



Public Document Pack

**Haverling**  
LONDON BOROUGH

# **COUNCIL MEETING**

**7.30 pm Wednesday, 27 March 2024  
At Council Chamber - Town Hall**

**Members of the Council of the London Borough of Haverling are advised that a meeting of the Council is scheduled to take place on the date and time shown above. An indication of the business to be dealt with is given below. The final agenda, which forms the official summons for the meeting, will be published in due course, in accordance with the meeting timetable.**

**Gavin Milnthorpe  
Monitoring Officer**

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



**Please note that this meeting will be webcast.**

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

***Under the Committee Procedure Rules within the Council's Constitution the Chairman of the meeting may exercise the powers conferred upon the Mayor in relation to the conduct of full Council meetings. As such, should any member of the public interrupt proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room and may adjourn the meeting while this takes place.***

***Excessive noise and talking should also be kept to a minimum whilst the meeting is in progress in order that the scheduled business may proceed as planned.***

### **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:-

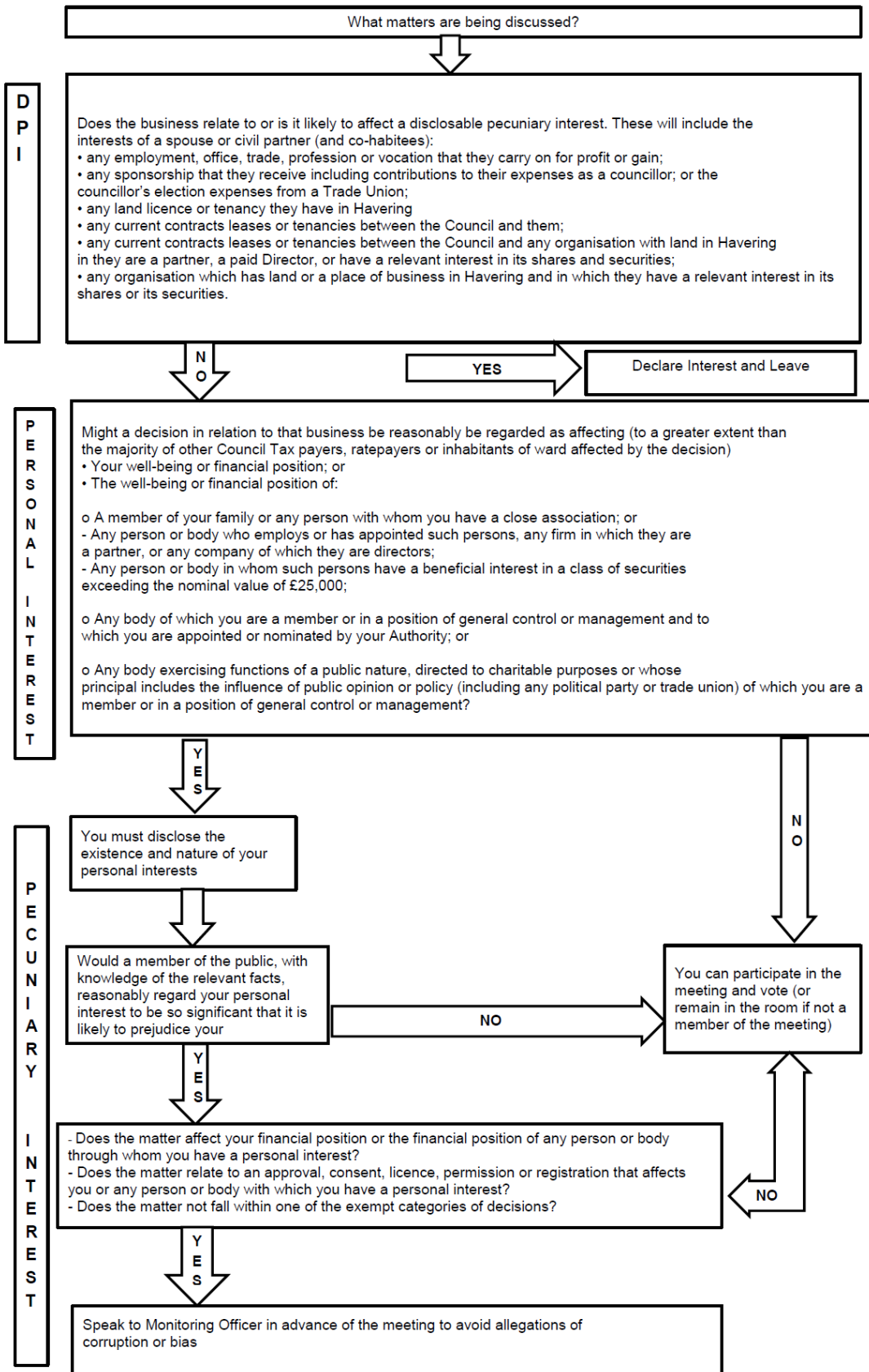
- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing,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



## AGENDA

**1 PRAYERS**

**2 APOLOGIES FOR ABSENCE**

Apologies have been received from Councillor Katharine Tumilty.

To receive any other apologies for absence.

**3 MINUTES** (Pages 7 - 20)

To sign as a true record the minutes of the Meeting of the Council held on 28 February 2024 (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 Sue Ospreay, Jane Keane and Graham Williamson.

To receive any other petition presented pursuant to Council Procedure Rule 14.

**7 CONSTITUTIONAL REVIEW - SCHEME OF DELEGATIONS** (Pages 21 - 54)

**NOTE: The deadline for amendments and questions on all reports published with the final agenda is midnight, Monday 25 March.**

To consider the report of the Governance Committee on the revised Scheme of Delegations (attached, subject to approval of Governance Committee).

**8 THE COUNCIL'S PAY POLICY 2024/25** (Pages 55 - 96)

Report of Chief Executive attached.

**9 DATES OF COUNCIL MEETINGS 2024/25** (Pages 97 - 98)

Report of Chief Executive attached.

**10 THE COUNCIL'S BUDGET 2024/25 - MINOR ADDITIONAL ITEMS** (Pages 99 - 110)

Report of the Section 151 Officer attached.

**11 MEMBERS' QUESTIONS** (Pages 111 - 114)

Attached.

**12 VACANT POSITIONS** (Pages 115 - 116)

To elect Vice-Chairs of the Audit Committee, the Pensions Committee and the Overview and Scrutiny Board following the resignations of the previous holders of these positions.

Nominations attached.

**13 MOTIONS FOR DEBATE** (Pages 117 - 118)

Attached.

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**MINUTES OF A MEETING OF THE COUNCIL OF THE  
LONDON BOROUGH OF HAVERING  
Council Chamber - Town Hall  
28 February 2024 (7.30 – 10.13 pm)**

**Present:** The Mayor (Councillor Stephanie Nunn) in the Chair

Councillors Mandy Anderson, Robert Benham, Ray Best, Patricia Brown, John Crowder, Philippa Crowder, Keith Darvill, Brian Eagling, Sarah Edwards, Gillian Ford, Jason Frost, Laurance Garrard, James Glass, David Godwin, Martin Goode, Judith Holt, Jane Keane, Paul McGeary, Trevor McKeever, Paul Middleton, Robby Misir, Ray Morgon, Barry Mugglestone, Gerry O'Sullivan, Sue Ospreay, Dilip Patel, Nisha Patel, Viddy Persaud, Keith Prince, Philip Ruck, Timothy Ryan, Carol Smith, Christine Smith, Natasha Summers, David Taylor, Katharine Tumilty, John Tyler, Christine Vickery, Bryan Vincent, Frankie Walker, Michael White, Reg Whitney, Julie Wilkes, Christopher Wilkins, Graham Williamson, Jacqueline Williams, Darren Wise and John Wood

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

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

The Mayor's Official Chaplain – Reverend Amanda Keighley of St Nicholas Church, Elm Park opened the meeting with prayers.

The meeting closed with the singing of the National Anthem.

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

Apologies for absence were received from Councillors Joshua Chapman, Osman Dervish, Oscar Ford, Jacqueline McArdle, Matt Stanton and Damian White.

**57 MINUTES (agenda item 3)**

The minutes of the meeting of Council held on 17 January 2024 were agreed without division.

58 **DISCLOSURE OF INTERESTS (agenda item 4)**

The following disclosures of interest were recorded.

Agenda item 7. THE COUNCIL'S BUDGET 2024/25.

Councillor Barry Mugglestone, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Brian Eagling, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Bryan Vincent, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Carol Smith, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Christine Smith, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Christine Vickery, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Christopher Wilkins, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Darren Wise, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor David Godwin, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor David Taylor, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Dilip Patel, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.



Councillor Frankie Walker, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

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

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Gillian Ford, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Graham Williamson, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Jacqueline Williams, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor James Glass, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Jane Keane, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Jason Frost, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor John Crowder, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor John Tyler, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor John Wood, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Judith Holt, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Julie Wilkes, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Katharine Tumilty, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Keith Darvill, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Keith Prince, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Laurance Garrard, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Mandy Anderson, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Martin Goode, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Michael White, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Natasha Summers, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Nisha Patel, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Patricia Brown, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Paul McGeary, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Paul Middleton, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Philip Ruck, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Philippa Crowder, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Ray Best, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Ray Morgon, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Reg Whitney, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Robert Benham, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Sarah Edwards, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Stephanie Nunn, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Sue Ospreay, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Timothy Ryan, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Trevor McKeever, Pecuniary, Occupier of land with a liability for Council Tax.

7. THE COUNCIL'S BUDGET 2024/25.

Councillor Viddy Persaud, Pecuniary, Occupier of land with a liability for Council Tax.

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

The Mayor passed on her condolences and sympathy following the recent murder in Harold Wood.

The Mayor reminded of her forthcoming event at the Queen's Theatre on 19 March and her Civic Dinner on 22 April and wished Havering luck for its application to be London Borough of Culture, the results of which would be announced on 11 March.

Congratulations were passed on to all involved with the Havering float at the New Year's Day Parade which had celebrated the history of Hornchurch Airfield as well as the borough's recent success in the London Bloom awards.

The Mayor also welcomed back to the Chamber Councillor Michael White and the Strategic Director of Finance – Kathy Freeman following recent health issues.

The Chief Executive confirmed that the Department of Levelling Up, Housing and Communities had confirmed that it was minded to approve the Council's request for a Capitalisation Directive. A further Council meeting on 6 March would not therefore be required. This would allow a balanced budget to be presented for debate at the 28 February meeting.

**60 PROCEDURE (agenda item 6)**

There were no procedural motions proposed.

**61 THE COUNCIL'S BUDGET 2024/25 (agenda item 7)**

Council had before it a series of reports covering the Council's Budget, Capital Programme and Treasury Management Strategy Statement. Reports also covered the Housing Revenue Account and Bridge Close Regeneration LLP business plans.

Deemed Motion on behalf of the Administration

That the reports be adopted and their recommendations carried into effect.

Amendment of behalf of the Conservative Group and the East Havering Residents' Group

As appended to these minutes.

Following debate, the amendment on behalf of the Conservative and East Havering Residents' Groups jointly was **NOT CARRIED** by 29 votes to 19 with 1 abstention (see division 1).

The reports of Cabinet and the deemed motion on behalf of the Administration were **AGREED** by 27 votes to 20 with 2 abstentions.

**RESOLVED:**

1. That Council agrees and endorses the recommendations in the report to Cabinet of 7 February 2024 titled **Bridge Close Regeneration LLP Business Plan Refresh 2024-25**.
2. That Council approves the **Housing Revenue Account (HRA) Major Works Capital Programme**, detailed in Appendix 1a of the HRA Budget for 2024/2025 and HRA Major Works Capital Programme 2024/25 – 2028/29 report to Cabinet of 7 February 2024.
3. That Council approves the **HRA Capital expenditure and financing for the 12 Sites Joint Venture**, detailed in paragraphs 4.1 to 4.26 and Appendix 1b of the of the HRA Budget for 2024/2025 and HRA Major Works Capital Programme 2024/25 – 2028/29 report to Cabinet of 7 February 2024.
4. That Council approves the **Capital Strategy and Programme for 2024/25** as shown in the separate report to Cabinet of 7 February 2024.
5. That Council approves the **Treasury Management Strategy Statement, Prudential Indicators, and the Minimum Revenue Provision Statement for 2024/25** as shown in the separate report to Cabinet of 7 February 2024.
6. That the following as submitted in the report to Cabinet of 7 February 2024 are approved:
  - The **General Fund budget for 2024/25**
  - The **Council Tax for Band D properties and for other Bands of properties**, all as set out in Appendix E of the Cabinet report.
  - The **Delegated Schools' Budget for 2024/25**, as set out in section 6 of the Cabinet report.
  - The **Capital Programme for 2024/25** as set out in the **Capital Strategy and Programme Report** reported to Cabinet on 7 February 2024.

7. The Council delegates authority to the Chief Financial Officer to adjust the Corporate Risk Budget to account for any further variations that may arise.
8. That, in accepting recommendation 1, Council is mindful of the advice of the Chief Finance Officer as set out in Appendix H of the report to Cabinet.
9. That it be noted that under delegated powers the Chief Finance Officer has calculated the amount of 91000 (called T in the Act and Regulations) as its Council Tax base for the year 2024/25 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) made under Section 31B of the Local Government Finance Act 1992 as amended.
10. That the amount of £158,023,000 be now calculated as the Council Tax requirement for the Council's own purposes for 2024/25, with £23,233,000 of that amount being ringfenced for Adult Social Care.
11. That the following amounts be now calculated by the Council for the year 2024/25 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

|     |                |  |
|-----|----------------|--|
| (a) | £724,273,000   | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.   |
| (b) | (£566,250,000) | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.   |
| (c) | £158 023 000   | being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. |
| (d) | £1,736.52      | being the amount at (c) above divided by the taxbase, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.                             |

12. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in the table below as the amounts of Council Tax for 2024/25 for each of the categories of dwellings.

| <b>Valuation Bands London Borough of Havering</b> |                 |                          |              |
|---|-----------------|--------------------------|--------------|
|   | <b>Havering</b> | <b>Adult Social Care</b> | <b>Total</b> |
|   | <b>£ p</b>      | <b>£ p</b>               | <b>£ p</b>   |
| <b>A</b>  | 987.47          | 170.21                   | 1,157.68     |
| <b>B</b>  | 1,152.05        | 198.58                   | 1,350.63     |
| <b>C</b>  | 1,316.63        | 226.94                   | 1,543.57     |
| <b>D</b>  | 1,481.21        | 255.31                   | 1,736.52     |
| <b>E</b>  | 1,810.37        | 312.04                   | 2,122.41     |
| <b>F</b>  | 2,139.53        | 368.78                   | 2,508.31     |
| <b>G</b>  | 2,468.68        | 425.52                   | 2,894.20     |
| <b>H</b>  | 2,962.42        | 510.62                   | 3,473.04     |

13. That it be noted for the year 2024/25 the major precepting authority (the GLA) has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below as proposed by the Mayor.

| <b>Valuation Bands Greater London Authority</b> |            |
|---|------------|
|   | <b>£ p</b> |
| <b>A</b>  | 314.27     |
| <b>B</b>  | 366.64     |
| <b>C</b>  | 419.02     |
| <b>D</b>  | 471.40     |
| <b>E</b>  | 576.16     |
| <b>F</b>  | 680.91     |
| <b>G</b>  | 785.67     |
| <b>H</b>  | 942.80     |

14. That, having calculated the aggregate in each case of the amounts at 7 and 8 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2024/25 for each of the categories of dwellings shown below:

| <b>Valuation Bands</b> | <b>£ p</b> |
|------------------------|------------|
| <b>A</b>               | 1,471.95   |
| <b>B</b>               | 1,717.27   |
| <b>C</b>               | 1,962.59   |
| <b>D</b>               | 2,207.92   |
| <b>E</b>               | 2,698.57   |
| <b>F</b>               | 3,189.22   |
| <b>G</b>               | 3,679.87   |

|   |          |
|---|----------|
| H | 4,415.84 |
|---|----------|

**The effect of adopting this resolution would be to set the Council Tax for a Band D property at £2,207.92**

15. That Council having considered the principles approved under the Local Government Finance Act 1992 by the Secretary of State for Communities and Local Government concludes that the Council's basic relevant amount of Council Tax for 2024/25 is not excessive.
16. That any Council Tax payer who is liable to pay an amount of Council Tax to the Authority in respect to the year ending on 31 March 2024, who is served with a demand notice under Regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 as amended and who makes payment to the Authority of the full balance of the estimated amount shown on that demand by 1 April 2024, may deduct a sum equivalent to 1.5% of and from the estimated amount and such reduced amount shall be accepted in full settlement of that estimated amount.
17. That Council approves that the Council Tax Support Scheme 2024/25 is adopted for 2024/25 as set out in Section 10 of the Cabinet report of 7 February 2024.

## 62 VOTING RECORD

The record of voting decisions is attached as appendix 2 to these minutes.

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Mayor



## PROPOSED BUDGET AMENDMENT FROM THE CONSERVATIVE PARTY AND EAST HAVERING RESIDENTS GROUP

(Proposer Cllr Keith Prince)

(Seconded Cllr Martin Goode)

The Conservative Party and East Havering Residents Group propose the following budget amendments:

That the planned feasibility work on the Romford masterplan is stopped which would release a reserve of **£0.200m** which could be re-directed

That the following amendments are made to the Capital Programme for 2024/25

1. Deferral of the £2.934m Capital budget for Hornchurch Police Station to 2025/26
2. Deletion of the £1.000m Capital budget for the Romford Ring Road

These two items would reduce the financing costs of the Capital programme in 2024/25 by **£0.098m**

It is recognised that the Romford ring road budget is funded by CIL so it is proposed to redirect the released CIL to fund Highways schemes currently funded by borrowing thereby releasing the financing saving

It is also proposed to increase the target of houses to be purchased within the HRA by 10 in order to help manage the general fund temporary accommodation pressure.

This would reduce the budget pressure set aside for temporary accommodation by **£0.150m** in 2024/25.

This will release **£0.448m** of revenue budget for 2024/25 and it is proposed to use this to reverse the following savings proposals

- |   |          |
|---|----------|
| 1. Place 13 - Cease Trading on Sunday at Romford Market | (0.125m) |
| 2. Place 13 - Increase Market stall fees by 10%         | (0.030m) |
| 3. Reduce pitch fees on Romford Market by 15%           | (0.045m) |
| 4. Freeze pitch fees for football pitches               | (0.007m) |
| 5. Place 9 - Freeze cost of residents permits           | (0.040m) |
| 6. Reverse Home to school transport saving              | (0.200m) |

It is recognised that reversing the Home to School transport saving will have an impact rising to £1.3m by 2026/27 and that utilising the feasibility reserve is for one year only.

It is proposed that the ongoing pressure is offset by purchasing further homes and modular units which will be ready from 2025/26 onwards and will therefore reduce the ongoing temporary accommodation pressure built into the budget.

#### Financial Implications from acting S151 officer

If a decision was taken to purchase Hornchurch police station within 2024/25 a new Capital budget would need to be identified to fund the purchase and be agreed at full Council

With regard to ceasing the feasibility and development of the Romford Masterplan the Council has already invested over £500k in developing the plan to date.

The Romford ring road Capital budget is funded by CIL. Appropriate Highways schemes currently funded by borrowing that fully meet the CIL criteria would need to be identified to redirect the released CIL in order to realise the financing cost revenue saving.

With regard to the Housing proposal. The Council has 50 house purchases planned in the HRA for 2024/25. In addition to this there is also an additional 150 units to be acquired by the Chalkhill scheme. This means that 200 properties are already identified in the budget and officers believe this is very near the maximum number that can realistically be delivered of the correct bed size and standard needed.

The additional 10 properties would need to be funded from the HRA which is already exceeding its financing cap in the early years of the 30 year business plan.

The Council also has a further 50 properties planned and assumed in the budget for 25/26 and 2026/27.

The proposal identifies purchase and development of modular housing to offset the future year impact of reversing the home to school saving. There will be a number of dependencies and risks to this proposal including identification of suitable sites, planning permission, provision of drainage and utilities apart from the procurement process. The purchase would be from the HRA which as stated has already exceeded the finance cap in those years.

| <i>DIVISION NUMBER:</i>                              | 1  | 2  |
|--|----|----|
| <b>The Mayor (Councillor Stephanie Nunn)</b>         | X  | ✓  |
| The Deputy Mayor [Cllr. Pat Brown]                   | X  | ✓  |
| <b>CONSERVATIVE GROUP (19)</b>                       |    |    |
| Cllr Robert Benham                                   | ✓  | X  |
| Cllr Ray Best  | ✓  | X  |
| Cllr Joshua Chapman                                  | A  | A  |
| Cllr John Crowder                                    | ✓  | X  |
| Cllr Philippa Crowder                                | ✓  | X  |
| Cllr Osman Dervish                                   | A  | A  |
| Cllr Jason Frost                                     | ✓  | X  |
| Cllr Judith Holt                                     | ✓  | X  |
| Cllr Dilip Patel                                     | ✓  | X  |
| Cllr Nisha Patel                                     | ✓  | X  |
| Cllr Viddy Persaud                                   | ✓  | X  |
| Cllr Keith Prince                                    | ✓  | X  |
| Cllr Timothy Ryan                                    | ✓  | X  |
| Cllr Carol Smith                                     | ✓  | X  |
| Cllr Christine Smith                                 | ✓  | X  |
| Cllr David Taylor                                    | ✓  | X  |
| Cllr Christine Vickery                               | ✓  | X  |
| Cllr Damian White                                    | A  | A  |
| Cllr Michael White                                   | ✓  | X  |
| <b>HAVERING RESIDENTS ASSOCIATION GROUP (21 + 1)</b> |    |    |
| Cllr Sarah Edwards                                   | X  | ✓  |
| Cllr Gillian Ford                                    | X  | ✓  |
| Cllr Oscar Ford                                      | A  | A  |
| Cllr Laurance Garrard                                | X  | ✓  |
| Cllr James Glass                                     | X  | 0  |
| Cllr David Godwin                                    | X  | ✓  |
| Cllr Jackie McArdle                                  | A  | A  |
| Cllr Paul Middleton                                  | X  | ✓  |
| Cllr Robby Misir                                     | X  | ✓  |
| Cllr Raymond Morgon                                  | X  | ✓  |
| Cllr Barry Mugglestone                               | X  | ✓  |
| Cllr Sue Ospreay                                     | X  | ✓  |
| Cllr Gerry O'Sullivan                                | X  | ✓  |
| Cllr Natasha Summers                                 | X  | ✓  |
| Cllr Bryan Vincent                                   | X  | ✓  |
| Cllr Reg Whitney                                     | X  | ✓  |
| Cllr Julie Wilkes                                    | X  | ✓  |
| Cllr Christopher Wilkins                             | X  | ✓  |
| Cllr Jacqueline Williams                             | X  | ✓  |
| Cllr Graham Williamson                               | X  | ✓  |
| Cllr John Wood                                       | X  | ✓  |
| <b>LABOUR GROUP (8 + 1)</b>                          |    |    |
| Cllr Mandy Anderson                                  | X  | ✓  |
| Cllr Keith Darvill                                   | X  | ✓  |
| Cllr Jane Keane                                      | X  | ✓  |
| Cllr Paul McGeary                                    | X  | ✓  |
| Cllr Trevor McKeever                                 | X  | ✓  |
| Cllr Matthew Stanton                                 | A  | A  |
| Cllr Katharine Tumilty                               | X  | ✓  |
| Cllr Frankie Walker                                  | X  | ✓  |
| <b>EAST HAVERING RESIDENTS' GROUP (3)</b>            |    |    |
| Cllr Brian Eagling                                   | ✓  | X  |
| Cllr Martin Goode                                    | ✓  | X  |
| Cllr Darren Wise                                     | ✓  | X  |
| <b>RESIDENTS' ASSOCIATION INDEPENDENT GROUP (2)</b>  |    |    |
| Councillor Philip Ruck                               | 0  | 0  |
| Councillor John Tyler                                | X  | X  |
| <b>TOTALS</b>  |    |    |
| ✓ = YES  | 19 | 27 |
| X = NO   | 29 | 20 |
| 0 = ABSTAIN/NO VOTE                                  | 1  | 2  |
| ID = INTEREST DISCLOSED/NO VOTE                      | 0  | 0  |
| A = ABSENT FROM MEETING                              | 6  | 6  |
|  | 0  | 0  |
|  | 55 | 55 |

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## **GOVERNANCE COMMITTEE** **21 March 2024**

**Subject Heading:**

**CONSTITUTIONAL REVIEW – SCHEME  
OF DELEGATIONS**

**SLT Lead:**

Gavin Milnthorpe  
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**Report Author and contact details:**

Gavin Milnthorpe  
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**Policy context:**

A well run Council that delivers for People and Place.

**Financial summary:**

There are no financial implications arising from this report.

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

People - Things that matter for residents

Place - A great place to live, work and enjoy

Resources - A well run Council that delivers for People and Place. X

### **SUMMARY**

1. The Council's Constitution is out of date and / or inaccurate in many areas. Good practice is to review a constitution every five years.
2. The Council has created a Constitutional Working Group (comprising members and officers) ("CWG") with a view to reviewing and updating the Constitution (the "Review").

3. A number of constitutional changes were approved by Governance Committee in September 2023. These changes have not yet been presented to Full Council. It has always been the intention to present the changes at the same time as the amended scheme of officer delegations (the “Scheme”). The existing Scheme is one of the most problematic areas of the Constitution.
4. This paper therefore introduces the proposed changes to the Scheme. The changes are to both improve the form and function of the delegations and to align the delegations as against the new target operating model (TOM) structure. The revised Scheme is attached to this report.

## RECOMMENDATIONS

5. Governance Committee is asked to recommend to Full Council that the revised Scheme be adopted in substitution of the existing Scheme, subject to consideration by the Constitutional Working Group of any changes or other suggestions made by Governance Committee on the Scheme.

## REPORT DETAIL

6. Part 3 of the Constitution details the responsibility for functions. Parts 3.1 (Full Council) and 3.2 (Cabinet) will be reviewed in due course although they are not deemed to be problematic at present. The Scheme is where most issues are raised on a day to day basis.
7. The existing Scheme is found at part 3.3. A link the Scheme can be found here: <https://democracy.havering.gov.uk/documents/s68462/Part%203.3%20-%20Functions%20delegated%20to%20staff%20amended.pdf>
8. The Scheme been significantly redrafted on the following basis:
  - a. Firstly, the Scheme has been redrafted to account for the new TOM structure, referencing the three pillars of People, Places and Resources.
  - b. Secondly, the Scheme has concentrated delegations within the TOM Strategic Director Posts and other statutory officers being the Head of Paid Services, the Monitoring Officer, the Director of Children’s Services and the Director of Adult Social Services. These posts thereafter have the ability to sub-delegate their powers and responsibilities to Directors, Assistant Director and others.
  - c. Thirdly, the Scheme has been significantly rationalised, utilising the approach of a number of other London Boroughs who grant wider powers

rather than itemising individual powers. As a specific example, the current Scheme itemises 47 separate delegations to the Assistant Director of Educational Services. In the proposed revised Scheme this is reduced to one generalised delegation. The present Scheme stretches to 60 pages whilst other London Boroughs have schemes of between 10-15 pages.

9. Governance Committee should be aware of two things:
  - a. The Scheme will continue to be reviewed and updated up to and including submission to Full Council although no changes of substance are anticipated.
  - b. As the CWG is revising the Constitution in a piecemeal fashion it is inevitable that changes to the Scheme will create confusion in other sections of the Constitution. To mitigate against this, CWG intends to:
    - i. Review the Scheme throughout 2024-25 as the Review progresses with a view to bringing a formal update back to Governance Committee and Full Council in March / April 2025.
    - ii. In the meantime, Full Council will be asked to delegate to the Monitoring Officer the ability to make any changes to the Constitution as required to avoid or mitigate against any issues created by the revised Scheme. (The Monitoring Officer already has some powers as detailed in Article 11 of the Constitution.)

## **IMPLICATIONS AND RISKS**

### **Equalities implications and Risks**

10. None.

### **Legal implications and Risks**

11. A key role for the Governance Committee is to be aware of the strengths and weaknesses of the constitution adopted by the Council and to make recommendations for ways in which it could be amended, in order better to achieve the purposes set out in Article 1, including setting the framework within which the Council operates, enabling the Council to provide clear leadership to the community and providing an effective means of holding decision-makers to public account.
12. Changes to the constitution will be approved by the full Council only after consideration of the proposals by the Governance Committee.
13. It is the Monitoring Officer's responsibility to maintain an up-to-date version of the constitution and ensure that it is widely available for consultation by members,

staff and the public. The proposals set in the report are intended to meet these requirements.

**Financial implications and risks:**

14. There are no financial implications arising from the contents of this report.

**Human Resources implications and risks:**

15. The recommendations made in this report do not give rise to any identifiable HR risks or implications that would affect either the Council or its workforce.

**Environmental and climate change implications and risks**

16. None.

**BACKGROUND PAPERS**

Governance Committee reports and decisions from 26 September 2023.



**PART 3.3      SCHEME OF DELEGATIONS  
FUNCTIONS DELEGATED TO OFFICERS**

**3.3.1    GENERAL PROVISIONS**

1.      Definitions used in this Part 3.3.

|                    |  |
|--------------------|--|
| Cabinet            | the executive of the Council.  |
| Chair              | the designated chair of any committee or sub-committee of the Council.                                   |
| Chief Executive    | the Chief Executive of the Council which shall include any reference to the Head of Paid Service.        |
| Full Council       | a meeting of the full membership of the Council.   |
| Leader             | the Leader of the Council.   |
| Monitoring Officer | the designated monitoring officer of the council.  |
| Officers           | officers / members of staff of the Council   |
| Chief Officers     | the Chief Executive, the Strategic Directors for Place, People and Resources and the Monitoring Officer. |
| Scheme             | this scheme of delegations.  |

2.      Power of delegation

- 2.1      The Council has made the following arrangements for the discharge of executive and non-executive functions by its Officers under the Local Government Act 1972 and the Local Government Act 2000 (or any other legislation as specifically referred to).
- 2.2      The executive powers, duties and functions are exercised on behalf of the Leader.
- 2.3      The absence of any specific delegation from this Part 3.3 shall not be taken as implying an absence of authority. The Chief Officers may exercise all powers within their respective area of responsibility unless specifically reserved to another person or body according to Part 3 of the Constitution.

3.      Limitations

- 3.1      Officers shall exercise powers under this Scheme in compliance with:
  - (a)      the rules of procedure set out in Part 4 of this constitution

- (b) corporate policies and strategies, including governance requirements as specified by the Monitoring Officer and the budget policy framework;
  - (c) any additional conditions imposed either by the Council or by statute or any statutory code of practice.
- 3.2 The exercise by Officers of the powers delegated under this Scheme involving the incurring of any expenditure is subject to there being sufficient approved provision within the budget to cover that expenditure.

*Consultation / non-exercise of delegation*

- 3.3 An Officer exercising any delegated power under this Scheme may consult with the Leader, with the relevant individual Cabinet member or with the Chair of the relevant committee, as appropriate, when the Officer considers such consultation necessary or appropriate in light of the decision required.
- 3.4 An Officer may decline to exercise their powers and may refer any matter within a delegation or authorisation to them to the Leader, the Cabinet, the relevant individual Cabinet member or to an appropriate Council committee or sub-committee for decision.

*Transfer of functions*

- 3.5 Where the name of a post is changed or the functions of a post are transferred to another post the delegated powers which attach to the old post / function shall also transfer to the other post.

*Sub-delegations*

- 3.6 The Chief Officers may delegate any of the powers listed in this part to another Officer, in so far as is legally permissible. Such delegation will specify whether the Officer is permitted to make further sub-delegations. Any such delegation or sub-delegation must be:
- (a) recorded in writing; and
  - (b) lodged with the Monitoring Officer who will keep a public record of all such delegations.

Any such delegation / sub-delegation will become valid only when these conditions are complied with.

*Conflict of interests*

- 3.7 Every Officer shall comply with the provisions as to the management of conflicts of interest as set out in paragraph 5 of the Contract Procedure Rules and paragraphs 13 and 16 of the Executive Procedure Rules.

- 3.8 Where a Chief Officer (except for the Monitoring Officer) is unable to act due to a conflict of interest one of the other Chief Officers shall be authorised to exercise the relevant delegation. Where the Monitoring Officer is unable to act due to a conflict of interest Deputy Monitoring Officer shall be authorised to exercise the relevant delegation.

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**Scheme 3.3.2**  
**Powers of the Chief Executive**

**General**

- (a) To act as the Council's Head of Paid Service pursuant to s.4 of the Local Government and Housing Act 1989.
- (b) To exercise overall corporate management and operational responsibility of the Council (including overall management responsibility for all Officers).
- (c) In the absence of the Chief Executive the functions of the Chief Executive (including those of the Head of Paid Service) shall be undertaken by one of the Chief Officers as directed by the Leader.

**Staffing**

- (d) The Chief Executive, as Head of Paid Service may, where appropriate, report to Full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of staff required for the discharge of functions and the organisation of staff.
- (e) To have authority over all other Officers of the Council so far as is necessary for the efficient management and execution of the Council's business, functions and services except where Officers are exercising specific responsibilities imposed upon them by statute. This shall include the right to allocate, reallocate and direct all Officers as the Chief Executive shall deem necessary.
- (f) To exercise the powers delegated to any Officer pursuant to this Scheme (so far as the law allows).
- (g) To exercise the power to enter into agreement with other local authorities for the placing of the services of officers from one local authority, at the disposal of the other in accordance with Section 113, Local Government Act 1972 as amended.

**Emergency**

- (h) To carry out the functions of the Council for civil aid and emergency planning and to take any action, including incurring expenditure, in connection with an emergency or a disaster in the borough, and to report back to Council at the earliest practical opportunity.
- (i) In cases of urgency or emergency, to take any decision on behalf of the Council after consultation with the Leader.
- (j) To discharge those functions under s.138(1) of the Local Government Act 1972.

**Elections**

- (k) To discharge the functions of the Electoral Registration Officer and be responsible for elections

Other functions

- (l) To undertake those functions assigned to the Chief Executive (if any) under:
  - (i) Part 3, section 4 of this constitution: (functions not to be the responsibility of an authority's Executive).
  - (ii) Part 3, section 5 of this constitution: (local choice functions).
  - (iii) Part 3, section 6, of this constitution: (Proper Officer functions)

Miscellaneous

- (m) To exercise the power on behalf of the Council to consent to a dispersal order under the Anti-Social Behaviour Act 2003 and to be a consultee for the purpose of a closure notice under the Anti-Social Behaviour Act 2003.
- (n) To be responsible for the Council's responsibilities and obligations under Health and Safety legislation.

Note

- (o) The Chief Executive and the Monitoring Officer are designated by the Secretary of State as qualified persons for the purpose of Section 36 of the Freedom of Information Act 2000. The Monitoring Officer is to be the primary qualified person with the Chief Executive carrying out the function in the Monitoring Officer's absence.
- (p) For the avoidance of doubt, the Chief Executive is authorised to determine anything which is not covered by this Scheme.



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### **3.3.3 POWERS COMMON TO ALL STRATEGIC DIRECTORS**

NB. These general delegations / powers should only be used (and quoted in executive decision reports) where no more specific power exists below.

#### General

- (a) To take any steps, and take any decisions, necessary for the proper management and administration of their allocated directorate, in accordance with applicable Council policies and procedures.

#### Expenditure

- (b) To incur expenditure for their allocated directorate within the revenue and capital budgets as approved by the Council, or as otherwise approved, subject to any variation permitted by the Council's contract and financial procedure rules.

#### Statutory consent / notices

- (c) To apply for statutory consent, e.g., planning permission relevant to their directorate and to serve statutory notices except where reserved to the Council, Cabinet or any committee of the Council.

#### Contracts

- (d) To approve commencement of a tendering process for all contracts below a total contract value £1,000,000.
- (e) To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3.
- (f) To sign contracts on behalf of the Council which do not require sealing under paragraph 4 of Article 10 of this constitution.

#### Grants

- (g) To apply for, accept and thereafter spend / allocate any grant funding connected with their directorate provided that any match funding or residual liabilities can be met from the existing budget of the directorate.
- (h) Where any match funding or residual liabilities cannot be met from the existing budget of the directorate, the consent of the s.151 Officer must be obtained but provided that such match funding or residual liabilities do not exceed £1,000,000 and can be met within the Council's budgetary framework.
- (i) Where any match funding or residual liabilities cannot be met from the existing budget of the directorate, any application / acceptance of grant funding where match funding or

residual liabilities exceeds £1,000,000, and which is within the Council's budgetary framework, must be approved by Cabinet.

#### Consultations

- (j) To respond to consultations in relation to any matter affecting their directorate.

#### Human Resources (general)

- (k) To exercise overall responsibility within their areas for human resource matters including, but not limited to, discipline, suspension, dismissal, retirement, capability, salary adjustments, honoraria, and increments subject to compliance with all applicable Council policies and procedures.
- (l) To restructure their directorates (including the power to create, delete and amend posts) within existing service budgets and/or if budgetary provision is already made in the budget.

#### Legal

- (m) To instruct the Monitoring Officer / Director of Law & Governance to institute legal proceedings or to serve notice in connection with any matter affecting their Directorate but provided that the Monitoring Officer / Director of Law & Governance shall not be obliged to act in the event that they consider the instruction not to be in the best interests of the Council and / or contrary to law.

### **SCHEME 3.3.4 SPECIFIC POWERS OF THE STRATEGIC DIRECTOR OF PEOPLE**

The Strategic Director of People has overall responsibility for the following Services subject to the specific statutory responsibilities set out in Article 2.8 and the delegations set out in this section: Adults Social Care, Children’s Services, Safeguarding, Health, Housing, Culture, and Leisure.

#### 3.3.3.4.1 Ageing Well

- (a) To act as the Council’s Statutory Director of Adult Social Services except where the Council (by way of its Chief Executive or otherwise) has appointed another Officer to act as the Director of Adult Social Services.
- (b) To exercise the powers / functions and to carry out the duties of the Council under all relevant adult social services legislation including (but not limited to) The Local Authority Social Services Act 1970, the National Health Services Act 2006, the Care Act 2014, the Mental Health Act 1983, the Mental Health Act 2007, the Nationality Immigration and Asylum Act 2002 and any other applicable legislation as introduced by central government from time to time.
- (c) The delegation above shall apply to all adult care requirements, including but not limited to, learning disability, physical disability, mental health, community care and deputyship.
- (d) To exercise the Council’s duties pursuant to the Data Protection Act 1998, Data Protection Act 2000 and associated Regulations as far as they apply to the Caldicott Guardian provisions.
- (e) To take charges against interests in property in accordance with the following legislation: section 55 of the Health and Social Care Act 2001 and associated Regulations; section 34 of the Care Act 2014 and associated Regulations. To release charges taken (pursuant to the following legislation: section 22 of the Health and Social Services and Social Security Adjudication Act 1983 and associated Regulations; section 55 of the Health and Social Care Act 2001 and associated Regulations; section 34 of the Care Act 2014 and associated Regulations) against interests in property

#### 3.3.3.4.2 Living Well

##### *Housing*

- (a) To exercise the powers / functions and to carry out the duties of the Council under all relevant housing legislation including (but not limited to) the Housing Act 1996 and any other applicable legislation as introduced by central government from time to time.

- (b) The delegation above shall apply to all housing requirements, including but not limited to, homelessness, adaptations, relocations, temporary accommodation, right to buy, housing allocation and housing strategy.
- (c) To waive assessed contributions for adaptations to homes or provision of equipment in exceptional circumstances, subject to the agreed criteria and the contribution not exceeding £1,000 or such other sum as may from time to time be fixed by the Council.

#### 3.3.3.4.3 Starting Well

##### *Children's Services*

- (a) The Director of Starting Well is appointed to act as the Council's Statutory Director of Children's Services except where the Council (by way of its Chief Executive or otherwise) has appointed another Officer to act as the Director of Children's Services.
- (b) To exercise the powers / functions and to carry out the duties of the Council under all relevant child care and education legislation including (but not limited to) The Children Act 1989, The Children (Leaving Care) Act 2000, The Special Educational Needs and Disability Act 2001, The Adoption and Children Act 2002, The Nationality Immigration and Asylum Act 2002, The Children Act 2004, , the Education Act 2005, The Education and Skills Act 2008, The Children and Young Persons Act 2008, , The Education Act 2011, and The Children and Families Act 2014 and any other applicable legislation as introduced by central government from time to time.
- (c) For the avoidance of doubt the delegation above shall apply to all child care and educational requirements, including but not limited to, children in care, school governors, care packages, fostering and care leavers, pupil welfare, child employment, school organisation, funding & governance, health and safety in schools, student eligibility, collective worship, exclusions, special educational needs, transport and catering.

##### *Music*

- (d) To manage, supervise and control the Havering Music School.



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**Scheme 3.3.5**  
**Powers of the Strategic Director of Place**

The Strategic Director of Place is responsible for the following services: Highways and Traffic Management, Waste Management, Housing Operations, Regeneration, Property, Planning and Building Control, Public Protection, Asset Management, Nuisance and Enforcement, Trading Standards, Parks and Environmental Services and Licensing.

Environment

*Highways and traffic management*

- (a) To exercise the Council's powers and duties arising under the Road Traffic Regulation Act 1984, New Roads and Streetworks Act 1991 and Traffic Management Act 2004.
- (b) Other than in those matters delegated to the Leader or Cabinet Member to exercise all powers and duties in respect of maintaining and improving highways, providing facilities, and interference with highways arising under Parts IV, V, VII, IX and XIV of the Highways Act 1980.
- (c) To determine requests from individuals and voluntary, national and commercial organisations to use the public highway.
- (d) To exercise all powers related to the creation and dedication of public highways and adoption of highways as maintainable at public expense.
- (e) To authorise the issue, amendment or suspension of temporary traffic orders, experimental traffic orders, temporary traffic notices and temporary prohibitions of waiting and loading.
- (f) To determine the provision, positioning and layout of road signs and other street furniture.
- (g) To authorise the making of and consultation on Orders under Section 21 of the Town and Police Clauses Act 1847.
- (h) To arrange for the removal and disposal of untaxed, abandoned and other nuisance vehicles and the prosecution of vehicle owners under the Refuse Disposal (Amenity) Act 1978, the Road Traffic Regulation Act 1984, Part 2 of the Clean Neighbourhoods and Environment Act 2005, the Removal and Disposal Regulations 1986, the London Local Authorities Act 1990 (as amended), the Vehicle Excise and Registration Act 1994, the Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1996 and other relevant legislation arising therefrom.
- (i) To exercise the Council's powers and duties relating to abandoned vehicles, parking, vehicle crossings removal of deposits on the highway, cleansing, refuse and litter in the various London Local Authorities Acts and the London Local Authorities and Transport for London Act 2003.

*Trees and verges*

- (j) To manage all highway trees, grass verges, shrub beds and seasonal plantings and to take appropriate action where necessary.
- (k) To determine the making of Tree Preservation Orders and applications for the topping, lopping and felling of trees where the trees are covered by a Tree Preservation Order; to confirm or revoke Tree Preservation Orders; to waive the requirements to replace trees where appropriate; to serve Tree Replacement Notices where necessary.
- (l) To exercise the Council's functions under the Local Government (Miscellaneous Provisions) Act 1976 in respect of complaints regarding dangerous trees posing an imminent risk to persons or property or causing damage to property. (Informative: powers in (i) & (j) area also held by the Assistant Director Development)

*Nuisance and enforcement*

- (m) To exercise the Council's powers and duties relating to litter and shopping trolleys arising from the Environmental Protection Act 1990 and the Clean Neighbourhoods and Environmental Protection Act 2005.
- (n) To exercise all powers and duties arising under Parts 2, 3, 4, 5 and 6 of the Clean Neighbourhoods and Environmental Act 2005
- (o) To exercise the Council's powers and duties relating to graffiti and flyposting in Part 4 of the Clean Neighbourhoods and Environment Act 1990, Part 6 of the Anti-Social Behaviour Act 2003 and Part 8 of the Town & Country Planning Act 1990; and to serve notices related to these offences and issues. (Informative: the powers under Section 117 of the Town & Country Planning Act are also held by the Assistant Director Planning)
- (p) To exercise power under Section 78 of the Public Health Act 1936 to clean private courtyards and passages and to recover the costs from the occupiers of any building which fronts or abuts the court or yard in relevant proportions.

*Waste*

- (q) To manage arrangements for collecting and enforcement of domestic, non-domestic and special waste including powers under parts 2, 3 and 4 of the Environmental Protection Act 1990 and parts 3 and 5 of the Clean Neighbourhoods and Environment Act 1990.
- (r) To authorise the issue of any notice or prosecution in relation to waste collection and disposal including notices under parts 2, 3 and 4 of the Environmental Protection Act 1990, Part 3 of the Clean Neighbourhoods and Environment Act 2005, Section 6 of the Refuse Disposal (Amenity) Act 1978, section 78 of the Public Health Act 1936, Part 8, Chapter 2 of the Town and Country Planning Act 1990 Section 4 of the Prevention of Damage by Pests Act 1949, section 34 of the Public Health Act 1961, the Environmental Protection (Duty of Care) Regulations 1991, the Environmental Protection (Duty of Care) (England) (Amendment)



Regulations 2003, and the Waste (Household Waste Duty of Care) (England and Wales) Regulations 2005 and other relevant legislation arising therefrom.

#### *Miscellaneous*

- (s) To exercise the Council's powers in relation to providing public conveniences.
- (t) To exercise the Council's powers to require information under
  - (i) Section 16 Local Authorities (Miscellaneous Provisions) Act 1976.
  - (ii) Section 17 GLC (General Powers) Act 1972.
  - (iii) Section 26 London Local Authorities Act 2004 (as amended by London Local Authorities Act 2007)
  - (iv) Section 71 of the Environmental Protection Act 1990.
  - (v) Section 108 of the Environment Act 1995.

NB: the power at (i) to (iii) are also held by a number of other Officers.

- (u) To exercise all of the Council's powers under the Reservoirs Act 1975.
- (v) To undertake those functions assigned under:
  - (i) Part 3, section 4 of this constitution; functions not to be the responsibility of an authority's Executive.
  - (ii) Part 3, section 5 of this constitution: local choice functions.

#### Planning

- (w) To exercise all powers and functions on behalf of the Council and to meet all obligations imposed upon the Council pursuant to any planning legislation, except where such powers, functions and obligations are reserved to the Council or its committees.

#### Building Control

- (x) To exercise the powers and duties of the Council including determining applications and serving and enforcing notices and prosecuting offences under the following enactments:
  - (i) The Building Act 1984 and the Building Regulations 2000 and associated legislation
  - (ii) The Safety at Sports Ground Act 1975
  - (iii) The Fire Safety and Safety of Places of Sports Act 1987

- (iv) The London Building Acts and building control matters in the Local Government Act 2000.
- (y) To exercise all appointing officer functions under section 10 of the Party Wall Act 1996.
- (z) To exercise the powers contained within Section 29 and 32 of the Local Government (Miscellaneous Provisions) Act 1982 (protection of buildings and power of entry)

Public Protection

- (aa) To enforce the enactments set out in Appendix A of this part of the Constitution and
- (bb) To undertake those functions assigned under;
  - (i) Part 3, Section 4 of this Constitution; functions not to be the responsibility of an authority's Executive.
  - (ii) Part 3, Section 5 of this Constitution, local choice functions

Trading standards

- (cc) To exercise the powers and duties of the Council on matters relating to trading standards, consumer protection and metrology including:
  - (i) making such test purchases of goods and services as may be expedient for effective enforcement.
  - (ii) exercising and enforcing appropriate enactments listed in Appendix A of this Part of the Constitution, including any regulation made under those enactments.

NB This function must be exercised subject to the Monitoring officer authorising the institution and conduct of any legal proceedings except in such circumstances where a potential defendant is being held at a police station and the custody charging the individual. In such exceptional circumstances the power to charge the offender is limited to the [Trading Standards Operations Divisional Manager and Trading Standards Fair Trading Divisional Manager]. This procedure will only be used when dealing with itinerant persons where charging by way of summons would not be effective.

Licensing

- (dd) To exercise all functions under the Licensing Act 2003 and Gambling Act 2005 including all administrative functions and determinations of unopposed applications for premises licences, personal licences, club premises certificates, temporary events notices, regulated entertainment and late night refreshments, permits and the setting of fees and charges.
- (ee) To enforce the enactments set out in Appendices A, Part 3, Section 3 of this Constitution, headed licensing and registration of premises or persons.

- (ff) To authenticate on the Council's behalf any notice, certificate or other document required to be issued in relation to the enactments in Appendix A of this Part of the constitution, subject to the matter being referred to the Planning Committee where policy or financial considerations are involved and have not previously been determined by the sub-committee.
- (gg) To license and register those matters/premises and/or persons listed in Appendix A of this Part of the Constitution where applicable.
- (hh) To determine the grant and renewal of street trading licences and to enforce the terms of these licences.
- (ii) To determine applications for consents for the use of loudspeakers in streets under the Noise and Statutory Nuisance Act 1993 and to enforce the terms of these consents.

#### Parks and environment

- (jj) To manage and control parks, open spaces and recreation and pleasure grounds including enforcing relevant byelaws; to organise musical festivals, band contests and sports festivals and to make security arrangements. To include determining applications for circuses with performing dogs and horses to take place on council-owned land in parks or open spaces.

#### Property

- (kk) To be the Council's designated corporate property officer, responsible for the strategic management of the Council's property portfolio, including corporate strategy and asset management, procurement of property and property services, planned and preventative maintenance programmes, property allocation, security and use, reviews, acquisitions and disposals, and commercial estate management.
- (ll) To exercise powers over the general use and hire of public halls and buildings owned by the Council (except the Town Hall) for the purpose of community use, meetings and other authorised events in accordance with approved fee scales and principles but to be able to waive or reduce scales of fees and charges in suitable cases.
- (mm) Subject to the availability of finance to be responsible for any alternation or improvement of facilities to the Council Chamber, Committee Rooms and other accommodation for Members.
- (nn) To conduct preliminary negotiations, negotiate, agree and conclude all property matters including the making and settling of rating appeals on council property and property valuations for all purposes.

- (oo) To agree and incur reasonable pre-sale expenses up to a limit of £100,000 per transaction when disposing of property, such expenses to be offset against the capital receipts arising.
- (pp) The delegation is subject to the following requirements:
  - (i) complying with the Code of Practice on the Disposal of Surplus Property, set out in Appendix B
  - (ii) in cases where the Cabinet has already approved the principle but not the terms of a property disposal without the invitation of competitive bids, the provisionally agreed terms of any disposal exceeding £1,000,000 shall be reported to Cabinet for approval before the transaction is concluded.
  - (iii) In cases that have not been the subject of competitive bids but are below £1,000,000 in value, the provisionally agreed terms of disposal shall be reported to the Strategic Director of Resources, before the transaction is concluded.
  - (iv) complying with relevant Council policy on property transactions
  - (v) referring a matter for Member decision where it is proposed to recommend other than the best financial bid
- (qq) concluding valuation and property disputes forming part of a pending or active court or arbitration proceedings, after consultation with either the Monitoring Officer or the S151 Officer, where there is insufficient time or opportunity to obtain a Member decision
- (rr) Following notification to the relevant ward members, to vary but not extend existing agreements for mobile phones masts at school sites in circumstances where installations are to be upgraded and lower emissions will result to enable Landlord's consent to be granted for the installation.
- (ss) To exercise all powers relating to Romford Market, including granting and revoking licences and enforcing relevant bylaws.
- (tt) To name, rename, number and renumber streets and premises
- (uu) To maintain the register of highways that are maintainable at public expense.

**Scheme 3.3.6**  
**Powers of the Strategic Director of Resources**

The Strategic Director of Resources has within their area of responsibility all functions relating to Finance, Customer Services, Human Resources and Organisational Development, ICT, Library Service, Registrars and Bereavement Service, Public Health and Transactional Services.

**3.3.6.1 Finance**

- (a) To act as the Council's s.151 officer.
- (b) After consulting with the Head of Paid Service and the Monitoring Officer, to report to the full Council or to the Cabinet in relation to an executive function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully (this is a statutory function).
- (c) To make such arrangements as are necessary to control and regulate the expenditure and income of the Council including the exercise of borrowing powers and treasury management powers (this is a statutory function).
- (d) To advise whether decisions of the Executive or staff are in accordance with the budget framework in consultation with the Head of Paid Service and the Monitoring Officer, where appropriate.
- (e) To undertake all other financial matters arising within the Council, subject to the following requirements:
  - (i) Authority to incur expenditure being approved or sanctioned by the Council or the Cabinet.
  - (ii) Powers of borrowing being exercised within guidelines agreed by the Council and any current codes of practice.
  - (iii) All matters being within accepted accounting practice and standards and within statutory requirements.
  - (iv) Any necessary reference to the Council's external Auditors.
  - (v) An annual report being presented to the Audit Committee by 30 September in each year on the activities undertaken in respect of treasury management powers in the preceding financial year.
  - (vi) Reports of the external Auditors and other relevant Inspectorates upon the audit of the Council's activities being considered.
- (f) To manage the Council's loan debt, investments, and temporary investments, pension scheme and pension fund, insurance fund, act as registrar of loan instruments, manage all

banking arrangements including numbers and types of accounts and arrange insurance of property and the selecting and accepting of tenders for insurance cover and related services which are considered to offer best value for the Council promoting good risk management practices at all times.

- (g) To set the Council Tax Base and Commercial Rate yield each year unless it involves matters of policy.
- (h) To approve the Financial Procedure Rules and any amendments to them .
- (i) To implement approved fees, charges, rents etc. and to ensure that proper arrangements exist for their collection.
- (j) To advise on and monitor the revenue and capital budgets of the Council, including the Housing Revenue Account, and the determination of Council Tax and housing rent levels.
- (k) To instruct the Council's insurers and, upon their advice, to negotiate and settle insurance claims up to maximum of £145,000 for motor insurance, £147,750 for liability insurance and motor vehicles, and £50,000 for property insurance and to review and, if necessary, amend the limits above on an annual basis, following discussion with the Council's insurers.
- (l) To write off sums which are irrecoverable provided that all write-offs are reported to the Council.
- (m) To make or enter into leasing arrangements for vehicles, plant and equipment.
- (n) In consultation with the relevant SLT Member, to authorise virements.
- (o) To set future inter-authority and standard charges for residential and day-care accommodation, in accordance with the formula recommended by the Local Government Association.
- (p) To advise on, co-ordinate and manage all payroll functions on behalf of the Council.
- (q) To administer the Council's pension fund.
- (r) To exercise the Council's discretionary powers in relation to writing off amounts due for national non-domestic rate or surcharge on grounds of hardship or general rate on grounds of poverty, up to a maximum level of £10,000.
- (s) To exercise the Council's discretionary powers in relation to relief for Council Tax and commercial rates.
- (t) To act as statutory officer pursuant to the collection of council tax and commercial rates.

Pensions

(u) To make direct investments in local infrastructure assets as part of the Pension Fund local infrastructure portfolio in consultation with the Chairman of Pensions.

#### 3.3.7.2 Miscellaneous

- (a) To undertake the role of appointed person for the Council in all matters relating to the Criminal Records Bureau.
- (b) To administer the issuing of concessionary travel permits for elderly people to eligible persons.

#### 3.3.7.2 Director of Public Health

- (a) To take responsibility for all the Council's public health functions.
- (b) To oversee all services relating to the public health function.
- (c) To provide information and advice on public health matters.
- (d) To provide services and facilities designed to promote healthy living.
- (e) To provide services and facilities for the prevention of illnesses.
- (f) The exercise of the local authority function in the National Health Service Act 2006 as amended.
- (g) To authorise Patient Group Directions on behalf of the Council

#### 3.3.7.3 Director of Human Resources and Organisational Development

- (a) To develop and implement the Council's human resources, organisation development, remuneration and occupational health strategies.
- (b) To implement any decisions and recommendations of recognised national negotiating bodies in respect of pay. Where a supplementary estimate is required, the cost must be reported to the Cabinet.
- (c) To implement decisions and recommendations of recognised national negotiating bodies on all employment matters including terms and conditions of employment. Where there is a cost implication, a report must be made to the Cabinet.
- (d) Subject to appointments, dismissals, assimilation and redundancies for Directors and above being authorised by Appointments Committee, or decided in accordance with any delegations made by that committee, to implement the procedure for any senior management realignment or restructuring in accordance with the Council's [Managing Change policies and procedures]

- (e) In consultation with the Monitoring Officer to amend HR policies where necessary in consequence of legislation, organisational or other changes that have no adverse effect.
- (f) To act on and make decisions as a pensions panel consisting of the Director of Finance, Monitoring Officer and Director of Human Resources & Organisational Development (or their nominated deputies) for the purposes of:
  - (i) Stage 2 appeals within the Internal Dispute Resolution Procedure regulations and exercising other discretions within the Local Government Pension Scheme
  - (ii) To grant discretionary payments to retiring employees in accordance with the Council's approved policy.
- (g) To implement the Council's early retirement, retirement and redundancy policies in consultation with the Monitoring Officer.
- (h) The exercise of the client monitoring function in respect of occupational health and the Council's recruitment advertising contracts, and the power to select and accept tenders for external consultants or contracts in accordance with the Council's standing orders.
- (i) To authorise the making of ex gratia payments to individuals where the Ombudsman has recommended that such payment be made in local settlement of a complaint.
- (j) To grant gifts for long service up to the limit specified from time to time by the Head of Finance.
- (k) To approve the arrangements for members' training and development.
- (l) To approve proposals for the payment of allowances in accordance with the Council's Injury Allowances Scheme..
- (m) To grant car and season loans to eligible staff.





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### **3.3.7 Monitoring Officer (and Deputy Director of Legal Services)**

#### **STATUTORY**

- (a) To act as the Monitoring Officer for the Council in accordance with the duties set out in Section 5 of the Local Government Act 1989.

#### **GOVERNANCE**

- (b) To prepare, approve and issue or serve all legal documentation (including statutory notices and licences) on behalf of the Council.
- (c) To commence, progress and defend (as appropriate) all legal proceedings on behalf of the Council in any court or tribunal.
- (d) To sign, serve, advertise and receive notices and documents (including requisitions) on behalf of the Council in relation to any formal or legal procedures.
- (e) To certify as a true and correct record any documents in accordance with section 229 of the Local Government Act 1972.
- (f) To sign or endorse any documents on behalf of the borough as required from time to time.
- (g) To instruct and/or seek the opinion of legal counsel and/or external solicitors in consultation with the Chief Executive or any Strategic Director and to instruct legal counsel or experts to advise or appear on any matter and to agree fees arising.
- (h) In consultation with the Strategic Director of Resources to settle claims in proceedings commenced or about to be commenced against the Council in a court or tribunal up to a limit of £100,000. Settlement of claims that exceed £100,000 require the approval of the relevant individual Cabinet Member or of the Cabinet, unless the decision is required to be made immediately before, at, or during a hearing.
- (i) To arrange for the administration of all statutory appeals.
- (j) To authorise appropriately qualified Council staff to represent the Council and to conduct legal proceedings in any Court or Tribunal.
- (k) To undertake those functions assigned to the Monitoring officer under:
  - (i) Part 3, Section 4 of the Constitution: functions not to be the responsibility of an Authority's Executive
  - (ii) Part 3, Section 5 of this Constitution: local choice functions
  - (iii) Part 3, Section 6 of this constitution: Proper Officer function
- (l) To authorise activities under the Regulation of Investigatory Powers Act 2000 and to monitor proper use of activities under that Act
- (m) To develop and implement the Council's information governance policies and protocols.

- (n) To approve arrangements for members' training.
- (o) The Chief Executive and the Monitoring Officer are designated by the Secretary of State as qualified persons for the purpose of Section 36 of the Freedom of Information Act 2000. The Monitoring Officer is to be the primary qualified person with the Chief Executive carrying out the function in the Monitoring Officer's absence.
- (p) To maintain an up-to-date version of the constitution and ensure that it is widely available for consultation by members, staff and the public.
- (q) To make changes to the Constitution pursuant to Article 11 of the Constitution.
- (r) After consulting with the Chief Executive and the Strategic Director of Resources, to report to the full Council or to the Cabinet in relation to any function if:
  - (i) he or she considers that any proposal, decision or omission would give rise to unlawfulness, or
  - (ii) where a Local Commissioner has conducted an investigation to the proposal, decision or omission concerned, any proposal, decision or omission has given rise to maladministration.

Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- (s) To consider any complaint made against a Councillor in accordance with the Code of Conduct for Members and the procedure for dealing with complaints against Members as contained within this Constitution at Section 5.1 and 5.2.
- (t) To ensure that executive decisions, together with the reasons for those decisions and relevant staff reports and background papers are made publicly available as soon as possible.
- (u) To advise whether decisions of the Executive or officers are in accordance with the policy framework in consultation with the Chief Executive and the Strategic Director of Resources, where appropriate.
- (v) To give undertakings on behalf of the Council.
- (w) To authorise and attest to the Seal of the Council in accordance with Article 10 in Part 2 of Constitution.

Head of Committee and Election Services

[To be immediately sub-delegated.](#)

- (x) To undertake all the administrative procedures for Hearings Panels and any other panels or Sub-Committees required under the terms of reference of the Licensing Committee: including but not limited to the appointment and re-appointment of independent persons for hearings, the selection of members or independent persons to consider specific cases, the arrangement of panels and dates and the appointment of Chairs of panels.

- (y) In consultation with the Leader of the Group of which the previous appointee is a Member, to appoint a Member of the Council to fill a casual vacancy in any appointment to another organisation arising during the course of a municipal year.
- (z) In consultation with Cabinet Members, Group Leaders and the Chairs of Committees, to determine the schedule of meetings for each municipal year (including dates, times and places of meeting)
- (aa) To exercise general use and hire of the Council Chamber for the purpose of meetings and other authorised events in accordance with approved fee scales and principles and guidelines agreed by the Governance Committee, but to be able to waive or reduce scales of fees and charges in suitable cases. To exercise general management of the Council Chamber, Committee Rooms and other accommodation for Members, including any audio-visual or other information technology equipment installed therein
- (bb) Undertake those functions assigned under: (i) Part 3, Section 6 of this constitution: Proper Officer functions

#### Election Services Manager

(ccc) To undertake those functions assigned under Part 3, section 6 of this constitution (Proper Officer function)

#### **3.3.8 Functions of Scrutiny Officer**

The Assistant Director, Insight, Policy and Strategy is appointed as the Council's Statutory Officer.

- (a) To promote the role of the authority's Overview and Scrutiny Board or Sub-Committees;
- (b) To provide support to the authority's Overview and Scrutiny Board or SubCommittees and the members of that committee or those committees;
- (c) To provide support and guidance to –
  - (i) members of the authority,
  - (ii) members of the executive of the authority, and
  - (iii) officers of the authority, in relation to the functions of the authority's Overview and Scrutiny Board or Sub-Committees

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## REPORT OF THE CHIEF EXECUTIVE

**Full Council: 27 March 2024**

### **PAY POLICY STATEMENT 2024/25**

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

The Council's pay policy statement must set out:

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

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

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

The Council's draft Pay Policy Statement 2024/25 is appended.

**The Chief Executive RECOMMENDS to Council that the Pay Policy Statement, 2024/25 be approved.**

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## London Borough of Havering

### Pay Policy Statement 2024/25

#### 1. Introduction

2. This pay policy statement is produced in accordance with Chapter 8 of the Localism Act 2011 which requires the Council to prepare a pay policy statement by the 31<sup>st</sup> March each year before it comes into force.
3. This pay policy statement was approved by a meeting of full council on 27<sup>th</sup> March 2024. The policy is made available on the Council's website.
4. Under the Localism Act 2011, the Council's pay policy statement must set out:
  1. the remuneration of its chief officers
  2. the remuneration of its lowest-paid employees
  3. the relationship between:
    - i. the remuneration of its chief officers and
    - ii. the remuneration of its employees who are not chief officers
5. Under the Localism Act 2011, Chief Officers in Havering are defined as those remunerated on the following grades:
  1. G18 (e.g. Chief Executive)
  2. G17 (e.g. Strategic Director)
  3. G16 (e.g. Director)
  4. G15/G14/G13 (e.g. Assistant Director/Deputy Director)

The following 3 roles are also graded G13:

  - (i) Head of Communications
  - (ii) Head of Inclusive Growth
  - (iii) Principal Social Worker
6. This pay policy statement excludes staff in schools.
7. The Council's next pay policy statement will be for the year 2025/26 and will be submitted to a meeting of full Council for approval before 31<sup>st</sup> March 2025.

8. All the pay scales and salary ranges throughout this report are in accordance with the pay awards agreed with effective dates in 2023. The pay awards with effective dates in 2024 have not yet been agreed.

**9. Remuneration of Chief Officers**

10. Chief Executive

11. The Chief Executive role is the Council's Head of Paid Service.
12. The Chief Executive role is paid on the G18 grade comprising the following spinal points and annual Full Time Equivalent salary (effective 1 April 2023).

G18

1. £189,786
2. £191,529
3. £193,269
4. £195,009
5. £196,755

13. The values of the spinal points are increased in accordance with the Joint Negotiating Committee for Chief Executives of Local Authorities with effect from 1<sup>st</sup> April each year.
14. Progression through the spinal points is subject to annual performance based progression.
15. The Chief Executive role is entitled to receive a separate Returning Officer fee in respect of elections. The approach to the setting of these fees is set out in Appendix 1.
16. The Chief Executive role receives no other bonuses, overtime or any other additional salary payments.

17. Strategic Directors of People, Place and Resources

18. Strategic Director roles are paid on the G17 grade comprising the following spinal points and annual Full Time Equivalent salary (effective 1 April 2023):

## G17

1. £150,927
  2. £155,514
  3. £160,092
  4. £164,676
  5. £169,254
19. The values of the spinal points are increased in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities with effect from 1<sup>st</sup> April each year.
20. Progression through the spinal points is subject to annual performance based progression.
21. Strategic Director roles may be entitled, if appointed for an election, to receive a fee for any Deputy Returning Officer role undertaken. The approach to the setting of these fees is set out in Appendix 1.
22. Strategic Director roles receive no other bonuses, overtime or any other additional salary payments.
23. Director
24. Director roles are paid on the G16 grade comprising the following spinal points and annual Full Time Equivalent salaries (effective 1 April 2023):

## G16

1. £128,019
  2. £132,597
  3. £137,178
  4. £141,762
  5. £146,346
25. The values of the spinal points are increased in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities with effect from 1<sup>st</sup> April each year.
26. Progression through the spinal points of the grade is subject to annual performance based progression.
27. Director roles may be entitled, if appointed for an election, to receive a fee for any Deputy Returning Officer role undertaken. The approach to the setting of these fees is set out in Appendix 1.

28. Director roles receive no other bonuses, overtime or any other additional salary payments.

29. Assistant Director/Deputy Director

30. Assistant Director/Deputy Director roles are paid on one of the three following grades comprising the following spinal points and annual Full Time Equivalent salaries (effective 1 April 2023):

G13

1. £87,921
2. £90,213
3. £92,505
4. £94,002
5. £97,089

G14

1. £99,387
2. £101,661
3. £103,959
4. £106,248
5. £108,543

G15

1. £110,832
2. £113,121
3. £115,413
4. £117,708
5. £119,997

31. The values of the spinal points are increased in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities with effect from 1<sup>st</sup> April each year.

32. Progression through the spinal points of the grade is subject to annual performance based progression.

33. Assistant Director/Deputy Director roles may be entitled, if appointed for an election, to receive a fee for any Deputy Returning Officer role undertaken. The approach to the setting of these fees is set out in Appendix 1.

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

**35. Other Remuneration for Chief Officers**

36. On appointment, Chief Officers will be placed on the appropriate spinal point within the appropriate grade and paid any other allowance/payment as set out in this pay policy statement, having regard to the knowledge, skills and competencies of the individual as well as their current and previous salary levels.
37. Where it is proposed, on appointment, to place a Chief Officer on a spinal point/grade or pay an allowance/payment outside of those set out in this pay policy statement, full Council will be given the opportunity to vote on the application of any salary package that exceeds £100,000pa.
38. The Council does not operate a performance related pay scheme or other bonus schemes for Chief Officers.
39. Chief Officers are not entitled to payment for any other charges, fees or allowances.
40. Chief Officers are not entitled to any benefits in kind as a result of their office or employment.

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

42. The Council's policies regarding how the Council exercises the various employer discretions provided by the Local Government Pension Scheme (LGPS) are set out at Appendix 2. These discretions are applied equally to all employees. In general the Authority will not grant any increase or enhancement of pension entitlement as a result of its discretions policy, although each case will be determined on a case by case basis. As a result of the introduction of the LGPS 2014 scheme all employer and Administering Authority discretions have now been reviewed and noted by Pension Committee.
43. The Council's policies regarding how the Council exercises the various employer discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 are set out at Appendix 3.
44. On ceasing to be employed by the Council, all employees will only receive compensation:
- in circumstances that are relevant (e.g. redundancy) and
  - that complies with the specific terms of any compromise agreement

45. Any severance package in excess of £100,000 (excluding annual pension/pension lump sum payments) will be subject of a vote by full Council.
46. All directly employed staff, whether permanent or fixed term, will be paid via the Council's payroll system and subject to deduction of tax and national insurance in accordance with PAYE regulations.
47. **Remuneration of the Council's Other Employees and the Council's Lowest Paid Employees**
48. The Council uses the following pay and grading structures to pay its other employees:
- NJC for Local Government Employees (GLPC Outer London Pay Spine)
  - Soulbury Committee
  - JNC for Youth & Community Workers
  - School Teachers Pay & Conditions
49. The grades, incremental points and annual Full Time Equivalent salaries associated with these pay and grading structures are detailed at Appendix 4. The values of the spinal points are increased in accordance with the respective negotiating body with effect from a variety of dates each year.
50. The remuneration of the Council's other employees also includes the payments/allowances detailed at Appendix 5.
51. For the purpose of this pay policy statement the Council's lowest paid employees are defined as those paid at G1/2, spinal column point 2 of the NJC for Local Government Employees (GLPC Outer London Pay Spine), for which the annual Full Time Equivalent salary is £25,854.
52. For the purposes of this pay policy statement the Council's median paid employee is paid at G6, spinal column point 26 of the NJC for Local Government Employees (GLPC Outer London Pay Spine), for which the annual Full Time Equivalent salary is £37,443.
53. **Relationship between the remuneration of the Council's top earner, its lowest paid employees and other employees**

54. Although the Council does not have a policy regarding the ratio between the remuneration of its top earner, its lowest paid employees and other employees, the current ratios are detailed below.

Top Earner: Lowest Paid Employee 1:8

Top Earner: Median Paid Employee 1:5

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

### Local Elections

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

### Greater London Authority Elections

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

### European Parliamentary and Parliamentary Elections and National Referenda

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**6) Applying the rule of 85 (Transitional 2014)**

**'Switch on' the 85 year rule protection, allowing a member to receive fully or partly unreduced benefits subject to the Scheme employer paying a strain cost to the Pension Fund (Schedule 2 paragraph 1 (1) (c) ( Application of the 85 year rule between age 55 & 60) and that is correct).**

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

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

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

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

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

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

## Local Government Pension Scheme Regulations 2013

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

|                       |  |  |
|-----------------------|--|--|
| 9(3)                  | To determine a revised employee contribution rate where there is a change in employment or a material change affecting the member's pensionable pay in the course of a year. | <p>Contributions are payable on all pay received such as non-contractual overtime or additional hours. Reductions in pay due to sickness, child related leave etc. are ignored. The salary used to determine your band will be assessed by taking into account basic salary each April plus any additional hours or overtime that were paid for in the previous financial year.</p> <p>We will review the banding in the event of a material change where a member requests such a review.</p> |
| 16(2)(e) and 16(4)(d) | Whether and how much and in what circumstances to contribute to a shared cost APC/SCAPC  | Generally this discretion will not be exercised but delegated authority is given to the Pensions Panel to determine on a case by case basis if there has been any operational benefit gained by the employer and if so whether the APC should be wholly or partly funded. As a general rule the Council will not contribute to a shared cost APC/SCAPC where the absence is due to an unauthorised absence such as strike action.  |
| 17(1)                 | Establishment of a Shared Cost AVC (SCAVC) facility  | The decision taken by the Investment Committee in 2001 is still relevant, therefore for the time being the Council does not set up a shared cost AVC facility.   |



|   |   |  |
|---|---|--|
| 19(2)   | Right to a refund if member left due to offence of fraudulent character or grave misconduct | In the first instance withhold the return of contributions in all cases but each situation is considered on a case by case basis with delegated powers being given to the Pensions Panel   |
| 20(1)   | Specify in an employee's contract benefits to be determined as pensionable                  | Where the Council wishes to specify in a contract of employment that other payments or benefits may also be pensionable it is determined by the Pension Panel on a case by case basis with the appropriate business case being presented   |
| 21(5)   | Determine "regular lump sum" for Assumed Pensionable Pay                                    | Where necessary the Transactional Manager (HR, Pensions and Payroll) is given delegated authority to make a determination on a case by case basis  |
| 22(7)(b)  | Extension of time limit for deferred benefits to not be aggregated (concurrent employments) | Where a decision is required delegated authority is given to the Team Leader (Pensions Administration) to take account on a case by case basis of the relevant circumstances whether or not the 12 month time limit is to be extended and that the decision is communicated in writing to the scheme member within one month of the decision being made. |
| 22(8)(b)  | Extension of time limit for deferred benefits to not be aggregated                          | Where a decision is required delegated authority is given to the Team Leader (Pensions Administration) to take account on a case by case basis of the relevant circumstances whether or not the 12 month time limit is to be extended and that the decision is communicated in writing to the scheme member within one month of the decision being made. |
| 30(6), and 11(2) of the Transitional Provisions Regulations – | Flexible retirement and waiving any actuarial reduction that would apply                    | A business case is prepared for each request, ensuring that this includes the Fund cost and any costs of additional salaries for a new part-time post to fill the reduced capacity, as well as quantifying the benefits of agreeing to the flexible retirement.<br><br>Any actuarial reduction will not be waived.                                       |

|       |   |   |
|-------|---|---|
| 30(8) | <p>To waive in whole or in part an actuarial reduction due for a member:</p> <ul style="list-style-type: none"> <li>• Who is allowed to take flexible retirement and is not protected by the 85 year rule</li> <li>• Who having reached age 55 but not yet their normal retirement age and who is no longer working in the employment in relation to their accrued benefits elects to receive early payment of their benefits*</li> </ul> | <p>A business case is prepared for each request, ensuring that this includes the Fund cost and any costs of additional salaries for a new part-time post to fill the reduced capacity, as well as quantifying the benefits of agreeing to the flexible retirement.</p> <p>Any actuarial reduction will not be waived.</p>   |
| 31    | Power of employing authority to grant additional pension to an active member  | The Council does not generally apply this discretion to award additional pension but may in extreme cases consider on a case by case basis where the full cost benefit is presented in a business case and agreed by the Pension Panel.   |
| 37(3) | Recovery of payments following date of discontinuance of third tier ill health pension entitlement  | Where pension payments have continued to be paid after the date of discontinuance they should be recovered in all cases with the individual being notified of the repayment procedure and timescales.   |
| 37(7) | Subsequent determination on level of ill health benefit following review of third tier ill health award as to whether tier two ill health benefits should apply.  | Where in the opinion of the medical adviser and any other relevant information available in each individual case, if the member at the time of the review of their tier 3 ill health entitlement, satisfies the requirements of a tier 2 ill health pension the Council agrees and determines to put the increased ill health pension into payment. Where the member does not satisfy the requirements of a tier 2 ill health pension all the facts of the case are presented to the Pension Panel for a final determination. |

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

## Government Pension Scheme (Transitional Provisions and Savings and Amendment) Regulations 2014

| Regulation  | Description  | Discretion application  |
|---|--|---|
| 3(6), 4(6)(c), 8(4), 10(2)(a), 17(2) and 17(2)(b) | Agreement to member selecting final pay period for fees  | Where a scheme member's final pay consists of fees then the use of a period of three years ending on 31st March in last ten will be permitted so as to have a fairer fee figure used in the calculation of benefits.  |
| 12(6)   | Use of an ill health certificate produced under the 2008 scheme  | Delegated authority is given to the Team Leader (Pensions Administration) to agree the use of a certificate produced under the 2008 scheme on a case by case basis.   |
|   | Continuing contribution in to a Shared Cost AVC (SCAVC) facility   | The Council did not agree to the setting up of a Shared Cost AVC (SCAVC) facility so therefore this discretion does not apply.  |
| 15(1)(d)  | Allow late application to convert scheme AVCs into membership credit   | Where an election is received late then delegated authority is given to the Team Leader (Pensions Administration) to determine on a case by case basis.   |
| Schedule 2 paragraph 1(1)(c)                      | <p>To allow the rule of 85 to apply for members (who otherwise qualify for the rule) electing to take early payment of their pension on or after age 55 and before age 60 under regulation 30(5) of the Local Regulations 2013.</p> <p>i.e. Use of the discretion waives the actuarial reduction that would otherwise arise. NB: This applies only to members who were members of the LGPS after 1 April 2014.</p> | <ul style="list-style-type: none"> <li>If the member satisfies the 85 year rule, that part of the member's benefits accrued under the Earlier Scheme(s) which is calculated by reference to any period of membership before the 1 April 2014 is reduced by reference to the period between the date of the request and age 60.</li> </ul> |

|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>If the member does not satisfy the 85 year rule, that part of the member's benefits accrued under the Earlier Scheme(s) which is calculated by reference to any period of membership before the 1 April 2014 is reduced by reference to the period between the date of the request and the date the member would satisfy the 85 year rule, or age 60 if later.</li> </ul> <p>Each case be dealt with on a case by case basis and although generally the 85 year rule will be applied as above, where there may be a circumstance for a different application agreement is sought from the Pension Panel.</p> |
|--|--|---|

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

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

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

|                             |  |   |
|-----------------------------|--|---|
|                             |  | control.  |
| Regulation 31(4) and 31(7)- | Determine payment of deferred pension on health grounds. Decision whether a deferred or deferred pensioner member meets criteria for early payment due to permanent ill health | Where the Council is required to make a determination as to agreeing to the early payment of a deferred pension on the grounds of permanent ill health once the opinion has been received from the IRMP all the facts of the case are presented to the Pension Panel for a final determination. |

## Discretions in relation to the Local Government Pension Scheme (Administration) Regulations 2008

| Discretion application |  |  |
|------------------------|--|--|
| Regulation 47(2)       | Payment of a refund of contributions in misconduct cases           | In the first instance the return of contributions will be withheld in all cases but each situation is considered on a case by case basis with delegated powers being given to the Pension Panel. |
| Regulation 72          | Forfeiture of pension rights as a result of offences or misconduct | The Council seeks recovery of any loss it has suffered and any such cases are referred to the Pension Panel.   |

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

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

| Regulation | Description  | Discretion application   |
|------------|--|--|
| 22(1)(b)   | Allow post 31 March 1998 / pre 1 April 2008 member to select final pay period for fees to be a period of not less than 3 or more than 5 years back from date of leaving  | Delegated powers have been given to the Pension Panel  |
| 23 (4)     | Issue a certificate of protection of pension benefits where eligible non-councillor member fails to apply for one (pay reduction / restrictions occurring pre 1 April 2008)  | Delegated powers have been given to the Pension Panel  |
| 31(2)*     | Whether to grant applications for the early payment of pension benefits on or after age 55 and before age 60. NB: The rule of 85 currently applies for members who qualify for the rule and it cannot be turned off. | No employees are permitted to receive early payment of benefits prior to age 60 except in compassionate cases, where the payment of such benefits would arise on a voluntary basis.<br><br>Applications may be granted on a case by case |
| 31(5)*     | Whether to waive, on compassionate grounds, any actuarial reduction applying to a member's benefits that are paid before age 65.   | Will be considered on a case by case basis.  |



|              |  |   |
|--------------|--|---|
| 31 (7A)      | Whether to allow an employee who opted out to receive their benefits from their normal retirement date.  | This to be allowed  |
| 34(1)(b)     | Where a scheme member would be entitled to a pension or retirement grant under two or more regulations by reason of the same period of scheme membership, the employer can choose which benefits is to be paid if the member does not make a choice within 3 months of becoming entitled to elect. | Delegated powers have been given to the Pension Panel   |
| 71(7)(a)     | Consent to a member's former employer assigning to the new employer rights under any SCAVC life assurance policy (pre 1 April 2008 non-councillor leavers)   | No SCAVC payments are permitted.  |
| 88(2)        | No right to return of contributions due to offence of a fraudulent character unless employer directs a total or partial refund is to be made (councillors and pre 1 April 2008 leavers)  | Delegated powers have been given to the Pension Panel   |
| 92           | Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions can be recovered from the Pension Fund (councillor or pre 1 April 2008 leaver)   | Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions will be recovered from the Pension Fund |
| 111(2) & (5) | Forfeiture of pension rights on issue of Secretary of State's certificate (councillors and pre 1 April 2008 leavers)   | Delegated powers have been given to the Pension Panel   |
| 112(1)       | Where forfeiture certificate is issued, direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits (pre 1 April 2008 leavers)  | Delegated powers have been given to the Pension Panel   |

|              |  |   |
|--------------|--|---|
| 113(2)       | Recovery from Fund of monetary obligation owed by former employee or, if less, the value of the member's benefits (other than transferred in pension rights ) (pre 1 April 2008 leavers) | Delegated powers have been given to the Pension Panel |
| 115(2) & (3) | Recovery from Fund of financial loss caused by employee, or amount of refund if less (pre 1 April 2008 leavers)  | Delegated powers have been given to the Pension Panel |

## Discretions in relation to the Local Government Pension Scheme Regulations 1995 (the "1995 Pension Regulations")

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

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

## **SCHEME EMPLOYER CONFIRMATION**

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

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

The policies made above:

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

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

Scheme Employer's Name: The London Borough of Havering

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**The Local Government (Early Termination of Employment)  
(Discretionary Compensation) (England And Wales)  
Regulations 2006  
Statement of Policy**

(as amended)

(Published March 2010, effective from 1<sup>st</sup> April 2010)

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

**Increase of Statutory Redundancy Payments**

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

**Compensation for Redundancy: General**

Employees whose employment is terminated by reason of redundancy will be paid according to the statutory redundancy table based on actual pay. A maximum total limit of £30,000 on the amount of **any** redundancy payment of will be applied. This amount will remain the maximum total limit until the statutory maximum redundancy payment (based on the statutory maximum level of weekly pay) reaches £30,000.

**Added Pension Years Award for those aged 55 and over**

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

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

**1. NJC for Local Government Employees (with effect from 1/4/23**

**to 31/3/24)** Administrative, Professional, Technical, Clerical Staff &

Principal Officers & Social Workers - GLPC Outer London Pay Spine

(Havering Council)

| <b>Grade and SCP</b> | <b>ANNUAL SALARY - £</b> |
|----------------------|--------------------------|
| G1 / G2              |                          |
| 1                    | deleted                  |
| 2                    | 25,854                   |
| 3                    | 26,238                   |
| 4                    | 26,634                   |
| 5                    | 27,030                   |
| G3                   |                          |
| 5                    | 27,030                   |
| 6                    | 27,438                   |
| 7                    | 27,855                   |
| 8                    | 28,272                   |
| 9                    | 28,698                   |
| G4                   |                          |
| 10                   | 29,139                   |
| 12                   | 30,033                   |
| 13                   | 30,495                   |
| 14                   | 30,963                   |
| 15                   | 31,440                   |
| G5                   |                          |
| 18                   | 32,925                   |
| 19                   | 33,438                   |
| 20                   | 33,957                   |
| 23                   | 35,577                   |
| 24                   | 36,045                   |
| G6                   |                          |
| 25                   | 36,567                   |
| 26                   | 37,443                   |
| 27                   | 38,364                   |
| 28                   | 39,264                   |
| 29                   | 39,951                   |
| G7                   |                          |
| 30                   | 40,833                   |
| 31                   | 41,715                   |
| 32                   | 42,840                   |

|     |        |
|-----|--------|
| 33  | 44,019 |
| 34  | 45,021 |
| G8  |        |
| 35  | 46,041 |
| 36  | 47,040 |
| 37  | 48,060 |
| 38  | 49,083 |
| 39  | 50,031 |
| G9  |        |
| 40  | 51,093 |
| 41  | 52,116 |
| 42  | 53,136 |
| 43  | 54,129 |
| 44  | 55,155 |
| G10 |        |
| 45  | 56,172 |
| 46  | 57,201 |
| 47  | 58,248 |
| 48  | 59,328 |
| 49  | 60,468 |
| G11 |        |
| 51  | 62,748 |
| 52  | 63,879 |
| 53  | 65,025 |
| 55  | 67,290 |
| 57  | 69,579 |
| G12 |        |
| 60  | 73,311 |
| 61  | 74,793 |
| 62  | 76,311 |
| 64  | 79,446 |
| 66  | 82,326 |

**2. JNC for Youth and Community Workers (with effect from 1/9/23 to 31/8/24)**

| Spinal Point | Annual Amount | Range                |
|--------------|---------------|----------------------|
| 5            | £23,496       | Support Worker Range |
| 6            | £23,825       | Support Worker Range |
| 7            | £24,121       | Support Worker Range |
| 8            | £24,799       | Support Worker Range |
| 9            | £25,664       | Support Worker Range |
| 10           | £26,341       | Support Worker Range |
| 11           | £27,434       | Support Worker Range |
| 12           | £28,501       | Support Worker Range |



|     |          |   |
|-----|----------|---|
| 13  | £29,606  | Support Worker Range / Professional Range |
| 14  | £30,750  | Support Worker Range / Professional Range |
| 15  | £31,528  | Support Worker Range / Professional Range |
| 16  | £32,341  | Support Worker Range / Professional Range |
| 17  | £33,141  | Support Worker Range / Professional Range |
| 18  | £33,946  | Professional Range                        |
| 19  | £34,745  | Professional Range                        |
| 20  | £35,547  | Professional Range                        |
| 21  | £36,447  | Professional Range                        |
| 22  | £37,467  | Professional Range                        |
| 23  | £38,461  | Professional Range                        |
| 24  | £39,459  | Professional Range                        |
| 25  | £40,465  | Professional Range                        |
| 26  | £41,470  | Professional Range                        |
| 27  | £42,475  | Professional Range                        |
| 28  | £43,493  | Professional Range                        |
| 29  | £44,502  | Professional Range                        |
| 30  | £45,513  | Professional Range                        |
| *31 | £46,195* | Professional Range                        |
| *32 | £47,316* | Professional Range                        |

\* Discretionary Points

| LONDON AREA ALLOWANCES |           |
|------------------------|-----------|
| Inner                  | £3,517.00 |
| Outer                  | £2,311.00 |
| Fringe                 | £901.00   |

| SLEEPING IN DUTY ALLOWANCE |        |
|----------------------------|--------|
| Sleeping in Allowance      | £41.00 |
| Disturbance Element        | £23.00 |

### 3. **The Soulbury Committee (with effect from 1/9/23 to 31/8/24)**

#### **Educational Improvement Professionals**

| SCP | 01.09.23 |
|-----|----------|
| 1   | £40,540  |
| 2   | £41,920  |
| 3   | £43,224  |
| 4   | £44,545  |
| 5   | £45,857  |
| 6   | £47,170  |
| 7   | £48,550  |
| 8   | £49,878* |
| 9   | £51,425  |

|    |              |
|----|--------------|
| 10 | £52,805      |
| 11 | £54,166      |
| 12 | £55,484      |
| 13 | £56,976**    |
| 14 | £58,308      |
| 15 | £59,777      |
| 16 | £61,106      |
| 17 | £62,440      |
| 18 | £63,748      |
| 19 | £65,097      |
| 20 | £65,974***   |
| 21 | £67,133      |
| 22 | £68,302      |
| 23 | £69,586      |
| 24 | £70,739      |
| 25 | £71,971      |
| 26 | £73,173      |
| 27 | £74,403      |
| 28 | £75,650      |
| 29 | £76,899      |
| 30 | £78,146      |
| 31 | £79,382      |
| 32 | £80,637      |
| 33 | £81,894      |
| 34 | £83,180      |
| 35 | £84,465      |
| 36 | £85,784      |
| 37 | £87,083      |
| 38 | £88,396      |
| 39 | £89,691      |
| 40 | £90,985      |
| 41 | £92,285      |
| 42 | £93,585      |
| 43 | £94,883      |
| 44 | £96,189      |
| 45 | £97,490      |
| 46 | £98,794      |
| 47 | £100,102     |
| 48 | £101,399     |
| 49 | £102,700     |
| 50 | £104,400     |
| 51 | £108,164**** |
| 52 | £112,491**** |

## Notes to Educational Improvement Professionals above

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

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

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

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

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

### Young People's / Community Service Manager

| SCP | 01.09.23   |
|-----|------------|
| 1   | £41,972    |
| 2   | £43,281    |
| 3   | £44,587    |
| 4   | £45,922*   |
| 5   | £47,278    |
| 6   | £48,601    |
| 7   | £49,953**  |
| 8   | £51,490    |
| 9   | £52,338    |
| 10  | £53,648    |
| 11  | £54,950    |
| 12  | £56,255    |
| 13  | £57,550    |
| 14  | £58,858    |
| 15  | £60,167    |
| 16  | £61,481    |
| 17  | £62,800    |
| 18  | £64,113    |
| 19  | £65,417    |
| 20  | £66,749*** |
| 21  | £68,106*** |
| 22  | £69,496*** |
| 23  | £70,912*** |
| 24  | £72,358*** |

## Notes to Young People's / Community Service Manager above

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

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

undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report).

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

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

### **Trainee Educational Psychologists**

| <b>SCP</b> | <b>01.09.23</b> |
|------------|-----------------|
| 1          | deleted         |
| 2          | £29,872         |
| 3          | £31,770         |
| 4          | £33,673         |
| 5          | £35,572         |
| 6          | £37,473         |

### **Assistant Educational Psychologists**

| <b>SCP</b> | <b>01.09.23</b> |
|------------|-----------------|
| 1          | deleted         |
| 2          | £35,228         |
| 3          | £36,531         |
| 4          | £37,828         |
| 5          | £39,341         |

### **Educational Psychologists - Scale A**

| <b>SCP</b> | <b>01.09.23</b> |
|------------|-----------------|
| 1          | £42,422         |
| 2          | £44,474         |
| 3          | £46,525         |
| 4          | £48,575         |
| 5          | £50,627         |
| 6          | £52,678         |
| 7          | £54,609         |
| 8          | £56,540         |
| 9          | £58,348         |
| 10         | £60,160         |
| 11         | £61,848         |
| 12         | £62,540*        |
| 13         | £63,836*        |
| 14         | £65,120*        |

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

*\*Extension to scale to accommodate structured professional assessment points.*

### **Senior and Principal Educational Psychologists**

| <b>SCP</b> | <b>01.09.23</b> |
|------------|-----------------|
| 1          | £52,678         |
| 2          | £54,609         |
| 3          | £56,540         |
| 4          | £58,348         |
| 5          | £60,160         |
| 6          | £61,848*        |
| 7          | £62,540         |
| 8          | £63,836         |
| 9          | £65,120         |
| 10         | £66,425         |
| 11         | £67,706         |
| 12         | £69,010         |
| 13         | £70,337         |
| 14         | £71,621         |
| 15         | £72,966         |
| 16         | £74,297         |
| 17         | £75,637**       |
| 18         | £76,976**       |
| 19         | £80,055**       |
| 20         | £83,257**       |
| 21         | £86,587**       |

### **Notes to Senior and Principal Educational Psychologists above**

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

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

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

### **SOULBURY REPORT AMENDMENT**

Paragraph 4.6 of the Soulbury Report will be amended to state that main scale educational psychologists are awarded an allowance equivalent to one additional incremental point on Scale A for the duration of supervising assistant educational psychologists as well as for supervising trainee educational psychologists.

## **LONDON AREA PAYMENTS**

With effect from 1<sup>st</sup> September 2023 staff in the London area shall receive the following:

- (a) at the rate of £3,595 per annum to officers serving in the **Inner** area.
- (b) at the rate of £2,372 per annum to officers serving in the **Outer** area.
- (c) at the rate of £916 per annum to officers serving in the **Fringe** area.
- (d) officers normally serving in the London area but temporarily employed elsewhere shall continue to receive London area payments at the rate appropriate to their normal area of employment.
- (e) in the case of an officer required to serve in different parts of the London areas or partly outside that area the officer shall be deemed to be serving in the area in which he is required to spend more than one half of his time.
- (f) for the purpose of this paragraph –

**The “Inner Area”** means the area of the London Boroughs of:

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

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

**The “Fringe Area”** means:

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

Buckinghamshire: the districts of Beaconsfield and Chiltern.

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

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

Kent: the districts of Dartford and Sevenoaks.

Surrey: the whole County.

West Sussex: the district of Crawley.

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

**Additional Payments/Allowances**

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

Additional Hours  
Additional Payments  
Additional Pension  
Additional Statutory Paternity Pay Birth  
Advance of Pay  
Annual leave not taken  
Bank Holiday Enhanced  
Bicycle Mileage  
Callout Allowance  
Casual Payment  
Contractual overtime  
DBS Check reimbursement  
Electoral registration  
Electoral duties  
First Aid  
Gritting Allowance  
Holiday Pay  
Honorarium  
Invigilation  
Local Authority Liaison Officer Allowance  
London Living Wage Allowance  
Market Supplement  
Mileage  
Night Work  
Occupational Adoption Pay  
Occupational Maternity Pay  
Occupational Sick Pay  
Overtime  
Pay adjustment  
Pay In Lieu of Notice  
Pension  
Redundancy Payment  
Shared Parental Salary Offset  
Shift Allowance  
Special Needs Allowance  
Standby Allowance  
Statutory Adoption Pay  
Statutory Maternity Pay  
Statutory Paternity Pay  
Statutory Shared Parental Pay Birth  
Statutory Sick Pay  
Teaching Assistant Allowance

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## **COUNCIL, 27 MARCH 2024**

### **REPORT OF THE CHIEF EXECUTIVE**

#### **SUBJECT: DATES OF COUNCIL MEETINGS, 2024/25**

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

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

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

#### **2024**

- 22 May (Annual Meeting)
- 10 July
- 4 September
- 20 November

#### **2025**

- 15 January
- 26 February (Council Tax Setting)
- 26 March
- 21 May (Annual Meeting)
  
- 19 July (provisional)
- 10 September (provisional)
- 19 November (provisional)

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

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

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

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

|                        |
|------------------------|
| <b>RECOMMENDATIONS</b> |
|------------------------|

1. That the Council fixes the date of its meetings for the Municipal Year 2024/25 and, on a provisional basis, the balance of 2025.
2. Changes to the date of meetings of Council be determined by the Mayor, following consultation with Group Leaders;

|                |                                  |
|----------------|----------------------------------|
| Staff Contact: | Anthony Clements                 |
| Designation:   | Committee Services Manager       |
| Email:         | Anthony.clements@onesource.co.uk |

**Andrew Blake Herbert  
Chief Executive**

**Background paper List**

There are no background papers.

**REPORT OF THE SECTION 151 OFFICER****Full Council: 27 March 2024****The Council's Budget 2024/25 – Minor Additional Items**

Since the passing of the Council's budget on 28 February 2024, it has been advised that unfortunately several small sections of the correct fees and charges were inadvertently omitted from the papers that were presented or were presented incorrectly. The omitted proposals, covering very limited sections of the Local Land Charges and Building Control budgets, are now attached and brought to Council for consideration, in the interests of transparency. In addition, the charges for wedding celebration packages by the Registrars section listed the previous year's charges. A revised version of these charges is therefore also attached for agreement. Any impact of these proposals on the overall budget is likely to be very minimal.

There are no additional financial or other implications of these proposals, beyond those stated in the main budget papers previously agreed by Council.

**Accordingly, it is RECOMMENDED:**

**That Council agrees the fees and charges for:**

**Street Naming Numbering Completed Document Copies  
Building Control Fees.  
Wedding Celebration Packages**

**as shown in the attached papers.**

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**Place  
Planning & Public Protection**

(B) Charges determined by Committee

\*VAT inclusive

| Income Source   | Charges<br>2023/24<br>(from April 2023)<br>£ | Charges<br>2024/25<br>(from April 2024)<br>£ | Operative Date of<br>Latest Notified<br>Charge | Basis of Increase<br>and Charging<br>Policy |
|---|--|--|--|---|
| <b><u>Street Naming Numbering Completed Document Copies</u></b>   |  |  |  |   |
| Copies of Plot to Postal Address Schedules/Floor layouts<br>Copies of Confirmation Documentation confirming addresses<br>Research, retrieval and copy of ONE document if available: |  |  |  |   |
| Domestic Properties   |  | 51.00  | 01/04/24                                       | NEW   |
| Non-Domestic Properties   |  | 76.00  | 01/04/24                                       | NEW   |
| For Each Additional Document (per document)   |  | 25.50  | 01/04/24                                       | NEW   |

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**Basis of Increase:**

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

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**Place  
Planning & Building**

(B) Charges determined by Cabinet

\*VAT inclusive

| Income Source  | Charges<br>2023/24<br>(from April 2023)<br>£ | Charges<br>2024/25<br>(from April 2024)<br>£ | Operative Date of<br>Latest Notified<br>Charge | Basis of Increase |
|--|--|--|--|-------------------|
| Building Control Fees  |  |  |  |                   |
| New Dwellings Less Than 150m2  |  |  |  |                   |
| Number of Properties   |  |  |  |                   |
| 1  | 1,216.00 *                                   | 1,290.00 *                                   | 01/04/24                                       | C                 |
| 2  | 1,622.00 *                                   | 1721.00 *                                    | 01/04/24                                       | C                 |
| 3  | 1,892.00 *                                   | 2007.00 *                                    | 01/04/24                                       | C                 |
| 4  | 2,297.00 *                                   | 2437.00 *                                    | 01/04/24                                       | C                 |
| 5  | 2,568.00 *                                   | 2725.00 *                                    | 01/04/24                                       | C                 |
| 6  | 2972.00 *                                    | 3153.00 *                                    | 01/04/24                                       | C                 |
| For more than 6 dwellings or dwellings greater than 150m2, please contact Building Control for individually assessed charges |  |  |  |                   |

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- D - A local charging policy that deviates from the Corporate Charging Policy

**Place  
Planning & Building**

(B) Charges determined by Cabinet

\*VAT inclusive

| Income Source   | Charges<br>2023/24<br>(from April 2023)<br>£ | Charges<br>2024/25<br>(from April 2024)<br>£ | Operative Date of<br>Latest Notified<br>Charge | Basis of Increase |
|---|--|--|--|-------------------|
| <b>Building Control</b><br><b><u>Extensions, garage conversions and loft conversions</u></b><br>Separate extensions at the same time may be aggregated together<br><br>Detached non-habitable building having a floor area <b>not exceeding 40m2 in total</b> | 591.00                                       | 627.00                                       | 01/04/24                                       | C                 |
| Garage conversions where the total floor area of which does not exceed 30m2, including means of access and work in connection with that extension   | 591.00                                       | 627.00                                       | 01/04/24                                       | C                 |
| Any extension or loft conversion where the total floor area of which does not exceed 30m2 including means of access and work in connection with that extension  | 754.00                                       | 800.00                                       | 01/04/24                                       | C                 |
| Any extension or loft conversion where the total floor area of which exceeds 30m2, but does not exceed 60 m2 including means of access and work in connection with that extension   | 1,039.00                                     | 1,102.00                                     | 01/04/24                                       | C                 |

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**Basis of Increase:**

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- D - A local charging policy that deviates from the Corporate Charging Policy



**Place  
Planning & Building**

(B) Charges determined by Cabinet

\*VAT inclusive

| Income Source  | Charges<br>2023/24<br>(from April 2023)<br>£ | Charges<br>2024/25<br>(from April 2024)<br>£ | Operative Date of<br>Latest Notified<br>Charge | Basis of Increase |
|--|--|--|--|-------------------|
| Any extension or loft conversion where the total floor area of which exceeds 60m <sup>2</sup> , but does not exceed 100m <sup>2</sup> including means of access and work in connection with that extension | 1,234.00                                     | 1,309.00                                     | 01/04/24                                       | C                 |
| Extensions or loft conversions of more than 100m <sup>2</sup> , please refer to charges for other works, otherwise contact Building Control for individually assessed charges                              |  |  |  |                   |
| <b>Extensions, garage conversions and loft conversions - Fast Track Service</b><br>Separate extensions at the same time may be aggregated together   |  |  |  |                   |
| Detached non-habitable building having a floor area not exceeding 40m <sup>2</sup> in total  | 651.00 *                                     | 690.00 *                                     | 01/04/24                                       | C                 |
| Garage conversions where the total floor area of which does not exceed 30m <sup>2</sup> , including means of access and work in connection with that extension   | 651.00 *                                     | 690.00 *                                     | 01/04/24                                       | C                 |

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**Basis of Increase:**

A - Statutory/National

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C - Inflationary and rounding increases

D - A local charging policy that deviates from the Corporate Charging Policy

**Place  
Planning & Building**

(B) Charges determined by Cabinet

\*VAT inclusive

| Income Source  | Charges<br>2023/24<br>(from April 2023)<br>£ | Charges<br>2024/25<br>(from April 2024)<br>£ | Operative Date of<br>Latest Notified<br>Charge | Basis of Increase |
|--|--|--|--|-------------------|
| Any extension or loft conversion where the total floor area of which does not exceed 30m <sup>2</sup> including means of access and work in connection with that extension                     | 830.00 *                                     | 880.00 *                                     | 01/04/24                                       | C                 |
| Any extension or loft conversion where the total floor area of which exceeds 30m <sup>2</sup> , but does not exceed 60 m2 including means of access and work in connection with that extension | 1,143.00 *                                   | 1,212.00 *                                   | 01/04/24                                       | C                 |
| Any extension or loft conversion where the total floor area of which exceeds 60m <sup>2</sup> , but does not exceed 100m2 including means of access and work in connection with that extension | 1,358.00 *                                   | 1,440.00 *                                   | 01/04/24                                       | C                 |

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**Place  
Planning & Building**

(B) Charges determined by Committee

\*VAT inclusive

| Income Source  | Charges<br>2023/24<br>(from April 2023)<br>£ | Charges<br>2024/25<br>(from April 2024)<br>£ | Operative Date of<br>Latest Notified<br>Charge | Basis of Increase<br>and Charging<br>Policy |
|--|--|--|--|---|
| <b><u>Building Control - Charges for Other Works</u></b> |  |  |  |   |
| Estimated Cost of Work                                   |  |  |  |   |
| £0 - £2,000  | 300.00 *                                     | 318.00 *                                     | 01/04/24                                       | C   |
| £2,000 - £5,000  | 450.00 *                                     | 477.00 *                                     | 01/04/24                                       | C   |
| £5,000 - £10,000   | 591.00 *                                     | 627.00 *                                     | 01/04/24                                       | C   |
| £10,000 - £20,000  | 772.00 *                                     | 819.00 *                                     | 01/04/24                                       | C   |
| £20,000 - £30,000  | 939.00 *                                     | 996.00 *                                     | 01/04/24                                       | C   |
| £30,000 - £40,000  | 1,077.00 *                                   | 1,143.00 *                                   | 01/04/24                                       | C   |
| £40,000 - £50,000  | 1,214.00 *                                   | 1,288.00 *                                   | 01/04/24                                       | C   |
| £50,000 - £60,000  | 1,316.00 *                                   | 1,396.00 *                                   | 01/04/24                                       | C   |
| £60,000 - £70,000  | 1,418.00 *                                   | 1,504.00 *                                   | 01/04/24                                       | C   |
| £70,000 - £80,000  | 1,519.00 *                                   | 1,612.00 *                                   | 01/04/24                                       | C   |
| £80,000 - £90,000  | 1,634.00 *                                   | 1,734.00 *                                   | 01/04/24                                       | C   |
| £90,000 - £100,000                                       | 1,746.00 *                                   | 1,853.00 *                                   | 01/04/24                                       | C   |
| £100,000 - £120,000                                      | 1,867.00 *                                   | 1,981.00 *                                   | 01/04/24                                       | C   |
| £120,000 - £140,000                                      | 2,018.00 *                                   | 2,141.00 *                                   | 01/04/24                                       | C   |
| £140,000 - £170,000                                      | 2,139.00 *                                   | 2,269.00 *                                   | 01/04/24                                       | C   |
| £170,000 - £200,000                                      | 2,385.00 *                                   | 2,530.00 *                                   | 01/04/24                                       | C   |

**Basis of Increase:**

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C - Inflationary and rounding increases

D - A local charging policy that deviates from the Corporate Charging Policy

## Place Planning & Building

(B) Charges determined by Committee

\*VAT inclusive

| Income Source  | Charges<br>2023/24<br>(from April 2023)<br>£ | Charges<br>2024/25<br>(from April 2024)<br>£ | Operative Date of<br>Latest Notified<br>Charge | Basis of Increase<br>and Charging<br>Policy |
|--|--|--|--|---|
| <p>For estimated cost of work exceeding £200,000, please contact Building Control for individually assessed charges</p> <p>The Building Regulation charges are the same for corresponding building work for a: Full Plans Application; Building Notice; Regularisation Application and are Reversion Application. All charges are shown with VAT. Only a charge for Regularisation Certificate is exempt VAT however it is subject to a 20% uplift therefore the total fee is equivalent to all other Building Control Charges for corresponding building work</p> <p>Partnership Applications: Proposed building work outside the boundaries of London Borough of Havering will be subject to a plan fee equating to 25% of the full plans application charge. Partnership applications for building work checked by a Partnering Authority will be subject to an inspection fee equating to 75% of the Full Plans application charge</p> |  |  |  |   |

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**Basis of Increase:**

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- D - A local charging policy that deviates from the Corporate Charging Policy

## Resources Registrars

(B) Charges determined by Cabinet

\*VAT inclusive

| Income Source   | Charges<br>2023/24<br>(from April 2023)<br>£ | Charges<br>2024/25<br>(from April 2024)<br>£ | Operative Date of<br>Latest Notified<br>Charge | Basis of Increase |
|---|--|--|--|-------------------|
| On Site attendance to officiate at a small ceremony held in the East or West room |  |  |  |                   |
| LOW season  | 200.00                                       | 250.00                                       | 01/04/24                                       | D                 |
| HIGH season   |  | 300.00                                       | 01/04/24                                       | NEW               |
| Individual Citizenship Ceremony   | 195.00                                       | 200.00                                       | 01/04/24                                       | D                 |
| Wedding Rehearsal fee (per half hour)   | 60.00  | 65.00  | 01/04/24                                       | C                 |
| <b>Wedding Options</b>  |  |  |  |                   |
| Silver Friday Celebration - LOW SEASON  | 1,800.00                                     | 2,000.00                                     | 01/04/24                                       | D                 |
| Silver Friday Celebration - HIGH SEASON   | 2,315.00                                     | 2,500.00                                     | 01/04/24                                       | C                 |
| Gold Sunday Celebration - LOW SEASON  | 2,575.00                                     | 2,700.00                                     | 01/04/24                                       | C                 |
| Gold Sunday Celebration - HIGH SEASON   | 3,300.00                                     | 3,500.00                                     | 01/04/24                                       | C                 |
| Non Refundable deposit payable for Gold & Silver Celebrations.                    | 500.00                                       | 500.00                                       | 01/04/20                                       | D                 |
| Surcharge Evening Wedding (after 5pm) ALL YEAR 1 Mar - 31 Oct                     | 225.00                                       | 225.00                                       | 01/04/23                                       | D                 |
| Surcharge Evening Twilight Wedding (5pm) 1 Nov - 28 Feb                           | 260.00                                       | 300.00                                       | 01/04/24                                       | D                 |

**Basis of Increase:**

A - Statutory/National

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C - Inflationary and rounding increases

D - A local charging policy that deviates from the Corporate Charging Policy

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FULL COUNCIL, Wednesday 27<sup>th</sup> March 2024

## MEMBERS' QUESTIONS

### Service Level Agreement with Urbaser

**1) To the Cabinet Member for Environment (Councillor Barry Mugglestone)  
From Councillor Viddy Persaud**

Can the Cabinet Member for the Environment please outline what is stipulated in the Service Level Agreement between the Council and Urbaser regarding missed bin collections?

### Floral Mural, Harold Wood Station

**2) To the Cabinet Member for Environment (Councillor Barry Mugglestone)  
From Councillor Darren Wise**

Would the Cabinet Member, please confirm the Council's decision, regarding giving the go ahead for an existing 'Welcome to Harold Wood' sign, which is located directly opposite Harold Wood Train Station, to be painted with a floral mural. TFL have already agreed to cover the full costs, but the Council have still to provide written authorisation in order for the painting to take place.

### Overview & Scrutiny Board Recommendations

**3) To the Chairman of the Overview & Scrutiny Board (Councillor Gerry O'Sullivan)  
From Councillor Phil Ruck**

Overview and scrutiny is a very important function within the council. A number of meetings have been held over the last two years which have considered a large range of important issues vital to the operation and performance of the council. Could I ask the chair of O&S to advise how many recommendations have been made to Cabinet and how many of these have been discussed, adopted and implemented by Cabinet?

### Upkeep of George Street Car Park, Romford

**4) To the Cabinet Member for Environment (Councillor Barry Mugglestone)  
From Councillor Judith Holt**

Please can the Cabinet Member confirm that Havering Council is responsible for the clearance of litter from and the general upkeep of the car park at the end of George Street, Romford, which is in the RO3 Parking Zone?

### **Locking of Park Gates, Harold Wood Park**

**5) To the Cabinet Member for Environment (Councillor Barry Mugglestone)  
From Councillor Brian Eagling**

Can the council explain why the Gates at Harold Wood Park are not being locked at night as it was previously stated over a year ago that they would be at full council?

### **Upkeep of the car parks at the end of Alexandra Road and King Edward Road, Romford**

**6) To the Cabinet Member for Environment (Councillor Barry Mugglestone)  
From Councillor Judith Holt**

Please can the Cabinet Member confirm that Havering Council is responsible for the clearance of litter from and the general upkeep of the car parks at the end of Alexandra Road and King Edward Road, Romford, which are for Lease Holder Permit Holders?

### **Parking in Park Lane, Hornchurch**

**7) To the Cabinet Member for Environment (Councillor Barry Mugglestone)  
From Councillor Judith Holt**

Given that the administration is advertising they are providing 30 minutes free parking in Hornchurch, could the Cabinet Member please confirm why Park Lane, Hornchurch, does not benefit from the 30 minutes free parking whilst roads adjacent to it do?

### **Fly-Tipping Enforcement**

**8) To the Cabinet Member for Environment Councillor Barry Mugglestone)  
From Councillor Dilip Patel**

What, if any, are the council's plans to combat the persistent fly tipping hotspots in the Borough?

### **Sale of Como Street Car Park, Romford**

**9) To the Cabinet Member for Regeneration (Councillor Graham Williamson)  
From Councillor David Taylor**

Can you cabinet member confirm whether the council has completed the sale of Como Street Car park to Mercury Land Holdings and the receipt received?



## **Romford Sunday Market**

**10) To the Leader of the Council (Councillor Ray Morgon)  
From Councillor Keith Prince**

Documents provided to Councillors shows that legal advice is that Havering Council should not close Romford's Sunday market until a relevant act has passed through Parliament. Will the council be ignoring this legal advice and proceeding to close the Sunday market, whilst Parliament is still debating?

## **Heritage Advice in Planning**

**11) To the Cabinet Member for Regeneration (Councillor Graham Williamson)  
From Councillor Joshua Chapman**

With a number of residents raising concerns about the quality of heritage advice being provided to Havering Council, in relation to planning, can the Cabinet Member please outline what steps are being taken to secure more consistent advice and advice of the highest quality?

## **Capitalisation Directive**

**12) To the Cabinet Member for Finance (Councillor Chris Wilkins)  
From Councillor David Taylor**

Can the Cabinet Member confirm the full terms of the recent Capitalisation Directive, including the interest rate, length of repayment period, and any additional requests made by government?

## **Compass Street, Romford**

**13) To the Cabinet Member for Environment (Councillor Barry Mugglestone)  
From Councillor David Taylor**

Can the council please confirm if Havering Council has adopted Compass Street, off of North Street and whether this junction is required to be updated from a crossover?

## **Parking Enforcement**

**14) To the Cabinet Member for Environment (Councillor Barry Mugglestone)  
From Councillor David Taylor**

A recent Cabinet report showed a £1.8m overspend in relation to parking, driven by an underachievement of PCN income. Can the cabinet member confirm if the council plan to increase their parking enforcement activity in order to meet next year's target and prevent further borrowing having to take place as a result of a failure to meet the target?

Council, 27<sup>th</sup> March 2024

**Locking of Park Gates, Romford**

- 15) **To the Cabinet Member for Environment (Councillor Barry Mugglestone)**  
**From Councillor Philippa Crowder**  
Can the cabinet member provide an update on the locking of Romford's parks,  
by National Enforcement Solutions?

## COUNCIL 27 March 2024

### APPOINTMENT OF VICE-CHAIRMEN OF COMMITTEES

The following nominations for the vacant positions have been received:

#### Unopposed nominations

| Committee                      | Vice-Chairman<br>Councillor                                 |
|--------------------------------|---|
| Audit                          | Jacqueline Williams<br>(Havering Residents'<br>Association) |
| Pensions                       | Stephanie Nunn<br>(Havering Residents'<br>Association)      |
| Overview and Scrutiny<br>Board | Laurance Garrard<br>(Havering Residents'<br>Association)    |

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## Council, 27 March 2024 – Motion

### **CAPITALISATION ORDER**

#### Motion on behalf of the Conservative Group

This chamber calls on the council to release to the public the full letters, from the Government Ministers and from the Leader, regarding the Capitalisation Directive. The chamber calls on the Government to provide the funding as a grant instead of a loan.

(No amendments received).

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