



Haringey Council

NOTICE OF MEETING

General Purposes Committee

MONDAY, 3RD DECEMBER, 2007 at 19:00 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillors Griffith (Chair), Rahman Khan (Vice-Chair), Beynon, Bloch, Dodds, Hoban, Kober 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 15 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 judgment of the public interest **and** if this interest affects their financial position or the financial position of a person or body as described in paragraph 8 of the Code of Conduct **and/or** if it relates to the determining of any approval, consent, licence, permission or registration in relation to them or any person or body described in paragraph 8 of the Code of Conduct.

4. DEPUTATIONS/PETITIONS

To consider any requests received in accordance with Part 4, Section B, Paragraph 29 of the Council's constitution.

5. MINUTES (PAGES 1 - 4)

To confirm and sign the minutes of the meeting held on 11th September 2007.

6. AUDIT OF ACCOUNTS 2006/07 (PAGES 5 - 12)

(Report of the Chief Financial Officer) To update the committee on the final outcome of the annual audit for 2006/07 and report on issues raised by the Audit Commission.

7. FACILITIES TIME FOR TEACHING UNIONS AND ASSOCIATIONS (PAGES 13 - 16)

(Report of the Director of the Children & Young People's Service) To provide information on the current facilities time arrangements afforded to Teaching Unions and Associations.

8. CONSULTATION ON THE NEW STATEMENT OF LICENSING POLICY FOR LICENSING ACT 2003 (PAGES 17 - 64)

(Report of the Director of Urban Environment) To seek approval of the draft statement of licensing policy and to recommend it to full Council for adoption.

9. DEFINITIVE PUBLIC RIGHTS OF WAY MAP (PAGES 65 - 94)

(Report of the Director of Urban Environment) To provide details of the statutory consultation on the public rights of way map, the results of the consultation and to seek approval for the confirmation of the Order for the East area of the Borough and the submission of the Orders for Central and West for confirmation by the Secretary of State.

10. SUMMARY OVERVIEW OF KEY OD AND LEARNING ACTIVITIES APRIL - NOVEMBER 2007 (PAGES 95 - 102)

(Report of the Corporate Head of O.D.) To report to the committee on the different learning and development programmes managed by the OD Service and open to staff across the Council, and to people working within Haringey in the private and voluntary sector.

11. RECRUITMENT PROCESS IMPROVEMENT (PAGES 103 - 108)

(Report of the Interim Head of Human Resources) To inform Committee of actions to improve the recruitment process and seek approval to change two matters of policy – determining arrangements for chairing Chief Officer Appointment panels and changing the policy concerning reference checks.

12. AGENCY WORKERS USAGE (PAGES 109 - 114)

(Report of the Interim Head of Human Resources) To inform Committee about the numbers and deployment/usage of agency workers across the council over the last six months.

13. APPOINTMENT TO VACANT POST OF HEAD OF LEGAL SERVICES IN THE CORPORATE RESOURCES DIRECTORATE (PAGES 115 - 118)

(Report of the Interim Head of Human Resources) To brief Members about the arrangements for recruiting to the post of Head of Legal Services and to receive the nominations of one Members who will be able to take part in the recruitment process.

14. CHILDCARE VOUCHER SCHEME UPDATE (PAGES 119 - 122)

(Report of the Interim Head of Human Resource) To update the committee on the re-tender of the existing childcare voucher scheme contract.

15. NEW ITEMS OF URGENT BUSINESS

To consider any items admitted at item 2 above

16. 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 it contains information classified as exempt under the Local Government Act 1985 in that it contains information relating to a particular employee.

17. DISPLACEMENT OF SECOND TIER OFFICER AS A RESULT OF URBAN ENVIRONMENT RESTRUCTURE

(Director of Urban Environment) To report to the committee that the restructure of senior management posts within Urban Environment will result in the posts of AD – Streetscene and AD – Enforcement Services being deleted. A new position of AD – Frontline Services is being created which will cover both of these services' functions. This may result in the displacement of a second tier officer. This report details the potential costs to the Council of this displacement. **TO FOLLOW**

18. INDIVIDUAL EARLY RETIREMENT (PAGES 123 - 124)

(Report of the Interim Assistant Chief Executive – People and Organisational Development) To seek committee approval to the early release of pension scheme benefits by reason of redundancy for a Council employee.

19. MINUTES OF MEMBER-LEVEL APPEALS (PAGES 125 - 128)

To note the minutes of the following Member-Level appeals:

- 12 November 2007
- 19 November 2007

20. NEW ITEMS OF EXEMPT URGENT BUSINESS

Yuniea Semambo
Head of Member Services
5th Floor
River Park House
225 High Road
Wood Green
London N22 8HQ

Jeremy Williams
Principal Committee Co-Ordinator
Tel No: 020 8489 2919
Fax No: 0208 489 2660
Email: jeremy.williams@haringey.gov.uk

23 November 2007

**MINUTES OF THE GENERAL PURPOSES COMMITTEE
TUESDAY, 11 SEPTEMBER 2007**

Councillors Griffith (Chair), Rahman Khan (Vice-Chair), Bloch, Dodds, Hoban, Kober, Whyte and Davies (substituting for Beynon)

Apologies Councillor Beynon (substituted for by Davies)

MINUTE NO.	SUBJECT/DECISION
GPCO17.	<p>APOLOGIES FOR ABSENCE (IF ANY)</p> <p>Apologies for absence were received from Councillor Sara Beynon, who was substituted for by Councillor Matt Davies.</p>
GPCO18.	<p>URGENT BUSINESS</p> <p>Item 8, Annual Governance Report, was admitted as late business because it related to the ongoing audit commission annual audit and additional time was required to have allowed the audit to have proceeded as far as possible.</p>
GPCO19.	<p>DECLARATIONS OF INTEREST</p> <p>Members noted the revised code of conduct tabled at the meeting.</p> <p>Councillor Khan declared a personal interest in respect of item 8, Annual Governance Report, in respect of him being a member of the Pension Fund, whose accounts were considered in that report.</p>
GPCO20.	<p>DEPUTATIONS/PETITIONS</p> <p>There were no such items.</p>
GPCO21.	<p>MINUTES</p> <p>RESOLVED:</p> <p>1. That the minutes of the meeting held on 28th June 2007 be confirmed and signed.</p>
GPCO22.	<p>MINUTES OF SUB-BODIES</p> <p>RESOLVED:</p> <p>1. That the minutes of the meeting fo the Council & Employee Joint Consultative Committee held on 5th March 2007 be noted.</p>
GPCO23.	<p>TENTH LONDON LOCAL AUTHORITIES BILL</p> <p>The committee received this report to consider participation by the Council in the</p>

**MINUTES OF THE GENERAL PURPOSES COMMITTEE
TUESDAY, 11 SEPTEMBER 2007**

promotion of a new London Local Authorities Bill and to recommend to full Council on 15 October 2007 that Members pass the necessary statutory resolution for this purpose.

The Legal Services Representative set-out to the committee the background and provisions of the bill including the regulation of social clubs, an item promoted by Haringey's officers. Some Members of the committee spoke positively of these provisions in the bill, explaining their usage in tackling problems currently existing within their wards.

Members raised concerns over certain provisions which would be the responsibility of the Council should the bill be passed, these proposals being contained in Appendix 2 of the original report. Particular concern was raised over provisions of the final bill which would effectively decriminalise certain activities and place their enforcement in the hands of Council officers.

The Legal Services Representative explained to the committee that the accepting of the recommendation of the report would in no way tie the Council into adopting the measures as set out in Appendix 2. However, rejecting the report would not allow the Council to ultimately implement any of the aforementioned provisions without future complications. Thus, Members agreed to consult with their respective groups, and commend the report to Full Council where a full debate on the Bill and its provisions could take place.

RESOLVED:

1. That the Committee recommend to full Council to pass the statutory resolution as set out in the report, and that a full debate on the resolution be held.

GPCO24. ANNUAL GOVERNANCE REPORT – TO CONSIDER THE STATUTORY REPORT OF THE AUDIT COMMISSION

Councillor Khan declared a personal interest in this item by nature of him being a member of the Pension Fund, whose accounts were considered within the report.

The committee received this report to present the statutory Annual Governance Report of the Audit Commission, reporting on their annual audit of the Council's statutory accounts, Value for Money and other relevant information.

Members noted that the final opinion and conclusion were due to be signed-off prior to 30th September 2007. Officers were thanked by officials from the Audit Commission for their positive attitude and constructive approach in the completion of their activities.

It was noted that there remained issues outstanding surrounding disclosure and accounting treatment, but Members were assured that these would not impact on the bottom line position of the audit. The outstanding issues included a £3 million movement of pre-transfer ALMO liabilities, gains and disposals related to fixed assets and disclosure around related parties transactions and group accounts. Both Officers and the commission stated they were confident that the issues would be resolved prior to the 30th September deadline.

**MINUTES OF THE GENERAL PURPOSES COMMITTEE
TUESDAY, 11 SEPTEMBER 2007**

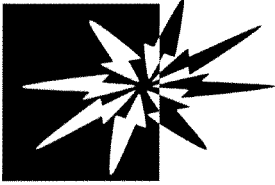
	<p>Members were advised that the outstanding objection to previous accounts listed in Paragraph 17 had very recently been resolved, enabling these to be closed.</p> <p>Officers were advised that a Letter of Representation would be sent to the Council in line with the normal closure procedures, with a further update in the Annual Audit Letter.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the committee note the contents of the report and verbal updates made at the meeting. 2. That delegated authority be given to the Acting Director of Finance, in consultation with the Chair of the Committee, to agree any final issues with the Audit Commission which arise after the report date, in order to ensure the sign-off of the accounts by the 30th September 2007.
<p>GPCO25.</p>	<p>APPOINTMENT TO TWO VACANT POSTS OF ASSISTANT DIRECTOR IN THE DIRECTORATE OF ADULT, CULTURE & COMMUNITY SERVICES</p> <p>The committee was briefed over the arrangements for recruiting to the posts of Assistant Director for Adult Services and Assistant Director Commissioning & Strategic Services, and to receive the nominations of Members to take part in the recruitment process.</p> <p>Members agreed the process as set out in the report, and requested that the interview questions reflect the equalities implications of the posts. Councillors Griffith and Khan were to be the committee's Labour nominees, with Liberal Democrat nominees to be supplied to the Acting Head of Human Resources in due course by the Chief Whip of the Minority Group.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the appointment panel be agreed, comprising five Members in total. 2. That the interview process include questions reflecting the equalities implications of the posts. 3. That the arrangements for recruitment be noted.
<p>GPCO26.</p>	<p>REDEPLOYMENT POLICY IMPROVEMENT REPORT</p> <p>This report outlined the Council's revised redeployment process, including the improvements which had been made to date. The report also proposed changes to the redeployment policy.</p> <p>The Acting Head of Human Resources set out to Members the improvements which had been made to the redeployment process since the installation of a full-time redeployment Officer, providing a saving to the Council of over £250,000 and a 34% redeployment rate. The committee learned that a key change to policy proposed in the report included the extension of trial periods from redeployed employees from 4 weeks to up to 12 weeks.</p>

**MINUTES OF THE GENERAL PURPOSES COMMITTEE
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	<p>The committee noted that internal staff vacancies were monitored by the Redeployment Officer, who was available to identify potential posts for those needing redeployment prior to the vacancy being released for advertisement. Coaching and training sessions for those staff requiring redeployment were also held as part of a more proactive approach to tackling the issue.</p> <p>Members were pleased with the improvements that had been made, and expressed their desire that further improvements relating to the redeployment rate be pursued.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That further improvement in the Council's redeployment policy be encouraged. 2. That the committee approve the changes to the redeployment policy outlined in the report.
GPCO27.	<p>NEW ITEMS OF URGENT BUSINESS</p> <p>There were no such items.</p>
GPCO28.	<p>EXCLUSION OF PRESS AND PUBLIC</p> <p>The following items were subject to a motion to exclude the press and public.</p>
GPCO29.	<p>EXEMPT MINUTES OF MEMBER APPEALS</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the minutes of the Member-Level Appeals held on 20th and 26th July 2007 be noted.
GPCO30.	<p>NEW ITEMS OF EXEMPT URGENT BUSINESS</p> <p>There were no such items.</p>

Councillor EDDIE GRIFFITH

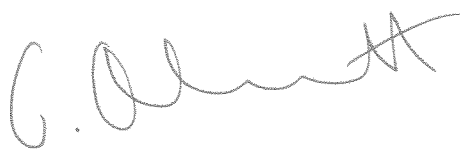
Chair



Haringey Council

Agenda Item

General Purposes Committee
On 3rd December 2007

Report title: Audit of Accounts 2006/07	
Report of: Chief Financial Officer	
Ward(s) affected: All	Report for: Information
1. Purpose 1.1 To update the committee on the final outcome of the annual audit for 2006/07 and report on issues raised by the Audit Commission	
2. Recommendations 2.1 That the Committee note the contents of this report and the actions proposed that arise from the matters raised by the Audit Commission.	
Report authorised by: Gerald Almeroth – Chief Financial Officer 	
Contact officer: Graham Oliver – Head of Finance – Accounting and Control Telephone 020 8489 3725	

3. Executive Summary

3.1 The statutory report of the Audit Commission on certain matters relating to the Council's governance responsibilities This needs to be considered before a final opinion of the Council's financial statements for 2006/07 is given and a concluding statement on the Council's arrangements for securing economy, effectiveness and efficiency in the use of resources. The actions proposed arising from the report are detailed.

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

4.1 None.

5. Local Government (Access to Information) Act 1985

The following background papers were used in the preparation of this report:

Report of Acting Director of Finance to General Purposes Committee on 28 June 2007 – Statement of Accounts 2006/07

Report of Acting Director of Finance to General Purposes Committee on 11 September 2007 – Annual Governance Report

6. Background

- 6.1 At the committee meeting of 11th September 2007 the Audit Commission presented to members the initial findings from their audit of the accounts for 2006/07. However at that stage the audit was incomplete and the auditors were not able to give a complete picture.
- 6.2 It was agreed that any final issues were agreed between the auditors and the Acting Director of Finance, in consultation with the Chair of GP Committee and that an update report would be brought back to a subsequent meeting of the committee.
- 6.3 The statutory deadline for the signing off of the accounts by the Authority's auditors was 30th September 2007 and the final audit certificate was issued by the District Auditor on 16th October 2007. The reason for this delay was some late additional testing around the area of capital expenditure that the auditors needed to carry out in order to assure themselves that appropriate expenditure was being classified as capital spend.

- 6.4 The Auditors delivered an unqualified audit opinion and concluded that the Council has proper arrangements in place to secure economy, effectiveness and efficiency in its use of resources.

7. Annual Governance Issues 2006/07

- 7.1.1 Detailed below are issues that were raised by the District Auditor in signing off the 2006/07 accounts. The Chief Financial Officer worked closely with the Audit Commission during the audit process to resolve the issues that arose. A direct response to the issues raised is shown in the table below:

Audit Commission issue	Chief Financial Officer response
<p>HfH pre-transfer pension costs The management agreement between the Council and HfH stipulates that pre-transfer pension costs should be borne by the Council, not the ALMO. Pre-transfer costs in the draft accounts were overstated by £3m because the Council had used the value as at 1 April 2006 and not 31 March 2007.</p> <p>Income to the Housing Revenue Account was therefore understated by £3m and the Pension Liability Account correspondingly overstated.</p> <p>There was, however, no impact on the Housing Revenue Account Reserve, as local authorities are required by statute to charge pensions costs to the Pension Reserve.</p> <p>The accounts have been amended accordingly.</p>	<p>This is an issue that came to light shortly after the accounts were closed. As soon as the Council became aware of this issue it was raised with the auditors in order that the Council, HfH and the respective auditors could work together to ensure the correct accounting treatment was put into place.</p> <p>The accounts were then amended accordingly.</p> <p>Arrangements are now in place to ensure this will be reported correctly in future years.</p>
<p>Calculation of gains/losses on disposal of fixed assets Our testing of two fixed assets disposed of in year found that the Council had not obtained a revaluation at or near the date of disposal.</p> <p>The calculation of the gain realised on disposal was in both cases £1.1m and was calculated based on a revaluation carried out two years prior to disposal when the original decision to dispose of the assets was made.</p>	<p>This was a new requirement for the accounts in 2006/07. The sale of the two assets in question took place in June 2006 and the CIPFA accounting guidance on how to present this information in the accounts was issued in January 2007.</p> <p>The two sales in question took an exceptionally long time to conclude and therefore in normal circumstances a valuation would have taken place nearer the time of conclusion of the sale. However procedures are now in place with the auditors to ensure any future sales have an up to date valuation.</p>

<p>SORP guidance requires assets to be revalued to open market value prior to their disposal. In this case, where some considerable time passed between the initial decision to dispose and the actual disposal date, an updated valuation should have been obtained. No valuation was, however, obtained nearer the time of disposal (or retrospectively). The effect of such a revaluation would have been to take the gain direct to reserves rather than via the income and expenditure account. As such, the gains on disposal included in the income and expenditure account may be overstated by up to £2.2m, although there is no potential impact on the reported general fund balance carried forward.</p> <p>The Council market tested both disposals. As such, this is a technical accounting issue that does not highlight any failures in the Council's arrangements to agree a fair sale price for the assets concerned. However, officers have agreed to ensure that updated valuations are obtained for accounting purposes where appropriate in future.</p>	
<p>Disclosures of related businesses and companies and related parties</p> <p>The Council's disclosure of related parties continues to require improvement. The note presented for audit did not include the value of income and expenditure between the Council and related parties. Our testing also found that HfH and Alexandra Park and Palace (AP&P) were not disclosed as related parties, and that the information disclosed in general with regard to these two interests could be improved. Whilst amendments have been made for these items, further improvements in disclosure can be achieved in future years.</p>	<p>The Council's disclosures within this area are compliant with the requirements governing the production of accounts. This has also been improved from previous years' accounts.</p> <p>However these disclosures will be reviewed as part of the closing process for 2007/08 and discussions held with our auditors in order to bring about further improvements.</p>

<p>The Council should therefore review for 2007/08 the disclosures made in its accounts:</p> <ul style="list-style-type: none"> - for related parties, in general, against the requirements of the SORP; and - for HfH and AP&P, specifically, to improve the consistency of the disclosures between information in different parts of the accounts and also with the information presented with the accounts (for example, the AP&P memorandum accounts). 	
<p>Group Accounts</p> <p>The purpose of the group accounts is to present a full picture of the Council's economic activities and financial position, including that of its subsidiaries. The Council is required to prepare group accounts for 2006/07 as a result of the creation of the ALMO on 1 April 2006.</p> <p>Our work found that aspects of the Council's group accounts could be improved. For example, no disclosure was made of the material items of income and expenditure included in the group accounts, but excluded from the Council's accounts. In addition, no disclosure was made of the acquisitions basis on which the group accounts were prepared.</p> <p>Amendments have been made that address these issues.</p>	<p>The omissions in the group accounts highlighted by the auditors are acknowledged and as stated the accounts were amended accordingly.</p> <p>The points raised will be incorporated into the planning for the 2007/08 closure of accounts.</p>
<p>Single Status</p> <p>The Council has disclosed a contingent liability in the accounts in respect of single status. It is the Council's view that a provision under FRS 12 should not be made at this stage, having regard to the uncertainty in ascribing a value to the liabilities potentially arising at this time. For the same reason, it is the Council's view that it is also not possible to ascribe a reasonable value to the disclosed contingency.</p>	<p>As stated by the Audit Commission, the CFO had a different view on the interpretation of the accounting standard and therefore the disclosure included in the accounts. Therefore the accounts were not changed for this issue.</p> <p>When the 2007/08 accounts are closed this issue will be re-examined in the light of the status of the on-going negotiations, which will have hopefully reached their conclusion, and the accounting treatment applied accordingly at that time</p>

<p>From the evidence presented to us, we consider that the Council has made considerable progress in its negotiations on single status. From our review of that evidence, we do not consider that the Council has demonstrated its case that it is unable to ascribe a value to its potential liabilities having regard to the guidance set out in FRS 12, either with regard to the requirement to make a provision, or, if not, with the requirement to estimate and disclose the potential contingency. The Council has reviewed its approach, but remains of the view that the disclosure of a contingent liability, with no ascribed value, is correct.</p> <p>We have concluded that, whilst the amounts involved are potentially very large they do not of themselves preclude the issue of an unqualified opinion on our part having regard to the concept of materiality. Any liabilities would also only become chargeable to the general fund at the point at which they are paid, rather than when provided. We have, however, required specific management representations on this issue. The Council will also need to review its potential single status liabilities carefully for 2007/08.</p>	
<p>Ownership of assets</p> <p>As a result of testing of ownership of a sample of fixed assets using the Land Registry, we identified two properties where title was not registered to the London Borough of Haringey, but to Middlesex County Council, a defunct body. The values of these properties, as shown in the balance sheet as at 31 March 2007, were £6.3m (a primary school) and £802k (a dwelling).</p> <p>We made enquiries of the Council's Legal Department and received further information to support the validity of the inclusion of these assets in the</p>	<p>The council disagrees with the auditors on this matter.</p> <p>As stated the two properties in question were transferred to LBH from one of its predecessor authorities, whose name is still on the title deeds. This is not an unusual occurrence and we would not expect title deeds to be amended, as a sale/purchase has not taken place.</p> <p>We do not intend to take this issue forward.</p>

<p>Council's balance sheet. Nevertheless, the Council needs to undertake a full review of the information held to support the ownership of the assets carried in its balance sheet and, as in the case of the two properties identified at audit, ensure that that information is brought up to date where required.</p>	
<p>Fixed Assets – HRA additions Our testing of HRA fixed asset additions identified some items that did not initially appear to result in the acquisition, construction or enhancement of a fixed asset and as such did not meet the SORP definition of capital expenditure. This included the costs (including recharges) of some routine repairs to void HRA properties and the costs of repairs to fire-damaged HRA properties. Officers have provided further evidence to demonstrate that the repairs tested had been carried out as part of a larger programme of refurbishment that resulted in the enhancement of the assets concerned (and hence the capitalisation of the related costs).</p> <p>Officers have, however, agreed to keep the Council's processes for identifying capital expenditure under review in 2007/08 to ensure all such expenditure (including HRA recharges) is classified accurately and in accordance with SORP requirements.</p>	<p>The Council will be reviewing its procedures and guidance for the capitalisation of expenditure to ensure that it is compliant with the relevant accounting guidelines.</p> <p>Discussions will be had with the Council's new auditors when these new procedures and guidelines are drafted to ensure they are satisfied with the compliance to accounting regulations.</p>

8. Revisions to the financial statements for 2006/07

- 9.1 Further to General Purposes Committee on 28 June 2007 when the Council's financial statements were approved it has been necessary to make some amendments mainly for non-trifling misstatements. None of these amendments materially effected the statements. These revised statements will be formally published in the next few weeks.

10. Financial Implications

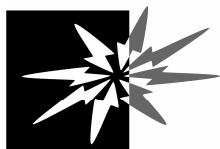
10.1 There are no direct financial implications arising from the recommendations in this report; however, any adjustments to the accounts as a result of this process will be taken into account in the future financial planning process.

11. Recommendations

2.2 That the Committee note the contents of this report and the actions proposed that arise from the matters raised by the Audit Commission.

12. Head of Legal Services comments

12.1 There are no specific legal implications.



Haringey Council

Agenda item:

General Purposes Committee on 3 December 2007

Report Title: A Review of Trade Union Time-Off and Facilities Arrangements – Teaching Unions and Associations

Report of: The Director of the Children and Young People's Service

Wards(s) affected: none

Report for: Decision

1. Purpose

To provide information on the current facilities time arrangements afforded to Teaching Unions and Associations.

Trade union time off arrangements for Support Staff in schools, have been the subject of separate review which led to changes being agreed by the General Purpose Committee on 2 March 2006.

2. Introduction by Cabinet Member (if necessary)

2.1 I recommend that a review is conducted and the implementation delegated to myself as Cabinet Member for Children and Young People in consultation with the Chair of the General Purposes Committee. This will enable adequate notice to be given if reductions are proposed.

3. Recommendations

3.1 That a review should be conducted to enable implementation of any changes for the new financial year in April 2008.

3.2 That Members agree to delegate implementation to the Cabinet Member for Children and Young People in consultation with the Chair of the GP.

Report Authorised by:

Sharon Shoemith

Director

The Children and Young People's Service

Contact Officer: Carmelina Tona, Head of Schools' Personnel, 0208 489 3259

4. Director of Finance Comments

4.1 The Director of Corporate Finance has been consulted in completing this report and comments that the proposed review is anticipated to result in savings. This will also ensure that the savings target for 2008-9 for the service is achieved.

5. Head of Legal Services Comments

5.1 The Head of Legal Services has been consulted on the content of this report. The outcome of the review should comply with the statutory framework referred to in paragraphs 9.1 and 9.2 of the report.

6. Local Government (Access to Information) Act 1985

6.1 N/A

6.2 N/A

7. Financial Implications

7.1 It is anticipated that there will be a saving from the Trade Union Facilities budget for the year 2008/9.

8. Legal Implications

8.1 Sections 168 and 169 of the Trade Union and Labour Relations (Consolidation) Act 1992 provide that union officials have the statutory right to reasonable paid time off to carry out union duties and to undertake training. The union duties to which this right applies are set out in the 1992 Act and include a range of collective bargaining and representation matters for which the union is recognised and the receipt of information and consultation concerning TUPE and redundancy matters. The determination of what constitutes reasonable time by a local government employer should take into account the need for the authority to carry out its functions and its fiduciary responsibility in relation to its council tax payers as well as the requirements for the union duties to be undertaken.

8.2 Since March 2005 employees undertaking the roles of either negotiating representatives or information and consultation representatives, within the meaning of the Information and Consultation of Employees Regulations 2004, have been entitled to reasonable time off during working hours to perform their functions. The scope of the regulations encompasses the whole of the Council's workforce.

9. Equalities Implications

9.1 The recommendations are compliant with the Council's equal opportunities policies.

10. Consultation

10.1 The Secretary of the Haringey Teachers Panel will be informed of the intended review as well as the Regional Office of the NUT. Once the outcome of the review is known all the relevant unions/associations will be consulted as to any proposed changes.

11. Background

11.1 Part of the Council's HR Strategy recognises the need to have effective engagement and consultation with staff on matters that affect them.

11.2 Teaching trade unions/associations are granted the following levels of time off at present.

Union/Association	FTE
National Union of Teachers (NUT)	2
Association of Teachers and Lecturers (ATL)	0.20
Association of College and School Lecturers (ASCL - formally SHA)	0.10
National Association of Head Teachers (NAHT)	0.10
National Association of Schoolmasters and Union of Women Teachers (NASUWT)	0.10

11.3 In addition to the above schools have local stewards responsible for Union publicity and convening local meetings.

11.4 It is anticipated that benchmarking with other London boroughs will highlight that Haringey is more generous in giving trade union time off than most other London boroughs.

11.5 We are particularly generous in giving time off to the NUT. At present we allow time off for 2 full time equivalent officials for the NUT. One of the officials is the Branch Secretary and the other is a member of the National Executive for the NUT. The allocation for the ATL is also generous compare to the other smaller unions / associations i.e. 1 day a week (20%).

12. Conclusion

12.1 A review of teaching trades union facilities time is appropriate to reflect developments since the current arrangements were set and to identify if savings from this budget can contribute to the director's target for PBPR savings.

12.2 Due to the council's budget cycle, implementation of such a review would need to be agreed before the next available GP Committee. For this reason we propose that the decision on implementation should be delegated to the Cabinet Member for Children and Young People in consultation with the Chair of the General Purposes Committee.

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Report Title: **Consultation on the new Statement of Licensing Policy for Licensing Act 2003**

Forward Plan reference number (if applicable): Not applicable

Report of: **Director for Urban Environment, Niall Bolger**

Wards(s) affected: **All**

Report for: **Decision**

1. Purpose

1.1 To seek approval of the draft statement of licensing policy and to recommend it to full Council for adoption.

2. Introduction by Cabinet Member (if necessary)

2.1 [click here to type]

3. Recommendations

3.1 To approve the draft statement of licensing policy and to recommend it to the next meeting of full Council for adoption.

3.2 As consultation will complete after this report is put before General Purposes, it is requested that General Purposes Committee agree to delegate to The Assistant Director Enforcement or Director of Urban Environment the power to make any amendments to the draft Statement of Licensing Policy, having regard to the responses from the consultation, prior to the policy being reported to Council for adoption. These amendments would be agreed in consultation with the Chairs of Licensing and General Purposes.

Report Authorised by: **Robin Payne , Assistant Director**

Contact Officer: Keith Betts , Commercial Services, Enforcement Service , x5525

4. Director of Finance Comments

4.1 There are no significant financial implications arising from the recommendation in this

report. Any costs associated with the consultation process will need be met from the currently approved cash limit for Enforcement Services.

5. Head of Legal Services Comments

The legal implications are fully set out in the body of the Report. Under the Councils' Constitution, the General Purposes Committee has the responsibility for recommending the Statement of Licensing Policy for adoption to full Council. This does not prevent informal consultation with the Licensing Committee and CAB.

6. Local Government (Access to Information) Act 1985

6.1 S182 Guidance to Local Authorities under The Licensing Act 2003 issued by the Department of Culture Media and Sports

6.2 The Licensing Act 2003.

7. Background

7.1 The Licensing Act 2003 (the '2003 Act') introduced new regime under which the responsibility for the licensing of the sale of alcohol, regulated entertainment and late night refreshment transferred from the Magistrates Court to the licensing authority, i.e. the local authority.

7.2 One of the key requirements under the 2003 Act was to prepare and publish a Statement of Licensing policy which sets out the basis on which the authority will make its license application decisions. This was first published on 7th January 2005 after widespread consultation. The legislation requires that the Statement of Licensing Policy be reviewed at least every three years. The Licensing Authority is required under the Act to consult on their policy (and any subsequent revisions) and the requirements of this consultation are also detailed in statute.

7.3 Guidance provided by the Local Authorities Coordinators of Regulatory Services (LACORS) is that in addition to the planned review of policy, a republished policy should be available within 3 years of the original publication. This has created the need to bring forward arrangements for consultation and formal adoption.

8. Description

8.1 The areas of the policy which have been revised reflect the revision of the S182 Guidance, the changes brought in by various legislation and the demands being made on the Service. The additions made to the Policy are as follows:

- I. All reference to the transitional stage has been removed
This section is no longer required as the Transitional stage ended in August 2005
- II. Clarification on the application of gaming machines in alcohol licensed premises, up to 2 machines is an automatic entitlement. This Authority has delegated to officer level the ability to authorise up to 4 machines at any one premise.

Applications for more than 4 will be required to show reasons for the higher number and how it will be managed; such applications will be put before the licensing sub Committee.

- III. Adult entertainment – guidance on what the Licensing Authority will require to be clarified in any such application. Entertainment comprising of nudity, striptease, table and pole dancing falls within the remit of the Licensing Act 2003. The Licensing Service is receiving an increasing amount of calls enquiring about what rules the Authority applies to establishing seeking to provide such entertainment. It is proposed that the Licensing policy will now contain criteria that will be considered for any such application. This includes proximity to sensitive locations, protection of children, management arrangements to avoid crime and disorder, and a code of conduct for dancers.
- IV. Risk assessments to be carried out by applicants in relation to fire safety, crowd control, audience and artists profiling (v) tables and chairs outside pubs and clubs. London Councils in association with the Association of Chief Police Officers (ACPO) have asked all authorities to ensure that systems are in place to gather information from club promoters/DJs (disc jockeys) and the like to enable officers to adequately assess the type of event and likelihood for crime and disorder.
- V. Fuller guidance to applicants
Further guidance is given to applicants on possible conditions that they should consider when addressing the four licensing objectives in their Operating Schedule.
- VI. Planning and Licensing Interface.
Clarity is given that the Licensing and Planning are separate regimes.
- VII. Tables and Chairs Policy
With the introduction of the Health Act 2006 and the smoking ban taking effect there has been an increase in applications for tables and chairs outside premises. It is advantageous that all applications are consulted on and permitted hours of use are stated on the licences issued.
- VIII. An overview of the new powers available to the Police to apply for accelerated reviews of a Premises License, and extra powers available to authorised officers to enable them to serve penalty notices on Licensees allowing or cause noise nuisance to emanate from within their properties.

8.2 The Act contains four licensing objectives which underpin the functions that both the Commission and Licensing Authorities will perform. These are

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

The Licensing Authority's Statement of Licensing Policy must show how these licensing objectives will be achieved and must have regard to the S182 guidance published by the Department of Culture Media and Sports.

8.3 The revised policy has been produced and it is now necessary to track this through to final publication in line with the timetable as detailed below :

- 15th November 2007 Cabinet Advisory Board asked to approve consultation
- 16th November Full Consultation begins (6 weeks)
- 3rd December – report goes to GPC
- 17th December 2007 report goes to Licensing Committee
- 28th December 2007 consultation ends – all responses analysed
- 21st January 2008 – policy recommended for adoption by full Council

9. Equalities Implications

9.1 Consultation in respect of this policy will include those organisations and bodies who have responsibilities to protect the young, the elderly, and other groups within our authority. As such we will amongst other consultees include faith groups, voluntary and community organisations.

10. Consultation

10.1 The 2003 Act requires the Licensing Authority to consult the following on the licensing policy statement or any subsequent revision:

- The chief officer of police for the authority's area;
- The fire authority for the area
- Such persons the authority considers to be representative of holders of premises licences issued by the authority.
- Such premises as the licensing authority considers to be representative of holder of club premises certificates issued by that authority.
- Such persons as the licensing authority considers to be representative of holders of personal licences issued by this authority and
- Such persons as the licensing authority considers to be representative of businesses and residents in its area.

9.2 In addition, the revised draft statement will be placed on the Council's website together with supporting explanation and guidance.

9.3 The timescale for the consultation is as detailed in 8.3 above.

11. Summary and Conclusions

11.1 Haringey in their role as a Licensing Authority are required to publish a policy statement to guide them in their responsibilities and decision making of applications under the 2003 Act. The policy must support the four licensing objectives as detailed at para 8.2 above and must be consulted upon widely as detailed at para 9.1.

11.2 In following the details given in section 8 of this report and the timetable stated, the Licensing Authority will be able to publish its policy statement in compliance with both the Licensing Act 2003. This will enable the authority to be compliant with the law.

12. Use of Appendices / Tables / Photographs

12.1 Appendix 1 – Revised Draft Statement of Licensing Policy

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The London Borough of Haringey

Statement of Licensing Policy

January 2008

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The London Borough of Haringey

Statement of Licensing Policy

1.0 Introduction

- 1.1 The introduction of the Licensing Act 2003 brought about significant changes to the way licensed premises would be regulated.
- 1.2 Haringey, like all licensing authorities published its Statement of Licensing Policy in January 2005. The law prescribes that a new Statement of Policy must be produced by a licensing authority every three years. This Statement of Licensing Policy will come into effect in January 2008 and will replace Haringey's Statement of Licensing Policy dated January 2005.
- 1.3 Haringey Council will be responsible for granting Premises Licenses, Club Premise Certificates, Temporary Event Notices and Personal License in respect of the retail sale and supply of alcohol and the provision of Regulated Entertainment and Late Night Refreshment.
- 1.4 The law prescribes that all policies must be designed to promote the four main licensing objectives. This document sets out the policies that will be applied when determining applications.
- 1.5 The licensing activities covered in the policy include:
 - Retail sale of alcohol;
 - The supply of alcohol by or on behalf of a club;
 - The provision of late night refreshment i.e. the supply of hot food or drink from premises between 2300 to 0500hrs;
 - The provision of regulated entertainment. This includes:
 - A performance of a play;
 - Exhibition of a film;
 - Indoor sporting events;
 - Boxing and wrestling matches;
 - Performance of live music and/or dance and playing of recorded music;

- Provision of facilities to dance;
- Provision of facilities for making music.

1.6 The licensing policy will not undermine the applicant's right to apply under the Licensing Act 2003 for a variety of permissions; nor does it override the right of any person to make representations on an application, or seek a review of a licence or certificate.

1.7 The licensing process deals with a range of leisure activities in which the Government want to see greater flexibility, but with greater and proper responsibility. The Statement of Licensing Policy seeks to encourage responsible licensees with restrictions only relating directly to the four objectives given in the Licensing Act 2003.

1.7 In drawing up this Statement of Licensing Policy the Council has had regard to the nature of the Borough and the needs and wishes of the communities it serves and has consulted with all the statutory consultees and other appropriate bodies.

2.0 Licensing Objectives

2.1 The Council's Statement of Policy has been developed to promote the following four objectives:

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

2.2 Each of the licensing objectives is considered to be of equal importance for the purpose of this policy. It is for applicants to decide on the matters relevant to their application and to show within their Operating Schedule the measures they propose to take to promote these objectives. The Licensing Authority will consider each case on its own merits. When considering issues under each of the licensing objectives, applicants may wish to use the examples of possible considerations set out in the Appendix.

2.3 **Other Means of Control**

Licensing is only one of the ways the Council is working to improve community safety. We will continue to work in partnership with neighbouring authorities, the police, local businesses and people to secure these objectives.

2.7 The Council acknowledges that the licensing function cannot be used for the general control of anti-social behaviour by individuals once they are beyond the direct control of the licensee of any premises concerned. The licensing controls do however play a key role in preventing crime and disorder in and around licensed premises, and support this objective on the streets generally. Apart from the licensing function, there are a number of other measures available for addressing issues of unruly behaviour that can occur away from licensed premises; these include:

- Planning controls;
- Working in partnership with local businesses and transport operators on a number of measures to create a safe and clean environment in these areas, including:
 - provision of extensive CCTV and radio communication systems
 - provision of appropriate street lighting, rubbish collection and street cleaning
 - provision of better late night bus, rail and taxi/minicab services
 - provision of Police Community Support Officers/street and litter wardens
- Police enforcement of the law with regard to disorder and anti-social behaviour;
- Prosecution of those selling alcohol to people who are already drunk
- Powers to designate parts of the borough as places where alcohol may not be consumed publicly, and powers to confiscate alcohol from persons in those areas.
- Acknowledging the powers of the police or other responsible authority, or a local resident or business under the Licensing Act 2003, to seek a review of the licence or certificate

However, the Council nonetheless considers that licensing law plays a key role in both preventing and controlling alcohol related crime and anti-social behaviour by ensuring that the licensing objectives are promoted through well-managed

premises and where appropriate by regulating and applying conditions to affect the number, location and hours of premises.

3.0 The London Borough of Haringey

3.1 Haringey is located in the north of the capital and is more than 11 square miles in area. The borough is the home of Alexandra Palace, where public television was born and of Tottenham Hotspur Football Club based at White Hart Lane. It is one of the most culturally diverse areas in the country with over half of its 226, 000 people from ethnic majority backgrounds. The food, tobacco and drinks sector makes the second highest contribution to the local economy behind manufacturing.

4.0 Consultation on the Licensing Policy

4.1 The development of this licensing policy has been made in consultation with the following:

- the chief officer of the Metropolitan Police for Haringey;
- the fire authority;
- representatives of those that hold existing licences in Haringey; representatives of clubs registered in Haringey;
- bodies and individuals that represent businesses and residents in Haringey.
- Haringey Teaching Primary Care Trust
- relevant Council Departments

4.2 We will further consult these stakeholders prior to determination of successive Statements of Licensing Policy.

5.0 Partnership Approach.

5.1 The council is aware of the importance of partners in the development and running of the policy and is committed to work in partnership with those highlighted in 4.1.

5.2 In working in partnership with these groups the council will:

- consult and communicate on licensing issues with all licensees;
- consult with the community and their representatives on licensing issues;

- work with licensees and others in the community to achieve the licensing objectives;
- undertake pro-active enforcement operations in line with the council's enforcement policy and protocols. The enforcement process will also be linked to the potential risk at the premise of contravening the four licensing objectives.
- actively seek ways to reduce any crime culture that may exist in the close vicinity of licensed premises;
- develop a media strategy to promote our partnership and ensure it is in a position to react effectively to public issues.

6.0 Reviewing the Policy

- 6.1 The Policy will come into effect on 22nd January 2008. It will remain in force for not more than three years, during which time it will be subject to periodic review and further consultation. It is considered that as the new provisions are used, matters will arise that will lead to the consideration of a review of this Statement of Licensing Policy well within the three year term.

7.0 Integration of Policies

- 7.1 The Council has adopted a number of plans, strategies and policies that will interact with its approach to, and statement of licensing policy. The Council recognises the need to avoid as far as possible duplication with other regulatory regimes and will not seek to impose conditions where it can be demonstrated that the licensing objectives can be met by existing legislation.
- 7.2 By consulting widely prior to this policy statement being published, the Council will endeavour to secure proper integration with local crime prevention and reduction, child and youth protection, drug and alcohol abuse/prevention, together with planning, transport, tourism and cultural strategies.

Sustainable Community Strategy 2008 - 2016

- 7.3 The Haringey Community Strategic Partnership brings together the Council, Police, Primary Care Trust (NHS), local businesses,

educational organisations, community and voluntary organisations, faith communities and other partners. The aim of the Haringey Sustainable Communities Strategy is to make the borough a better place by working together to improve local services.

- 7.4 The Sustainable Communities Strategy 2008-2016 is the shared vision for Haringey and sets out the priorities for the borough over the next ten years. Our overall vision is to measurably improve the quality of life for the people of Haringey by tackling some of our biggest problems and making it a borough we can all be proud of. The Sustainable Communities Strategy identifies six key priorities-that people are at the heart of change, for Haringey to have an environmentally sustainable future, economic vitality and prosperity shared by all, be safer for all, have healthier people with a better quality of life and to be people and customer focused.

Better Haringey

- 7.5 The Council is investing £5 million to help achieve its ambition of being a top performing London borough. Better Haringey is delivering cleaner and safer streets and enforcement is seen as important in maintaining this. This licensing policy statement is seen as one of the key policies that will support tougher enforcement.

Cultural Strategy 2003 - 2007

- 7.6 The arts are increasingly important to the economy of Haringey, and are a key driver for economic development and growth. Among the Council's priorities is to ensure that it supports the economic growth, creativity and culture of the borough by providing new workspaces, cultural venues and support.
- 7.7 The Council recognises the value of cultural activities including live music, dancing and theatre, and will take proper account of these needs to encourage and promote them, for the wider cultural benefit of the community.

The Safer Communities Strategy 2005-2008

- 7.8 Haringey has developed the Safer Communities Strategy to improve the quality of life for its residents, businesses and visitors. Haringey will link with other major plans and funding opportunities in order to make the best use of resources.
- 7.9 The strategy sets out how crime and disorder priorities will be tackled over a three-year period. The key feature of the policy is to concentrate the partnership working on known high crime areas and neighbourhoods. This will include improving services to victims and witnesses of crime, target youth crime, violent crime, street crime together with drug and alcohol related crime.
- 7.10 The strategy is to encourage a local problem solving approach to the causes of crime and reduction of crime and disorder. Involvement of local communities is essential for successful crime and disorder reduction and will be a high priority for those implementing both the Safer Communities Strategy and Crime Reduction Strategy.

Neighbourhood Renewal Strategy 2002-2012

- 7.11 Haringey's Neighbourhood Renewal Strategy provides the framework for the renewal of the most deprived parts of the borough. Five priority neighbourhoods have been identified – Wood Green, White Hart Lane, South Tottenham, Mid Tottenham and Northumberland Park.

Antisocial Behaviour Strategy

- 7.12 The council has published its Antisocial Behaviour Strategy. This strategy outlines the council's intention to tackle the causes and effects of antisocial behaviour. This licensing policy statement is intended to support this strategy by reducing the impact of drink related antisocial behaviour and the environmental crimes and nuisance that can be associated with licensed premises.

Alcohol Strategy

- 7.13 The council is in the process of producing an Alcohol Strategy in collaboration with its partners in the Primary Care Trust and others. Whilst this Statement of Licensing Policy will need to be

published prior to the completion of this work, the aim will be supportive consistency between the two policies .

Alcohol Harm Reduction Strategy

- 7.14 The Government published in 2004 its Alcohol Harm Reduction Strategy for England. This outlines how the Licensing Act 2003 can be used to address some of the social health and crime and disorder issues raised by the misuse of alcohol, when considering applications for premises and personal licences.
- 7.15 The Council has developed a local Alcohol Strategy, which will have regard to the sale of alcohol to under 18's, the safe consumption of alcohol and the impact of effective steps in combating anti-social behaviour.
- 7.16 The council will ensure that all operating schedules agreed with licensees are suitable and sufficient to address these issues.

Safer Clubbing

- 7.17 This initiative was introduced to improve safety for all club goers and particularly in relation to drug use and clubbing , where licensing regimes can impact on factors which increase the risk to safety of those taking drugs. Safety in such premises will also need to consider the threat of carrying weapons. The Council will adopt a leading role in addressing these matters through partnership arrangements with the police, club owners and local drug agencies.

8.0 Relevant Legislation

Disability Discrimination Act 1995

- 8.1 The Disability Discrimination Act 1995 introduces measures to tackle discrimination encountered by disabled people in areas of employment, access to goods, facilities and services, and the management, buying or renting of land or property.
- 8.2 The council will have particular interest in the likely impact of licensing on disability discrimination when considering the operation and management of premises for licence applications, renewals and variations of conditions. Of particular concern will be the public safety objective in respect of persons

with disabilities during the operation of the premises and during emergency situations.

Race Relations Act 1996

- 8.3 The Race Relations Act 1996 as amended by the Race Relations (Amendment Act) 2000 places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination and to promote equality of opportunity and good relations between persons of different racial groups. Local Authorities are also required under the 1976 Act, as amended, to produce a racial equality scheme, assess and consult on the likely impact of proposed policies on race equality, monitor policies for adverse impact on the promotion of race equality and publish the results of such consultation, assessments and monitoring.
- 8.4 Haringey has published its Race Equality Strategy in which it sets out how it aims to address race equality issues in the borough.

Crime and Disorder Act 1998

- 8.5 Under the Crime and Disorder Act 1998 local authorities must have regard to the likely effects of exercising their functions, and do all they can to prevent crime and disorder in their area.
- 8.6 The Council will have special regard to the local impact of licensing on related crime and disorder in the borough particularly when considering the location, impact, operation and management of all proposed licences/certificates, applications, renewals and variations of conditions.

Human Rights Act 1998

- 8.7 The Human Rights Act 1998 incorporates the European Convention on Human Rights and makes it unlawful for a local authority to act in a way that is incompatible with a Convention Right.
- 8.8 The Council will have particular regard to the following relevant provisions of the European Convention on Human rights:
- Article 6 - that in determination of civil rights and obligations, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established in law;

- Article 8 - that everyone has the right to respect their own home and private life; and
- Article 1 of the First Protocol - that every person is entitled to the peaceful enjoyment of their possessions including for example the possession of licence.

Anti Social Behaviour Act 2003

- 8.9 The Anti Social Behaviour Act 2003 is designed to ensure appropriate powers to deal with serious anti social behaviour. Section 40 of the Act provides powers for local authorities and those working with them to tackle antisocial behaviour in local communities by enabling the chief executive officer of the relevant authority to make a closure order in relation to a licensed premises or temporary event if he reasonably believes that a public nuisance is being caused by noise coming from the premises and that the closure of the premises is necessary to prevent that nuisance.

The Gambling Act 2005

- 8.10 It should be noted that the function of granting permits for category C or D machines in alcohol licensed premises do not fall under the Gambling Act 2005. The holder of a premises license need only notify the Licensing Authority of their intention to have up to 2 machines on the premises and pay the relevant fee. Any amount of machines over 2 must be made by application with the relevant fee. This Authority has delegated authority to consider up to 4 machines, above that amount will require the applicant to show reasons why they need more than 4 machines. An application must be accompanied by a plan to show where the machines will be sited and also needs to demonstrate how the machines will be monitored to ensure compliance. There is a code of practice issued by the Gambling Commission which must be complied with and enforced by the Licensing Authority.

The Violent Crime Reduction Act 2006

- 8.11 The Act represents the latest legislative move by the government on anti social behaviour, with measures to address alcohol-fuelled violence, the sale, possession and use of weapons, and mobile phone piracy. The Act includes provisions to issue persistent drunken offenders with drinking banning orders, and closure notices to premises selling alcohol to children. Through

the introduction of 'alcohol disorder zones', the Act aims to pass on some of the increased costs of policing city centres and violence "hot spots", with licensees paying additional charges in such areas. In addition the Act inserts a new procedure into the Licensing Act 2003, which allows for an accelerated review of licensed premises, by a licensing authority with the attaching of temporary conditions to the licence pending a full review of the licence.

Health Act 2006

- 8.12 The Health Act 2006 has been introduced to protect employees and the public from the harmful effects of second hand smoke. As of 1st July 2007 it is against the law to smoke in virtually all enclosed public places, workplaces and public and work vehicles in England. The law requires no smoking signs to be displayed in all smokefree premises and vehicles. The law applies to anything that can be smoked, and this includes cigarettes, pipes, cigars and herbal cigarettes. Failure to comply with this law is a criminal offence.

9.0 Planning

- 9.1 Planning permission is usually required for the establishment of new premises and change of use of premises. Uses that are relevant to licensed premises are set out in the Town and Country Planning (Use Class) Order 1987 (as amended) and include:

- a retail shop, licensed for the sale of liquor for example (A1);
- food and drink sold and consumed on the premises (A3);
- public house, wine bar or other drinking establishment (A4)
- hot food sold for consumption off the premises (A5)
- assembly and leisure uses, including cinemas, concert halls, dance halls and indoor/outdoor sports and recreation (D2); and
- various "sui generis" uses which do not fall within a use class such as theatres.

- 9.2.1 Planning and Licensing are separate regimes and will be dealt with separately to avoid duplication and inefficiency. Licensing applications should not be a re-run of the planning application and licensing decisions will not cut across decisions taken by the Planning Committee or permission granted on appeal. It should be noted however that there is no legal basis for the licensing authority to refuse a license application because it does not have planning permission.

- 9.3 All premises that apply for a licence will be encouraged to obtain planning permission for the intended use and hours of operation if not already deemed "lawful" for the purposes of planning control. The Licensing Authority will give appropriate weight to relevant Planning decisions and to the views of the Planning Authority on the compliance of the application with the licensing objectives.

10.0 Regulatory Services

Building Control

- 10.1 Building regulations govern a variety of issues, which will directly contribute to the licensing objectives, including the means of escape, structural integrity, accessibility and public safety. Applicants are reminded that Building Regulation approval and completion certificates are required for works under the Building Regulations to avoid contravention of those regulations.

Health and Safety

- 10.2 The Health & Safety Team within the Enforcement Service is responsible for ensuring that businesses provide a safe working environment for employees, members of the public and other persons at the premises. The enforcement of Health & Safety is shared with the Health & Safety Executive with local authorities responsible for retail premises, warehouses, hotels, leisure type premises and certain service type industries. This enforcement covers all of the premises applicable to the licensing provisions of the 2003 Licensing Act.
- 10.3 Health & Safety Officers will work closely with other services such as Building Control and agencies such as the London Fire and Emergency Planning Authority. Their primary input will be to the Public Safety objective in licensing control.

11.0 Operating Schedule

- 11.1 The operating schedule will form part of the completed application form for a premises licence. The schedule should contain the information necessary to enable any responsible authority or interested party to assess whether the steps to be

taken to promote licensing objectives are satisfactory. In respect of applications for provisional statements, applications will need to contain information as prescribed in Regulation.

- 11.2 Further guidance in this policy on the Operating Schedule is contained in the Appendix.

12.0 The prevention of crime and disorder

- 12.1 The Home Office has identified that a large percentage of violent crimes, assaults and criminal damage are from offenders under the direct influence of alcohol. The Haringey Crime Audit 2001 acknowledged that alcohol related violence was found to be a problem in night-time entertainment areas and that almost a quarter of all arrests were drink related. Direct findings summarised that the misuse of drugs and alcohol has contributed to the increase of crime and disorder in the borough with young men being of particular concern. In comparison to similar boroughs, Haringey compared well and had fewer violent crimes per 1000 residents than the surrounding boroughs of Islington and Hackney.
- 12.2 The Council is committed to reducing crime and disorder throughout the borough through its statutory duty under the Crime and Disorder Act and through the Haringey Safer Communities Strategy.
- 12.3 Good management, best practices and sound procedures in licensed premises do and can make an important difference to the level of alcohol related crime.

13.0 Public safety

- 13.1 Members of the public visiting licensed premises have the right to expect that due consideration has been taken in relation to public safety. Licensees, as providers of the premises for the sale of alcohol and/or regulated entertainment, must be able to demonstrate that they have considered and put in effect measures to protect members of the public.

- 13.2 In order to promote public safety, the council will expect to see that those applying for a premises licence have undertaken the necessary fire safety risk assessment and to be compliant with all relevant building control rules and regulations.
- 13.3 The Council will also expect to see that where relevant there is a documented health and safety policy statement, and comprehensive risk assessment.
- 13.4 The Council recommends that the Metropolitan Police Promotion/Event Risk Assessment Form 696 and the After Promotion /Event Debrief Risk assessment Form 696A be used as an effective tool in this process.

Adult Entertainment

- 13.5 Nudity, striptease and other adult entertainment of a sexual nature fall within the remit of the Licensing Act 2003. This section details the approach the Licensing Authority will take when considering applications for this type of activity on its own merits.
- 13.6 Applicants to whom this applies are required to set out expressly in their Operating Schedule that they propose to offer entertainment involving nudity, striptease or other adult entertainment of an adult nature. Any reference to music or dancing without express reference to adult entertainment will be interpreted as not including adult entertainment.
- 13.7 The Licensing Authority and the Police will have concerns about crime and disorder and public nuisance issues which may arise from the operation of the premises where these activities take place. The carrying on of these activities can provide the opportunity for prostitution, pimping, and other offences of a sexual nature. For these reasons there must be proper regulation of premises where these activities are offered.
- 13.8 When considering applications the Licensing Authority will have regard to whether the premises are in close proximity to the following:
- Schools
 - Places of worship
 - Residential accommodation
 - Venues of a similar nature
 - Community centre
 - Youth clubs

Where appropriate the Authority will also take into account the cumulative effect of a number of such premises on the character of the area in question.

- 13.9 Where such applications are made the Licensing Authority will expect the Operating Schedule to address and promote the licensing objectives by including number of measures within it to regulate the adult entertainment examples of such measures are set out in the Appendix. A code of conduct for dancers and customers and appropriate disciplinary procedures should be developed in consultation with the Police and the Council.
- 13.10 The Operating Schedule should also set out procedures to ensure that all staff employed in the premises have pre-employment checks including suitable proof of identity, age and where required permission to work and measures to ensure the exclusion of persons under 18 from the premises when such activities are taking place.

Tables and Chairs Policy

- 13.11 Under s115 of the Highways Act 1980 permission is required to place amenities such as tables and chairs on the public highway but permission is not required to place tables and chairs on private frontages. The Licensing Authority should ensure that where an Operating Schedule indicates that tables and chairs are to be included within the licensed area that an appropriate application is made to cover those hours. The Licensing Authority will liaise with the Highways Authority about the grant of permission under Part 7A of the Highways Act 1980. However, these are separate jurisdictions and any decision should still be taken on licensing objectives.

Door Supervisors

- 13.12 Whenever security operatives are employed at licensed premises to carry out a security function, they must be licensed by the Security Industry Authority (SIA).
- Competent and professional door supervisors are key to public safety at licensed premises and the provision of door supervisors is an action point for the leisure industry to

consider in the Home Office Alcohol harm Reduction Strategy.

- If a licensee directly employs security operatives , he/she will need to be licensed by the SIA as a supervisor/manager.
- This licensing authority will be looking to ensure that licensees recruit SIA licensed door supervision staff from reputable companies with SIA Approved Contractor Status.
- Licensees will need to have measures or procedures in place to check the SIA register of door supervisors to ensure their premises and customers are only protected by door supervisors with an SIA licence.

14.0 The prevention of public nuisance

- 14.1 Licensed premises , especially those operating late at night and in the early hours of the morning can cause a wide range of nuisances that can impact on the people living , working or sleeping in the vicinity of the licensed premises. The Council is committed to protecting the residents and businesses in the vicinity of these licensed premises.
- 14.2 In particular, late night activities cause much of this nuisance. Late night cafés, clubs, pubs and restaurants can have a number of adverse effects on the residents in the vicinity of these premises. Nuisance such as noise, litter, anti-social behaviour, lights and odour all contribute to the loss of amenity to the general public.
- 14.3 Noise nuisance is of particular concern; music, people talking, ventilation equipment and traffic can all be disturbing especially at night when ambient noise is low.
- 14.4 The conduct of customers leaving premises or spilling out into public and open spaces is often a source of disturbance and anti-social behaviour. Problems can include littering, the breaking of glasses and bottles, vomiting and urination.
- 14.5 Fly posting or any other illegal methods of displaying advertisements relating to a licensed premises or events is considered to be a public nuisance and will not be tolerated by the Council. The Council will take action (including prosecuting) those that fly post and will support action by other Councils against those that fly post.

- 14.6 The Council is aware of the importance of the licensing trade to the local economy and its culture and leisure aspirations. Accordingly, it will try and work together with individuals and bodies who are able to make objection to licence applications, the statutory agencies and licensed businesses to ensure that licensed premises can provide a service in a responsible way and co-exist with the wider community.
- 14.7 In considering all licensed applications, the Council will consider the adequacy of measures proposed to deal with the potential for nuisance and/or anti-social behaviour having regard to all the circumstances of the application. The council will expect applicants to address the issues under prevention of public nuisance detailed in the Appendix :

15.0 The protection of children from harm

- 15.1 The main concern of regulatory authorities involves the exposure of children to under age drinking , drug use and the necessary level of supervision and care that needs to be exercised to ensure a safe environment. Premises must ensure that children are protected from physical, moral or psychological harm.

Children & Alcohol

- 15.2 Young people aged 16 and 17 will only be permitted to consume beer, wine or cider on licensed premises if accompanied by an adult 18 years and over and are eating a table meal.
- 15.3 Children aged under 16 are not allowed into premises that are predominantly used for the supply and consumption of alcohol on the premises unless they are accompanied by an adult.
- 15.4 The Council however recognises the wide variety of premises for which licences may be sought. These include premises which are not predominantly used for the supply and consumption of alcohol including theatres, cinemas, restaurants, cafes, takeaways, community halls and schools. Access by children to these types of premises will not be limited unless it is in the Licensing Act or considered necessary to do so in order to protect them from harm.

Children and Cinemas

- 15.5 Films cover a vast range of subjects some of which deal with adult themes and/or contain scenes that are considered unsuitable for children within certain age groups.
- 15.6 The Council shall impose a condition in all premises licences and all club premises certificates to prevent the viewing of films by children below the age restriction for that film as classified according to the recommendations of the British Board of Film Classification (BBFC) (or any other body designated under section 4 of the Video Recordings Act 1984) or the council, as the case may be.
- 15.7 The Council must be satisfied that where age restriction films are shown, the premises are suitable in terms of the access and the film cannot be viewed by under-age children through any aperture. Access control shall be via the employment of suitably stationed adult staff.

Children and Public Entertainment

- 15.8 Conditions may be imposed on licences for premises where children will be present at places of public entertainment to the effect that adult staff must be present to control the access and egress of children and to ensure their safety.
- 15.9 Where a large number of children are likely to be present on any licensed premises, the Licensing Authority will impose conditions requiring an adequate ratio of adults to children in order to ensure the prevention of harm to children and to also ensure public safety.
- 15.10 The Council will expect the premises to provide adequate numbers of attendants in accordance with model conditions shown at appendix F of the guidance issued under section 182 of the Licensing Act 2003.
- 15.11 Details of requirements for operating schedules in respect of protection of children from harm are contained in the Appendix to this policy.

(For the purpose of this policy a "child" means an individual aged under 16 or who is unaccompanied if he is not in the company of an individual aged 18 or over as defined in the Licensing Act 2003)

16.0 Transport

- 16.1 In meeting the licensing objectives the Council would expect the applicants to take into consideration the transport arrangements for dispersing people from their premises so to avoid concentrations outside their premises and in town centres. This could include directing people to public transport routes or making suitable arrangements with licensed cabs or mini-cabs.
- 16.2 The Council supports the Safer Travel at Night initiatives in conjunction with Transport for London, the Greater London Authority and the Metropolitan Police.

17.0 Live music, dancing and theatre

- 17.1 The Council recognises the value of cultural activities including live music, dancing, street art, circus and theatre, and will take proper account of these needs to encourage and promote them for the wider cultural benefit of the community. It will not seek to place unreasonable restrictions on these activities where the licensing objectives are not put at risk.
- 17.2 The Council will seek to obtain a balance between the potential for limited neighbourhood disturbances and the benefits of cultural activities to the whole community . It will take care not to deter such activities when the risk to the licensing objectives does not justify it. Only conditions strictly necessary for the promotion of the licensing objectives will be attached to licences. The Council is aware of the need to avoid measures as far as possible that deter live music, dancing and theatre by imposing direct costs of a substantial nature.

18.0 Cumulative Impact & Saturation Policy

- 18.1 The Council will not take `commercial demand ` into account when considering an application as this is a matter for the planning committees and for the market.
- 18.2 However, the Council recognises that the cumulative impact of the number, type and density of licensed premises concentrated in a particular area may lead to problems of nuisance and disorder in the vicinity of the premises. The Council recognises the availability of a special policy, referred to as a Saturation Policy, to assist in such

cases. The Licensing Authority on being satisfied that it is appropriate can make such a policy based on the available evidence and may declare such a policy within their overall statement of Licensing Policy.

18.3 The Council will take the following steps when considering whether to adopt a special saturation policy in a specified area:

- identification of concern about related crime and disorder or nuisance;
- consideration of whether it can be demonstrated that crime and disorder and nuisance are arising as a result of customers of licensed premises, and if so identifying the area from which problems are arising and the boundaries of that area, or that the risk factors are such that the area is reaching a point where a cumulative impact is imminent;
- consultation with those specified in 4.1 above;
- subject to that consultation, inclusion of a special policy regarding future applications for premises licences or club premises certificates from that area within the terms of the statutory guidance in the Statement of Licensing Policy.

18.4 The Council will review any special saturation policies regularly and at least every three years at the time of considering its Licensing Policy, to see whether they have had the effect intended, and whether they are still needed or whether they need expanding.

18.5 Saturation policies will never be absolute. They will still allow for each application to be considered individually on its own merits and for licences and/or certificates that are unlikely to add to the cumulative impact on the licensing objectives, being granted.

18.6 The Council in discussion with the police has decided not to adopt a Special Saturation Policy at the present time. However the Council will keep potential problem areas under constant review.

19.0 Licensing Hours

19.1 The Council recognises that variable licensing hours for the sale of alcohol may be desirable to ensure that concentrations of customers leaving premises simultaneously are avoided. However, the potential for additional crime and disorder and/or

public nuisance is increased with longer hours. Appropriately licensed shops, stores and supermarkets will normally be permitted to sell alcohol during the normal trading hours, for consumption off the premises, where consistent with the council's licensing objectives.

- 19.2 It is anticipated that varied licensing hours will minimise concentrations of customers leaving licensed premises simultaneously, which will help reduce the potential disorder and nuisance outside premises.
- 19.3 The Council will deal with the issue of licensing hours on the individual merits of each application. When issuing a licence, stricter conditions with regard to noise control and/or limitations to opening hours may be imposed in the case of premises where relevant representations are made and that are situated in largely residential areas. Operating hours between 23.00 and 07.00 are considered to give greater potential for noise nuisance.
- 19.4 Fixed trading hours (zoning) within designated areas will not be set as this could lead to significant movements of people across boundaries at particular times seeking premises opening later.
- 19.5 The principle of flexible hours is key to these reforms and the objectives of Government. Conditions to be imposed on a licence affecting this will be given thorough consideration and will not be imposed without good reason or in an arbitrary fashion.
- 19.6 It should be noted that the consumption of alcohol is not a licensable activity, only its sale or supply. It is therefore permissible for premises to allow the consumption of alcohol, previously purchased within the licensing authorisation, outside the hours authorised for sale or supply.

20.0 Timetable of Implementation

- 20.1 The Licensing Policy will come into effect on 22nd January 2008.

21.0 The Types of Licences

Under the new provisions, licences are granted unless there are relevant representations (objections) made to them. The Government have advised that " *where the responsible authorities and interested parties do not raise any*

representations about the application made to the Licensing Authority, it is a duty of the Authority to grant the licence or certificate subject only to conditions that are consistent with the operating schedule or club operating schedule and any mandatory conditions prescribed in the 2003 Act itself."

The Licensing Authority would encourage applicants and clubs to discuss operating schedules with responsible authorities to improve the efficiency of the applications process.

Personal Licences

21.1 Personal licences authorise individuals to sell or supply alcohol or authorise the sale or supply of alcohol for consumption on or off premises. Applicants applying for a personal license must:

- be aged 18 years or over;
- have not forfeited a personal licence in the previous five years;
- possess an approved licence qualification;
- not have any relevant criminal conviction as specified in the Act;
- have paid the appropriate fee to the licensing authority.

21.2 Personal licences are valid for 10 years and will be 'portable' between premises across the country. Applicants need to apply to the local authority where they live for the licence, but renewals are to be made to the original issuing authority. It should be noted that whilst 'portable', personal licences are not transferable.

21.3 Personal licence holders have responsibilities under licensing provisions. Failure to uphold these responsibilities will be enforced by the Licensing Authority and powers to revoke licences are available.

Premises Licences

21.4 A premises licence authorises the use of any premises, which includes any place and includes part of a premises, for licensable activities such as:

- the sale of alcohol by retail;
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club;
- the provisions of regulated entertainment;
- the provisions of late night refreshment.

21.5 A premise licence will be valid for the life of the premises, subject to any review.

21.6 Applications are required to be advertised at the premises for a period during which representations can be made. It is also expected that Licensing Authorities will include the details on their websites.

21.7 For one off events with more than 500 people a premise licence must be gained. The council believes that greater notice of an application than that given in the Act will enable both applicant and council to consider the matter fully. The council feels the following should be sufficient.

Event Numbers

500 – 1999

2000+

Application time

6 weeks

3 months

Club Premises Certificate

21.8 A Club Premises Certificate is required when qualifying clubs want to supply alcohol and provide other activities on club premises.

21.9 Club Premises Certificates will be issued to Qualifying Clubs formally Registered Members Clubs. To be eligible for a Club Premises Certificate the club organisation members must have joined together for a particular social, sporting or political purpose and then have combined to purchase alcohol in bulk as members of the organisation for supply to their members and their guests.

21.10 Any member of a club over 18 years may apply for a Club Premises Certificate. All applications must be accompanied by:

- completed application form;

- required fee;
- operating Schedule;
- a scale plan of the premises to which the application relates in the prescribe form;
- a copy of club rules;
- a copy of the notice to be advertised in the prescribed form.

Temporary Licences

21.11 The Licensing Act provides for certain occasions when small scale events do not need a licence provided that advance notice is given to the Metropolitan Police and the Licensing Authority. The Metropolitan Police can only object to a Temporary Event Notice if the event is likely to undermine the licensing objectives.

21.12 Temporary events involving activities may be undertaken with a Temporary Events Notice subject only to:

- Less than 500 persons at the event at any one time;
- No longer than 72 hours duration;
- With 24 hours between events.

21.13 Whilst the minimum statutory time is 10 days the council believes that more time will enable both applicants and council to consider the matters more fully. The council feels that four weeks would be sufficient.

22.0 Variations of Premises & Club Premises Licences

22.1 Applications to vary a Premises Licence will be dealt with in a similar manner to applications for a new Premises Licence. If relevant representations are not received the application for variation will be granted.

22.2 If relevant representations are made and not withdrawn the Licensing Authority will hold a hearing and at that hearing the Licensing Authority may approve the application, modify the conditions of the licence or reject the application in whole or part

- 22.3 The licence will not be varied so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates.
- 22.4 The Authority may vary a premise licence so that it has effect subject to different conditions in respect of different parts of the premises concerned and/or in respect of different licensable activities.
- 22.5 Local residents and businesses are able to raise representations (objections) to applications for, and variation to premises licences. These must relate to the four licensing objectives and the proposals made in the application. Representations will normally be made in writing to the Licensing Team Leader within the Enforcement Service.
- 22.6 Details of applications and variations to premise licences will be required to be displayed on or outside the premise concerned. Further requirements as to the advertising of applications are due to be made in new Government proposals.

23.0 Provisional Statement

- 23.1 Applicants may apply for a premises licence before new premises are constructed, extended or changed. This would be possible where:
- copies of planning permission are provided or a lawful planning use can otherwise be demonstrated;
 - clear plans of the proposed structure exist;
 - an operating schedule is capable of being completed in regard to activities to take place there ;
 - the time at which such activities will take place is given;
 - the proposed hours of opening are given;
 - the appropriate steps have been taken to promote the licensing objectives.
- 23.2 The benefit of this procedure is that it allows investment to be committed to a project at an early stage, in the knowledge that a premises licence will be granted subsequently by the Authority, if all matters in the statement are met.

24.0 Conditions

- 24.1 The Council recognises that the only conditions that should be imposed on a licence are those that are necessary and proportionate to meeting the licensing objectives. There may be circumstances where existing legislation and regulations already effectively promote the licensing objectives.
- 24.2 Where conditions are imposed they will be tailored to the individual style and characteristics of the premises and events concerned. Standardised conditions will not be imposed, but where appropriate the council will draw upon the model pool of conditions issued by the Department for Culture Media and Sport in annex D - H of the guidance issued by the Secretary of State under s182 of the Act. The Council may also impose conditions other than those set out in the annexes in circumstances where this is necessary to properly promote the four licensing objectives and to address problems referred to elsewhere in this Licensing Policy.

25.0 Enforcement

- 25.1 The Licensing Authority will undertake inspections, including joint inspections of premises and enter into other working arrangements with the Metropolitan Police, Fire Authority and other agencies to support the 'licensing objectives'.
- 25.2 Protocols will provide for targeting of agreed problem and high-risk premises, but with a 'lighter touch' to those premises which are shown to be well managed and maintained.
- 25.3 The Council has adopted an enforcement policy in accordance with the Government's 'enforcement concordat'. The key principles of consistency, transparency and proportionality are maintained throughout this policy.
- 25.4 Enforcement action will be taken in accordance within the principles of the enforcement concordat and the licensing enforcement policy. In particular enforcement action will be:
- targeted - i.e. focused on premises and activities that give rise to the most serious risk of the licensing objectives being undermined;
 - consistent - i.e. similar approaches will be taken in similar circumstances to achieve similar ends;
 - transparent - i.e. help applicants, designated premises' managers and anyone else with a duty to comply with

licensing requirement understand what is expected and distinguishing between statutory requirements and guidance;

- proportionate - i.e. action taken will be proportional to the risk of the licensing objectives being undermined.

25.5 The Licensing Authority will take appropriate enforcement action when there is a breach of licensing conditions causing significant risk to the licensing objectives. The selection of the most appropriate enforcement action from the options available will be in accordance with the licensing enforcement policy.

25.6 The Licensing Authority Enforcement Policy will detail the various options available in relation to enforcement measures. These measures will include the review of a licence at the request of an authorised person. The Licensing Sub-Committees will have a range of powers at review in order to secure the licensing objectives. These include the withdrawal of an activity from the premises licence, reductions in operating hours and additional conditions being attached to the licence.

25.7 The Council's licensing officers will monitor ongoing compliance with licence conditions. Where necessary for this purpose they will carry out inspections. Such inspections may be carried out without prior notice to the occupier or licensee if the licensing officer considers it appropriate in accordance with the law.

25.8 The Licensing Authority will produce a joint enforcement protocol in collaboration with the Police and London Fire & Emergency Planning Authority. This will detail the role of these bodies in the monitoring and enforcement role and will cover the new powers available, for example;

- Police powers to require the temporary closure of any licensed premises or temporary event on the grounds of disorder, likely disorder or noise constituting a nuisance.

25.9 In order to monitor and review the operation and enforcement of the new provisions, reports will be produced at least on an annual basis summarising the issues and actions taken during the preceding period. These will be joint reports with the Police and Fire Authority.

Appeals against the Licensing Authority decision

25.10 Appeals against the decision of the Licensing Authority are made to the Magistrates Court for the petty sessions area in

which the premises concerned are situated. For Haringey premises, this will be the court presently situated in Highgate. Appeals against personal licences are made to the court in the Licensing area where the decision was made.

Haringey Magistrates will have a bench specifically detailed for the purpose of appeals.

25.11 The Court on hearing the appeal may;

- Dismiss the appeal
- Substitute any other decision that the Licensing Authority could have made
- Remit the case back to the Licensing Authority to deal with as directed by the court.
- Award costs as the court thinks fit.

25.11 It is important that the Licensing Authority give comprehensive reasons for its decisions, lack of which in itself could give rise to grounds of appeal.

26.0 Administration, Exercise and Delegation of Functions

26.1 The council is involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them. The powers under the Act also allow for delegation of powers/functions to a Licensing Sub-Committee or to one or more officers.

26.2 Appreciating the need to provide a speedy, efficient and cost effective service to all parties involved in the licensing process, the Council has taken advantage of these powers and has established five Licensing Sub-committees to undertake the day to day work of hearings.

26.3 Many of these decisions and functions are largely administrative in nature such as the grant of non-contentious applications, including for example those licences and certificates where no representations have been made. These decisions will be delegated to council officers. All such matters dealt with by officers will be reported for information to the next Licensing Committee.

26.4 Applications where there are relevant representations will be dealt with by the Sub-committee, unless such representations are considered irrelevant, frivolous or vexatious or unless the council,

the applicant and everyone who has made representation agrees that a hearing is not necessary and representations are withdrawn.

26.5 The table given below sets out the agreed delegation of decisions and functions of the Licensing Committee, Sub-Committee and officers. The various delegations include delegation to impose appropriate conditions.

26.6 The scheme of delegations is without prejudice to the right of relevant parties to refer an application to a Licensing Sub-Committee or a full Licensing Committee if considered appropriate in the circumstance of any particular case.

26.7 Unless there are compelling reasons to the contrary, the council will require the Licensing Committee or any of its Sub-Committees to meet in public; although councillors can retire into private session to consider their decision and any conditions.

26.8 The operation of licensing hearings are detailed in Government Regulation and in the Council's Local Licensing Procedure Rules.

26.8 The delegations of functions in relation to licensing matters are as follows: -

Matter to be dealt with	Full Licensing Committee	Sub-Committee	Officers
Application to grant or renew personal licence		If a police objection made	If no police objection made
Decisions on revocation of a personal licence where a conviction comes to light after grant		If a police objection made	If no police objection made
Application for premises licence/club premises certificate		If a representation made	If no representation made
Application for provisional statement		If a representation made	If no representation made
Application to vary premises licence/club premises certificate		If a representation made	If no representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed			All cases

as designated personal licence holder			
Application for transfer of premises licence		If a police objection	All other cases
Application for interim authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious, etc.			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application			All cases
Determination of a police objection to a temporary event notice		All cases	

27.0 Fees – statement on setting and process

Please see *Fees Guidance Notes*.

Appendix - Guidance on the Operating Schedule

Operating Schedule

The operating schedule is part of the application for a premises licence and should contain information so that others can assess whether the steps a business intends to take will satisfy the licensing objectives. As such it is asking the applicant how their business will be run. This is an 'assessment of the risks' by the applicant and what control measures or actions are proposed to stop this risk. This must be specific to the premises and activities detailed in the application and not general in nature.

The operating schedule must include and consider:

- what activities are planned at the premises;
- the times during which the applicant proposes that the activities are to take place;
- any other times during which the applicant proposes that the premises are to be open to the public;
- where the applicant wishes the licence to have effect for a limited period, that period must be detailed;
- details of the Designated Premises Supervisor and a copy of the personal licence;

- if the activities include sale of alcohol, whether such sales are proposed to be for the consumption on the premises or off the premises, or both;
- the steps which the applicant proposes to take to promote each of the licensing objectives - See guidance below

(further items may be required from time to time if the Government so directs)

The Operating Schedule and the Licensing Objectives

Operating Schedules must clearly satisfy the four licensing objectives. This is considered in more detail below with each of the objectives in turn.

1 . The prevention of crime and disorder

Licensees have the responsibility to take steps to prevent crime and disorder. The Council will expect applicants to consider various steps and provisions in their Operating Schedule to help in achieving this objective. Such considerations should not only look at issues within the premises, but also matters related to the vicinity of the premises. Listed below are provisions that may be used if applicable.

The record of compliance with respect to the items contained in this section will be considered by the Licensing Sub Committee.

Applicants are expected to demonstrate how these will assist in their premises:

- Registered door supervisors – How will they be used in the premises, what will they be asked to do and what are they seeking to achieve. (NB Door Supervisors must be licensed by the Security Industry Authority) ;
- Use of CCTV - How CCTV will be used and monitored to help prevent crime and disorder;
- The use of responsible drinking promotions - what will and will not be used by the premises to promote custom ;
- Stopping the sale of alcohol to those under 18 years of age- how will the business achieve this. (Of equal concern for both on licences and off licences)

- Promoting of safer drinking (including the use of drink when driving) - what will the business specifically do, policy, practices, how may they assist customers to achieve this;
- Have effective protocols in place to deal with intoxicated patrons and/or persons under the influence of illegal drugs and the supply of illegal drugs. The issue of spiking drinks should also be considered. (This may include for example, co-ordination and participation in a local pubwatch scheme);
- Adequate search facilities - how this will operate;
- Methods to discourage drinking of alcohol (supplied for consumption on the premises) in a public place in the vicinity of the premises;
- Procedures to deal with violence and/or anti-social behaviour including any crime which discriminates against any sectors of the community;
- Methods to discourage the handling and distribution of stolen, counterfeit or other illegal goods;
- Addressing prostitution or indecency at the premises;
- Ensuring adequate training given to staff in crime prevention measures
- Procedures for risk assessing promotions and events where the event is likely to attract customers that may heighten the possibility of violence and/or disorder and include plans to minimise such risks.
- Utilising good practices outlined in the British Beer & Pub Association publication- Drugs and Pubs: A Guide for Licensees.

2. Public safety

Licensees have the responsibility to take steps towards protecting public safety. The council will expect applicants to consider various steps and provisions in their Operating Schedule to help in achieving this objective. Listed below are provisions that may be used if

applicable. Applicants are expected to demonstrate how these will assist in their premises:

- Use of CCTV and panic buttons - how will these provisions be operated to protect safety ;
- Use of shatter proof drinking vessels or bottles , requiring use of toughened glass or plastic ;
- Use of security personnel both within and at the access points to premises. How many are proposed, what will be the duties and how will their activities protect safety. (Security staff must be licensed by the Security Industry Authority who will also advise on minimum numbers);
- Compliance with Health & Safety legislation including if required a documented health and safety policy statement, and comprehensive risk assessment ;
- Capacity limits where necessary to prevent overcrowding or prevent nuisance on entering or exit;
- Implementation of crowd management measures
- Undertaking the necessary fire safety risk assessment and to be compliant with all relevant building control rules and regulations;
- Adequate lighting (including any Emergency Lighting to BS 5266) - what areas of the premises are considered , particularly external areas.;
- Arrangements for emergency situations including any necessary evacuation (to include people with disabilities);
- The safe use of special effects equipment e.g. lasers and smoke machines - this will include details from suppliers and contractors ;
- Installation of fire alarms and fire safety measures- service contracts in place (Fire Alarm to BS 5839 PTI);
- Clear signage throughout the premises e.g. emergency exits, fire extinguishers etc .

- For venues providing music and dancing in a 'nightclub' premises, what specific aspects of Safer Clubbing have been incorporated .
- Arrangements for the management, supervision and training of staff to ensure that the measures incorporated above are implemented.

3. The prevention of public nuisance

In considering all licence applications, the Council will consider the adequacy of measures proposed to deal with the potential for nuisance and /or anti-social behaviour having regard to all the circumstances of the application. Listed below are provisions that may be used if applicable. Applicants are expected to demonstrate how these will assist in their premises:

Noise and other nuisance

- The steps taken or proposed to be taken by the applicant to prevent noise and vibration escaping from the premises, including music, noise from ventilation equipment and human voices . This is particularly important in residential areas ;
- The steps taken or proposed to be taken by the applicant to prevent disturbances by customers arriving at or leaving the premises. There will be greater responsibilities placed on premises operating between 23:00 - 0700 hours than at other times of the day ;
- The provision to properly extract and disperse odours and smells from cooking by properly installed and maintained ventilation equipment.
- The actions necessary to prevent disturbance from deliveries or collections at early or late hours, or from staff clearing up after closing time.

Leaving and outside the premises

- The steps taken or proposed to be taken by the applicant to prevent queuing (either by pedestrians or cars). If some queuing is inevitable then queues should be diverted away from neighbouring premises or be otherwise managed to prevent disturbance or obstruction. Such considerations must also be considered in respect of people loitering at takeaways and off licences.;
- The steps taken or proposed to be taken to prevent littering and fouling of public and open spaces - what specific measures are proposed by the business.
- The steps taken or proposed to be taken by the applicant to ensure customers leave the premises in a quiet and orderly fashion ;

Parking and Public Transport

- The arrangements made or proposed for parking by customers , and the effect of parking by them on local residents ;
- Whether there is sufficient provision for public transport (including taxis and private hire vehicles) for customers ;
- Whether licensed taxis or private hire vehicles are likely to disturb local residents and if so what the business proposes to prevent this;
- The arrangement for advising customers of the details for public transport and taxis in the area.

Sensitive Areas

- The installation of any special measures where licensed premises are or are proposed to be located near sensitive premises such as nursing homes, schools, nurseries, hospitals, hospices or places of worship;
- The use of gardens and other open-air areas at the premises;

Refuse and cleansing

- The arrangements for storage and disposal of trade refuse - trade refuse contracts will be required for all premises;
- Whether the premises would lead to increased refuse storage or disposal problem - does your contract detail sufficient collections ;
- The arrangements for cleansing or otherwise keeping clean the vicinity of the premises. This will include litter, refuse and other items originating from the premises;
- The arrangements for cleansing open and public areas in the vicinity of the premises of fouling caused by clients.

Record of compliance

- The history of noise and other nuisance complaints proved against the premises will be considered , particularly where statutory notices or warning letters have been served on the present licensees;

Lighting

- The position of external lighting, including security lighting that is installed inappropriately.

4. The protection of children from harm

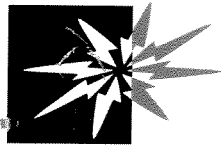
When considering whether to limit access to children at licensed premises the council will consider each application on its own merits. However the council will expect applicants to consider and address

the following in their operating schedule if applicable. Applicants are expected to provide the detail necessary to demonstrate how the provisions will assist in achieving this objective at their premises:

- There will be a strong presumption against access by persons under 18 to premises where any of the following apply:
 - a history of convictions for serving alcohol to minors or premises with a reputation for, or inadequate arrangements to deter, under-age drinking;
 - a known association with, or inadequate arrangements to deter, drug taking or dealing;
 - a strong element of gambling taking place on the premises;
 - where entertainment of an adult or sexual nature is commonly provided;
 - where there are inadequate arrangements to protect children from supply and use of other products which it is illegal to supply to children eg cigarettes .
 - where there are inadequate arrangements to protect against the harmful effects of passive smoking. There is clear risk to health caused by passive smoking, and the council will expect, where necessary, a 'no smoking' area to be set aside for use by children where access is permitted;
 - The council will expect cigarette vending machines to be in sight and under the supervision of bar staff in accordance with the appropriate code of practice.
 - where in the opinion of the Licensing Committee, there are inadequate controls on the times during which children may be present on the premises.
- Young people aged 16 and 17 will only be permitted to consume beer, wine or cider on licensed premises if accompanied by an adult 18 years and over and are eating a table meal.
- Where limiting access to children is considered necessary, the Council will consider the following after relevant representations:
 - limitations on the hours when children may be present;
 - an age limitation ;
 - limitations or exclusions when certain activities are taking place;

- access limited to parts of the premises;
 - the requirement for accompanying adults;
 - full exclusion of people under 18 from the premises when any licensable activities are taking place.
- The Licensing Authority considers the age restraints on alcohol provision and providing adult entertainment and gambling to be of utmost importance. Applicants must provide clear details in their operating schedule as to what methods or measures they will be using to verify age. The Licensing Authority recommends that the only way to verify a person's proof of age is with reference to:
 - a valid passport;
 - a photo driving licence issued in a European Union country;
 - a proof of age standard card system;
 - a citizen card, supported by the Home Office.


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Haringey Council

Agenda item:

[No.]**General Purposes Committee****On 3 December 2007**

Report Title: Definitive Map of Public Rights of Way	
Forward Plan reference number (if applicable):	
Report of: Niall Bolger, Director, Urban Environment	
Wards(s) affected: All	Report for: Key
<p>1. Purpose</p> <p>1.1 This report provides details of the statutory consultation on the public rights of way map, the results of the consultation and seeks approval for the confirmation of the Order for the East area of the Borough and the submission of the Orders for Central and West for confirmation by the Secretary of State.</p>	
<p>2. Introduction by Cabinet Member (if necessary)</p> <p>2.1 Not required</p>	
<p>3. Recommendations</p> <p>3.1 That the Committee confirm the Order for the East area of the Borough.</p> <p>3.2 That the Committee approves the submission of the Orders for the Central and West areas of the Borough to the Secretary of State, Department of Communities and Local Government for confirmation.</p>	
Report Authorised by: Niall Bolger, Director, Urban Environment 	
Contact Officer: Malcolm Smith, Team Leader, Transportation Planning; 020 8489 5574	
4. Director of Finance Comments	

4.1 There are no significant financial implications arising from the recommendations of this report. Any residual costs of preparing the definitive map and maintaining public right of ways will need to be met from Services' existing resources.

5. Head of Legal Services Comments

5.1 The Head of Legal Services has been consulted in the preparation of this report and endorses the approach suggested in this report.

6. Local Government (Access to Information) Act 1985

6.1 Report to General Purposes Committee 4 July 2005

6.2 Orders for west, central and east areas 16 May 2007

7. Strategic Implications

- 7.1 The Council is required to prepare a Definitive Map showing all Public Rights of Way in the authority's area. The Definitive Map provides conclusive evidence of the existence of public rights of way. As well as being of interest to the public generally, the information is particularly relevant to people buying property and the Council needs to advise purchasers of the existence of rights of way when dealing with some local land charge searches.
- 7.2 The Council is required to maintain its public rights of way network. There are responsibilities placed on landowners and occupiers in relation to maintaining the network.
- 7.3 The formal consultation on the map led to a number of representations for the inclusion of additional public rights of way. These representations are not considered to be objections because they do not relate to the existence of paths on the Definitive Map. However, the Council also has a responsibility under Section 53 of the Wildlife and Countryside Act 1991 to keep the definitive map and statement under continuous review. These new paths suggested in some of the representations received may be added only by a formal process known as a modification order which modifies the Definitive Map and statement. For modifications to be made to the map evidence would need to be produced by members of the public seeking to modify the map or the highway authority itself may initiate a modification order.
- 7.4 One of the recommendations is to seek approval of the Secretary of State to approve the orders for the west and central areas. The Secretary of State needs to approve these Orders as we are seeking to make modifications to them. The Secretary of State may choose not to confirm these orders and require a public inquiry to be held. A further notification process is carried out and the Secretary of State eventually confirms or rejects the Order. For the east area the Council can itself confirm the Order.

- 7.5 Related but separately we are preparing a Rights of Way Improvement Plan. We are required to prepare the Improvement Plan under the Countryside and Rights of Way Act 2000. Work on this document is being undertaken by consultants. Following an informal consultation with local residents groups and users, formal consultation on the plan is expected to commence in November for a 12 week period. The Plan identifies a range of actions to support the aim of the plan to improve rights of way for current and foreseeable future needs of users. The Plan would be approved by the Lead Member and Director.

8. Financial Implications

- 8.1 There are no financial implications arising directly from the preparation of the definitive map. The Council currently maintain the public rights of way on the definitive map and this will not change with confirmation of the Orders. The Council is responsible for surfaces, most bridges, steps, and other infrastructure. Landowners would be responsible for stiles and gates and occupiers for repair of damage caused by their vehicles.

9. Legal Implications

- 9.1 We are required to prepare a Definitive Map of public rights of way under primary legislation dating from 1949 and updated by subsequent Acts. The Orders have been prepared under section 53 of the Wildlife and Countryside Act 1981. Once the Orders are confirmed by the Council or the Secretary of State as appropriate there is a requirement for the Council to maintain the map and to modify the map in the light of evidence of new or amended public rights of way.

10. Equalities Implications

- 10.1 With the requirement for maintenance by the Council, the public rights of way network can provide an accessible network of footpaths for people with disabilities.

11. Consultation

- 11.1 The Technical and Environmental Services Committee in 1997 agreed that a two-stage process be undertaken in preparing the map: one at the beginning and one at the end of the process. This has been interpreted as an informal round of consultation and the Order making process.
- 11.2 Officers carried out an informal round of consultation between September and November 2003. Letters were sent to residents and tenants associations, amenity groups, adjoining boroughs and other stakeholders inviting them to submit

suggestions for footpaths for inclusion in the Definitive Map. A limited response was received. Some comments were received after the closing date but were taken on board in preparing the draft Map. Documentary evidence of a prima facie case for inclusion of a footpath in the Definitive Map was requested.

- 11.3 Considerable work was undertaken in preparing the Orders. This included undertaking land registry searches, surveys of all the prospective rights of way and preparing the maps. Following this work, the three Orders and related Statements were sealed on 16 May 2007. We are required to give a minimum of 42 days notice of the Council's intention to confirm the Orders. The statutory consultation specifically related to the existence or status of the footpath or public right of way. The notice to the consultees advised that other objections or representations may be held to be irrelevant. A statutory period of consultation followed as below:
- West area 25 May to 6 July
 - Central area 1 June to 13 July
 - East area 8 June to 20 July
- 11.4 Objections were received relating to the west and central areas. No unresolved objections relate to the east area. For the west and central areas relevant objections relate to errors on the map, or incorrect descriptions in the statement. Three paths have been initially included on the map with relevant orders under the Cycle Tracks Act 1984. Under relevant Government guidance these paths would need to be removed from the map. The Streetscene department is in agreement with the objections that the maps and statements need to be amended for the west and central areas and consequently, with the approval of this Committee, we are seeking confirmation of these Orders with the proposed modifications from the Secretary of State. The Orders and associated statements are provided in Appendix 3.
- 11.5 The consultation required notice to be given to all owners and occupiers of property on or adjoining the identified public rights of way, with owners/occupiers of any land over which a path runs and statutory and non-statutory consultees as listed in Appendix 1. This involved substantial staff resources as around 1,500 notices were sent out to these people and organisations. In addition, notices were erected at each end of each public right of way and for longer rights of way at intervals along their length.
- 11.6 Information on the consultation was placed in the Haringey People and formal notices were provided in the local Journal series of newspapers and the London Gazette. Copies of the Definitive Map and Statement were placed in the Council offices at 639 High Road, Tottenham and in Wood Green Central Library for the whole period of the consultation.
- 11.7 Responses to the formal consultation were received from 35 individuals and organisations. The nature of each representation and our response are provided in Appendix 2.

12. Background

- 12.1 A report was prepared for General Purposes Committee in July 2005 outlining the informal consultation undertaken in late 2003 and seeking approval to commence the formal Order making process. The Committee approved the recommendation.
- 12.2 For administrative reasons and given the diversity of the geographical area to be covered by the Borough the Definitive Map has been divided into three areas for the purpose of preparing the Orders. An added advantage of this method is that some Orders could be confirmed if valid objections were lodged in respect of one but not all of the Orders. Evidence of the existence of the public rights of way was provided by the Council's Highways Register, listed in the Council's bye laws, through evidence of maintenance by the Council or inclusion in the Middlesex County Council Definitive Map revision of 1957 with additions to 1962. Some footpaths in the Lee Valley are defined as public rights of way in the Middlesex County Council Definitive Map [revision of 1957 with additions to 1962]. These were subject to a review by the Council in 1972. This review was never completed and the Secretary of State in the Department of Environment, Food and Rural Affairs [Defra] has directed the Council abandon the 1972 review.
- 12.3 The formal Order making process requires the Council to:
- Notify all owners/occupiers of any land over which a path runs
 - Publish a newspaper notice
 - Place a site notice at each end of each of the paths
 - Place a notice at the Council [Town Hall etc] and in other useful locations deemed appropriate.
- 12.4 On confirmation of the Orders we are required to repeat the notification process as set out in para 12.3.

13. Conclusion

- 13.1 The Council has undertaken the statutory consultation on the Definitive Map and Statement. We are seeking confirmation of the Order relating to the East area of the Borough and approval to seek confirmation of the Central and West Orders from the Secretary of State. If the Orders are confirmed by the Council and, where appropriate, the Secretary of State, the Council has a duty to keep the Definitive Map under continual review including making modification orders to the Definitive Map where appropriate.

14. Use of Appendices / Tables / Photographs

Appendix 1: Statutory and Non-statutory consultees

Statutory consultees

1. Auto Cycle Union
2. British Horse Society
3. Byways and Bridleways Trust
4. Cyclists Touring Club
5. Open Spaces Society
6. Ramblers Association
7. London Borough of Barnet
8. London Borough of Camden
9. London Borough of Enfield
10. London Borough of Hackney
11. London Borough of Islington
12. London Borough of Waltham Forest

Non-statutory consultees

1. Network Rail
2. Natural England, London Region
3. Lee Valley Regional Park Authority



Haringey Council

Appendix 2 Summary of Consultation Comments and the Council's response

Objection Number	Type of Objection	Path	Council Response
1.	Path gated creating a barrier for local residents on Lauradale Road	Path 11 – 12 Keynes Close to Lauradale Road	<p>The Council does not consider this as a valid objection. An objection should relate to the existence of the footpath or public right of way and does not involve consideration of whether the access to and use of the path by members of the public should or should not persist.</p> <p>The Council has powers under the Clean Neighbourhoods and Environment Act 2005 to put up gates on public highways and footpaths by the making of gating orders. As a prerequisite for the preparation of gating orders the Council must be satisfied that the area surrounding the path suffers from crime or anti-social behaviour and the gating would deter such behaviour. The Council will be preparing a gating order in relation to this path. During the legal process the Council intends to maintain the closure of the footpath. The process allows for objections to the orders.</p> <p>As above.</p>
2.	Creation of a path would lead to removal of gates	Path 11- 12 Keynes Close to Lauradale Road	As above.
3.	Concern at gated path	Path 11- 12 Keynes Close to Lauradale Road	As above
4.	Inaccuracy and clarification	Path 15-16 Grand Avenue/Collingwood Avenue to Lauradale Road not shown as connecting to Lauradale Road.	It is acknowledged that there is an error on the map and that it should be shown to extend to Lauradale Road. The Council will submit the order with modification of the map to the Secretary of State

		Path to Woodside Avenue from path 15-16 not shown – is it a footpath?	for confirmation. The way to Woodside Avenue is described as Private in the Council's list of highways and hence in the absence of evidence that it is a public right of way has been excluded from the definitive map.
5.	Nos 7, 9 and 11 Ellington Road taking over part of Parkland Walk	Path 17 – 18 Parkland Walk	The Council's Parks Service who are responsible for Parkland Walk consider the base map used for the definitive map is inaccurate and noted that nos 9 and 11 are not encroaching on Parkland Walk. For no 7 the extension to the garden is being investigated by Parks Service.
6.	Not a public right of way	Path 19 – 20	Following clarification of the location of the objector's property in relation to the path, the objection was withdrawn.
7.	New path leading from path 21-22 to Shakespeare Gardens	Path 21 - 22	According to the Council's list of highways, the path is not a public footpath with no evidence of public access.
8.	Maintenance	Path 31 - 32	The footpath behind the houses in Wood Vale has long been identified as a public footpath in the Council's list of highways. The consultation relates to the existence of the footpath or public right of way. Highways authorities have a duty to assert and protect the rights of use and enjoyment of highways including rights of way. The Council will investigate the concerns about the maintenance of the public path and undertake any necessary maintenance or ensure that it is undertaken.
9.	Inaccuracy in map	Path 37 -38B Rear of 33 Mount Pleasant Villas	It is acknowledged that the location description is not accurate. The description for the path 37- 38B will be revised to read "Boundary with LB Islington

10.	<p>Description of path and the necessity for its inclusion; possible inclusion of paths in parks; easement to cottage at Francis Place; lack of links to adjoining highways; cycle use of footpath</p>	<p>Path 37 – 38A and 37 – 38B Parkland Walk</p>	<p>to a point where it meets path 166-167” with consequent amendments to the West and Central Orders.</p> <p>It is the Council’s view that the Walk has been used as a footpath for more than 20 years and that there is evidence of the Council maintaining it for this period of time. The Parkland Walk is not closed at night nor are there barriers to prevent access. This does not necessarily apply to the paths within parks.</p> <p>The map shows the proposed right of way stopping short of the footway on Holmesdale Road. This is an inaccuracy in the map and is not related to the easement to the cottage to Francis Place. The Council will be submitting the Order with modification of the map to the Secretary of State for confirmation.</p> <p>The width of Parkland Walk varies and based on surveys. It is not necessary to further describe the path.</p> <p>The Council will consider progressing an Order under the Cycle Tracks Act 1984 to enable cyclists to legally use the Parkland Walk.</p> <p>Additional links to the path on Parkland Walk would be considered as part of the continuous review process once the definitive map is confirmed, as amended, by the Secretary of State. It should be noted that Parks are held and managed under different powers.</p>
11.	<p>Missing accesses; description</p>	<p>Path 37- 38A and 37 – 38B Parkland Walk</p>	<p>There is a process of modification of the public rights of way once it is confirmed by the Secretary of State. Additional accesses can be considered as</p>

	errors; location of path in central order rather than west		part of the modification process. The description of the paths on Parkland Walk in the order is inaccurate and, subject to confirmation by the Secretary of State, the orders for the west and central areas will be amended for path 37 – 38A to “footway of Holmesdale Road to the boundary with LB Islington” and for path 37 – 38B amended to “Boundary with LB Islington to a point where it meets path 166-167”.
12.	Path gated and fly-tipping and other anti-social behaviour would occur if gates were removed.	Path 39 – 40 Rear of 271 – 351 Archway Road	The Council does not consider this as a valid objection. An objection should relate to the existence of the footpath or public right of way and does not involve consideration of whether the access to and use of the path by members of the public should or should not persist. The Council has powers under the Clean Neighbourhoods and Environment Act 2005 to put up gates on public highways and footpaths by the making of gating orders. As a prerequisite for the preparation of gating orders the Council must be satisfied that the area surrounding the path suffers from crime or anti-social behaviour and the gating would deter such behaviour.
13.	Clarification	Path 47 – 48 Tile Kiln Lane	Clarification provided that Tile Kiln Lane is footpath between the bollards and Winchester Road.
14.	Cycle track	Path 100-101	Following the conversion of the footpath to a cycle track through an Order under the Cycle Tracks Act, the path would be removed from the map, subject to confirmation by the Secretary of State
15.	Cycle track	Path 102-103	As above
16.	Cycle track	Path 144-145 [part]	As above
17.	Mis-description	Path 162 – 163 Vicarage Path	It is acknowledged that the description in the order

			is inaccurate. Subject to the confirmation of the Secretary of State, the Order will be amended to "Those footpaths between Crouch Hill, Haslemere Road and Hornsey Rise, known as Vicarage Path, that are in LB Haringey".
18.	Objection to inclusion of paths in map	Paths 220 - 221, 224-225, 240 – 241, 242 - 243	Following an exchange of correspondence the objection was withdrawn.
19.	New path	Between 49 – 51 Muswell Hill Place, N10	The Council has no evidence that the accessway has unrestricted public access. As described above there is a process for modifying the map following confirmation by the Secretary of State
20.	New paths	Behind gardens along Wood Vale and footpath network in Crouch End playing fields	The Council did not have evidence at the time of making draft orders that the footpath at Wood Vale and around Crouch End playing fields were public rights of way. However, after the Secretary of State has confirmed the orders the Council is required to continually review the map and modify it as described above.
21.	New paths	Queens Wood, Highgate	The Council has prepared the Orders. Following confirmation of the orders there is a process of modification of the definitive map. Further details of the process can be provided following confirmation by the Secretary of State. The existence of a public right of way can be established by statutory event, by dedication by a landowner or by evidence of 20 years of continuous use by the public. The Council is compiling a list of all the paths proposed by residents and will consider the suggested new paths.
22.	New path	St James's Lane to Parkland Walk	As above.
23.	New path	By Health Club in Muswell Hill to	As above

		Parkland Walk		
24.	New path	Way between Great North Road and Aylmer Road leaving Great North Road between The Chestnuts and Mansfield Heights	As above	
25.	New path	Way between Tetherdown and Spring Lane	As above	
26.	New path	Path between Durnsford Road and Hillside Gardens above the railway tunnel	As above	
27.	New path	Path between Cascade Avenue and Rookfield Avenue	As above	
28.	New path	Woodside Avenue to Grand Avenue through the grounds of St Lukes Hospital	As above	
29.	New path	Muswell Hill to Dukes Avenue past Muswell Hill Primary school	As above	



Haringey Council

Appendix 3 Orders and associated statements

Wildlife and Countryside Act 1981

London Borough of Haringey Definitive Map and Statement

London Borough of Haringey Definitive Map and Statement West Order 2007

This Order is made by the Mayor and Burgesses of the London Borough of Haringey under section 55(3) of the Wildlife and Countryside Act 1981 ("the Act") because it appears to that authority that the London Borough of Haringey Definitive Map and Statement requires its inclusion in consequence of the occurrence of events specified in section, 53(3) (a) (iii) or 53(3) (b) of the Act namely;

- the coming into operation of any enactment or instrument, or any other event, whereby a new right of way has been created over land in the area to which the map relates, being a right of way such that the land over which the right subsists is a public path or a restricted byway;
- The expiration, in relation to any way in the area, to which the map relates, of any period raises a presumption that the way has been dedicated as a public path or restricted byway.

The evidence on which Haringey Council has decided to make the order is the register kept by the London Borough of Haringey pursuant to the Highways Act 1981, the London Borough of Haringey Byelaws dated 14 November 1975, the former Middlesex County Council Definitive Map 1957, revision of 1962 and draft revision of 1972 and Council records evidencing the presumed dedication of footpaths. This evidence may be consulted free of charge at Transportation Planning, 639 High Road, Tottenham, N17 8BD.


The London Borough of Haringey has consulted with every local authority whose area includes the land to which the order relates.

The Mayor and Burgesses of the London Borough of Haringey hereby order that:

1. For the purposes of this order the relevant date is 23 March 2007.
2. The London Borough of Haringey Definitive Map and Statement shall be made as described in Part I and Part II of the Schedule and shown on the map attached to the Order.
3. This order shall take effect on the date it is confirmed and may be cited as the London Borough of Haringey Definitive Map and Statement West Order 2007.

Dated the 16th day of May 2007)
 THE COMMON SEAL OF THE)
 MAYOR & BURGESSSES OF THE)
 LONDON BOROUGH OF HARINGEY)
 Was hereto affixed by Order:

Acting Head of Legal Services
 London Borough of Haringey
 Alexandra House
 10 Station Road
 Wood Green
 London N22 7TR


 PRINCIPAL LAWYER
 41238

SCHEDULE

Definitive Map

PART I

Description of path or way

- Footpath from Durnsford Road to Park Road N11, being 141m in length and 3.7m in width and indicated as 1-2 on the map
- Footpath from Crescent Rise to Albert Close N22, being 37m in length and 3m in width and indicated as 3-4 on the map
- Footpath from Creighton Avenue to Barrenger Road N10, being 331m in length and 1.4m in width and indicated as 5-6 on the map
- Footpath from Lynmouth Road to Fortis Green N2, being 52m in length and 2.7m in width and indicated as 7-8 on the map
- Footpath from Eastern Road to Western Road N22, being 98m in length and 2.1m in width and indicated as 9-10 on the map
- Footpath from Lauradale Road to Keynes Close N2, being 48m in length and 1.7m in width and indicated as 11-12 on the map
- Footpath from Grand Avenue/Collingwood Avenue to Lauradale Road N2, being 100m in length and 2.6m in width and indicated as 15-16 on the map
- Footpath from Muswell Hill Road to Muswell Hill N10, being 664m in length and 1.5m in width and indicated as 17-18 on the map
- Footpath from Lanchester Road to Muswell Hill Road N6, being 462m in length and 1.6m in width and indicated as 19-20 on the map
- Footpath from Fordington Road to Southern Road N6, being 217m in length and 2.4m in width and indicated as 21-22 on the map
- Footpath from Park Avenue North to North View Road N8, being 60m in length and 2.7m in width and indicated as 23-24 on the map
- Footpath from Abbeville Road and Park Avenue South N8, being 64m in length and 3.1m in width and indicated as 25-26 on the map
- Footpath from Wood Vale to Park Road N8, being 550m in length and 2.2m in width and indicated as 27-28 on the map
- Footpath from Wood Vale to Queens Wood Road N10, being 311m in length and 2.3m in width and indicated as 31-32 on the map
- Footpath from Shepherds Hill to Priory Gardens N6, being 131m in length and 1.8m in width and indicated as 35-36 on the map
- Footpath from Holmesdale Road to Haslemere Road N6, being 1270m in length and 2.5m in width and indicated as 37-38A on the map
- Footpath from Mount Pleasant Villas to Finsbury Park N4, being 840 in length and 2.5m in width and indicated as 37-38B on the map
- Footpath from 271 Archway Road to 351 Archway Road N6, being 142m in length and 1.3m in width and indicated as 39-40 on the map

- Footpath from North Hill to Talbot Road N6, being 43m in length and 4.4m in width and indicated as 41-42 on the map
- Footpath from Southwood Lane to North Hill N6, being 113m in length and 2.7m in width and indicated as 43-44 on the map
- Footpath from Cholmeley Crescent to Southwood Lawn Road N6, being 85m in length and 3.4m in width and indicated as 45-46 on the map
- Footpath from Hornsey Lane to Winchester Road N6, being 40m in length and 3.9m in width and indicated as 47-48 on the map

PART II

Definitive Statement

Particulars of path or way

- Footpath from Durnsford Road to Park Road N11 (1-2)
- Footpath from Crescent Rise to Albert Close N22 (3-4)
- Footpath from Creighton Avenue to Barrenger Road N10 (5-6)
- Footpath from Lynmouth Road to Fortis Green N2 (7-8)
- Footpath from Eastern Road to Western Road, N22 known as Harwell Passage (9-10)
- Footpath from Lauradale Road to Keynes Close N2 (11-12)
- Footpath from Grand Avenue/Collingwood Avenue to Lauradale Road N2 (15-16)
- Footpath from Muswell Hill Road to Muswell Hill N10, known as Parkland Walk (17-18)
- Footpath from Lanchester Road to Muswell Hill Road N6 (19-20)
- Footpath from Fordington Road to Southern Road N6, known as Indigo Walk (21-22)
- Footpath from Park Avenue North to North View Road N8 (23-24)
- Footpath from Abbeville Road and Park Avenue South N8 (25-26)
- Footpath from Wood Vale to Park Road N8 (27-28)
- Footpath from Wood Vale to Queens Wood Road N10 (31-32)
- Footpath from Shepherd's Hill to Priory Gardens, N6 (35-36)
- Footpath from Holmesdale Road to Haslemere Road N6, known as Parkland Walk (37-38A)
- Footpath from Mount Pleasant Villas to Finsbury Park N4, known as Parkland Walk (37-38B)
- Footpath from 271 Archway Road to 351 Archway Road N6 (39-40)
- Footpath from North Hill to Talbot Road N6, known as Park House Passage (41-42)
- Footpath from Southwood Lane to North Hill N6, known as Park Walk (43-44)

- Footpath from Cholmeley Crescent to Southwood Lawn Road N6, known as Peacock Walk (45-46)
- Footpath from Hornsey Lane to Winchester Road N6, known as Tile Kiln Lane (47-48)

Wildlife and Countryside Act 1981

London Borough of Haringey Definitive Map and Statement

London Borough of Haringey Definitive Map and Statement Central Order 2007

This Order is made by the Mayor and Burgesses of the London Borough of Haringey under section 55(3) of the Wildlife and Countryside Act 1981 ("the Act") because it appears to that authority that the London Borough of Haringey Definitive Map and Statement requires its inclusion in consequence of the occurrence of events specified in section, 53(3)(a)(iii) or 53(3)(b) of the Act namely;

- the coming into operation of any enactment or instrument, or any other event, whereby a new right of way has been created over land in the area to which the map relates, being a right of way such that the land over which the right subsists is a public path or a restricted byway;
- the expiration, in relation to any way in the area to which the map relates, of any period raises a presumption that the way has been dedicated as a public path or restricted byway.

The evidence on which Haringey Council has decided to make the order is the register kept by the London Borough of Haringey pursuant to the Highways Act 1981, the London Borough of Haringey Byelaws dated 14 November 1975, the former Middlesex County Council Definitive Map 1957, revision of 1962 and draft revision of 1972 and Council records evidencing the presumed dedication of footpaths. This evidence may be consulted free of charge at Transportation Planning, 639, High Road, Tottenham, N17 8BD.

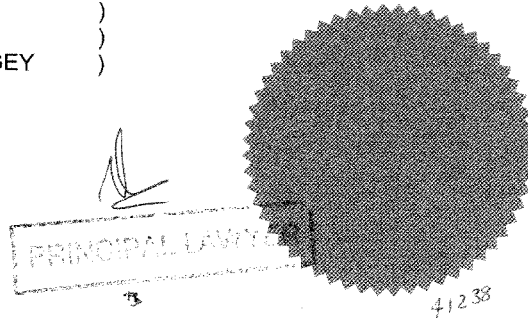
The London Borough of Haringey has consulted with every local authority whose area includes the land to which the order relates.

The Mayor and Burgesses of the London Borough of Haringey hereby order that:

1. For the purposes of this order the relevant date is 23 March 2007.
2. The London Borough of Haringey Definitive Map and Statement shall be made as described in Part I and Part II of the Schedule and shown on the map attached to the Order.
3. This order shall take effect on the date it is confirmed and may be cited as the London Borough of Haringey Definitive Map and Statement Central Order 2007.

Dated the 16th day of May 2007)
 THE COMMON SEAL OF THE)
 MAYOR & BURGESSES OF THE)
 LONDON BOROUGH OF HARINGEY)
 Was hereto affixed by Order:

Acting Head of Legal Services
 London Borough of Haringey
 Alexandra House
 10 Station Road
 Wood Green
 London N22 7TR



SCHEDULE

Definitive Map

PART I

Description of path or way

- Footpath from Bounds Green Road, N11 to boundary with LB of Enfield being 407m in length and 1.8m in width and indicated as 60-61 on the map.
- Footpath from Herbert Road to Ireland Place, N11 being 70m in length and 5m in width and indicated as 62-63 on the map.
- Footpath from Devonshire Hill Lane, N17 to boundary with London Borough of Enfield being 50m in length and 2.7m in width and indicated as 66-67 on the map.
- Footpath from White Hart Lane to Devonshire Hill Lane, N17 being 169m in length and 1.8m in width and indicated as 68-69 on the map.
- Footpath from Devonshire Hill Lane, N17 to boundary with London Borough of Enfield being 50m in length and 4m in width and indicated as 70-71 on the map.
- Footpath from Devonshire Hill Lane to Weir Hall Road, N17 being 90m in length and 3.8m in width and indicated as 72-73 on the map
- Footpath from Glendale Avenue to White Hart Lane, N22 being 261m in length and 2.4m in width and indicated as 74-75 on the map.
- Footpath from Newnham Road to White Hart Lane, N22 being 100m in length and 2.4m in width and indicated as 76-77 on the map.
- Footpath from Imperial Road to Park Avenue, N22 being 417m in length and 2m in width and indicated as 78-79 on the map.
- Footpath from Trinity Road to Commerce Road, N22 being 90m in length and 2m in width and indicated as 80-81 on the map.
- Footpath from St Michaels Terrace to Bounds Green Road, N22 being 201m in length and 2.5m in width and indicated as 82-83 on the map.
- Footpath from Station Road to Bedford Road, N22 being 97m in length and 1.7m in width and indicated as 84-85 on the map.
- Footpath from Park Avenue to Nightingale Gardens, N22 being 92m in length and 2m in width and indicated as 88-89 on the map.
- Footpath from Berners Road to Cranbrook Park, N22 being 140m in length and 4.6m in width and indicated as 90-91 on the map.
- Footpath from Melrose Avenue to Perth Road, N22 being 33m in length and 1.6m in width and indicated as 92-93 on the map.
- Footpath from Saxon Road to Perth Road, N22 being 27m in length and 1.9m in width and indicated as 94-95 on the map.
- Footpath from Station Road to Western Road, N22 being 217m in length and 3m in width and indicated as 96-97 on the map.
- Footpath from Station Road to Western Road, N22 being 83m in length and 2.9m in width and indicated as 98-99 on the map.

- Footpath from Caxton Road to High Road, N22 being 56m in length and 3.7m in width and indicated as 100-101 on the map.
- Footpath from High Road to Gladstone Mews, N22 being 43m in length and 3.5m in width and indicated as 102-103 on the map.
- Footpath from Willingdon Road to Russell Avenue, N22 being 89m in length and 2m in width and indicated as 104-105 on the map.
- Footpath from Newland Road to Coburg Road, N8 being 419m in length and 1.7m in width and indicated as 106-107 on the map.
- Footpath from Penstock Footpath to Cross Lane, N8 being 180m in length and 2m in width and indicated as 108-109 on the map.
- Footpath from Alexandra Road to Park Ridings, N8 being 109m in length and 5.4m in width and indicated as 110-111 on the map.
- Footpath from Alexandra Road from Burghley Road, N8 being 96m in length and 2.8m in width and indicated as 112-113 on the map.
- Footpath connecting two footpaths from Whymark Avenue and Cobham Avenue to Westbury Avenue, N22 being 45m in length and 2.2m in width and indicated as 114-115 on the map.
- Footpath from Westbury Avenue to Cobham Road, N22 being 46m in length and 2.2m in width and indicated as 116-117 on the map.
- Footpath from Frome Road to Mannock Road, N22 being 33m in length and 2.2m in width and indicated as 118-119 on the map.
- Footpath from Westbury Avenue to Mannock Road, N22 being 11m in length and 2m in width and indicated as 120-121 on the map.
- Footpath from Frome Road to Mannock Road, N22 being 47m in length and 3.3m in width and indicated as 122-123 on the map.
- Footpath from Westbury Avenue to Whymark Avenue, N22 being 39m in length and 3.6m in width and indicated as 124-125 on the map.
- Footpath from Downhills Park Road to Langham Place, N17 being 36m in length and 5m in width and indicated as 126-127 on the map.
- Footpath from Langham Road to Langham Place, N17 being 27m in length and 5.8m in width and indicated as 128-129 on the map.
- Footpath from Turnpike Lane to Umfreville Road, N8 being 1462m in length and 2m in width and indicated as 130-131 on the map.
- Footpath from Willoughby Road to Green Lanes, N8 being 67m in length and 3m in width and indicated as 132-133 on the map.
- Footpath from Willoughby Road to Green Lanes, N8 being 78m in length and 3.8m in width and indicated as 134-135 on the map.
- Footpath from Alfoxton Avenue to West Green Road, N15 being 42m in length and 2m in width and indicated as 136-137 on the map.
- Footpath from Downhills Park Road to Philip Lane, N17 being 485m in length and 3m in width and indicated as 138-139 on the map.
- Footpath from Priory Road to Rectory Gardens, N8 being 76m in length and 2.1m in width and indicated as 140-141 on the map.
- Footpath from Rectory Gardens to Hornsey High Street, N8 being 76m in length and 2.3m in width and indicated as 142-143 on the map.

- Footpath from Hornsey High Street to Temple Road and Church Lane, N8 being 200m in length and 2.3m in width and indicated as 144-145 on the map.
- Footpath from Albany Close to West Green Road, N15 being 146m in length and 4.3m in width and indicated as 146-147 on the map.
- Footpath from Ida Road to Cornwall Road, N15 being 73m in length and 1.6m in width and indicated as 150-151 on the map.
- Footpath from Tottenham Lane to Harold Road, N8 being 127m in length and 1.3m in width and indicated as 152-153 on the map.
- Footpath from Tottenham Lane to school, N8 being 95m in length and 3.7m in width and indicated as 154-155 on the map.
- Footpath from Station Crescent to Cornwall Road, N15 being 34m in length and 2.3m in width and indicated as 156-157 on the map.
- Footpath from Dickenson Road to Womersley Road, N8 being 116m in length and 2.4m in width and indicated as 160-161 on the map.
- Footpath from footway of Crouch Hill to Footway of Haslemere Road, N8 being 90m in length and 1.3m in width and indicated as 162-163 on the map.
- Footpath from Seven Sisters Road to Tewkesbury Road, N15 being 42m in length and 1.6m in width and indicated as 164-165 on the map.
- Footpath from Oxford Road to Finsbury Park, N4 being 80m in length and 1.4m in width and indicated as 166-167 on the map.

PART II

Definitive Statement

Particulars of path or way

- Footpath from Bounds Green Road, N11 to boundary with London Borough of Enfield.
- Footpath from Herbert Road to Ireland Place, N11.
- Footpath from Devonshire Hill Lane, N17 to boundary with London Borough of Enfield
- Footpath from White Hart Lane to Devonshire Hill Lane, N17
- Footpath from Devonshire Hill Lane, N17 to boundary with London Borough of Enfield
- Footpath from Devonshire Hill Lane to Weir Hall Road, N17.
- Footpath from Glendale Avenue to White Hart Lane, N22.
- Footpath from Newnham Road to White Hart Lane, N22
- Footpath from Imperial Road to Park Avenue, N22.
- Footpath from Trinity Road to Commerce Road, N22.
- Footpath from St Michaels Terrace to Bounds Green Road, N22.

- Footpath from Station Road to Bedford Road, N22.
- Footpath from Park Avenue to Nightingale Gardens, N22.
- Footpath from Berners Road to Cranbrook Park, N22 known as Hardy Passage
- Footpath from Melrose Avenue to Perth Road, N22
- Footpath from Saxon Road to Perth Road, N22.
- Footpath from Station Road to Western Road, N22.
- Footpath from Station Road to Western Road, N22.
- Footpath from Caxton Road to High Road, N22
- Footpath from High Road to Gladstone Mews, N22.
- Footpath from Willingdon Road to Russell Avenue, N22.
- Footpath from Newland Road to Coburg Road, N8 known as Penstock Footpath.
- Footpath from Penstock Footpath to Cross Lane, N8 known as Cross Lane Footpath.
- Footpath from Alexandra Road to Park Ridings, N8 known as Martins Walk.
- Footpath from Alexandra Road from Burghley Road, N8 known as Arnold Bennett Way.
- Footpath connecting two footpaths from Whymark Avenue and Cobham Avenue to Westbury Avenue, N22.
- Footpath from Westbury Avenue to Cobham Road, N22.
- Footpath from Frome Road to Mannock Road, N22.
- Footpath from Westbury Avenue to Mannock Road, N22.
- Footpath from Frome Road to Mannock Road, N22.
- Footpath from Westbury Avenue to Whymark Avenue, N22.
- Footpath from Downhills Park Road to Langham Place, N17.
- Footpath from Langham Road to Langham Place, N17
- Footpath from Turnpike Lane to Umfreville Road, N8 known as Harringay Passage.
- Footpath from Willoughby Road to Green Lanes, N8.
- Footpath from Willoughby Road to Green Lanes, N8.
- Footpath from Alfoxton Avenue to West Green Road, N15.
- Footpath from Downhills Park Road to Philip Lane, N17.
- Footpath from Priory Road to Rectory Gardens, N8 known as The Gardens.
- Footpath from Rectory Gardens to Hornsey High Street, N8 known as The Gardens.
- Footpath from Hornsey High Street to Temple Road and Church Lane, N8.
- Footpath from Albany Close to West Green Road, N15 known as Anstey Walk.
- Footpath from Ida Road to Cornwall Road, N15.

- Footpath from Tottenham Lane to Harold Road, N8 known as Church Path.
- Footpath from Tottenham Lane to school, N8 known as Broad Lane.
- Footpath from Station Crescent to Cornwall Road, N15
- Footpath from Dickenson Road to Womersley Road, N8.
- Footpath from footway of Crouch Hill to footway of Haslemere Road, N8 known as Vicarage Path.
- Footpath from Seven Sisters Road to Tewkesbury Road, N15.
- Footpath from Oxford Road to Finsbury Park, N4.

Wildlife and Countryside Act 1981

London Borough of Haringey Definitive Map and Statement

London Borough of Haringey Definitive Map and Statement East Order 2007

This Order is made by the Mayor and Burgesses of the London Borough of Haringey under section 55(3) of the Wildlife and Countryside Act 1981 ("the Act") because it appears to that authority that the London Borough of Haringey Definitive Map and Statement requires its inclusion in consequence of the occurrence of events specified in section, 53(3) (a) (iii) or 53(3) (b) of the Act namely;

- the coming into operation of any enactment or instrument, or any other event, whereby a new right of way has been created over land in the area to which the map relates, being a right of way such that the land over which the right subsists is a public path or a restricted byway;
- the expiration, in relation to any way in the area, to which the map relates, of any period raises a presumption that the way has been dedicated as a public path or restricted byway.

The evidence on which Haringey Council has decided to make the order is the register kept by the London Borough of Haringey pursuant to the Highways Act 1981, the London Borough of Haringey Byelaws dated 14 November 1975, the former Middlesex County Council Definitive Map 1957, revision of 1962 and draft revision of 1972 and Council records evidencing the presumed dedication of footpaths. This evidence may be consulted free of charge at Transportation Planning, 639, High Road, Tottenham, N17 8BD.


The London Borough of Haringey has consulted with every local authority whose area includes the land to which the order relates.

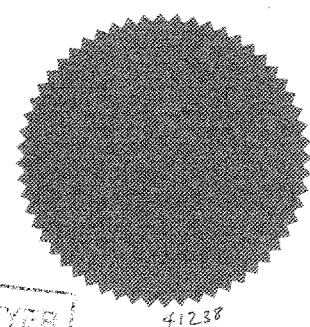
The Mayor and Burgesses of the London Borough of Haringey hereby order that:

1. For the purposes of this order the relevant date is 23 March 2007.
2. The London Borough of Haringey Definitive Map and Statement shall be made as described in Part I and Part II of the Schedule and shown on the map attached to the Order.
3. This order shall take effect on the date it is confirmed and may be cited as the London Borough of Haringey Definitive Map and Statement East Order 2007.

Dated the 16th day of May 2007)
 THE COMMON SEAL OF THE)
 MAYOR & BURGESSES OF THE)
 LONDON BOROUGH OF HARINGEY)
 Was hereto affixed by Order:

Acting Head of Legal Services
 London Borough of Haringey
 Alexandra House
 10 Station Road
 Wood Green
 London N22 7TR


 PRINCIPAL LAWYER



SCHEDULE

Definitive Map

PART I

Description of path or way

- Footpath from Selby Road to Queen Street, N17 being 192m in length and 1.9m in width and indicated as 180-181 on the map.
- Footpath from Bennetts Close to Roebuck Close, N17 being 27m in length and 1.4m in width and indicated as 182-183 on the map.
- Footpath from Grasmere Road to a point rear of 165 Middleham Road, N17 being 280m in length and 2m in width and indicated as 184-185 on the map.
- Footpath from West Road to Willoughby Lane, N17 being 137m in length and 1.5m in width and indicated as 186-187 on the map.
- Footpath from Beaufoy Road to Penshurst Road, N17 being 38m in length and 2.2m in width and indicated as 188-189 on the map.
- Footpath from Church Lane to White Hart Lane, N17 being 570m in length and 1.8m in width and indicated as 190-191 on the map.
- Footpath from Church Road to Beaufoy Road, N17 being 224m in length and 2m in width and indicated as 198-199 on the map.
- Footpath from Nursery Street to Church Road, N17 being 53m in length and 2.1m in width and indicated as 202-203 on the map.
- Footpath from High Road to Kings Road N17, being 100m in length and 3m in width and indicated as 204-205 on the map.
- Footpath from Ruskin Road to Kings Road N17, being 72m in length and 2.5m in width and indicated as 206-207 on the map
- Footpath from High Road to Argyle Road N17, being 45m in length and 3.6m in width and indicated as 208-209 on the map
- Footpath from High Road to Campbell Road N17, being 65m in length and 1.8m in width and indicated as 210-211 on the map
- Footpath from Vicarage Road to Baronet Grove N17, being 33m in length and 2.5m in width and indicated as 212-213 on the map
- Footpath from Forest Gardens to Newlyn Road N17, being 7m in length and 2.1m in width and indicated as 214-215 on the map
- Footpath from Leaside Road to boundary with London Borough of Waltham Forest N17 being 521m in length and 1.5m in width and indicated as 216-217 on the map

- Footpath from Path 216-217 to Path 220-221 N17, being 118m in length and 1.5m in width and indicated as 218-219 on the map
- Footpath from Path 218-219 to Borough Boundary N17, being 70m in length and 1.4m in width and indicated as 220-221 on the map
- Footpath from Path 218-219 to Path 226-227 N17, being 557m in length and 2.2m in width and indicated as 222-223 on the map
- Footpath from Path 218-219 & 220-221 to Path 232-233 N17, being 1115m in length and 2.4m in width and indicated as 224-225 on the map
- Footpath from Marsh Lane to Path 228-229 & 222-223 N17, being 301m in length and 2.5m in width and indicated as 226-227 on the map
- Footpath from Path 226/227 & Path 222/223 to Watermead Way N17, being 439m in length and 1.8m in width and indicated as 228-229 on the map
- Footpath from end of Marsh Lane to Watermead Way N17, being 180m in length and 2.7m in width and indicated as 230-231 on the map
- Footpath from Watermead Way to Path 238-239 N17, being 140m in length and 2m in width and indicated as 232-233 on the map
- Footpath from Footbridge over Watermead Way to Watermead Way N17, being 155m in length and 1.6m in width and indicated as 234-235 on the map
- Footpath from Watermead Way to Path 238-239 N17, being 155m in length and 2.1m in width and indicated as 236-237 on the map
- Footpath from Path 231-232 to Mill Mead Road N17, being 374m in length and 2.2m in width and indicated as 238-239 on the map
- Footpath from Path 220-221 to Stonebridge Lock N17, being 1104m in length and 5.5m in width and indicated as 240-241 on the map
- Footpath from Stonebridge Lock to Ferry Lane N17, being 1109m in length and 4.1m in width and indicated as 242-243 on the map
- Footpath from Mill Mead Road and Ashley Road N17, being 914m in length and 3.3m in width and indicated as 244-245 on the map
- Footpath from Path 236-237 to Mill Mead Road N17, being 229m in length and 7.5m in width and indicated as 246-247 on the map
- Footpath from Scotland Green over Shelbourne Road to Railway Footbridge N17, being 564m in length and 6.8m in width and indicated as 248-249 on the map
- Footpath from Dowsett Road to Carew Road N17, being 51m in length and 3.5m in width and indicated as 250-251 on the map
- Footpath from Mount Pleasant Road to Marden Road N17, being 65m in length and 2.2m in width and indicated as 252-253 on the map

- Footpath from Napier Road to Sperling Road N17, being 6m in length and 3m in width and indicated as 254-255 on the map
- Footpath from Mount Pleasant Road to Morrison Avenue N17, being 67m in length and 2.5m in width and indicated as 256-257 on the map
- Footpath from Steele Road to St Loy's Road N17, being 74m in length and 2.9m in width and indicated as 258-259 on the map
- Footpath from Forster Road to St Loy's Road N17, being 149m in length and 1.7m in width and indicated as 260-261 on the map
- Footpath from High Road to Western end of Holcombe Road, being 75m in length and 1.8m in width and indicated as 262-263 on the map
- Footpath from High Road to Stoneleigh Road N17, being 46m in length and 1.5m in width and indicated as 264-265 on the map
- Footpath from Stoneleigh Road to Circular Road N17 being 19m in length and 1.9m in width and indicated as 266-267 on the map
- Footpath from Chesnut Grove to Park View Road N17, being 260m in length and 2.5m in width and indicated as 268-269 on the map
- Footpath from 20m east of Rycroft Road to 184m east of Rycroft Road N17, being 165m in length and 4m in width and indicated as 270-271 on the map.
- Footpath from Town Hall Approach Road to High Road N15, being 104m in length and 4m in width and indicated as 272-273 on the map
- Footpath from Montague Road to Stainby Road N15, being 15m in length and 2.2m in width and indicated as 274-275 on the map
- Footpath from Hale Gardens to Montague Road N15/N17, being 17m in length and 2.7m in width and indicated as 276-277 on the map
- Footpath from Hale Gardens to Broad Lane N15/N17, being 40m in length and 3.3m in width and indicated as 278-279 on the map
- Footpath from West Green Road to Turner Avenue N15, being 38m in length and 2m in width and indicated as 280-281 on the map
- Footpath from Southey Road to Roslyn Road N15, being 55m in length and 1.2m in width and indicated as 282-283 on the map
- Footpath from Bernard Road to Norman Road N15, being 36m in length and 7m in width and indicated as 284-285 on the map

PART II

Definitive Statement

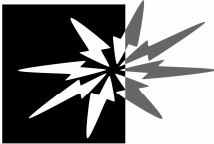
Particulars of path or way

- Footpath from Selby Road to Queen Street, N17 (180-181)
- Footpath from Bennetts Close to Roebuck Close, N17 (182-183)
- Footpath from Grasmere Road to a point rear of 165 Middleham Road, N17 known as Waggon Lane (184-185)
- Footpath from West Road to Willoughby Lane, N17 (186-187)
- Footpath from Beaufoy Road to Penshurst Road, N17 (188-189)
- Footpath from Church Lane to White Hart Lane, N17 known as Church Path (190-191)
- Footpath from Church Road to Beaufoy Road, N17 known as Prospect Place (198-199)
- Footpath from Nursery Street to Church Road, N17 (202-203)
- Footpath from High Road to Kings Road N17 known as Chapel Stones (204-205)
- Footpath from Ruskin Road to Kings Road N17 (206-207)
- Footpath from High Road to Argyle Road N17 known as Argyle Passage (208-209)
- Footpath from High Road to Campbell Road N17 known as Campbell Road Path (210-211)
- Footpath from Vicarage Road to Baronet Grove N17 (212-213)
- Footpath from Forest Gardens to Newlyn Road N17 (214-215)
- Footpath from Leaside Road to boundary with London Borough of Waltham Forest N17 (216-217)
- Footpath from Path 216-217 to Path 220-221 N17 known as FP2 (218-219)
- Footpath from Path 218-219 to Borough Boundary N17 known as FP3 (220-221)
- Footpath from 218-219 to Path 226-227 N17 known as FP4 (222-223)
- Footpath from Path 218-219 & 220-221 to Path 232-233 N17 known as FP5 (224-225)

- Footpath from Marsh Lane to Path 228-229 & 222-223 N17 known as FP6 (226-227)
- Footpath from 226-227 & 222-223 to Watermead Way N17 known as FP7 (228-229)
- Footpath from end of Marsh Lane to Watermead Way N17 known as FP8 (230-231)
- Footpath from Watermead Way to Path 238-239 N17 known as FP9 (232-233)
- Footpath from Footbridge over Watermead Way to Watermead Way N17 known as FP14 (234-235)
- Footpath from Watermead Way to Path 238-239 N17 known as FP15 (236-237)
- Footpath from Path 231-232 to Mill Mead Road N17 known as FP17 (238-239)
- Footpath from Path 220-221 to Stonebridge Lock N17 known as FP20 (240-241)
- Footpath from Stonebridge Lock to Ferry Lane N17 known as FP21 (242-243)
- Footpath from Mill Mead Road and Ashley Road N17 known as FP22 (244-245)
- Footpath from Path 236-237 to Mill Mead Road N17 known as FP23 (246-247)
- Footpath from Scotland Green over Shelbourne Road to Railway Footbridge N17 known as Carbuncle Passage (248-249)
- Footpath from Dowsett Road to Carew Road N17 (250-251)
- Footpath from Mount Pleasant Road to Marden Road N17 (252-253)
- Footpath from Napier Road to Sperling Road N17 (254-255)
- Footpath from Mount Pleasant Road to Morrison Avenue N17 (256-257)
- Footpath from Steele Road to St Loy's Road N17 known as Howfield Place (258-259)
- Footpath from Forster Road to St Loy's Road N17 (260-261)
- Footpath from High Road to Western end of Holcombe Road (262-263)
- Footpath from High Road to Stoneleigh Road N17 known as Albert Place (264-265)
- Footpath from Stoneleigh Road to Circular Road N17 (266-267)

- Footpath from Chestnut Grove to Park View Road N17 known as Tamar Way (268-269)
- Footpath from 20m East of Rycroft Road to 184m East of Rycroft Road N17 known as Chesnut Road Path (270-271)
- Footpath from Town Hall Approach Road to High Road N15 (272-273)
- Footpath from Montague Road to Stainby Road N15 (274-275)
- Footpath from Hale Gardens to Montague Road N15/N17 (276-277)
- Footpath from Hale Gardens to Broad Lane N15/N17 (278-279)
- Footpath from West Green Road to Turner Avenue N15 (280-281)
- Footpath from Southey Road to Roslyn Road N15 (282-283)
- Footpath from Bernard Road to Norman Road N15 (284-285)

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Haringey Council

[No.]

Agenda item:

General Purposes Committee Meeting**On 3 December 2007**Report Title: **Summary Overview of key OD and Learning Activities April – November 2007**Forward Plan reference number (if applicable): **n/a**Report of: **Corporate Head of OD**Wards(s) affected: **N/A**Report for: **Non-Key Decision****1. Purpose**

- 1.1 This paper sets out the different learning and development programmes managed by the OD Service and open to staff across the Council, and to people working within Haringey in the private and voluntary sector.
- 1.2 The report looks at the rationale for investing in employee learning and development and sets out how OD measures the value of the Learning and Development programmes to the Council

2. Introduction by Cabinet Member

This is the first report of a number that will be reported to Members to update them on the work of the Organisational Development service and demonstrate how the council is supporting the engagement, learning and development of its staff.

3. Recommendations

- 3.1 Note the positive contribution of the council's learning and development programmes to improving service performance and employee engagement.
- 3.2 Note the positive outcome to our recent liP assessment (5th to 16th November) against the new and harder liP standard.
- 3.3 Note the 25% reduction in training spend achieved in 2006/7 has meant that the current level of demand for courses is running in excess of supply.
- 3.4 Note the impact on the short course programme of a further £50k budget cut.

Report Authorised by: **Stuart Young, Assistant Chief Executive, People and Organisational Development**

Contact Officer: **Philippa Morris, Corporate Head of Organisational Development (ext. 3172)**

4. Chief Financial Officer Comments

4.1 The Chief Financial Officer has been consulted on the contents of this report and has no additional comments to make.

5. Head of Legal Services Comments

5.1 The Head of Legal Services has been consulted on the content of this report and comments that there are no specific legal implications arising from the recommendations.

6. Local Government (Access to Information) Act 1985**6. Background**

This paper describes the different learning and development programmes managed by the OD Service and open to staff across the Council, and to people working within Haringey in the private and voluntary sector. The report describes:

- key areas of activity;
- details numbers of staff attending courses and development programmes;
- looks at the rationale for investing in employee learning and development
- and lastly sets out how OD measures the value of the Learning and Development programmes to the Council.

7. Key Areas of Activity and Attendance

7.1 **Council Wide Short Course Programme** is open to all council employees, comprises some 65 course titles and 179 days of taught training a year. The programme is both highly regarded (90% plus of staff rate courses as good or excellent value to their work) and cost effective (£105 per delegate per day).

Between April and September 2007, over 975 staff attended courses and workshops from the Smart Learning for Smart Working short course programme.

All the courses on the Short Course programme are designed to support the council's nine competency clusters and the skills knowledge and attitudes needed by staff to deliver good services. Examples of courses are listed below (table 1)

Table 1

<p>Customer focus <i>e.g.</i> Introduction to customer focus Dealing with difficult situations*</p> <p>Networks and partnerships <i>e.g.</i> Working in partnership* Making public consultation work*</p> <p>Self-discipline and organisation <i>e.g.</i> Introduction to project management* Procurement essentials</p> <p>Political and organisational awareness <i>e.g.</i> Corporate Induction</p> <p>Leading change <i>e.g.</i> Introduction to change management*</p>	<p>Communicating effectively and appreciating diversity <i>e.g.</i> Achieving equality and managing diversity Managing diversity Effective writing skills*</p> <p>Managing people <i>e.g.</i> Absence management Managing conduct and capability Coaching skills for managers</p> <p>Innovation and finding solutions <i>e.g.</i> Creative thinking and problem solving*</p> <p>Self development and learning <i>e.g.</i> Springboard – self development for women* Creating your ideal retirement*</p>
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A key area of activity for the 2007/8 programme is Customer Focus. There are three courses on the Short Course programme relating to customer focus.

- Introduction to customer focus (previously Customer Care)
- Dealing with difficult situations (previously Dealing with Aggressive people)
- Investigating complaints

Over **165** people have attended these courses in the past 12 months. During this period OD have also ran specially designed customer focus training activities for reception staff, cleaners, and people in Enforcement and Streetscene. Over **125** people attended these events.

Corporate induction includes a presentation by the Council's Customer Focus Manager on the importance of customer focus. More than **300** people have attended a Corporate Induction in the last 12 months.

Course Access: The first point of contact to courses in OD is either the Short course Brochure or the Learning Zone on Harinet. Between May and September the learning zone had over 114,000 visits to its pages accounting for 12.5% of total usage of Harinet

7.2 Management of the Council's Investors in People status: OD oversees the Council's liP status and ensures that people understand what is required by the standard and that assessments are planned, prepared for and risks are identified and managed. Our liP assessor interviewed 200 people (members, managers and staff) as part of our – successful- reassessment in November 2007 (against the new, and significantly harder liP standard).

7.3 Cohort Training and Advisory activities: OD provide cohort training to a range of teams across the council, including diagnostic work, design and delivery of workshops and bespoke courses. Examples of this sort of activities range from small scale facilitated team events e.g. a team building event for Legal Services for 5 people to large scale series of events to support the new Performance Appraisal form and Competency Framework which was spread over 10 events reaching 741 people. 99% of attendees agreed or strongly agreed that the content of the workshops was useful and informative; 96% felt confident in using the new form and competencies.

7.4 Leadership Programme: Leaders, to succeed, must do much more than simply manage tasks and procedures. They must be able to inspire, support and encourage their teams and colleagues to produce consistently excellent results. The Leadership Programme helps leaders to develop these skills, using a variety of techniques including 360-degree feedback and psychometric profiling, workshops, project work and coaching.

The first cohort of fourth and fifth tier managers (42 in total) began the revised Leadership Programme in November '06. All workshops and action learning sets for this group are now complete. The second cohort of 40 has completed 40% of the coaching element and 1 out of 3 of each of the workshops and action learning sets. Project work is continuing with sponsors and groups are meeting on a monthly basis to achieve scope and objectives.

Feedback on all elements of the programme is extremely positive. 84% of respondents to a survey agreed/strongly agreed that the leadership programme had increased their knowledge, confidence and ability to manage the delivery of effective services.

7.5 Skills for Life (SfL) is the Government's strategy for improving basic skills, namely literacy, language, numeracy (LLN) and computer skills of the population. Following successful piloting in two services during 2006/7, a Steering Group has been set up with representatives from across the Council, the Unions and HR. The Haringey Skills for Life Steering Group has identified the following four aims for SfL in Haringey:

- To expand the scope of our existing learning culture so that all staff are aware of the importance of encouraging and attaining basic skills development
- To improve the overall levels of literacy, language and numeracy to enable staff to perform better in their role and progress in their work along with enhancing their quality of life.
- To raise awareness and establish strong foundations for sustainable basic skills development which will have an enduring effect in the organisation.
- To build on existing partnerships, with effective joint working between all agencies and partners

The Steering Group has identified Parks and Adult Social Care as areas that are ready for skills for life programmes. Planning meetings are now being held with these groups.

7.6 Graduate Programme: The twelve new 2007 Graduates joined the Council as planned at the beginning of September. They attended a Graduate Induction Programme in their first week and started their six- week departmental induction. They will meet monthly as a team and have a three-way meeting with their line manager and a member of the OD service. They will be joined shortly by three additional professional graduates.

7.7 Aiming High programme is specifically designed for people who can demonstrate the talent and potential to move into future senior management positions. It aims to support the progression of participants including Black and minority ethnic (BME) staff, Disabled staff and staff from the Voluntary Sector into senior leadership roles and to improve the diversity of leaders at senior levels within the Council.

The 2006/7 participants are due to complete in January 2008. During September the group worked to complete their individual service improvement project and their qualification. They attended a very successful workshop on Presenting Yourself Positively, and each had a three-way meeting with their line manager and programme manager.

7.8 E-learning has been available to staff since October 2006. We offer over 30 courses on subjects directly relevant to local government and individual skills development. In the period January to September 2007 there have been a total of **1033** courses started and **749** course completions.. The catalogue of courses has considerably added to the range of learning made available to staff, and feedback on the whole has been positive.

8. Social Care Sector Development

8.1 Trainee Social Work scheme was implemented in Haringey in April 2005 in line with Department of Health guidance and funding - and as part of Haringey's workforce development strategy to address problems in recruiting and retaining social workers. Since then, OD have worked to recruit and develop 28 trainees.

Trainees have been recruited at undergraduate and post-graduate level. This year, Haringey received over 500 applications for 8 trainee posts.

Of the 28 trainees recruited to date 26 remain on the scheme - two trainees resigned deciding that social work was not the career for them or for personal reasons. This summer 12 newly qualified social workers graduated and took up vacant positions across Children's and Adults services.

8.2 Initial Skills Assessments for Social Carers: All Social Care NVQ candidates are now required to complete an Initial Skills Assessment to ensure they have the suitable language and literacy skills to achieve the required NVQ in Care. OD have worked with local colleges to deliver the support courses which were funded through European Social Fund monies. During the last year:

- 204 candidates were assessed prior to being accepted onto an NVQ programme in Care
- 15 candidates were identified as requiring additional support in ESOL (4 from Haringey and 11 from Community, Voluntary Sector (CVS))

The pre test proved to be an effective way of identifying people with literacy and language difficulties. The resulting courses were designed to meet the specific needs of care workers. This was done so that staff could use their new skills immediately after starting the course. The content of the course covered communication with service users & relatives; telephone skills and recording & writing reports.

8.3 Social Care Development : In the first part of the year (March-May) OD ran some forty courses with 1100 attendees across the social care sector including the PCT, Mental Health trust and private and voluntary sectors. The largest course in this period was the Mental Capacity Act briefing a statutory requirement for those working in Mental Health Services.

OD also manages NVQ's across the Social Care sector in Haringey. These nationally recognised qualifications prove that care workers have the skills and ability to do their job. To gain an NVQ, candidates must complete a number of units. The NVQ's are very flexible and can be delivered in a number of ways (i.e. an external provider such as a local college; internally via an approved pool of assessors with staff attending monthly workshops or on a one to one basis with no workshops). Between March and May 2007, OD ran twenty-four courses with 406 attendees of which 222 were external voluntary sector and PCT partners.

9. Why do we need to develop our staff?

As an Investors in People organisation, the council is committed to investing in the development of its people as a means of delivering good services.

Training is something that few organisations can afford not to offer. It is an “expected” item of investment and highly valued by employees. The Council's training and development offer is highly rated. Good opportunities and investment in staff development was cited by some 90% of staff as the second most important reason for working (and staying working) in the council in the 2004 staff event (after flexitime).

Research by the Institute of Employment Studies found that developing the skills and competence of the workforce is the most important factor in making employees feel valued, engaged and committed to the organisation they work for. There is a strong correlation between high levels of staff engagement and excellent council performance. Engaged employees work harder, have lower levels of sickness and are less likely to leave.

All the courses and development programmes managed through OD are open to anyone who works for the council who can demonstrate that they have a learning need and will benefit. Courses and programmes are specifically designed to:

- **support the skills, knowledge and behaviours** (competencies) staff need to deliver the council's priorities
- **bridge identified skills and knowledge gaps** required to improve performance
- **address common learning and development needs** identified in directorate people plans.
- ensure that everyone in the council has **equal access** to the learning and development they need to do their jobs better.

10 How do we measure the value of the Learning and Development programmes to the Council?

The value of learning and training to the council is measured in a number ways to provide measures of:

1. Return on expectation
2. Key performance indicators
3. Return on investment
4. Learning function efficiency

10.1 Return on Expectation:

OD uses the Kirkpatrick model to assess return on expectations across all the programmes we run, and return on investment in key areas of spend. The Kirkpatrick four level evaluation model measures, over a one to 12 month period:

- LEVEL 1: reaction of student - what they thought and felt about the training.
- LEVEL 2: learning – knowledge / capability gain
- LEVEL 3: behaviour - extent of behaviour and capability improvement and implementation/application.
- LEVEL 4: results - contribution to organisational performance and return on investment.

This means that delegates on all courses are asked to fill in a feedback sheet giving their immediate reactions to the course, its contents and the way it was delivered. This information is used to ensure that the courses are meeting the participants' immediate needs and to highlight any improvements that can be made to the courses themselves. Overall, the results are very positive.

The two most significant measures that participants are asked to rate are:

- a) the value of the course to your work and
- b) the value of the course to your team/business unit/ the council as a whole.

The council's Short Course programme consistently scores above 90% positive; social care courses consistently score above 94% positive.

10.2 Key Performance Indicators

At the corporate level learning and development activities contributes to the achievement of the Council's priorities by supporting individuals to do their jobs more effectively and develop their careers by increasing their skills and knowledge and helping to ensure they are well inducted, managed and understand what the council expects of them.

Key deliverables

- liP re-recognition in November 2007 against a harder, more challenging standard.
- 90% of staff understand the councils aims and objectives
- 77% of permanent staff receive an annual appraisal up from 44% in 2002;
- 61% staff receive feedback on their performance up from 53% in 2003; 54 % of staff coached – up from 42% in 2003; and 11 pt improvement in no. staff feeling valued by the organisation.
- Good results against equalities PI's including staff survey results for perception of equal treatment in relation to overall treatment; more specifically for opportunities for development.
- Diversity successfully mainstreamed into design, access, delivery and evaluation of the programme
- Good opportunities and investment in staff development cited by some 90% of staff as the second most important reason for working (and staying working) in the council in the 2004 staff event (after flexitime).
- In the most recent staff survey over two thirds of respondents said that their performance had improved as a result of learning and development activities they had attended.

10.3 Financial Implications: Return on Investment and Learning function efficiency.

Direct spending on courses consists almost entirely of payments to external trainers for developing and delivering courses. There is some expenditure for the hire of training rooms when suitable council-owned premises are not available.

Current cost per delegate per day is currently around £115 (As a point of comparison, the going rate for attending, as an individual, similar courses provided by an external training company on their own premises is somewhere between £400 and £750 per day.)

We have delivered a 15.5% reduction in OD salary and budget spend over the last two years – and a 25% reduction in training spend. The challenge is to ensure that the learning and development programmes run by OD are both cost-efficient and effective. OD have sought to achieved this by:

10.3.1 *Rationalising how OD interfaces with Directorates and Business Units. We have:*

- streamlined key roles in HR and OD to create HR business partners
- redesigned training administrative functions and where possible simplifying processes (e.g. confirmations; electronic distribution of course packs rather than paper) reducing by 30% the number of training support officers. We plan to move the enquiry and system maintenance support functions to the HR Shared Service Centre once established in 2008/9.
- reduced generic OD and Learning support to Directorates (i.e. workshop facilitation; management and hosting of Directorate seminars / events)

10.3.2 *Reduced spend on council wide learning and development courses and programmes. We have:*

- reduced the number of Council Wide classroom based courses by 10%
- doubled the number of e-learning courses titles available to staff.
- reduced the number of Leadership Programme places offered per annum by 25% but increased the taught parts of the programme by 50% and introduced three way coaching sessions to ensure better management involvement and buy in to the programme.
- Reduced spend on external training consultants by using in-house staff to deliver courses
- stopped providing lunch for course participants.
- Re-tendered Council Wide learning and Development activities (achieving an 8% reduction in daily rate of training providers). This framework contract will also allow better management of control of OD related activities across the council;
- Increased the number of course participants per course from 12 to 15.

10.3.3 *Rethought key aspects of OD service design in order to focus resources on those areas where they will have greatest impact on money and performance. We have:*

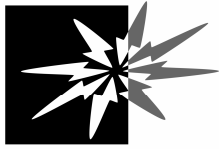
- Identified key courses as Essential to Role and made them mandatory for identified groups of staff (sickness management; managing conduct and capability; budget management)

Nevertheless, the 25% reduction in training spend achieved in 2006/7 has meant that the current level of demand for courses is running in excess of supply – and that most of our taught courses are now oversubscribed. To meet greatest areas of need OD have scheduled an extra 5 days of training from external providers. This will increase the anticipated spend (but not the cost per delegate).

10.3.4 *The proposed cut of £50k to the short course programme in 2008/9 will be enormous. In particular, the result will see-*

- Fewer learning opportunities for staff, learning needs not met and less support for performance improvement.
- Attendance on courses dependant on a business unit's ability to pay – rather than the learning need.

- Less equitable, open and fair access to learning and development
- Negative impact on staff motivation and belief that the council is committed to investing in people's development in order to deliver good services.
- More courses delivered by Council employees, with a knock-on effect on their availability for other tasks.



Haringey Council

[No.]

Agenda item:

General Purposes Committee

On 3 December 2007

Report Title: **Recruitment Process Improvement**

Forward Plan reference number (if applicable):

Report of: **Interim Head of Human Resources**Wards(s) affected: **All**

Report for:

1. Purpose

1.1 To inform Committee of actions to improve the recruitment process and seek approval to change two matters of policy – determining arrangements for chairing Chief Officer Appointment panels and changing the policy concerning reference checks.

2. Introduction by Cabinet Member

2.1 This report informs members on the steps being taken by the Service to improve the Recruitment process and propose a change to the Member level appointments as outlined in paragraph 10.2.

3. Recommendations

3.1 Note the actions being taken to improve the recruitment process
 3.2 That the committee approve the review of the Constitution, Part 4, Section K, para 4(a) to incorporate the wording below (highlighted in bold and capitals) as follows
 ‘.....The membership **AND CHAIRING** of that committee or sub-committee will be determined by the Leader and the Chair of General Purposes Committee (or by their nominees).....’
 Full details outlined in para 10.2 in this report.

Report Authorised by: **Stuart Young Assistant Chief Executive, People and Organisational Development**

Contact Officer: **Steve Davies, Interim Head of Human Resources, People & Organisational Development (extn. 3172)**

4. Chief Financial Officer Comments

4.1 The Chief Financial Officer has been consulted in the production of this report and notes that any direct financial impact on Human Resources will be marginal and contained within existing resources.

4.2 Members should note however, that the improved recruitment processes should reduce costs across the organisation as it will be more streamlined and reduce the length of time agency staff are required to cover vacant posts.

5. Head of Legal Services Comments

5.1 The terms of reference of General Purposes Committee include the arrangements for appointing senior officers and for this reason the Committee is asked to approve the recommendations in this report. Since the amendments to the Constitution adopted at the last Annual Council, any further changes to the Constitution must be considered by the Constitution Review Working Group and recommended to full Council (Part 2 Article 15.03(a)).

6. Local Government (Access to Information) Act 1985

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

7. Background

7.1 The Recruitment function had been subject to a Business Process review in 2004 which resulted in a number of process and practice modifications to improve the performance of the Team and to reduce the number of handoffs between the manager, the Recruitment Team and applicant.

8. Current Performance

8.1 Since the Business Process Review, resources have been refined, the Recruitment Team has been reshaped and the supplier managing the response handling has changed resulting in the process stages becoming fragmented and unstructured. At present the average length of the recruitment process from the time the advert is placed to job offer is 12 weeks.

9. Review

9.1 A review has been undertaken with the aim of updating the process in line with best practice and to introduce performance enhancing practices, tools and initiatives to support a more professional and speedy recruitment service both for the employing Manager and the Candidate. This has identified a number of objectives and actions to

improve the Recruitment Service. An Action Plan was produced in July 2007. The Plan identified a number of key Objectives classified as either

- QUICK WIN action that have already been completed or will be completed by September 2007
- MEDIUM TERM actions that will be implemented by November 2007
- LONG TERM actions that will be in place in the New Year

9.2 Below is a summary of the Objectives, their classification in terms of Quick, Medium or Long Term actions and their target date for completion.

Objectives

	Objectives	Action	Target End Date
1	Investigate the Issues raised by Managers within Haringey Council	Completed	July 2007
2	Assessing the Effectiveness of the Response Handling System (Tribal)	Completed	July 2007
3	Assessing the Current Team Roles and Support Requirements and Identifying the strengths and weaknesses of the Team	Completed	End August 2007
4	Introduce Improvements – Keeping the Candidate Informed	Completed	End August 2007
5	Introduce Improvements – Keeping the Manager Informed	Completed	End August 2007
6	Introduce Improvements – Involving Managers in checking accuracy of Contract Offers	Completed	End August 2007
7	Track the Recruitment Activity to enable the Service to assess the volume of work overall and the time between one activity and another	Started October 07	Ongoing
8	Create an Ability to see a Snapshot of ' What's out to Advert'	Started October 07	Ongoing
9	Review the Recruitment BPR carried out in 2004/5 to bring it in line with current day practice – in doing so Design a Fast Track process for hard to Fill Positions	Medium	Nov 2007
10	Review the Documentation used to manage the Recruitment Process	Medium	Nov 2007
11	Review the Technology: E forms, SAP, Tribal	Long	Jan 2008

10. Changes to Recruitment Policy – Member level appointments

10.1 A number of recent Member recruitment panels for Chief Officer Appointments has identified the need to identify the chair of these panels at an early stage. At present the Council constitution does not make clear the arrangements for chairing Member recruitment panels. We have conducted a survey of other London

boroughs to identify the arrangements in other councils. A summary of the findings is attached at appendix A. What the findings identify is that for most appointment panels the Leader or Cabinet/ Executive member chairs the panel.

- 10.2 In order to clarify the council's arrangements it is proposed that the Constitution, Part 4 – Rules of Procedure, Section K – Officer Employment Procedure Rules, para 4(a) should be amended to as follows [new wording in bold and capitals]
'A committee or sub-committee of the Council will appoint chief officers and deputy chief officers. The membership **AND CHAIRING** of that committee or sub-committee will be determined by the Leader and the Chair of General Purposes Committee (or by their nominees). That committee or sub-committee must include at least one member of the Cabinet.'

11. Future Performance

- 11.1 As a result of these changes HR is confident it can reduce the advert offer time from 12 weeks to 10 weeks by the end of the financial year.

12. Financial Implications

- 12.1 There will be some costs resultant of technology changes – these are not known at this stage although any additional costs will be contained within existing cash limited budgets.

13. Legal Implications

- 13.1 See paragraph 5.1.

14. Equalities Implications

- 14.1 The recommendations are compliant with the Councils Equal Opportunities Policy. Suggestions for improvement will support the Policy.

15. Use of Appendices

- 15.1 Appendix A – Summary of research into Chairing of Chief Officer Appointment Panels – August 2007

Summary of research into Chairing of Chief Officer Appointment Panels – August 2007

BOROUGH	CHAIR	PANEL SIZE	CHAIR DECIDED BY
Barking & Dagenham	Leader	5	Assembly
Barnet	Leader or Cabinet Member	7	Council
Bexley	Leader/Deputy Leader	7	Council
Brent	One of Majority Group Members	5	Standing Appointed Panel
Bromley	Executive Member of Area	Varies	Council
Ealing	One of Panel Members	5 or 7	Panel Appointed Chair
Enfield	Cabinet Member	7	Panel Appointed Chair
Havering	One of Majority Group Members	Varies	Council
Hillingdon	Leader or Executive Member	6/4	Council
Islington	Non Executive Member	5	Standing Sub Committee
Kensington & Chelsea	Leader	9/5	
Kingston	Executive Member	5	Council
Lambeth	Cabinet Member	5	Standing Appointed Committee
Richmond	Cabinet Member	7	Council
Southwark	Leader	7	Council
Tower Hamlets	Leader/Cabinet Member	7/5	Ad Hoc Appointed Sub Committee
Wandsworth	GPC Chair or Leader or Executive Member	3-5	General Purposes Committee
Westminster	One of Majority Group Member	4	Ad Hoc Appointed Sub Committee

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Haringey Council

[No.]

Agenda item:

General Purposes Committee**On 3 December 2007**Report Title: **Agency Workers Usage**

Forward Plan reference number (if applicable):

Report of: **Interim Head of Human Resources**Wards(s) affected: **All**

Report for:

1. Purpose

1.1 To inform Committee about the numbers and deployment/usage of agency workers across the council over the last six months.

2. Introduction by Cabinet Member

2.1 This report provides members with update on the use of Agency staff across the Council. Members will note the high percentage under the 'business volume' category which obviously will require more work to be done to understand the reasons for this trend. Although the report is for noting, the Committee's views are nevertheless welcome.

3. Recommendations

Note the contents of this report

Report Authorised by: **Stuart Young Assistant Chief Executive, People and Organisational Development**

Contact Officer: **Steve Davies, Interim Head of Human Resources (extn 3172)**

4. Chief Financial Officer Comments

The Chief Financial Officer has been consulted in the production of this report and notes the useful management information available now available to the authority under the managed service contract.

5. Head of Legal Services Comments

5.1 The Head of Legal Services has been consulted on the content of this report and has no specific comment to add.

6. Local Government (Access to Information) Act 1985

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

7. Background

7.1 The Hays Managed Services – Agency Worker contract went live in May 2006. This report looks at the deployment and usage of staff in the last six months.

7.2 Since the contract was implemented there has been a dramatic decrease in the usage of Agency Workers. At the end of the last financial year Mar 2007 there was some 2321 agency workers. This has reduced to an agency population of 739 in September 2007 - a reduction of 68%.

8. Reasons for Hiring Agency Workers

8.1 As part of the process for engaging agency workers hiring managers need to identify the reasons for engaging the worker. There are a number of pre-determined categories that the manager can select from as follows: Holiday, Maternity, Awaiting permanent recruitment, Sickness, and Volume of Business.

8.2 Monitoring of these reasons is undertaken and the table below outlines the situation over the last 6 months.

Reason For Hire	Mar-07 %	Jun-07 %	Sep-07 %
Holiday	4	2	2
Maternity	0	1	1
Perm Recruitment	1	3	4
Sickness	13	4	4
Volume of Business	83	90	89

- The reasons behind the hire of temporary staff have stayed relatively stable over the last three quarters.
- The bulk of hires are due to 'volume of business' – which refers to a need for staff that doesn't come under the normal classifications above, often where there is no established vacancy. Some areas have funding for this type of worker within their budgets. For example in the case of schools catering they serve approximately nine hundred more meals a day during the autumn / winter term and use temporary staff for a short mid day shift to help cope with this surge in demand as it is not practical to recruit permanently.
- Every Directorate utilises the category 'volume of business' for at least 84% of their agency workers, with slight drops in POD and ACCS due to increases in permanent recruitment following the restructuring period.

- The only category where there has been a noticeable change is the number of agency workers working to cover absence due to sickness of permanent staff. This is because sickness absence has improved during this period.

8.3 Reasons for Hire by Directorate as at September 2007.

Reason For Hire by % breakdown	ACCS	Corp Res	P&OD	PPPC	CYPS	Urban Env
Holiday	1	3	9	11	2	2
Maternity		1		3	1	
Perm Recruitment	3	7	18			3
Sickness	4	4			9	2
Volume of Business	92	85	73	86	88	93

9. Length of Engagement of Agency Workers

- 9.1 If an Agency temp worker is required for a longer period than 3 months, then the Manager must complete the business case rationale field on the Work Flow ordering page. The extension must be authorised by the approving officer before the worker can continue. Any extensions for 9 months or more need to be approved by Assistant Director level.
- 9.2 The table below outlines the length of service by reasons for hire based on the September 2007 agency worker population.

Reason For Hire by % breakdown	1 - 3 mths	3 - 6 mths	6 - 9 mths	9 - 12 mths	12+ mths
Holiday	52	26	10		12
Maternity	20	40			40
Perm Recruitment	27	38	21	6	9
Sickness	43	33	17		7
Volume of Business	24	21	18	10	29

- This shows that agency workers covering absence due to sickness and vacancies during permanent recruitment tend to be short term i.e. less than 6 months.
- The Adults, Culture & Community Services directorate are currently putting a process in place to increase the scrutiny of reasons behind temporary staff hire and extensions. With a quarterly 'forum' where service heads and ADs have to provide explanations to the director for any temps that continue service beyond 9 months.

10. Pay Band Distribution of Agency Workers

10.1 The table below shows the distribution of agency workers within pay bands based on the September 2007 agency worker population.

Reason for Hire by % breakdown	Manual - Sc5	Sc6 - SO2	PO1 - PO3	PO4 - PO7	PO8+
Holiday	95		5		
Maternity	60	20		20	
Perm Recruitment	53	12	12	18	6
Sickness					
Volume of Business	90	7	3		

- 66.1% of agency workers working within the Council in September would be classed as a manual – Scale 5 grade, based upon what the business units are charged for them.
- Only 11% of agency workers are charged for at a PO4 grade or above, with covering a vacancy during perm recruitment being the only reason for hire for temps of grade PO8 +.
- The large number of agency workers in the manual to scale 5 to manual category suggests that they are covering low skill, entry level positions that are service critical e.g. care assistants and GKAs, where the service will suffer in the immediate term if there is nobody there and the posts are quite generic so it's possible to find replacements. Whereas with the higher graded vacancies and absences it may not be necessary to have somebody in place if it is only for a short period of time and is more difficult to find somebody to fit the requirements, so temps aren't used as much to cover their short term vacancies.

11. Pay Rate comparison of Agency Workers against Permanent staff

11.1 The table below shows the relative cost of agency workers in the most commonly used roles compared with the cost of permanent staff.

Agency worker Job title	Grade Band	Count	Ave Hrly Charge rate	Comparator Permanent Job	Ave Hrly rate with oncosts	Diff
Administrator	M - Sc 5	42	£13.48	Administrator	£12.82	£0.66
Cleaner	M - Sc 5	29	£8.45	Cleaner	£9.23	-£0.78
General Kitchen Assistant	M - Sc 5	27	£8.30	GKA	£9.07	-£0.77
Support Worker	M - Sc 5	27	£11.54	Support Worker	£11.03	£0.51
Customer Service Officer	M - Sc 5	23	£9.93	Customer Services Officer	£17.15	-£7.21

Agency worker Job title	Grade Band	Count	Ave Hrly Charge rate	Comparator Permanent Job	Ave Hrly rate with oncosts	Diff
Parking Attendant	M - Sc 5	20	£10.32	Parking Attendant	£10.75	-£0.43
Administrative Officer	M - Sc 5	16	£12.31	Administrative Officer	£16.51	-£4.20
Landscape Labourer	M - Sc 5	15	£9.00	Gardener	£9.55	-£0.56
Receptionist	M - Sc 5	9	£10.58	Receptionist	£13.03	-£2.46
NightCarer - Weekly	M - Sc 5	7	£10.49	Night Care Officer	£9.73	£0.76
Escort	M - Sc 5	6	£8.80	Escort	£9.99	-£1.19
Domestic	M - Sc 5	5	£8.52	Domestic Worker	£7.71	£0.81
Care Assistant	M - Sc 5	8	£8.99	Care Assistant	£9.73	-£0.74
Planning Enforcement Officer	P01 - P03	4	£25.79	Planning Enforcement Officer	£18.22	£7.57

This shows that for the majority of positions the cost of the agency worker is cheaper than the permanent employee of the council.

12. Proportion of Agency Workers compared to other London boroughs.

12.1 In Haringey the proportion of Agency workers to the workforce is 11%. A recent survey by London Councils shows that the average agency rate is 16%.

12.2 The Adults Social Care Workforce survey published in October 2007 shows that across London the average agency rate is 16.3%. In Haringey the proportion in Adult, Culture & Community Services is 13.7%.

12.3 This shows that the proportion of Agency workers within the council is good compared to usage across London.

13. Financial Implications

13.1. None.

13. Legal Implications

13.1 See paragraph 5.1

14. Equalities Implications

14.1. The proportion of Black & Minority Ethnic (BME) agency workers is good. Of the jobs submitted for agency placement 54% were offered to BME workers and 67% of the jobs went to BME workers. This demonstrates that agency worker placement and monitoring is working from an equalities perspective and ensures that council delivered services are provided by workers that broadly match the resident profile.

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Haringey Council

[No.]

Agenda item:

General Purposes Committee Meeting**On 3 December 2007**

Report Title: **Appointment to vacant post of Head of Legal Services in the Corporate Resources Directorate**

Forward Plan reference number (if applicable): **[add reference]**

Report of: **Interim Head of Human Resources**

Wards(s) affected: **N/A**

Report for: **Non-Key Decision**

1. Purpose

1.1 To brief Members about the arrangements for recruiting to the post of Head of Legal Services

1.2 To receive the nominations of One Member who will be able to take part in the recruitment process.

2. Introduction by Cabinet Member (if necessary)

2.1 The report seeks nominations for a Member appointment panel for the vacant role of Head of Legal Services/Monitoring Officer in accordance with Section K4 of the Council's Constitution.

3. Recommendations

3.1 To agree the nomination of one Member from this committee for the appointment panel

3.2 To note the arrangements for recruitment

Report Authorised by: **Stuart Young Assistant Chief Executive, People and Organisational Development**

Contact Officer: **Steve Davies, Interim Head of Human Resources (ext. 3172)**

4. Chief Financial Officer Comments

4.1 The Chief Financial Officer has been consulted in the production of this report and notes that all costs associated with the recruitment and advertising for this post (noted in section 8.1) will need to be met from within existing Corporate Resources budgets.

5. Director of Corporate Resources Comments

5.1 The Director of Corporate Resources comments that the process of appointment of the post of Head of Legal Services is a non-executive function which is covered by statutory provisions. These statutory provisions are met by the recommendations set out in this report which mirror Section K4 of the Council's Constitution.

6. Local Government (Access to Information) Act 1985

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

7. Strategic Implications

7.1 This vacancy, which has a key strategic role in the Corporate Resources Directorate, is being advertised in the Local Government Chronicle and the Haringey recruitment website. The role has a wide remit in providing support to the Council, Members, Chief Executive and Senior Officers on all legal matters. The post-holder will also discharge the functions of Monitoring Officer.

8. Financial Implications

8.1 A decision relating to the type of assessment reports required will be taken later in the process when the associated costs will be defined.

9. Legal Implications

9.1 See section 5.1 above.

10. Equalities Implications

10.1 The executive search agents retained to carry out the assessment centre have been briefed to ensure that these processes take proper account of the need to be inclusive.

11. Background

11.1 The following timetable has been agreed with the Director of Corporate Resources. Member nominations are required for the posts to take part in the short-listing and final interviews.

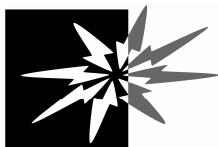
11.2 The draft timetable will be as follows:

Advertisement closing date	7 December 2007
Long-listing	w/c 10 December 2007
Assessment Centre incl. Technical Assessment	w/c 17 December 2007
Shortlist discussion with member panel	w/c 7 January 2008
Member panel interview	w/c 14 January 2008

12. Conclusion

12.1 The constitution adopted by the Council in May 2002 requires that appointments to chief officer and deputy chief officer posts be a non-Executive function carried out via the General Purposes Committee. One nomination from the committee is therefore required for the recruitment processes outlined above.

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Haringey Council

Agenda Item

[No.]
General Purposes Committee On 3rd December 2007
Report title: Childcare voucher scheme update
Report of Interim Head of Human Resources
Wards(s) affected: **All**

Report for:

1. Purpose

To update the committee on the re-tender of the existing childcare voucher scheme contract.

2. Introduction by Cabinet Member

2.1 This report is provided in accordance with the Committee's wishes for a report back and provides update on the steps being taken to award a 5 year contract through competitive process in accordance with Contract Procedure rules.

3. Recommendations
That this committee

- a. Note that existing provider Leapfrog's contract expires April 2008 and that the re-tender has been approved by Stuart Young.
- b. Note that an update on the tender process was requested by February GP Committee and that this report has been prepared for this purpose.

Report Authorised by: **Stuart Young Assistant Chief Executive, People and Organisational Development**

Contact officer: **Steve Davies, Interim Head of Human Resources**
Telephone: **3172**

4. Chief Financial Officer Comments

4.1 The Chief Financial Officer notes the contents of this report and has no additional comments to make.

5. Head of Legal Services Comments

5.1 The Head of Legal Services has been consulted on the content of this report and has no specific comment to make.

6. Local Government (Access to Information) Act 1985

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

7. Background

Following a report to this committee on the 8 March 2007 regarding the introduction of a childcare voucher scheme in the Council it was agreed that the scheme be implemented for a period of one year with a provider, with a view to tendering a five year contract later in the year. Committee also requested that a report be provided regarding the tender process to be undertaken and to outline the performance of the 'One Year' service provider. This report is being submitted to provide this information.

8. Current Provider Performance

The statistics of current usage of the scheme are as follows:

Current Employees in the Scheme	50
Total that have used the Scheme	61
Total EER NI Saving	£1,589 (April to November)
Total Charge	£3,712 (April to November)
Total VAT	£649
Net Saving	£7,227 (April to November)

9. Proposals going forward

Based on a take-up rate of 1-2% and at an administrative charge of around 5%, payment to the childcare provider per annum would be less than £25,000. As the contract is to be tendered for 5 years duration a full tendering process needs to be followed. The process has been signed off at the requisite level by Stuart Young.

In order for the scheme to be implemented by the expiry of the existing contract, April 2008, Corporate Procurement have advised that the tendering process would need to start in December 2007.

10. Selecting a provider

The tender process will entail:

1. Advert
2. Expressions of interest

3. Pre qualification questionnaire
4. Tender invite sent out
5. Tenders evaluated
6. Preferred supplier selected
7. Contract awarded by Director

The pre-qualification questionnaire will be used to shortlist the initial responses and invite 3 - 5 organisations to tender.

The following criteria will be used to review the tender responses and select a preferred supplier.

Ability to meet key requirements of the Council namely:

- Inclusion of casual staff and staff with multiple employments
- Provision of paper and electronic vouchers
- Ability to store data on behalf of the council
- Publicity of the scheme
- Support provided
- Experience of implementing the scheme in other large local authorities
- Administration fee

11. Implementation

Continuation with the existing provider or change to a new provider will have low impact on the Council and employees. The scheme specification will be the same and details of the scheme will continue to be included with recruitment literature and will act as an incentive for potential applicants with childcare responsibilities.

Information on the scheme will also continue to be provided to new staff at induction and will be publicised as part of ongoing work on staff benefits.

The following activities were used to promote the existing scheme. The new contract will ensure that if a new provider is introduced that they are committed to ensure similar communications:

- Payslip inserts will go out in March payslips.
- A series of staff presentations will take place in the main Council buildings in the first and second week of March.
- An article will go in the March edition of Smart talk.
- An e-mail will go out to all staff.
- A page will be placed on Harinet.
- Posters will be sent to Council offices

12. Legal Implications

The childcare voucher scheme is regulated according to Inland Revenue rules and criteria. The Council is required to keep certain records including records related to the following: -

1. evidence that the scheme has been offered to all staff;

2. details of the children using the childcare;
3. details of the child carers used; and
4. evidence of the requirement for employees to inform of any change in status.

13. Financial Implications

The table below shows the potential savings to the Council based on a typical service providers administrative fee of 5%. These figures were calculated using an estimated take up by 78 staff in a year. They were used in the previous committee report dated 8 March 2007.

Description	Lower rate Tax Payer	Higher rate Tax Payer
Gross Salary	£20,000	£40,000
Childcare Vouchers Value per annum	£2,916	£2,916
Taxable salary	£17,084	£37,084
Employer NI saving at 12.8%	£375	£375
Minus Provider management fee at 5%	£146	£146
Net Employer saving (Employer NI saving minus management fee)	£227	£227
Employee Tax saving (33% or 41% dependant on lower or higher tax rate payer)	£962	£1,195
Estimated Total Net employer saving based on take up by 78 staff (72 lower tax, 6 higher tax)	£16,376	£4,094
EMPLOYER	TOTAL SAVING	£20,470

Based on the take up in the first 7 months of the year (see paragraph 8) this estimated take up and employer saving is reasonable.

14. 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.

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