchild House (Romford Royal British Legion HQ), the Bandstand in Raphael Park, houses in Alexandra Road and Margaret Thatcher House in Western Road.

COVID-19 continues to cause a delay in the commencement of the development at **22-44 North Street** overlooking St. Edward the Confessor Churchyard near the Conservation Area. There are plans in the pipeline to develop **6-14 High Street** so I shall be keeping a close watch on both sites.

I have continued my membership of the Friends of **Havering Museum**. After a few, false starts, the Museum should be reopening on Friday 25th June. Excitingly, there are plans for the Havering Hoard to be exhibited in 2022.



The annual report by Mr. Simon Donoghue of **The Local Studies Centre at Romford Library** is enclosed *[Appendix A]*. I have not been able to visit the Centre this year as it has been closed for much of the time. The Local Studies Centre has reopened, but by appointment only.

Finally….it is pleasing that the Local Government Boundary Commission has taken into account historical names and communities in its **review** of the Ward Boundaries this year. New wards in Romford include St. Edward's, St. Alban's, Marshalls and Rise Park, Rush Green and Crowlands, and Havering-atte-Bower.







Future Plans

Who knows what next Municipal Year 2021-2022 will bring? Already, there is a return to some kind of normality. Perhaps COVID-19 has taught us that things will always change and move on, but we should never let go of certain values. All the more reason that we should preserve and commemorate our heritage and history.
Once again, my grateful thanks to all those Friends Groups, societies and residents who voluntarily help the Council in looking after all these many historic jewels in Havering's crown. Without them, I fear the Borough's heritage would be completely neglected. Please do contact me if there is any historical issue in any Ward about which I should know or with which I may assist.

Councillor Judith Holt
Member Champion for the Historic Environment
June 2021

Havering Libraries- Havering Local Studies Library 2020-2021

Havering Local Studies is part of the Havering Library Service and in normal circumstances is open to the public 21 hours per week and an additional 6 hours on the second Saturday of each month.

During 2020/2021, the Local Studies service has been maintained in different ways throughout the Covid-19 lockdowns. In July, an enhanced enquiry service with the Local History Librarian researching in our collection to assist enquirers was started and this continued until the end of December 2020. From August to the end of October, and from April 2021, appointments for access to the Local Studies Library were restored for those researchers able and confident enough to visit. The Local History Librarian has facilitated these in a controlled Covid-19 safety compliant setting

Throughout the Covid-19 pandemic, the Local History Librarian has responded to email and Facebook enquiries, providing information available in digital form or from books, and researching enquiries when possible, as well as referring enquirers to alternative sources of information online - direct enquirers to useful sources of information available digitally from other archives and libraries (this has included directing enquirers to special arrangements by national organisation such as The National Archives allowing free access to wills, or free access to academic publications provided by J.I.S.C.).

Local Studies has continued to advise other parts of Havering Council and has maintained links with other local heritage organisations, in particular, the Havering Museum.

Staffing

There is one full time member of staff in Local Studies. Ordinarily there are an average of 14 volunteers who help sort, repackage, digitise and catalogue images in our collection to make them available online. Some of the volunteers support the Local History Librarian working with members of the public. It has not been possible for volunteers to continue their role in Local Studies during 2020/2021. The Local History Librarian has maintained contact with volunteers and there remains a commitment among volunteers to return when it is safe to do so. One volunteer has spent time during this period researching Havering's military war dead 1939-1945 and has completed research up to 1943.

Family History

Thanks to Find My Past and Proquest, library users have had home access to online family history databases FindMyPast and Ancestry, usually only accessible in the library, during the Covid-19 pandemic. The Local History Librarian has liaised with members of the public to assist them in accessing the service and with enquiries about the various data sets available.

Havering Libraries Facebook

Local Studies has maintained a strong digital presence through the Havering Libraries' Facebook page. Whilst libraries have been closed there has been a local history post every day, often with new research and detailed summaries of buildings, organisations and individuals, this has changed to alternate days when Local Studies has been able to open for appointments.

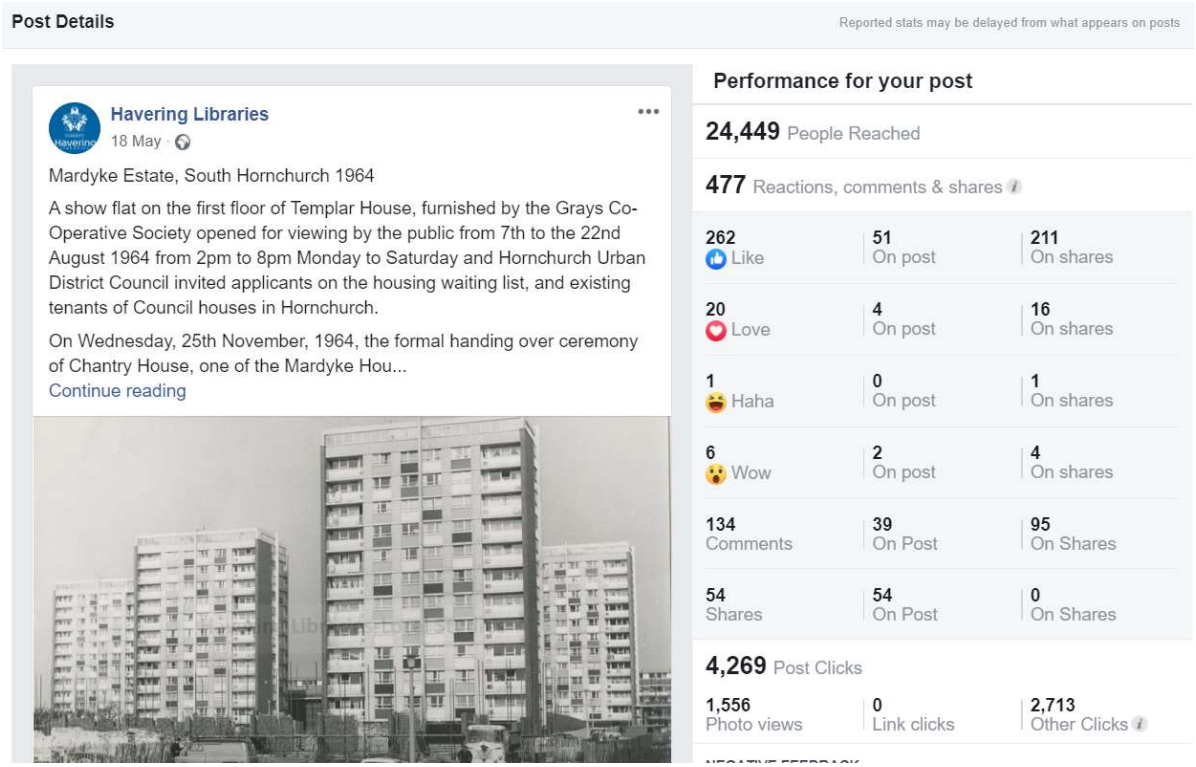
This has afforded an opportunity to promote our local history collection in a way which would have been impossible to do in such detail in ordinary circumstances. In this way, in excess of 1,000

photographs, prints, paintings maps, documents, news-cuttings and other ephemera from our local history collection have been shared.

Members of the public have been able to maintain and pursue new interests and research and to have opportunities to view and respond to unique images and stories of the Borough as part of their normal enjoyment of the library service but also as a distraction and a means of sharing communal memories and experiences. The response has been overwhelmingly positive, a number of similar comments to those below have been received

"This is one of my favourite Facebook accounts to follow. Thanks for bringing the history to life in bite size chunks 🙂"

"Thank you Havering Libraries you are a wealth of trusted information. Such lovely historic info"

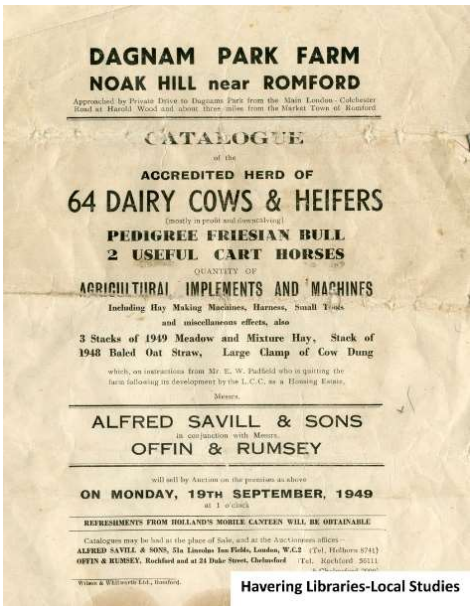


A recent post about the Mardyke Estate in South Hornchurch proved particularly popular with a reach of over 24,000 and 54 shares.

Accessions 2020/2021

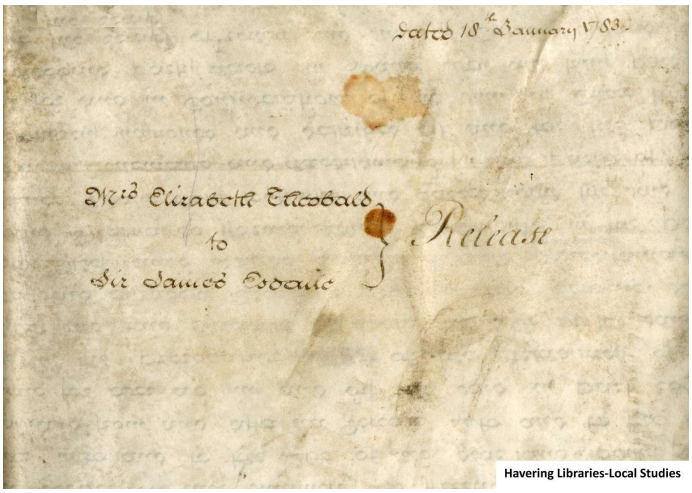
Despite the library being closed for much of the past eighteen months, a number of new collections or individual items have been added to the Local Studies Library. Highlights include

2020/9 Dagnam Park Farm, Noak Hill, Romford Catalogue of Sale of accredited herd of 64 Dairy Cows and Heifers etc. 19th September 1949 – final sale as the farm was part of the compulsory purchase which saw the development of Harold Hill by the LCC


DAGNAM PARK FARM
NOAK HILL near ROMFORD
Approached by Private Drive to Dagnams Park from the Main London - Colchester Road at Harold Wood and about three miles from the Market Town of Romford
CATALOGUE
of the
ACCREDITED HERD OF
64 DAIRY COWS & HEIFERS
(mostly in profit and close calving)
PEDIGREE FRIESIAN BULL
2 USEFUL CART HORSES
QUANTITY OF
AGRICULTURAL IMPLEMENTS AND MACHINES
Including Hay Making Machines, Harness, Small Tools
and miscellaneous effects, also
3 Stacks of 1949 Meadow and Mixture Hay, Stack of 1948 Baled Oat Straw, Large Clamp of Cow Dung
which, on instructions from Mr. E. W. Padfield who is quitting the farm following its development by the L.C.C. as a Housing Estate,
Messrs.
ALFRED SAVILL & SONS
in conjunction with Messrs.
OFFIN & RUMSEY
will sell by Auction on the premises as above
ON MONDAY, 19TH SEPTEMBER, 1949
at 1 o'clock
REFRESHMENTS FROM HOLLAND'S MOBILE CANTEEN WILL BE OBTAINABLE
Catalogues may be had at the place of Sale, and at the Auctioneers offices:-
ALFRED SAVILL & SONS, 51a Lincolns Inn Fields, London, W.C.2 (Tel. Holborn 8741)
OFFIN & RUMSEY, Rochford and at 24 Duke Street, Chelmsford (Tel. Rochford 36111)
Wilson & Whitworth Ltd., Romford.
Havering Libraries-Local Studies

Dagnam Park Farm sale catalogue 1949

2020/13 Hornchurch Afternoon Townswomen's Guild-collection of photographs, programmes, certificates, newscuttings and booklets



Havering Libraries-Local Studies

2021/3 Legal documents relating to Upminster – 1783 indenture for Bush, Chafford Heath and Snows & Elders farms and a 1935 Agreement of sale on the Springfield Estate, Upminster to the London Baptist Property Board (Upminster Baptist Church site)

Indenture 18th January 1783 Mrs Elizabeth Theobald to Sir James Esdaile

2021/5 Maylands Gold Club – Annual Report 1953/1954 and Annual Dinner and Dance programmes 1948-1962

2021/6 The Sportsman's Gazette – four issues of the publication for the Sportsman's Battalions 1915 and 1916. The battalions were at Grey Towers, Hornchurch and Hare Hall, Romford


30/4/15. THE FIRST SPORTSMAN'S GAZETTE
"He liveth long who drinks good Ale."
Ask for
IND, COOPE'S
CELEBRATED
ALES & STOUT
On draught and in bottle.
Orders promptly attended to.
The Brewery, Romford. Telephone No. 41 and 42 Romford. Telegraphic address "Esport" Romford.
London Office—65 Aldersgate St. E.C. Telephone No. 4977 Wall. Telegraphic address "Birrone" London
HOLLY HOTEL,
London Road,
UPMINSTER.
Teas, Dinners, Suppers,
Light Refreshments
AT MODERATE CHARGES.
PRIVATE ROOMS.
Small Parties Catered for.
EVERY COMFORT GUARANTEED.
Proprietress - Mrs. KING.
THE
CROWN HOTEL,
ROMFORD.
PROPRIETOR:
STANLEY BASKERVILLE
Late of the Management Hoad and Poplar Hippodromes).
A HEARTY WELCOME
All Members of the
SPORTSMAN'S BATTALION.
Spacious Pleasure Gardens.
Parties Catered for.
Luncheons and Teas at Popular Prices.
BILLIARDS. Spacious Concert Room.
"Civility" is my motto.
Printed and Published by WILSON & WHITWORTH LTD., Essex Times Office, High Street, Romford, for The First Sportsman's Battalion, Grey Towers, Hornchurch.

Sportsman's Gazette April 1915 - advertisements

2021/7 Debenham's Romford Store - L.F. Stone and Sons Ltd 1960-1973 – collection of scrapbooks, photographs etc. given by the manager of Deben hams in Romford on its closure in May 2021.



Scrapbooks and photographs relating to Stones Store and Debenhams, Romford 1960-1973



Havering Summer Theatre - Romford Civil Defence Players, Romford Children's Theatre MERRY WIVES OF WINDSOR CAST Raphael Park 1966

2021/8 Romford Children's Theatre and Romford Summer Theatre 1946-2005-35 volumes of photographs, programmes and newspaper cuttings. In addition there is an annotated index to the four volumes which detail the Romford Children's Theatre, subsequently, in 1975, the Romford Theatre which continued until 1998 and the death of its founder Edwin Rudd.

2021/10 "Arthur Holdbrook Collection" - Collection of 5 albums of photographs of the London Borough of Havering taken by Arthur Holdbrook, mostly in 1986 and 1987, often mounted next to an historical view. They are accompanied by 9 files of newspaper cuttings with articles about, and images of, Havering and its history.

St Mary's Church of England School, Church Lane, North Ockendon March 1987 by A. Holdbrook



ANNUAL REPORT FOR THE MEMBER CHAMPION FOR OVER 50's – 2020/21

The London Borough of Havering has the highest proportion of residents over the age of 65 in London estimated at 46,709 people, which is approximately 18 per cent of the total Havering population 259,552 It is vital that this age group stays as active and independent for as long as possible.

As I enter my fourth year as Champion for the over 50's, I take time to reflect on the past year, a year which challenged us all with disappointments, boundaries, grief and hope. A year that has united all members of the community and has highlighted just how many wonderful people there are in Havering who gave their time, support and dedication selflessly to promote the wellbeing of those in need.

Over 50's Forum

During the current situation, the Forum has suspended its regular monthly meetings. Members have been able to keep in touch by phone and on-line via our blog, Facebook and Twitter. The Forum provides an important means of communication and information sharing.

Some of the main issues raised during lockdown have been:-

- The TV licence for over 75's being pursued when not due to pay, after a firm email to BBC agreement to take a declaration over the phone.
- Ongoing concerns: - Due to the merger of the local Clinical Commissioning groups, we are in contact with them to remind them of the needs of our residents in Havering.
- The concerns of our members of the inability to be able to contact their local Safer Neighbourhood teams.
- BHRUT working with the team at Queens Hospital to bringing to their attention the needs of older people when in hospital.

Going forward and as soon as we are able, we look forward to organising a Garden Party/Information and advice event for a re-launch of HOFF and a membership drive.

Havering Association for People with Disabilities

Like all organisations during the pandemic H.A.D. were faced with decisions beyond their control. Whilst all face-to-face services had to stop, they have continued to work hard to support people living in the Borough.

They arranged for a new phone buddies project, where they managed to pair up numerous people so that they were able to keep in contact during the whole pandemic.

The team also made a ‘feel good’ video and then shared this on social media; this reached 1200 people.

Colouring books, pads, pencils, and a paint by numbers were delivered to relieve boredom.

A “Drop off” service was provided for medicines and prescriptions and in some cases, shopping was collected and delivered.

They carried on throughout making wellbeing telephone calls, and home doorstep visits to those they knew were isolated and alone.

On Christmas day, the staff phoned various clients who they knew would be alone to wish them a Merry Christmas, have a little chat and most importantly be that one contact that they would have on Christmas Day.

In January, it was time for a change and that is when H.A.D introduced their virtual classes via Zoom, which will be ongoing even when they are reopen and resume services back in the building, as this will be a way of keeping clients involved when unable to return.

H.A.D. continues to offer a wide range of courses and social activities to promote independence and improve the quality of life for disabled people and their carers in the Borough, and they hope to be up and running a full timetable of events week beginning June 14th while keeping all safe.

Looking ahead, I look forward to meeting up with Friends in the beautiful garden at Whittaker Hall.

Sight Action Havering

Sight Action is a registered charity and has been operating in the Borough for almost twenty years, and provides a major support service to those at risk of, or living with sight loss. The Charity provides an information and advice service and a telephone support line. It is entirely funded from donations.

The Group is active in raising awareness of issues that affect those with sight loss such as the difficulties of social distancing for visually impaired individuals during the Coronavirus pandemic.

With the help of the Volunteer Centre, friends of the secret garden and TFL, Sight Action have been able to spend sometime in the Secret/Sensory Garden {Blind Garden} refurbishing, weeding and planting to bring back the garden to its glory and hope to be hosting a picnic to celebrate its 60th Anniversary this year.

Havering Dementia Action Alliance

Meetings of Havering Dementia Action Alliance continued virtually via Teams and were well attended. Contributions from Healthwatch, Havering Volunteer Centre, Tapestry (Age UK), Peabody, BHRUT and Havering Changing, all reporting on actions taken/needed/ongoing that will help make lives less difficult for people living with dementia.

It is the aim of the Havering Dementia Action Alliance to encourage all areas of the community to make simple changes in the hope of removing the difficulties encountered in everyday life by people with dementia and their carers

The plans for Hornchurch to become the first Dementia Friendly High Street are on hold, with Langtons School still aspiring to be the designated school for the Design a Sticker Competition.

My fellow Councillor, Gillian Ford has continued with the Dementia Choir during lockdown every fortnight on a Tuesday morning and was invited to do a live video link on dementia to Harold Hill residents, which was very well received.

Havering Volunteer Centre Vaccination Volunteering Programme

The Havering Volunteer Centre provide support to the volunteer community who volunteer each year across Havering. Volunteering is a great way to help your local community.

The Havering Vaccination Volunteering Programme has been a huge success, NHS staff, doctors, nurses, Army Personnel and HVC Volunteers all coming together, working shoulder to shoulder to help get our community vaccinated.

Hornchurch Library and Victoria Hospital have vaccinated for approximately 1,900 hours over the past six months, with our volunteers dedicating over 25,300 hours in total, often with 100 volunteers a day at both sites. I am proud to say that I am one of those volunteers and have found the whole experience heart-warming.

I would like to take the opportunity to place on record my thanks to all the Officers at the London Borough of Havering who support me in my role and who work with the over 50's in the community. I would also like to Wish Jenny Gray from the Havering Dementia Action Alliance a long and happy retirement. Thank you for all your hard work supporting our residents with dementia and their carers in the Borough. Enjoy a well-deserved rest.

Councillor Christine Smith

ANNUAL REPORT FOR THE MEMBER CHAMPION FOR THE VOLUNTARY SECTOR COMPACT 2020/21

INTRODUCTION

As Voluntary Champion for the Borough my first and foremost comments without any hesitation are to thank the wonderful volunteers across Havering. People have come together and united in so many ways assisting with delivering cooked meals, delivering shopping and prescriptions; dog walking for residents that have been isolating, befriending residents by phone who are isolating at home, organised online quizzes, singing in groups and supporting vulnerable people.

A massive highlight has to be the Havering Volunteer Centre for organising volunteers to assist at vaccination stations. People in our Borough have shown solidarity, courage, kindness and empathy each and every day.

Sending an enormous thank you to Shelley, Rebecca and all the team at the Havering Volunteer Centre. Thank you so very much for all that you have done and continue to do.



The Havering Volunteer Centre were immensely proud to announce how incredible the HVC Vaccine Volunteers have been this year. Collectively all the volunteers have covered approximately 1,900 hours of vaccinations and supported two Covid-19 Vaccination sites with a massive total of 25,313 hours within a six month period. Let us all join together with applause for the wonderful success of the vaccine programme rolled out by our fabulous team at the Havering Volunteer Centre.

Another celebration for the HVC in June 2020 was for their 5th Birthday and the team are proud to announce that they have registered over 7,000 individuals to volunteer, placed 6,469 volunteers into volunteering roles both short and long term and supported over 300 organisations with over 900 volunteering opportunities. Over 4000 prescriptions have been delivered along with 1100 emergency food parcels. 600 foodbank vouchers have been issued.

If you would like to find out how to volunteer with the HVC you can contact them on 01708 922214.

The Havering Volunteers Managers Forum hold regular meetings which I attend. The function is to update all the volunteer managers of the voluntary sector throughout Havering regarding all aspects for volunteering.



MEETINGS ATTENDED AND ENGAGEMENT

As member Champion for the Voluntary and Community Sector, I attend several meetings and try to be as involved as possible. I engage with as many organisations as possible without limiting myself to a few aspects of the role. I have attended and been involved with the following organisations.

THE COMMUNITY ENGAGEMENT AND COHESION FORUM – Meetings are usually held on the last Thursday of the month on a bi-monthly basis regarding community projects that the Council are working on together with partners. There have been updates from Public Health in each meeting as we have worked through the pandemic. This meeting is chaired by the Cabinet Member for Community Safety and Public Protection.

THE COMPACT FORUM – is the main meeting where the voluntary sector come together to receive and give information. The main topic of discussion has been

Covid and the response of our voluntary sector during this period. I attend and provide updates regarding my work.

AGM'S

Some of the meetings I attended included the Havering Volunteer Centre, Havering Mind, HAD and Sight Action.

In the past twelve months I have also been a committee member for the Havering Art's Council and enjoyed attending their informative and interesting meetings



SIGHT ACTION HAVERING AND THE HAVERING VOLUNTEER CENTRE

FRIENDS OF THE SECRET GARDEN AT HARROW LODGE

The Havering Volunteer Centre have joined up with Sight Action Havering to support and work together to create a beautiful outdoor recreational space for the sensory impaired at Harrow Lodge. The Garden is an ongoing project being filled with an abundance of sensory plants to touch and smell so that residents with sensory impairments may enjoy this dedicated safe space. The garden now boasts more than a thousand varieties of flowers and plants.

The garden had faced an uncertain future until the HVC took over its maintenance in 2016. Volunteers are welcome to help at the garden and Shelley Hart of the HVC arranges volunteering days at the garden. Also workers from National Rail have been involved in the volunteering days and Shelley liaises with Cash Boyle

The Havering Volunteer Centre were very happy to reach a crowdfund target with support from the Council.

I fully support the Garden and enjoy going along to meetings and assisting in the garden despite the unknown weather conditions and volunteers sometimes being caught in the rain.



A Memory Tree was donated by Dementia Action Alliance who also provided new circular benches and the tree was planted in April 2021.

Memory Tree Planting

The Mayor of Havering Cllr John Mylod planted a memory tree at a tree planting ceremony and gave a heartfelt speech. The Mayor finished his speech by saying how pleased he was to plant the tree in memory of all the people we have lost through Covid-19 and said that we have to also remember all the happy times.

SIGHT ACTION

Sight Action are a registered Charity and usually meet at Yew Tree Lodge.

The Charity are funded by donations and offer immense support to people at risk and or living with sight loss.

The Charity provide a Havering Talking Newspaper which is a non-profit organisation located at Harold Wood and provide a free weekly service of local news which is recorded onto USB memory sticks for vision impaired people within the Borough.

I recently met with Mo and Mike Brace to discuss ways I can support them at Sight Action and we discussed how more support needs to be provided at the Queen's Hospital. I am also meeting with some of the Sight Action team and volunteers at the Talking Newspaper premises to try and help to promote the newspaper.

HAVERING ASSOCIATION FOR PEOPLE WITH DISABILITIES (HAD)

I was happy to go along and meet some of the residents that attend the HAD for coffee and a chat whilst ensuring that social distancing was maintained.

The HAD team supported their visitors and residents throughout the Lockdown and are looking forward to welcoming more people back to enjoy the social activities that they provide.

The HAD team encourage residents to maintain wellbeing, be confident and independent. They also have a beautiful garden that residents can enjoy when visiting.



TAKE A KNIFE SAVE A LIFE – TAKSAL – FOUNDER STEPHEN GOWERS



I continue to engage with Founder Stephen Gowers and Manager Robert Dean in the TAKSAL Team. They exude enthusiasm along with the rest of the team.

It was wonderful news that they received their Registered Charity Status and so well deserved.

Team TAKSAL are a pillar of strength within the local community and continue to support ever since Stephen Gowers started the organisation in 2019.

The team are committed to making a difference in the Borough and work towards providing a safer place for people to live and enjoy. They continue to organise patrols and search for dangerous weapons, which are safely removed and disposed of.

Team TAKSAL are active in encouraging young people that carry dangerous weapons off the street. They support them away from a lifestyle of crime so that they may become better members of the Community. They help them choose a positive path in life away from knife crime.

I actively promote TAKSAL and we hold meetings with Officer Jerry Haley. I have assisted in facilitating meetings between the police, Council and TAKSAL for the good of the community. TAKSAL go from strength to strength and are known across the Borough for their ongoing support, care and work to keep residents safe.

Team TAKSAL are an asset and joy and we are very fortunate that they continue their great work and patrols throughout Havering.

MANNINGS FAIR – Children enjoy the fun of the fair for free thanks to Owner James Manning

Members of Team TAKSAL went along every day to ensure the safety of all those that visited the fair at Harrow Lodge. Area coordinator Peter Jackson attended every day at the fair.

James said he is very thankful to Team TAKSAL who provided an ongoing safe environment.

Founder Stephen Gowers took his son along to the fair and met up with the owner James for a coffee. The idea of opening the fair for free for children with additional learning needs came to light. The cause is close to James's heart as his daughter has dyspraxia and he embraces supporting and helping others.

Stephen and James contacted me and I fully supported the idea and ensured the event went ahead which was for two and a half hours with complimentary rides, candy floss and refreshments.

We all thoroughly enjoyed seeing the families having fun and cannot thank James Manning enough for his immensely kind gesture of goodwill. We hope to hold another event at the fair in the near future.





The Manor – I went along with Cllr Jan Sargent to meet Don Tait and the team.





The team meet on a regular basis at the beautiful tranquil Dagnam Park which includes the Manor Nature Reserve which is a magnificent site.

When we arrived the Dagnam Park team were carrying out excavations of the foundations of the old manor house. The Manor House had been demolished in the 1950's.

When visiting on other occasions it was a joy to meet several of the four legged residents.





FRIENDS OF BEDFORDS PARK

Last September I went along with Cllr John Crowder to meet residents at Bedfords Park to discuss the renewal for signage for bridle ways and footpaths so that the two do not keep crossing over each other. This will aid in keeping everyone safe whilst at the same time feel relaxed and enjoy the park.

A renewal project has been launched so that works may commence in due course and riders and walkers are eager for the clear signage to be installed.



I have been along several times to visit the park and to meet more of our four legged friends that are familiar with Bedfords Park where they go for their daily exercise.



LITTER PICKING AT BEDFORDS PARK AND HAVERING COUNTRY PARK

People in the community are gathering across the Borough to litter pick as they take pride in our lush green open spaces. If everyone disposed of their rubbish safely and took it home after picnics there would not be a problem. Additionally animals can be put in danger by remnants of food and plastic bags left spilled across the grass.





There is always a hive of activity especially with the stables and farms nearby and now that yellow have been installed along Wellingtonia Avenue the farm vehicles and horse boxes can access the roads easily to reach the farms and stables.





People flock to the Parks to take pleasure in the open space especially since Covid-19. Volunteers continue to apply to help with litter picking to keep the parks litter free so that we may all enjoy the beautiful parks. Some people that visit the park also have a litter sweep at the end of their visit.

BEDFORDS PARK WALLED GARDEN



We are most fortunate to have so many volunteers that are Friends of Parks Groups in the Borough who look after our green spaces. I am in particularly close contact with Mrs Lois Amos, Secretary of the Friends of Bedfords Park. I recently invited a reporter from The Romford Recorder to go along and meet Lois to write an article about the Walled Garden to raise awareness and gain support for the project.

The volunteers have been extra busy with planting and all their produce can be bought at the garden gate shop. Fruits, flowers and vegetables are being grown and various produce will be available to buy throughout the year.



We were happy to meet with both Pam Ditzel and Lois Amos on a visit to the Walled Garden.



Everyone is always welcome to go along for a visit on a Tuesday or Thursday between 10am and 4pm also the garden opens every second Sunday each month.

All volunteers will be most welcome to join in and help to grow produce and maintain the garden.



Land of the Fanns

In August 2020, when lockdown restrictions were relaxed an event was held in the Land of the Fanns. The flags pictured are from a community-mapping project. The 100 flags designed by the community represented particular stories and features in the landscape and a book containing all the flags and stories has recently been published.

I was pleased to be able to write in support for the project 'Havering Art Expedition – Rural Edition' that has been developed by The NO Collective in conjunction with the Land of the Fanns Landscape Partnership Scheme.

The project will be offering our Havering community free art activities, educational resources and fun reasons to explore the enjoyable landscapes of Havering. The project will be primarily aimed at families that are new to the Borough, residents that do not have access to a garden, those with limited budgets and people who need extra support to explore their local environment.

THE INTERNATIONAL DAY OF THE DISABLED EVENT - This event was held via zoom this year and organised by Havering's Staff Ability Forum. There were some excellent speakers at this event and the Forum should be commended.

CROWD FUND INITIATIVE IN PARTNERSHIP WITH SPACEHIVE - The Council launched this Partnership in February and it has been very successful. Over £120K has been raised for community initiatives to date.

MY CLOSING COMMENTS FOR THE YEAR AHEAD - 2021/2022

No one was prepared for the Covid-19 pandemic but we became blessed with the vaccine programme which is available for everyone. We all need to support each other, take care of each other and look out for each other. No one is promised tomorrow and we have to take one day at a time and enjoy our lives. Stay well, stay strong and always be kind to everyone.

Once again thank you very much to everyone that volunteers across the Borough because your dedicated time is immensely appreciated and contributes towards our Borough being a happier home for one and all. Also thank you very much to our Chief Executive, Leader, Deputy Leader, Officers and everyone at the Council that contributes to taking care of the Borough and all the residents.

With caring wishes from Councillor Christine Vickery – Member Champion for the Voluntary Sector

ANNUAL REPORT FOR THE MEMBER CHAMPION FOR YOUNG PEOPLE 2020/2021
Youth Council/Youth Parliament and London Youth Assembly 2020/2021

This report covers the period from May 2020 to May 2021 and will update on different projects/campaigns from the Youth Council, Youth Parliament and London Youth Assembly. This year has been a challenging year with lockdowns, home education and separation from family and friends. Youth council meetings changed from face to face to virtual meetings and continued working and creating projects.

Youth Council/ Parliament Members met with:

- Mental Health Awareness Training (MIND Cllr C. White)
- TravelWatch TFL Campaign (zip cards)
- Visit to meeting by Cllr Tele Lawal
- Borough Commander visit – Q&A session
- Visit to meeting by IOPC – Independent Office Police Conduct
- Education re Black Curriculum
- Havering member LYA election – Youth Council elected for a member for London Youth Assembly this is a 2 year position
- BME Forum Chair – Felicia Borshin visited in October for Black History Month and shared her story
- Virtual Escape Room – Fun for Half Term!
- Tri Borough Police Engagement - meeting with youth forums from B&D and Redbridge and police
- Involvement with #bekindyounoggin Campaign
- Visit from staff member regarding Housing Strategy
- CEO from The Black Curriculum visited to speak about the work being done to include black curriculum
- Police Engagement Meeting – discussion on recent events (Sarah Everad and Vigil)
- MYP delivered session on Plastics Campaign
- Visit by Safer Neighbourhood Board Chair and Team Manager of IASS (Integrated Adolescent Safeguarding Service)

Other meetings attended in Havering

- Community Engagement Forum – Youth Council involved with the Project and attend meetings and are part of different projects
- Havering Youth Council involved in a Tri Borough Project with B&D, Redbridge and Clinical Commission Group to form a questionnaire on how young people are feeling and coping during the lockdown. All three Boroughs had sub groups that met via Zoom. This report will go towards planning of services needed in the three boroughs. Concerns are around Education, future dreams and aspirations, mental and physical health and the uncertainty. In November there was Lockdown 2 survey which extended to North East London, including Waltham Forest, Hackney, Newham and Tower Hamlets.

- Youth Council Member attended READI Review

- MYP is member of Safer Neighbourhood Board and attended meetings over the past year
- 3 members of Youth Council are members of Stop and Search Scrutiny Panel

Members of Youth Parliament (MYP)

In September 2020 Havering youth representatives attended UK Youth Parliament Annual Sitting to debate the issues affecting young people. The issues are voted for the top 10 which is the Make Your Mark Ballot.

Make Your Mark is a UK-wide ballot which gives young people aged 11-18 the chance to decide what Members of Youth Parliament should debate and vote on in the House of Commons.

This year was quite different due to the pandemic and voting was online only in partnership with Parliament. These are the campaigns for the following year.

- ***Free University*** *- We should invest in the young people of today by providing free university. The alternative is that young people will suffer financial hardship and not reach their full potential. (Devolved topic)*
- ***Support Our Mental Health*** *- More money should be given for young people's mental health. We should be offered mental health support in schools and ensure that teachers know about mental health. (Devolved topic)*
- ***Take Action on the Climate Emergency: Stop Plastic Pollution*** *- If we do not take action now, it is predicted that waste plastics will outweigh fish in our oceans by 2050. Let's reduce single-use and non-essential plastics (UK wide topic)*

How Havering Voted: ***Havering were in Top 5 in London***

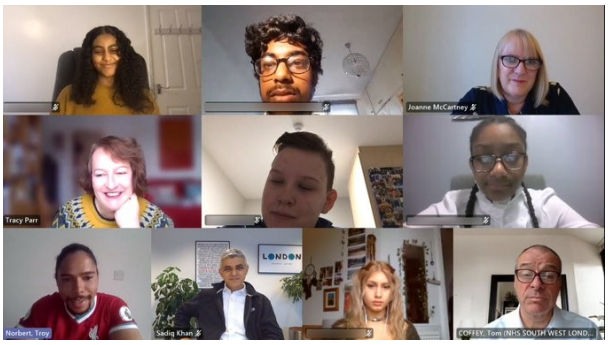
HAVERING Votes:

UK Issues for Havering:	Local issues included:
1. Free university 2. Support our Mental Health 3. Increase racial awareness in the curriculum	1. Domestic Abuse 2. Homelessness 3. Access to training and jobs

Due to the pandemic, all sessions were on line and the annual visit to House of Commons cancelled.
Havering MYP was elected by other MYP's in London, to represent them as lead in the campaign to Stop Plastic Pollution. She co-hosted an online Convention event with British Youth Council on Saturday 8th May for youth parliament members and youth representatives from London and South East – 4 young people from Havering attended.

London Youth Assembly

Havering have two members for a 2-year role. Both have attended meetings with other members across London and attended sub regional meetings for the North East Region. One member has been involved in Partnership for Young Londoners research regarding mental health and had a round table with Sadiq Khan.



She also spoke with Deputy Mayor Joanna McCartney regarding education and Black Curriculum. London Youth Assembly have also sent a survey over London to gather views on Education and impact over the past year.

March/April 2021 – Kooth Ambassadors

Youth Council members together with other young people in Havering attended workshops with Kooth (Mental Health app) to become Kooth Ambassadors. They presented to other young people about mental health and coping strategies. The plan going forward is for the ambassadors to present to other groups.





Other events that have been happening during the past year and during lockdown from Youth Influence and Participation Service via Zoom and some face to face work:

- Online sessions: Year 6 transition celebration for young people who are care experienced. Theme Afternoon Tea young people were sent cupcake making kits.
- Youth Club for care experienced young people moved online and 1 to 1 support if needed – Newsletters every 2 weeks with updates, things to do, mindful wellbeing support etc.
- Tea and Talk face to face meetings for very vulnerable young people in held at the myplace centre
- Outreach/detached work – to support young people in their communities throughout Havering. On streets, parks and in town centres. To give key health messages.
- ZOOM SEND sessions including exercise and well-being on a Sunday morning.
- LGBT plus groups- delivered on ZOOM. Guests, support, fun and referrals if required.
- Grl Academy – support and self-esteem group for young women.
- Goodfellas – online programme for young men. Safety, emotional literacy, relationship building and fun.
- Go Girls – delivered online to young women who have concerns around relationships, sexual health and body image.
- C-Card – condom scheme for young people to access at myplace – appointment only.
- The Children's Inquiry – video performances of this amazing piece of work created by care experienced young people.
- Development of the "Pledge" by care experienced young people.

This has enabled young people to keep in contact and speak with one another, supporting with isolation and mental health.







Councillor Ciaran White

Havering
LONDON BOROUGH

FULL COUNCIL, Wednesday 1st September 2021

MEMBERS' QUESTIONS

Harrow Lodge Sports Centre Development

1) **To the Cabinet Member for Housing (Councillor Joshua Chapman)**
From Councillor Paul Middleton
Would the Cabinet Member confirm at what stage in the planning approval process for the new Harrow Lodge Sports Centre was it agreed that the spoil from the site would not be removed?

Carbon Emissions in the Borough

2) **To the Cabinet Member for Environment (Councillor Osman Dervish)**
From Councillor John Tyler
At the Full Council Meeting held on 25 September 2019, a motion by the Upminster and Cranham Residents' Group to declare a climate emergency in Havering was defeated, with all Conservative Group members present voting against it. Since then, the number of councils across the country that have declared a climate emergency has now exceeded 300.
The Local Government Association (LGA) recently stated that local authorities '...through their policies and partnerships, they have strong influence over more than a third of emissions in their area.'

How many of the following measures recommended by the LGA to cut carbon emissions has the Administration currently taken?

• Measured the council's carbon emissions and developed a climate action plan
• Undertaken a policy and service review to align policy, spending and functions with net zero
• Run a net zero training and capacity building program
• Adopted a decision-making process that considers the carbon impact of its decisions

Clean-up of Rainham Creek

3) **To the Cabinet Member for Environment (Councillor Osman Dervish)**
From Councillor Jeffrey Tucker
On 16th June the Interim Highways Manager advised local councillors the Council does not have the equipment to clean-up Rainham Creek, but require and will arrange for a specialist contractor to look at the area and confirm when they are able to undertake the clean-up. Please provide an update on this matter.

Households in Temporary Accommodation

4) To the Cabinet Member for Housing (Councillor Joshua Chapman)
From Councillor Paul McGeary

What are the current number of households that the Council have placed in all forms of temporary accommodation (whether in Borough or out of Borough) and the amount of spend from the General Fund on all forms of temporary accommodation in the financial year 2020/21?

Electrical Safety Certificates

5) To the Cabinet Member for Public Protection and Safety (Councillor Viddy Persaud)
From Councillor Brian Eagling

Due to Harvey Tyrell, aged 7, being electrocuted in the King Harold Public House, Harold Wood, will the Cabinet Member agree to write to Havering's clubs, pubs and restaurants to ask them to voluntarily display, in a prominent position, their Electrical Safety certificate as at present there is no requirement for them to do so by the Council? The General Public visiting these premises would then be able to see that the Electrical Safety tests had been carried out and that the Certificate is in date.

Free Swimming Sessions

6) To the Leader of the Council (Councillor Damian White)
From Councillor Ray Morgon

Given the financial impact that the pandemic has had on the finances of both SLM and the Council, would the Leader of the Council confirm how the Council and/or SLM are able to afford to provide 60,000 free swimming sessions for children over the summer?

Healthy Streets Scorecard

7) To the Leader of the Council (Councillor Damian White)
From Councillor Gillian Ford

As Havering has once again scored bottom on the Healthy Streets Scorecard, could the Leader of this Council confirm if the Administration have lobbied TfL for Active Travel funding?

Roadworks in Rainham & Wennington Ward and disruption to Bus Routes

8) To the Cabinet Member for Environment (Councillor Osman Dervish) From Councillor David Durant

When the bus route in Rainham and Wennington ward north of the A1306 is disrupted due to road works, all buses are withdrawn from this area, rather than rerouted for a temporary period. This is a serious problem for many people, particularly if the disruption extends over many days. What action can the council take to expedite road works and ensure a TfL bus service continues north of A1306 during road works?

Flood Prevention in the Borough

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

What measures are being taken by the Council and other statutory authorities to improve flood prevention in the Borough?

Vehicle Crossovers

10) To the Cabinet Member for Environment (Councillor Osman Dervish) From Councillor Darren Wise

Could the Cabinet Member please confirm the extent of the backlog of vehicle crossover applications from residents and what is the average time taken in 2021 from when the application was submitted to when the formal quotation was accepted and work completed?

Impact of Flooding in Havering

11) To the Cabinet Member for Environment (Councillor Osman Dervish) From Councillor Gerry O'Sullivan

During the last few months, various areas in Havering have suffered from very serious flooding. Would the Cabinet Member confirm what specific measures he has put in place to minimise the effects of flooding in these areas and to ensure that the Thames Water drainage system is fit for purpose?

Hornchurch Football Club

12) To the Leader of the Council (Councillor Damian White) From Councillor Chris Wilkins

The Upminster Councillors were as delighted as the rest of Havering by the very great success of our home team in the recent cup final, and were also very pleased that the Council are acknowledging this by organising an open bus ride and reception for the team.

To give then a lasting memory of their achievement, will the Council update the antiquated showers currently used by Hornchurch Football Club?

CCTV in the Borough

13) To the Cabinet Member for Public Protection and Safety (Councillor Viddy Persaud)
From Councillor Graham Williamson

An FOI request of May this year highlighted that some 26% of the Council's monitored 318 cameras were not operational. Apart from this hampering the MET's ongoing fight against crime, what will Council be doing to rectify this situation and will it recompense Council tenants for their CCTV charges when not working?

Strategic Plan for Parks

14) To the Leader of the Council (Councillor Damian White)
From Councillor Paul McGeary

When will the Strategic Plan for Parks be published?

"Love Clean Streets App"

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

The Council encourage residents and members to use the "Love clean streets" App. Would the Cabinet Member explain why so many jobs are closed down on the system before the work has actually been completed and who is actually responsible for monitoring the system to ensure that the information on it is accurate?

Havering
LONDON BOROUGH

COUNCIL, 1 SEPTEMBER 2021

MOTIONS

A. STAFF LEAVING THE COUNCIL

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

In several council departments there are currently significant staffing shortages, apparently primarily caused by high numbers of employees leaving the council. These shortages have in turn led to high volumes of work for the remaining staff in departments such as Highways, where there is a stated wait (as of May 2021) of around nine weeks to repair major potholes, and Planning Enforcement, where there is a backlog of over 750 open enforcement cases.

This Council calls upon the Administration to prepare a report for the September Overview and Scrutiny Board identifying the reasons why so many staff have left and the measures it intends to take to remedy these shortages.

Amendment on behalf of the Conservative Group

1. Amend the first sentence as follows: "While staff turnover at Havering is below the London average, in several council departments there are currently temporary staffing shortages."
2. Amend the third sentence as follows: "This Council calls upon the Head of Paid Service to provide members with a briefing on the staffing position in Highways and Planning Enforcement and the action plans in place for both services."
3. Add the following text:

   In addition, this Council notes that Havering Council is committed to being an employer of choice – an organisation that attracts, develops and retains talented public servants who share our vision and passion for Havering.

   The council seeks to be an ever-more curious, collaborative, anti-discriminatory and tech-savvy organisation, which develops its workforce in new ways to meet and solve problems for the benefit of local residents. This ethos is written through the council's new internal identity – Choose Havering.

   The council is investing in people and in new technology, making sure that everyone who works for Havering can access the training, tools and support they need to be successful in their career and deliver high-quality, efficient services to local residents.

The council recognises colleagues who have chosen to leave the organisation by thanking them for their service in our internal communications. Line managers are asked to carry out exit interviews to learn from leavers' experience and knowledge transfer is part of each leaver's notice period.

For clarity, the amended motion would read as follows

While staff turnover at Havering is below the London average, in several council departments there are currently temporary staffing shortages. These shortages have in turn led to high volumes of work for the remaining staff in departments such as Highways, where there is a stated wait (as of May 2021) of around nine weeks to repair major potholes, and Planning Enforcement, where there is a backlog of over 750 open enforcement cases.

This Council calls upon the Head of Paid Service to provide Members with a briefing on the staffing position in Highways and Planning Enforcement and the action plans in place for both services.

In addition, this Council notes that Havering Council is committed to being an employer of choice – an organisation that attracts, develops and retains talented public servants who share our vision and passion for Havering.

The council seeks to be an ever-more curious, collaborative, anti-discriminatory and tech-savvy organisation, which develops its workforce in new ways to meet and solve problems for the benefit of local residents. This ethos is written through the council's new internal identity – Choose Havering.

The council is investing in people and in new technology, making sure that everyone who works for Havering can access the training, tools and support they need to be successful in their career and deliver high-quality, efficient services to local residents.

The council recognises colleagues who have chosen to leave the organisation by thanking them for their service in our internal communications. Line managers are asked to carry out exit interviews to learn from leavers' experience and knowledge transfer is part of each leaver's notice period.

B. FLYTIPPING

Motion on behalf of the Independent Residents' Group

Council calls on the Executive to seek a full explanation from the Local Government Minister for the epidemic of fly tipping and proposed measures to tackle this costly blight on the environment.

Amendment on behalf of the Conservative Group

This Council welcomes the measures taken by the Administration to combat flyipping across Havering and calls for a report to be prepared for submission to Cabinet outlining further planned action.

C. WINDOWLESS BATHROOMS

Motion on behalf of the Independent Residents' Group

Council calls on the Executive to arrange a Members' briefing about Housing Department plans to progress windowless bathrooms in the Council/Wates joint partnership developments.

Amendment on behalf of the Conservative Group

This Council congratulates the Administration for its focus on design quality within the Council's Joint Venture schemes and welcomes the measures taken to provide a new generation of Council homes to provide homes for local residents and contribute towards ending homelessness.

D. CLADDING SCANDAL IMPACTING ON HIGH RISE FLATS

Motion on behalf of the Labour Group

This Council is concerned at the ongoing adverse impact on leaseholders and tenants arising from the cladding scandal following the Grenfell Tower disaster in June 2017 and calls upon the Government to lead an urgent national effort to fix the spiralling cladding and building safety crises.

Amendment on behalf of the Conservative Group

This Council welcomes the steps taken by the Government so far in supporting leaseholders who are dealing with ongoing building safety challenges and calls for an All Members' Briefing to be held to outline the current position within Havering.

E. RSPCA CAMPAIGN OPPOSING PETS FOR PRIZES

Motion on behalf of the Labour Group

This Council:

- is concerned about the number of cases reported to the RSPCA each year, regarding pets given as prizes via fairgrounds, social media and other channels in England and notes the issue predominantly concerns goldfish.

- is concerned for the welfare of those animals that are being given as prizes.
- recognises that many cases of pets being as prizes may go unreported each year.
- supports a move to ban the giving of live animals as prizes, in any form, on Havering Council land.

This Council agrees to:

- ban outright the giving of live animals as prizes, in any form, on Havering Council land
- write to the UK Government, urging an outright ban on the giving of live animals as prizes on both public and private land.

Amendment on behalf of the Conservative Group

After 'this Council agrees to' replace the remaining wording with the 'reconfirm its ban on giving live animals as prizes'.

For clarity, the second section of the motion would read:

This Council agrees to reconfirm its ban on giving live animals as prizes.

F. HONORARY FREEDOM OF THE BOROUGH

Motion on behalf of the Residents' Group and Councillor Wallace

Council agrees that awards of Honorary Freedom of the Borough should be made for Councillors with more than 25 years' service.

Amendment on behalf of Conservative Group

This Council agrees that the Honorary Freedom of the Borough should be awarded to individuals that have provided 25 years of elected service to any part of Havering; in accordance with the agreed protocol on the award of Honorary Freedom of the Borough, this Council calls for a meeting of Group Leaders to bring forward recommendations of individuals who have provided such service to the next meeting of Annual Council.

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