
General Purposes Committee

MONDAY, 23RD OCTOBER, 2006 at 19:00 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, LONDON N22 8LE.

MEMBERS: Councillors Griffith (Chair), Adje (Deputy Chair), Dobbie, Patel, Beynon, Bloch, C. Harris and Whyte

AGENDA

1. APOLOGIES FOR ABSENCE (IF ANY)

2. URGENT BUSINESS

The Chair will consider the admission of any of any late items of urgent business. (Late items will be considered under the agenda item where they appear. New items will be dealt with at item 9 below).

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. DEPUTATIONS/PETITIONS

To receive any deputations and petitions in accordance with Standing Order 37

5. MINUTES (PAGES 1 - 6)

To agree the minutes of the General Purposes Committee held on 25th September 2006.

6. MINUTES OF GENERAL PURPOSES SUB-BODIES (PAGES 7 - 46)

To note the minutes of:

Planning Applications Sub-committee

- i) 11 September 2006
- ii) 28 September 2006

Pensions Panel

- iii) 15 June 2006
- iv) 29 June 2006

7. INTRODUCTION OF A NEW CHILDCARE VOUCHER SCHEME (PAGES 47 - 50)

(Report of the Head of Personnel) To outline the benefits of having a childcare voucher scheme, employee and employer implications and outline further actions required in order to progress with the scheme.

8. RECRUITMENT PROCEDURE (PAGES 51 - 76)

(Report of the Head of Personnel) To agree changes to the existing Recruitment Procedure following the updating of business processes.

9. NEW ITEMS OF URGENT BUSINESS

To consider any items admitted at item 2 above

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13 October 2006

**MINUTES OF THE GENERAL PURPOSES COMMITTEE
MONDAY, 25 SEPTEMBER 2006**

Councillors Griffith (Chair), C. Harris, Whyte, Aitken, Bull and EganAitken (substituting for Beynon), Bull (substituting for Adje) and Egan (substituting for Dobbie)

Apologies Councillors Adje, Beynon, Dobbie

MINUTE NO.	SUBJECT/DECISION
GPCO16.	<p>APOLOGIES FOR ABSENCE (IF ANY)</p> <p>Apologies for absence were received from Councillor Bloch. Apologies for absence were also received from Councillor Adje, who was substituted for by Councillor Bull, Councillor Dobbie, who was substituted for by Councillor Egan and Councillor Beynon, who was substituted for by Councillor Aitken.</p>
GPCO17.	<p>URGENT BUSINESS</p> <p>The committee received the report of item 7, Annual Governance Report, as urgent business, as the authority was awaiting receipt of the Annual Governance Report from the Audit Commission. The report was not able to be issued at an earlier date as it was reliant on the substantial completion of their annual audit, which was not scheduled to be concluded until the end of September.</p>
GPCO18.	<p>DECLARATIONS OF INTEREST</p> <p>There were no such declarations.</p>
GPCO19.	<p>DEPUTATIONS/PETITIONS</p> <p>There were no such items.</p>
GPCO20.	<p>MINUTES</p> <p>With regards to minute GPCO15 (General Purposes Committee, 19th July 2006), Members requested clarification if the new IT officer structure was to be reported back to the committee. The Head of Personnel stated that there was no recommendation in either the report or from Members at the special meeting of 19th July 2006, that the matter be reported back to the committee.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the minutes of the meeting held on 29th June 2006 be confirmed and signed. 2. That the minutes of the special meeting held on 19th July 2006 be confirmed and signed.

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<p>GPCO21.</p>	<p>MINUTES OF GENERAL PURPOSES SUB-BODIES</p> <p>The Monitoring Officer's representative notified Members and colleagues for information that in respect of minute PASC40 of the meeting of the Planning Applications Sub-committee of 25 July 2006, sections 1 and 2, relating to Cecile Mews, it was noted that due to procedural irregularities the decision was referred back to the meeting of 11 September 2006, where the application was not approved.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) That the minutes of the meeting of the Pensions Panel of 23 March 2006 be noted. ii) That the minutes of the following meetings of the Planning Applications Sub-committee be noted: <ul style="list-style-type: none"> - 27 February 2006 - 27 March 2006 - 24 April 2006 - 5 June 2006 - 25 June 2006 - 25 July 2006 iii) That the minutes of the following meetings of the Council & Employee Joint Consultative Committee be noted: <ul style="list-style-type: none"> - 6 March 2006 - 26 June 2006
<p>GPCO22.</p>	<p>ANNUAL GOVERNANCE REPORT</p> <p>The committee received the statutory Annual Governance Report of the Audit Commission which reported on their annual audit of the Council's statutory accounts, Value for Money and other relevant information. It was noted that the report needed to be considered before a final opinion of the Council's financial statements for 2005/06 was given, and that it was a concluding statement on the Council's arrangements for securing economy, effectiveness and efficiency in the use of resources.</p> <p>The committee was pleased to learn that the Audit Commission would shortly be giving the Council an Unqualified Opinion for the first time in a number of years, and welcomed this success.</p> <p>The Audit Commission informed the committee of the following recommendations made to the Council.</p> <ul style="list-style-type: none"> i) That improvements should be made so the qualitative aspect of the Council's related party transactions note in the future. ii) That the Council should continue to review its closedown processes

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	<p>so that relevant deadlines are met and working papers continue to improve.</p> <ul style="list-style-type: none"> iii) Improve the quality of the Council's arrangement for allocations and lettings. iv) Maintain budgetary control to deliver financial balance for 2006/07 and the medium to long-term. v) Continue to implement the action plan in response to the Audit Commission review of the Tech Refresh Project vi) Continue to embed the challenge for value for money Council-wide. <p>The Audit Commissioners reported to the committee that the Arms Length Management Organisation (ALMO) was covered in the report through a range of services; Members were informed that the review extended itself beyond that housing stock which was transferred. Members enquired how the housing aspect of the Audit would link in with the April 2007 Audit Commission Housing Inspection, and were informed that this would form part of the follow-up phase of the inspection.</p> <p>The Commission confirmed they had no comment to make on the Council's new IT structure in the aftermath of the Tech Refresh project.</p> <p>Member enquired as to the correspondence received from the Commission by Members of the public, and the procedure by which these were handled. The Commission informed Members that they always considered matters drawn to its attention, and stated that a first step would be to seek the Council's views, and share correspondence with the Council itself.</p> <p>Members requested clarification on remedial action being taken with regards the projected budget overspend for 2006/07 of £3.5million. Members were assured this topic was addressed at regular budget meetings between the Chief Executive and the Directors of Service, with separate reports on methodologies to balance the budget due to be delivered by the end of the year.</p> <p>RESOLVED:</p> <p style="padding-left: 40px;">That the contents of this report and the actions proposed that arose from the statutory report of the Audit Commission be noted.</p>
<p>GPCO23.</p>	<p>OPTIONS FOR FLEXIBLE RETIREMENT</p> <p>This report outlined new policy arrangements for dealing with requests for flexible retirement following changes to the Local Government Pension Scheme regulations 2006.</p> <p>The committee noted that the Local Government Pension Scheme Regulations 2006 outlined that from 6 April 2006, pension scheme members aged over 50 could request early payment of their pension if they worked at a lower grade or reduced their working week by a number of hours, subject to the agreement of the employer.</p> <p>Members requested information on whether potential employees who were</p>

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'stepping down' to a lower grade would be subject to interview process. The Head of Personnel confirmed that this was indeed the case, and that the planned procedure would be similar to that currently employed for redeployment; comprising both an interview and a skills assessment.

The Head of Personnel stated that the provision in the recommendations to bar those who had retired from returning to work within three years was an opening position in negotiations with the trades unions, and may be amended by the time that a full set of proposals was brought back to the committee.

The Head of Personnel agreed to ensure that the proposals took into account the provision of the Civil Partnerships Act 2005. It was noted that the proposals would apply to all grades of officer who were members of the Local Government Pension Scheme.

Members requested their oversight and involvement in the process of approving flexible retirement cases, and the Head of Personal agreed to incorporate their concerns into the final proposals.

Members raised concerns over former Council employees returning to work for the Council as Consultants. It was noted that there was no legal bar to former employees returning to Council employment in this capacity, and that a policy on monitoring and controlling the level, duration and use of consultants had been included as part of the setting up of the Temporary Staff Resource Centre.

With regards to the status of former employees who were used as consultants with regards to their pension, The Head of Personnel responded that if the consultants were being employed as part of a contract for services, there would be no noticeable impact on the pension. However, if the employee was engaged in a contract of employment above a certain salary ceiling, there was a possibility of impact on the employee's pension.

In response to enquiries over the appropriate forum for high-level early retirement cases, the Monitoring Officer's representative informed the committee that the General Purposes Committee and the Pensions Panel had dual jurisdiction over these matters, although that the General Purposes Committee had been used more in recent times.

The Head of Personnel agreed to draft the policy and negotiate with the Unions, taking the concerns of Members, mentioned above, onboard.

RESOLVED:

1. That the proposals for a policy on flexible retirement contained in the report be agreed.
2. That the Head of Personnel be delegated authority to develop a policy incorporating the proposals, in consultation with the trades unions.
3. That all other recommendations of the report be agreed.

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<p>GPCO24.</p>	<p>CHANGES TO CONSTITUTION OF COUNCIL & EMPLOYEE JOINT CONSULTATIVE COMMITTEE</p> <p>This report proposed changes to the constitution of the Council and Employee Joint Consultative Committee. The changes comprised:</p> <ul style="list-style-type: none"> - altering the Quorum of the meeting to 1 in 4 for each of the Employer and Employee side - making the Craft Convener no longer part of the Committee and removing the references the JNC Craft & Associated Employees - Basing the Membership on the Employee side on a ratio of 1 in 600 instead of 1 in 500. <p>It was noted that this proposal had come before the Council and Employee Joint Consultative Committee itself in the weeks prior to the current meeting. It was further noted that equivalent full-time Union official comprised 11.5 from UNISON (to be reduced from January 2007), 1 from the Transport & General Workers Union, 1 from the GMB and appointees from the teacher unions.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the constitution of the Council and Employee Joint Consultative Committee be amended as set out in the recommendations of the report.
<p>GPCO25.</p>	<p>NEW ITEMS OF URGENT BUSINESS</p> <p>There were no such items.</p>

Councillor EDDIE GRIFFITH

Chair

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MINUTES OF A MEETING OF THE PENSIONS PANEL:
29th June 2006

Councillors: *GMMH Rahman Khan (Chair), *Bevan (Deputy Chair). *Basu, *Beacham, *Butcher, *Davies, Mallett and Wilson. [* Members present]

In attendance: Howard Jones (Advisor to Trustees), Bryan Chalmers (Actuary).

1. APOLOGIES FOR ABSENCE AND INTRODUCTION:

Apologies for absence were received from Cllrs Mallett and Wilson.

2. URGENT BUSINESS:

There were no items of urgent business.

3. DECLARATIONS OF INTEREST:

Those Trustees who were members of the Haringey LGPS declared their 'personal' interest as members of the Fund.

4. MINUTES:

The Minutes of the meeting held on 15th June 2006, being unavailable for the meeting, would be confirmed and signed at the next meeting.

5. INTERIM ACTUARIAL REVIEW AS AT 31 MARCH 2006

Bryan Chalmers, the Independent Actuary, presented the Interim Actuarial Review as at 31 March 2006.

There were three main income streams:

1. Investment Income (based on stock markets)
2. Contributions from employees (6% fixed)
3. Contributions from employers (variable-year by year)

whilst expenditure involved the benefits paid out; the objective was to balance income with expenditure to produce the funding level. The formal valuation took place in March 2004 and every three years; the interim valuation took place in March 2006.

The funding position for accrued benefits as at 31st March 2004 comprised

1. £405m assets
2. £587m accrued liabilities

Giving an employers' deficit on contributions of £182m, a funding level of 69%.

The 2004 valuation provided employers' common contribution rates (as a % of pay) for 12.8% as a future service rate and 10.1% for deficit recovery contributions (over 20 years). The funding update to 22nd May 2006 was given, being the estimated progression of funding level from 31st March 2004 to 22nd May 2006. This had increased and improved from 69% to 73%, on an ongoing basis and varied on a daily basis, but had resulted in an increase in deficit of £18m.

An analysis was presented on the fund surplus / deficit based upon experience of investment out-performance relative to expectation. A sensitivity matrix was shown

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demonstrating changes in fixed interest bond yields, versus funding levels. Investment performance had been strong, but the reduction in bond yields had increased liabilities and contribution rates.

Current topics considered included:

1. Abolition of rule of 85 (transition protection to 2016)
2. Civil partnerships
3. Commutation
4. New scheme fro 2008

RESOLVED:

That the Interim Actuarial Review as at 31 March 2006 be noted.

6. PENSION FUND FINAL ACCOUNTS 2005/06 AND 2006/07 BUDGET
[- Report of Acting Director of Finance].

The report set out the Pension's Fund financial statements for 2005/06 and budget for 2006/07. The financial statements for the Council, including the Pensions Fund, were also being reported to General Purposes Committee for approval. This met the statutory deadline for the financial statements to be approved by the end of June 2006, in line with the Whole of Government Accounts (WGA) and this was one month earlier than for 2004/05. The business plan would be presented to the Panel in due course.

RESOLVED:

That the Pension Fund final accounts for 2005/06 be approved and the 2006/07 budget noted, with the business plan to be received in due course.

7. ADMISSION AGREEMENT FOR ROCKLEY DENE HOMES LTD [- report of Acting Director of Finance and Head of Personnel].

This was a new admitted body, as Rockley Dene Homes Ltd was to take over former Haringey staff with a comparable pension package. There would be no separation of investment strategy, with liabilities and the cost of early retirement / redundancy being the responsibility of the admitted body. A bond would be put in place for early retirements. Only existing staff would be transferred, not new ones.

RESOLVED:

That the admission of Rokley Dene Homes Ltd be approved as a closed agreement to take effect from the transfer date. That a Bond be provided by the contractor no later then three months after the transfer date. That final approval be delegated to the Acting Director of Finance in consultation with the Chair of Pensions Panel.

It was noted that Council's actuary had set the employer contribution rate at 16.1%. Following the admission date, Rokley Dene Homes Ltd would pay the employer contribution rate as set by the actuary and the contractor would bear the responsibility

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of service accrued prior to the transfer, together with any capital cost of early retirement and if any excess contribution required exceeded 16.1% as a material impact. Due to the relative size of this employer and the number of members transferring, there would be no material impact on either the future service contribution rate or the deficit contributions expressed as a percentage of payroll for Haringey Council.

8. ADMISSION OF JOHN LOUGHBOROUGH SCHOOL.[– report of Acting Director of Finance and Head of Personnel].

John Loughborough is a voluntary aided school which had applied to participate in the Council's Pension Fund. The school cannot provide a guarantor for the Fund and as such, the actuary had recommended a contribution rate of 14.4%. This provided an additional 3% contribution as a cushion to protect the fund from any deficit that might materialise going forward. Admission would be by way of a statutory resolution in Council, agreeing to admit named employees or a class of employees to the scheme.

A Bond was not required for this type of agreement. Any actions taken that required payment of a capital cost would be recovered through the normal charging process. The long term liabilities would be covered by a guarantor or otherwise by the increased rate of employer contribution.

RESOLVED:

That the Council resolved to admit (following clear advice from officers that a bond was not required and in the event of any action requiring payment for a capital cost this would be recovered through normal charging process) to the Local Government Pension Scheme the nominated employees of John Loughborough School.

9. NEW ITEMS OF URGENT BUSINESS:

There were no New Items of Urgent Business.

10. EXCLUSION OF PRESS AND PUBLIC: The following item is likely to be the subject of a motion to exclude the press and public from the meeting as they contain 'exempt' information as defined in Section 100A of the Local Government Act 1972, namely that it contains terms proposed or to be proposed by or to the Authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

Signed.....

Date.....

**COUNCILLOR Gmmh RAHMAN KHAN
CHAIR.**

MINUTES OF A MEETING OF THE PENSIONS PANEL:
29th June 2006

**MINUTES OF THE PLANNING APPLICATIONS SUB-COMMITTEE
THURSDAY, 28 SEPTEMBER 2006**

Councillors Peacock (Chair), Bevan (Deputy Chair), Beacham, Demirci, Dodds and Patel

Also Present: Councillors Newton, Aitken and Lister

MINUTE NO.	SUBJECT/DECISION	ACTION BY
PASC57.	<p>APOLOGIES</p> <p>Apologies for absence were received on behalf of Cllr Adje for whom Cllr Lister was substituting, Cllr Hare for whom Cllr Aitken was substituting and from Cllr Weber for whom Cllr Newton was substituting.</p>	
PASC58.	<p>URGENT BUSINESS</p> <p>In accordance with standing order 32 (6) no business other than that listed shall be transacted at the meeting.</p>	
PASC59.	<p>DECLARATIONS OF INTEREST</p> <p>Cllr Newton declared an interest in the decision to be taken under agenda item 11. He stated that objections to the proposal had been received on behalf of local ward Councillors and as a ward Councillor he had made no such objections.</p> <p>Cllr Bevan declared an interest in the decision to be taken under agenda item 9. "I am on the Board of The Lea Valley Park Authority, but have no involvement with the planning committee of The Park Authority. My position is that I genuinely believe that I have only a personal interest. However, as the Park planning committee have submitted a very strong and definitive statement objecting to this application, I will not take any part in this application. This is a matter of caution and to avoid any possible controversy concerning public perception on this occasion".</p> <p>Cllr Lister declared an interest in item 15, as it is in his ward. "Myself and fellow Cllrs have received no approaches on this application".</p>	
PASC60.	<p>DEPUTATIONS/PETITIONS</p> <p>None received.</p>	
PASC61.	<p>MINUTES</p> <p>RESOLVED:</p> <p>That the minutes of the Planning Application Sub Committee meeting held on 11 September 2006 were agreed.</p>	
PASC62.	<p>APPEAL DECISIONS</p>	

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	<p>Members raised concern that the appeal for 417 Green Lanes N4, had been lost due to errors in the planning procedure. Officers confirmed this was not the case as the Inspector had heard the evidence and felt in his view that there was no new material change of the use and that it was still a café and not a social club.</p> <p>RESOLVED</p> <p>That Members note the report.</p>	
<p>PASC63.</p>	<p>CONSERVATION AREA CHARACTER APPRAISALS - PUBLIC CONSULTATION</p> <p>Officers presented the report and requested Members to endorse the commencement of a programme of public consultation on draft conservation area character appraisals.</p> <p>It was highlighted to Members that Government advice expressed that it was good practice for local planning authorities to adopt and publish up to date conservation area character appraisals to:</p> <ul style="list-style-type: none"> • define the special architectural or historic interest that warrants their designation. • Assist in the management of conservation areas. • Useful in the enforcement and development control function. <p>This was now the subject of a best value performance indicator, BV219, against which the Council's performance was to be measured.</p> <p>The Borough currently had 28 conservation areas and the programme of publishing draft character appraisals would start on the 9 conservation areas in Tottenham, followed by consultation on character appraisals for Muswell Hill and Crouch End conservation areas. Members were requested to approve the programme of consultation with a view to future adoption.</p> <p>Members raised concern that conversation areas were currently being ruined by the demand and installation of cross-overs. Few houses were protected by the 1 metre high front garden wall rule. Members requested that as part of the conservation area character appraisals boundary reviews and the introduction of article 4 directions be included.</p> <p>RESOLVED</p> <p>That members agreed to the recommendation in the report.</p>	
<p>PASC64.</p>	<p>PLANNING APPLICATIONS</p> <p>The Chair moved that there be a variation to the order of the agenda. The applicants for agenda item 15, had requested their application be heard earlier due to it being Ramadan and their request to participate in</p>	

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	<p>evening prayers at 7:52pm and 8:45pm. Members agreed to vary the order of the agenda and take item 15 after item 12.</p> <p>RESOLVED</p> <p>That the decisions of the Sub Committee on the planning applications and related matters be approved or refused with the following points noted.</p>	
<p>PASC65.</p>	<p>HALE WHARF BARGES, FERRY LANE N17</p> <p>Members were requested to defer the consideration of this application. The Council had received additional information which needed to be assessed by officers so that they could make further recommendations to the Committee. Until such time as that information was given to the Committee, the Committee were not in a position to properly consider the application.</p> <p>RESOLVED</p> <p>That Members agreed to the application being deferred.</p>	
<p>PASC66.</p>	<p>HORNSEY TREATMENT WORKS, HIGH STREET N8</p> <p>Officers presented the report by advising the Committee that this application was for a water treatment plant to ensure that clean water was maintained for this part of London. The applicant would be required to enter into a Section 106 legal agreement with contributions of additional planting within Alexandra Palace grounds to screen views from the palace and park, improvement to Penstock Path and a contribution to the Play scheme. Members were also asked to note that the application had to be submitted to GOL for approval.</p> <p>Objectors spoke on behalf of local residents who felt the water treatment works need not be located at this site. However they appreciated there was a requirement for a treatment plant and had found an alternative site in Enfield. Thames Water however disputed this as it was too small for a treatment plant. Members were also advised that the previous application had been refused on the ground of design and that this had not been changed in this application. Concerns were raised on the poorly displayed montages and contested the accuracy of the designs in that computer graphics could distort and misinterpret open spaces.</p> <p>Cllr Gorrie also spoke on behalf of local residents as he had attended the Development Forum meeting. He raised concern over access to the site by large construction vehicles and chemicals being delivered via New River Village which would reduce the attractiveness of the visual amenity.</p> <p>The applicant's representative advised the Committee that this was the third application submitted and that they believed was the most</p>	

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acceptable. Thames Water had a statutory duty to develop and maintain water supply in the area and that the current proposal would ensure that improved clean water was provided and maintained for this part of London. There were special circumstances for this proposal which had addressed the previous reasons for refusal.

The Chair moved a motion to grant the application. Members voted 4 in favour, 2 against and 3 abstentions. The application was agreed subject to it being referred to the GLA and GOL, and subject to conditions and Section 106 legal agreement.

INFORMATION RELATING TO APPLICATION REF: HGY/2006/1298
FOR PLANNING APPLICATIONS SUB COMMITTEE DATED
28/09/2006

Location: Hornsey Water Treatment Works, Newland Road N8

Proposal Erection of pre-treatment and bromate removal facility comprising four new buildings - i) pre-treatment building; ii) chemical storage and dosing building; iii) catalytic GAC building/structure; and iv) washwater recovery building/structure; associated plant and machinery and new access arrangements to the site including construction of temporary crossings of New River for construction traffic and extension of estate road from within New River Village (New River Avenue, N8) for delivery vehicles only.

Recommendation GRANT SUBJECT TO CONDITIONS AND SECTION 106 LEGAL AGREEMENT

Decision GRANT SUBJECT REFERENCE TO GLA AND GOL AND SUBJECT TO CONDITIONS AND SECTION 106 LEGAL AGREEMENT

Drawing No.s : Report: Planning Application Supporting Statement:
Site Plan. 9PWD/A1/5051/EX A;9PWD/A1/5053/EX A :
9PWD/A1/5056/EX A; 9PWD/A1/5052/EX A; 9PWD/A1/5054/EX A.
A9PWD/A1/5081/EX A. 9PWD/A1/5080/EX A. 9PWD/A1/05061/EX A.
9PWD/A1/05060/EX A. 9PWD/A1/05059/EX A
9PWD/A1/05058/EX A 9PWD/A1/05057/EX AM, 9PWD-A1-02001-IN D:
9PWD-A1-02000-IN D: C1117-SK063 Rev 1 & Photomontages

Conditions

1. The development hereby authorised must be begun not later than the expiration of 3 years from the date of this permission, failing which the permission shall be of no effect.

Reason: This condition is imposed by virtue of the provisions of the Planning & Compulsory Purchase Act 2004 and to prevent the accumulation of unimplemented planning permissions.

2. The development hereby authorised shall be carried out in complete accordance with the plans and specifications submitted to, and approved in writing by the Local Planning Authority.

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Reason: In order to ensure the development is carried out in accordance with the approved details and in the interests of amenity.

3. Any noise by virtue of this development shall not cause an increase in the pre-existing background noise level or more than 5db (A) when measured and corrected in accordance with BS 4142:1967 as amended titled Method of Rating Industrial Noise affecting Mixed Residential and Industrial areas'. In this context, the background level is construed as measuring the level of noise which is exceeded for 90% of the time.

Reason: In order to protect the amenities of nearby residential occupiers.

4. Notwithstanding the details of landscaping referred to in the application, a scheme for the landscaping and treatment of the surroundings of the proposed development to include detailed drawings of:

a. those existing trees to be retained.

b. those existing trees to be removed.

c. those existing trees which will require thinning, pruning, pollarding or lopping as a result of this consent. All such work to be agreed with the Council's Arboriculturalist.

d. Those new trees and shrubs to be planted together with a schedule of species shall be submitted to, and approved in writing by, the Local Planning Authority prior to the commencement of the development. Such an approved scheme of planting, seeding or turfing comprised in the approved details of landscaping shall be carried out and implemented in strict accordance with the approved details in the first planting and seeding season following the occupation of the building or the completion of development (whichever is sooner). Any trees or plants, either existing or proposed, which, within a period of five years from the completion of the development die, are removed, become damaged or diseased shall be replaced in the next planting season with a similar size and species. The landscaping scheme, once implemented, is to be maintained and retained thereafter to the satisfaction of the Local Planning Authority.

e. Details of any artificial lighting shall be submitted to the Local Planning Authority prior to the installation of any lighting.

Reason: In order for the Local Authority to assess the acceptability of any landscaping scheme in relation to the site itself, thereby ensuring a satisfactory setting for the proposed development in the interests of the visual amenity of the area.

5. That details of all levels on the site in relation to the surrounding area be submitted and approved by the Local Planning Authority.

Reason: In order to ensure that any works in conjunction with

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the permission hereby granted respects the height of adjacent properties through suitable levels on the site.

6. The construction works of the development hereby granted shall not be carried out before 0730 or after 1800 hours Monday to Friday or before 0800 or after 1200 hours on Saturday and not at all on Sundays or Bank Holidays.

Reason: In order to ensure that the proposal does not prejudice the enjoyment of neighbouring occupiers of their properties and in view of the importance of the works to the supply of water.

7. The authorised development shall not begin until drainage works have been carried out in accordance with details to be submitted to and approved by the Local Planning Authority.

Reason: In order to ensure a satisfactory provision for drainage on site and ensure suitable drainage provision for the authorised development.

8. Notwithstanding the description of the materials in the application, no development shall be commenced until precise details of the materials to be used in connection with the development hereby permitted have been submitted to, approved in writing by and implemented in accordance with the requirements of the Local Planning Authority.

Reason: In order to retain control over the external appearance of the development in the interest of the visual amenity of the area.

9. No development shall take place until site investigation detailing previous and existing land uses, potential land contamination, risk estimation and remediation work if required have been submitted to and approved in writing by the Local Planning Authority and these works shall be carried out as approved.

Reason: In order for the Local Planning Authority to ensure the site is contamination free.

10. Details of the siting of the new temporary access road across the New River, lighting, materials design and construction methods including the crossing details and construction time table shall be agreed with the local planning authority prior to the implementation of that part of the development.

To ensure the impact on the area of nature conservation and the amenities of adjoining residents are minimised.

11. Details of the measures to provide pedestrian access along the new temporary access road and safety measures for crossing footpaths for this and the permanent access shall be agreed prior to the use of the road commencing.

Reason: To ensure pedestrian safety and access to the site.

12. Development shall not commence until an assessment has been undertaken of the impacts of the proposed development upon the

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	<p>structural integrity of the Moselle Brook which crosses from East to West beneath the proposed road crossing. It shall be demonstrated that the culvert is of good enough condition to support a new road and the passage of vehicles, also that the crossing has been designed so that no additional load shall be placed on the culverts wall.</p> <p>Reason: To ensure that the culverts structural integrity is not compromised.</p> <p>13. Deliveries of chemicals in association with this development by road tanker shall only take place from the New River Village. The deliveries shall only take place between 1000 and 1600 hours on Mondays and Fridays. No deliveries shall take place on Saturdays and Sundays.</p> <p>Reason: To protect the amenities of adjoining residents and reduce conflicts with pedestrian traffic.</p> <p>14. A detailed ecological programme and mitigation measures shall be submitted and approved prior to the works of the access road taking place.</p> <p>Reason: To ensure the nature conservation issues are taking into account.</p> <p>15. The proposed temporary access road for construction shall be removed, in conjunction with details submitted by the end of 2007. The access road shall be removed by June 2009 or before that period if work finishes earlier. The road shall only be used for construction purposes.</p> <p>Reason: To ensure the long term planning of the locality is not prejudiced.</p> <p>16. Before the works are brought into use a Section 72 Agreement shall have been entered into, dedicating the land adjoining the Penstock Footpath for Highway purposes.</p> <p>Reason: To ensure improved access around the site. Section 106 - Yes</p>	
<p>PASC67.</p>	<p>115 CLYDE ROAD N15</p> <p>The Chair requested a further variation in the order of the agenda and moved that item 15 should be considered next in order for the applicants to be able to attend their next prayers at 8:45pm.</p> <p>Officer presented the report and informed the Committee that this application site had been used since 1986 by the Islamic Community Centre for religious and educational purposes. It was considered that the proposed mosque would fit in with the surrounding buildings and the dome and minaret would provide architectural features which would lift the appearance of the building and the amenity of the area.</p> <p>Objectors raised issues around parking in the area of the proposed development. There was currently a controlled parking zone in</p>	

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operation around the site. The current building was used by people who came into the area and not solely by local people. This would have an impact on parking as the proposal did not include the provision of parking spaces. Concern was also raised regarding calls to prayer from the minaret.

The applicant confirmed there seemed to be confusion over this application as it was not an application for a mosque but for the Islamic Community Centre for use by women and young people. The dome was a small cap on top of the gate and the minaret was a symbol and would not be used to call people to prayer.

The Chair moved a motion to agree the recommendations to grant the application. On a vote there being 6 for, 1 against and 1 abstention the motion was carried. The application was granted subject to conditions.

**INFORMATION RELATING TO APPLICATION REF: HGY/2005/0824
FOR PLANNING APPLICATIONS SUB COMMITTEE DATED
28/09/2006**

Location: 115 Clyde Road N15 4JZ

Proposal Demolition of existing mosque and erection of replacement 2 storey mosque with dome, minaret and two 1 bedroom flats.

Recommendation GTD

Decision GTD

Drawing No.s CRM 01; CRM 012rA

Conditions and/or Reasons

1. The development hereby authorised must be begun not later than the expiration of 3 years from the date of this permission, failing which the permission shall be of no effect.

Reason: This condition is imposed by virtue of the provisions of the Planning & Compulsory Purchase Act 2004 and to prevent the accumulation of unimplemented planning permissions.

2. The development hereby authorised shall be carried out in complete accordance with the plans and specifications submitted to, and approved in writing by the Local Planning Authority.

Reason: In order to ensure the development is carried out in accordance with the approved details and in the interests of amenity.

3. Samples of all materials to be used in conjunction with the proposed development for all the external surfaces of buildings hereby approved, areas of hard landscaping and boundary walls shall be submitted to, and approved in writing by, the Local Planning Authority before any works commence on site. Samples should include sample

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panels or brick and wood types combined with a schedule of the exact product references.

Reason: In order for the Local Planning Authority to retain control over the exact materials to be used for the proposed development and to assess the suitability of the samples submitted in the interests of visual amenity.

4. All the windows on the first floor, south side elevation are to be fixed and obscured up to 1.5 metres in height from the finished floor level.

Reason: In order to prevent overlooking and protect the amenity of the area.

5. No speakers shall be fixed to the minaret, dome or any external part of the building and no speakers shall be used to call patrons to prayer.

Reason: In order to protect the amenity of the area from noise pollution.

6. Notwithstanding the details of landscaping referred to in the application, a scheme for the landscaping and treatment of the surroundings of the proposed development to include detailed drawings of those new trees and shrubs to be planted together with a schedule of species shall be submitted to, and approved in writing by, the Local Planning Authority prior to the commencement of the development. Such an approved scheme of planting, seeding or turfing comprised in the approved details of landscaping shall be carried out and implemented in strict accordance with the approved details in the first planting and seeding season following the occupation of the building or the completion of development (whichever is sooner). Any trees or plants, either existing or proposed, which, within a period of five years from the completion of the development die, are removed, become damaged or diseased shall be replaced in the next planting season with a similar size and species. The landscaping scheme, once implemented, is to be maintained and retained thereafter to the satisfaction of the Local Planning Authority.

Reason: In order for the Local Planning Authority to assess the acceptability of any landscaping scheme in relation to the site itself, thereby ensuring a satisfactory setting for the proposed development in the interests of the visual amenity of the area.

7. Twenty bicycle racks with secure shelter shall be provided within the building. Details of design, materials and location of the bicycle racks shall be submitted to the Local Planning Authority, agreed to in writing and installed prior to the occupation of the building. Such an approved scheme shall be carried out and implemented in strict accordance with the approved details and be maintained and retained thereafter to the satisfaction of the Local Planning Authority.

Reason: To minimise the traffic impact of this development on the adjoining roads.

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	<p>8. The construction works of the development hereby granted shall not be carried out before 0800 or after 1800 hours Monday to Friday or before 0800 or after 1200 hours on Saturday and not at all on Sundays or Bank Holidays.</p> <p>Reason: In order to ensure that the proposal does not prejudice the enjoyment of neighbouring occupiers of their properties.</p> <p>9. No boundary fencing is to be erected on site until precise details and plans have been submitted to, and approved in writing by, the Local Planning Authority prior to any works commencing on site. Such an approved scheme shall be carried out and implemented in strict accordance with the approved details.</p> <p>Reason: To protect the amenity of the area.</p> <p>REASONS FOR APPROVAL</p> <p>The proposal at 115 Clyde Road, N15 for the erection of replacement 2 storey mosque with dome, minaret and one 1 bedroom flat complies with Policies CW1 'New Community/Health Facilities'; HSG1 'New Housing Developments'; HSG2 'Change of Use to Residential'; HSG10 'Dwelling Mix'; UD3 'General Principles'; UD4 'Quality Design'; UD6 'Mixed Use Developments'; and M10 'Parking for Development' within the Haringey Unitary Development Plan. It is therefore considered appropriate that Planning permission be granted.</p>	
<p>PASC68.</p>	<p>87 WOODSIDE AVENUE N10</p> <p>Officers presented the report and advised the Committee that this was the second application to be presented. The two houses would give a density of 153hrh making the proposal a low density scheme. Access was from Woodside Avenue and deemed to be adequate. It was considered that the loss of privacy and amenity space of adjoining properties would be minimal as this was a revised scheme.</p> <p>Objectors raised concern regarding the paved road known as the alleyway or walkway which would be used to gain access. Cars would find it difficult to pass down this road and there was no pavement for pedestrians.</p> <p>Cllr Whyte addressed the Committee in support of the objectors and requested Members to consider the following points:</p> <ul style="list-style-type: none"> • The suitability of the access route • Loss of amenity • Adverse effects on the allotments and open space. • The design of the new application had changed and the height of the new property was higher than that refused last year. <p>The applicant then responded to the points raised above by stating that</p>	

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the previous scheme was refused and that the current application was supported by the Council. The building would be on private property, not excessively high and away from the access road. This application fell within the Council's policy as the Council sought to encourage development of under used sites with a minimum impact to surrounding dwellings.

The Chair moved a motion to agree the recommendation stated in the report. On a vote there being 9 for and 0 against the motion was carried.

**INFORMATION RELATING TO APPLICATION REF: HGY/2006/1314
FOR PLANNING APPLICATIONS SUB COMMITTEE DATED
28/09/2006**

Location: 87 Woodside Avenue N10 3HF

Proposal Demolition of existing house and erection of 2 x 2 storey three bedroom houses

Recommendation GTD

Decision GTD

Drawing No.s 0541_00_001, 200c, 201c, 210a, 211b, 212a, 213

Conditions and/or Reasons

1. The development hereby authorised must be begun not later than the expiration of 3 years from the date of this permission, failing which the permission shall be of no effect.

Reason: This condition is imposed by virtue of the provisions of the Planning & Compulsory Purchase Act 2004 and to prevent the accumulation of unimplemented planning permissions.

2. The development hereby authorised shall be carried out in complete accordance with the plans and specifications submitted to, and approved in writing by the Local Planning Authority.

Reason: In order to ensure the development is carried out in accordance with the approved details and in the interests of amenity.

3. Notwithstanding the description of the materials in the application, no development shall be commenced until precise details of the materials to be used in connection with the development hereby permitted have been submitted to, approved in writing by and implemented in accordance with the requirements of the Local Planning Authority.

Reason: In order to retain control over the external appearance of the development in the interest of the visual amenity of the area.

4. The construction works of the development hereby granted

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shall not be carried out before 0800 or after 1800 hours Monday to Friday or before 0800 or after 1200 hours on Saturday and not at all on Sundays or Bank Holidays.

Reason: In order to ensure that the proposal does not prejudice the enjoyment of neighbouring occupiers of their properties.

5. Notwithstanding the provisions of Schedule 2, Part 1 of the Town & Country Planning General Permitted Development Order 1995, no enlargement, improvement or other alteration of any of the dwellings hereby approved in the form of development falling within Classes A to E shall be carried out without the submission of a particular planning application to the Local Planning Authority for its determination.

Reason: To avoid overdevelopment of the site.

6. Notwithstanding the details of landscaping referred to in the application, a scheme for the landscaping and treatment of the surroundings of the proposed development to include detailed drawings of:

- a. those existing trees to be retained.
- b. those existing trees to be removed.
- c. those existing trees which will require thinning, pruning, pollarding or lopping as a result of this consent. All such work to be agreed with the Council's Arboriculturalist.

d. Those new trees and shrubs to be planted together with a schedule of species shall be submitted to, and approved in writing by, the Local Planning Authority prior to the commencement of the development. Such an approved scheme of planting, seeding or turfing comprised in the approved details of landscaping shall be carried out and implemented in strict accordance with the approved details in the first planting and seeding season following the occupation of the building or the completion of development (whichever is sooner). Any trees or plants, either existing or proposed, which, within a period of five years from the completion of the development die, are removed, become damaged or diseased shall be replaced in the next planting season with a similar size and species. The landscaping scheme, once implemented, is to be maintained and retained thereafter to the satisfaction of the Local Planning Authority.

Reason: In order for the Local Authority to assess the acceptability of any landscaping scheme in relation to the site itself, thereby ensuring a satisfactory setting for the proposed development in the interests of the visual amenity of the area.

7. That details of all levels on the site in relation to the surrounding area be submitted and approved by the Local Planning Authority.

Reason: In order to ensure that any works in conjunction with the permission hereby granted respects the height of adjacent properties

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	<p>through suitable levels on the site.</p> <p>8. Prior to commencement of development details of the car parking spaces shall be submitted to and approved in writing by the Local Planning Authority. Reason: In order to protect the visual amenities of the area and locality.</p> <p>INFORMATIVE: The new development will require naming/numbering. The applicant should contact the Transportation Group at least six weeks before the development is occupied (tel. 020 8489 5573) to arrange for the allocation of a suitable address.</p> <p>INFORMATIVE You are advised that no building will be permitted within 3 metres of the sewers without Thames Water's approval. Should you require a building over application form of other information relating to your building/development work, please contact Thames Water on 0845 850 2777.</p> <p>REASONS FOR APPROVAL</p> <p>The proposal should be approved on the grounds that this is previously developed land that the issues of overlooking and loss of privacy are minimal and the design of the proposed dwellings still allows for open views from the properties directly affected in Lauradale Road. The appearance of the proposed dwellings is cottage like and thought to be appropriate within the context of SLOL. The area is characterised by greenness, screening and vegetation, which on the whole will be retained. The footprint of the proposed development is larger than existing but small enough to be described as a small scale development, compliant with Policies OS3 Significant Local Open Land, UD3 General Principles, UD4 Quality Design and SPG3b Privacy/overlooking, Aspect/outlook and daylight/sunlight of the Haringey Unitary Development Plan. In addition the existing access it thought to be adequate for the introduction of a new dwelling and any possible motor vehicles relating to the residential use, as concluded by the Planning Inspectorate.</p> <p>Section 106</p> <p>No</p>	
<p>PASC69.</p>	<p>COLDFALL PRIMARY SCHOOL, COLDFALL AVENUE N10</p> <p>The Chair again requested a further variation in the order of the agenda and moved that item 14 should be considered next as there were no representations to be made for this application.</p>	

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Officers presented the report for this application and outlined the proposal for the installation of a multi-use games area within the existing school grounds including surfacing, fencing, goal end units and access path.

Members questioned the absence of flood lighting in this development. Officers advised that it was not an area they would wish to see flood lights as the site was within the school grounds and fairly close to housing at the rear. The intention is for the games area to be used by the school rather than for commercial letting to other organisations.

Members agreed unanimously to grant the application subject to conditions as outlined in the report.

INFORMATION RELATING TO APPLICATION REF: HGY/2006/1242
FOR PLANNING APPLICATIONS SUB COMMITTEE DATED
28/09/2006

Location: Coldfall Primary School, Coldfall Avenue N10 1HS

Proposal Installation of multi-use games area within school grounds including surfacing, fencing (maximum height 3.6m at goal ends), goal end units and access path

Recommendation GTD

Decision GTD

Drawing No.s P320-L00, L01, L02, D01, D02

Conditions

1. The development hereby authorised must be begun not later than the expiration of 3 years from the date of this permission, failing which the permission shall be of no effect.

Reason: This condition is imposed by virtue of the provisions of the Planning & Compulsory Purchase Act 2004 and to prevent the accumulation of unimplemented planning permissions.

2. The development hereby authorised shall be carried out in complete accordance with the plans and specifications submitted to, and approved in writing by the Local Planning Authority.

Reason: In order to ensure the development is carried out in accordance with the approved details and in the interests of amenity.

3. Details of measures for protecting all trees shown to be retained as part of this development, including the erection of exclusion fencing at appropriate distances from the stems of such trees, shall be submitted to and approved by the Local Planning Authority prior to the commencement of development. No storage of materials, supplies, plant or machinery shall take place within such protected areas.

Reason: In order to ensure the safety and well being of the trees on the

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	<p>site during constructional works that are to remain after building works are completed.</p> <p>4. The multi use games area shall only be used in conjunction with and ancillary to the use of Coldfall School as an educational establishment; and shall not be used before 0800 hours to after 2000 hours Monday to Fridays, or before 0800 hours or after 1830 hours Saturdays and Sundays. Further no floodlighting or other artificial lighting shall be installed without the submission of an application for planning permission.</p> <p>Reason: In order not to detract from the amenities of nearby residents.</p> <p>REASONS FOR APPEAL</p> <p>The proposed Multiuse Games Area would be situated in excess of 10 metres from the nearest residential properties with several large trees situated between the proposed games area site and these properties. As such the proposed development would not give rise to any significant impact on residential amenity. The proposed games area would be situated within a large open grassed area that forms part of the existing school and would complement this existing use. The proposed development is considered consistent with Policy UD3 'General Principles'. The proposed development is considered consistent with Policy OS1B 'Metropolitan Open Land' In that it would allow for the provision of facilities for outdoor sport and recreation and will preserve the openness of the MOL.</p>	
<p>PASC70.</p>	<p>REAR OF 6 CHURCH ROAD N6</p> <p>Officers presented the report highlighting the issues regarding this application. It was considered that there would be little impact on the open nature of the site or views of the site from the outside. The scheme has a density of 62hrh, given the number of mature trees on the site, this density was considered to be appropriate in this backland location. Conditions would be imposed to include details of the site compound.</p> <p>The Committee heard representations from objectors who stated there were serious omissions in the report for this backland development. The property development impacted on the amenity of neighbours and was completely out of character with the surrounding conservation area. The gardens on Talbot Road are short and slope upwards. The access road was already used by a significant number of vehicles and therefore not safe.</p> <p>Cllr Williams addressed the Committee and raised concerns regarding the three trees on the site which were of historical import and subject to Tree Preservation Orders. He requested the Committee to add a condition to protect the trees during construction works. He also raised concern regarding the access of utility services to reach the site.</p>	

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The applicant addressed the Committee by giving a personal statement of her commitment to the conservation area and the site. The trees on the site were important and there was no desire to damage them in any way. There was also a commitment to comply with the conditions imposed.

Members questioned whether it was possible for a vehicle to turn in the lane and were advised it was possible dependent upon the way other cars were parked. The Committee also enquired whether the rear of a resident's garden constituted a backland site. Members were informed that it was not a true backland site.

The Chair moved a motion to agree the recommendation. On a vote there being 6 for, 2 against and 1 abstention, the motion was carried. The application was granted subject to conditions.

INFORMATION RELATING TO APPLICATION REF: HGY/2006/0001
FOR PLANNING APPLICATIONS SUB COMMITTEE DATED
28/09/2006

Location: Rear of 6 Church Road N6

Proposal: Erection of a single storey three bedroom dwelling and removal of a Red Horse Chestnut Tree that is subject to a Tree Preservation Order.

Recommendation: Grant subject to conditions.

Decision An appeal for non determination has been received. The Council is not able to make a decision once an appeal has been lodged but would have approved the application subject to the conditions below if an appeal had not been lodged.

Drawing No.s 148/001 Rev B & 148/002B.

Conditions:

1. The development hereby authorised must be begun not later than the expiration of 3 years from the date of this permission, failing which the permission shall be of no effect.

Reason: This condition is imposed by virtue of the provisions of the Planning & Compulsory Purchase Act 2004 and to prevent the accumulation of unimplemented planning permissions.

2. The development hereby authorised shall be carried out in complete accordance with the plans and specifications submitted to, and approved in writing by the Local Planning Authority.

Reason: In order to ensure the development is carried out in accordance with the approved details and in the interests of amenity.

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3. Samples of all materials to be used in conjunction with the proposed development for all the external surfaces of buildings hereby approved, areas of hard landscaping and boundary walls shall be submitted to, and approved in writing by, the Local Planning Authority before any works commence on site. Samples should include sample panels or brick and wood types combined with a schedule of the exact product references.

Reason: In order for the Local Planning Authority to retain control over the exact materials to be used for the proposed development and to assess the suitability of the samples submitted in the interests of visual amenity.

4. Notwithstanding the details contained in the application full details of the sedum roof covering shall be submitted to and approved in writing by the Local Planning Authority, such covering as approved to be installed prior to occupation of the house and permanently maintained and retained thereafter.

Reason: In the interests of visual amenity and in order to protect the character of this historic garden

5. Notwithstanding the details of landscaping referred to in the application, a scheme for the landscaping and treatment of the surroundings of the proposed development to include detailed drawings of those new trees and shrubs to be planted together with a schedule of species shall be submitted to, and approved in writing by, the Local Planning Authority prior to the commencement of the development. Such an approved scheme of planting, seeding or turfing comprised in the approved details of landscaping shall be carried out and implemented in strict accordance with the approved details in the first planting and seeding season following the occupation of the building or the completion of development (whichever is sooner). Any trees or plants, either existing or proposed, which, within a period of five years from the completion of the development die, are removed, become damaged or diseased shall be replaced in the next planting season with a similar size and species. The landscaping scheme, once implemented, is to be maintained and retained thereafter to the satisfaction of the Local Planning Authority.

Reason: In order for the Local Planning Authority to assess the acceptability of any landscaping scheme in relation to the site itself, thereby ensuring a satisfactory setting for the proposed development in the interests of the visual amenity of the area.

6. The existing trees on the site, not scheduled for removal in this application, shall not be lopped, felled or otherwise affected in any way (including raising and lowering soil levels under the crown spread of the trees) and no excavation shall be cut under the crown spread of the trees without the prior written permission of the Local Planning Authority.

Reason: In order to safeguard the trees in the interest of visual amenity of the area.

7. The protective fencing works required in connection with the

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protection of the trees on the site shall be carried out only under the supervision of the Council's Arboriculturalist. Such works to be completed, prior to any building or demolition works commencing on site, to the satisfaction of the Arboriculturalist acting on behalf of the Local Planning Authority.

Reason: In order to ensure appropriate protective measures are implemented to satisfactory standards prior to the commencement of works in order to safeguard the existing trees on the site.

8. An engineering drawing of the foundation design of the dwelling with 1:50 cross section drawings showing existing and proposed ground levels shall be submitted to and approved in writing by the Local Planning Authority, prior to any works commencing on site.

Reason: In order to ensure appropriate protective measures are implemented to safeguard the Oak tree that is subject to a Tree Preservation Order.

9. No materials, supplies, or plant machinery shall be stored or parked and no access shall be allowed within tree protection zones without the prior approval of the Council's Arboriculturalist acting on behalf of the Local Planning Authority.

Reason: In order to safeguard the existing trees on the site.

10. A method statement including, the chronology of events with regard to tree protection, the details of the method of demolishing the existing foundations on site, the location of the site compound and storage area, the location of the area where the mixing of materials will take place and details of service runs shall be submitted to and approved by the Local Planning Authority before any works commence on site, this method statement shall then be implemented as agreed. A pre-development commencement site meeting must take place with the Architect, the Local Authority Arboriculturist, the Planning Officer and all contractors present, to confirm the protective measures to be implemented.

Reason: In order to safeguard existing trees on the site in the interests of visual amenity.

11. Notwithstanding the provisions of Schedule 2, Part 1 of the Town & Country Planning General Permitted Development Order 1995, no enlargement, improvement or other alteration of any of the dwellings hereby approved in the form of development falling within Classes A to H shall be carried out without the submission of a particular Planning application to the Local Planning Authority for its determination.

Reason: To avoid overdevelopment of the site.

12. The construction works of the development hereby granted shall not be carried out before 0800 or after 1800 hours Monday to Friday or before 0800 or after 1200 hours on Saturday and not at all on Sundays or Bank Holidays.

Reason: In order to ensure that the proposal does not prejudice the enjoyment of neighbouring occupiers of their properties.

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13. Details of lighting for footpaths and any other external lighting shall be submitted to and approved in writing by the Local Planning Authority prior to completion of the development hereby approved and such works shall be carried out as approved prior to the occupation of the building.

Reason: To ensure that the development provides a safe and secure environment for users, to protect the amenities of neighbours and to protect the character of this historic garden.

14. No boundary fencing is to be erected on site until precise details and plans have been submitted to, and approved in writing by, the Local Planning Authority prior to any works commencing on site. Such an approved scheme shall be carried out and implemented in strict accordance with the approved details.

Reason: To protect the amenity of the area.

15. The dwelling hereby approved is to have a maximum height of 3.6 metres.

Reason: To protect the amenity of the area.

16. The double garage hereby approved is to be retained as such and shall not be converted to habitable living space without the prior consent of the Local Planning Authority.

Reason: To prevent overdevelopment of the site.

17. An Arboriculturist must be retained to monitor works on site that may affect trees such as works within the Root Protection Area.

Reason: To protect the trees on site.

18. No fires are to be lit anywhere on site before, during, or after the construction process.

Reason: To protect the trees on site.

INFORMATIVES

(i) The applicant is advised that in the interests of the security of the development hereby authorised that all works should comply with BS 8220 (1986), Part 1 - 'Security Of Residential Buildings'.

(ii) The new development will require naming/numbering. The applicant should contact the Transportation Group at least six weeks before the development is occupied (tel. 020 8489 5573) to arrange for the allocation of a suitable address.

REASONS FOR APPROVAL

The proposal at Rear of 6 Church Road, N6 for the erection of a single storey three bedroom dwelling and removal of a Red Horse Chestnut Tree that is subject to a Tree Preservation Order complies with Policies HSG1 'New Housing Developments'; HSG9 'Density Standards'; HSG10 'Dwelling Mix'; UD1A 'Sustainable Design and Construction'; UD2

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	'General Principles'; UD3 'Quality Design'; CSV1A 'Development in Conservation Areas'; OS16 'Tree Protection, Tree Masses and Spines'; and M10 'Parking for Development' within the Haringey Unitary Development Plan. It is therefore considered appropriate that Planning permission be granted.	
PASC71.	UNITS 1 & 2 QUICKSILVER PLACE, WESTERN ROAD N22 This application was not considered and deferred to the next meeting.	
PASC72.	NEW ITEMS OF URGENT BUSINESS There were no items of urgent business submitted.	
PASC73.	SITE VISITS None requested.	
PASC74.	DATE OF NEXT MEETING Special PASC, Thursday 12 October 2006 at 7:00pm. The meeting ended at 10:30pm.	

COUNCILLOR SHEILA PEACOCK

Chair

**MINUTES OF THE PLANNING APPLICATIONS SUB-COMMITTEE
MONDAY, 11 SEPTEMBER 2006**

Councillors Peacock (Chair), Adje, Beacham, Demirci, Hare and Patel

Also Present: Councillor Lister, Newton, Aitken, Davies, Gorrie and Williams.

MINUTE NO.	SUBJECT/DECISION	ACTION BY
PASC44.	<p>APOLOGIES</p> <p>Apologies for absence were received on behalf of Councillor Bevan for whom Councillor Lister was substituting and from Councillor Weber for whom Councillor Newton was substituting. Apologies for lateness were received from Cllr Dodds.</p>	
PASC45.	<p>URGENT BUSINESS</p> <p>In accordance with standing order 32 (6) no business other than that listed shall be transacted at the meeting.</p>	
PASC46.	<p>DECLARATIONS OF INTEREST</p> <p>Cllr Peacock declared an interest in the decision to be taken under agenda item 10.1. "I believe that the application for planning permission significantly affects the interests of the same organisation that has made a donation to a charity that I have been involved in, in my capacity as secretary of the Tottenham Carnival. This donation has not benefited me financially in any way but I thought it proper to bring them to the attention of this committee. Although I am confident that I would be able to come to a decision on the question solely on the basis of the planning arguments. I should also add that the Standards Board have just found that I do not have a prejudicial interest but leading Counsel advised that I do. In the interests of complete transparency I am doing the best and safest thing for this meeting and withdrawing for the Cecile Park item. I have decided in the interests of maintaining the highest standards of probity on these issues, to absent myself from the meeting when this item is considered".</p> <p>The Chair then announced "During my absence it will be for Members of this Committee to elect a Chair from among their number to consider Item 10.1. I shall return after consideration of this item to chair the remainder of the business on the agenda. Are there any other declarations of interest?"</p> <p>Cllr Newton declared that it was stated in the application under item 10.5, that objections to the proposal had been received on behalf of local ward Councillors. "As a ward Councillor I made no such objections".</p> <p>Cllr Hare declared that he did not have a prejudicial interest in the applications to be discussed at item 10.4 and 10.6. "6 Church Road N6</p>	

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	<p>is in my ward. All dealings with this application had been dealt with by the other ward Councillors. I have also not had any dealings with the application for Hornsey Treatment Works N8 and separated myself from the matter”.</p> <p>The Chair then proposed and moved a slight variation to the agenda to take item 9 after item 10. The meeting agreed.</p>	
PASC47.	DEPUTATIONS/PETITIONS	
	None received.	
PASC48.	MINUTES	
	<p>Cllr Hare raised concerns regarding minute PASC 31, paragraph 4. He felt it was not a proper record of what had taken place and that the meeting had not agreed to the proposal.</p> <p>Other Members present felt that it was a true reflection of what had transpired at the meeting and that the proposal was not challenged at that time.</p> <p>The Chair moved a motion to agree the minutes as an accurate record of the proceedings. On a vote there being three for and two against, it was:-</p> <p>RESOLVED</p> <p>That the minutes of the Planning Applications Sub Committee meeting held on 25 July 2006 were agreed.</p> <p>(Councillors Hare and Demirci requested that their dissent be recorded in accordance with Council Standing Order no. 42).</p>	
PASC49.	APPEAL DECISIONS	
	<p>Members were advised there had been a total of seventeen appeal decisions made during July 2006 of which ten had been allowed and seven dismissed. Members raised concern over the number of appeals being allowed. Officers announced they were currently looking at statistics and issues regarding appeals and would be sharing their detailed findings in a report to be brought before a future Committee.</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. That Members note the report. 2. That members receive a comprehensive report detailing performance trends in the near future. 	
PASC50.	DELEGATED DECISIONS	
	Members were asked to note the decisions taken under delegated	

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	powers between 10 July and 31 August 2006.	
PASC51.	<p>PERFORMANCE STATISTICS</p> <p>Members were asked to note that performance in July 2006 was above the Government's targets. The yearly performance figures to date were also similar. The number of appeals allowed was set out on pages 62-63 and the lower the percentage of appeals allowed the better the performance.</p>	
PASC52.	<p>PLANNING APPLICATION REPORTS FOR DETERMINATION</p> <p>The Chair announced "The meeting had already agreed to vary the order of business to consider item 10 before item 9. As stated earlier I will now absent myself from the proceedings for consideration of item 10.1.</p> <p>Ms Thomas, the Clerk announced "In the absence of the Chair it will be necessary for the meeting to elect a Chair to consider item 10.1 in accordance with Standing Order 33.3 – which states</p> <p>'In the absence of the Chair from a meeting, the deputy Chair shall preside. In the absence of both the Chair and a deputy chair from a meeting and providing the meeting is quorate, any member may propose, at the request of the Head of Democratic Services or his/her representative, the election of a voting member present to preside at the meeting'. 'In accordance with Standing Order 33.3 may I seek a nomination for the Chair'</p> <p>Cllr Newton nominated Cllr Hare.</p> <p>Ms Thomas then stated 'Councillor Hare has been nominated as Chair can I see all those in favour'</p> <p>Cllrs Beacham, Demirci, Hare and Newton voted in favour. Cllrs Adje, Lister and Patel against.</p> <p>Ms Thomas then announced that Councillor Hare was duly elected to Chair the item.</p> <p>RESOLVED</p> <p>That the decisions of the Sub Committee on the planning applications and related matters, be approved or refused with the following points noted:</p> <p>1. Land To The Rear of 60 – 88 Cecile Park N8</p> <p>Councillor Hare requested that the Legal Officer explain the reasons for the application coming back to the Planning Applications Sub Committee. The legal officer stated "This application and the related application for conservation area consent were both considered by the</p>	

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Sub Committee on 25 July 2006. Advice had been obtained from Leading Counsel that Council Standing Order 33.3 was not complied with on that occasion and that the previous decisions to grant planning permission and CAC cannot stand. The applications are therefore referred back to the Sub Committee for determination in accordance with Council Standing Orders and Parts C.4 and C.6 of the Council's Constitution. Members are advised to consider both applications afresh.

Officers presented the report by reminding the Committee that Members had previously visited the site. Councillor Joanne McCartney, London Assembly had reconfirmed her objections to the scheme made in October 2004. The tree trust had added a further objection to the application. The Gladwell Landrock Cecile Park Residents Action Group (GLCRAG) had also objected to the site access being a danger to children.

The site is within the Crouch End Conservation Area and is a hotly contested application which had been looked at thoroughly. Several surveys had been carried out by the residents groups and the Council. There is sufficient space to cater for the loss of the garages. Each property would have its own garden. The scheme is subject to a Section 106 agreement with the following conditions: Traffic calming measures in the vicinity of the site access. There would also be a need to provide double yellow lines to allow access for refuge vehicles.

Objectors from GLCRAG reaffirmed previous objections to this application and included concerns raised around the width of the access being insufficient for vehicles to pass pedestrians safely. In the last seven years this issue had not been resolved. There would be no escape route should the access road be blocked.

Cllr Gorrie spoke in support of local residents objecting to the proposal, as being detrimental to amenity of houses in the vicinity. Concern was raised at the loss of garages and at adverse effect on biodiversity of building four houses.

The applicant's representative informed the Committee that the planning officers had been thorough in dealing with the scheme. The previous application had been refused in December 2005 on two grounds:

1. The impact of house 4 on the oak tree.
2. The principals of development on the site - density, access, highway.

The reasons the scheme was refused in December 2005 have now been addressed.

Members discussed in detail access to the site, waste collection and visual intrusion of the development.

The Chair moved to a vote on granting the application. Planning permission was refused 4:2 with Cllrs Beecham, Demirci, Newton and

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Patel voting against and Cllrs Adje and Lister voting in favour of the scheme.

The reasons for refusal were the visual intrusion/impact of two storeys, bulk and mass of the development on the site. Concerns over safety, access and vehicles turning within the site.

The application for Conservation Area Consent was consequently refused as planning permission was not granted.

INFORMATION RELATING TO APPLICATION REF: HGY/2006/0385
FOR PLANNING APPLICATIONS SUB COMMITTEE DATED
11/09/2006

Location: Cecile Mews, Rear Of 60-88 Cecile Park N8

Proposal Demolition of existing garages and erection of 4 x part single, part two storey houses together with six replacement garages. This application is duplicate of HGY/2006/0386.

Recommendation GRANT PERMISSION SUBJECT TO LEGAL AGREEMENT AND TO CONDITIONS

Decision REFUSE

Drawing No.s PP01C-02-03-04-05-06-07-10F-11B-12B13B-14-15D 16-17-18-19-20-21-22 -23- 24-25-26D -27D-28D-29D-30-31-32-33B-34B-35
Alan Baxter & Associates Highways and Transportation Report:
Supplementary Parking Report: Tree Report Marishal Thomson & Co.
planning application statement and conservation area statement.

Reasons

1. The site is a backland site within the Crouch End Conservation Area and is characterised by its open appearance, being occupied by low-rise garage structures which do not impinge on views across the site within the Conservation Area. The proposed houses by reason of their height, bulk, siting and close proximity to adjoining residential gardens would represent a significant visual intrusion into this open part of the Conservation Area and be visually dominant and overbearing, detrimental to the amenities of adjoining occupiers and the character of this part of Crouch End Conservation Area. As such it would be contrary to Policies UD3 Principles, UD4 Quality Design CSV1 Development in Conservation Areas of the Haringey Unitary Development Plan 2006 and SPG2 Conservation and Archaeology, SPG3C Backlands Development and SPG3B Privacy/overlooking, Aspect/Outlook and Daylight/Sunlight.

2. The existing narrow vehicular access to and from the site in Gladwell Road is of inadequate width to accommodate safely refuse vehicles, and delivery vehicles and emergency vehicles, in that there is no dedicated pedestrian paths in the site and as such there is likely to be conflict with pedestrian safety within the site, in particular due to the

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large turning area indicated within the site. Further, in order to enable emergency and refuse vehicles, and large delivery vehicles, to enter and leave the site, it would be necessary to impose on-street parking restrictions, which would in turn lead to the loss of existing on-street parking spaces within an area of strong car parking pressure. The development would thus be contrary to Policies UD3 General Principles para (c) and (d) and UD7 Waste Storage, of the Haringey Unitary Development Plan July 2006.

Councillor Peacock re-entered the proceedings and resumed the Chair in accordance with Standing Order 33.4.

2. Hale Wharf, Ferry Lane N17

Officers requested Members to withdraw this item as the application was now the subject of a legal challenge by way of a Judicial Review. The application had been brought back to the Committee for reconsideration. The applicants had now made a new application which it was intended to bring to another Committee. Members agreed that the application be withdrawn.

3. Womersley House, Womersley Road; and Dickenson House, Dickenson Road N8

Officers presented the report and advised the Committee that the application comprised 42 units in 3 separate buildings. The majority of residents maintain an objection to the proposal however, there was support for the application from some who live on the site.

Affordable housing is not outlined in the Section 106 agreement however the plan for the proposed development consists of 23 social rented units and 5 shared ownership units. There were some objections to the appearance of Womersley House by adjoining residents. In response the plans were amended for the scheme which is subject to Section 106 agreement.

Two objectors spoke and outlined their objections to the proposals:

1. The proposal would increase the number of residents by 150%.
2. Green issues were not considered as part of the plan.
3. Materials to be used were not conducive to the area and would be high maintenance costs.
4. The quality of the design of the scheme is not good enough, appropriate or improves the area.
5. The blocks would be five storeys without lifts.
6. Inadequate quality of amenity for future residents.
7. There would be inadequate parking of 31 spaces for 42 dwellings.

The applicant's representative addressed the Committee and stated that the scheme was designed to provide affordable housing in Crouch End. Existing stocks were unsatisfactory. Discussions on the proposals had been carried out with surrounding residents. The proposal details a 50%

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in dwellings and 20% increase in bedrooms. A supporter of the proposal stated she was in favour of the development as the applicant had asked what we wanted and involved us in the development of the plans.

Members enquired about the number of parking spaces within the scheme and about the design of the flat roofs. The applicants confirmed they were happy to consider alternatives.

Members voted to grant the application subject to conditions and a Section 106 legal agreement.

INFORMATION RELATING TO APPLICATION REF: HGY/2006/0013
FOR PLANNING APPLICATIONS SUB COMMITTEE DATED
11/09/2006

Location: Womersley House, Womersley Road & Dickenson House,
Dickenson Road N8 9ES

Proposal Demolition of existing 2 no residential block. Dickenson House: Redevelopment to provide part 3/part 4/ part 5 storey building comprising 14 x one bed , 9 x two bed, 6 x three bed and 1 x four bed residential units. Erection of 7 houses in 2 x 2 storey terraced blocks consisting of 1 x four and 6 x three bed houses.

Womersley House: Redevelopment to provide 1 x 3 storey block fronting Womersley Road, N8 comprising 3 x one bed, 1 x two bed and 1 x three bed residential units. Provision of 34 car parking spaces, cycle storage and landscaping (amended description) (amended plans & further information)

Recommendation GRANT PERMISSION SUBJECT TO LEGAL AGREEMENT AND CONDITIONS

Decision GRANT PERMISSION SUBJECT TO LEGAL AGREEMENT AND CONDITIONS

Drawing No.s PL (00) 000; PL (00) 001; PL (00) 100; PL (00) 101; PL (00) 102; PL (00) 103; PL (00) 104; PL (00) 105; PL (00) 110; PL (00) 111; PL (00) 112; PL (00) 120; PL (00) 121; PL (00) 122; PL (00) 123; PL (00) 124; PL (00) 200; PL (00) 201; PL (00) 203; PL (00) 204; PL (00) 300; PL (00) 500; PL (00) 501

Conditions

1. The development hereby authorised must be begun not later than the expiration of 3 years from the date of this permission, failing which the permission shall be of no effect.

Reason: This condition is imposed by virtue of the provisions of the Planning & Compulsory Purchase Act 2004 and to prevent the accumulation of unimplemented planning permissions.

2. The development hereby authorised shall be carried out in complete accordance with the plans and specifications submitted to, and

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approved in writing by the Local Planning Authority.

Reason: In order to ensure the development is carried out in accordance with the approved details and in the interests of amenity.

3. That the parking spaces shown on the approved drawings shall be constructed to the satisfaction of the Local Planning Authority and shall be permanently retained and used in connection with the dwellings forming part of the development.

Reason: In order to ensure that the approved standards of provision of garages and parking spaces are maintained.

4. That a detailed scheme for the provision of recycling, refuse and waste storage within the site shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of the works. Such a scheme as approved shall be implemented and permanently retained thereafter to the satisfaction of the Local Planning Authority.

Reason: In order to protect the amenities of the locality.

5. The residential buildings proposed by the development hereby authorised shall comply with BS 8220 (1986) Part 1 'Security Of Residential Buildings' and comply with the aims and objectives of the police requirement of 'Secured By Design' & 'Designing Out Crime' principles.

Reason: In order to ensure that the proposed development achieves the required crime prevention elements as detailed by Circular 5/94 'Planning Out Crime'.

6. Samples of all materials to be used for the external surfaces of the development shall be submitted to, and approved in writing by, the Local Planning Authority before any development is commenced. Samples should include sample panels or brick types and a roofing material sample combined with a schedule of the exact product references.

Reason: In order for the Local Planning Authority to retain control over the exact materials to be used for the proposed development and to assess the suitability of the samples submitted in the interests of visual amenity.

7. Notwithstanding the details of landscaping referred to in the application, a scheme for the landscaping and treatment of the surroundings of the proposed development to include detailed drawings of:

a. those existing trees to be retained.

b. those existing trees to be removed.

c. those existing trees which will require thinning, pruning, pollarding or lopping as a result of this consent. All such work to be agreed with the Council's Arboriculturalist.

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d. Those new trees and shrubs to be planted together with a schedule of species shall be submitted to, and approved in writing by, the Local Planning Authority prior to the commencement of the development. Such an approved scheme of planting, seeding or turfing comprised in the approved details of landscaping shall be carried out and implemented in strict accordance with the approved details in the first planting and seeding season following the occupation of the building or the completion of development (whichever is sooner). Any trees or plants, either existing or proposed, which, within a period of five years from the completion of the development die, are removed, become damaged or diseased shall be replaced in the next planting season with a similar size and species. The landscaping scheme, once implemented, is to be maintained and retained thereafter to the satisfaction of the Local Planning Authority.

Reason: In order for the Local Authority to assess the acceptability of any landscaping scheme in relation to the site itself, thereby ensuring a satisfactory setting for the proposed development in the interests of the visual amenity of the area.

8. The works required in connection with the protection of trees on the site shall be carried out only under the supervision of the Council's Arboriculturalist. Such works to be completed to the satisfaction of the Arboriculturalist acting on behalf of the Local Planning Authority.

Reason: In order to ensure appropriate protective measures are implemented to satisfactory standards prior to the commencement of works in order to safeguard the existing trees on the site.

9. Details of the proposed foundations in connection with the development hereby approved and any excavation for services shall be agreed with the Local Planning Authority prior to the commencement of the building works.

Reason: In order to safeguard the root systems of those trees on the site which are to remain after building works are completed in the interests of visual amenity.

10. The works hereby approved shall be carried out to the satisfaction of the Council's Arboriculturalist acting on behalf of the Local Planning Authority to include the following provision: 48 hours notice to the Council's Arboriculturalist.

Reason: In order for the works to be supervised by the Council's Arboriculturalist to ensure satisfactory tree practice in the interest of the visual amenity of the area.

11. That details of all levels on the site in relation to the surrounding area be submitted and approved by the Local Planning Authority.

Reason: In order to ensure that any works in conjunction with the permission hereby granted respects the height of adjacent properties through suitable levels on the site.

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12. No development shall take place until full details of both hard and soft landscape works have been submitted to and approved in writing by the Local Planning Authority and these works shall be carried out as approved. These details shall include (proposed finished levels or contours, means of enclosure, car parking layout, other vehicle and pedestrian access and circulation areas, hard surfacing materials, minor artifacts and structures (e.g. furniture, play equipment refuse or other storage units, signs, lighting etc.)

Reason: In order for the Local Planning Authority to retain control over the exact materials to be used for the proposed development and to assess the suitability of the samples submitted in the interests of visual amenity.

13. Notwithstanding the provisions of Schedule 2, Part 1 of the Town & Country Planning General Permitted Development Order 1995, no enlargement, improvement or other alteration of any of the dwellings hereby approved in the form of development falling within Classes A to H shall be carried out without the submission of a particular planning application to the Local Planning Authority for its determination.

Reason: To avoid overdevelopment of the site.

14. The proposed development shall have a central dish/aerial system for receiving all broadcasts for all the residential units created, details of such a scheme shall be submitted to and approved by the Local Planning Authority prior to the occupation of the property and the approved scheme shall be implemented and permanently retained thereafter.

Reason: In order to protect the visual amenities of the neighbourhood.

15. A site-wide energy use assessment showing projected annual demands for thermal (including heating and cooling) and electrical energy, based on contemporaneous building regulations minimum standards shall be included in the submission. The assessment must show the carbon emissions resulting from the projected energy consumption. Such an approved scheme shall be carried out and implemented in strict accordance with the approved details and be maintained and retained thereafter to the satisfaction of the Local Planning Authority.

Reason: To help reduce the nation's carbon dioxide emissions.

16. Details of screening to the balconies on Block E shall be submitted and approved prior to the occupation of this building. The screening shall be provided prior to the occupation of the building.

Reason: To protect the amenities of adjoining residents.

17. The side windows in the rear of building E on north elevation shall be fitted with obscure glazing and permanently retained as such.

Reason: To protect the amenities of adjoining residents.

INFORMATIVE: The new development will require naming/numbering.

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The applicant should contact the Transportation Group at least six weeks before the development is occupied (tel. 020 8489 5573) to arrange for the allocation of a suitable address.

REASONS FOR APPROVAL

There have been a considerable number of objections to the proposals however the scheme has been amended to overcome some of these concerns, in particular with regard to impact on amenity and the protection of trees. Despite these improvements to the original scheme residents still consider the scheme has a number of shortfalls.

The proposals though quite significant would have an acceptable impact on the character and appearance of the locality. Equally the amenities of existing residents would not be materially harmed. (UDP Policy UD3 - General Principles: SPG 3b Privacy/Overlooking, Aspect/Outlook and Daylight and Sunlight.

The proposals are predominantly backland development, however the site is already developed with a large development and therefore is not a traditional backland site. The site is sited adjacent to the Stroud Green Conservation Area however the development would preserve the appearance of the conservation area. (SPG3c Backlands Development, CSV 1 Development in Conservation Areas)

The proposals would provide adequate contributions to education and an appropriate affordable housing package consistent with UDP policies UD 8 Planning Obligations and HSG 4 Affordable Housing. The mix of the scheme would satisfy policy HSG 10 Dwelling Mix.

The scheme would provide adequate car-parking in accordance with UDP policy M10 Parking for Development.

Section 106

4. Hornsey Treatment Works, High Street N8

This application was not considered and deferred to the next meeting.

5. 87 Woodside Avenue N10

This application was not considered and deferred to the next meeting.

6. Rear of 6 Church Road N6

This application was not considered and deferred to the next meeting.

7. Coldfall Primary School, Coldfall Avenue N10

This application was not considered and deferred to the next meeting.

8. Unit 1 and 2 Quicksilver Place, Western Road N22

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	This application was not considered and deferred to the next meeting.	
PASC53.	CONSERVATION AREA APPRAISALS This item was not considered and deferred to the next meeting.	
PASC54.	NEW ITEMS OF URGENT BUSINESS There were no items of urgent business submitted.	
PASC55.	SITE VISITS None requested.	
PASC56.	DATE OF NEXT MEETING 28 September 2006 at 7:00pm. The meeting ended at 10:15pm.	

COUNCILLOR SHEILA PEACOCK

Chair

MINUTES OF A MEETING OF THE PENSIONS PANEL:
15 JUNE 2006

Councillors *Gmmh Rahman Khan (Chair), *Bevan (Deputy Chair), Basu, *Beacham, *Butcher, Davies, *Mallett and *Wilson.
[* Members present)

In attendance: *Howard Jones (Advisor to Trustees) and *Roger Melling (Designated Union Representative).

1. APOLOGIES FOR ABSENCE AND INTRODUCTION:

Apologies for absence were received from Councillors Basu and Davies and from Andrew Travers.

Cllr Khan (Chair) introduced the meeting and all members to the first meeting of the Panel in the 2006/7 municipal year. The Chair outlined the uniqueness of the Panel in terms of the Trustees' responsibilities, which were emphasised with a summary produced by Legal Service (on the basis of common law, Superannuation Act 1995, Local Govt Pensions Regulations etc) in a previous communication, which were in essence the duties of the trustees and involved :-

(a) Acting prudently and in good faith; (b) Acting in the best interest of the beneficiaries as a whole; (c) Seeking to maximise the assets of the scheme and, (d) Taking relevant advice from professional and other appropriate advisors and giving consideration to that advice.

Councillor Bevan had been appointed to Deputy Chair of the Panel.

2. URGENT BUSINESS:

There were no items of urgent business.

3. DECLARATIONS OF INTEREST:

Those Trustees who were members of the Haringey LGPS declared their interest. Cllr Wilson declared a personal interest in that he is employed by the Association of British Insurers.

4. MINUTES:

RESOLVED:

That the Minutes of the meeting held on 23 March 2006, be confirmed and signed as an accurate record, with the correction of Minute 6 (iv) on Page 4 of 'Alliance' to 'Capital International'.

MINUTES OF A MEETING OF THE PENSIONS PANEL:
15 JUNE 2006

5. ATTENDANCE BY FOUR FUND MANAGERS:

Each was given approximately 10 minutes for presentation, followed by questions from the Trustees:

- **Fidelity**
- **Capital**
- **Wellington**
- **Bernstein**

i) Fidelity

Fund performance was 0.06% above benchmark and 0.29% below target in the quarter to March 2006. Annualised performance since inception was 0.47% above benchmark and 0.93% below target.

A summary was given as to how Fidelity operated as a fund manager, with a diverse investment strategy led by research and a portfolio built in a risk controlled way. A report was presented as to how the Haringey fund portfolio was currently positioned. They reported on positive equity markets. It was reported that the UK market had increased by 8%, with similar returns from global market environments, including the United States, Japan and emerging markets. Underweight in mining stocks had led to the reported under-performance.

With regard to the markets, investors were confident in economic growth, as for example demonstrated by the current copper prices. Inflationary fears were coming from the US, where interest rates had increased and economic growth had declined. The equities / bonds ratio investment was explained in relation to liabilities. Corporate responsibility (SRI) was explained and global warming was highlighted as an issue to be discussed at the next meeting.

ii) Capital

Fund performance was 0.21% below benchmark and 0.58% below target in the quarter to March 2006. Annualised performance since inception was 0.26% below benchmark and 1.76% below target.

After an introduction on the investment process and reassurances, the fund manager reported a quarter with stock selection explained as having caused the under-performance, particularly on some US equities. This was detailed and a reassessment of their approach proposed. The bond portfolio was elaborated.

Reassurance was given by the fund manager of 100% care of the fund and the Chair indicated that he was happy with the past performance and hoped that this would continue, with a good second half to 2006.

iii) Wellington

Fund performance was 2.12% below benchmark and 2.62% below target in the quarter

MINUTES OF A MEETING OF THE PENSIONS PANEL:
15 JUNE 2006

to March 2006. Annualised performance since inception was 2.29% below benchmark and 4.29% below target.

An introduction was given by the fund manager, with a performance summary of the Haringey Fund. Performance, together with returns had again been disappointing. To help in rectifying the current trends, the company reported that added resources were in place to improve performance. Problems with various investments within the LBH portfolio were mentioned. The Chair highlighted the Panel's wish to see a reversal in performance and hoped that the changes in resources would produce the desired results. The Chair said that he wished to see better performance, because the Panel was anxious to ensure this.

iv) Bernstein

Fund performance was 0.39% below benchmark and 0.89% below target in the quarter to March 2006. Annualised performance since inception was 0.26% above benchmark and 1.74% below target.

Following an introduction and reassurances, the fund managers gave a summary of investment of the Haringey Fund, together with an up-to-date valuation. The fund managers outlined their approach for investing. A range of returns had been noted on the UK stockmarket, best segments were consumer cyclicals and industrial commodities. The Chair indicated that he was happy with the performance and wished to see this continued. It was agreed that they would report on their corporate social responsibility policy at the next meeting.

RESOLVED:

That the reports presented individually by Fidelity, Capital, Wellington and Bernstein, each be accepted with the added reassurances of care and expertise by each of the fund managers.

6. FUND PERFORMANCE AND ADMINISTRATION UPDATES

It was reported that the fund had increased in absolute terms since inception to the end of March 2006 by 19.41% (annualised), but had under performed against the gross benchmark and target by 0.35% and 2% respectively, in annualised terms. The performance of Wellington remained a concern, as annualised under-performance compared to benchmark and target were 2.29% and 4.29% respectively. The under-performance had increased since that reported at the last meeting. The position would continue to be monitored carefully.

It was reported that, in overall terms, spend to date was within the approved budget. The current surplus was being monitored carefully so that any net gain was invested at the appropriate time, in line with the new investment strategy.

MINUTES OF A MEETING OF THE PENSIONS PANEL:
15 JUNE 2006

With regards to providing training for Trustees, it was agreed that the cost of different providers running a course be compared. The Chair did not wish training to take place prior to Pension Panel meetings. His preference was for one / two full days of training. A venue for training would need to be agreed and further topics were to be included in the training programme.

The main changes contained in the Local Government Pension Scheme (Amendment) Regulations 2006 were summarised and were being communicated to members shortly, including the elected members.

At a recently held employers' meeting, the employers were informed that the Chair of Pensions Panel was very anxious to have employers represented at Panel meetings. Employers had been reminded that the Panel minutes were sent to them so that they could raise issues, either with Officers or with the Chair.

In the future, it was agreed that two separate reports were to be prepared on i) Fund Performance and ii) Administration.

It was confirmed that no issues had been raised by the Ombudsman appeal.

RESOLVED:

That the Fund Performance, as at the end of March 2006 & administration update, be noted with the concern at the performance of Wellington. It was agreed that the Officers, responsible for the Pensions Fund must ensure that the legislative requirements and disclosure of information etc: had been complied with. It was also agreed that the admitted bodies be encouraged regarding their representation and close participation in the overall management of the fund. Further investigations were to be undertaken, regarding the Trustees' training, comparing costs, contents, provider & place etc before a decision could be made. Budget monitoring position to end of April 2006 was noted in principle, subject to producing a "Business Plan" at the earliest.

7. NEW ITEMS OF URGENT BUSINESS:

There were no New Items of Urgent Business.

The meeting ended at 21.45 hours.

Signed.....

Date.....

COUNCILLOR Gmmh RAHMAN KHAN
CHAIR.

General Purposes committee On 23 October 2006
Report title: Introduction of a childcare voucher scheme
Report of Head of Personnel
1. Purpose

To outline the benefits of having a childcare voucher scheme, employee and employer implications and outline further actions required in order to progress with the scheme.

2. Recommendations
That this committee agree

- a. The introduction of a childcare voucher scheme to eligible employees.
- b. That the scheme will be administered by an external childcare provider
- c. That authority is delegated to the Head of Personnel in deciding on the childcare voucher provider.
- d. That the Childcare Voucher functionality on SAP be configured.
- e. Employee should be subject to a fixed period contract where they agree to purchase vouchers over the set period.

Report authorised by:



for Chief Executive

Contact officer: **Stuart Young, Head of Personnel**

Telephone: **3174**

3. Access to information:

Local Government (Access to Information) Act 1985

No documents that require to be listed were used in the preparation of this report.

4. Background

The childcare voucher scheme's aim is to help with childcare costs. In April 2005 Childcare vouchers became tax and national insurance exempt. In April 2006 the exemption amount was agreed at £55 per week or £243 per month.

This means that the first £243 a month spent on childcare vouchers will be free from tax and national insurance contribution providing the Inland Revenue guidelines are followed. These are:

- That the scheme is generally available to all employees where the scheme operates.
- That employees use the childcare vouchers to pay for registered or approved childcare.

The scheme is a salary sacrifice scheme meaning that the employee will agree to sacrifice a part of their salary in exchange for childcare vouchers and associated benefits. Since the scheme is operated through a salary sacrifice arrangement there needs to be a revised contractual arrangement between the employee and employer for the period that the vouchers are 'purchased'. This is a simple document that can be provided by the chosen childcare provider and would be kept on the employee's personal file. Actual records would be kept by the childcare voucher provider.

The childcare voucher provider can arrange for employees to receive paper based or electronic voucher or for vouchers to be paid directly to the approved registered carer.

The vouchers are pensionable as such the Local Government Pensions Committee recommend that a suitable form of wording be included in the contract of employment to define the value of the Salary Sacrifice as being pensionable (under regulation 13(1)(c)¹ of the Local Government Pension Scheme Regulations 1997). This will remove any possible dispute or challenge regarding the status of the reduction in pay.

5. Implications for Council policy

The scheme brings a number of potential benefits for the Council.

In 2004 the Council introduced the Flexible Working Scheme whereby staff can change their working hours, arrangements to help with balancing work and home priorities. The childcare voucher scheme builds on this by providing financial savings. The cost of childcare is expensive and the high costs mean that some employees struggle financially. As childcare vouchers are tax and NIC exempt (up to a fixed amount) there are financial savings for the employee. This saving will help employees meet the increasing cost of childcare.

The scheme will aid recruitment and retention. Other organisations where the scheme is running have seen an increase in the rate of return after maternity leave. This means that staff with specialist knowledge are retained and costs of recruiting (approx. £7000, based on a salary of £15,000) are avoided.

¹ Regulation 12(1)(b) of the Local Government Pension Scheme (Scotland) Regulations 1998

The scheme supports the notion of being an employer of choice. The voucher scheme will be a valuable incentive for new staff especially for potential applicants that have childcare responsibilities.

6. Proposals

It is recommended that vouchers should be purchased at the same value each month for a fixed period to be reviewed after the scheme has been running for a year. After the year depending on administration costs and take up, the Council will consider options for a more flexible purchase allowing employees choice in varying the amount of vouchers that can be purchased over a period.

The employees standard rate for the scale will be taken into consideration for work related payments, not the salary are the childcare voucher deduction. Where an employee will be having a change to their pay e.g. due to maternity or sick leave they should have the opportunity for opt out of their contractual agreement.

Pay control agree to provide the 'childcare providers' with monthly details of employees deductions and payment for the vouchers on a monthly basis. Pay slips will display as a separate item the deductions. SAP the system currently used for payroll has a facility whereby childcare voucher deductions can be input, this function would need to be running for the voucher scheme to operate.

The childcare voucher provider will work with Personnel to publicise the scheme by a number of methods such as road shows, poster campaigns and providing advice on eligibility, registered childcare and benefits for staff e.g. whether staff should use the scheme if they already receive tax credits.

Personnel will engage in discussions with trade union representatives regarding the implementation of the scheme.

Human Resources have already held meetings with a number of childcare voucher providers however it is proposed that the Council enters into the tender process for a childcare voucher provider and that authority be delegated to the Head of Personnel in deciding this provider.

7. Legal Services Comments

Legally the scheme must follow certain criteria as set down by the Inland Revenue covering the records that are required to be kept; the childcare voucher will be able to hold documents required, these can then be requested when required.

Legal will be involved in the tendering process.

8. Financial Implications

Employer

Childcare voucher providers administering the scheme charge from 4-6% of the value of the vouchers ordered, for this they will generally publicise the scheme, provide information packs, vouchers and provide an information line. The savings the employer makes on NI makes the scheme cost neutral to run.

Employee

If an employee is a member of the Local Government Pension Scheme (LGPS) they will save £9.40 on every £100 of childcare vouchers they elect to receive, if not in the pension scheme they will save £11.00 on every £100 of childcare vouchers they elect to receive.

If an employee is a higher rate tax payer they will save £40 on every £100 of childcare vouchers they elect to receive. If they are a basic rate tax payer they will save £22 on every £100 of childcare vouchers they elect to receive.

Where the amount of vouchers purchased will take the employee below the national minimum wage the employee will not be eligible for the scheme.

The amount of salary reduction in lieu of Child Care Vouchers is treated as pensionable pay from which contributions are to be deducted.

As there is a potential cost saving to the council procurement requires the tendering process to be followed.

9. Equalities implications

The scheme supports family friendly policies such as flexible working currently being run by the council. The cost of childcare can be prohibitive and may mean that some employees are unable to return to work after having a baby, given that the majority of council employees are women there will be a positive incentive for women to return to work after maternity leave thereby retaining their skills and experience.

This scheme promotes work-life balance and is open to men and women. It is open to both parents and individuals with parental responsibility.

0

General Purposes**On 23 October 2006**

Report Title: Recruitment Procedure

Forward Plan reference number (if applicable):

Report of: **Head of Personnel**Wards(s) affected: **All**

Report for:

1. Purpose

1.1 To agree changes to the existing Recruitment Procedure following the updating of business processes.

2. Introduction by Executive Member

2.1

3. Recommendations

3.1 To agree the attached report and its implementation across the Council. .


Report Authorised by: **Stuart Young, Head of Personnel**Contact Officer: **Carole Engwell, Recruitment & Retention Manager. Ext. 2448****4. Director of Finance Comments**

4.1 The Acting Director of Finance has been consulted and has no specific comments.

5. Head of Legal Services Comments

5.1 The Head of legal Services has been consulted and has not specific comment. The proposed procedure meets the statutory requirements on the Council as an employer.

6. Local Government (Access to Information) Act 1985

6.1

7. Strategic Implications

7.1 Appended is a procedure which is mainly concerned with updating business operations and processes. A council wide recruitment strategy is currently being worked on and this will be submitted to CEMB and to GP Committee for comments later in the year.

8. Financial Implications

8.1 There are no specific budgetary implications which are not already provided for within existing resources.

9. Legal Implications

9.1 The comments of Legal Services are shown on the first page.

10. Equalities Implications

10.1 This report aims to support equalities and it has been drawn up in consultation with the equalities team and comments from the Equalities I.R. Group have been incorporated.

11. Consultation

11.1 The report has been subject to consultation with the Trade Unions and their comments have been incorporated.

12. Background

12.1 A summary of the main changes outlined in the attached report are:

12.2 The use of SAP and e-forms has altered the way that information is stored and transferred between recruiting managers and the recruitment team, these changes have been clearly outlined.

12.3 The role of the recruiting manager in helping to ensure a fast and transparent process is outlined (p3).

12.4 As a minimum, all staff who Chair a panel must have been trained in recruitment and selection. Ideally other members of the panel would also have been trained, but it is recognised that this may not be reasonable (p6).

12.5 Staff must not take part in shortlisting or interviewing if they know the one or more of the candidates socially or outside of the work situation. They must declare an interest and withdraw from the process (p6).

12.6 The requirement for the Recruitment Team to check the redeployment register before advertising any posts is clearly outlined (p8).

12.7 Agreed Response Management arrangements and the facility for applicants to apply on-line is outlined (p9)

12.8 The method of shortlisting is amended from weighting criteria and rating of answers to a judgement being made by the panel to decide whether the criteria are Strongly Met (SM), Met (M), Partly Met (PM) or Not Met (NM) (p10).

12.9 The assessment of candidates at the interview stage is amended from weighting the criteria between 1 – 5 and rating the answers between 0 – 4 to a reduced criteria weighting of 1 or 2 and the assessments to correlate to Strongly Met (4 or 5), Met (2 or 3), Partly Met (1) or Not Met (0) (p12).

12.10 Employment references will be taken up to cover the two year period immediately prior to the recruitment exercise. This may reduce the number of references requested i.e. if a candidate has been in his/her current job for two years or over only one reference will be required (p13).

12.11 CRB disclosure certificates which show no convictions or cautions, will be accepted for the purpose of agreeing a start date, pending a disclosure being requested by Haringey.

13. Conclusion

13.1 The existing procedure was in need of updating to take into account new business processes and methods of working.

14. Use of Appendices / Tables / Photographs

14.1 None

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THE RECRUITMENT PROCEDURE

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INTRODUCTION

1. SUMMARY OF THE PROCEDURE

Introduction -

- It covers recruitment to all permanent and temporary staff employed on Haringey contracts

Section A – Preparing to Recruit

- Newly created posts cannot be advertised until the post has been established on SAP.
- The line manager must review the existing job description / candidate specification before submitting them to the Recruitment Team.
- All permanent or temporary vacancies made to a Haringey contract must be openly advertised in line with this procedure.
- The recruiting manager must agree the timetable with the Recruitment Team in advance of submitting the Request to Advertise
- Interview panels must comprise between 3 – 5 people. A panel of 2 should be convened only in exceptional circumstances
- Panels need to be balanced in terms of gender and ethnicity. Where this is not possible the reasons need to be cleared by the Head/ Deputy Head of Personnel or Recruitment & Retention Manager before a panel can proceed with the recruitment process.
- As a minimum the Chair of the panel must have undergone Recruitment & Selection training. Ideally, all panel members should be trained.
- The panel must remain the same throughout the process unless exceptional circumstances prevent this in which case a substitution must be made.
- Panel members must be impartial and not know the candidates outside work.

Section B – Beginning the Process, Advertising the Post

- The deadline for submission of adverts to the Recruitment Team is Friday at 5pm.
- Recruiting manager must complete and submit all relevant documentation to the Recruitment team.
- The suitability of a redeployee as a match for the vacancy is made before advertising can take place.

Section C – After the Closing Date

- Recruiting managers can only access applications received via the website or Harinet.
- Short listing must be carried out within 5 working days of the applications becoming available.
- Candidates who have a disability are guaranteed an interview providing they meet the minimum essential criteria.
- All interview notes, application forms and shortlisting notes must be kept by the Chair of the panel for at least six months following the date of the interview.
- It is the responsibility of the Chair of the panel to contact candidates after the interview to let them know the outcome.
- The Chair of the panel is responsible for giving verbal feedback to candidates if this is requested.

Section D – Pre-employment Checks

- The Recruitment Team take up references covering the previous two years, this may mean that one or more references are available depending on the candidates previous work history.
- Candidates who have a current CRB Disclosure and which is clear, may start work with an authorised Supervision Memo pending a Haringey CRB Disclosure being sought from the CRB.
- Managers cannot agree a start date with candidates until the Recruitment Team have notified them that all pre-employment checks have been received and are satisfactory.

Section E – Appeals against Panel Decisions

- Appeals against a shortlisting decision must be made to the Recruitment & Retention Manager who will arrange for the Chair of the Panel to give full feedback to the candidate.
- Further complaints must be made in writing to the Recruitment & Retention Manager who will arrange for a full investigation to take place.
- Appeals against a selection decision must be made initially to the Chair and then to the Recruitment & Retention Manager if the candidate remains dissatisfied.

Section F – Recruitment Related Expenses

- All relevant forms are available from the Recruitment Team and returnable to the Recruiting Manager.

2. THE AIM OF THE PROCEDURE

The aim of the new procedure is **“to ensure a fast, efficient and transparent process in which both managers and the Recruitment Team are aware of their responsibilities”**.

All recruitment campaigns should be completed as quickly as possible as good candidates may be lost if the process is delayed, delays also give a poor perception of Haringey to applicants and this may affect future applications. The aim is to have an 8 week turnaround from the Notification of Vacancy form being received by the Recruitment Team to the confirmation of start letter being sent to the applicant. This is an ambitious target which can only be achieved if recruiting managers and the Recruitment Team work closely together to ensure that -

- Each stage of the process is planned in advance
- The agreed timetable is realistic and that deadlines are adhered to
- Delays are kept to a minimum

The Responsibilities of recruiting managers are to:

- Prepare in advance before recruiting and to discuss a realistic timetable with your Recruitment Officer before beginning the process.
- Review the existing job description/candidate specification to ensure it is still relevant and up to date. All jobs change over time and it may need to be updated to ensure that the correct job is recruited to.
- If recruitment is to take place to a newly created post, to make sure that it is established on the SAP system and evaluated before details are sent to Recruitment.

- Adhere to the recruitment timetable – the deadline for Notification Forms and draft advertisements to be sent to Recruitment is Friday 5pm. Anything received after this deadline will be held over until the following week.
- Shortlist applications quickly after the closing date and to return interview details to the Recruitment Team within 5 working days of receiving the applications.

The Responsibilities of the Recruitment Team are:

- To work with managers to give prompt and professional advice regarding the timetable.
- To ensure that all deadlines are adhered to.
- To progress chase the return of pre-employment checks, signed contracts etc. after 5 working days of the letter being sent to the individual.
- To adhere to the Recruitment performance indicator targets of sending letters within 2 working days of receiving a completed Interview Form or Appointment Form.
- To keep managers and candidates informed of any delays/problems which occur and to do everything to try to minimise delays from happening.

3. RECRUITMENT FORMS CURRENTLY IN USE

The **Notification of a Vacancy** is an e-form used to begin the recruitment process this must be submitted to your Recruitment Officer along with the job description/candidate specification and a draft advertisement by Friday at 5.00pm

The **Short listing Form** is used to keep notes of the assessment of each applicant against the shortlisting criteria. The completed form must be held by the manager until the conclusion of the process in the case of any appeal against the decision. At the end of the recruitment process, all documents including short listing forms and interview notes must be kept by the chair of the panel for at least six months from the date of interview. An employment tribunal case can be made for up to six months and the paperwork will be examined in detail in such cases.

The **Interview Form** is used to notify the Recruitment Officer of the details of the interview (date, venue, and time slots for each applicant) and the names of the short listed candidates. The completed form must be returned to your Recruitment Officer within 5 working days of receiving the applications.

The **Appointment Form** is an e-form which is used to notify Recruitment of the name of the successful candidate and also to provide details such as starting salary, who the candidate will report to on day one etc.

Copies of all forms can be found on Harinet by accessing the Personnel pages. Paper copies of the e-forms will only be accepted from managers who do not have access to Harinet.

The Recruitment Team will begin each stage of the process only once the relevant details have been provided by the recruiting manager via a fully completed form.

Recruiting Temporary Staff from Agencies into Permanent Posts

All permanent or short term contract vacancies must be advertised. Managers cannot offer a permanent or fixed term contract to an agency temp without going through the agreed recruitment process. If the Recruitment Team receive an appointment form without evidence of due recruitment process, the case will be referred to the Head of Personnel for a decision about whether or not the appointment can proceed.

4. GROUPS OF STAFF COVERED BY THE PROCEDURE

The procedure covers recruitment to all permanent and temporary / fixed term contract staff employed on a Haringey contract. The procedure is not applicable to schools operating under delegated budgets. A separate procedure exists for all appointments to Chief Officer and Deputy Chief Officer posts. In general, the Council defines chief officers as direct reports to the Chief Executive and deputy chief officers as direct reports to chief officers.

Applicants who have accepted voluntary redundancy or early retirement have limitations on their right to be re-employed. Only those who were previously employed at PO2 (or equivalent) or below and who left the Council's service at least one year before and who are Haringey residents at the time of appointment may be re-employed.

A. PREPARING TO RECRUIT

1. Creating a New Post

If managers want to create a new post then the Establishment Control procedure must be followed before advertising or recruitment can take place.

Firstly, the job description / candidate specification must be written and evaluated by HR. A standard template for job descriptions can be found at Appendix 1.

Advice and guidance regarding writing a job description / candidate specification is attached at Appendix 1 or is available from the Recruitment Team.

Secondly, the job must be created on SAP and a position number allocated. The newly created post will appear on the Managers Desktop and Organisation part of SAP once it has been established.

2. Reviewing an Existing Job Description / Candidate Specification

If the job to be advertised already exists on the establishment, the job description/candidate specification must be reviewed by the recruiting manager in order to ensure that both are still relevant. Jobs evolve over time and recruiting to an out of date job description may cause difficulties at either the short listing or at the interview stage. It may also lead to problems once the new member of staff has started as the job they were expecting to carry out may not be the job that they are expected to do.

If substantial changes are made to the job description the grade may need to be re-evaluated. Your HR Advisor will be able to give you information regarding re-grading of posts.

3. Agreeing the Recruitment Timetable

A realistic timetable must be agreed between the manager and the Recruitment Officer before the process begins. This will ensure that both the recruiting manager and the Recruitment Officer are aware of the deadlines to be met and that the process is handled quickly and efficiently. Setting the interview date before the Notification Form is submitted to Recruitment ensures that the date is included on the advert so that applicants are aware of the timescale to be followed.

If a vacancy at either the same or a similar level occurs within 6 months of a previous recruitment process, previous candidates can be re-interviewed and appointed without need for the vacancy to be re-advertised. The manager is still responsible for completing and submitting the Recruitment and Appointment Forms as these begin the process on SAP.

4. Arranging the Interview Panel

The interview panel should be made up of a minimum of three and a maximum of five people. In exceptional circumstances, it will be possible to hold interviews with only two people but this should be agreed with the Recruitment Team in advance. The panel needs to comprise both men and women and should be ethnically diverse in order to reflect the diverse nature of the local community. However, panel members must be chosen because they are able to contribute to the recruitment process and not just because of their gender or ethnicity. Where it is not possible to achieve a balanced panel in terms of gender or ethnicity the reasons need to be cleared by the Head/ Deputy Head of Personnel or Recruitment & Retention Manager before a panel can proceed with the recruitment process.

Ideally all panel members should have undergone Recruitment & Selection training. However, it is recognised that this may not always be possible so as a minimum the Chair of the panel must have received Recruitment & Selection training.

The panel members must be the same throughout the process. However, if one person identified to be on the panel and who begins the process but then has to withdraw due to illness or other exceptional reason, it will be possible to substitute him/her in order to make sure that the recruitment process proceeds smoothly and to timetable.

Panel members must not be included in the process if they know the candidate outside work i.e. if they are friends with the candidate or if they socialise with the candidate outside work. If a panel member realises at the time of shortlisting that s/he knows a candidate they must declare an interest and take no part in the process. The panel must comprise:

- A Chair who should be a person within the section with authority to appoint,
- the direct line manager of the person to be appointed (if different from the chair)
- and one other person, either someone who has specialist knowledge which the panel would benefit from or someone who will have a working relationship with the new postholder.

Panel members cannot interview for posts which are at or above their own grade. The exceptions to this are where a member of the Personnel or Equalities teams is on the panel in their professional capacity or where someone is invited to provide specialist or technical knowledge.

Interview panel members must be approached and an interview date agreed before the advert is sent to Recruitment, this allows the interview date to be given on the advertisement.

5. Recruiting with a Partner Agency

The advertisement which is used must be agreed by both partners and should clearly reflect the partnership nature of the post along with the length of the funding if this may affect the postholder. Details of the funding should also be included on the job description and associated documents.

The advert should appear in the standard house advert style of the employing organisation although the logo of both partners should appear on the advert to make candidates aware of the nature of the post.

The final shortlist of candidates must be agreed by both partners before candidates are notified. The Chair of the panel should come from the employing organisation and s/he should arrange for the recruitment administration to be completed.

Advice is available from the Recruitment Team at any stage of the process if needed.

B. BEGINNING THE PROCESS - ADVERTISING THE POST

1. Completing the Notification of Vacancy Form

The Notification of Vacancy form is an e-form which managers must complete on Harinet before submitting it to Recruitment. Before completing the form, managers must ensure that they have the SAP position number of the job to hand as without this, the form cannot be completed or submitted. Details of all position numbers are available on the Managers Desktop on the SAP.

When the position number is entered onto the form the information about the position which is held on SAP will automatically populate the vacancy details part of the form. If there is any discrepancy between the information held on SAP and the information given on the advertisement or job description, the Recruitment Team will hold onto the advert until the discrepancy is resolved.

When the form is submitted, it must have the job description and advert attached.

2. Drafting the Advertisement

A draft advert must be sent to Recruitment along with the Notification of Vacancy form. The advert should include the key duties of the post along with the key selection requirements. The advert shouldn't be too long or contain information which isn't necessary. There are two main purposes to an advert. The first is to enable potential candidates to decide if they have the skills etc. which are required for the post and the

second is to persuade candidates to find out more information i.e. to ask for a job pack. See Appendix 2 for guidance.

Staff in the Recruitment team are available to help you draft the advert if necessary or to offer advice on wording or media selection.

3. Placing the Advertisement (including reference to the Redeployment Process)

All advertisements will be placed by the Recruitment Team who will liaise with the Councils contracted Advertising Agency after there has been a trawl to check if there are any suitable redeployees (see Redeployment Policy for further information). If there are any possible matches, the advertising process will be delayed until the redeployees have been seen by the recruiting manager. All advertisements will appear in our agreed standard house style. The only exception to this will be where managers have requested that a creative advertisement be used. In such cases, the request must be made to the Recruitment & Retention Manager who will arrange for a briefing meeting to be arranged between the agency, the recruiting manager and Recruitment. Approximately two weeks must be allowed for this process to take place.

All vacancies appear automatically in the Council's fortnightly Job Search bulletin and on the website. The Job Search bulletin has a wide readership amongst local people and it is permissible to place adverts only in Job Search and on the Website if the vacancy is considered to be one which will attract a large response from local people i.e. if it is an entry level post, if it is part time or job share.

If the job advertised is a Politically Restricted Post, then details must be included in the information pack sent to applicants. For further information about politically restricted posts, see Appendix 4.

4. Advertising Timetable

When the e-form is received, Recruitment liaise with the HR Redeployment Liaison Officer to check if there is a redeployee who may be a match for the vacancy, if no match is identified, the post is released for advertising. See the Redeployment Policy for further details regarding redeployment.

The timetable for the advertising process is as follows:

Week 1:

Friday 5pm: deadline for Notification Forms to be sent to Recruitment. Manager arranges for a Purchase Order number to be set up (for a nominal amount) and for this number to be notified to the Recruitment Team.

Week 2:

Monday morning: Recruitment notifies HR Redeployment Liaison Officer of vacancies. At the same time the Employee side secretary for the unions will also be notified but for information purposes only and not for clearance purposes.

Tuesday afternoon: Redeployment Liaison Officer notifies Recruitment of possible matches. If any are identified, the advertisement will be delayed until the redeployees are seen.

Wednesday morning: Adverts are sent to the advertising agency from Recruitment.

Thursday afternoon: Recruitment receive proof copies of advert and forward to managers with details of costs

Friday lunchtime: Deadline for managers to give final approval of advertisement and to notify Recruitment of this approval. If the Purchase Order number has not been received by the time the final approval is given, the advert will not be published until it is received.

Week 3:

Adverts appear in the press

5. Handling the Response

All response to adverts is handled by our advertising agency. A dedicated call centre is available which takes calls between 8am and 8pm Monday to Friday. Outside these hours an answer phone is available and callers are asked to leave their name and phone number for the Response team to contact them. If a disabled applicant requires the application form to be accessible in an alternative format, this can be arranged through the Recruitment Team.

On-line recruitment has recently been introduced as this makes the process of application quicker and easier for the applicant; it is easier for line managers to access application forms after the closing date and saves resources. However, any applicant who doesn't have internet access can apply for a paper form to be completed and returned to our Response Unit in the normal way. The details on the paper application are scanned into the system by the advertising agency and are available to managers at the same time as all other applications received.

C. AFTER THE CLOSING DATE

1. Short listing Applications

Managers will be notified by Recruitment when the on-line application forms are ready for them to access. Guidance notes for managers on how to access applications are available on the website.

Short listing applications should be carried out by at least two people who will be involved in the final interviews. Short listing must be carried out within 5 working days of the applications being available to managers and details of the short listed candidates and the interview details must be returned to Recruitment as soon as short listing has been completed.

Delays in short listing applications may result in good candidates being lost as they may be offered posts elsewhere. It also gives a poor impression of the Council and a bad experience by one person may result in other candidates being deterred from applying for other vacancies.

Any disabled candidate who meets the minimum essential criteria is guaranteed an interview. Appointment to the post must however be made on merit.

It may not be possible to use all the selection criteria when short listing. For example, assessing whether a candidate understands what makes a good team member may be better assessed at interview rather than on paper.

Each application should be read carefully and an assessment made against each criteria. The shortlisting form should be completed to indicate whether, in the opinion of the person shortlisting, the application demonstrates that the criteria are either:

- Strongly Met; (SM)
- Met; (M)
- Partially Met; (PM)
- Not met. (NM)

The shortlisting panel must make a judgement about how far each candidate meets the shortlisting criteria and use the **Shortlisting Form** available on Harinet to keep notes. These notes must be kept by the Chair of the Panel for 6 months following the interview date in case any applicant raises a complaint.

There may be occasions when a large volume of applications are received. In these cases it must be up to the judgement of the shortlisting panel to decide which candidates' best meet the criteria. The panel may choose an objective means of differentiation, for example, weighting certain criteria or some determining some other criteria, to help reduce the application list to a manageable shortlist. Alternatively, the panel may want to consider holding a two stage interview process. If this option is taken, the criteria tested and the questions asked must differ at each interview although the interview panel must remain the same.

2. Arranging the Interview

Once shortlisting has been completed the **Interview Form** must be completed by the Chair of the Panel and emailed to the Recruitment Officer responsible for that Directorate. A copy of the form must be retained by the Chair as a reminder of the interview times allocated to each candidate.

Depending upon the level of the post, each interview should be scheduled to last for between 30 and 60 minutes. It may be advisable to allow longer than 60 minutes for senior posts if a presentation is given by the candidates as part of the interview process.

The venue chosen must be private and self contained i.e. a corner of an open plan office would not be suitable. Consideration should be given to where candidates will wait prior to their interview and how the panel will be notified of their arrival.

The Recruitment Team will send letters inviting candidates to interview within a maximum of 2 working days of receiving the details from the manager. Each candidate should have at least 5 working days notice of their interview date to enable them to prepare and to make arrangements for time off work, care arrangements etc.

The invitation to interview sent by the Recruitment Team letter asks candidates to contact the recruiting manager if they have any special needs which they need to be met at interview, e.g. sign language interpreter, assistance to allow ease of access for wheelchairs, a reader etc. If advice is required about how to meet a request managers

should contact the Recruitment Team. In order to meet the request it may be necessary to re-arrange the time of the interview for either all candidates or for the one requesting the change as for example, sign language interpreters, need to be booked in advance.

The Chair is responsible for distributing copies of the application forms to each panel member in advance of the interviews and for ensuring that the agreed interview questions have been entered onto the **Interview Notes** form. Each panel member must keep notes for each candidate and these must be kept by the Chair of the panel for a minimum of 6 months from the date of the interview.

3. Selection Exercises and Assessment Tests

Candidates should be told in advance if they are to be asked to perform any assessment test or selection exercise.

Selection exercises can be prone to culture and gender bias and care must be taken in choosing and using them. The most relevant exercises are those which are developed from a key part of the job (e.g. typing tests).

The Recruitment Team must be advised where tests are being used and these should be checked to ensure that they are related to the requirements of the job and that they will measure fairly the candidates' ability against the candidate specification.

4. Drafting the Interview Questions

The questions must be drafted in advance of the interview, normally by the Chair of the Panel, although each panel member should be asked and contribute to the final questions asked. Some guidance about writing interview questions is given in Appendix 3.

Each question should have a benchmark answer indicating key areas that the candidate would be expected to cover in their answer as this helps each panel member to assess whether or not the candidate has met the criteria in their answer.

The questions must cover all aspects of the candidate specification and must be open and clear and must not discriminate in any way either in terms of gender, race, age, disability, religion, sexual orientation or religion. The same core questions must be asked of all candidates although different questions may be asked to probe and elicit further information from each candidate. Assumptions must be avoided, only the information given by the candidate can be used to assess their suitability for the job.

Panel members must bear in mind that it is a candidate's ability to carry out the duties of the job that is being tested and nothing else.

If a candidate has a disability related to communication, the panel must take this into account and if necessary make adjustments in the method of questioning i.e speaking slower, allowing a longer time for the interview to take into account the time a signer will need to interpret.

5. Conducting the Interview

At the start of the interview, the Chair should introduce all panel members and give their name and job title. S/he should explain that notes will be taken throughout the interview and that the reason is to remind panel of key points raised by each candidate at the end of all interviews

Each panel member must assess the candidates performance against each of the criteria being tested. The criteria must be weighted to reflect their relative importance to the job. Essential and most important criteria should be weighted by a factor of 2. Less important criteria will have a weighting factor of 1.

The panel must then rate each criteria using the following scoring system

Strongly meet the criteria	(SM) = 4 or 5 points
Meet the criteria	(M) = 2 or 3 points
Partly but not fully meet the criteria	(PM) = 1 point
Do not meet the criteria	(NM) = 0

To achieve a total score for the criteria the rating score is multiplied by the weighting factor.

The relevant score must be entered onto the Interview Notes form against each question asked. The notes form for each candidate which is completed by each panel member must be retained by the Chair of the panel of a period of 6 months following the interview.

Whilst the points scores provide a good and clear indicator as to which is the best candidate it should not be treated as a top score gets the job situation. A discussion must take place at the end of all the interviews to assess, which candidate, in the opinion of all panel members and taking into account each candidate's level of previous experience, best meets all the criteria and should therefore be offered the post. A consensus of the panel should be achieved if possible

6. Making an Offer of Employment

When the interviews have been held and the panel have agreed which candidate is successful, the Chair of the panel should contact him/her to verbally offer the post subject to satisfactory pre-employment checks. At this stage, the recruiting manager must confirm that the name(s) of the employment referee(s) given by the candidate on his/her application form are appropriate i.e. that the referee named is the current or previous line manager and that the referees named are able to comment on the previous two years of employment history. If confirmation is not given, appropriate names must be requested and details forwarded to the Recruitment Team. Only when verbal acceptance has been received should the e-form **Appointment Form** be completed and submitted to Recruitment. The successful candidate's original application form and the interview notes of all panel members must be sent to the Recruitment Officer for inclusion on the candidate's personal file.

If a Redeployment Appeal is on-going during the period of the interviews, no offer of employment, either verbal or otherwise, can be made to the successful candidate until the outcome of the appeal is known.

On receipt of the completed **Appointment Form**, the Recruitment Officer will prepare and send an offer letter to the successful candidate and will also arrange for regret letters sent to the unsuccessful candidates.

The Recruitment Team will arrange for pre-employment checks to be taken up and for the Recruiting Manager to be kept informed of the outcome of the checks.

Only when Recruitment has notified the recruiting manager that all pre-employment checks have been received and are satisfactory can a start date be agreed.

The starting salary offered should be the minimum point of the grade unless the candidate is already earning more already or if it is a hard to recruit post and previous attempts to recruit have failed.

The unsuccessful candidates should also be contacted to let them know the outcome of the interview and if feedback is requested it should be given. It is advisable to offer verbal feedback at the initial stage and if the candidate remains unhappy with the feedback offered, the formal appeal procedure can be invoked (see Section E).

D. PRE-EMPLOYMENT CHECKS CARRIED OUT BY THE RECRUITMENT TEAM

The pre-employment checks carried out by Recruitment include the following:

- Criminal Records Bureau checks,
- Occupational Health clearance,
- Employment reference checks,
- Eligibility to work in the UK.

Candidates are asked to submit original documents to Recruitment to ensure that adequate checks can be made and only when all checks are completed satisfactorily can an appointment can be confirmed. If original documents cannot be produced or if employment references are unsatisfactory, the offer of employment must be withdrawn.

1. Employment References

Recruiting managers must be aware that it isn't always possible to get an employment reference i.e. the majority of employment agencies will only give a reference to confirm the dates of employment and nothing else, so if a candidate has been temping for two years, it is unlikely that any useful information will be obtained. Some employers are also now beginning to adopt the same process and refuse to give any opinion about the candidate's suitability for the post.

Managers must therefore be aware of the limitations of employment references and must ensure that the recruitment process is robust and adequately tests the candidate on their experience and suitability for the job being recruited to. Managers are also reminded that all new starters are subject to a six month probation period and that the correct probation process must be followed after any appointment.

The Recruitment team will continue to seek employment references for external candidates to cover the previous two years of full or part time employment or study. This

may mean that either one reference or more than one may be sought depending upon the length of time the candidate has been employed or in training with one organisation. The information given in the reference can be verbally checked by either the line manager or by the Recruitment Team if necessary. If a verbal check is made, a note must be kept of the conversation and retained on the personal file with the original reference.

A personal reference will only be accepted if the candidate hasn't been in full or part time training or employment for previous two years

Only one reference from the candidate's current line manager is required for internal candidates.

Copies of the reference(s) received are sent to the recruiting manager for approval, this approval must be received by the Recruitment Team in writing.

2. Criminal Records Bureau Checks

Candidates appointed to jobs where a CRB Disclosure is required will be asked at the pre-employment check stage if they have an existing CRB Disclosure carried out by a previous employer. If they are in receipt of a current Disclosure certificate, they will be asked to bring in the original to Recruitment at the same time that they come in to Recruitment to complete the application for a new Disclosure to be carried out.

If the existing Disclosure is satisfactory, it is not necessary to wait until the new Disclosure is received before a start date can be agreed.

If the existing Disclosure contains details of convictions, the usual Authorisation Procedure must be followed (See CRB Procedure for further details)

If the CRB check is unsatisfactory, the process which must be followed is outlined in the CRB policy.

3. Asylum & Immigration Act Checks

In order Line with the Asylum & Immigration Act 1997 successful candidates must provide original evidence of their right to work in the UK i.e. current UK passport or other passport showing the relevant immigration stamp giving the right to work, or a UK or Irish long birth certificate.

If the candidate's right to work in the UK cannot be proved beyond doubt the offer must be withdrawn as confirmation of the right to work in the UK is a legal requirement.

4. Agreeing a Start Date

When all pre-employment checks have been satisfactorily completed, Recruitment will notify the line manager, the manager must then contact the candidate to agree a start date and this must then be notified to Recruitment.

Once the start date is known, an HR induction date is booked by Recruitment and a confirmation letter is sent to the candidate confirming their date of start and induction date/time. A copy of this is sent to the recruiting manager for reference.

If managers agree a start date or start a candidate before they are notified that all pre-employment checks are satisfactory, the candidate will not be entered onto the payroll until all checks are completed.

E. APPEALS AGAINST PANEL DECISIONS

1. Appeals against Shortlisting Decisions

Initially, the complaint against the decision should be put in writing to the Recruitment & Retention Manager. S/he will arrange for the Chair of the Panel to contact the applicant to explain the reasons for the decision of the panel.

If the applicant remains unsatisfied with the explanation for the decision, s/he must put her complaint in writing to the Recruitment & Retention Manager who will arrange to examine the shortlisting papers including all application forms. The Recruitment & Retention Manager can decide whether or not the initial decision of the panel was correct.

If the interviews have not been held, the Chair of the Panel must not offer the post until the investigation into the shortlisting decision has been completed.

If the Recruitment & Retention Manager finds that the initial decision was correct, the applicant will be given an explanation in writing. If the initial decision is found to be wrong, the applicant must be interviewed, either at the same time as other candidates are interviewed or as soon as possible after this date, using the same assessment and interview questions.

2. Appeals against Selection Decisions

Unsuccessful candidates must first raise in writing any complaint about the decision with the Chair of the Panel who must provide a feedback to the candidate within five working days of receiving the written complaint.

If the candidate remains dissatisfied, the complaint will be referred to the Recruitment & Retention Manager. An investigation will be undertaken but this is on the clear understanding that once a recruitment decision has been made, it cannot be reversed.

If the successful candidate subsequently withdraws before a start date is agreed, the panel must take into account the outcome of the investigation before considering a second appointment decision.

F. RECRUITMENT RELATED EXPENSES

If a candidate requests Interview expenses, copies of the relevant form are available from Recruitment.

If Relocation expenses are requested, the forms are also available from Recruitment.

All forms must be completed by the candidate and returned to the recruiting manager for processing and payment.

APPENDIX 1: WRITING A JOB DESCRIPTION AND CANDIDATE SPECIFICATION

1. Job Description

The job description must accurately reflect the full duties and responsibilities of the job, it must be clear and give sufficient detail to ensure that the recruitment process is robust and based on accurate information.

When beginning a recruitment process the existing job description/candidate specification must be reviewed in order to ensure it is still relevant and accurate. Jobs change over time and the document must be updated in line with changes. There is a danger that if the documents used for recruitment are out of date, then the candidate will be recruited to a job that is different to the one that s/he was expecting. Ultimately, this could lead to the candidate leaving the job in a short space of time and another recruitment exercise taking place.

The job description should be clear and concise and must not contain abbreviations or jargon which may not be understood by external applicants. Where abbreviations are used, the full terminology must be given on the first occasion.

Consideration must be given to the overall purpose of the role including how it links to other roles either in the team or outside it.

The line manager of the post must be identified, as should the number of staff that the postholder will be responsible for.

The template attached should be used for all new or revised job descriptions.

2. The Candidate Specification

When writing the candidate specification you must consider the essential, minimum criteria needed in order to carry out the job role. It is not good practice to include desirable criteria as this may be open to challenge, if the criteria specified are not needed by the job holder they should not be included on the candidate specification.

Consider carefully whether any qualifications are needed or not. In general, professional qualifications that are a statutory requirement for the job must be included. Qualifications that aren't a statutory requirement shouldn't be included.

Asking for qualifications that are unnecessary may indirectly discriminate against sections of the population. For example, asking for GCSEs will discriminate against those who didn't take the qualification even though they may have gained work experience since leaving school that would be more valuable and relevant than the qualification asked for. It is important to consider the work skills required to carry out the job and to include these on the selection criteria rather than to specify qualifications that aren't directly relevant to the job.

Remember that valuable evidence may have been gained outside of the work environment and that the criteria should be worded to encourage this type of experience as well as work based experience.

JOB DESCRIPTION

<p>Directorate:</p> <p>Business Unit:</p> <p>Section / Team:</p> <p>Job title:</p> <p>Grade:</p> <p>Reporting to:</p> <p>Responsible for:</p> <p>CRB Disclosure Required: Yes No (delete one)</p> <p>Date of writing:</p>
--

Basic Objectives of the Post:

Main Duties and Responsibilities:

- 1.
 - 2.
 - 3.
 - 4.
- etc.

CANDIDATE SPECIFICATION

Job title:

The following are all essential criteria:

QUALIFICATIONS

- 1.
- 2.
- 3.
- 4.

EXPERIENCE

- 1.
- 2.
- 3.
- 4.

KNOWLEDGE / SKILLS

- 1.
- 2.
- 3.
- 4.

APPENDIX 2: Sample Advertisement

PROJECT OFFICER

£23,154 - £25,445

AB/2222/4455 (the advert reference number will be inserted by the Recruitment Team before publication)

To lead and monitor a corporate project based within the Personnel team. The aims of the project are to reduce sickness absence levels across the council. You'll be required to produce regular reports, analysing figures and reporting on trends.

Closing date:

Interview date:

Response details to be inserted by the advertising agency.

The Council's standard equal opportunities statement will be inserted by the advertising agency.

The purpose of an advert is to allow candidates to find out enough information about the job on offer to enable them to self – select e.g. to decide whether or not they have the skills, experience etc. that recruiting managers are seeking and if so, whether they are sufficiently interested in the job to either download or request an application pack.

A good advert will encourage quality applicants to apply, remember that your job will be in competition with all other jobs being published that week and therefore it will have to stand out. Avoid the use of job titles, which although mean something within the local government context, they may not mean anything to people from outside the organisation.

APPENDIX 3 -- Tips on Writing Interview Questions

The purpose of an interview is to find out if the candidate has either the existing experience, skills or knowledge or the potential experience etc. to enable them to carry out the responsibilities of the job.

The role of the interviewer is to draw out as much information as possible from the candidate to enable the panel to make an assessment about whether the candidate meets or doesn't meet the candidate specification criteria. All candidates must be asked the same core questions but it is the responsibility of each panel member to "probe" to find out more information. It is usually not enough to just ask the standard core questions, there will always be the need to find out more information from candidates or to clarify points that they have made. This technique of starting with an open question and then asking subsequent questions to find out more information is known as "funnelling".

The main steps to this technique are as follows:

Step 1:

The candidate should first be asked an open question. An open question is one which cannot have a yes or no answer. For example,

- "Tell me what attracted you to apply for this job?" This will encourage candidates to begin talking and will settle them down.

Step 2:

Each pre-prepared core interview question must be written to cover a particular aspect of the candidate specification. For example,

- What experience have you had of co-ordinating a project of this nature?

This will enable the candidate to speak about specific experience they've had and will allow the candidate to relate their experience directly to the role they are being interviewed for.

Step 3:

Once the answer to the initial question has been given, there may be some areas which need either further exploration or clarification. In such cases, the interviewer must ask additional probing questions. These questions should be clear and must relate to the information already given. For example,

- So you've had experience of working as a project co-ordinator responsible for co-ordinating the input of several partner agencies, can you tell me how you managed to keep track of the finances?

Another candidate may already have told you how the finance area was covered and so this probing question wouldn't be appropriate but another question covering another area may be.

It is up to each interviewer to listen carefully to the answers given and then to formulate a question which will give the additional information required.

Step 4:

When you have found out the information that you were looking for or you realise that the candidate doesn't have the experience or skills etc that you are looking for, it is time to draw your part of the interview to a close and to move on to the next panel member.

This can be done by either asking a closed questions – one which will elicit a yes or no answer or you can thank the candidate and introduce the next interviewer.

APPENDIX 4 – Politically Restricted Posts

The Local Government and Housing Act 1989 specifies that the politically restricted postholder shall not at a time when he/she holds his/her appointment announce or permit anyone else to announce that he/she intends to be candidate for elections as a member of parliament, European parliament, or a local authority, or hold office in a political party.

The politically restricted postholder cannot canvass on behalf of a political party or on behalf of a person who is, or proposes to be, a candidate for election to parliament or a local authority.

There are 3 categories of staff affected by the political restrictions these are:-

- (a) Post for which the annual rate of remuneration is or exceeds spinal point 44 (top of P04).
- (b) Posts below spinal point 44 where the duties include either:
 - Giving advice on a regular basis to the Authority, any Committee or Sub-Committee or
 - Speaking on behalf of the Authority on a regular basis to journalists and broadcasters
- c) Chief Officers.

Exemptions

Exemptions can be sought from politically restricted posts. For further information, contact the Personnel Service.