

Full Council

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To: The Mayor and Councillors of Haringey Council.

Dear Sir/Madam,

A meeting of the Council of the London Borough of Haringey will be held at the Civic Centre, High Road, Wood Green, N22 8LE on MONDAY, 13TH NOVEMBER, 2006 at 19:30 HRS, to transact the following business:

AGENDA

- 1. TO RECEIVE APOLOGIES FOR ABSENCE**
- 2. TO ASK THE MAYOR TO CONSIDER THE ADMISSION OF ANY LATE ITEMS OF BUSINESS IN ACCORDANCE WITH SECTION 100B OF THE LOCAL GOVERNMENT ACT 1972**
- 3. DECLARATIONS OF INTEREST**

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest

becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest.

- 4. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 9 OCTOBER 2006. (PAGES 1 - 10)**
- 5. TO RECEIVE SUCH COMMUNICATIONS AS THE MAYOR MAY LAY BEFORE THE COUNCIL**
- 6. TO RECEIVE THE REPORT OF THE CHIEF EXECUTIVE**
- 7. TO RECEIVE THE REPORTS OF THE MONITORING OFFICER AND HEAD OF LEGAL SERVICES**
- 8. TO MAKE APPOINTMENTS TO OUTSIDE BODIES**
- 9. TO CONSIDER REQUESTS TO RECEIVE DEPUTATIONS AND/OR PETITIONS AND, IF APPROVED, TO RECEIVE THEM**
- 10. TO CONSIDER PROPOSALS FOR RESHAPING THE COUNCIL'S FIRST AND SECOND TIERS AND TO DESCRIBE THE ASSOCIATED ORGANISATIONAL CHANGE PROCESS TO IMPLEMENT THE RECOMMENDATIONS. (PAGES 11 - 30)**
- 11. TO CONSIDER THE LONDON COUNCILS INDEPENDENT PANEL REPORT AND TO REVIEW THE COUNCIL'S MEMBER ALLOWANCES SCHEME IN THE LIGHT OF THE INDEPENDENT PANEL'S RECOMMENDATIONS. (PAGES 31 - 52)**
- 12. TO ANSWER QUESTIONS, IF ANY, IN ACCORDANCE WITH COUNCIL RULES OF PROCEDURE NOS. 9 & 10**
- 13. TO RECEIVE REPORTS FROM THE FOLLOWING BODIES (PAGES 53 - 78)**
 - a) The Executive – Reports 7 & 8 - 2006/7 (report no. 8 to follow)
 - b) General Purposes Committee – Report 2 - 2006/7.

In accordance with Council Rules of Procedure No. 12(1), the Chief Executive will submit a report, if appropriate, listing any recommendations from the Overview and Scrutiny Committee requiring policy change or executive action.

14. TO CONSIDER THE FOLLOWING MOTIONS IN ACCORDANCE WITH COUNCIL RULES OF PROCEDURE NO. 13

MOTION H (2006/07):

Councillor Haley has given notice that he will move in the following terms:

“This Council resolves to follow over 120 other UK local authorities and sign the new Nottingham Declaration on Climate Change, relaunched at Nottingham on 5 December 2005, and in so doing, this Council acknowledges that:

- Evidence shows that climate change is occurring.
- Climate change will continue to have far reaching effects on the UK’s people and places, economy, society and environment.

This Council welcomes the

- Social, economic and environmental benefits which come from combating climate change.
- Emissions targets agreed by central government and the programme for delivering change, as set out in the UK Climate Change Programme.
- Opportunity for local government to lead the response at a local level, encouraging and helping local residents, local businesses and other organisations - to reduce their energy costs, to reduce congestion, to adapt to the impacts of climate change, to improve the local environment and to deal with fuel poverty in our communities.
- Endorsement of this declaration by central government.

This Council commits itself to

- Work with central government to contribute, at a local level, to the delivery of the UK Climate Change Programme, the Kyoto Protocol and the target for carbon dioxide reduction by 2010.
- Participate in local and regional networks for support.
- Within the next two years develop plans with our partners and local communities to progressively address the causes and the impacts of climate change, according to our local priorities, securing maximum benefit for our communities.
- Publicly declare, within appropriate plans and strategies, the commitment to achieve a significant reduction of greenhouse gas emissions from our own authority’s operations, especially energy sourcing and use, travel and transport, waste production and disposal and the purchasing of goods and services.
- Assess the risk associated with climate change and the implications for our services and our communities of climate change impacts and adapt accordingly.
- Encourage all sectors in our local community to take the opportunity to adapt to the impacts of climate change, to reduce their own greenhouse gas

- emissions and to make public their commitment to action.
- Monitor the progress of our plans against the actions needed and publish the results.

This Council acknowledges the increasing impact that climate change will have on our community during the 21st century and commits to tackling the causes and effects of a changing climate on our borough.

MOTION I (2006/07):

Councillor Jones has given notice that she will move in the following terms:

“This Council notes that air travel is an exceptionally environmentally damaging form of travel, resulting in far larger quantities of carbon dioxide released into the atmosphere than alternative rapid surface travel by train or coach.

This Council notes that with 1600 more train services each year than in 1997, 1850 new railway vehicles with better access for disabled people since 2002, greatly increased speeds of travel by rail from London, a 36% increase in the amount of freight moved by rail in the United Kingdom since 1997, and the Channel Tunnel Rail Link opened on time, the current government has worked hard to improve surface transport in Great Britain and to improve our links to cities in mainland Europe.

This Council believes that it has a duty, individually and corporately, to support the UK government in reducing carbon dioxide emissions and to secure the future of the planet for future generations.

This Council therefore resolves that, in order to help meet local, national and global targets for the reduction of CO2 emissions, Council members and officers will henceforth not travel by air on Council business within mainland Great Britain, or when representing the Council in Paris or Brussels.

This Council further resolves to make greater use of communications technology, such as video conferencing, in order to reduce the need to travel. Where travel is necessary, this Council will accommodate to the needs of members and officers by ensuring that sufficient time is allowed either side of an engagement in order to travel on land.”

MOTION J (2006/07):

Councillor Williams has given notice that he will move in the following terms:

“This Council resolves:

To move a vote of no confidence in the Executive Member for Housing as provided for in the Councils' Standing Order 28”.

MOTION K (2006/07):

Councillor Aitken has given notice that he will move in the following terms:

“This Council:

Regrets that the Government's Local Government White Paper 'Stronger and Prosperous Communities' is a missed opportunity, providing for no genuine transfer of power from Whitehall to local councils;

Acknowledges that while there are some welcome proposals, such as the reduction in the number of targets and performance indicators dictated by the national government, we remain sceptical of the real intentions behind the changes, and believe that a far more radical set of measures transferring real power from Whitehall to local people and their councils should be implemented;

Notes and regrets the lack of the proposals to allow councils to introduce a fair voting system, essential for democratic renewal;

Resolves to press the Government to return real power to local councils and local communities, fostering a climate in which public engagement and participation in local politics can grow and prosper”.

Dr Ita O'Donovan
Chief Executive
River Park House
225 High Road
Wood Green
London N22 8HQ

Monday, 6 November 2006

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**MINUTES OF THE COUNCIL MEETING
09 OCTOBER 2006**

Councillors: *The Mayor (Councillor Adamou), *The Deputy Mayor (Councillor Thompson); Councillors *Adje, *Aitken, *Alexander, *Amin, *Baker, *Basu, *Beacham, *Bevan, *Beynon, *Bloch, *Bull, *Butcher, *Canver, *Cooke, *Davies, *Demirci, *Diakides, Dobbie, *Dodds, *Dogus, Edge, *Egan, *Engert, *Gorrie, *Griffith, *Haley, *Hare, *Bob Harris, *Catherine Harris, *Hoban, *Jones, *GMMH Rahman Khan, *Knight, *Kober, *Lister, *Mallett, *Meehan, *Mughal, *Newton, *Oakes, *Oatway, *Patel, *Peacock, *Portess, *Rainger, *Reid, *Reith, *Santry, *Stanton, *Vanier, *Weber, *Whyte, *Williams, *Wilson and *Winskill.

* Members present

35. APOLOGIES (Agenda item 1):

Apologies for absence were received from Councillors Dobbie and Edge.

36. LATE/URGENT ITEMS OF BUSINESS (Agenda item 2):

See minutes 41, 43 & 45.

37. DECLARATIONS OF INTEREST (Agenda item 3):

Members were asked by the Mayor to declare any personal interest in respect of items on the agenda. In accordance with Part 2 of the Members Code of Conduct set out in the Council Constitution, any Member disclosing a personal interest which was also prejudicial would be asked to withdraw from the Chamber during consideration of the item and neither were they to seek to improperly influence a decision on the said item.

Councillors Mallett and Engert declared a personal interest in in respect of Item 13 - Motion G.

Councillors Davies and Rainger made a personal and prejudicial declaration in respect of Item 13 – Motion G.

38. MINUTES (Agenda item 4):

Copies of the Minutes having been circulated, they were taken as read.

RESOLVED:

That the minutes of the meeting of the Council held on 17 July 2006 be signed as a true record.

39. MAYOR'S COMMUNICATIONS (Agenda item 5):

1. The Mayor announced the death of Lady Naomi Ellen Sargent McIntosh who died on Sunday 23 July. The Mayor informed the meeting that Lady McIntosh was a member when Haringey Council was formed over 40 years ago and that she served South Hornsey Ward from 1964 – 1968. The Mayor commented that a number of Councillors would have had the opportunity to meet Lady McIntosh and Lord McIntosh during the 40th Anniversary celebration in April 2005.

The Leader of the Council spoke in tribute to Lady McIntosh. Councillor Oakes also spoke in tribute.

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09 OCTOBER 2006**

The meeting stood for a 1 minute silence in memory of Lady McIntosh.

2. On behalf of the Council the Mayor expressed her delighted in receiving 5 awards at the London in Bloom Ceremony in September. These were well deserved 1st prizes for The Gardens' Community Garden and Arocaria for Best London Restaurant. Prizes also for West Green Common for Sustainable Planting Award and to the Faltering Fullback for Best Blooming Pub. The London Borough of Haringey also received a Silver Gilt Award. The Mayor congratulated the Parks Department and all those who had worked so hard to help achieve these awards.
3. The Mayor reminded those present that Remembrance Sunday would be on 12th November. There were 3 services in the Borough. The Civic Service at 10.45am at Wood Green War Memorial, High Road. The Mayor reported that sadly the Wood Green Branch of the Royal British Legion disbanded this Summer. The service of Remembrance would be led by Bill Stracken a former Parade Marshall for the Royal British Legion.

10.45am Hornsey Garden of Remembrance, next to St Mary's Chapel, Hornsey High Street. The Service would be conducted by the Hornsey Royal British Legion and those attending were to meet in the Church grounds at 10.45am.

10.45am Tottenham War Memorial. A service would be conducted by the Tottenham Royal British Legion and those attending were to meet at the Tottenham War Memorial at 10.45am

The Mayor on behalf of the Royal British Legion asked everyone to support the Poppy Appeal for 2006.

The Mayor thanked all the members of the Wood Green Royal British Legion for all their hard work for veterans of past and current conflicts and for the role they had played in organising the annual Service of Remembrance.

40. PRESENTATION FROM THE CHAIR OF THE ALEXANDRA PALACE AND PARK BOARD (Agenda item 6):

The Chair of the Alexandra Palace and Park Board gave a brief update and presentation in respect of Alexandra Palace. Members asked questions and these were responded to by the Chair.

RESOLVED:

That the presentation from the Chair of the Alexandra Palace and Park Board be noted.

41. REPORT OF THE CHIEF EXECUTIVE (Agenda item 7):

The Mayor agreed to admit the report as urgent business. The report dealt with matters considered at Party Group meetings within the last few days. These required approval to permit appointments to Council committees to be made.

RESOLVED:

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That the Membership changes as detailed below be agreed:

Disciplinary/Dismissal Appeals/ Job Evaluation Appeals/ Grievance Panel

All eligible Labour Group Members added to the pool.

The following Liberal Democrat members to also be added:

Councillors: Reid, Whyte, Beynon, Davies, Alexander, Wilson, Edge and Oatway

Haringey Council and Employee JCC

Leader of the Council and Executive Member for Housing to be added to Membership (Councillors Meehan and Diakides).

Pensions Panel

Councillor Aitken to replace Councillor Davies.

- 42. REPORT OF THE MONITORING OFFICER** (Agenda item 8): There were no matters to report.

- 43. APPOINTMENT TO OUTSIDE BODIES** (Agenda item 9):

The Mayor agreed to admit the report as urgent business. The report dealt with matters considered at Party Group meetings within the last few days. These required approval to permit appointments to outside bodies to be made.

RESOLVED:

That appointments to outside bodies as detailed in the attached appendix be agreed.

- 44. DEPUTATIONS AND PETITIONS** (Agenda item 10):

A petition was submitted by on behalf of Muswell Hill and Highgate Pensioners Action Group in respect of the Muswell Hill Library proposals. Members asked questions of the petitioners and the replies were duly noted.

The Mayor thanked Pamela Jefferys for attending.

- 45. QUESTIONS** (Agenda item 11):

The Mayor agreed to the admission of this report as urgent business. Under Standing Orders, notice of questions was not requested until eight clear days before the meeting, following which matters raised had to be researched and replies prepared, in order to be given at the meeting.

There were 10 oral questions and 27 for written answer. Oral Questions 8-10 were not reached in the allotted time and written answers would therefore be supplied to these questions.

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46. THE EXECUTIVE – REPORT NO. 4, 5 and 6 2006- 07 (Agenda Item 12):

The Leader, in reporting the activities the Executive, commented on a visit to a resident of the Borough who had celebrated their 105th Birthday. The Leader commented that as part of the duties as Leader, it was a delightful occasion and on behalf of the Authority had wished the resident well.

The Leader reported that the CPA and Joint Area Review inspection reports would be available on Harinet from 10 October and highlighted key points from these.

RESOLVED:

That reports 4, 5 and 6 of the Executive be received and adopted.

47. MOTION F (2006/07) (Agenda Item 13):

It was moved by Councillor Williams and seconded by Councillor C Harris that:

“This Council wishes to express its concern at the recent criticisms of the Council’s allocations policy, which have come from both the Audit Commission and the Council’s own Cross-Party Scrutiny Review.

Council notes;

- That as long ago as 2000 the Housing Service was made aware that it was operating an unlawful and discriminatory lettings policy.
- That 24000 families are currently on the housing register of whom 5800 are in temporary accommodation; Government targets will force the Council to reduce this by 50% by 2010.
- Applicants for permanent housing and transfers have been told that points may have been wrongly calculated and will have to re-register their details.
- This crisis in the Housing Service threatens the Council’s plans to obtain £238m of funding from the Government for housing improvements and may jeopardise attaining the Decent Homes Standard.

In view of these serious failings Council calls on the Lead Member for Housing to resign and for the Council to arrange independent oversight of the allocations system and housing register, so that no applicant for housing or existing tenant suffers discrimination or disadvantage as a result of the mismanagement of the allocations system”.

An amendment to the motion was moved by Councillor Meehan and seconded by Councillor Bull proposing:

Delete all after “This Council ” in the first line, and replace with:

“recognizes the progress being made in improving the performance of housing services in our borough.

This Council notes the plans set out for further advances in the performance of this service in recent reports to the Executive from the Executive Member

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for Housing and the Chair of Overview & Scrutiny, taking on board all the comments and suggestions in the Audit Commission's report, which was commissioned by the Council for this purpose.

This Council notes that the recently completed review of the lettings policy to comply with new legislative requirements and to reflect the council's increased emphasis on overcrowding and local connections issues has been ongoing since 2003 and further notes that the current review of the housing register is an administrative process, which allows the Council to ensure that all applicant's details are up to date and to remove households who no longer wish to remain on the register.

This Council notes that the delivery of the 2010 temporary accommodation reduction target is a key project for the current Administration. A comprehensive temporary accommodation reduction plan is in place, which will see this Council achieve the required 50% reduction by the 2010 deadline. The plan brings together the following five main areas of activity:

- Prevention activity to reduce the numbers entering the system and temporary accommodation
- Development of alternative housing options, especially in the private rented sector
- Delivery of affordable and intermediate housing options and maximisation of existing stock
- Conversion of existing units of temporary accommodation into assured shorthold tenancies
- Legal propriety and robust action on client fraud

This council notes the progress already made against this plan, through the establishment of the new Prevention & Options service, the further expansion of the successful Landlord Accreditation and Private Sector Voids programmes, the forthcoming launch of the sub-regional choice based lettings initiative, ongoing Partnering work with key Housing Associations and the securing of a £90m investment programme over the next two years for new social rented and affordable housing.

This council notes the radical restructuring of the Housing Strategy and Needs section during the last year, the engagement of extra managerial capacity and extra staff resources, both permanent and temporary, engaged in order to ensure that both the new Lettings and Re-registration projects and the TA reduction Plan are delivered effectively and on the timescales indicated in the council's regularly published programme highlight reports.

This Council notes that progress on housing issues is monitored closely by the Chief Executive and senior Council Officers and is reported monthly to the Executive, and that meetings are also held with the Department for Communities and Local Government on a regular basis.

This Council reiterates its determination to achieve two stars for its Housing Service and with it the extra investment needed to transform the homes of Haringey tenants and leaseholders for the better.

This Council reaffirms its confidence in the Executive Member for Housing and also in his ability to take forward these improvements to the Housing

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Service.”

At this point in the proceedings Councillor Williams asked that the acceptance of the amendment be ruled out of order by the Mayor as he believed it negated the Motion. Following advice by the Monitoring Officer the Mayor advised that the amendment would not be ruled out of order and would be accepted.

The entire Liberal Democrat Group left the meeting at this point.

Members present debated the amendment.

The Amendment was then put to the meeting and declared CARRIED.

The substantive Motion was then put to the meeting and declared CARRIED.

The Liberal Democrat Group then returned to the proceedings.

48. MOTION G (2006/07):

Councillors Davies and Rainger, having earlier declared a personal and prejudicial interest withdrew from the proceedings.

It was moved by Councillor Haley and seconded by Councillor Jones that:

"This Council welcomes the current Transport for London campaign to "Share the Road", supported by a wide range of road user organisations including London Cycle Campaign (LCC), the Institute of Advanced Motorists (IAM), Living Streets, the Motorcycle Industry Association and the Freight Transport Association.

The campaign aims to help the growing trend for cycling to work by encouraging consideration from motorists and cyclists alike to make sure everyone feels safer and more confident on the road, especially those on cycles.

This Council is committed to working to increase cycle use among residents and employees in Haringey, and resolves to support the campaign and promote cycling and considerate road use in the borough through active publicity and as part of its wider commitment to enabling people to use greener transport and to take more exercise."

An amendment to the motion was moved by Councillor Newton and seconded by Councillor Williams proposing :

Add in the last line after " exercise" ,:

"This council also notes the vital role of pedestrians and walking in promoting greener transport in the borough, and regrets the indiscriminate granting of vehicular crossings without proper regard to the rights of way and safety of pedestrians. This council therefore resolves to always adhere fully to the 4.8 metre house-to-pavement guidance in the granting of vehicular crossovers, to ensure that pedestrians are not forced to compete with road traffic in order to avoid parked vehicles overhanging and obstructing the

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pavement.

This council adopts a coordinated approach between Council Departments to the granting of such crossovers and resolves to introduce Article 4 directions so that the safety of pedestrians on pavements is assured and the pavements of the borough better protected for use and enjoyment of present and future Haringey citizens.”

The Amendment was then put to the meeting and declared LOST.

The substantive Motion was then put to the meeting and declared unanimously CARRIED.

Councillor Adamou
Mayor

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Appointments to Outside Bodies

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Body Name	No of Reps		
The Board Sure Start Park Lane 14/sspl	1 1 Lab	<u>Term of Office:</u> 1 year (s)	Category: Partnership
Granted Aid: No <u>Retiring Representative (s) / Expiry</u>	Cllr Peacock	31/05/07	To be appointed
Tottenham Green Enterprise Centre Tottenham Green Enterprise Centre 14/tye	1 1 Lab.	<u>Term of Office:</u> 1 year (s)	Category: Partnership
Granted Aid: No <u>Retiring Representative (s) / Expiry</u>	Cllr Egan	31/05/07	To be appointed
London Limited Urban Futures 14/uf	1 1 Lab.	<u>Term of Office:</u> 4 year (s)	Category: Partnership
Granted Aid: No <u>Retiring Representative (s) / Expiry</u>	Cllr Egan	31/05/10	To be appointed
Haringey Schools' Forum Haringey Council 14/hsf	1 1 Lab.	<u>Term of Office:</u> 1 year (s)	Category: Statutory
Granted Aid: <u>Retiring Representative (s) / Expiry</u>	Cllr Jones	31/05/05	To be appointed
Schools Organisation Committee Haringey Council - Schools Organisation Committee 14/soc	5 Lab. 3	<u>Term of Office:</u> 3 year (s) Lib. 2	Category: Statutory
Granted Aid: No <u>Retiring Representative (s) / Expiry</u>	Cllr Alexandra Cllr Beynon Cllr B Harris Cllr G F Meehan Cllr L Santry	31/05/09 31/05/09 31/05/07 31/05/07 31/05/07	To replace Cllr Engert To replace Cllr Newton Vacancy Deleted

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Report Title: **Council Reshaping**

Forward Plan reference number (if applicable):

Report of: **Chief Executive**

Wards(s) affected: **All**

Report for:

1. Purpose

1.1 This report proposes a reshaping of the Councils first and second tiers, and describes the associated organisational change process to implement the recommendation.

2. Introduction by The Leader

2.1 This Re-shaping is to enable us to make best use of resources and move the Council forward.

3. Recommendations

3.1 That the organisational structure proposed at paragraph 12.5 and detailed at Appendix A be adopted.

3.2 That the grades proposed at paragraph 13.8 be agreed and implemented from the date of appointment to the various posts

3.3 That the organisational change process described at paragraph 14.1 be noted as the Council's standard procedure.

3.4 That the arrangements to implement the organisational changes proposed at paragraph 14.4 onwards be agreed

3.5 That the resultant Constitutional changes arising from adoption of the Council reshaping report be implemented by officers.

Report Authorised by: **Chief Executive**

Contact Officer: **Ita O' Donovan 020 8489 2649**

4. Director of Finance Comments

4.1 The proposed changes in this report are cost neutral and therefore can be contained within existing approved budgets. A number of staff are affected by the proposals and therefore there is a risk that redundancy costs could be incurred, but it is expected that these will be kept to a minimum and therefore can be contained within the Council's overall budget.

5. Head of Legal Services Comments

5.1 Section 112 of the Local Government Act 1972 gives the Council the power to determine the general requirements regarding the staff necessary to carry out its functions. The Council's policies on handling organisational change are a fair and reasonable procedure for the authority to follow. The proposals set out in this report for the filling of the posts created in the new structure are an appropriate application of the Council's policies on organisational change. Paragraph 10.1 of the report sets out the consultation that has taken place with the staff concerned and trade union representatives to date. This consultation meets the statutory requirements of an employer.

5.2 Legislation allows Members to make appointments to first and second tier posts. Under the Regulations and Part K2 of the Council's Constitution, the Appointments Panels must have at least one Executive Member. The proposals in paragraph 14.11 of the report satisfy this requirement and the requirement for party political balance so far as practicable.

6. Local Government (Access to Information) Act 1985

6.1 Consultation report 2nd October 2006

7. Financial Implications

7.1 These are dealt with in the Director of Finance comments.

8. Legal Implications

8.1 These are dealt with in the Head of Legal Services comments.

9. Equalities Implications

9.1 An equalities impact assessment has been conducted to consider how the proposals impact staff by gender, ethnicity, disability, etc. The assessment has not identified any adverse impacts that require reporting.

10. Consultation

10.1 The proposals in this report have been the subject of staff and union consultation. A consultation paper was given to staff and union representatives in October 2006. The month of October was identified for staff consultation. Comments were received and where appropriate incorporated into the proposals in this report.

10.2 Advice and support has been provided by SOLACE (Society of Local Authority Chief Executives) Enterprises.

11. Background

11.1 The Council has achieved much during the last few years. We have earned ourselves the descriptor of Good. The challenge now is to extend ourselves and build our reputation for excellent services, innovation and good practice across, London, and the UK.

11.2 The Council faces a number of organisational challenges including:

- Redoubling our efforts to support all our members in their role as community leaders. This is aided by an agreed community engagement and involvement approach to neighbourhood management within an area assembly structure
- developing an integrated approach to regeneration so that we are improving the physical, transport, housing, environmental, social and economic aspects of Haringey. In other words creating a sense of wellbeing and place for our citizens.
- Reducing the crime rate remains a challenge
- Increasing our special emphasis on English and Maths at ages 7, 11 and 14.
- Achieving a three star rating on the harder test in October 2006 means we must retain a focus on performance and improvement.
- Making even clearer about our ambitions to protect vulnerable adults and to ensure the well being of all adults
- Placing even more emphasis on community cohesion, ensuring that the community safety and equalities agenda are aligned to best effect.
- Maintaining and developing our strong 'Better Haringey' brand which is important to people of Haringey.
- Developing an integrated approach to knowledge management so that service delivery is improved
- Stressing the importance of the commissioning role and the value of an integrated approach across children, young people, adults and older people. This is rapidly becoming a high skilled area
- Strengthening our approach to customer services by even more clearly placing the citizen/customer at the centre of what we do.
- Responding to the recent inspections reports i.e. the Comprehensive Performance Assessment and Joint Area Review.

11.3 The challenges above translate into organisational traits including a focus on community facing services; a strong policy capability; and efficient back office support services.

12. Proposed Council Shape

- 12.1 To ensure we maintain our focus and deliver our promises we need to build a strong core to take the Council forward and support the community leadership of Councillors. We must build upon recent improvements and star ratings with Members and Officers working together in partnership for the benefit of the people of the borough.
- 12.2 As we redefine our focus on priorities we must ensure that the budget allocation is seamlessly aligned, and that performance management arrangements make clear where accountability and responsibility lie for achievements. Members must have confidence that investments in services will deliver the stated outcomes. Investments made by the Council need to be programme managed to ensure that the benefits from a portfolio of related projects are realised with associated risks identified and treated. Efficiencies and savings on back office functions must be used to fund frontline service developments.
- 12.3 We also need to understand and clarify the most appropriate means to improve service delivery, which means continuing our programme of re-engineering services for better service design and looking at how shared services could be used internally to improve services and give better value for money.
- 12.4 We need to make the distinction between strategic and operational management so that there are clear lines of accountability and responsibility. We recognise that strategy and operational management inform one another and each makes a valuable contribution to services that are relevant to need. We expect all managers to contribute to the direction of their services.
- 12.5 The proposed reshaping of Council services is attached at Appendix A as organisation charts and described below by business unit:

DIRECTORATE	SERVICES
URBAN ENVIRONMENT	Planning Enforcement Streetscene Regeneration Housing Neighbourhood regeneration delivery (SRB) Capital
CHILDREN & YOUNG PEOPLE	Children & families School standards & inclusion Service delivery & performance Business support & development
ADULTS & COMMUNITY SERVICES	Adults Older People Recreation Libraries, Museums Adult Learning

DIRECTORATE	SERVICES
POLICY, PERFORMANCE, PARTNERSHIPS, COMMUNICATIONS	Improvement & performance Partnerships Strategy & Policy development Knowledge management Communications, consultation & reputation Community engagement Safer Communities, equalities Emergency Planning
CORPORATE RESOURCES	Benefits & Local Taxation Corporate Finance Corporate Procurement Audit & Risk Management Property IT Legal Customer Services
PEOPLE & ORGANISATIONAL DEVELOPMENT	Organisational Development Personnel Learning & Development Local democracy & Member Services Health, safety

13. Proposed Roles and Grades

13.1 It is proposed that the following first tier roles and grades apply. The grades have been determined with reference to the Council's job evaluation scheme for Chief Officers and have been verified by the Council's independent adviser on pay (Local Government Employers).

Director of Urban Environment

13.2 Brings together planning, transportation, streetscene, economic development, housing strategy and needs and environmental regeneration services aimed at delivering joined up regeneration with our communities. Regeneration activities will always require strong consultation with statutory and partner agencies coupled with clear community consultation and participation.

Director of Children & Young People

13.3 Delivers educational achievement for children and youths with a clear emphasis on the five outcomes for children and young people. At the heart of Directorate is the core commitment to protect all children. This directorate will experience minimal changes they are: Adult Learning will transfer to the new Directorate of Adults, Culture and Community Services. The Youth Service will need to work closely with

other youth related services, to address the performance issues in the Youth Service raised in the JAR inspection thus enhancing delivery to client groups.

Director of Adults Culture & Community Services

- 13.4 Delivers an integrated approach to the wellbeing of adults & older people. The recent white paper 'Our Health, Our Care, Our Say' stresses the importance of protecting vulnerable adults and older people in our communities as well as thinking of the development opportunities including recreation and leisure to cultural events in the widest sense of the word from museums to libraries to learning that we can offer to our citizens of whom adults and older people are an integral part.

Director of Corporate Resources

- 13.5 Delivers services to support the efficient running of the Council through its finances, technologies, assets, with a clear focus on customer experience so that working with all directorates together we can ensure that residents enjoy positive service experiences. This will enable the integration of key governance functions to work together and develop capacity to deliver the corporate agenda strategically and ensure that the Council's interests are protected.

Assistant Chief Executive Policy, Performance, Partnerships & Communications

- 13.6 Brings together policy planning and development, knowledge and performance management, community engagement, partnership working, neighbourhood strategy, consultation services, community safety, equalities and communication services.

Assistant Chief Executive People & Organisational Development

- 13.7 Enables excellent services to be delivered through people, their performance and development as individual, team and Council. Members are integral to this process and there is a clear support role to Members as community leaders, council leaders and decision makers.

13.8 Proposed Grades Job	Proposed Grade	Current funding
First tier		
Director of Corporate Resources	CO3	CO3
Director of Children & Young People	CO3	CO3
Director of Adults, Culture & Community Services	CO3	CO2
Director of Urban Environment	CO3	CO2
ACE (Policy, Performance, partnerships & Communications)	CO1	CO1 & SM6
ACE (People & OD)	SM6	SM6
Head of Legal	SM6	SM6
Second tier		
Policy, Partnerships, Performance & Communications Service		
Head of Community Safety	SM4	SM3
Head of Partnerships	SM3	New post
Head of Performance & Policy	SM3	SM1
Head of Communications	SM3	SM3
People & Organisational Development		
Head of Human Resources	SM 3	SM4
Head of OD	SM 2	SM1/2
Head of Local Democracy	SM2	SM1
Corporate Resources		
Head of Corporate Finance	SM6	SM6
Head of Procurement	SM4	SM4
Head of Audit & Risk Management	SM2	SM2
Head of Benefits & Local Taxation	SM4	SM4
Head of Property	SM4	SM4
Asst Director Access & Customer Focus	SM6	SM5 & SM3
Urban Environment		
AD Planning Policy & Development	SM6	SM6
AD Economic Regeneration	SM6	New post
AD Streetscene	SM5	SM5
AD Enforcement	SM3	SM3
AD Housing Strategy & Needs	SM5	SM5
Adults, Culture & Community Services		
AD Adults & Older People	SM6	SM5
AD Recreation	SM3	SM3
AD Adult Learning, Libraries & Culture	SM4/5	SM3
AD Performance Planning & Resources	SM4	SM4
Children & Young People Services		
Dept Dir Safeguarding Children & Families	SM6	SM6
Dept Dir Learning Inclusion Attainment & Effectiveness	SM6	SM6
Dept Dir Business Delivery Performance, Resources Support & Delivery	SM5	SM5

14 Organisational Change Arrangements

14.1 The Council has well-established processes for implementing changes to the organisational structure. A range of techniques are available to fit the various scenarios of change that occur. In summary:

14.2 Slotting-in

Postholders may be assimilated into posts where the duties are substantially unchanged and where the number of posts remains unchanged.

14.3 Recruitment to Stay

Postholders are interviewed to assess their merit against the restructured roles. This is applied particularly in circumstances of potential redundancy created by either a reduction in numbers or change in job duties, and involves two options:

- Open Ringfences Used where similar posts are reduced or where the roles are changed significantly. Open ringfences do not guarantee any candidates an appointment and therefore are used where the changes in duties are sufficient to mark the job as different from the previous role, often by a change in the grade of the new job. An assessment of suitability is required even if only one person is identified in the ringfence.
- Closed ringfences Used where similar posts are reduced or where the changes to role are relatively minor often reflected by no change in the grade of the job. Closed ring fences guarantee that all the vacancies will be filled from the candidate pool. Assimilation applies if only one person is identified in the ringfence.

14.4 The proposals in this report create potential redundancies. Suitable alternative employment can be identified by applying the following measures:

14.5 **Assimilation:** It is proposed that assimilation applies to the following posts:

14.5.1 Director of Children & Young People because there is minimal change from the existing Director of Children's Services

14.5.2 Head of Legal Services because the duties of the post remain substantially unchanged even though the reporting line is amended to second tier.

14.5.3 All other second tier posts unchanged by the proposals signified by the retention of existing grades in the table at paragraph 13.8

14.6 **Closed ringfences:** It is proposed that closed ringfences apply to the following first tier posts:

14.6.1 Director of Corporate Resources because the proposed role replaces the deleted Director of Finance, and because the new post is predominantly composed of the former Finance functions. The additions of Customer Services

and IT whilst functional changes are of a smaller size than the retained Finance related services. This is reflected in the retention of the grade applied to the Director of Finance post.

14.6.2 Assistant Chief Executive Policy, Performance, Partnerships, and Communications because this post is an amalgam of the former ACE Access and ACE Strategy both of which are deleted in the proposed reshaping. The new post retains the grade applied to the ACE Access.

14.7 **Open Ringfences**: It is proposed that open ringfences apply to the following:

14.7.1 Assistant Chief Executive (People & OD) because this post replaces the current vacant ACE (OD) and the strategic elements of the current Head of Personnel. The Head of Personnel post in its current format is deleted and replaced with an operational service head. The differences between the current Head of Personnel role and the proposed ACE (People & OD) role are sufficient to warrant an open ringfence, partly evidenced by the difference in the grade.

14.7.2 Assistant Director Adults & Older People because the proposed role brings together the former separate AD roles for Adults and Older People, both of which are deleted. The new post is sufficiently different to each component of the predecessor to warrant an open ringfence.

14.7.3 Assistant Director Adult Learning, Libraries & Culture because the proposed post brings together the former Libraries and Adult Learning services. The current Head of Libraries, Archives & Museums is deleted. The new post is sufficiently different to warrant an open ringfence.

14.7.5 Assistant Director Access & Customer Focus because the proposed replaces the functions previously carried out by the Heads of service for the separate IT and Customer Services. There will remain a need for operational management to lead these functions.

14.8 **Redeployment**

14.8.1 Assistant Director Economic Regeneration to be treated as a redeployment from the ACE Strategy post, the postholder having formally indicated his wish to withdraw from the closed ringfence described at paragraph 14.5.2 above.

14.9 The proposals at paragraph 13.8 and ringfence arrangements at 14.5 to 14.8 replace the following posts:

- Director of Finance
- Director of Social Services
- Director of Environment
- ACE Access
- ACE Strategy
- Head of Economic Development
- Head of Personnel
- Head of Policy
- Head of Neighbourhood Management

- Head of Economic Regeneration
- Head of Improvement & Performance
- Head of ITS
- Head of Customer Services
- Assistant Director Adults
- Assistant Director Older People
- Head of Libraries, Archives & Museums

14.10 The process of reshaping is essentially a management activity. The Chief Executive is keen to ensure Member involvement and has asked that Member appointments take place to the first and second tier as provided within the Council's standard procedures. The effect of this is that a Member appointment panel will be required for all open ringfences as described at paragraph 14.6 above and for those closed ringfences where more than one person is identified in the ringfence. Closed ringfences of one person and assimilation as described at paragraphs 14.5 and 14.6 above do not require a selection process as the person is simply appointed to the new position.

14.11 General Purposes Committee has appointed to the Member Panels for the vacant posts of Director of Urban Environment and Director of Adults, Culture & Community Services.

14.12 It is proposed that for the remainder of first and second tier appointments requiring selection, Member panels of three Councillors are used comprising one Executive, one nomination of General Purposes Committee, and one Opposition Member. The selection panels for the first tier will be advised by SOLACE Enterprises and the Chief Executive. HR Advice for the second tier and beyond can be provided in-house using the Council's Personnel Services.

15 Recommendations.

15.1 That the organisational structure proposed at paragraph 12.5 and detailed at Appendix A be adopted.

15.2 That the grades proposed at paragraph 13.8 be agreed and implemented from the date of appointment to the various posts

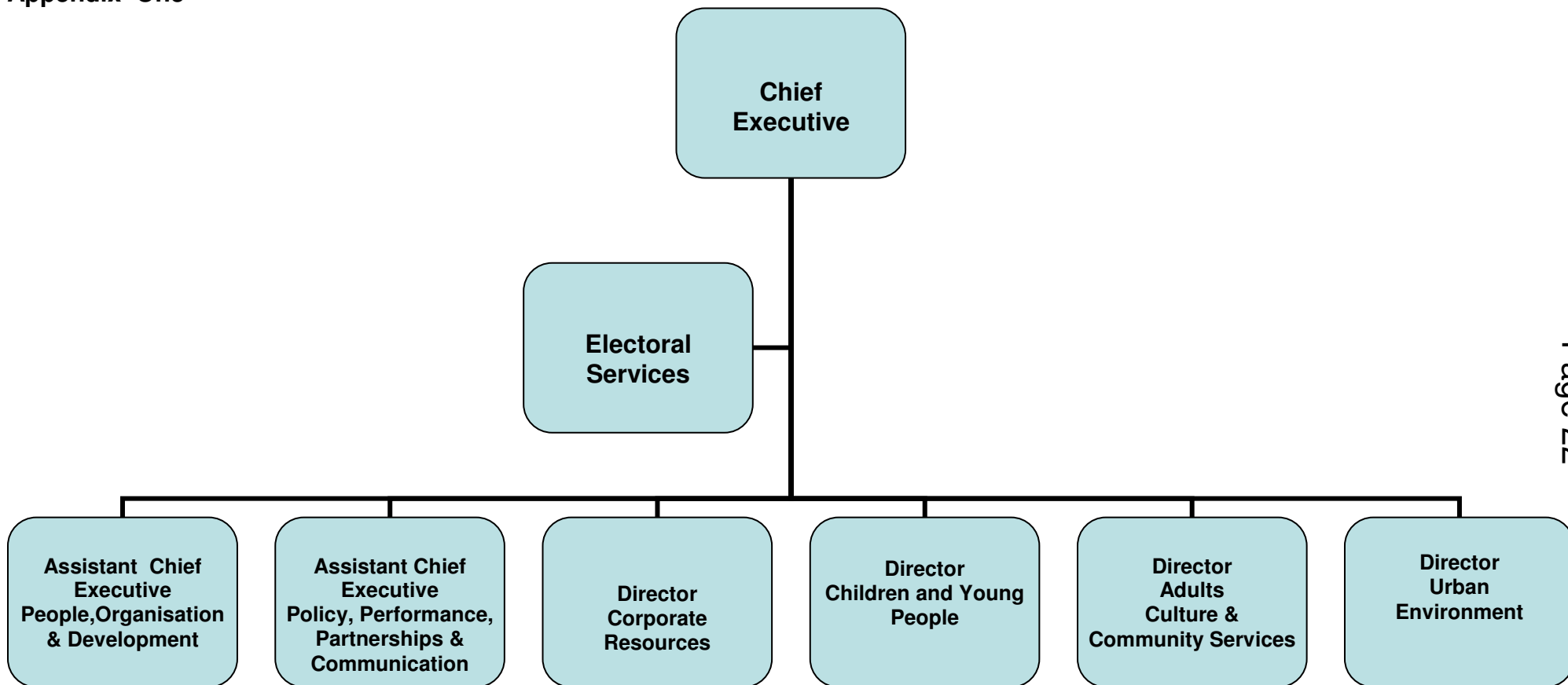
15.3 That the organisational change process described at paragraph 14.1 be noted as the Council's standard procedure.

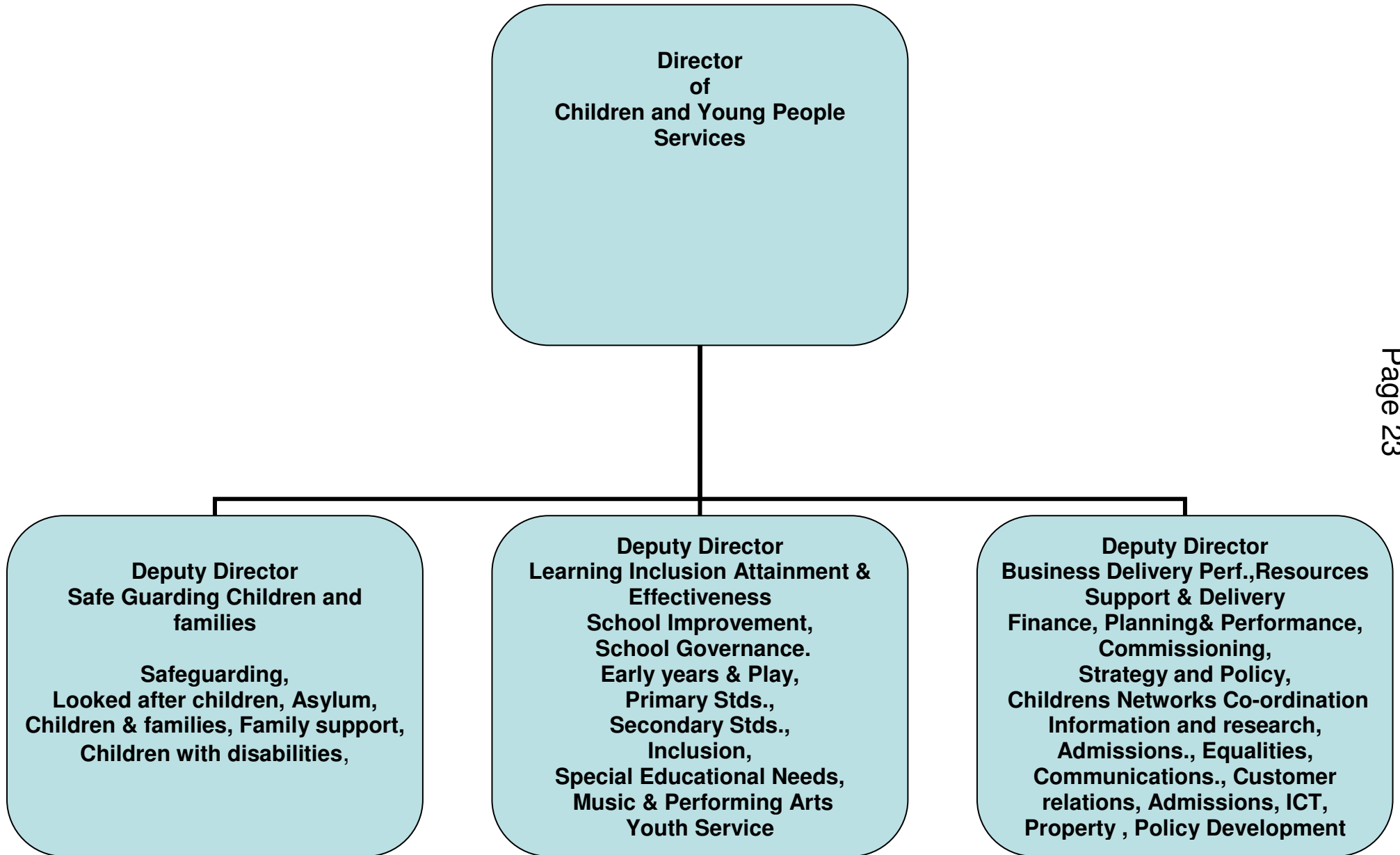
15.4 That the arrangements to implement the organisational changes proposed at paragraph 14.4 onwards be agreed

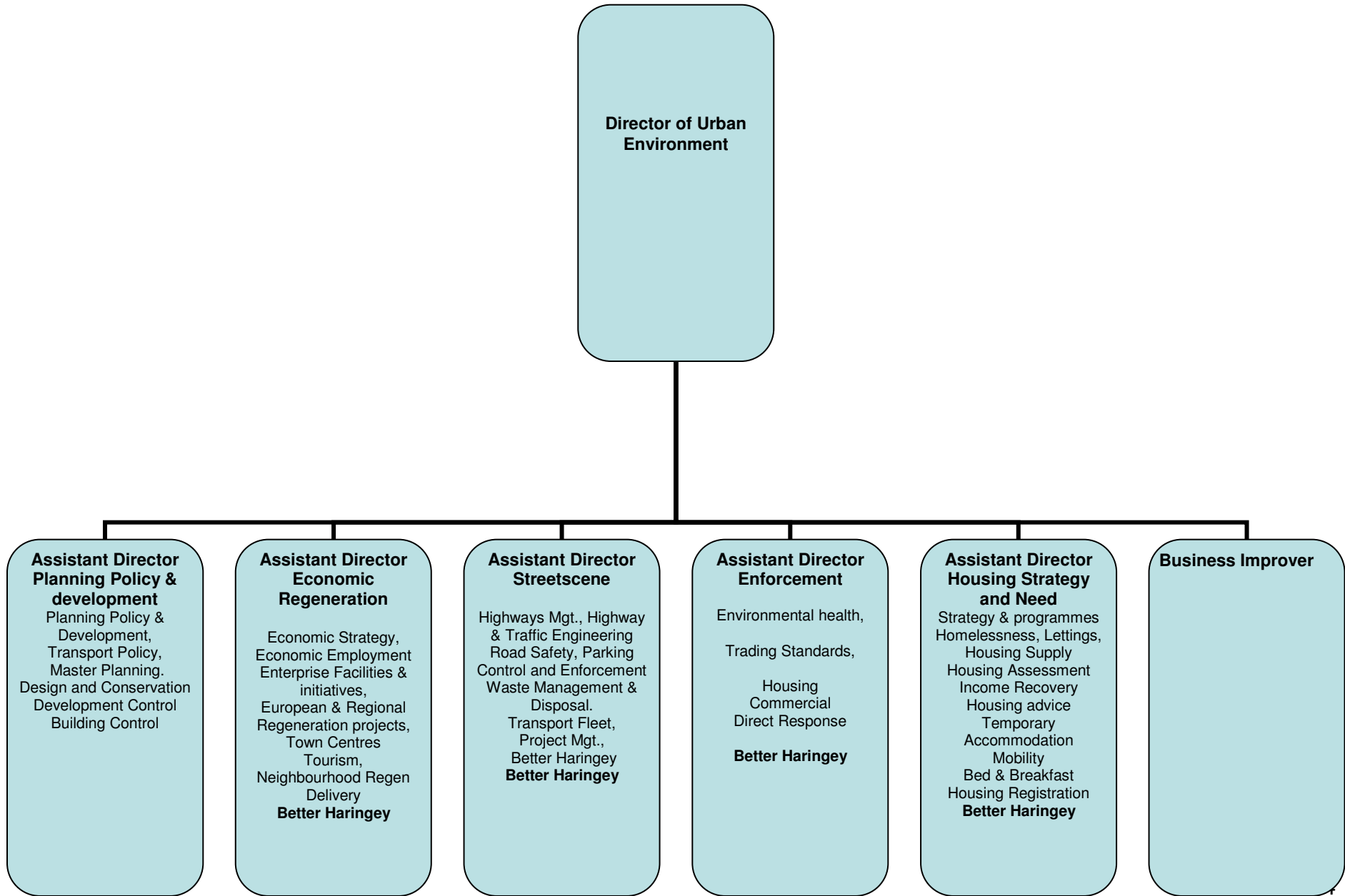
16 Use of Appendices / Tables / Photographs

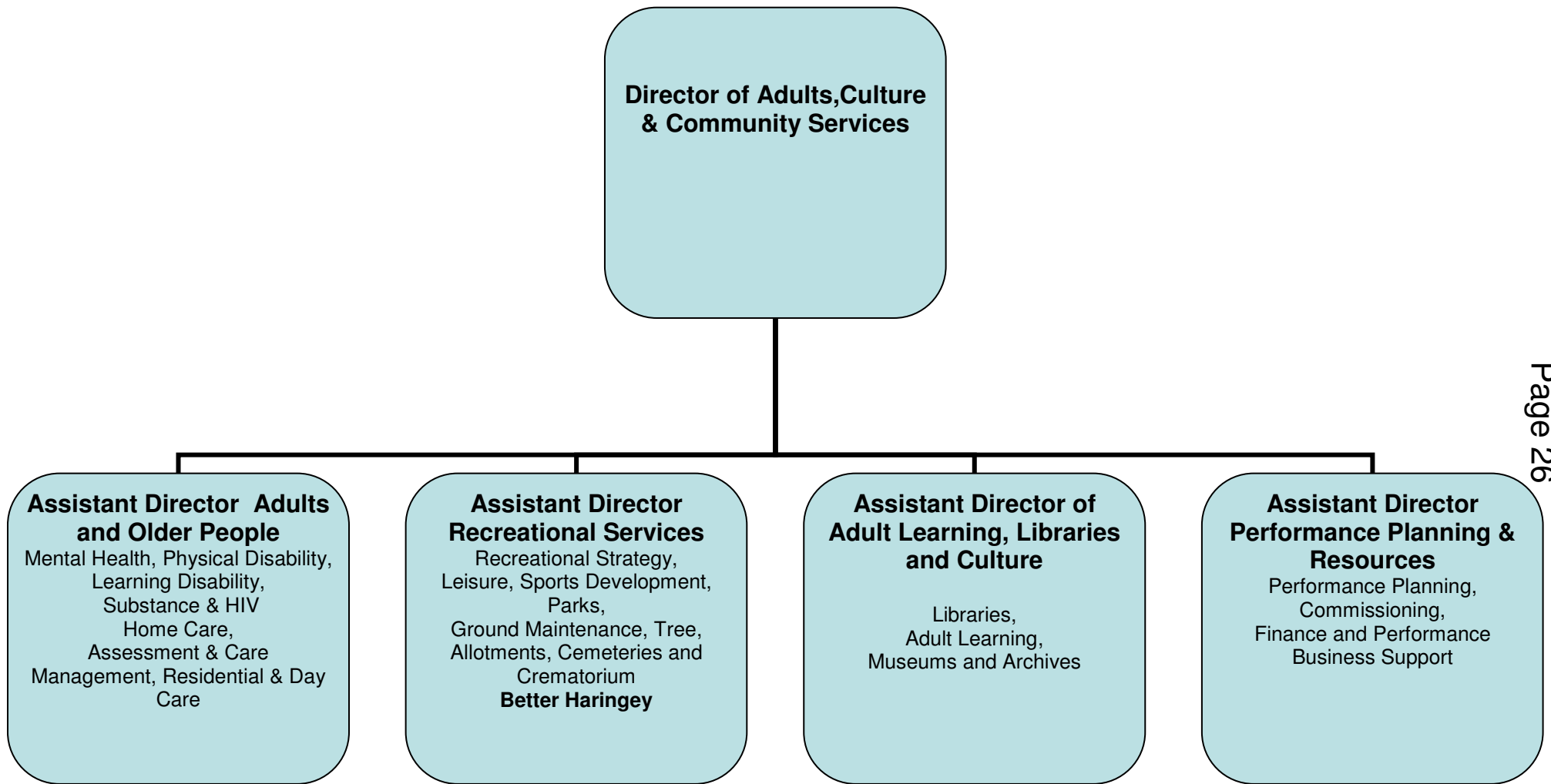
16.1 Appendix A Organisational Charts

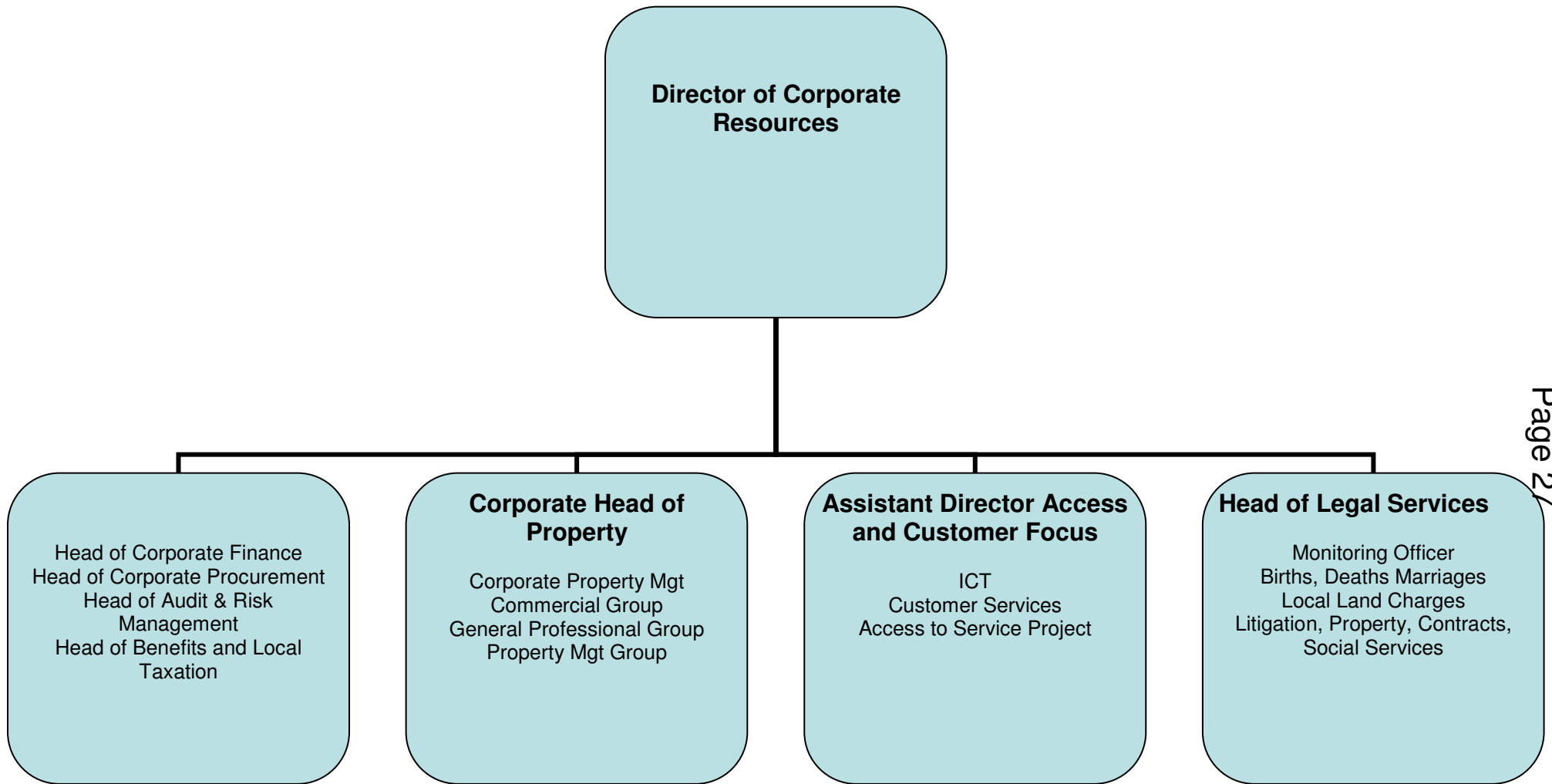
Appendix One

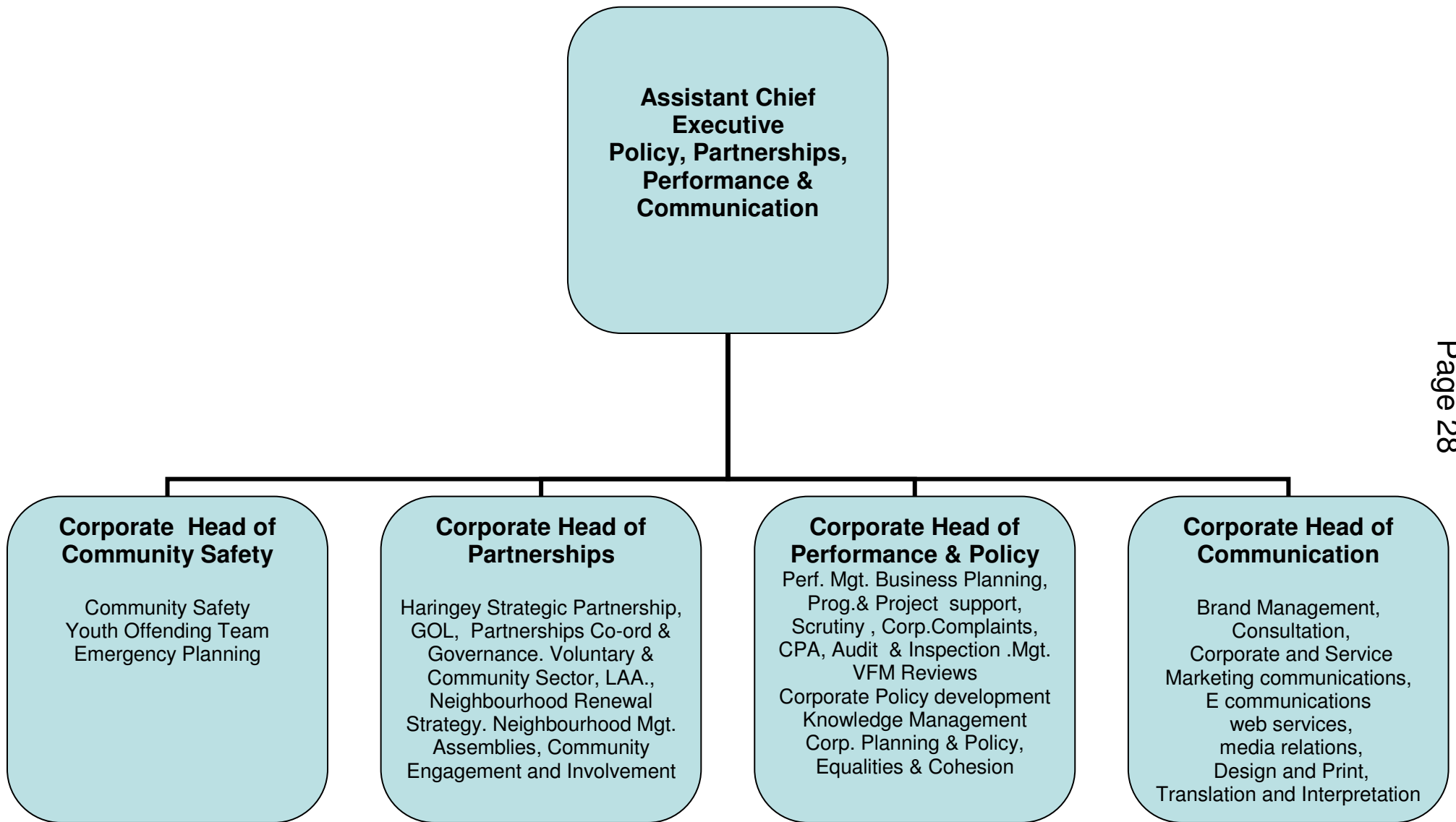


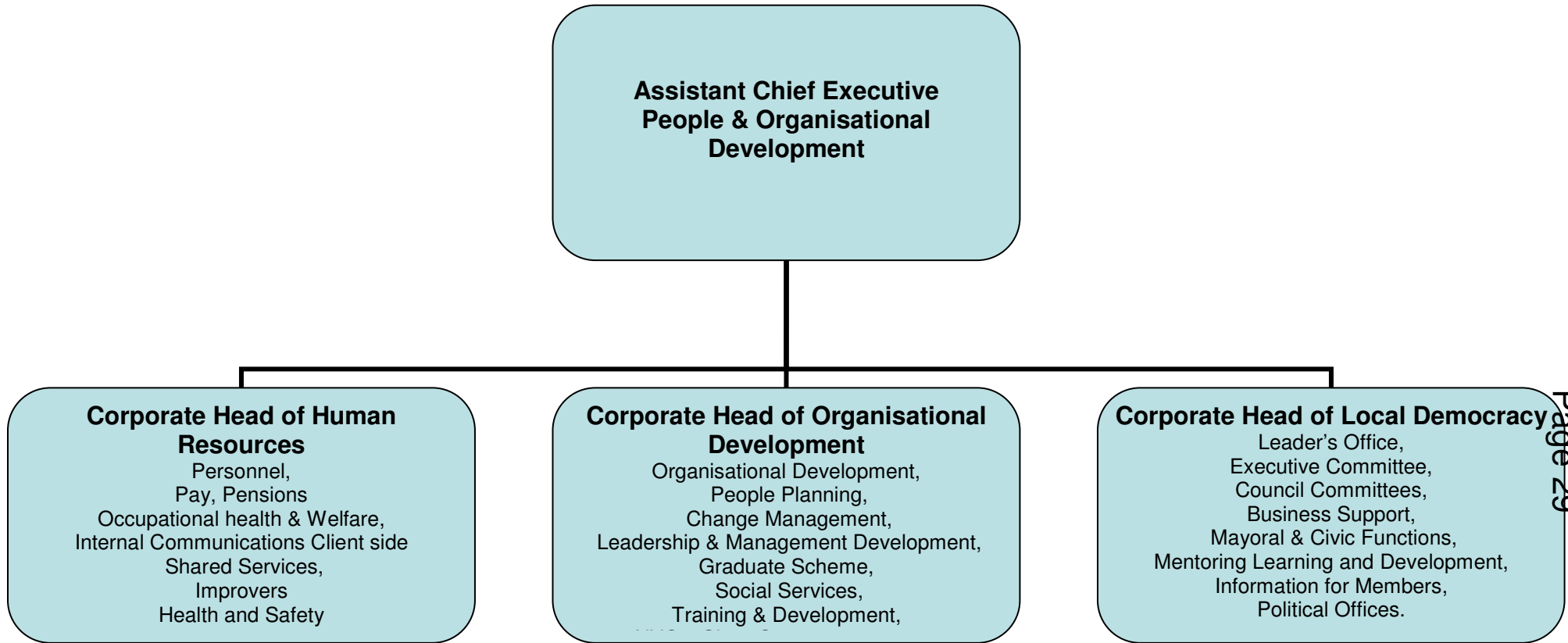












Council*on***13th November 2006**Report Title: **Member Allowances Scheme**

Forward Plan reference number (if applicable): n/a

Report of: **Chief Executive**Wards(s) affected: **All**Report for: **Non-Key****1. Purpose**

1.1 To consider the London Councils Independent Panel report on London councillors' Allowances and to review the Council's Member Allowances scheme in light of the Panel's recommendations.

2. Recommendations

It is recommended that Members agree that

2.1 The basic allowance for Councillors in Haringey be set at £10,000 p.a.

2.2 The Special Responsibility Allowance for the Leader of the Council (band 4) be set at £30,000 in addition to the basic.

2.3 The bandings for the awarding of Special Responsibility Allowance proposed in 8 below be adopted

2.4 All allowances be increased annually in line with the headline figure for the England Local Government Officers National pay settlement from April 1st each year.

2.5 An annual allowance for the Mayor be set at £10,000 p.a. and the Deputy Mayor at £2,500 p.a. in addition to the basic allowance.

2.6 These increases take effect from the 1st of the month of agreement by Council.

Report Authorised by: **Dr Ita O'Donovan, Chief Executive**

Signed:

Contact Officer: **Geoff Turner phone 020 8489 5576**

3. Executive Summary

3.1 This report responds to the report of the Independent Panel on the Remuneration of Councillors in London, commissioned by London Councils. In doing so it commends the report to Members and agrees with the majority its recommendations. It also sets out options for Members to consider with regard to reviewing Haringey's Member Allowance Scheme in light of the report.

4. Reasons for any change in policy or for new policy development (if applicable)

4.1 The Independent Panel on the Remuneration of Councillors in London was established by London Councils to consider the levels of remuneration paid to London councillors.

4.2 The Panel completed its most recent review for 2006 and has published an interim report setting out a series of recommendations for change to which London Boroughs have been asked to respond to.

4.3 It should be noted that there has been no increase in Member Allowances or changes to the allowance structure for some five years at Haringey.

5. Local Government (Access to Information) Act 1985

5.1 London Councils report into Member Allowances October 2006

6. Background

6.1 The process by which local authorities pay remuneration – financial allowances to compensate councillors for their services and time – is established under the Local Government Act 2000.

6.2 Under this Act an authority must set up an independent panel to consider appropriate levels of allowance for some or all of its members. In London, boroughs are permitted to use an independent panel set up by London Councils (formerly the ALG) for this purpose rather than a local panel.

6.3 There is a statutory responsibility on councils to have regard for the recommendations of the Independent Panel although it is up to individual councils to decide how they allocate their councillors between the different bands.

6.4 The Independent Panel on the Remuneration of Councillors in London – which comprises Rodney Brooke CBE (chairman), Baroness Jo Valentine and Professor Drew Stevenson – was established by London Councils to consider the levels of remuneration paid to London councillors.

6.5 The Panel has completed its review for 2006 and has published an interim report setting out a series of recommendations for change. A fuller report will be published in the near future which will combine recommendations from 2001 and 2003 reviews.

6.6 There has not been a significant review of Member Allowances at Haringey since 2001 and the basic allowance has remained at £8,500 since May 2002. In the current Haringey scheme, there are three bands of Special Responsibility Allowances (SRA),

extra allowance in recognition of the specific roles and responsibilities some Members take on, for example the Leader, Executive Members, Leader of the Opposition etc.

6.7 The current scheme specifies SRAs of £9,500, £12,500 and £21,500. Currently Members meet from their basic allowance, telephone call charges and any travel costs for journeys within the M25. All ICT equipment and rental charges, including broadband are met by the Council, as are travel costs for journeys on Council business to places outside the M25. This report does not propose any change to these practices.

7. Response to the Report of the Independent Panel

7.1 The Independent Panel states in its report that it agrees with Sir Michael Lyons' assessment that Councillors are in general underpaid for the vital work they undertake. It has made 14 recommendations, the majority of which are agreed with by this report.

7.2 The Panel sets out 5 bands of responsibility with suggested levels of payment for Special Responsibility Allowances for each band. Only 4 of these are relevant to Haringey as Band 5 is for directly elected Mayors. The level of allowance for each band is determined as a percentage of the overall remuneration package for the Leader of the Council – the highest package – Band 4.

7.3 The Panel has determined that the existing remuneration levels, set in their 2002 report are appropriate when uplifted for inflation (RPI) from their previous (2002) report, taking the basic allowance to £9,965 p.a.

7.4 The Panel has also recommended appropriate level's of Special Responsibility Allowance payable to those councillors who hold positions entailing extra duties. It has based their calculations of the remuneration appropriate for each band on the overall package received by the Leader. They equate the work of the Leader of a council to that of a backbench MP and have recommended a Band 4 SRA of £51,151 resulting in a total remuneration package for the Leader of £61,155.

7.5 The Panel's report is attached in full at Appendix 4. The majority of the recommendations are valid for Haringey and it is recommended that Members endorse them.

7.6 However, there are some areas in which it is felt that the Panel's report is not suitable for wholesale adoption by Haringey in particular with regard to the levels of remuneration recommended by the Panel

7.7 In particular it is felt that the Band 4 SRA of £51,151 is inappropriate for Haringey. It is also felt that calculating the bands based on the Band 4 SRA is more equitable than calculating it based on a percentage of the overall remuneration package.

7.8 The Panel note that while the basic allowance recognises the developing roles of councillors in relation to community leadership, that there is scope for such responsibilities meriting an allowance. It is accordingly proposed that Area Assembly chairs be remunerated at Band 1.

7.9 While the Panel gives scope for paying cabinet members at variable scales, it is not felt that this is appropriate for Haringey at this time.

7.10 The Panel emphasises the importance of councillors accounting publicly for their activities. It is felt that reporting should focus on outcomes and achievements not simply activity. Current reporting at Haringey is ad-hoc and should be expanded and better co-ordinated. It is proposed that a Member Working Group undertake work to develop and oversee a process for actively reporting the achievements of Members.

- 7.11 Chairing planning committee is recognised by the Panel as being extremely complex and demanding. This post, and the chair of other major regulatory committees have been recognised and remunerated as such traditionally in Haringey and would continue to be under the new scheme in line with the Panel's proposals.
- 7.12 Co-opted Members of Standards and other important council bodies should be remunerated in line with the Panel's recommendations and these will be incorporated into the revised scheme.
- 7.13 It is proposed that a Member Working Group undertake work on developing a job description relevant to Haringey Councillors which includes a strong commitment to undertaking appropriate Learning and Development activities
- 7.14 While the Panel state that no more than 50% of members should receive an SRA, it is noted that if Haringey were to implement the Panel's banding recommendations fully then potentially 91% of councillors would be eligible to receive an SRA. It is also noted that there is no barrier to preventing a greater percentage receiving one The proposal set out below sees 52% of Councillor receiving an SRA.
- 7.15 There already exists some provision for leave entitlements for Members within the Haringey scheme. It is proposed that the Head of Member Services together with the Head of Personnel make recommendations to a Member Working group to update the current provision in line with the Panel's recommendation.
- 7.16 It is proposed that provision for resettlement payments for councillors who lose their seat at the polls be considered by a Member Working group at such time as the necessary legislative changes are made which would allow such payments.
- 7.17 It is noted that Members can join the Local Government Pension Scheme and the financial calculations for this report have taken this into account.
- 7.18 The Panel recommends that allowances should be updated annually in accordance with the headline figure in the annual local government pay settlement. This is agreed.
- 7.19 There may be special circumstances under which it is appropriate for the council to meet some intra-borough travel expenses as suggested by the Panel. This would require clear guidelines to ensure transparency. It is proposed that simple but clear guidelines are produced and agreed by the Member Working Group.

8. Proposed Change

- 8.1 Members must decide on two key areas in reviewing the Allowance scheme: First, an appropriate banding structure including which positions should be contained within which band; and secondly the overall remuneration level for the basic allowance and the levels of SRA for each band.
- 8.2 It is proposed that the basic allowance be increased in line with the Panel's recommendation but raised to £10,000 p.a. This represents a 17.64% increase over five years since the last increase in 2002. This compares with national Local Government pay settlement for officers of 17.22% over the same period.
- 8.3 It is proposed that four bands of SRA are utilised to enable recognition of a wider range of duties and to better differentiate between levels of responsibility. Attached at appendix 1 is a proposed banding structure developed using the Panel's report and based at 25% increments – using the midpoint of the Panels recommendations.

8.4 The level of remuneration proposed for each band has been calculated based on the Leader of the Council receiving the highest SRA and each band receiving a percentage of the Leader's SRA in 25% steps with Band 1 receiving 25% of the Band 4 SRA, Band 2 - 50%, Band 3 - 75% and Band 4 (the Leader) 100%.

8.5 The Panel's proposal of Leaders (Band 4) SRA being set at £51,151 is felt to be inappropriate for Haringey and it is noted that this would not be containable within the current budget. The following levels of Special Responsibility Allowance are therefore proposed:

- Band 1 - £7,500
- Band 2 - £15,000
- Band 3 - £22,500
- Band 4 - £30,000

8.6 Members should be mindful of the Panel's comment that: "It is vital that councils offer decent rates of remuneration to open up opportunities for individuals to serve and reflect their communities as councillors".

8.7 In terms of which positions are placed in which band, the Panel is clear that this is for councils to decide.

8.8 The proposed banding has been developed using four bands to better reflect the differing levels of responsibility among Members receiving SRA and has been developed such that there is a small increase in the number of Members receiving an SRA. In contrast to the current scheme, it remunerates Area Assembly Chairs recognising the valuable role they play in community leadership.

8.9 Members should bear in mind that while the Panel recommends that no more than 50% of Members should receive an SRA there is no legal constraint to more receiving one.

8.10 Remuneration for the Mayor and Deputy Mayor has also not been revised for some time. It is recommended that it be increased to £10,000 in addition to the basic allowance. The Deputy Mayor would receive 25% of this, or £2,500.

8.11 It should be noted that this allowance would be in recognition for the duties undertaken by the mayor both in the civic capacity and in the role as Chair of Council. It would also cover any expenses incurred by the Mayor in the course of their duties excepting the budget held by the council for Civic Hospitality.

9. Financial Implications

9.1 The costs associated with the proposed increase are set out in detail below in Appendix 2

9.2 The proposal is based on the current councillors and where a Member holds more than one post for which an SRA is payable, that Member would receive the higher of whichever is payable.

9.3 The proposal including on costs would result in a total annual expenditure of £1.260m against a base budget of £1.254m (including previously agreed growth of £300,000) However as the increases will not be backdated to the beginning of the financial year but instead to the 1st November 2006, the overall cost in this financial year for Member Allowances will be £1.0815m against base budget of £1.254m

9.4 Therefore the proposed increases are contained within the existing budget for Member Allowances.

10. Summary and Conclusions

- 10.1 The Panel's report recommends an increase in Member Allowances while encouraging improved accountability for Member activity. Broadly this report agrees with the recommendations and urges Members to endorse them.
- 10.2 It is felt that the banding system outlined by the Panel is positive especially the introduction of four bands which enables greater recognition of the variation in roles and responsibilities of Members. However it is felt that the Haringey scheme should be appropriate to the Borough while being broadly aligned with the Panel's scheme.
- 10.3 While it is timely to review allowances in Haringey in the light of the Independent Panel's report, Members should be conscious of the political as well as financial implications for the reviewing of Allowances.
- 10.4 While it is recognised that 17.6% is a significant rise, there has been no increase in Member Allowances for some five years at Haringey. It is recommended that to avoid similarly large single increases in future and in the interests of transparency, that future increases be tied to the headline figure in the national Local Government pay settlement and undertaken annually on the 1st April in line with the Local Government pay settlement.
- 10.5 Once Members have agreed banding and remuneration levels, then the Members Allowances Scheme as set out in Part C7 of the constitution as well as the Member Allowances Code of Practice will be amended accordingly and taken to Full Council for decision on 13th November 2006.
- 10.6 It is proposed that a comprehensive review of those aspects of the allowances scheme and code of practice which do not relate to the bandings and remuneration levels considered by this report be undertaken by the Member Working group and fed into the current review of the constitution.

11. Recommendations

It is recommended that Members agree that

- 11.1 The basic allowance for Councillors in Haringey be set at £10,000 p.a.
- 11.2 The Special Responsibility Allowance for the Leader of the Council (band 4) be set at £30,000 in addition to the basic.
- 11.3 The bandings for the awarding of Special Responsibility Allowance proposed in 8 below be adopted
- 11.4 All allowances be increased annually in line with the headline figure for the England Local Government Officers National pay settlement from April 1st each year.
- 11.5 An annual allowance for the Mayor be set at £10,000 p.a. and the Deputy Mayor at £2,500 p.a. in addition to the basic allowance.
- 11.6 These increases take effect from the 1st of the month of agreement by Council.

12. Comments of the Director of Finance

12.1 Member's Allowances have not increased since 2002. The additional costs can be met from the previously approved growth in the 2006/07 budget process.

13. Comments of the Head of Legal Services

13.1 Under the "Members' Allowances" Regulations 2003, the Council must have regard to the recommendations of the Independent Panel when amending the Members' Allowances Scheme. If Members wish to depart from their recommendations they can do so but there should be sound reasons. Basic Allowances and SRAs must be payable on an annualised basis. There is no specific provision to adjust payments for leave. The Scheme could make provision for intra-Borough travel expenses although it does not do so at present.

14. Use of Appendices

14.1 **Appendix 1** – Suggested Banding Options

14.2 **Appendix 2** – Models for alternative SRA levels for Banding Options

14.3 **Appendix 3** – Benchmarking information from other Councils

14.4 **Appendix 4** – Report of the Independent Commission

Appendix 1.
Proposed banding structure for review of Member allowances

	Positions in each Band
BAND 1 - £7,500	<ul style="list-style-type: none"> • 7 x Area Assembly Chairs
BAND 2 – £15,000	<ul style="list-style-type: none"> • Chair of GP • Chair of PASC • Chair of Licensing • Chair of AP&P • Chair of Audit • Chair of Pensions Panel • Chief Whip • Opposition Deputy Leader • Opposition Chief Whip • 6 x OSC members
BAND 3 - £22,500	<ul style="list-style-type: none"> • 9 x Exec Members • Chair of OSC • Opposition Leader
BAND 4 – £30,000	<ul style="list-style-type: none"> • The Leader

Appendix 2. Financial Implications

Basic	£10,000.00
Leader's SRA	£30,000.00

Banding	Number of Members	SRA	Basic	Total
Basic rate	27	£0	£10,000	£10,000
Band 1	4	£7,500	£10,000	£17,500
Band 2	14	£15,000	£10,000	£25,000
Band 3	11	£22,500	£10,000	£32,500
Band 4	1	£30,000	£10,000	£40,000

Mayor		£10,000		£10,000
Deputy Mayor		£2,500		£2,500
Co-opted Members	8			£6000
Total cost <i>(excl. on costs)</i>				£1,100,000
Total with average on costs*				£1,260,000

*Using the average on costs for Members ∴ calculated at + 14%

** Note that Option 1 is current banding if allowances were raised in accordance with the report

Appendix 3 Comparative Data¹

London Borough	Basic	Leader	Deputy Leader	Cabinet/ Executive	Scrutiny Chair
Barking & Dagenham	£9,550	£33,425	£21,487	£16,712	£16,712
Barnet	£8,500	£25,500	£8,500	£12,750	£4,250
Bexley	£8,634	£24,101	£16,067	£12,050	£8,034
Brent	£7,245	£33,120	£23,184	£14,076	£11,385
Bromley	£9,764	£24,068		£15,437	
Camden	£8,817	£26,634	£14,850	£14,850	£14,850
Croydon	£11,596	£40,355	£33,777	£30,707	£25,883
Ealing	£7,766	£19,396	£11,637	£11,637	£15,517
Enfield (proposed)	£9,500	£25,000	£15,000	£12,500	£8,000
Greenwich	£9,583	£36,067	£15,216	£13,526	£13,526
Hackney	£9,324	£71,302 (Total)	£36,309	£30,605	£30,605 / £13,492.
Hammersmith & Fulham	£8,232	£32,928	£27,438	£21,948	£5,694
Haringey	£8,500	£21,500		£12,500	£12,500
Harrow	£5,379	£17,000	£12,000	£12,000	£6,750
Havering	£9,255	£39,150	£25,110	£25,110	£11,070
Hillingdon	£9,534	£32,500	£25,000	£20,000	£12,500
Hounslow	£9,525	£15,554	£8,994	£6,474	£5,560
Islington	£9,463	£48,436	£35,075	£35,075	£18,371
Kensington & Chelsea	£9,965	£40,793	£22,624	£21,453	£12,310
Kingston	£7,079	£28,587	£16,335	£10,890	£5,445
Lambeth	£8,000	£25,000	£15,000	£15,000	£7,500 / £6,657
Lewisham	£9,025	£62,518	£37,202	£11,282	£11,282
Merton	£7,935	£31,734	£15,870	£7,935	£7,935
Newham	£10,176	£71,856			
Redbridge	£9,657	£33,814	£20,288	£16,231	£8,116
Richmond	£9,415	£20,000	£15,000	£10,000	£5,000
Southwark	£9,963	£45,741		£30,696	£30,696
Sutton	£9,582	£37,305	£25,584	£13,863	£9,762
Tower Hamlets	£9,698	£28,563	£15,898	£16,652	£10,863
Waltham Forest	£8,931	£23,097	£17,835	£11,889	£11,889
Wandsworth	£9,963	£38,244		£26,815	£10,257
Westminster	£7,300	£37,188	£19,080	£8,480	£6,360
Average	£8,964	£34,077	£20,384	£16,747	£11,954

¹ This data is some months old and it is expected that many councils will take advantage of the Panel's report to undertake a similar review with a mind to increasing allowances.

Report from the Independent Panel
on the Remuneration of Councillors in London

October 2006

Report from the Independent Panel on the Remuneration of Councillors in London

We have completed our review of remuneration for councillors in London. We shall publish a fuller report as soon as possible. This will be a composite of these recommendations and our reports of 2001 and 2003.

We are well aware that members' allowances can be contentious. But we are emphatic that the quality of local democracy depends on the ability of Councils to attract able people to serve as councillors. Excellent Councils have excellent members. Financial reward is not and should not be the main motivation for service as a councillor. But a reasonable remuneration can make it possible for a wider range of people to stand for election. In his interim report on local government, Sir Michael Lyons comments that councillors are generally underpaid for the vital work which they do. We entirely agree. We believe that councils have a duty to ensure that their scheme of allowances is realistic. We very much hope that London Councils will again endorse our recommendations. We urge that all London boroughs should adopt them.

The recommendations in our report are:

1. We believe that the scheme of allowances which the Panel recommended in 2001, updated for inflation, is still appropriate. At Annex A we set out the five Bands of responsibility with updated figures for the Basic Allowance and for the five Bands.
2. We believe that the roles which we identified as attaching to the Bands are still, in general terms, appropriate. The main changes affecting the role of councillors since our last report have been around representativeness, accountability and community leadership. We have addressed these in our recommendations. We are aware that new roles have been developed, e.g. in relation to Community leadership, leadership of a specific major project, and assistants to Cabinet members holding particularly demanding portfolios like Children's Services. Such responsibilities can also provide development opportunities for the leaders of the future. We think that such roles should be identified as meriting an allowance in Band One.
3. With changes in local government structure and organisation, we accept that some Cabinet roles may be more demanding than others. Although it may be sensible for many Councils to remunerate Cabinet members at the same level, we believe that there is sufficient width in Band Two to permit Councils to recognise different levels of responsibility within the Cabinet where this is appropriate.
4. In return for the levels of remuneration which we propose, it is important that councillors account publicly for their activities. This will enable the electorate to make an informed judgement on the performance of their elected representatives in liaising with their constituents and representing their interests within the council and, in the more senior roles, their leadership in addressing the borough's issues. There are examples of good practice in this area and we will set them out in our fuller report.
5. Planning is an important responsibility of local government. Some London boroughs face planning issues of considerable complexity. In such cases, we believe that it is appropriate that the Chair of the Planning Committee should be rewarded at the higher level of Band Two.
6. We believe that allowances for co-opted members should be made only for those serving on the Standards Committee, for Education co-optees and for the independent chair of an Audit Committee. In our 2001 report we recommend an annual co-optees allowance based on the expected number of meetings at a rate of £100 per meeting. Updated, this figure now stands at £117. We recommend that the independent chair of the Standards Committee should receive a co-optees' allowance on the same basis, but with a rate of £240 per meeting to reflect the greater responsibilities of this post.

7. We believe that the role descriptions in our 2001 report are generally still appropriate. We make two additions to our description of the basic role of councillors. One relates to undertaking necessary training and development and the other to being accountable and reporting on their actions. A revised job description for councillors is attached at Annex B. We believe that all Councils should adopt such a job description to make absolutely clear what is expected of a councillor.
8. We reiterate that not more than 50% of councillors should receive a Special Responsibility Allowance (SRA) and that only one SRA should be paid to a councillor in respect of duties with the same authority.
9. Although councillors are not employees, we believe that it is reasonable that their special responsibility allowances should not cease in case of sickness, maternity and paternity leave in the same way that employees enjoy such entitlements. We recommend that Councils should be able to make arrangements in their schemes in appropriate circumstances to enable this to happen.
10. There is at present no provision in the legislation for resettlement payments to councillors. We consider that if recipients of SRAs in Bands Two, Three, Four and Five lose their seat at the polls they should be entitled to six months continued allowance to provide a cushion of time during which they can seek alternative employment. This will require legislative change, but we will make representation to Government to seek this change.
11. As stated in our letter of 26 July 2006, pension regulations have changed so that councillors are now eligible to join the LGPS before their 75th birthday. We recommend that all councillors below the age of 75 should be allowed to join the LGPS.
12. We continue to recommend that the allowances we recommend should be updated annually in accordance with the headline figure in the annual local government pay settlement. We appreciate that Regulation 10 Local Authorities (Members' Allowances) (England) Regulations 2003 appears to require re-adoption of the scheme at the start of each municipal year; but if there is to be no change other than the annual update we recommend, then we believe that this can be achieved by a simple formal resolution.
13. We have considered carefully the possibility of introducing performance related pay for councillors. While this has its attractions, we are convinced that the practical difficulties are too great. However, we commend those Councils which have introduced performance appraisals for Councillors.
14. While we continue to believe intra borough travel should be part of the basic allowance, we recognise there are circumstances where it may be appropriate for a scheme to provide payment for the cost of transport e.g. journeys home after late meetings and for people with disabilities.


Rodney Brooke CBE DL Professor Drew Stevenson Baroness Jo Valentine

London
18 October 2006

Special Responsibilities – Beyond the Basic Allowance

The case for special allowances

The reasons for payment of additional special responsibility allowances should be clearly set out in local allowances schemes. Special allowances should come into play only in positions where there are significant differences in the time requirements and levels of responsibility from those generally expected of a councillor.

Categories of special allowances

The regulations specify the following categories of responsibility for which special responsibility allowances may be paid:

- Members of the executive where the authority is operating executive arrangements
- Acting as leader or deputy leader of a political group within the authority
- Presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee
- Representing the authority at meetings of, or arranged by, any other body
- Membership of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods
- Acting as spokesperson of a political group on a committee or sub-committee of the authority
- Membership of an adoption panel
- Membership a licensing or regulatory committee
- Such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required of him by any one of the activities mentioned above whether or not that activity is specified in the scheme.

Local discretion

It is for the councils locally to decide how to allocate their councillors between the different bands having regard to our recommendations. They must have regard to our recommendations. We believe these should have the merits of being easy to apply, easy to adapt, easy to explain and understand, and easy to administer.

Band One

The posts we envisage falling within Band One include:

Vice-Chair of a Service, Regulatory or Scrutiny Committee
 Chair of Sub-Committee
 Leader of Second or Smaller Opposition Group
 Service Spokesperson for First Opposition Group
 Group Secretary (or equivalent) of Majority Group
 First Opposition Group Whip
 Vice Chair of council business
 Chairs and Vice Chairs of Area Committees or Area Forums
 Cabinet Assistant
 Leadership of a strategic major topic

Remuneration

We propose that Band One special responsibility allowances should be on a sliding scale of between 20%-30% of the remuneration package for a council leader

This would be made up as follows:

Basic Allowance:	£9,964
Band 1 Allowance:	£2,227 to £8,323
Total:	£12,191 to £18,267

Band Two

The types of office we contemplate being within Band Two are:

Lead member in scrutiny arrangements, perhaps a Chair of a Scrutiny Committee
 Representative on key outside body
 Chair of major regulatory committee e.g. planning
 Chair of council business
 Leader of principal opposition group.

Remuneration

We propose that Band Two allowances should be on a sliding scale between 40%-60% pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic Allowance	£9,964
Band 2 allowances:	£14,418 to £26,609
Total:	£24,382 to £36,573

Band Three

We see this band as appropriate to the following posts:

Cabinet Member

Chair of the main overview or scrutiny committee

Deputy Leader of the Council

Remuneration:

We propose that Band Three allowances should be between 70%-80% pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic Allowance: £9,964

Band 3 Allowance: £32,705 to £38,801

Total: £42,669 to £48,765

Band Four

Leader of Cabinet

This is a full-time job, involving a high level of responsibility. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, whilst still retaining a reflection of the voluntary character of public service. The most appropriate measure is, in our view, that of a backbench MP. The functions of a full-time Leader of a London borough must be at least as onerous as those of an MP, and it would be quite wrong to expect that they could be remunerated at a lower rate, even excluding (as we do) the generous expenses package to which a backbench MP is entitled.

We propose that the remuneration package for a Council Leader under Band Four of our scheme should be £61,155.

This is made up as follows:

Basic Allowance: £9,964

Band 4 Allowance: £51,191

Total: £61,155

Band Five

Directly Elected Mayor

A Directly Elected Mayor is a major innovation in the political management of local government with the office holder taking on a new role and exercising executive responsibilities over a fixed electoral cycle. We believe this post is significantly different to that of the Council Leader with Cabinet model and that it is a full time job with an importance which should be reflected in the salary level.

We propose that a Band Five Directly Elected Mayor should receive a remuneration package of 25% higher than that recommended for a Council Leader and that it should be a salary set at **£76,194**.

On behalf of the community – a job profile for councillors

Purposes:

- To participate constructively in the good governance of the area.
- To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
- To represent effectively the interests of the Ward for which the councillor was elected, and deal with constituents' enquiries and representations.
- To champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community in terms of equity, economy and environment.
- To represent the council on an outside body, such as a charitable trust or neighbourhood association.

Key Tasks:

- To fulfil the statutory and local determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full Council (e.g. Setting budget, overall priorities, strategy).
- To participate effectively as a member of any committee or Panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or Panel's) terms of reference, human resource issues, staff appointments, fees and charges, and liaison with other public bodies to promote better understanding and partnership working.
- To participate in the activities of an outside body to which the Councillor is appointed, providing two-way communication between the organisations. Also, for the purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
- To participate in the scrutiny or performance review of the services of the authority including where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority.
- To participate, as appointed, in the area – and service-based consultative processes with the community and with other organisations.
- To represent the authority to the community, and the community to the authority, through the various forums available.
- To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers of the authority.
- To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
- To contribute constructively to open government and democratic renewal through active encouragement to the community to participate generally in the government of the area.
- To participate in the activities of any political group of which the councillor is a member.
- To undertake necessary training and development programmes as agreed by the authority.
- To be accountable for his/her actions and to report regularly on them in accessible and transparent ways.



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Part C.7

Members' Allowances Scheme

1. SCHEME FOR THE PAYMENT OF MEMBERS' ALLOWANCES

1.01 Made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and in force for the municipal year 2006/2007 (i.e. 1 April 2006 to 31 March 2007).

2. BASIC ALLOWANCE

2.01 Each Councillor will be entitled to receive the sum of £10,000 by way of Basic Allowance.

2.02 If a Councillor does not serve as such for the whole 12-month period or becomes disqualified, he/she will only be entitled to receive pro-rata payment for the period(s) during which he/she actually was a serving Councillor. This principle applies to service on Council bodies by independent Standards Committee members and education representatives on scrutiny bodies.

3. INCLUDED EXPENSES

3.01 Travel Expenses.
The Basic Allowance includes all travel within the M25. Councillors are not entitled to any form of concession or special permit as Councillors for parking in the Borough.

3.02 Mobile Telephones.
The Basic Allowance includes Councillors' telephone call charges.

4. MAYORAL ALLOWANCES

4.01 The additional allowances for the Mayor and Deputy Mayor are

- (a) The Mayor is entitled to an additional allowance of £10,000
- (b) The Deputy Mayor is entitled to an additional allowance of £2,500

5. SPECIAL RESPONSIBILITY ALLOWANCES

5.01 Haringey Council will allocate Special Responsibility Allowances in three bands, to Councillors who take on certain additional roles:

Band	Position	Special Allowance	Total Allowance
Band 4	<ul style="list-style-type: none"> • Leader 	£30,000	£40,000
Band 3	<ul style="list-style-type: none"> • 9 x Executive Members • Opposition Leader • Chair of Overview and Scrutiny Committee 	£22,500	£32,500
Band 2	<ul style="list-style-type: none"> • Chair of General Purposes Committee • Chief Whip • Chair of Planning Applications Sub-Committee • Chair of Licensing Committee • Chair of Alexandra Palace and Park Board • Chair of Audit Committee • Chair of Pensions Panel • Opposition Deputy Leader • Opposition Chief Whip • 6 x Councillors on Overview and Scrutiny Committee 	£15,000	£25,000
Band 1	7 x Chairs of Area Assemblies	£7,500	£17,500

6. MULTIPLE RESPONSIBILITIES

6.01 Where a Councillor holds more than one post of special responsibility, he/she may only receive one Special Responsibility Allowance. Where a Councillor holds more than one post of special responsibility and the posts have Special Responsibility Allowances of different monetary values, the Councillor would receive the higher one. For the purposes of this paragraph, the Mayor and Deputy Mayor count as posts of special responsibility.

7. CO-OPTES' ALLOWANCES

7.01 Each independent Standards Committee member and each education representative on scrutiny bodies is entitled to an allowance of £117 per meeting excepting the Chair of the Standards Committee who is entitled to £240 per meeting payable on an annualised basis. This incorporates all other allowances, with the exception of babysitting and dependants allowance. No allowances are payable to others who are not elected Councillors.

8. BABYSITTING AND DEPENDANTS ALLOWANCE

8.01 Councillors and non-elected members can claim this allowance based on the following :

(a) That reimbursement be made at a maximum rate of £5.05 per hour. The period of payment should include the time of the meeting, together with reasonable travelling time of the member, plus any necessary travelling expenses of the carer to and from their home.

(b) Children over the age of 16 must not be claimed for, unless suffering from an illness or disability making constant care essential.

9. TRAVELLING AND SUBSISTENCE ALLOWANCE

Councillors can claim this allowance for attending approved meetings, training and conferences etc. only to the extent that it involves travel outside the M25. Claims must be based on the following :

(a) The mileage rate for travel by private car is 34.6 pence per mile. An extra 3 pence per mile is payable for each passenger for whom a travelling allowance would otherwise be payable. The cost of tolls, ferries and parking charges can be claimed.

(b) The mileage rate for travel by solo motor cycle is :

	Not exceeding	150 cc	8.5 pence per
	mile		
	Over	150 cc but not over 500 cc	12.3 pence per
mile			
	Over	500 cc	16.5 pence per
mile			

(c) On public transport only the ordinary or cheaper fare can be claimed where more than one class is available

(d) The cost of a taxi, including a reasonable tip, can be claimed only in case of urgency or where public transport is not practicable or reasonably available

(e) The maximum rates for subsistence allowance on approved duties are as follows:

For an absence of more than 4 hours before 11.00
£4.92

For an absence of more than 4 hours including lunchtime
between 12.00 and 14.00
£6.77

For an absence of more than 4 hours including the
period 15.00 to 18.00 £2.67

For an absence of more than 4 hours ending after 19.00
£8.38

10. CLAIMS AND PAYMENTS

10.01 The Basic Allowance and Special Responsibility Allowances will be paid in equal monthly instalments.

10.02 The Co-optees' Allowance must be claimed by, and will be paid at, the end of the municipal year, subject to paragraphs 2.02 above and 10.04 below.

10.03 All claims for Travelling and Subsistence Allowance and Babysitting and Dependants Allowance must be made within two months of the relevant meeting or the costs being incurred by the Councillor or non-elected member, subject to paragraph 10.04 below..

10.04 If any Allowance under paragraphs 10.02 or 10.03 is not claimed within the prescribed time limit, the Head of Members' Services shall have a discretion to make the payment nonetheless.

10.05 Any Councillor or non-elected member may elect to forego his/her entitlement to all or part of any allowance by giving written notice at any time to the Head of Members' Services.

11. WITHHOLDING AND REPAYMENT OF ALLOWANCES

11.01 The Standards Committee or any of its Sub-Committees is authorised to withdraw the payment of the allowances set out below in whole or in part, as appropriate, in the event of a Councillor being suspended or partially suspended. The allowances covered by this provision are the following:

(a) Basic Allowance;

(b) Special Responsibility Allowance;

(c) Travelling and Subsistence Allowances; and

(d) Co-optees Allowance.

11.02 Where the Standards Committee/Sub-Committee withdraws any of the above allowances in whole or in part and it transpires that the Councillor has already been paid in whole or in part for the relevant period of suspension or partial suspension, then the Standards Committee/Sub-Committee may require that the Councillor repay the relevant amount to the Council.

12. MEMBERSHIP OF LOCAL GOVERNMENT PENSION SCHEME

12.01 All eligible Councillors are allowed to join the Local Government Pension scheme in respect of the Basic and Special Responsibility Allowances paid to them as part of this scheme of allowances

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Chair:
Councillor George Meehan

Deputy Chair:
Councillor Lorna Reith

INTRODUCTION

- 1.1 This report covers matters considered by the Executive at our meeting on 3 October 2006. For ease of reference the Report is divided into the Executive portfolios.
- 1.2 We trust that this Report will be helpful to Members in their representative role and facilitate a fruitful dialogue between the Executive and all groups of Councillors. These reports are a welcome opportunity for the Executive on a regular basis to present the priorities and achievements of the Executive to Council colleagues for consideration and comment. The Executive values and encourages the input of fellow members.

ITEMS OF REPORT

Finance

2. HORNSEY TOWN HALL

- 2.1 The Council will be aware that the Hornsey Town Hall Community Partnership Board has met regularly to consider options for the future use and development of the site and has been working with officers towards the production of a commercial development brief to enable the site to be marketed to secure a development partner to deliver a range of community, commercial and cultural uses and activities.
- 2.2 We considered a report which advised us that an in principal decision was needed to agree the objectives for development and a timetable for taking the project to the market to find out if a suitable development partner could be identified in order to turn the proposal into a financially viable scheme.
- 2.3 We were informed that a vision for the site had been agreed, viz -

“A vibrant arena for all, harnessing a spirit of progress, creativity and enterprise for future generations of Haringey, London and beyond”

In addition, six key objectives had been established

- Help unite East and West, North and South of the Borough and beyond
- Open a place within the site for young people in particular to use and own
- Deliver a welcoming public space, open to all in which we celebrate Haringey's history and cultural diversity
- Evolve a centre of creativity, diversity, learning and enterprise.
- Become a flagship with a national and international reputation for excellence
- Create a sustainable future for Hornsey Town Hall.

- 2.4 A costed feasibility study had been commissioned which had produced a number of potential development schemes for the site. The schemes had been appraised to take

account of the competing factors, namely, the financial viability of a scheme, the community aspirations and wants for the site in respect of types of use (as received through the consultation process) and the content and level of development acceptable on the site.

- 2.5 A preferred option was recommended to us in the form of a "Revised Feasibility Study". However, there was a funding gap based on the estimated cost of the full proposed refurbishment and restoration and the projected capital values generated from the residential and commercial developments of parts of the site. It was therefore recommended that we agree to proceed with phases one and two which involve the restoration of the Town Hall and essential works required, to refurbish the assembly hall, foyer and other Town Hall spaces for community and commercial use.
- 2.6 As well as considering the options for the physical development of the Town Hall the Partnership Board had consulted on the needs of the community, potential end users and options for the future management of the new facilities and would continue to do so. In preparing the outline business plan it had been highlighted that there was a need to secure a mix of long term and occasional users to ensure the financial sustainability of the Town Hall whilst promoting the widest use by providing adequate multi use spaces.
- 2.7 We noted that in considering options for the future management of the Town Hall it had been assumed that the Council would prefer not to operate the new community facility directly. Although the option of contracting with a commercial operator might have had some benefits in terms of financing the set up of the services and experience of facilities management, this had not been explored. However, it would be considered as part of the business planning process. The options of a community based, not for profit, organisation had been considered more fully and based on other examples of partnership working it was considered that the benefits of a community owned initiative would generate greater interest and improve the chances of realising and making the objectives sustainable.
- 2.8 It was recommended that the future management of the restored and refurbished spaces within Hornsey Town Hall be transferred to a charitable Trust that shared the vision and objectives outlined above and which had the capability of operating the facilities for the well being of the community. The Community Partnership Board had agreed to form a Company Limited by Guarantee and becoming registered as a charity for the purposes of developing and managing these facilities for community benefit. The Trust would also seek to access grants and other funding for Phase three of the development.
- 2.9 We also noted that a number of options had been considered for delivering the proposed scheme and it was considered that the most effective approach would be to engage a private sector developer/developers to undertake the proposed land development (residential and commercial) that generated capital and carry out the refurbishment and restoration of the Town Hall. As well providing an integrated development process this approach had the benefit of optimising capital values, securing appropriate commercial and construction skills, sharing of risks and greater certainty over delivery, subject to planning consent. It would also enable the Council and the Trust to work with the private developer in the final scheme design and retain community involvement. The proposed scheme would be based upon a development model requiring the Council and the Trust to enter into a joint agreement with a selected developer/s to procure the delivery of the

project. The Council would retain the freehold of the site and grant a long lease to the development partner over those parts of the site not to be retained (the commercial and residential elements) in return for a Capital consideration that would be used to procure the repair and refurbishment works to Hornsey Town Hall as detailed in Phase 1 and 2 of the Feasibility Study. This would be subject to a defined timescale and the lease and agreement with the developer would specify controls to protect the use of the site.

- 2.10 In agreeing the report we emphasised that the Council would not be committing itself to fund Phase 3 of the proposals which would be the responsibility of the proposed Trust. We also indicated that we would wish officers to further explore the option to relocate the existing Customer Service Centre to within the refurbished Town Hall with the Service making a contribution to the maintenance and upkeep of the building. In noting that a further report was to be made on a preferred development partner and future operational management arrangements we asked that it include an indication of when Phase 3 would be implemented.
- 2.11 We report that we granted approval to Phases 1 and 2 of the development proceeding with the implementation of the final Phase 3 being subject to available funding in the future the responsibility for which would fall to be met solely by the Trust. We also granted approval to the future management of the Hornsey Town Hall facilities being transferred to an independent Charitable Trust and to the model development brief reported to us, based on the proposals contained in the report, as well as to the production of a marketing brief in partnership with the Community Partnership Board in order to take the project to the market and secure a development partner.
- 2.12 We noted the Community Partnership Board's agreement to form a Company Limited by Guarantee and Registered Charity ("Trust") as the next step in the formation of a Trust, for the future management and fund raising for Hornsey Town Hall and that a further report would be submitted to us in February 2007 for a preferred development partner and future operational management arrangements of the Town Hall Facilities, with an update on timelines and implications for the transfer of staff to accommodation in Wood Green.

Organisational Development and Performance

3. PROGRAMME HIGHLIGHT REPORT – JULY 2006

- 3.1 We considered a report which set out the routine project highlight reports for the Council's programme of projects in July 2006. The programme highlight report provided a management summary that set out progress over the reporting period. A traffic lights system, similar to the one used in the Council's Performance report, showed the project status against key indicators. In addition to the management summaries provided for each project, the following key highlights from the programme were shown on an exception basis.

N.B. These highlight reports reflected the position of some of the Council's corporately significant projects as at 31 July 2006 and might have changed in the meantime.

Regeneration Stream Board

3.2 Tottenham High Road

£1.6m of resources was still unallocated to specific projects and the majority of external funding was time limited to the end of March 2007. Reserve projects had been identified with a total estimated project value of £1.13m leaving a shortfall of approximately £530,000. The delivery of the programme would need to be closely monitored to ensure that this funding was not lost.

(Update. Projects have now been identified to allocate the remaining £1.6m of external resources. Agreement to proceed was still required for some projects and this will be closely monitored by the Stream Board).

Children and Young People Stream Board

3.3 Primary Schools Capital Projects

Due to concerns about current programme and finances the Primary Schools Capital Projects was to be subject to a separate report to CEMB in September/October advising on a revised three-year capital programme for the Children's Service. Updated cost plans would be presented to the project board as part of the next months highlight report. Further details were as follows:

Coldfall Expansion - There were anticipated increases to construction costs for items not identified on drawings, items not sufficiently measured, items for unforeseen works and additional design fees. The construction cost increase was reported by the project cost consultant to the project core group on 25th July 2006. The increased cost for construction and design had yet to be agreed and were being investigated. The total estimated value of these projected variances (including additional design costs) was £450,000.

Tetherdown - Phase I works were approx £150,000 above pre-tender estimate. The Phase II works had not yet been designed but would need to reduce in scale to stay within overall budget.

Broadwater - The Broadwater Farm project had been delayed by the decision to phase both Targeted Capital Fund projects with the secondary scheme at White Hart Lane. The White Hart Lane scheme had now been subsumed into the Building Schools for the Future plan for the whole White Hart Lane campus.

The budget for the year was estimated in October 2005-06. To date there was no sketch design on which to base accurate costs. However, project progress was slipping and projected expenditure was estimated at a reduced amount (£500,000), mainly fees only in the current year. There would be no main contractor works during the current financial year.

3.4 Children's Centres

Risks were showing red status in July owing to two concerns. Firstly whether there was sufficient capital to develop all eight new centres. The suitability assessments suggested that this should be achievable and would be tested through feasibility studies.

The second risk related to the spend profile against funding profile and concerns whether we could achieve sufficient spend this year. This was to be addressed in negotiations with the Sure Start Unit and fed back to the Children and Young People Stream Board.

Well Being Stream Board

3.5 Community Care Strategy – The Red House

The contractor had been unable to meet the original completion date of 11 August for the Red House refurbishment and had stated that the revised completion date will be 25 August 2006.

The programme to meet this later date had been scrutinised and it was considered by the design team that it was over optimistic considering labour levels and the sequencing of work on site. The design team believed that contract completion would not be achieved until the 22 September.

(Update: The refurbishment was substantively completed on the 22 September and residents were returned to occupation the following week).

Housing Stream Board

3.6 Repairs Procurement

The overall traffic light status had stayed Green, although the timescale status was showing as Red. This was because the indicative timetable included in the original project initiation document expected that the OJEU Notice and advert would be placed in May but had been revised to August.

The indicative timetable was contingent on putting in place technical consultants to inform Best Practise in the Repairs and Maintenance service. Consultants had now been identified and a scoping day took place on July 27 to develop a new draft project plan. This time-table now needed to be agreed by the project team and would be included in August's highlight report for formal sign off.

3.7 Empty Property

The overall turnaround figure was rising as there was a substantial backlog of properties that had been void for a considerable length of time. Work had been completed during July to model future performance and assess ability to meet the 27 day turnaround target. From this, it was clear that this target would not be met for the full year and that urgent action was needed in the next 3 months to ensure that the backlog of outstanding voids was cleared and the target was being met for new voids when Home Connections was introduced from 1 November 2006.

Some key milestones had been missed:

- Accompanied viewings of void properties were due to be introduced in Lettings on 1 June. Due to resource problems in the Lettings team this had not been implemented. Additional resources for the Lettings team had been agreed to resolve this problem.
- Implementing performance management within Voids Team had been delayed from 30 June to 30 August. A new Crystal report was now being rolled out.

The urgent action for the coming months included:

- Reviewing and correcting the ready for let dates of 32 voids that were let in July with void periods in excess of 50 days.
- Reviewing and correcting/amending the ready for let dates of 20 current voids with void periods in excess of 100 days.

3.8 Lettings and Allocations

Revised and challenging timescales for consultation with prospective tenants on the existing housing register were agreed by the Housing Improvement Partnership Board on 2 August 2006 in order to meet the requirement to gain Executive approval for the Lettings Policy and Pointing Scheme on 12 September 2006.

As previously reported, the Housing Register Re-Registration exercise had been delayed by approximately 2 months due to decision to use electronic data capture mechanisms. The Housing Partnership Board had now agreed that the exercise would start on 21 August and be completed by October.

Lettings performance had been considered unsatisfactory. The Housing Improvement Partnership Board on 2 August 2006 approved funding for four temporary posts to reduce the backlog, produce a step change in performance and to carry out accompanied viewings. Productivity of existing staff was being reviewed. Additional internal management support and controls introduced. A temporary lettings manager has been appointed to release existing staff to progress work on Home Connections.

Value for Money Stream Board

3.9 Procurement Programme

The 2005-7 efficiency target for the Procurement Programme had been set at £2 million cashable savings. In 2005/6, £200,000 was achieved through the procurement of Insurance and in 2006/7 £800,000 should accrue from the Agency Resource Centre. The Agency Resource Centre was now in place. There had been initial difficulties with the submission of invoices to the Council and the management information reports on agency staff commitments were being reviewed to assess whether the savings were on target. There might be a slight shortfall as the contract did not start until the latter part of May.

The remaining £1 million should be addressed through new projects that would be submitted to the Value for Money Board for approval. These were Transport Services, Temporary Accommodation, Marketing & Communications and Training Consultants. There was a pressure to conduct these reviews quickly so that any new arrangements could be implemented in this financial year to accrue the necessary efficiency savings. However, there were significant concerns over ownership of individual projects that had been identified to deliver efficiency savings. This was having an adverse effect on the ability of the Procurement Programme to deliver its savings targets. The need for delivery of individual projects had been reinforced through the Chief Executive's Management Board (CEMB).

All current projects were not due to deliver until the last quarter of 2006-07 or the first quarter of 2007-08. Given that these projects were at the project initiation stage, the £1 million savings target for 2006/7 was at risk. New areas for efficiencies needed to be examined by Directors and the results would be passed to Procurement Project Board and Value for Money Stream Board. It was agreed at the August VFM stream board that a paper would be presented to the September meeting and to the CEMB setting out options to deal with the issues identified in this report.

3.10 Transactional Efficiency Project

There had been some technical problems with the extraction of data out of the SAP system into the Business Intelligence system, which were being investigated. Due to the technical difficulty with data extraction, the scheduled go-live of 1 August was not achieved. These issues were being investigated by SAP and a new go-live date was to be confirmed shortly.

The revised approach would use up all of the allocated development days. Additional resources would be needed to complete Phase 2 but this would be mitigated by the knowledge and skills gained by internal resources who should be able to take on the work required. As such it was not anticipated that this would impact on the budget for the Business Intelligence.

4. THE COUNCIL'S PERFORMANCE – JULY 2006

4.1 We considered a report which set out the routine financial and performance monitoring for July 2006 in the new balanced scorecard format.

N.B. The performance report reflected the position at 31 July 2006 and might have changed in the meantime.

4.2 In terms of performance monitoring, the balanced scorecard showed that for the excellent service perspective 69% of indicators were on target or close to the end of year target at the end July. For 20 of the 31 (65%) customer focus measures, performance targets were being met or close to being met. For financial health 24 of the 33 measures achieved amber or green status meaning for 73% of indicators performance levels were achieving target or being maintained at an acceptable level. Our organisational development /capacity indicators including recent staff survey results showed that for 13 of the 16 (81%) measures, performance was at or close to expected

levels. Overall 70% of indicators were achieving or close to achieving target. In addition 65% of indicators had maintained or improved performance since the end of last year.

4.3 With regard to finance monitoring, the revenue budget showed a projected net overspend of £4.6m which was 1.26% compared to the approved net budget and this was rated red as the variation was above 1%. The overspend was mainly due to pressures in Social Services budgets (£2.6 million), Children's Services £2.3 million (including asylum seekers), a likely shortfall of £0.8 million in agreed procurement savings and £0.5 million in Environment. This was partially offset by a £1.6 million under spend on homelessness.

(Update. The latest updated position reduces the projected net overspend to £2.8million as management actions start to take effect).

4.4 We also approved a number of virements. Under the Constitution, certain virements are key decisions. Key decisions were:

- for revenue, any virement which resulted in change in a directorate cash limit of more than £250,000; and
- for capital, any virement which resulted in the change of a programme area of more than £250,000.

The virements approved are set out in the following table:

Period	Service	Key	Amount current year (£'000)	Full year Amount (£'000)	Description
4	Environment	Cap*	-1,885		Adjustment of budget for Lordship Recreation Ground to reflect approved external funding.
4	Environment	Cap	-121		Reduced prudential borrowing requirement for year 2 of leisure investment.
4	Environment	Cap*	-630		Tottenham Hale Residential development – rephrasing of project funded by GAF.
4	Environment	Cap*	360		Hornsey High Street project funded by Section 106 monies.
4	Environment	Cap	15		Bus stop relocation outside Chestnuts Primary School funded from TFL monies.
4	Environment	Cap	-175		Improvement and repairs programme (HMO) is revenue.
4	Environment	Rev	175		Improvement and repairs programme (HMO) is revenue
4	Environment	Cap	150		Investment in sustainable energy work is capital.
4	Environment	Rev	-150		Investment in sustainable energy work is capital.
4	Environment	Rev	50		Realign income budget to reflect latest projections re Leisure project prudential borrowing project.

4	Environment	Cap	40		DEFRA funding for Ferry Lane contaminated land.
4	Chief Executives	Rev	-315	-315	Reduction in voluntary groups budgets to reflect funding.
4	Chief Executives	Rev	95		Healthy Alliance contribution from Enfield Council.
4	Chief Executives	Rev	283		Healthy Alliance contribution from Haringey NHS.
4	Chief Executives	Rev	260		LDA funded Sub Regional Engagement programme.
4	Chief Executives	Rev	70		LDA funded ULVP Programme and Research management.
4	Chief Executives, Children's	Rev	89	89	Transfer of NSPCC grant expenditure budget from CES Strategy to Children's Services.
4	Chief Executives, Environment	Rev	40		Transfer of budgets from Environment to Customer Services to reflect revised costs of enforcement services.
4	Children's	Rev	107		Additional DSG funding to reflect final settlement.

Community Involvement

5. THE DIGITAL DIVIDE

- 6.1 We considered a report which informed us that the term digital divide described the gap between those who had access to ICT and those who had limited or no access. Those who had no access or limited access were disadvantaged in this age of the knowledge economy when a significant amount of information was available online and when IT literacy was a requirement for many jobs. The potential of e-government transactions was also denied to those affected detrimentally by the digital divide.
- 6.2 The social and economic deprivation experienced in some parts of the Borough indicated that many residents were adversely affected by the digital divide. Even in more affluent areas, a significant number of residents would have limited access to ICT facilities.
- 6.3 We were also informed that the Government paper *Tackling Social Exclusion through New Technology* highlighted perceived barriers to ICT access. These included literacy, cost, and access to resources. Another Government paper *Framework for the Future* identified the role public libraries should play in providing ICT facilities and digital content and we were pleased to note that the Libraries Service in Haringey played a central role in ensuring access to these resources. ICT provision included the People's Network with free access to the internet, PC applications and wireless technology. This provision was supported by members of staff who were ICT literate. The demand for ICT services in our Libraries continued to grow, with some 600,000 internet sessions each year. In addition, monthly usage of wireless facilities now exceeded 5,700 hours. Therefore our strategy had to include the widening of access to ICT, not only through enabling use of publicly available PCs, but also by ensuring residents had the knowledge and ability to use ICT beyond that provided by the Council. Thus, the strategy would encompass both

targeted promotion of the benefits of ICT and how easy it was to learn to use it. To this end, it would address a wide variety of service options.

- 6.4 We noted that a number of business units within the Council had requested the installation of internet-enabled pc's for use by members of the public. Rather than respond on an ad-hoc basis to these requests, it was proposed to review the challenges posed by the digital divide and to produce a corporate strategy to help ensure that Haringey becomes a digitally rich borough. The work programme required to develop this report would be undertaken by the Libraries, Archives and Museum Service working closely with IT Services and other business units. This work programme would include the analysis of existing data, market research and public consultation. Best practice in other local authorities would be identified and the potential for new applications with technology providers would also reviewed. Robust procedures would be developed and support, maintenance and procurement issues would be addressed.
- 6.5 In noting that the review would consider the challenges posed by the digital divide we agreed the approach suggested and asked that a further report be submitted to us with guidance on the development of a Digital Divide Strategy which encompassed all relevant stakeholders.

Social Services & Health

7. SUPPORTING PEOPLE – FIVE YEAR STRATEGY PROGRESS, ANNUAL PLAN, SERVICE REVIEWS, ALLOCATIONS AND GOVERNMENT CONSULTATION

- 7.1 The Council will be aware that in March 2005 together with the London Probation and Haringey NHS TPCT we agreed Haringey's Supporting People (SP) Five-Year Strategy. The Strategy was originally approved by the Health and Social Care Partnership Executive (HSCPE – now wound up) in its role as the Supporting People Commissioning Body.
- 7.2 We considered a report which advised us that it was a statutory requirement that a Commissioning Body was in place to develop, agree and implement a Supporting People five-year strategy, and that the local (administering) Council, NHS PCT and Probation were the only agencies which could exercise a vote on this body. In July last year the Council, NHS TPCT and London Probation agreed that the Supporting People Executive Management Board would temporarily assume the Commissioning Body role after the winding-up of the HSCPE.
- 7.3 The report advised us of the progress achieved in implementing the Supporting People Five Year Strategy and sought approval of the 2006/07 Annual Plan. It also advised us of the outcome of the Supporting People Service Reviews and actions arising from those reviews together with details of the initial outcome of the Government's consultation on the national Supporting People Strategy.
- 7.4 We noted that the Supporting People Five-Year Strategy had received wide consultation involving over 160 local organisations and other partnership bodies within Haringey's Strategic Partnership, as well as extensive consultation with users of Supporting People services and the organisations that represent them. The 2006/07 Annual Plan had also

undergone extensive consultation with the members of the Supporting People Executive Management Board (particularly the voting members), with providers, with the voluntary sector (including HAVCO) and users of Supporting People services. The Supporting People Executive Management Board had agreed the report in July.

7.5 We report that we endorsed the 2006/07 Annual Plan the main provisions of which were

- to start the re-commissioning and reconfiguration of supported housing for people with mental health problems (to complete by March 2008);
- to re-commission and tender the existing supported housing services for offenders (to complete by March 2007);
- to restructure housing-related support services for the single homeless, including the integration of floating support services with the new Homeless Prevention and Options Service (this includes decommissioning some existing outdated supported housing projects);
- development of support services as part of the set-up of Homes for Haringey, to ensure their better and more targeted use to prevent evictions;
- to commission research looking at the needs of DV survivors from BME communities;
- development of a Housing Strategy for Older People;
- development of cross-borough performance and cost benchmarks (across North London and London) and the use of these to provide efficiencies and improve quality;
- joint work within the North London Sub Region on cross-borough commissioning and procurement of services;
- continued development of Value for Money tools, which have already successfully been used to achieve savings and improve capacity, including linking quality and performance results to analysis of cost, staffing levels, training etc;
- development and implementation of outcome performance measures that link services' performance to achieving HSP and Government targets;
- production of key messages leaflets and other publications (including online publication) that improve professional and public awareness of Supporting People services;
- implementation of a service user involvement strategy, including the provision of essential skills training that will promote involvement in decision-making and the setting up of a user steering group;
- supporting improvements in the Housing Service's management of vulnerable households;
- setting up procurement seminars aimed at nurturing partnerships with potential providers and other agencies and to draw on their experience to improve our approach to procuring services for vulnerable people;
- continued work on improving the quality of policy and practice for all SP services; and
- improvements in the collection of equalities data and its analysis to assist with identifying and addressing deficiencies in local service provision.

7.6 We also noted that the review of all 153 support service reviews funded by the Programme had been completed and reported on to the Supporting People Executive Management Board in line with Government statutory requirements and a summary of the key findings for each vulnerable group.

7.7 We were advised that together with London Probation and Haringey NHS TPCT a new Memorandum of Understanding had been agreed that would govern how key Supporting People decisions would be made. This provided for a new Supporting People Partnership Board, which would have the following membership:

- Assistant Director Business Improvement, Social Services, Haringey Council (Accountable Officer)
- Head of Housing, Haringey Council
- Principal Equalities Officer, Haringey Council
- Deputy Director for Children and Families, Haringey Council
- Head of Community Safety Unit, Haringey Council
- Area Housing Manager, London Probation Service
- Director of Strategy, Haringey Teaching Primary Care Trust
- Head of the Learning Disability Partnership
- Joint Head of Mental Health Commissioning
- Chair, Haringey Supporting People Provider Forum
- Chief Executive, Haringey Association of Voluntary and Community Organisations (HAVCO)
- 2 representatives for Haringey's SP Service User Steering Group

The Head of Housing will chair the SP Partnership Board (to be reviewed annually)

7.8 In line with Government requirements, only the Council's Head of Housing, the TPCT's Director of Strategy and the Area Development Manager for London Probation would have voting rights (one equal vote) and they would form an inner SP Executive. The decisions of the Executive would be binding on the SP Partnership Board. The Memorandum also includes a Dispute Resolution process. However, in endorsing these arrangements we asked that a further report be submitted to us with proposals for increased Member involvement in Supporting People allocations.

Leader

8. URGENT ACTION TAKEN IN CONSULTATION WITH EXECUTIVE MEMBERS

8.1 We were informed of the following actions taken by Directors under urgency procedures following consultation with Executive Members.

IT In-sourcing Programme – External Recruitment Services	Approval to a waiver of Contract Standing Order 6.04 (requirement to Tender) to enable the engagement of both Harvey Nash and Certes to undertake the external recruitment process for the recruitment process for the recruitment of any remaining posts for the new IT Services organisational structure.
IT In-sourcing Programme- Detailed organisational Structure for IT Services	Approval to the detailed organisation structure for IT Services.

9. DELEGATED DECISIONS AND SIGNIFICANT ACTIONS – MAY 2006

- 9.1 We were informed of significant actions which involved expenditure of more than £50,000 taken by Directors under delegated powers. Those items which contain exempt information are marked ♦

Assistant Chief Executive Access

♦ IT In-sourcing Programme -Award of contracts to both Harvey Nash and Certes to undertake the external recruitment process for the organisational restructure of IT Services. The total cost to be split between the two recruitment agencies is anticipated to be £248,415.

Rangemoor Road Industrial Estate – Demolition of existing light industrial units at 20-22 Bernard Road and replacement with new build managed workspace facility at a cost of £208,000 funded through the LDA.

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**REPORT OF THE GENERAL
PURPOSES COMMITTEE No.02/2006-07**

Page 1

COUNCIL 13 NOVEMBER 2006

Chair:
Councillor Eddie Griffith

Deputy Chair:
Councillor Charles Adje

INTRODUCTION

- 1.1 This report to full Council arises from a single report on Council Standing Orders considered by the General Purposes Committee at our special meeting on 2 November 2006. The report resulted in recommendations from the Committee to full Council to make amendments to the Council's Constitution.
- 1.2 The proposed changes are needed immediately to ensure the smooth running of non-executive Committees and Sub-Committees and to provide greater certainty about the use of substitute Members. Therefore they are being recommended to Members now rather than after completion of the ongoing Review of the Council's Constitution.

**ITEM FOR DECISION FROM THE SPECIAL MEETING OF THE
COMMITTEE ON 2 NOVEMBER 2006**

**2. AMENDMENTS TO THE COUNCIL STANDING ORDERS ON
SUBSTITUTE MEMBERS AND CONSEQUENTIAL AMENDMENTS
TO THE MEMBERS' CODE OF CONDUCT FOR THE PLANNING
APPLICATIONS SUB-COMMITTEE AND THE SCHEME OF
DELEGATION TO OFFICERS**

- 2.1 We received a report on proposed amendments to the Council Standing Order (CSO) 43 on Substitute Members. This provision allows a Member unable to attend a Committee or Sub-Committee meeting to give notice for the appointment of a substitute Member for that meeting.
- 2.2 The proposals would allow greater flexibility by permitting written notice to be given by 10.00 a.m. on the day of the meeting rather than 3 clear days beforehand as at present. This notice must be given the previous working day in the case of meetings before 6.00 p.m.
- 2.3 In order to avoid potential problems when absent Members have prejudicial interests, and to assist the smooth running of Committees, we approved a new system for nominating reserve Members to serve

as substitutes on each body from each political group. This arrangement would enable training to be given in advance for Members called to serve as substitutes on those bodies where previous training is essential, such as the Planning Applications Sub-Committee (PASC).

- 2.4 Although notice to appoint a substitute must be given to the Head of Member Services, as now, we agreed that responsibility for appointing the substitute from the list of reserves, or otherwise, would pass to the Chief Whip for the relevant group. The Chief Whip would then have to notify the name of the substitute by giving a second written notice to the Head of Member Services no later than 3 hours before the meeting.
- 2.5 The proposals would clarify that Members can have substitutes when they are absent from their usual Committee for any reason. Giving notice by e-mail is expressly permitted. If a Member is abroad or seriously ill then the initial notice can be given by the group's Chief Whip.
- 2.6 We discussed the proposed provision that any of the group officers be allowed to undertake the actions of the Chief Whip in his/her absence. We preferred to specify that the Assistant Whips, Group Secretary and Group Chair should act.
- 2.7 We noted that the amendments to CSO 43 should logically result in consequential amendments to the Members' Code of Conduct for PASC (Part C.4) and the Scheme of Delegation to Officers (Part F.7). We considered that it was particularly important to ensure that all Members of PASC, and other bodies where training was mandatory, had been properly trained in advance. We asked officers to ensure that adequate training was made available to Members on a sufficiently flexible basis.

WE RECOMMEND

That Council adopt:

- (i) the amendments to the Council Standing Order 43 set out in Appendix 1 to this report and that Part E.8 of the Council's Constitution be amended accordingly.
- (ii) the amendments to the Members' Code of Conduct for the Planning Applications Sub-Committee set out in Appendix 2 to this report and that Part C.4 of the Council's Constitution be amended accordingly.

- (iii) the amendments to the Scheme of Delegation to Officers set out in Appendix 3 to this report and that Part F.7 of the Council's Constitution be amended accordingly.

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APPENDIX 1

PART E.8 of the Constitution – Council Standing Orders

EXISTING TEXT OF COUNCIL STANDING ORDERS 43.4 AND 43.5 ON
SUBSTITUTE MEMBERS – THIS TEXT IS RECOMMENDED FOR DELETION

[This extract starts at page 30 of Part E.8 in the version of the
Constitution updated in May 2006]

43. ATTENDANCE

.....

4. Where a Member is unable to attend a meeting of a particular Committee/Panel to which they have been appointed they may if they so wish arrange for the attendance of a named Member in their place providing that they have notified the Head of Members and Democratic Services in writing three clear days in advance of the Committee/Panel meeting of the name of the Member who will attend on their behalf.
5. Substitutes properly appointed will be recorded in the minutes and shall carry full voting and other rights and responsibilities. This rule (in 4) does not apply so as to allow substitution at meetings of The Executive or its Committees or its subordinate bodies.

PROPOSED TEXT TO REPLACE THE EXISTING TEXT SHOWN ABOVE –
THE REPLACEMENT TEXT, BELOW, IS SHOWN IN ITALICS AND
UNDERLINED

4. *Where a Member is proposing to be absent for any reason from a meeting of a particular Committee/Sub-Committee to which they have been appointed they may give notice to arrange for a substitute Member in their place. The Chief Whip of a political group may give this notice in place of any Member from that group who will be absent.*

5. Notice under (4) must be given in writing, including e-mail, to the Head of Member Services by 10.00 a.m. on the day of the meeting if the meeting commences at 6.00 p.m. or later. Where the meeting commences before 6.00 p.m., the notice must be given by 5.00 p.m. on the last working day before the meeting.
6. On receipt of notice under (4) above, the Head of Member Services will notify the Chief Whip for the political group of the Member who will be absent. The Chief Whip will make arrangements for the attendance of a substitute Member from the list of reserve Members for that Committee/Sub-Committee nominated by the group. Reserve Members for each Committee/Sub-Committee will be selected in the order of priority shown on the list and where a reserve Member is not available for any reason the next available reserve will be selected. Where none of the listed reserve Members for the relevant Committee/Sub-Committee is available, or where no reserve Members have been nominated, then the Chief Whip may select any other Member of the group. The provisions of this rule are subject to (9) below.
7. The name of the Member selected to act as the substitute must be notified in writing, including e-mail, by the Chief Whip to the Head of Member Services no later than 3 hours before the time for commencement of the meeting stated on the agenda.
8. If the Chief Whip of a political group is absent or unable to act for any reason, then any action to be taken by the Chief Whip in this Standing Order may be undertaken instead by the group's Assistant Whips, Group Secretary and Group Chair.
9. In the case of meetings of Committees/Sub-Committees where prior Member training is required, only those Members who have attended appropriate training can be selected as substitutes. Currently these bodies are the Standards Committee and its Sub-Committees, the Planning Applications Sub-Committee, Disciplinary Appeals Panels, Grievance Panels, Job Evaluation Panels and hearings conducted by the Licensing Committee and its Sub-Committees. Reserve Members will be trained for the relevant body as soon as possible after their appointment.
10. Substitutes properly appointed will be recorded in the minutes and shall carry full voting and other rights and responsibilities. The provisions of this Standing Order do not apply so as to allow substitution at meetings of The Executive or its Committees or its subordinate bodies.

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APPENDIX 2

[the words recommended for deletion are shown struck through]

Part C.4
Members' Code of Conduct for Planning
Applications
Sub-Committee

.....
.....

[this extract starts at page 4 of Part C.4 in the version of the
Constitution
last updated in May 2004]

**5. CONDUCT OF MEMBERS OF PLANNING
APPLICATIONS SUB-COMMITTEE**

Training

5.01. The Council will ensure that all Members of the Planning Applications Sub - Committee have received appropriate training on planning legislation and relevant matters prior to appointment ~~or within three months of appointment~~ The Council will make available updating training for Planning Members, and will encourage all other Members of the Council to take part in planning training.

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APPENDIX 3

[the words recommended for deletion are shown struck through]

PART F.7 of the Constitution – Scheme of Delegation to Officers

[this extract starts at page 168 of Part F.7 in the version of the Constitution updated in May 2006 and further amended on 17 July 2006 when the words now recommended for deletion at paragraph 1.4 (k) were added]

Section 9 Proper Officer and Specified Officer Functions

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.....

1.4 Head of Member Services

The Head of Member Services has been appointed Proper Officer and specified officer in relation to:

- (a) Part VA and Schedule 12A of the Local Government Act 1972 (Access to Information) and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000-2002 (Access to Information);
- (b) Except as provided in 1.6 below, section 191 (information to assist Ordnance Survey) of the Local Government Act 1972;
- (c) Sections 225 and 229 and Schedule 14, Part II, Paragraph 25 (7) of the Local Government Act 1972, and Section 41(1) of the Local Government (Miscellaneous Provisions) Act 1976 (custody of, and certifying, documents);
- (d) The Local Government and Housing Act 1989, Section 2(2) (Maintenance of list of politically restricted posts);
- (e) Section 19 of the Local Government & Housing Act 1989 and Regulations made thereunder (Members' Interests Regulations);

- (f) Section 8 of the Representation of the People Act 1983, as the officer who will act as Deputy to the Electoral Registration Officer in the event of the latter's incapacity or a vacancy arising.

In addition the Head of Member Services is empowered:

- (g) To determine the appointment of outside members to the "pool" from which the membership of School Admissions Appeals Panels and School Exclusions Appeals Panels are drawn;
- (h) To determine the membership of individual Appeals Panels (under (g) above) and the selection of Chairs of these Panels;
- (i) To make appointments of representative School Governors as notified by the Executive Member for Education or the Opposition Spokesperson, as appropriate;*
- (j) To make appointments to vacancies on the Standing Advisory Council on Religious Education and Conference Committees;
- ~~(k) In consultation with the Chair of the Licensing Committee, to appoint substitute Members to Licensing Sub-Committees for one hearing or one meeting from among the membership of the parent Licensing Committee when any permanent Sub-Committee Member is unable to attend for any reason.~~